

# LAVINA PUBLIC SCHOOLS

## Staff Handbook

2024-2025

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Welcome to and/or back to the Lavina Public School System! 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 Lavina students, while working closely with our parents and community in doing so.

The material covered within this staff handbook is intended as a method and means 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 Material contained herein may, therefore, be superseded by such Board policy, administrative regulation, negotiated agreement, or changes in state or federal law.

Equal employment opportunity and treatment shall be practiced by the district regardless of race, color, national origin, religion, sex, age, marital status, and disability, if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.

Lavina School does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education services, activities, and programs, including Vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended: Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended.

## **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 and will be used to judge their actions.

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

- ☐ Makes the well-being of students the foundation of all decisions and actions.
- ☐ Promotes a spirit of inquiry, creativity, and high expectations.
- ☐ Assures just and equitable treatment of every student.
- ☐ Protects students when their learning or well-being is threatened by the unsafe, incompetent, unethical or illegal practice of any person.

- ☐ 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.
- ☐ Respects the roles, responsibilities and rights of students, parents and guardians.
- ☐ Maintains appropriate educator-student relationship boundaries in all respects, including speech, print, and digital communications.

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

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

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

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

**Adopted by the Certification Standards and Practices Advisory Council January 27, 2012**

**VISION STATEMENT**

It is our vision to create lifelong learners and responsible citizens.

**MISSION STATEMENT**

The mission of those in the Lavina School community is to foster and meet high expectations as well as promote positive attitudes in a safe and nurturing environment.

**Lavina School Staff**  
**406-636-2761**

**Board of Trustees**

**Ben Lehfeltdt**  
**Chairman**

**Dan Peters**  
**Vice Chairman**

**KJ Fauth**  
**Trustee**

**Superintendent/Principal.....Nicole Hanson**  
**District Clerk.....Charly Tatom**  
**Administrative Assistant.....Rena Kouba**

**Head of Maintenance**  
Jessica Fish

**English 7-12/Student Council/Yearbook**  
Susan Hayes

**Custodian**  
Sam Fish

**Family Consumer Science/Pep Club**  
Ivy Mallo

**Head Cook**  
TBD

**Math**  
Bri Erfle

**Assistant Cook**  
TBD

**Music**  
TBD

**Title IX/Title I/504**  
Lynsey Heiken

**Agriculture Education**  
Abigayle Hansen

**Athletic/Transportation Director**  
Francine Jansen

**Science 7-12**  
Lisa Carpenter

**Counselor/Honor Society**  
Kelli Schwehr

**Social Studies 6-12**  
Sarah Lyda

**Special Education**  
Kayla Maki

**Elem/JH/HS PE**  
Morgan Kirch

**Preschool**  
Kim Kopetzky

**Library/BPA/JH Tech/Business**  
Raquel Sanguins

**Kindergarten/1st Homeroom**  
Brittany Boehm

**Bus Drivers**  
Susan Wood  
Charlie Egge  
Kelly Beckettold

**2nd/3rd Homeroom**  
Cedar Martin

**4th/5th Homeroom**

**6th ELA/Math/Science/Counselor**  
Kelli Schwehr

## BOARD OF TRUSTEES MEETINGS

Regular monthly meetings are currently held on the second Tuesday of the month at 7:00 PM in the library. Special meetings are called through regularly adopted procedures with legal action restricted to those items listed in the notice of the meetings. Executive Sessions are the only type of Board meetings not open to the public. These sessions are confined to consideration of matters involving or affecting the discipline of staff/students, hearing of complaints against an employee, issues of personal privacy, etc.

## PLACING AN ITEM ON THE AGENDA AND PUBLIC COMMENT

In order for the Board to properly consider any matter you may desire to bring before it, the Superintendent or Chairperson should be notified as soon as possible, but not less than five days before the meeting date. This request must be in writing and should include the topic and details of the concern to be addressed. If the reason for the appearance is a complaint against any District employee, the individual filing the complaint must demonstrate the Uniform Complaint Procedure has been followed. Citizens wishing to make brief comments about school programs or procedures or items on the agenda need not request placement on the agenda, and may ask for recognition by the Chairman at the appropriate time.

Remember, that to avoid violations of individual rights of privacy, a member of the public wishing to address the Board during the “public comment” period will not be allowed to make comments about any student, staff member, or member of the general public. The Board Chairperson may place reasonable time limits on comments, in order to maintain and ensure effective and efficient operations of the Board.

By law, the District cannot take any action on any matter discussed during the public comments portion of the meeting until such time as the matter is specifically noticed on the agenda and the public has been allowed the opportunity to comment.

## ABSENCES

Teachers and aides please make every possible effort to check with the office on the number of staff absent before you set up an appointment. It may be that the day you have an appointment we may have a large number of absent staff and not enough substitutes to cover the classes, therefore your leave may be denied. **When you are absent make sure that you have lesson plans, seating charts, names of class helpers left where a substitute can find them with ease.** If you are sick give Julie a call prior to 7:00 if you need someone for that day. If you think you will be gone for a second day, it is a courtesy to notify the office before school is dismissed for the day so that the substitute can be asked to return the following day.

### Civic Duty Leave

Leaves for service on either a jury or in the Legislature will be granted in accordance with state and federal law. A certified staff member hired to replace one serving in the Legislature does not acquire tenure. An employee who is summoned to jury duty or subpoenaed to serve as a witness may elect to receive regular salary or to take annual leave during jury time. An employee who elects not to take annual leave, however, must remit to the District all juror and witness fees and allowances (except for expenses and mileage). The District may request the

court to excuse an employee from jury duty, when an employee is needed for proper operation of the school.

### Sick and Bereavement Leave

Certified employees will be granted sick leave according to terms of their collective bargaining agreement.

Classified employees will be granted sick leave benefits in accordance with § 2-18-618, MCA. For classified staff, “sick leave” is defined as a leave of absence, with pay, for a sickness suffered by an employee or an employee’s immediate family. Sick leave may be used by an employee when they are unable to perform job duties because of:

- A physical or mental illness, injury, or disability;
- Maternity or pregnancy-related disability or treatment, including a prenatal care, birth, or medical care for the employee or the employee’s child;
- Parental leave for a permanent employee as provided in § 2-18-606, MCA;
- Quarantine resulting from exposure to a contagious disease;
- Examination or treatment by a licensed health care provider;
- Short-term attendance, in an agency’s discretion to care for a person (who is not the employee or a member of the employee’s immediate family) until other care can reasonably be obtained;
- Necessary care for a spouse, child or parent with a serious health condition, as defined in the Family and Medical Leave Act of 1993; or
- Death or funeral attendance of an immediate family member or, at an agency’s discretion, another person.

An employee who has suffered a death in the immediate family will be eligible for bereavement leave. The Superintendent has the authority to grant bereavement leave for up to five (5) days for death in a teacher’s family and up to one (1) day for the death of close personal or family friends.

### 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. Benefits shall be maintained for these employees as required by law and/or collective bargaining agreements. A service member who returns to the District for work following a period of active duty must be reinstated to the same or similar position and at the same rate of pay unless otherwise provided by law.

Time spent in active military service shall be counted in the same manner as regular employment for purposes of seniority or District service unless otherwise provided in a collective bargaining agreement. The District will not discriminate in hiring, reemployment, promotion, or benefits based upon membership or service in the uniformed services. All requests for military leave will be submitted to the Superintendent, in writing, accompanied by copies of the proper documentation showing the necessity for the military leave request. When possible, all requests for military leave will be submitted at least one (1) full month in advance of the date military service is to begin. Persons returning from military leave are asked to give the Superintendent notice of intent to return, in writing, as least one (1) full month in advance of the return date.

### Personal and Emergency Leave

Teachers will be granted personal and emergency leave according to terms of the current collective bargaining agreement.

### Vacation

Classified and twelve (12) month administrative employees will accrue annual vacation leave benefits in accordance with §§ 2-18-611, 2-18-612, 2-18-614 through 2-18-617 and 2-18-621, MCA. Nothing in this policy guarantees approval for granting specific days as annual vacation leave in any instance.

## **ABUSED AND NEGLECTED CHILD REPORTING**

Any staff member who has reasonable cause or reasonable suspicion to believe that a child under 18 years of age with whom he/she has come in contact has suffered abuse or neglect, or that any adult with whom he/she is in contact has abused a child, shall immediately orally report to the Montana Department of Public Health and Human Services or local law enforcement agency and notify the Superintendent that a report has been made. An employee does not discharge the obligation to personally report by notifying the Superintendent. Written documentation of this report must be completed and submitted to the Superintendent. Forms are available in the office.

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

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

## **ADMINISTERING MEDICINES TO STUDENTS**

Students who must take prescription and/or over-the-counter medication at school, on a temporary or regular basis, must provide a written request to administer medication, signed by the parent. All medications will be kept in locked storage in the office unless a student must carry medication on his/her person during the school day. Parents of students who must carry and self-administer medication must complete the Montana Authorization to Possess or Self-Administer Medication form and return it to the office. Authorization granted to a student to possess and self-administer medication shall be valid for the current school year only and must be renewed annually. A student's authorization to possess and self-administer medication may be limited or revoked by the Superintendent.

Teachers are expected to assist students in remembering when a medication is scheduled to be administered. If the student refuses to take medication, teachers are expected to notify the parent whenever possible. Attempts to contact parents must be documented as to date and time. (Refer to Policy 3416 & 3416F) "Medication" means prescribed drugs and medical devices that are controlled by the U.S. Food and Drug Administration and are ordered by a healthcare provider. It includes over-the-counter medications prescribed through a standing order by the school physician or prescribed by the student's healthcare provider.

The Superintendent may authorize, in writing, any school employee:

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

Except in an emergency situation, only a qualified healthcare professional may administer a drug or a prescription drug to a student under this policy. Diagnosis and treatment of illness and the prescribing of drugs are never the responsibility of a school employee and should not be practiced by any school personnel.

#### Emergency Administration of Medication

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

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

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

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

#### Self-Administration of Medication

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

- A physician or dentist provides a written order for self-administration of said medication;
- Written authorization for self-administration of medication from a student's parent, an individual who has executed a caretaker relative educational authorization affidavit, or guardian is on file; and
- A principal and appropriate teachers are informed that a student is self-administering prescribed medication.

The Superintendent may authorize, in writing, any employee to assist with self-administration of medications, provided that only the following may be employed:

- Making oral suggestions, prompting, reminding, gesturing, or providing a written guide for self-administering medications;
- Handing to a student a prefilled, labeled medication holder or a labeled unit dose container, syringe, or original marked and labeled container from a pharmacy;
- Opening the lid of a container for a student;



- Guiding the hand of a student to self-administer a medication;
- Holding and assisting a student in drinking fluid to assist in the swallowing of oral medications; and
- Assisting with removal of a medication from a container for a student with a physical disability that prevents independence in the act.

#### Self-Administration or Possession of Asthma, Severe Allergy, or Anaphylaxis Medication

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

- A written and signed authorization from the parents, an individual who has executed a caretaker relative educational authorization affidavit, or guardians for self-administration of medication, acknowledging that the District or its employees are not liable for injury that results from the student self-administering the medication.
- The student must have the prior written approval of his/her primary healthcare provider. The written notice from the student's primary care provider must specify the name and purpose of the medication, the prescribed dosage, frequency with which it may be administered, and the circumstances that may warrant its use.
- Documentation that the student has demonstrated to the healthcare practitioner and the school nurse, if available, the skill level necessary to use and administer the medication.
- Documentation of a doctor-formulated written treatment plan for managing asthma, severe allergies, or anaphylaxis episodes of the student and for medication use by the student during school hours.

If provided by the parent, an individual who has executed a caretaker relative educational authorization affidavit, or guardian, and in accordance with documentation provided by the student's doctor, backup medication must be kept at a student's school in a predetermined location or locations to which the student has access in the event of an asthma, severe allergy, or anaphylaxis emergency.

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

#### Administration of Glucagons

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

## Handling and Storage of Medications

The Board requires that all medications, including those approved for keeping by students for self-medication, be first delivered by a parent, an individual who has executed a caretaker relative educational authorization affidavit, or other responsible adult to a nurse or employee assisting with self-administration of medication. A nurse or assistant:

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

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

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

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

## Disposal of Medication

The District requires school personnel either to return to a parent, an individual who has executed a caretaker relative educational authorization affidavit, or guardian or, with permission of the parent, an individual who has executed a caretaker relative educational authorization affidavit, or guardian, to destroy any unused, discontinued, or obsolete medication. A school nurse, in the presence of a witness, will destroy any medicine not repossessed by a parent or guardian within a seven-(7)-day period of notification by school authorities.

## **ASBESTOS NOTIFICATION**

The Lavina School District, in accordance with recent federal law, has extensively inspected all of its facilities and located all forms of asbestos used as a building material in your child's school. Based on the findings of that inspection, a plan has been written for the management and control of the asbestos in your school. That plan shows the location of all asbestos found. It also details what the School District is going to do with the asbestos and time table for that activity. This plan is available for you to inspect during normal working hours. You

may obtain a copy for the price of copying if you wish. Please direct all questions to the Superintendent.

## **ASSEMBLIES, EXTRACURRICULAR AND ATHLETIC EVENTS**

Students are required to attend all assemblies. Those who refuse are to be referred to the guidance counselor. Teachers are to supervise their specific class during assemblies and are expected to be in their assigned areas. Junior High and High School students may sit with friends or random places in the bleachers. Elementary students will remain with their classes and teachers. Students may be removed from an assembly as deemed necessary by the staff member. Generally, all students should be dealt with directly and/or referred to the office in accordance with building discipline procedures.

District officials may not invite or permit members of the clergy, staff members, or outsiders to give prayers at school-sponsored assemblies and extracurricular or athletic events. District officials also may not organize or agree to student requests for prayer at assemblies and other school-sponsored events. Furthermore, prayer may not be broadcast over the school public address system, even if the prayer is nonsectarian, non-proselytizing, and initiated by students.

## **ASSIGNMENTS, REASSIGNMENTS, TRANSFERS**

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

### **Classified Staff**

The District retains the right of assignment, reassignment, and transfer. Written notice of reassignment or involuntary transfer will be given to the employee. The staff member will be given opportunity to discuss the proposed transfer or reassignment with the Superintendent.

### **Teaching**

Notice of their teaching assignments relative to grade level, building, and subject area will be given to teachers before the beginning of the school year. All District employees assigned extracurricular activities as a contract obligation must honor this obligation as a condition of employment unless released from this responsibility by the Board.

## **ATHLETIC CONFERENCES**

Lavina High School is in a co-op with Broadview High School and both schools are members of the Montana High School Association (MHSA) and participate in recognized activities. These activities include Football, Volleyball, Basketball, Track, Choir and Band. All staff attending school sponsored extracurricular activities held in the district are admitted free of charge this includes events in Broadview, staff can purchase activity tickets for spouses for \$10.00. Staff are expected to assist in supervision of students and in general crowd control as needed while attending such events. The AD will be around encouraging staff to participate with ticket taking during the different activities.

## **BACK TO SCHOOL NIGHT**

Back to school night is planned at the beginning of the school year by LSA in order to familiarize the community and staff with each other and the changes the new year may bring about. All staff members are encouraged to participate in this event.

## **BREAKS**

The District may make available daily morning and afternoon rest periods of fifteen (15) minutes to all full-time, classified employees. Hourly personnel may take one (1) fifteen-(15)-minute rest period for each four (4) hours worked in a day. Breaks normally are to be taken approximately mid-morning and mid-afternoon and should be scheduled in accordance with the flow of work and with approval of the employee's supervisor.

## **BREASTFEEDING**

Recognizing that breastfeeding is a normal part of daily life for mothers and infants and that Montana law authorizes mothers to breastfeed their infants where mothers and children are authorized to be, the District will support women who want to continue breastfeeding after returning from maternity leave.

The District shall provide reasonable unpaid break time each day to an employee who needs to express milk for the employee's child, if breaks are currently allowed. If breaks are not currently allowed, the District shall consider each case and make accommodations as possible. The District is not required to provide break time if to do so would unduly disrupt the District's operations. Supervisors are encouraged to consider flexible schedules when accommodating employee's needs.

The District will make reasonable efforts to provide a room or other location, in close proximity to the work area, other than a toilet stall, where an employee can express the employee's breast milk. The available space will include the provision for lighting and electricity for the pump apparatus. If possible, supervisors will ensure that employees are aware of these workplace accommodations prior to maternity leave.

## **BULLYING – HARASSMENT – INTIMIDATION (3226)**

The District will strive to provide a positive and productive working environment. Bullying, harassment, intimidation, between employees or by third parties, are strictly prohibited and shall not be tolerated. Harassment includes, but is not limited to, harassment on the basis of race, color, religion, national origin, age, marital status, disability, and sexual harassment.

"Third parties" include but are not limited to coaches, school volunteers, parents, school visitors, service contractors or others engaged in District business, such as employees of businesses or organizations participating in cooperative work programs with the District, and others not directly subject to District control at inter-district and intra-District athletic competitions or other school events.

"District" includes District facilities, District premises, and non-District property if the employee is at any District-sponsored, District-approved, or District-related activity or function,

such as field trips or athletic events, where the employee is engaged in District business.

“Bullying” means any harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication (“cyberbullying”) or threat directed against a student that is persistent, severe, or repeated, and substantially interferes with an employee’s opportunities or work performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member or an interference with school purposes or an educational function, and that has the effect of:

- ☐ Physically harming an employee or damaging an employee’s property;
- ☐ Knowingly placing an employee in reasonable fear of physical harm to the employee or damage to the employee’s property; or
- ☐ Creating a hostile working environment.
- ☐ Substantially and materially disrupts the orderly operation of a school.

“Electronic communication device” means any mode of electronic communication, including, but not limited to, computers, cell phones, PDAs, or the internet.

### Reporting

All complaints about behavior that may violate this policy shall be promptly investigated. Any employee or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of harassment, intimidation, or bullying in violation of this policy is encouraged to immediately report his/her concerns to the Superintendent who has overall responsibility for such investigations. Complaints against the Superintendent shall be filed with the Board. The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken.

### Exhaustion of administrative remedies

A person alleging violation of any form of harassment, intimidation, hazing or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication, as stated above, may seek redress under any available law, either civil or criminal, after exhausting all administrative remedies.

### Responsibilities

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

### Consequences

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

## Retaliation and Reprisal

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

## **CARE/USE OF DISTRICT PROPERTY**

All staff members are encouraged to exercise continuous and vigilant care of all district-owned property. Such items as computer and video equipment, and musical instruments are priority items for theft and damage. Incidents of theft or willful destruction of district property through vandalism or malicious mischief should be reported immediately to the Superintendent. In the event of loss or damage, a fee will be assessed by the district according to the repair or replacement costs.

When leaving the classroom, locker room or other work areas between classes, teachers are expected to turn off lights and lock all doors. At the end of the day, teachers are to lock all doors and close and lock all windows prior to departing the building. Staff are to refrain from keeping personal items of value in or about their desks. Purses should never be left unsecured. Students should 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.

## **CASH IN BUILDINGS**

Money collected by staff as a result of fundraisers or other school-related purposes is to be deposited in the office. At no time are substantial amounts of money to be kept overnight or held during holidays or for long periods of time in classrooms.

## **CHECK OUT**

### Work Day Check Out

All Certified and Classified staff who leave the building during the school day are required to check out at the office. This will enable the office to respond appropriately in the event of a message and/or emergency situation that may arise.

If a teacher takes his/her classroom to a different location other than their classroom they are to notify the office. This will enable the office to respond appropriately in the event of a message and/or emergency situation that may arise.

### End of Year Check Out

An end of the year check out form is provided for appropriate signatures and completion for year end paperwork. This needs to be completed before issuance of the final paychecks.

## **CLASS ADVISOR DUTIES**

As an assigned advisor to one of the following classes, it is important that you provide direction for your class, as well as organization, suggestion, and supervision for any activities in

which they are involved. You are encouraged to call for and supervise all class meetings, while providing direction there. Each class should keep minutes of their meetings, while also working closely with the office concerning any monetary issues that arise. These minutes and fiscal notes will need to be kept in the class binder that the advisor will be responsible for maintaining. Your class will receive from the Clerk a balance sheet showing any financial transactions which may have occurred in the course of the previous month. The binder is divided into years for the class in order to reference what has been done in the past fiscally and who the class officers were. The advisor will have to make sure that the binder is organized and kept in an orderly manner.

An election of officers will take place the first day of school during a class organizational meeting. Please elect a president, vice-president, secretary/treasurer and a student council representative.

7<sup>th</sup> & 8<sup>th</sup> Grade – The advisor will start a new binder for the 7<sup>th</sup> grade class that will follow them.

Freshmen – Work this year on a major fund-raiser and concessions.

Sophomores – Work this year on a major fund-raiser and concessions.

Juniors – Work this year on a major fund-raiser and concessions – work with the other schools to put together the Prom.

Seniors – Work this year on a major fund-raiser and concessions for graduation and senior trip – Organize and supervise decisions and needs for graduation – colors, motto, time, caps, gowns, ceremony, guest speaker, decorations, stage rental, cleanup – **Graduation details will be communicated with parents** and attend board meetings for prior approval for specific items.

## **CLASSIFIED EMPLOYMENT AND ASSIGNMENT**

Each classified employee will be employed under a written contract of a specified term, of a beginning and ending date, within the meaning of § 39-2-912, MCA, after the employee has satisfied the requisite probationary period of six (6) months. During the probationary period of employment, the employment may be terminated at the will of either the School District or the employee on notice to the other for any reason or no reason. Should the employee satisfy the probationary period, such employee shall have no expectation of continued employment beyond the current contract term. The District reserves the right to change employment conditions affecting an employee's duties, assignment, supervisor, or grade. The Board will determine salary and wages for classified personnel.

## **CLASS INTERRUPTIONS**

Class interruptions are to be kept at a minimum. Students should be sent to another classroom with a pass during the last ten (10) minutes of the period unless they have a signed pass directing otherwise from the classroom teacher whose class will be interrupted. High School students will have notes placed in mailboxes and/or on lockers also refer to attachment at end of staff handbook for preference to notifications.

## **COMMEMORATIVE HOLIDAYS**

Teachers and students will devote a portion of the day on each commemorative holiday designated in § 20-1-306, MCA, to study and honor the commemorated person or occasion. The Board may from time to time designate a regular school day as a commemorative holiday.

## **COMMUNITY AND ADULT EDUCATION**

Efforts will be made to maximize the use of public school facilities and resources, realizing that education is a lifelong process involving the whole community. The District may make its resources available to adults and other non-students, within limits of budget, staff, and facilities, provided there is no interference with or impairment of the regular school program. Community and adult education and other offerings may be developed in cooperation with community representatives.

## **COMMUNITY USE OF BUILDING**

School facilities are available to the community for education, civic, cultural, and other uses consistent with the public interest, when such use does not interfere with a school program or school-sponsored activities. Use of school facilities for school purposes has precedence over all other uses. Persons on school premises must abide by the district's conduct rules at all times. Contact the District office for more information. Also, refer to policy 4330.

## **COMPUTER USAGE**

Do not give authorized passwords to students. Certified staff members are responsible for the supervision of computer usage. There should not be any usage of computer games, email, chatting, or Internet access which does not directly impact the teaching of classes or student learning. Refer to Lavina Public Schools Acceptable Use Agreement.

## **CONFERENCES**

Planned conferences between teachers and parents are essential to the district's efforts to further understanding and close cooperation between the home and school. This cooperation plays a vital ingredient in the growth and education of our students and their academic performance. Parent-teacher conferences are scheduled twice a year and we encourage the student to be a part of the conference if the parent so desires.

Conferences should be treated as an opportunity for constructive, mutual exchange of information and ideas for the welfare and continued academic growth of the student. Occasionally, teachers or parents may arrange for conferences outside regularly scheduled conference dates, to meet more immediate student needs. Teachers should be prepared to provide after-school or pre-school time to meet with students as necessary.

## **CONTACT WITH STUDENTS**

Students are entrusted to the schools for educational purposes. Although educational purposes encompass a broad range of experiences, school officials must not assume license to allow unapproved contact with students by persons not employed by the District for educational purposes. Teachers may arrange for guest speakers on appropriate topics relative to the curriculum. The Superintendent may approve school assemblies on specific educational topics of



interest and relevance to the school program. The District normally does not permit other types of contact by non-school personnel.

The District will not allow access to the schools by outside organizations desiring to use the captive audience in a school for information, sales material, or special interest purposes.

## **CONTRACTS AND COMPENSATION**

Contracts for certified and classified staff members will be initiated for all employees when hired by the Board.

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 the negotiated agreement.

## **CONTROVERSIAL ISSUES AND ACADEMIC FREEDOM**

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

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

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

In a study or discussion of controversial issues or materials, however, the District directs teaching staff to take into account the following criteria: Relative maturity of students; District philosophy of education; Community standards, morals, and values; Necessity for a balanced presentation; and Necessity to seek administrative counsel and guidance in such matters.

## **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.

A staff member is authorized to employ physical force when, in his/her professional judgment, the physical force is necessary to prevent a student from harming himself/herself, others, or doing harm to district property.

## **COPYRIGHT**

The District recognizes that federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Severe penalties may be imposed for unauthorized copying or use of audio, visual, or printed materials and computer software, unless the copying or use conforms to the “fair use” doctrine.

Under the “fair use” doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship, or research. Under the fair use doctrine, each of the following four standards must be met in order to use the copyrighted document:

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

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

#### Authorized Reproduction and Use of Copyrighted Material in Print

Materials on the Internet should be used with caution since they may, and likely are, copyrighted. Proper attribution (author, title, publisher, place and date of publication) should always be given. Notice should be taken of any alterations to copyrighted works, and such alterations should only be made for specific instructional objectives. Care should be taken in circumventing any technological protection measures. While materials copied pursuant to fair use may be copied after circumventing technological protections against unauthorized copying, technological protection measures to block access to materials may not be circumvented.

In preparing for instruction, a teacher may make or have made a single copy of a chapter from a book; an article from a newspaper or periodical; a short story, short essay, or short poem; or a chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper. A teacher may make multiple copies, not exceeding more than one (1) per student, for classroom use if the copying meets the tests of “brevity, spontaneity and cumulative effect” set by the following guidelines. Each copy must include a notice of copyright.

#### Brevity

A complete poem, if less than 250 words and two pages long, may be copied; excerpts from longer poems cannot exceed 250 words.

Complete articles, stories or essays of less than 2500 words or excerpts from prose works less than 1000 words or 10% of the work, whichever is less, may be copied; in any event, the minimum is 500 words. (Each numerical limit may be expanded to permit the completion of an unfinished line of a poem or prose paragraph.)

One chart, graph, diagram, drawing, cartoon, or picture per book or periodical issue may be copied. “Special” works cannot be reproduced in full; this includes children’s books combining poetry, prose, or poetic prose.

### Spontaneity

Should be at the “instance and inspiration” of the individual teacher when there is not a reasonable length of time to request and receive permission to copy.

### Cumulative Effect

Teachers are limited to using copied material for only one (1) course in the school in which copies are made. No more than one (1) short poem, article, story or two (2) excerpts from the same author may be copied, and no more than three (3) works can be copied from a collective work or periodical issue during one (1) class term. Teachers are limited to nine (9) instances of multiple copying for one (1) course during one (1) class term. Limitations do not apply to current news periodicals, newspapers, and current news sections of other periodicals.

Performances by teachers or students of copyrighted dramatic works without authorization from the copyright owner are permitted as part of a teaching activity in a classroom or instructional setting. All other performances require permission from the copyright owner.

The copyright law prohibits using copies to replace or substitute for anthologies, consumable works, compilations, or collective works. “Consumable” works include: workbooks, exercises, standardized tests, test booklets, and answer sheets. Teachers cannot substitute copies for the purchase of books, publishers’ reprints or periodicals, nor can they repeatedly copy the same item from term-to-term. Copying cannot be directed by a “higher authority,” and students cannot be charged more than actual cost of photocopying. Teachers may use copyrighted materials in overhead or opaque projectors for instructional purposes.

### Authorized Reproduction and Use of Copyrighted Materials in the Library

A library may make a single copy of or three digital copies an unpublished work which is in its collection; and a published work in order to replace it because it is damaged, deteriorated, lost or stolen, provided the unused replacement cannot be obtained at a fair price; and a work that is being considered for acquisition, although use is strictly limited to that decision. Technological protection measures may be circumvented for purposes of copying materials in order to make an acquisition decision.

A library may provide a single copy of copyrighted material to a student or staff member at no more than the actual cost of photocopying. The copy must be limited to one (1) article of a periodical issue or a small part of other material, unless the library finds that the copyrighted work cannot be obtained elsewhere at a fair price. In the latter circumstance, the entire work may be copied. In any case, the copy shall contain the notice of copyright, and the student or staff member shall be notified that the copy is to be used only for private study, scholarship, or research. Any other use may subject the person to liability for copyright infringement.

At the request of a teacher, copies may be made for reserve use. The same limits apply as for single or multiple copies designated in “Authorized Reproduction and Use of Copyrighted Material in Print.”

### Authorized Reproduction and Use of Copyrighted Music or Dramatic Works

Teachers may:

- Make a single copy of a song, movement, or short section from a printed musical or dramatic work that is unavailable except in a larger work for purposes of preparing for instruction;
- Make multiple copies for classroom use of an excerpt of not more than 10% of a printed musical work if it is to be used for academic purposes other than performance, provided that the excerpt does not comprise a part of the whole musical work which would constitute a performable unit such as a complete section, movement, or song;
- In an emergency, a teacher may make and use replacement copies of printed music for an imminent musical performance when the purchased copies have been lost, destroyed or are otherwise not available.
- Make and retain a single recording of student performances of copyrighted material when it is made for purposes of evaluation or rehearsal;
- Make and retain a single copy of excerpts from recordings of copyrighted musical works for use as aural exercises or examination questions; and,
- Edit or simplify purchased copies of music or plays provided that the fundamental character of the work is not distorted. Lyrics shall not be altered or added if none exist.

Performance by teachers or students of copyrighted musical or dramatic works is permitted without the authorization of the copyright owner as part of a teaching activity in a classroom or instructional setting. The purpose shall be instructional rather than for entertainment.

Performances of nondramatic musical works that are copyrighted are permitted without the authorization of the copyright owner, provided that:

- The performance is not for a commercial purpose;
- None of the performers, promoters or organizers are compensated; and,
- Admission fees are used for educational or charitable purposes only.

All other musical and dramatic performances require permission from the copyright owner. Parents or others wishing to record a performance should check with the sponsor to ensure compliance with copyright.

### Recording of Copyrighted Programs

Television programs, excluding news programs, transmitted by commercial and non-commercial television stations for reception by the general public without charge may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable retransmission) and retained by a school for a period not to exceed the first forty-five (45) consecutive calendar days after date of recording. Upon conclusion of this retention period, all off-air recordings must be erased or destroyed immediately. Certain programming such as that provided on public television may be exempt from this provision; check with the Superintendent, and/or Librarian, or the subscription database, e.g. united streaming.

### USE OF INFORMATION RESOURCES REGULATION

Off-air recording may be used once by individual teachers in the course of instructional activities, and repeated once only when reinforcement is necessary, within a building, during the first 10 consecutive school days, excluding scheduled interruptions, in the 45 calendar day retention period. Off-air recordings may be made only at the request of and used by individual teachers, and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast. A limited number of copies may be reproduced

from each off-air recording to meet the legitimate needs of teachers. Each additional copy shall be subject to all provisions governing the original recording.

After the first ten consecutive school days, off-air recordings may be used up to the end of the 45 calendar day retention period only for evaluation purposes, i.e., to determine whether or not to include the broadcast program in the teaching curriculum. Permission must be secured from the publisher before the recording can be used for instructional purposes after the 10-day period.

Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations. All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.

#### Authorized Reproduction and Use of Copyrighted Computer Software

Schools have a valid need for high-quality software at reasonable prices. To assure a fair return to the authors of software programs, the school district shall support the legal and ethical issues involved in copyright laws and any usage agreements that are incorporated into the acquisition of software programs. To this end, the following guidelines shall be in effect:

- All copyright laws and publisher license agreements between the vendor and the school district shall be observed;
- Staff members shall take reasonable precautions to prevent copying or the use of unauthorized copies on school equipment;
- A back-up copy shall be purchased, for use as a replacement when a program is lost or damaged. If the vendor is not able to supply a replacement, the school district shall make a back-up copy that will be used for replacement purposes only;
- A copy of the software license agreement shall be retained by the, technology director or librarian and,
- A computer program may be adapted by adding to the content or changing the language. The adapted program may not be distributed.

#### Fair Use Guidelines for Educational Multimedia

Students may incorporate portions of copyrighted materials in producing educational multimedia projects such as videos, Power Points, podcasts and web sites for a specific course, and may perform, display or retain the projects.

#### USE OF INFORMATION RESOURCES REGULATION

Educators may perform or display their own multimedia projects to students in support of curriculum-based instructional activities. These projects may be used:

- In face-to-face instruction;
- In demonstrations and presentations, including conferences;
- In assignments to students;
- For remote instruction if distribution of the signal is limited;
- Over a network that cannot prevent duplication for fifteen days, after fifteen days a copy may be saved on-site only; or,
- In their personal portfolios.

Educators may use copyrighted materials in a multimedia project for two years, after that permission must be requested and received.

The following limitations restrict the portion of any given work that may be used pursuant of fair use in an educational multimedia project:

- Motion media: ten percent or three minutes, whichever is less;
- Text materials: ten percent or 1,000 words, whichever is less;
- Poetry: an entire poem of fewer than 250 words, but no more than three poems from one author or five poems from an anthology. For poems of greater than 250 words, excerpts of up to 250 words may be used, but no more than three excerpts from one poet or five excerpts from an anthology;
- Music, lyrics and music video: Up to ten percent, but no more than thirty seconds. No alterations that change the basic melody or fundamental character of the work;
- Illustrations, cartoons and photographs: No more than five images by an artist, and no more than ten percent or fifteen images whichever is less from a collective work;
- Numerical data sets: Up to ten percent or 2,500 field or cell entries, whichever is less;

Fair use does not include posting a student or teacher's work on the Internet if it includes portions of copyrighted materials. Permission to copy shall be obtained from the original copyright holder(s) before such projects are placed online. The opening screen of such presentations shall include notice that permission was granted and materials are restricted from further use.

*Notices – Before including this section, make sure employees are ready to comply with it and notices are posted.*

The Superintendent and librarian are responsible for ensuring that appropriate warning devices are posted. The warnings are to educate and warn individuals using school district equipment of the copyright law. Warning notices must be posted:

- On or near copiers;
- On forms used to request copying services;
- On video recorders;
- On computers; and,
- At the library and other places where interlibrary loan orders for copies of materials are accepted.

### Television Off-The-Air Taping

Record a broadcasting program off-air simultaneously with the broadcast transmission, including simultaneous cable or satellite retransmission, and retain the recording for a period not to exceed the first 45 consecutive calendar days after the date of the recording.

A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers. Each additional copy will be subjected to all provisions governing the original recording. Unless authorized by the librarian at the conclusion of the retention period, all off-air recordings shall be erased or destroyed immediately.

Individuals who wish to retain programs beyond the 45-day period need to complete and return the preview portion of the "Request for Off-Air Video Taping" for to the librarian for each program videotaped. The librarian will coordinate requests for permission to use or retain copyrighted television programs beyond the 45-day retention period.

Retain videotapes of commercial programs only with written approval of appropriate copyright holders.

Use off-air recordings once for each class in the course of relevant teaching activities and repeat once only when instructional reinforcement is necessary and only within the first 10 consecutive school days of the 45 consecutive calendar day retention period.

Use off-air recordings for evaluation purposes only, after the first 10 consecutive school days, up to the end of the 45 consecutive calendar day retention period. Evaluation purposes may include use to determine whether or not to include the broadcast program in the teaching curriculum.

Use off-air recordings made from a satellite dish, if they conform to the 45 consecutive calendar day retention period established for broadcast or cable programming and are not subscription channels.

Use copies of all air recordings, as stipulated in these guidelines, only if the copies include the copyright notice on the broadcast program

Request that a library center record and retain for research purposes commercial television news programs from local, regional, or national networks, interviews concerning current events, and on the spot coverage of news events. Documentary, magazine format, and public affairs broadcasts, however, are not included in the definition of daily newscasts of major events of the day.

Requests for retention of programs recorded off-air will be directed to the producers of those programs directly through the network (not affiliate).

#### Television Off-The-Air Taping Prohibited Uses

Tape off-air programs in anticipation of an educator's requests.

Request that a broadcast program be recorded off-air more than once for the same educator, regardless of the number of times the program may be broadcast.

Use the recording for instruction after 45 consecutive calendar days.

Hold the recording for weeks or indefinitely because.

Units needing the program concepts are not taught within the 45-day use period; An interruption or technical problem delayed its use; or Another teacher wishes to use it, or any other supposedly "legitimate" educational reason.

Record programs off-air without written permission from the author/producer/distributor when a special notice is provided specifically prohibiting reproduction of any kind.

Alter off-air programs from their original content. Broadcast recordings may not be physically or electronically combined or merged to constitute teaching anthologies or derivative works. Off-air recordings, however, need not be used in their entirety.

Exchange program(s) with other schools in the district or other school districts without the approval of the [media/library supervisor.

Programs will be used for the specific curriculum application for which the request was intended. No other curriculum application is authorized.

Use the recording for public or commercial viewing.

Copy or use subscription programs transmitted via subscription television cable services, such as HBO or Showtime. Such programs are licensed for private home use only and cannot be used in public schools. “Pay” programs received via satellite dish are also subject to these prohibitions.

### Computer Software

Make a copy of an original computer program for the purpose of maintaining the availability of the program should it be damaged during use. Either the copy or the original may be retained in archives. Only one, either the original or the copy, may be used at any one time.

Make a copy of a program as an essential step in using the computer program as long as it is used in conjunction with the machine and in no other manner.

Make a new copy from the archival program in the event that the program in use is damaged or destroyed.

Use a purchased program sent from a manufacturer labeled “archival”, simultaneously with the original copy of the program, provided its use is permitted (not excluded) by the terms of the sales agreement.

Make an archival copy of a rightfully-owned disk that is labeled “archival” by the software manufacturer.

Load a software program from a single disk into a distribution network or to individual stand-alone computers for simultaneous use when the distribution network is only accessible to the owner-user, if not otherwise prohibited by terms of a sales agreement.

Adapt a copyrighted program from one language to another for which it is not commercially available, or add features to a program to better meet local needs.

With permission from the copyright holder, prohibitions may be significantly modified or removed altogether.

### Computer Software Prohibited Uses

Load the contents of one disk into multiple computers at the same time, in the absence of a license permitting the user to do so.

Load the contents of one disk into local network or disk-sharing systems in the absence of a license permitting the user to do so.

Make or use illegal copies of copyrighted programs on district equipment.

Allow any student to surreptitiously or illegally duplicate computer software or access any database or electronic bulletin board.

Make copies of software provided by a software publisher for preview or approval.

Make multiple copies of copyrighted software (or a locally produced adaptation or modification), even for use within the school or district.

Make replacement copies from an archival or back-up copy.



Make copies of copyrighted software (or a locally-produced adaptation or modification) to be sold, leased, loaned, transmitted, or even given away to other users.

Make multiple copies of the printed documentation that accompanies copyrighted software.

## **CREDIT CARD USE**

The District permits the use of its credit cards by school officials and Board members to pay for actual and necessary expenses incurred in the performance of work-related duties for the District. Credit cards may only be used for legitimate District business expenditures. The use of credit cards is not intended to circumvent the District's policy on purchasing. Users must take proper care of District credit cards and take all reasonable precautions against damage, loss, or theft. Any damage, loss, or theft must immediately be reported to the Superintendent and/or Clerk so they can contact the appropriate financial institution. Failure to take proper care of credit cards or failure to report damage, loss, or theft may subject the employee to financial liability. Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature, or violate the intent of this policy may result in credit card revocation and discipline of the employee. Users must submit detailed documentation, including itemized receipts for commodities, services, travel, and/or other actual and necessary expenses which have been incurred in connection with school-related business for which the credit card has been used. The District Clerk shall monitor the use of each credit card every month and report any serious problems and/or discrepancies directly to the Superintendent.

When using the credit card it must be checked out from the office.

## **CUSTODIAL CONCERNS**

If you have a need for custodial services – set up/take down of an activity, something that needs to be fixed or replaced – please contact the Head Maintenance person as soon as possible.

## **CURRICULUM (2120)**

Curriculum guides are available 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. These guides are located in the teacher's lounge and are constantly being upgraded by our curriculum consortium. The district belongs to the Alliance for Curriculum Enhancement (ACE) consortium. Currently, the ACE consortium has been updating the curriculum to meet the needs of the new common core standards that our school will have to meet in the future. For the latest curriculum updates check out the ACE website at: <http://www.mtace.org>. Deviations from established curriculum, textbooks, and instructional materials are not permitted without the approval of the Superintendent. Though teaching methodology may vary, classroom instruction is expected to reflect "best practices" consistent with research on effective instruction.

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

A written sequential curriculum will be developed for each subject area. The curricula will address learner goals, content and program area performance standards, and District education goals and will be constructed to include such parts of education as content, skills, and thinking. The District shall review curricula at least every five (5) years or consistent with the state's standards revision schedule, and modify, as needed, to meet educational goals of the continuous school improvement plan pursuant to ARM 10.55.601.

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

The District shall maintain their programs consistent with the state's schedule for revising standards.

The District shall assess the progress of all students toward achieving content standards and content-specific grade-level learning progressions in each program area. The District shall use assessment results, including state-level achievement information obtained by administration of assessments pursuant to ARM 10.56.101 to examine the education program and measure its effectiveness. The District shall use appropriate multiple measures and methods, including state-level achievement information obtained by administration of assessments pursuant to the requirements of ARM 10.56.101, to assess student progress in achieving content standards and content-specific grade-level learning progressions in all program areas. The examination of program effectiveness using assessment results shall be supplemented with information about graduates and other students no longer in attendance.

## **DETENTION**

For minor infractions of school rules or regulations, or for minor misconduct, staff may detain students. Preceding the assessment of such punishment, the staff member shall inform the student of the nature of the offense charged and/or the specific conduct which allegedly constitutes the violation. The student shall be afforded an opportunity to explain or justify his/her actions to the staff member. Parents must be notified prior to a student serving an after-school detention. Students detained for corrective action or punishment shall be under the supervision of the staff member or designee.

## **DISCIPLINARY ACTION**

District employees who fail to fulfill their job responsibilities or to follow reasonable directions of their supervisors, or who conduct themselves on or off the job in ways that affect their effectiveness on the job, may be subject to discipline. Behavior, conduct, or action that may call for disciplinary action or dismissal includes but is not limited to reasonable job-related grounds based on a failure to satisfactorily perform job duties, disruption of the District's operation, or other legitimate reasons. Discipline and dismissal of staff will follow due process, administrative regulation, relevant provisions of negotiated agreements, and applicable law.

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

## **DISMISSAL OF CLASSES**

Teachers should never dismiss a class before the established dismissal time. Detaining the entire class after dismissal time is also discouraged. Whenever individual students are detained after class, the teacher is expected to provide the student a note for the student's next class teacher. This will help reduce unnecessary hall traffic, as students reporting to class late will need to account for their tardiness.

## **DISPOSAL OF SCHOOL DISTRICT PROPERTY**

The Board is authorized to dispose of a site, building, or any other real or personal property of the District, that is or is about to become abandoned, obsolete, undesirable, or unsuitable for school purposes. To effect proper disposal, the trustees shall pass a resolution stating their decision concerning property disposal.

## **DISRUPTION OF SCHOOL OPERATIONS**

The staff member in charge will immediately notify local law enforcement authorities, if any person disrupts or obstructs any school program, activity, or meeting or threatens to do so, or commits, threatens to imminently commit, or incites another to commit any act that will disturb or interfere with or obstruct any lawful task, function, process, or procedure of any student, official, employee, or invitee of the District.

The staff member in charge will make a written report detailing the incident no later than twenty-four (24) hours after the incident occurs. A copy of the report will be given to the staff member's immediate supervisor.

## **DISTRICT OWNED VEHICLES**

The District owns and maintains certain vehicles. Included among them are a pickup, school buses, and van. These are for use by properly authorized personnel of the District for District business purposes.

Any driver who receives a citation for a driving violation while operating a District vehicle shall personally pay all fines levied. All citations received while the driver is a District employee, whether operating a District vehicle or not, must be reported and may result in disciplinary action up to and including termination.

## **DISTRICT SAFETY**

The Superintendent will develop a plan of fire, civil defense, tornado, and earthquake warning, protection, and evacuation. This plan and procedures will be discussed and distributed to each teacher at the beginning of each school year. There will be at least eight (8) disaster drills a year, four (4) of which will be fire drills. All teachers will discuss fire drill procedures with their class at the beginning of each year and will have them posted in a conspicuous place next to the exit door.

## **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. Distributing, consuming, using, possessing, or being under the influence of alcohol while on District premises or while performing work for the District.

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

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

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

### **District Action Upon Violation of Policy**

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

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

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

## **DRUG/ALCOHOL TESTING FOR SCHOOL BUS-COMMERCIAL VEHICLE DRIVERS**

School bus and commercial vehicle drivers shall be subject to a drug and alcohol testing program that fulfills the requirements of the Code of Federal Regulations, Title 49, Part 382. Other persons who drive vehicles designed to transport sixteen (16) or more passengers, including the driver, are likewise subject to the drug and alcohol testing program. Testing procedures and facilities used for the tests shall conform with the requirements of the Code of Federal Regulations, Title 49, §§ 40, et seq.

### **Pre-Employment Tests**

Tests shall be conducted before the first time a driver performs any safety-sensitive function for the District. Safety-sensitive functions include all on-duty functions performed from

the time a driver begins work or is required to be ready to work, until he/she is relieved from work and all responsibility for performing work. It includes driving; waiting to be dispatched; inspecting and servicing equipment; supervising, performing, or assisting in loading and unloading; repairing or obtaining and waiting for help with a disabled vehicle; performing driver requirements related to accidents; and performing any other work for the District or paid work for any entity.

The tests shall be required of an applicant only after he/she has been offered the position. Exceptions may be made for drivers who have had the alcohol test required by law within the previous six (6) months and participated in the drug testing program required by law within the previous thirty (30) days, provided that the District has been able to make all verifications required by law.

### Post-Accident Tests

Alcohol and controlled substance tests shall be conducted as soon after an accident as practicable on any driver: who was performing safety-sensitive functions with respect to the vehicle, if the accident involved loss of human life; or who receives a citation under state or local law, for a moving traffic violation arising from the accident. Drivers shall make themselves readily available for testing, absent the need for immediate medical attention.

No such driver shall use alcohol for eight (8) hours after the accident, or until after he/she undergoes a post-accident alcohol test, whichever occurs first. If an alcohol test is not administered within two (2) hours or if a drug test is not administered within thirty-two (32) hours, the District shall prepare and maintain records explaining why the test was not conducted. Tests will not be given if not administered within eight (8) hours after the accident for alcohol or within thirty-two (32) hours for drugs.

Tests conducted by authorized federal, state, or local officials will fulfill post-accident testing requirements, provided they conform to applicable legal requirements and are obtained by the District. Breath tests will validate only the alcohol test and cannot be used to fulfill controlled substance testing obligations.

### Random Tests

Tests shall be conducted on a random basis at unannounced times throughout the year. Tests for alcohol shall be conducted just before, during, or just after the performance of safety-sensitive functions. The number of random alcohol tests annually must equal twenty-five percent (25%) of the average number of driver positions. The number of random drug tests annually must equal fifty percent (50%) of the average number of driver positions. Drivers shall be selected by a scientifically valid random process, and each driver shall have an equal chance of being tested each time selections are made.

### Reasonable Suspicion Tests

Tests shall be conducted when a supervisor or District official trained in accordance with law has reasonable suspicion that the driver has violated the District's alcohol or drug prohibitions. This reasonable suspicion must be based on specific, contemporaneous, articulable observations concerning the driver's appearance, behavior, speech, or body odors. The observations may include indications of the chronic and withdrawal effects of controlled substances.

Alcohol tests are authorized for reasonable suspicion only if the required observations are made during, just before, or just after the period of the work day when the driver must comply with alcohol prohibitions. An alcohol test may not be conducted by the person who determines that reasonable suspicion exists to conduct such a test. If an alcohol test is not administered within two (2) hours of a determination of reasonable suspicion, the District shall prepare and maintain a record explaining why this was not done. Attempts to conduct alcohol tests shall terminate after eight (8) hours.

A supervisor or District official who makes observations leading to a controlled substance reasonable suspicion test shall make a written record of his/her observations within twenty-four (24) hours of the observed behavior or before the results of the drug test are released, whichever is earlier.

### Enforcement

Any driver who refuses to submit to a post-accident, random, reasonable suspicion, or follow-up test shall not perform or continue to perform safety-sensitive functions. Drivers who test positive for alcohol or drugs shall be subject to disciplinary action up to and including dismissal.

A driver who violates District prohibitions related to drugs and alcohol shall receive from the District the names, addresses, and telephone numbers of substance abuse professionals and counseling and treatment programs available to evaluate and resolve drug and alcohol-related problems. The employee shall be evaluated by a substance abuse professional who shall determine what help, if any, the driver needs in resolving such a problem. Any substance abuse professional who determines that a driver needs assistance shall not refer the driver to a private practice, person, or organization in which he/she has a financial interest, except under circumstances allowed by law.

An employee identified as needing help in resolving a drug or alcohol problem shall be evaluated by a substance abuse professional to determine that he/she has properly followed the prescribed rehabilitation program and shall be subject to unannounced follow-up tests after returning to duty.

### Return-to-Duty Tests

A drug or alcohol test shall be conducted when a driver who has violated the District's drug or alcohol prohibition returns to performing safety-sensitive duties. Employees whose conduct involved drugs cannot return to duty in a safety-sensitive function until the return-to-duty drug test produces a verified negative result.

Employees whose conduct involved alcohol cannot return to duty in a safety-sensitive function until the return-to-duty alcohol test produces a verified result that meets federal and District standards.

### Follow-Up Tests

A driver who violates the District's drug or alcohol prohibition and is subsequently identified by a substance abuse professional as needing assistance in resolving a drug or alcohol problem shall be subject to unannounced follow-up testing as directed by the substance abuse professional in accordance with law. Follow-up alcohol testing shall be conducted just before, during, or just after the time when the driver is performing safety-sensitive functions.

### Records

Employee drug and alcohol test results and records shall be maintained under strict confidentiality and released only in accordance with law. Upon written request, a driver shall receive copies of any records pertaining to his/her use of drugs or alcohol, including any records pertaining to his/her drug or alcohol tests. Records shall be made available to a subsequent employer or other identified persons only as expressly requested in writing by the driver.

### Notifications

Each driver shall receive educational materials that explain the requirements of the Code of Federal Regulations, Title 49, Part 382, together with a copy of the District's policy and regulations for meeting these requirements. Representatives of employee organizations shall be notified of the availability of this information. The information shall identify:

- ☐ The person designated by the District to answer driver questions about the materials;
- ☐ The categories of drivers who are subject to the Code of Federal Regulations, Title 49, Part 382;
- ☐ Sufficient information about the safety-sensitive functions performed by drivers to make clear what period of the work day the driver is required to comply with Part 382;
- ☐ Specific information concerning driver conduct that is prohibited by Part 382;
- ☐ The circumstances under which a driver will be tested for drugs and/or alcohol under Part 382;
- ☐ The procedures that will be used to test for the presence of drugs and alcohol, protect the driver and the integrity of the testing processes, safeguard the validity of test results, and ensure that test results are attributed to the correct driver;
- ☐ The requirement that a driver submit to drug and alcohol tests administered in accordance with Part 382;
- ☐ An explanation of what constitutes a refusal to submit to a drug or alcohol test and the attendant consequences;
- ☐ The consequences for drivers found to have violated the drug and alcohol prohibitions of Part 382, including the requirement that the driver be removed immediately from safety-sensitive functions and the procedures for referral, evaluation, and treatment;
- ☐ The consequences for drivers found to have an alcohol concentration of 0.02 or greater but less than 0.04; and
- ☐ Information concerning the effects of drugs and alcohol on an individual's health, work, and personal life; signs and symptoms of a drug or alcohol problem (the driver's or a coworker's); and available methods of intervening when a drug or alcohol problem is suspected, including confrontation, referral to an employee assistance program, and/or referral to management.

Before drug and alcohol tests are performed, the District shall inform drivers that the tests

are given pursuant to the Code of Federal Regulations, Title 49, Part 382. This notice shall be provided only after the compliance date specified in law. The District shall notify a driver of the results of a pre-employment drug test if the driver requests such results within sixty (60) calendar days of being notified of the disposition of his/ her employment application.

The District shall notify a driver of the results of random, reasonable suspicion, and post-accident drug tests if the test results are verified positive. The District shall also tell the driver which controlled substance(s) were verified as positive. Drivers shall inform their supervisors if at any time they are using a controlled substance which their physician has prescribed for therapeutic purposes. Such a substance may be used only if the physician has advised the driver that it will not adversely affect his/her ability to safely operate a commercial motor vehicle.

## **EMPLOYEE USE OF CELLULAR PHONES AND OTHER ELECTRONIC DEVICES**

We recognize that the use of cellular telephones and other electronic communication devices may be appropriate to help ensure the safety and security of District property, students, staff, and others while on District property or engaged in District-sponsored activities. District owned cellular telephones and other devices will be used for authorized District business purposes. Personal use of such equipment may be prohibited except in emergency situations.

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

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

### **Emergency Use**

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

### **Use of Personal Cell Phones and Communication Devices**

Employees are strongly discouraged from using their personal cell phone during the school days. When necessary, employees may use their personal cell phones and similar communication devices only during non-instructional time. In no event shall an employee's use of a cell phone interfere with the employee's job obligations and responsibilities. If such use is determined to have interfered with an employee's obligations and responsibilities, the employee may be disciplined in accordance with the terms of the collective bargaining agreement and Board policies.

## **EVALUATION**

The supervisor will provide a copy of the completed evaluation to the staff member and will provide opportunity to discuss the evaluation. The original should be signed by the staff member and filed with the Superintendent. If the staff member refuses to sign the evaluation, the supervisor should note the refusal and submit the evaluation to the Superintendent. There will be a minimum of two (2) evaluations for non-tenured teachers in the Lavina Public School system. The first of these two evaluations must be completed by December 15<sup>th</sup> of each school year. A



follow-up observation will then be made within three (3) months regarding the areas of needed improvement. There will be a minimum of one (1) evaluation for all tenured teachers and this evaluation must be completed by February 28<sup>th</sup> of each school year.

The evaluation program also provides a tool for administrators who are responsible for making decisions about promotion, retention, dismissal, and discipline. Certified staff will be formally evaluated at least two times a year. All other certified staff will be formally evaluated annually.

Classified staff will be formally evaluated at least once during their year of employment with the district based upon the criteria from the job description. Copies of the district's evaluation procedures will be provided to all staff. Evaluation of all staff will be conducted in accordance with established applicable district evaluation procedures, negotiated agreements, and Montana Code Annotated.

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

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

## **FAMILY ENGAGEMENT (2158)**

The Lavina Public School District Board of Trustees believes that engaging parents/families in the education process is essential to improved academic success for students. The Board recognizes that a student's education is a responsibility shared by the district, parents, families and other members of the community during the entire time a student attends school. The Board believes that the district must create an environment that is conducive to learning and that strong, comprehensive parent/family involvement is an important component. Parent/Family involvement in education requires a cooperative effort with roles for the Office of Public Instruction (OPI), the district, parents/families and the community.

### **Parent/Family Involvement Goals and Plan**

The Board of Trustees recognizes the importance of eliminating barriers that impede parent/family involvement, thereby facilitating an environment that encourages collaboration with parents, families and other members of the community. Therefore, the district will develop and implement a plan to facilitate parent/family involvement that shall include the following six (6) goals:

- Promote families to actively participate in the life of the school and feel welcomed, valued, and connected to each other, to school staff, and to what students are learning and doing in class;

- Promote families and school staff to engage in regular, two-way meaningful communication about student learning;
- Promote families and school staff to continuously collaborate to support student learning and healthy development both at home and at school and have regular opportunities to strengthen their knowledge and skills to do so effectively;
- Empower parents to be advocates for their own and other children, to ensure that students are treated equitably and have access to learning opportunities that will support their success;
- Encourage families and school staff to be partners in decisions that affect children and families and together inform, influence, and create policies, practices, and programs; and
- Encourage families and school staff to collaborate with members of the community to connect students, families, and staff to expand learning opportunities, community services, and civic participation.

The district's plan for meeting these goals is to:

- Provide activities that will educate parents regarding the intellectual and developmental needs of their children at all age levels. This will include promoting cooperation between the district and other agencies or school/community groups (such as parent-teacher groups, etc.) to furnish learning opportunities and disseminate information regarding parenting skills and child/adolescent development.
- Implement strategies to involve parents/families in the educational process, including:
  - Keeping parents/families informed of opportunities for involvement and encouraging participation in various programs.
  - Providing access to educational resources for parents/families to use together with their children.
  - Keeping parents/families informed of the objectives of district educational programs as well as of their child's participation and progress within these programs.
- Enable families to participate in the education of their children through a variety of roles. For example, parents/family members should be given opportunities to provide input into district policies and volunteer time within the classrooms and school programs.
- Provide professional development opportunities for teachers and staff to enhance their understanding of effective parent/family involvement strategies.

- ☐ Perform regular evaluations of parent/family involvement at each school and at the district level.
- ☐ Provide access, upon request, to any instructional material used as part of the educational curriculum.
- ☐ If practical, provide information in a language understandable to parents.
- ☐

## **FIELD TRIPS, EXCURSIONS, AND OUTDOOR EDUCATION**

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

Field trips that will take students overnight or out of state must be approved in advance by the Board; the Superintendent may approve all other field trips.

## **FILMS AND VIDEOS**

Only films or videos rated G, PG, or PG-13 are to be shown in classrooms. Films or videos with a PG or PG-13 rating must have a prior parental consent for students to view the film. When sending out the information to parents include the following information: Title and brief description, Purpose for the showing, Match with course objectives, and Proposed date of showing. If parents object to a student viewing the films or videos rated PG or PG-13 the student will have to be moved to an alternative setting during this time frame and given an alternative assignment for this project.

## **FINGERPRINTS AND CRIMINAL BACKGROUND INVESTIGATIONS**

Any finalist recommended to be employed in a paid or volunteer position with the District, involving regular unsupervised access to students in schools, as determined by the Superintendent, shall submit to a name-based and fingerprint criminal background investigation conducted by the appropriate law enforcement agency before consideration of the recommendation for employment or appointment by the Board. Any subsequent offer of employment or appointment will be contingent on results of the fingerprint criminal background check, which must be acceptable to the Board, in its sole discretion.

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 name-based and fingerprint criminal background investigation:

- ☐ A certified teacher seeking full- or part-time employment with the District;
- ☐ An educational support personnel employee seeking full- or part-time employment with 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 to work in the District, who has regular unsupervised access to students; and
- Substitute teachers.

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

## **GIFTS AND SOLICITATIONS**

Staff members are to avoid accepting anything of value offered by another for the purpose of influencing his/her professional judgment. No organization may solicit funds from staff members within the schools, nor may anyone distribute flyers or other materials related to fund drives through the school without the Superintendent's approval.

The solicitation of staff by sales people, other staff, or agents during on-duty hours is prohibited without the Superintendent's approval. Any solicitation should be reported at once to the Superintendent.

## **GRADUATION CEREMONIES**

Graduation is an important event for students and their families. In order to assure the appropriateness and dignity of the occasion, the District sponsors graduation ceremonies and retains ultimate control of its structure and content.

District officials may not invite or permit members of the clergy to give prayers at graduation. Furthermore, District officials may not organize or agree to requests for prayer by other persons at graduation, including requests by students to open or deliver a prayer at graduation. The District may not prefer the beliefs of some students over the beliefs of others, coerce dissenters or nonbelievers, or communicate any endorsement of religion.

The Superintendent will review presentations and specific content, and may advise participants about appropriate language for the audience and occasion. Students selected to participate may choose to deliver an address, poem, reading, song, musical presentation, or any other pronouncement of their choosing.

The printed program for a commencement exercise will include the following paragraphs:

*Any presentation by participants of graduation exercises is the private expression of an individual participant and does not necessarily reflect any official position of the District, its Board, administration, or employees, nor does it necessarily indicate the views of any other graduates.*

*The Board recognizes that at graduation time and throughout the course of the educational process, there will be instances when religious values, religious practices, and religious persons will have some interaction with the public*

*schools and students. The Board, while not endorsing any religion, recognizes the rights of individuals to have the freedom to express their individual political, social, or religious views.*

## GRADING

The evaluation of student progress is a primary responsibility of all teachers. The highest possible level of student achievement is a common goal of both the district and the home. 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, including telephone and personal conferences, email as well as written grade reports, to keep parents well informed. Below is the method in which the district uses to determine students' grades.

Grade	Percentage Required	Points Earned
<b>A</b>	<b>94-100</b>	<b>4.0000</b>
A-	90-93	3.6670
B+	87-89	3.3330
<b>B</b>	<b>83-86</b>	<b>3.0000</b>
B-	80-82	2.6670
C+	77-79	2.3330
<b>C</b>	<b>73-76</b>	<b>2.0000</b>
C-	70-72	1.6670
D+	67-69	1.3330
<b>D</b>	<b>63-66</b>	<b>1.0000</b>
D-	60-62	0.6670
F	0-59	0.0000
I	Incomplete	0.0000

## GUIDANCE AND COUNSELING

The District recognizes that guidance and counseling are an important part of the total program of instruction and should be provided in accordance with state laws and regulations. The general goal of this program is to help students achieve the greatest personal value from their educational opportunities. Such a program should: Provide staff with meaningful information which can be utilized to improve educational services offered to individual students. Provide students with planned opportunities to develop future career and educational plans. Refer students with special needs to appropriate specialists and agencies. Aid students in identifying options and making choices about their educational program. Assist teachers and the Superintendent in meeting academic, social, and emotional needs of students. Provide for a follow-up of students who further their education and/or move into the world of work. Solicit feedback from students, staff, and parents, for purposes of program improvement. Assist students in developing a sense of belonging and self-respect. Have information available about nicotine addiction services and referrals to tobacco cessation programs to students and staff who have violated school policy.

All staff will encourage students to explore and develop their individual interests in career and vocational-technical programs and employment opportunities, without regard to gender, race, marital status, national origin, or handicapping conditions, including reasonable efforts in encouraging students to consider and explore “nontraditional” occupations.

## **GUEST SPEAKERS - CONTROVERSIAL SPEAKERS**

Guest speakers may be used by teachers from time to time, when such use is consistent with educational goals and with a demonstrable relation to the curricular or co-curricular activity in which the participating students are involved. Teachers are expected to inform the Superintendent of the date, time, and nature of the presentation whenever such use is planned. Prior Superintendent approval is required whenever the guest speaker and/or presentation may be reasonably considered controversial.

## **HIRING PROCESS AND CRITERIA**

The Superintendent is responsible for recruiting personnel, in compliance with Board policy, and for making hiring recommendations to the Board. The Superintendent will initially screen applicants for educational support positions. The District will hire highly qualified personnel consistent with budget and staffing requirements and will comply with Board policy and state law on equal employment opportunities and veterans’ preference. All applicants must complete a District application form to be considered for employment.

Every applicant must provide the District with written authorization for a criminal background investigation. The Superintendent will keep any conviction record confidential as required by law and District policy. Every newly hired employee must complete an Immigration and Naturalization Service form, as required by federal law.

### **Certification**

The District requires its contracted certified staff to hold valid Montana teacher or specialist certificates endorsed for the roles and responsibilities for which they are employed. Failure to meet this requirement shall be just cause for termination of employment. No salary warrants may be issued to a staff member, unless a valid certificate for the role to which the teacher has been assigned has been registered with the county superintendent within sixty (60) calendar days after a term of service begins. Every teacher and administrator under contract must bring their current, valid certificate to the office at the time of initial employment, as well as at the time of each renewal of certification. The office will retain a copy of each valid certificate of a contracted certified employee in that employee’s personnel file.

## **HOLIDAYS**

Holidays for certified staff are dictated in part by the school calendar. Temporary employees will not receive holiday pay. Part-time employees will receive holiday pay on a prorated basis.

The holidays required for classified staff, by § 20-1-305, MCA, are: Independence Day, Labor Day, Thanksgiving Day, Christmas Day, New Year’s Day, Memorial Day, State and national election days when the school building is used as a polling place and conduct of school would interfere with the election process.

When an employee, as defined above, is required to work any of these holidays, another day shall be granted in lieu of such holiday, unless the employee elects to be paid for the holiday.

in addition to the employee's regular pay for all time worked on the holiday. When one of the above holidays falls on Sunday, the following Monday will not be a holiday. When one of the above holidays falls on Saturday, the preceding Friday will not be a holiday. When a holiday occurs during a period in which vacation is being taken by an employee, the holiday will not be charged against the employee's annual leave.

## **HOMEWORK**

Homework is a constructive tool in the teaching/learning process when geared to the needs and abilities of students. Purposeful assignments not only enhance student achievement, but also develop self-discipline and associated good working habits. As an extension of the classroom, homework must be planned and organized, must be viewed as purposeful to the students, and should be evaluated and returned to students in a timely manner. Teachers may give homework to students to aid in the students' educational development. Homework should be an application or adaptation of a classroom experience, and should not be assigned for disciplinary purposes.

## **INTERNSHIPS (1635)**

Internship means an agreement between a fully licensed Class 1, 2, or 3 educator, the school district, and a Montana accredited educator preparation program. Internships are permitted in endorsement areas approved by the Board of Public Education.

The Board recognizes the need to provide training opportunities for prospective teachers and administrators. Internships for those in the process of acquiring teaching endorsements and/or administrative credentials shall be considered and approved on an individual basis. The Superintendent or designee involved will review the internship proposal with the candidate and the university representative, much in the same manner as student teachers are assigned.

As part of an internship agreement, the parties must agree to the following: the intern will complete the requirements for the appropriate endorsement within three years; the school district will provide local supervision and support of the intern; and the accredited educator preparation program will approve the coursework and provide support and periodic supervision.

A superintendent intern shall be supervised throughout the year by a licensed and endorsed superintendent contracted by the district, including participation in, and review of, and written concurrence in all performance evaluations of licensed staff completed by the intern.

## **INVENTORY**

Teachers are to prepare and maintain an accurate computerized inventory of items in their classrooms for insurance purposes. The inventory saved online in Google Drive is due at the end of the school year upon checkout.

## **INVESTIGATIONS AND ARRESTS BY POLICE**

All contact between the school and the police department on matters involving students shall be made through the Superintendent. The District encourages police to talk to a student away from the school and before or after school hours. Law enforcement authorities should only be allowed to conduct an interview in the school, if they can show special circumstances exist or if the interview is at the request of the school. The Superintendent should make this determination.

If the police have a warrant for the student's arrest, they must be permitted to arrest the student; however, whenever possible, the arrest should be conducted in the Superintendent's office out of view of other students. Before removing a student from school, the police shall sign a release form in which they assume full responsibility for the student.

Law enforcement personnel should not be allowed to roam about the school until the student is found. They should remain in the office while school personnel seek out the student.

If possible, the educational program of the student should not be disrupted to allow for police questioning.

Any questioning by police should be conducted in a private room or area where confidentiality can be maintained.

If law enforcement officials are to be allowed to question a student under the age of eighteen (18), a reasonable attempt shall be made to notify the parents, except in cases of suspected child abuse or child neglect involving the parent. The parents should be given the opportunity to come to the school prior to the questioning.

If the parents are notified and able to attend, they should be allowed to be present at the interview. The Superintendent should be present at the interview but should not take part in any questioning. The Superintendent should at all times remain a neutral observer.

## **KEYS**

Keys are issued to staff by the office. In order to protect property, students, and staff and to ensure the building is adequately secured when no authorized personnel are present, all staff are expected to follow the following key-control procedures:

- ☐ The duplication of keys is prohibited;
- ☐ Keys are not to be left unattended. Avoid having keys on desks, tables, in mailboxes, unattended coat pockets, etc.;
- ☐ Keys may not be loaned to students. Under no circumstance should staff provide keys to students to "run errands", "unlock/lock" doors, etc.;
- ☐ Lost or stolen keys must be reported to the Superintendent within [24 hours] of discovery of the loss or theft so that measures may be taken to protect district property. Three days will be allowed for the finding or recovery of keys before any charges are assessed;
- ☐ Upon completion of a lost-or-stolen-key report, presentation of the broken or damaged key(s), and submission of assessed fees, replacement keys will be issued;
- ☐ Charges for lost or stolen keys will be made to the staff member to whom the key(s) have been issued;
- ☐ All keys are to be checked in at the end of the school year. Staff with summer duties and/or returning staff necessitating building access may make arrangements with the Superintendent to keep their keys as appropriate. Staff will be required to sign for their keys on the end of the year sign out sheet.



## **LENGTH OF WORK DAY CERTIFIED STAFF**

The current collective bargaining agreement sets forth all conditions pertaining to the certified work day. The work day for teachers is M-Th 7:37-3:37. On Fridays, and on the days when the school is out early, the teachers will remain until the buses depart. Upon mutual agreement, meetings lasting not less than an hour, up to 4 during the month will be scheduled for RTI and school improvement issues. Days and times can be flexible but all other activities cannot occur during that time unless approved by the Superintendent.

## **LENGTH OF WORKDAY CLASSIFIED STAFF**

The length of a work day for classified staff is governed by the number of hours for which the employee is assigned. A “full-time” employee shall be considered to be an eight-(8)-hour-per-day/forty-(40)-hour-per-week employee. The work day is exclusive of lunch but inclusive of breaks unless otherwise and specifically provided for by an individual contract. Supervisors will establish schedules. Normal office hours in the District will be 8:00 a.m. to 4:00 p.m. M-TH and 8:00 a.m. to 2:30 p.m. Friday.

## **LESSON PLANS**

The quality of the instructional program reflects the effort invested by teachers in developing lesson plans consistent with district curriculum and ACE designed curriculum appropriate to the individual needs of students.

To facilitate more effective instruction, lesson plans for the current week must be left on the teacher’s desk for Superintendent or placed on Planbook review or for an emergency substitute. The format for the lesson plan will be specified by the Superintendent and will be reviewed on a regular basis.

Lesson plans should be of sufficient length and substance to allow a substitute teacher to carry on the course of study and to provide a means by which the building principal may monitor instruction to assure that the educational program in a particular class or activity is consistent with the district-approved course of study.

An up-to-date seating chart, class schedules, and information identifying any classroom student aides or other special student needs should be included in all lesson plan books. Lesson plans are due by 8:00 am on the first day of the school week.

## **LIBRARY MATERIALS**

School library and classroom library books are primarily for use by District students and staff. Library books may be checked out by students, staff and district residents. Individuals who check out books are responsible for the care and timely return of those materials. The Superintendent may assess fines for damaged or unreturned books.

Any individual may challenge the selection of materials for the library/media center. The Uniform Complaint Procedure will be utilized to determine if challenged material is properly located in the library.

## **LUNCH DUTY (6<sup>TH</sup>-12<sup>TH</sup>)**

Staff members are expected to be in the hallway supervising students during the lunch break. This duty is rotated between the different Junior/High School teachers during the week.

## **MAKE-UP WORK**

Students will need to get a **Make – Up – Report – Admit slip** from the office. Teachers are to put their assignments on these and sign them for the students.

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. For excused absences, a student will have one day for each day absent to make-up work.

**Pre-arranged Absences – Advance Make-Up Work:** When a student knows in advance that they will be absent, they must bring a note from their parents/guardians stating the date and reason for the absence and have their teachers give them their assignments on an “Advance Absence Form” which is available at the office. The classwork should be completed prior to the absence or is due upon return to school, or the due date assigned by the teacher. Failure to turn the work in on time may result in a grade reduction, up to and including a zero

## **MANAGEMENT OF SPORTS RELATED CONCUSSIONS**

The Lavina School District recognizes that concussions and head injuries are commonly reported injuries in children and adolescents who participate in sports and other recreational activities. The Board acknowledges the risk of catastrophic injuries or death is significant when a concussion or head injury is not properly evaluated and managed. Therefore, K-12 all competitive youth athletic activities in the District will be identified by the administration.

Consistent with guidelines provided by the U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, the National Federation of High School (NFHS) and the Montana High School Association (MHSA), the District will utilize procedures developed by the MHSA and other pertinent information to inform and educate coaches, athletic trainers, officials, youth athletes, and their parents and/or guardians of the nature and risk of concussions or head injuries, including the dangers associated with continuing to play after a concussion or head injury. Resources are available on the Montana High School Association Sports Medicine page at [www.mhsa.org](http://www.mhsa.org); U.S Department of Health and Human Services page at: [www.hhs.gov](http://www.hhs.gov); and; the Center for Disease and Prevention page at [www.edc.gov/concussion/sports.index.html](http://www.edc.gov/concussion/sports.index.html).

Annually, the district will distribute a head injury and concussion information and sign-off sheet to all parents and guardians of student- athletes in competitive sport activities prior to the student-athlete's initial practice or competition.

All coaches, athletic trainers, officials, including volunteers, participating in organized youth athletic activities, shall complete the training program at least once each school year as required in the District procedure. Additionally, all coaches, athletic trainers, officials, including volunteers participating in organized youth athletic activities will comply with all procedures for the management of head injuries and concussions.

The Athletic Director or Administrator in Charge of Athletic Duties will provide or be listed in the Parent/Student Handbook:

1. *Updating:* Each spring, the athletic director, or the administrator in charge of athletics if there is no athletic director, shall review any changes that have been made in procedures required for concussion and head injury management or other serious injury by consulting with the MHSA or the MHSA Web site, U.S. DPHHS, and CDCP web site. If there are any updated procedures, they will be adopted and used for the upcoming school year.
2. *Identified Sports:* Identified sports include all organized youth athletic activity sponsored by the school or school district.
3. *Training:* All coaches, athletic trainers, and officials, including volunteers shall undergo training in head injury and concussion management at least once each school year by one of the following means: (1) through viewing the MHSA sport-specific rules clinic; (2) through viewing the MHSA concussion clinic found on the MHSA Sports Medicine page at [www.mhsa.org](http://www.mhsa.org); or by the district inviting the participation of appropriate advocacy groups and appropriate sports governing bodies to facilitate the training requirements.
4. *Parent Information Sheet:* On a yearly basis, a concussion and head injury information sheet shall be distributed to the youth-athlete and the athlete's parent and/or guardian prior to the youth-athlete's initial practice or competition. This information sheet may be incorporated into the parent permission sheet which allows students to participate in extracurricular athletics and should include resources found on the MHSA Sports Medicine page at [www.mhsa.org](http://www.mhsa.org), U.S. DPHHS, and CDCP websites.
5. *Responsibility:* An athletic trainer, coach, or official shall immediately remove from play, practice, tryouts, training exercises, preparation for an athletic game, or sport camp a youth-athlete who is suspected of sustaining a concussion or head injury or other serious injury.
6. *Return to Play After Concussion or Head Injury:* In accordance with MHSA Return to Play Rules and Regulations and Dylan Steigers Protection of Youth Athletes Act, a youth-athlete who has been removed from play, practice, tryouts, training exercises, preparation for and athletic game, or sport camp may not return until the athlete is cleared by a licensed healthcare professional (registered, licensed, certified, or otherwise statutorily recognized health care professional). The health care provider may be a volunteer.

## **MATERIALS DISTRIBUTION**

Requests of staff by individuals or groups to distribute pamphlets, booklets, flyers, brochures, and other similar materials to students for classroom use or to take home are to be referred to the Superintendent. The materials and proposed method of distribution will be reviewed and a decision made based on the educational concerns and interests of the district.

## **MEETINGS**

Staff meetings will be scheduled on an as-needed basis for the purpose of organization and communication of business. All staff are expected to attend staff meetings unless prior arrangements have been made with the Superintendent. If you are unable to attend the staff meeting, as a professional you will be expected to find out what was covered during the meeting.

Meetings sponsored or called by the Lavina Teachers Association on school property will abide by the provision of the collective bargaining unit in which the Association has the use of

school buildings for meetings as long as they shall not disrupt normal school operations. The Superintendent shall be notified in advance of the time and place of all such meetings.

## **NATIVE AMERICAN CULTURAL HERITAGE**

The District recognizes the distinct and unique cultural heritage of Native Americans and is committed to the District's educational goals to the preservation of such heritage. In furtherance of the District's educational goals, the District is committed to: Working cooperatively with Montana Tribes in close proximity to the District, when providing instruction, when implementing educational goals or adopting rules relating to education of students in the District; Periodically reviewing its curriculum to ensure the inclusion of cultural heritage of Native Americans, which will include but not necessarily be limited to: Considering methods by which to provide books and materials reflecting authentic historical and contemporary portrayals of Native Americans; Taking into account individual and cultural diversity and differences among students; Providing necessary training for school personnel, with the objective of gaining an understanding and awareness of Native American culture, which will assist the District's staff in its relations with Native American students and parents.

## **PARENT/STUDENT HANDBOOK**

A parent/student handbook is issued to all students at the beginning of each new school year and at the time of registration for new students moving into the district at other times of the year. All staff are expected to familiarize themselves with the general information, rules and procedures pertaining to students, as set forth in the student/parent handbook and in Board policy. Teachers are expected to review the handbook with students during the first few days of school with the students.

## **PAYMENT OF WAGES UPON TERMINATION**

When a District employee quits, is laid off, or is discharged, wages owed will be paid on the next regular pay day for the pay period in which the employee left employment. In the case of an employee discharged for allegations of theft connected to the employee's work, the District may withhold the value of the theft, provided: the employee agrees in writing to the withholding; or the District files a report of the theft with law enforcement within seven (7) business days of separation. If no charges are filed within thirty (30) days of the filing of a report with law enforcement, wages are due within a thirty-(30)-day period.

## **PERSONNEL RECORDS**

An official personnel file is established for each person employed by the district. A staff member's personnel file may contain such information as applications for employment, references, records relative to compensation, payroll deductions, evaluations, complaints, and written disciplinary actions.

All records containing medical-condition information, such as workers' compensation reports and release/permission to return to work forms, will be kept confidential, in a separate file from personnel records.

All personnel records are considered confidential and not open to public inspection. Access to personnel files is limited to use and inspection only by the following or as otherwise required by law:

- ☐ The individual employee. An employee or designee may arrange with the office to inspect the contents of his/her personnel file on any day the office is open for business;
- ☐ Others designated in writing by the employee;
- ☐ The auditor, when such inspection is pertinent to carrying out their respective duties, or as otherwise specifically authorized by the Board. Information so obtained will be kept confidential. No files will be removed from their central location for personal inspection;
- ☐ ~~A Board member, when specifically authorized by the Board.~~ Information will be kept confidential. No files will be removed from their central location for personal inspection.
- ☐ District administrators and supervisors who currently or prospectively supervise the employee;
- ☐ Employees of the office;
- ☐ Attorneys for the district or the district's designated representative on matters of district business.

The superintendent may permit persons other than those specified above, to use and to inspect employee records when, in his/her opinion, the person requesting access has a legitimate official purpose. The superintendent will determine, in each case, the appropriateness and extent of such access. In addition to the Superintendent or other designees, the Board may grant a committee or a member of the Board access to cumulative personnel files. When specifically authorized by the Board, counsel retained by the Board or by the employee will also have access to a cumulative personnel file.

In accordance with federal law, the district is required to release information regarding the professional qualifications and degrees of teachers and the qualifications of aides/paraprofessionals to parents upon request, for any teacher or aide/paraprofessional who is employed by a school receiving Title I funds, and who provides instruction to their child. Release of personnel records to parties other than those authorized to inspect them will be only upon receipt of a court order. Access to other information contained in the personnel records of District employees is governed by Policy 4340.

## **POLITICAL ACTIVITY**

The District recognizes its employees' rights of citizenship, including but not limited to engaging in political activities. A District employee may seek an elective office, provided the employee does not campaign on school property during working hours, and provided all other legal requirements are met. The District assumes no obligation beyond making such opportunities available. An employee elected to office is entitled to take a leave of absence without pay, in accordance with the provisions of § 2-18-620, MCA.

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

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

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

## **PREP**

Preparation periods will be utilized for the purpose of preparing instructional material required for student learning.

## **PRIVATELY OWNED PROPERTY**

The District will not assume responsibility for maintenance, repair, or replacement of any privately owned property brought to a school.

## **REDUCTION IN FORCE**

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

The reduction in certified employees, other than administrators, will generally be accomplished through normal attrition when possible. The Board may terminate certified employees, if normal attrition does not meet the required reduction in force. In the event that the Board anticipates a layoff of employees, the Board will notify the Association no later than May 15. Such notice will be in writing and will include the specific positions to be affected, the proposed time schedule, and the reasons as well as all relevant data and information for the proposed action. Any tenured employee who is to be laid off will be so notified in writing no later than June 1. Such notice will include the proposed time schedule, the reasons for the proposed action.

## **RELIGION IN THE CURRICULUM**

Staff members may teach students about religion in history, art, music, literature, and other subjects in which religious influence has been and continues to be felt. However, staff members may not teach religion or advocate religious doctrine or practice. The prohibition against teaching religion extends to curricular decisions which promote religion or religious beliefs.

School programs, performances, and celebrations must serve an educational purpose. The inclusion of religious music, symbols, art, or writings is permitted, if the religious content has a historical or independent educational purpose which contributes to the objectives of the approved curriculum. School programs, performances, and celebrations cannot promote, encourage, discourage, persuade, dissuade, or discriminate against a religion or religious activity and cannot be oriented to religion or a religious holiday.

## **RELIGION AND RELIGIOUS ACTIVITIES**

In keeping with the United States and Montana Constitutions and judicial decisions, the District may not support any religion or endorse religious activity. At the same time, the District

may not prohibit private religious expression by students. This policy provides direction to students and staff members about the application of these principles to student religious activity at school.

Students may be excused from school for religious instruction, in accordance with board policy. Teachers will be notified by the office of any students in their class so excused. Any student unable to attend classes on a particular day, due to religious beliefs, is to be excused from attendance requirements for that day.

No such absences shall be counted against a student in determining failure or reduction of grades. Any tests and assignments a student misses because of such absences are to be given to the student upon his/her return to school or at such other times as may be deemed appropriate by the teacher.

Staff members are representatives of the District and must “navigate the narrow channel between impairing intellectual inquiry and propagating a religious creed.” They may not encourage, discourage, persuade, dissuade, sponsor, participate in, or discriminate against a religious activity or an activity because of its religious content. They must remain officially neutral toward religious expression.

Students may express their individual religious beliefs in reports, tests, homework, and projects. Staff members should judge their work by ordinary academic standards, including substance, relevance, appearance, composition, and grammar. Student religious expression should neither be favored nor penalized.

District officials may not invite or permit members of the clergy, staff members, or outsiders to give prayers at school-sponsored assemblies and extracurricular or athletic events. District officials also may not organize or agree to student requests for prayer at assemblies and other school-sponsored events. Furthermore, prayer may not be broadcast over the school public address system, even if the prayer is nonsectarian, nonproselytizing, and initiated by students.

## **RELIGIOUS HOLIDAYS**

Staff members may teach objectively about religious holidays and about religious symbols, music, art, literature, and drama which accompany the holidays. They may celebrate the historical aspects of the holidays but may not observe them as religious events.

## **RESIGNATIONS**

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

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

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

## **RESOLUTION OF STAFF COMPLAINTS**

As circumstances allow, the District will attempt to provide the best working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in

which any problem, complaint, suggestion, or question is answered quickly and accurately by the Superintendent.

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

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

## **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 and conducts workplace 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.

## **SCHOOL CALENDAR**

Subject to §§ 20-1-301 and 20-1-308, MCA, and any applicable collective bargaining agreement covering the employment of affected employees, the trustees of a school district shall set the number of hours in a school term, the length of the school day, and the number of school days in a school week.

## **SCHOOL CLOSURE**

The Superintendent may order closure of schools in the event of extreme weather or other emergency, in compliance with established procedures for notifying parents, students, and staff.

## **SECTION 504 OF THE REHABILITATION ACT OF 1973**

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. For those students who need or are believed to need special instruction and/or related services under Section 504 of the Rehabilitation Act of 1973, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include: notice, an opportunity for the student's parent or legal guardian to examine relevant records, an impartial hearing with opportunity for participation by the student's parent or legal guardian, and a review procedure.



## **SELECTION OF LIBRARY MATERIALS**

The Districts library's primary objective is implementing and supporting the educational program of the school. It is the objective of the library to provide a wide range of materials on all appropriate levels of difficulty, with diversity of appeal and the presentation of different points of view.

The provision of a wide variety of library materials at all reading levels supports the District's basic principle that the school in a free society assists all students to develop their talents fully so that they become capable of contributing to the further good of that society.

In support of these objectives, the Board reaffirms the principles of intellectual freedom inherent in the First Amendment of the Constitution of the United States and expressed in the School Library Bill of Rights, endorsed by the American Association of School Librarians in 1969.

Although the Superintendent is responsible for selection of library materials, ultimate responsibility rests with the Board. The Board, acting through the Superintendent, thereby delegates authority for selection of library materials to the librarian in the school. In selecting library materials, the librarian will evaluate the existing collection; assess curriculum needs; examine materials; and consult reputable, professionally prepared selection aids.

### **Weeding**

When materials no longer meet criteria for selection, they will be weeded. Weeding is a necessary aspect of selection, since every library will contain works which may have answered a need at the time of acquisition, but which, with the passage of time, have become obsolete, dated, unappealing, or worn out.

### **Gifts**

Gift materials may be accepted with the understanding they must meet criteria set for book selection.

## **SERVICE ANIMALS**

For the purposes of this policy, 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. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition.

The District shall permit the use of a miniature horse by an individual with a disability, according to the assessment factors as outlined in Policy 8425P, if the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability.

The Lavina School District will permit the use of service animals by an individual with a disability according to federal regulations. The work or tasks performed by a service animal must be directly related to the handler's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing nonviolent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as

medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

The District may ask an individual with a disability to remove a service animal from the premises if: the animal is out of control and the animal's handler does not take effective action to control it; or the animal is not housebroken

The District is not responsible for the care or supervision of the service animal.

Individuals with disabilities shall be permitted to be accompanied by their service animals in all areas of the District's facilities where members of the public, participants in services, programs or activities, or invitees, as relevant, are allowed to go.

### **SIGNIFICANT WRITING PROGRAM**

The Board of Trustees has determined that incorporating an independent significant writing program in the District is not possible given the financial status of the district, the number of staff employed, and the time available within the class schedule. Writing will be incorporated in all aspects of the curriculum.

### **SUBSTITUTES**

The District authorizes the use of substitute teachers as necessary to replace teachers who are temporarily absent. The office shall arrange for the substitute to work for the absent teacher. No fringe benefits are given to substitute teachers. Substitutes for classified positions will be paid by the hour. All substitute teachers will be required to undergo fingerprint and background checks.

### **SEXUAL HARASSMENT – SEXUAL INTIMIDATION IN THE WORKPLACE**

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

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

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

Sexual harassment prohibited by this policy includes verbal or physical conduct. The terms "intimidating," "hostile," or "offensive" include but are not limited to conduct that has the

effect of humiliation, embarrassment, or discomfort. The District will evaluate sexual harassment in light of all circumstances.

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

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

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

## **SPECIAL EDUCATION**

The District will provide a free appropriate public education and necessary related services to all children with disabilities residing within the District, as required under the Individuals with Disabilities Education Act (IDEA), provisions of Montana law, and the Americans with Disabilities Act. For students eligible for services under IDEA, the District will follow procedures for identification, evaluation, placement, and delivery of service to children with disabilities, as provided in the current *Montana State Plan under Part B of IDEA*. The District may maintain membership in one or more cooperative associations which may assist in fulfilling the District's obligations to its disabled students.

### **Child Find**

The District shall be responsible for the coordination and management of locating, identifying, and evaluating all disabled children ages zero (0) through twenty-one (21). Appropriate staff will design the District's Child Find Plan in compliance with all state and federal requirements and with assistance from special education personnel who are delegated responsibility for implementing the plan.

The District's plan will contain procedures for identifying suspected disabled students in private schools as identified in 34 C.F.R. 530.130 and 530.131(f), students who are homeschooled, homeless children, as well as public facilities located within the geographic boundaries of the District. These procedures shall include screening and development criteria for further assessment. The plan must include locating, identifying, and evaluating highly mobile children with disabilities and children who are suspected of being a child with a disability and in need of special education, even though the child is and has been advancing from grade to grade. The District's Child Find Plan must set forth the following:

- ☐ Procedures used to annually inform the public of all child find activities, for children zero through twenty-one;
- ☐ Identity of the special education coordinator;
- ☐ Procedures used for collecting, maintaining, and reporting data on child identification;
- ☐ Procedures for Child Find Activities (including audiological, health, speech/language, and visual screening and review of data or records for students who have been or are being considered for retention, delayed admittance,

long-term suspension or expulsion or waiver of learner outcomes) in each of the following age groups:

- ▽ Infants and Toddlers (Birth through Age 2) Procedures for referral of infants and toddlers to the appropriate early intervention agency, or procedures for conducting child find.
- ▽ Preschool (Ages 3 through 5) Part C Transition planning conferences; frequency and location of screenings; coordination with other agencies; follow-up procedures for referral and evaluation; and procedures for responding to individual referrals.
- ▽ In-School (Ages 6 through 18) Referral procedures, including teacher assistance teams, parent referrals, and referrals from other sources; and follow-up procedures for referral and evaluation.
- ▽ Post-School (Ages 19 through 21) Individuals who have not graduated from high school with a regular diploma and who were not previously identified. Describe coordination efforts with other agencies.
- ▽ Private Schools (This includes home schools.) Child find procedures addressing the provisions of A.R.M. 10.16.3125(1); follow-up procedures for referral and evaluation.
- ▽ Homeless Children

The District implements the procedural safeguard procedures as identified in 34 C.F.R. 300.500 - 300.530. A copy of the procedural safeguards available to the parents of a child with a disability must be given to the parents only one (1) time a school year, except that a copy also must be given to the parents:

- Upon initial referral or parent request for evaluation;
- Upon receipt of the first state complaint under 34 CFR 300.151 through 300.153 and upon receipt of the first due process complaint under 34 CFR 300.507 in a school year;
- In accordance with the discipline procedures in 34 CFR 300.530(h) (...on the date on which the decision is made to make a removal that constitutes a change of placement of a child with a disability because of a violation of a code of student conduct, the LEA must...provide the parents the procedural safeguards notice); and
- Upon request by a parent.

A public agency also may place a current copy of the procedural safeguard notice on its internet website, if a website exists. The referral for special education consideration may be initiated from any source, including school personnel. To initiate the process, an official referral form must be completed and signed by the person making the referral. The District shall accommodate a parent who cannot speak English and therefore cannot complete the District

referral form. Recognizing that the referral form is a legal document, District personnel with knowledge of the referral shall bring the referral promptly to the attention of the Evaluation Team.

The District shall give written notice to the parent of its recommendation to evaluate or not to evaluate the student. The parent will be fully informed concerning the reasons for which the consent to evaluate is sought. Written parental consent will be obtained before conducting the initial evaluation or before reevaluating the student.

The recommendation to conduct an initial evaluation or reevaluation shall be presented to the parents in their native language or another mode of communication appropriate to the parent. An explanation of all the procedural safeguards shall be made available to the parents when their consent for evaluation is sought. These safeguards will include a statement of the parents' rights relative to granting the consent.

### Evaluation of Eligibility

Evaluation of eligibility for special education services will be consistent with the requirements of 34 C.F.R. 300.301 through 300.311 regarding Procedures for Evaluation and Determination of Eligibility; and shall also comply with A.R.M. 10.16.3321.

### Individualized Education Programs

The District develops, implements, reviews, and revises individualized education programs (IEP) in accordance with the requirements and procedures of 34 C.F.R. 300.320-300.328.

### Least Restrictive Environment

To the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, are educated with children who are nondisabled, and special classes, separate schooling, or other removal of children with disabilities from the regular class occurs only if the nature or severity of the disability is such that education in regular classes, with the use of supplementary aids and services, cannot be achieved satisfactorily. Educational placement decisions are made in accordance with A.R.M. 10.16.3340 and the requirements of 34 C.F.R. 300.114 - 300.120, and a continuum of alternate placements is available as required in 34 C.F.R. 300.551.

### Children in Private Schools/Out-of District Placement

Children with a disability placed in or referred to a private school or facility by the District, or other appropriate agency, shall receive special education and related services in accordance with the requirements and procedures of 34 C.F.R. 300.145 through 300.147 and A.R.M. 10.16.3122.

As set forth under 34 C.F.R. 300.137, children with a disability placed in or referred to a private school or facility by parents do not have an individual right to special education and related services at the District's expense. When services are provided to children with disabilities placed by parents in private schools, the services will be in accordance with the requirements and procedures of 34 C.F.R. 300.130 through 300.144 and 300.148.

### Impartial Due Process Hearing

The District shall conduct the impartial hearing in compliance with the Montana Administrative Rules on matters pertaining to special education controversies.

### Confidentiality of Information

The District follows the provisions under the Family Educational Rights and Privacy Act and implements the procedures in 34 C.F.R. 300.610-300.627, § 20-1-213, MCA, and A.R.M. 10.16.3560.

### Access Rights

Parents of disabled students and students eighteen (18) years or older, or their representative, may review any educational records which are designated as student records collected, maintained, and used by the District. Review shall normally occur within five (5) school days and in no case longer than forty-five (45) days. Parents shall have the right to an explanation or interpretation of information contained in the record. Non-custodial parents shall have the same right of access as custodial parents, unless there is a legally binding document specifically removing that right.

### List of Types and Locations of Information.

A list of the records maintained on disabled students shall be available in the District office. Disabled student records shall be located in the District office, where they are available for review by authorized District personnel, parents, and adult students. Special education teachers will maintain an IEP file in their classrooms. These records will be maintained under the direct supervision of the teacher and will be located in a locked file cabinet. A record-of-access sheet in each special education file will specify the District personnel who have a legitimate interest in viewing these records.

### Safeguards

The District will identify in writing the employees who have access to personally identifiable information and provide training on an annual basis to those staff members.

### Destruction of Information

The District will inform parents five (5) years after the termination of special education services that personally identifiable information is no longer needed for program purposes. The parent will be advised that such information may be important to establish eligibility for certain adult benefits. At the parent's request, the record information shall either be destroyed or made available to the parent or to the student if eighteen (18) years or older. Reasonable effort shall be made to provide the parent with notification sixty (60) days prior to taking any action on destruction of records. Unless consent has been received from the parent to destroy the record, confidential information will be retained for five (5) years beyond legal school age.

### Children's Rights

Privacy rights shall be transferred from the parent to an adult student at the time the student attains eighteen (18) years of age, unless some form of legal guardianship has been designated due to the severity of the disabling condition.

### Discipline

Students with disabilities may be suspended from school the same as students without disabilities for the same infractions or violations for up to ten (10) consecutive school days. Students with disabilities may be suspended for additional periods of not longer than ten (10) consecutive school days for separate, unrelated incidents, so long as such removals do not constitute a change in the student's educational placement. However, for any additional days of removal over and above ten (10) school days in the same school year, the District will provide educational services to a disabled student, which will be determined in consultation with at least one (1) of the child's teachers, determining the location in which services will be provided. The District will implement the disciplinary procedures in accord with the requirements of CFR 300.530-300.537.

### Student Teachers/Interns

The District recognizes its obligation to assist in the development of members of the teaching profession. The District shall make an effort to cooperate with accredited institutions of higher learning in the education of student teachers and other professionals in training (such as interns) by providing a reasonable number of classroom and other real-life situations each year.

The District and the respective training institutions shall enter into mutually satisfactory agreements whereby the rules, regulations, and guidelines of the practical experiences shall be established.

The Superintendent shall coordinate all requests from cooperating institutions for placement so that excessive concentrations of student teachers and interns shall be avoided. As a general rule:

- ☐ A student teacher shall be assigned to a teacher or other professional who has agreed to cooperate and who has no less than three (3) years of experience in the profession;
- ☐ A supervising professional shall be assigned no more than one (1) student teacher/intern per school year;
- ☐ The supervising professional shall remain responsible for the class;
- ☐ The student teacher shall assume the same conditions of employment as a regular teacher with regard to meeting the health examination requirements, length of school day, supervision of co-curricular activities, staff meetings, and in-service training; and
- ☐ The student teacher shall be subject to the District policy regarding background checks, if the student teacher has unsupervised access to children.

### **STAFF CONDUCT**

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

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

## **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, workshops, curriculum planning, individual research, travel, 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. Requests require prior Superintendent approval.

## **STAFF 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, teachers are expected to be guided in their grooming habits by what is most generally acceptable in the business and professional world.

## **STAFF HEALTH AND SAFETY**

In order to assure the safety of staff and students, information and/or training, as necessary, is provided to assist all staff to recognize and to respond appropriately to the presence of hazardous materials in the workplace, including proper handling, labeling, storage, and disposal of such materials.

All staff members are expected to conduct their work in compliance with first aid and infection control procedures established by the district and the following safety rules of the district:

1. All injuries shall be reported immediately to the person in charge or other responsible representative of the district;
2. It is the duty of all employees to make full use of safeguards provided for their protection. It shall be the employee's responsibility to abide by and perform the following requirements:
  - a. An employee shall not operate a machine unless guard or method of guarding is in good condition, working order, in place and operative;
  - b. An employee shall stop the machine or moving parts and properly tag-out or lock-out the starting control before oiling, adjusting, or repairing, except when such machine is provided with means of oiling or adjusting that will prevent possibility of hazardous contact with moving parts;
  - c. An employee shall not remove guards or render methods of guarding inoperative, except for the purpose of adjustment, oiling, repair, or setting up a new job;



- d. Employees shall report to their supervisor any guard or method of guarding that is not properly adjusted or not accomplishing its intended function;
  - e. Employees shall not use their hands or any portion of their bodies to reach between moving parts or to remove jams, hang-ups, etc. (use hook, stick, tong, jig, or other accessory);
  - f. Employees shall not work under objects being supported that could accidentally fall (such as loads supported by jacks, the raised body of a dump truck, etc.), until such objects are properly blocked or shored;
  - g. Employees shall not use defective tools or equipment. No tool or piece of equipment should be used for any purpose for which it is not suited, and none should be abused by straining beyond its safe working load;
- 3. Employees shall not remove, deface, or destroy any warning, danger sign, or barricade or interfere with any other form of accident prevention device or practice provided on any machine, tool, or piece of equipment which they are using or which is being used by any other worker;
  - 4. Employees must not work underneath or over others, thereby exposing them to a hazard without first notifying the other employee(s) or seeing that proper safeguards or precautions have been taken;
  - 5. Employees shall not work in unprotected, exposed, or hazardous areas under floor openings;
  - 6. Long or unwieldy articles shall not be carried or moved, unless adequate means of guarding or guiding are provided to prevent injury;
  - 7. Hazardous conditions or practices observed at any time shall be reported as soon as practicable to the person in charge or some other responsible representative of the employer;
  - 8. Employees observed working in a manner which might cause immediate injury to either themselves or other workers shall be warned of the danger;
  - 9. Before leaving a job, workers shall correct, or arrange to give warning of, any condition which might result in injury to others unfamiliar with existing conditions;
  - 10. Good housekeeping methods shall be observed in all operations. Materials shall be so handled and stored as to minimize falling, tripping, or collision hazards;
  - 11. Working and storage areas and passageways shall be kept free of unnecessary obstructions. No loose object shall be placed in any area where its presence will necessitate employees crowding between such objects as moving machinery, steam pipes, or other objects with which contact would be dangerous;
  - 12. Any materials which might cause an employee to slip or fall shall be removed from floors and other treading surfaces immediately, or suitable means or methods shall be used to control the hazardous condition;
  - 13. All sharp, pointed, or otherwise hazardous projections in work areas shall be removed or rendered harmless.

## **STAFF ROOM**

A staff room is provided for staff use during break, lunch, and preparation periods as may be appropriate. All staff are expected to “pitch in”, as needed, to help keep this gathering area clean and orderly. Personal items of value should not be left in the staff room. Staff members

leaving such items in the staff room do so at their own risk. Students are not permitted in the staff room.

## **STUDENT PRAYER AND DISCUSSION**

Students may pray individually or in groups and may discuss their religious views with other students, as long as they are not disruptive or coercive. The right to engage in voluntary prayer does not include the right to have a captive audience listen, to harass other students, or to force them to participate. Students may pray silently in the classroom, except when they are expected to be involved in classroom instruction or activities.

### **Staff Members**

Staff members are representatives of the District and must “navigate the narrow channel between impairing intellectual inquiry and propagating a religious creed.” They may not encourage, discourage, persuade, dissuade, sponsor, participate in, or discriminate against a religious activity or an activity because of its religious content. They must remain officially neutral toward religious expression. Teachers may not advocate, openly or covertly or subtly, a particular religion or religious belief.

### **Student Religious Expression and Assignments**

Students may express their individual religious beliefs in reports, tests, homework, and projects. Staff members should judge their work by ordinary academic standards, including substance, relevance, appearance, composition, and grammar. Student religious expression should neither be favored nor penalized.

## **STUDENT RECORDS**

School student records are confidential, and information from them will not be released other than as provided by law. State and federal laws grant students and parents certain rights, including the right to inspect, copy, and challenge school records.

The District will ensure information contained in student records is current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services will be directly related to the provision of services to that child. The District may release directory information as permitted by law, but parents will have the right to object to release of information regarding their child. Military recruiters and institutions of higher education may request and receive the names, addresses, and telephone numbers of all high school students, unless the parent(s) notifies the school not to release this information.

The Superintendent will implement this policy and state and federal law with administrative procedures. The Superintendent or designee will inform staff members of this policy and inform students and their parents of it, as well as of their rights regarding student school records.

Each student’s permanent file, as defined by the board of public education, must be permanently kept in a secure location. Other student records must be maintained and destroyed as provided in 20-1-212, MCA.

## **SUPERVISION OF STUDENTS**

Staff members are responsible for the supervision of all students while in school or engaged in school-sponsored activities. All teachers are expected to be in their classrooms prior to the arrival of students. Elementary teachers are expected to walk with their classes during the morning walk.

Under no circumstances are classrooms or other areas where students are under the supervision of assigned staff to be left unattended while students are present. Teachers who may need to temporarily leave the classroom or their assigned duties in an emergency situation while students are present are expected to contact the office to arrange for temporary coverage.

No other staff member may leave their assigned group unsupervised except as appropriate supervision arrangements have been made to take care of an emergency. During school hours or while engaged in school-sponsored activities, students may be released only into the custody of parents or other authorized persons.

## **TOBACCO FREE**

The District maintains tobacco-free buildings and grounds. Tobacco includes but is not limited to cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine and any other tobacco innovation, including alternative nicotine and vapor products as defined in 16-11-302, MCA (4332).

Use of tobacco products in a public school building or on public school property is prohibited, unless used in a classroom or on other school property is part of a lecture, demonstration, or educational forum sanctioned by the Superintendent or a faculty member, concerning the risks associated with using tobacco 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 buses.

Violation of the policy by students and staff will be subject to actions outlined in District discipline policies.

## **TRANSPORTATION**

### Activity Trips

The use of school buses is strictly limited to school activities. Buses may not be loaned or leased to non-school groups, unless permission is specifically granted by the Board. Buses will be operated by a qualified bus driver on all activity runs, and only authorized activity participants, professional staff, and chaperones assigned by the Superintendent may ride the bus.

A duplicate copy of the passenger list will be made for all activity trips. One (1) copy will remain with the professional staff member in charge on the bus, and one (1) copy will be given to the Activities Director before the bus departs.

## Bus Care and Maintenance

To ensure that our vehicles are operating at the safest level possible, we have routine maintenance on all vehicles. All buses shall be inspected by the Department of Justice, Montana Highway Patrol, before the beginning of each semester.

## Bus Route Schedules

Each driver will be furnished a detailed schedule of his/her route. The route can't be changed without consent from the Superintendent. The number of working hours and time of day will depend on each individual route. The driver shall adhere to the established schedule. Under no circumstances shall the driver run ahead of schedule.

## Bus Stops

Bus stops should be made only at designated loading/unloading places. Bus drivers will not be allowed to leave the regular route except in rare emergencies. Bus stops should be chosen with safety in mind. Points should be selected where motorists approaching from either direction will have a clear view of the bus for a distance of at least three hundred to five hundred (300-500) feet in rural areas. School loading and unloading zones are to be established and marked to provide safe and orderly loading and unloading of students.

Students must have parental permission to get off at any other than their normally scheduled stop. If permission is granted without a note, the bus driver must record the incident and report it to the transportation director. Bus routes will not be changed nor will extra stops be added to accommodate any student who does not normally ride a particular bus or would not be assigned to the route (the exception being permissible for new students).

The bus driver is responsible for the use of the warning and stop signaling systems and the consequent protection of his/her passengers. Failure to use the system constitutes negligence on the part of the driver.

Each bus driver will meet the qualifications established by the Superintendent of Public Instruction, including possession of a valid Montana commercial driver's license (with a school bus "S" and passenger "P" endorsements), receive ten (10) hours of in-service annually, and Department of Transportation-approved physician's certification that he or she is medically qualified for employment as a bus driver. The bus driver shall secure a valid standard first aid certificate from an authorized instructor, within two (2) months after being employed, and maintain a valid first aid certificate throughout employment as a bus driver. The bus driver must have five (5) years driving experience.

A school bus driver is prohibited from operating a school bus while using a cellular phone, including hands free cellular phone devices, except:

- ☐ During an emergency situation
- ☐ To call for assistance if there is a mechanical breakdown or other mechanical problem;
- ☐ When the school bus is parked

## Delay in Schedule

The driver is to notify the Superintendent of a delay in schedule. The Superintendent will notify parents on routes and radio stations, if necessary.

### Driver Maintenance Responsibility

Each driver is responsible for keeping his/her bus clean inside and out on a continual basis. Buses are to be swept daily if needed. The bus driver will be responsible for reporting all maintenance deficiencies to either the Transportation Director, Head Maintenance or Superintendent. No loose objects should be left on the dash or control panel. Garbage containers should be emptied daily. Bus drivers will be required to check his/her bus daily for any problems. Drivers are to accelerate slowly when taking off to allow the automatic transmission to shift properly. Buses are to be washed as needed – weather permitting. Drivers are to report any form of vandalism on the bus in writing immediately. After unloading each route, drivers should check for students and/or articles left on the bus.

### Engine Warm-up/Cool-down

Buses are not to be driven from their parked areas before the oil pressure and air pressure gauges are in their normal positions. A proper warm-up is from one to five (1-5) minutes depending upon the weather conditions.

When buses are parked at the end of a run, drivers are required to idle the bus for a short time allowing the engine to cool down before shutting the bus off. A proper cool-off is approximately one to two (1-2) minutes. All switches should be turned to the off position before shutting off the bus.

### Establishing Bus Routes

The initial planning and administration of the school bus routes is the duty of the school district. The planning of such routes is subject to approval by the Board of Trustees and the Golden Valley Transportation Committee. Buses will not leave county roads to pick up students without the approval of the Superintendent.

School bus routes will be established with due consideration of conditions affecting safety, conditions of roads, bridges and culverts, presences of railroad tracks and hazardous crossings, extreme weather conditions, length of routes, number of children and families to be served, availability of turn-around points, capacity of bus, etc.

Timing of the route is important as the law provides that no school children attending an elementary school shall be required to ride the school bus more than one hour without consent of the child's parent and/or guardian. Parents should be referred to the Superintendent for any request for change in rural routes, stops or schedules. School bus drivers and the transportation director should feel free to make recommendations with regard to establishing routes. Bus drivers are not to alter the regular route without permission unless a real emergency exists.

### Fuel Saving Tips

Check that oil, water levels and tire inflation pressure are proper each day. Gradually accelerate the bus to the desired speed. Drive slower when the engine is cold. Look ahead and anticipate stops. Drive at steady speeds. Use the brakes as little as possible. Accelerate and decelerate smoothly when changing speeds. Plan your traffic moves early. Adjust the vehicle speed to the road and weather conditions. Shift into high gear as soon as possible, but don't lug

the engine. Don't pump the gas pedal. Never ride the brake or clutch. Don't rev up the engine before turning off the ignition. Avoid fuel spillage when refueling the bus

### Inclement Weather

We recognize the unpredictability and resulting dangers associated with weather in Montana. In the interest of safety and operational efficiency, the Superintendent is empowered to make decisions as to emergency operation of buses, cancellation of bus routes, and closing of school, in accordance with his or her best judgment.

### **USE OF PRIVATE VEHICLES FOR DISTRICT BUSINESS**

The use of private vehicles for district business, including the transportation of students, 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 member may use a private vehicle for district business without permission from the Superintendent.

### **USE OF SCHOOL PROPERTY FOR POSTING NOTICES**

Non-school-related organizations may request permission from the Superintendent to display posters in the area reserved for community posters or to have flyers distributed to students.

Posters and/or flyers must be student oriented and have the sponsoring organization's name prominently displayed. The District will not permit the posting or distribution of any material that would:

- Disrupt the educational process;
- Violate the rights of others;
- Invade the privacy of others;
- Infringe on a copyright; or
- Be obscene, vulgar, or indecent.
- Promote the use of drugs, alcohol, tobacco, firearms, or certain products that create community concerns.

No commercial publication shall be posted or distributed unless the purpose is to further a school activity, such as graduation, class pictures, or class rings. No information from any candidates for non-student elective offices shall be posted in or around school district property, or distributed to the students.

If permission is granted to distribute materials, the organization must arrange to have copies delivered to the school. Distribution of the materials will be arranged by the Superintendent.

### **VISITORS TO SCHOOLS**

The District encourages visits by Board members, parents, and citizens to all District buildings. All visitors shall report to the Superintendent's office on entering any District building. Conferences with teachers should be held during the teacher's preparation time. Staff members are expected to report any unauthorized person on school property to the office.

Students are not permitted to bring visitors to school without prior approval of the Superintendent.

## WHISTLEBLOWING AND RETALIATION

When district employees know or have reasonable cause to believe that serious instances of wrongful conduct (e.g., mismanagement of district resources, violations of law and/or abuse of authority) have occurred, they should report such wrongful conduct to the Superintendent or Board Chairperson.

For purposes of this policy, the term “wrongful conduct” shall be defined to include

- theft of district money, property, or resources;
- misuse of authority for personal gain or other non-district purpose;
- fraud;
- violations of applicable federal and state laws and regulations; and/or
- serious violations of district policy, regulation, and/or procedure.

The Board of Trustees will not tolerate any form of reprisal, retaliation or discrimination against:

- Any employee, or applicant for employment, because he/she opposed any practice that he/she reasonably believed to be made unlawful by federal or state laws prohibiting employment discrimination on the basis of sex, sexual orientation, race, color, national origin, age, religion, height, weight, marital status, handicap or disability.
- Any employee, or applicant for employment, because he/she filed a charge, testified, assisted or participated, in any manner, in an investigation, proceeding or hearing under federal or state laws prohibiting employment discrimination on the basis of sex, sexual orientation, race, color, national origin, age, religion, height, weight, marital status, handicap or disability or because he/she reported a suspected violation of such laws according to this policy; or,
- Any employee or applicant because he/she reported, or was about to report, a suspected violation of any federal, state or local law or regulation to a public body (unless the employee knew that the report was false) or because he/she was requested by a public body to participate in an investigation, hearing or inquiry held by that public body or a court.

An employee or applicant for employment who believes that he/she has suffered reprisal, retaliation or discrimination in violation of this policy shall report the incident(s) to the Superintendent or his/her designee. The Board of Trustees guarantees that no employee or applicant for employment who makes such a report will suffer any form of reprisal, retaliation or discrimination for making the report. Individuals are forbidden from preventing or interfering with whistleblowers who make good faith disclosures of misconduct.

The Board or its agents will not discharge, discipline or otherwise penalize any employee because the employee or someone acting on the employee’s behalf, reports, verbally or in writing, a violation or suspected violation of any state or federal law or regulation or any town/city ordinance or regulation to a public body, or because an employee is requested by a public body to participate in an investigation, hearing or inquiry held by that public body, or a court action. Further, the Board or its agents will not discharge, discipline or otherwise penalize any employee because the employee, or a person acting on his/her behalf, reports, verbally or in

writing, to a public body, as defined in the statutes, concerning unethical practices, mismanagement or abuse of authority by the employer. This section does not apply when an employee knowingly makes a false report.

The District will exercise reasonable efforts to:

- investigate any complaints of retaliation or interference made by whistle blowers;
- take immediate steps to stop any alleged retaliation; and
- discipline any person associated with the District found to have retaliated against or interfered with a whistle blower.

The Board of Trustees considers violations of this policy to be a major offense that will result in disciplinary action, up to and including termination, against the offender, regardless of the offender's position within the District.

The Board shall make this policy available to its staff by posting it on its website with its other District policies.



## **SCHOOL ACCIDENT REPORT**

Verbal notification SHOULD be made immediately to the administration, but remember THE WRITTEN REPORT MUST BE SUBMITTED TO ADMINISTRATION WITHIN TWENTY-FOUR (24) HOURS FOLLOWING THE ACCIDENT.

NAME OF PERSON INJURED \_\_\_\_\_ DATE OF ACCIDENT \_\_\_\_\_

EXACT TIME OF THE ACCIDENT \_\_\_\_\_ A.M. \_\_\_\_\_ P.M. \_\_\_\_\_

EXACT PLACE ACCIDENT OCCURRED \_\_\_\_\_

NATURE OF ACCIDENT \_\_\_\_\_

ACTIVITY ENGAGED IN \_\_\_\_\_

TEACHER/SPONSOR OF ACTIVITY \_\_\_\_\_

DISPOSITION OF STUDENT: TO DOCTOR \_\_\_\_\_ PARENT COME FOR CHILD \_\_\_\_\_  
(BE SPECIFIC)

RETURNED TO ACTIVITY \_\_\_\_\_

TAKEN HOME \_\_\_\_\_ OTHER \_\_\_\_\_

PERSON FILING REPORT \_\_\_\_\_

DATE OF FILING OF THIS REPORT \_\_\_\_\_

COMMENTS: \_\_\_\_\_

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
School Name

## STUDENT ACCEPTABLE USE POLICY

### Acceptable Use of Electronic Networks

All use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behaviors by users. However, some specific examples are provided. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

### Terms and Conditions

- 1) **Acceptable Use** - Access to the District's electronic networks must be: (a) for the purpose of education or research and consistent with the educational objectives of the District; or (b) for legitimate business use.
- 2) **Privileges** - The use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator and/or Superintendent will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.
- 3) **Unacceptable Use** - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
  - a) Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any federal or state law;
  - b) Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
  - c) Downloading copyrighted material for other than personal use;
  - d) Using the network for private financial or commercial gain;
  - e) Wastefully using resources, such as file space;
  - f) Hacking or gaining unauthorized access to files, resources, or entities;
  - g) Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone;
  - h) Using another user's account or password;
  - i) Posting material authored or created by another, without his/her consent;
  - j) Posting anonymous messages;
  - k) Using the network for commercial or private advertising;
  - l) Defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
  - m) Utilizing a personal e-mail site without specific approval or direction from a staff member; and
  - n) Using the network while access privileges are suspended or revoked.
- 4) **Network Etiquette** - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a) Be polite. Do not become abusive in messages to others.
  - b) Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
  - c) Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
  - d) Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  - e) Do not use the network in any way that would disrupt its use by other users.
  - f) Consider all communications and information accessible via the network to be private property.
- 5) **No Warranties** - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- 6) **Indemnification** - The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District, relating to or arising out of any violation of these procedures.
- 7) **Security** - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Superintendent. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
- 8) **Vandalism** - Vandalism will result in cancellation of privileges, and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
- 9) **Telephone Charges** - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.
- 10) **Copyright Web Publishing Rules** - Copyright law and District policy prohibit the republishing of text or graphics found on the Web or on District Websites or file servers, without explicit written permission.
- a) For each republication (on a Website or file server) of a graphic or text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
  - b) Students and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
  - c) The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Website displaying the material may not be considered a source of permission.
  - d) The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
  - e) Student work may only be published if there is written permission from both the parent/guardian and the student.

## 11) Use of Electronic Mail -

- a) The District's electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities and as an education tool.
- b) Prior to using an e-mail site, students are to obtain permission or be directed from either their supervising teacher, the Technology Coordinator or an administrator.
- c) Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
- d) Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
- e) Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited, unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- f) Use of the District's electronic mail system constitutes consent to these regulations.

### Internet Safety

1. Internet safety is almost assured if users will not engage in "unacceptable uses," as detailed in these procedures, and will otherwise follow these procedures.
2. Staff members shall supervise students while students are using District Internet access, to ensure that the students abide by the Terms and Conditions for Internet access, as contained in these procedures.
3. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene; (2) pornographic; or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.
4. The system administrator and/or Superintendent shall monitor student Internet access.

### Inappropriate Use of Computers and/or the Internet

Any action by a student that is determined by the classroom teacher or an administrator to constitute an inappropriate use of the Internet or e-mail shall:

1. Be restricted from network access.
2. Face disciplinary or legal action that may include suspension and expulsion.

#### A. Reporting of Inappropriate Site or Usage Problem

1. If a problem arises, a teacher or supervisor is to be contacted **immediately**. A delay of time in reporting may result in implementation of the consequences listed below.

#### B. Consequences (cumulative for the attendance years of the student)

1. First Offense: 30 days loss of computer and/or Internet access.
2. Second Offense: 60 days loss of computer and/or Internet access.
3. Third Offense: 90 days loss of computer and/or Internet access.
4. Fourth Offense: loss of all computer and/or Internet access.

**Teacher's End of the Year Check-Out Sheet**  
**2024-25**

Teacher \_\_\_\_\_

Summer mailing address:

Summer Contact:

(Home) \_\_\_\_\_

(Cell) \_\_\_\_\_

(Email) \_\_\_\_\_

\_\_\_\_\_ (CT) Books/Periodicals/Materials/Equipment Inventory completed & online

\_\_\_\_\_ (JW) Room prepped for summer cleaning and storage, including tags & coverings

\_\_\_\_\_ (self) School not responsible for personal items left over the summer

\_\_\_\_\_ (NH) Grades recorded

\_\_\_\_\_ (NH) Obsolete Item List

\_\_\_\_\_ (NH) Lesson Plan books turned in

\_\_\_\_\_ (NH) Elementary – Cumulative Records done

\_\_\_\_\_ (NH) List of students receiving an “F” for any semester & reason to Mrs. Hanson

\_\_\_\_\_ (NH) Documentation on any student recommended for retention to Mrs. Hanson

\_\_\_\_\_ (NH) Requisitions/wish lists turned in

\_\_\_\_\_ (CT) Keys turned in or signed out for continued use \_\_\_\_\_

\_\_\_\_\_ (NH) See Mrs. Hanson for check

\_\_\_\_\_ (NH) Advisor of Organization and/or class-financial records & binders of activity notes turned in to office

\_\_\_\_\_ (RS) Technology

-Document Camera: \_\_\_\_\_

- Laptop: \_\_\_\_\_

- iPad: \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_