

• **Receipt of Handbook**

“I have received and read a copy of the Lame Deer Junior-Senior High School Classified Staff Handbook for 2010-2011. I understand that the handbook contains information that I may need during the school year. I understand that I will be held accountable and may be subject to the disciplinary action.”

Print name of Paraprofessional:

Signature of Paraprofessional:

Date:

**Lame Deer Junior-Senior High School
Staff Norms
“Students are Sacred”**

- 1. Patience**
- 2. Forgive and move on.**
- 3. We can disagree as long as we do it respectfully.**
- 4. Cooperation between all parties.**
- 5. If you see a problem, offer a solution.**
- 6. Keep communication lines open.**
- 7. Show respect/courtesy at all times to everyone.**
- 8. Humility is the first step to open-mindedness.**
- 9. No gossiping**
- 10. Don't let students see staff disagreements.**
- 11. Make our vision more than words on paper, so it becomes embedded in the daily life of the school.**

Lame Deer Junior-Senior High School School District #6 Classified Staff Handbook 2010-2011

The material covered within this classified staff handbook is intended as a method of communicating to employees regarding general district information, rules, and regulations and is not intended to either enlarge or diminish any Board policy, administrative regulation, or negotiated agreement. Material contained herein may, therefore, be superseded by such Board policy, administrative regulation, negotiated agreement, or changes in state or federal law.

Any information contained in this classified staff handbook is subject to unilateral revision or elimination, from time to time, without notice.

No information in this document shall be viewed as an offer, expressed or implied, or as a guarantee of any employment of any duration.

The mission of the District is to educate our children through educational strategies designed to facilitate self-development. We will provide an educational program that incorporates the language, history, and culture of the Northern Cheyenne Tribe into all aspects of the school; the children of the community will be provided an educational environment that promotes their development in the areas of self-respect, respect for others, and a strong sense of self-esteem.

Our Vision: "Where students are sacred and learning comes first. Morning Stars Shine!"

Our Mission: "Education engages every student and provides them with the knowledge and skills to be productive members of society."

Equal Employment

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.

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

District Administration Staff

- Superintendent - Bryan Kott - ext. 1003
- Curriculum Director - Jill Henzie - ext. 1009
- District Clerk - Lana Robinson - ext. 1005
- Transportation Director - Morton Otherbull - ext. 1149
- Maintenance Director - Wilbur Spang - ext. 1150
- Director of Food Services - Evie Bixby - ext. 1110
- Payroll Clerk - Pam Halverson - ext. 1001
- Receptionist & Housing Director - Judy Ross - ext. 1000
- Business Manager - Candy Scalpcane - ext. 1002
- Shipping and Receiving - Pam Robinson - ext. 1006
- District Enrollment Clerk - Ann Taylor - ext. 1011

STAFF ORGANIZATION

Administration

- Principal – Mr. Frank No Runner
- Assistant Principal – Mr. Aundre Bell
- Athletic Director - Sgt. Rocco Cooper
- Special Education Director – Mr. Sid Richardson
- Indian Education for All Vice Principal – Mrs. Veronica Small-Eastman
- Administrative Assistant – Mrs. Georgia Bement
- Attendance Clerk – Mrs. Joletta Spang

Certified Staff

- Tiffany Glenn, English
- Bonnie Granbois, Reading and Data
- Danae Bills, Reading and Data
- Robin Kichnet, English
- Michael Comes At Night, Mathematics
- Ken Sattler, Mathematics and Special Education
- Deeanna Williams, Mathematics
- Tom Plavak, Mathematics
- Larry Medicine Bull, Culture
- George Riedel, Health Enhancement
- Jami Chandler, Health Enhancement
- Mike Morgan, Vocational-Agriculture
- Marshall Mead, History and Librarian
- Alison Legg, English and Social Studies
- Byron Woods, Science
- Paul Burckhard, Science
- Jack Kobasziar, Science
- Roy Reece, Special Education
- Tammy Raymond, Special Education
- Pattee Bement, Special Education
- Jim Loy, Social Studies
- Rachel Magpie, Culture
- Peggy Fredericks, Guidance Counselor
- Pete Gonder, Drug and Alcohol Counselor
- Bonnie Bigback, Consumer Sciences
- Betty Grinsell, Gear Up Coordinator
- Jason Danicek, Business
- Sgt. Rocco Cooper, JROTC
- Susan Wolfe, Art
- William Paul, School Psychologist

Classified Staff

- Jay Cooper, Mathematics
- Robert Kichnet, Science
- Ronnette Seminole, Reading and Health Enhancement

- Mildred Red Cherries, Mathematics
- Mary Ann Demary, Reading
- Kim Whiteman, Special Education
- Thelma Beaver Hart, Special Education
- Tanya Camacho, Special Education
- Johnny Talawyma, Reading
- Melvin Wooden Thigh, Special Education
- Keith Elk Shoulder, Special Education
- Shawn Old Mouse, Hall Monitor and Permanent Substitute
- Claudine Cano, Home School Coordinator
- Esther Brady, School Nurse
- TBA, School Resource Officer
- Delores Bement, Cafeteria
- Ethlene Stump, Cafeteria
- Jolsten Bearcomesout, Cafeteria
- Komas Kowas, Cafeteria
- Lonnie Little Bird, Maintenance
- Jason Whiteman, Custodian
- Al Holds the Enemy, Custodian

GENERAL INFORMATION

SCHOOL SCHEDULE

Monday, Tuesday, Thursday, Friday

Before School - Individualized tutoring or Credit Recovery - 7:30 a.m. to 8:00 a.m.

1st period – 8:00 am – 8:50 am

2nd period – 8:54 am – 9:44 am

3rd period – 9:48 am – 10:38 am

4th period – 10:42 am – 11:32 am

5th period (HS only) – 11:36 am – 12:26 pm; JH

Lunch – 11:36 am – 12:06

HS Lunch – 12:30 pm – 1:00 pm; 5th period (JH only) – 12:10 pm – 1:00 pm

6th period – 1:04 pm – 1:54 pm

7th period – 1:58 pm – 2:48 pm

8th period (Enrichment/Intervention/Resource) – 2:52 pm – 3:42 pm

After School - Credit Recovery and after school tutoring/enrichment Mon.-Thurs. 4:00-6:00 pm

Wednesday – SIG Professional

Development/Students early out

Before School - Individualized tutoring or Credit Recovery - 7:30 a.m. to 8:00 a.m.

1st period – 8:00 am – 8:42 am

2nd period – 8:46 am – 9:28 am

3rd period – 9:32 am – 10:14 am

4th period – 10:18 am – 11:00 am

JH Lunch/HS 5th period -11:04 am – 11:46 am

HS Lunch/JH 5th period – 11:50 am – 12:32 pm

6th period – 12:36 pm – 1:18 pm
 7th period – 1:22 pm – 2:04 pm
 School Improvement Professional Development
 – 2:15 pm – 4:00 pm
 After School - Credit Recovery and after school
 tutoring/enrichment Mon.-Thurs. 4:00-6:00 pm

BOARD MEMBERS

The Legislature of the State of Montana delegates to the Board responsibility for the conduct and governance of district schools. Board members for 2010-2011, as elected by residents of this district, are as follows:

- Bertha Otherbull- Chairperson
- June Beartusk- Vice Chairperson
- Bertha Limberhand
- Rosanne Headswift
- Waymon Mitchell
- Winslow Whitecrane
- Roberta Cady
- Brian Anderson
- George Scalpcane
- Lana Robinson, District Clerk
- Brian Kott, Superintendent

BOARD MEETINGS/COMMUNICATIONS

Regular Meetings

Unless otherwise specified, all meetings will be held in the Board Room. Regular meetings shall be held at 5:15 pm every second Tuesday of the current month, or at other times and places determined by a majority of vote. If regular meetings are to be held at places other than the place stated above, or are adjourned to times other than the regular meeting time, notice of the meeting shall be posted in the staff lounge. When a meeting date falls on a legal holiday, the meeting shall be held at the discretion of the Board of Trustees.

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 @ 406-477-8900 ext.1000

DISTRICT OFFICE HOURS

The district office is open between the hours of 7:00am-4:00pm weekdays during the school year.

During summer months and other times during the school year when school is not in session, the office is open between the hours of 7:00am-4:00pm Monday thru Thursday.

STAFF OPERATIONS

ABSENCES

Staff are expected be on time at 7:45 am, and be here Monday through Friday. Excessive Absences may result in disciplinary action.

SICK LEAVE

Classified employees earn sick leave per pay period.

Family and Medical Leave Act (FMLA)

Please refer to board policy

ANNUAL LEAVE

Classified staff may use annual leave for vacation or holidays. Any questions please ask Pam Halverson, 477-6305 ext. 1001.

HOLIDAYS

The holidays required for classified staff, by § 20-1-305, MCA, are:

1. Independence Day
2. Labor Day
3. Thanksgiving Day
4. Christmas Day
5. New Year’s Day
6. Memorial Day
7. State and national election days when the school building is used as 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.

BREAKS

Scheduled breaks are provided to all classified employees to ensure safety and efficiency. All classified staff members will receive one 30 minute lunch and two 15 minute scheduled breaks at (1) 10:30 am to 10:45 am & (2) 1:55 pm to 2:10 pm. Classified employees are expected to adhere to the break schedule established by the Building Administrator. Deviation from the regularly scheduled break period requires prior approval. Classified employees can leave the school grounds during their lunch break. They must seek approval from the building principal or assistant principal to leave the premises during their fifteen (15) minute break. **If a classified staff member is substituting for a regular education teacher then they will use the prep period as a break, although they still will have morning and bus duty, but relieved of lunch duty.**

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, typewriters, 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 building principal.

CHECKOUT

Work Day Checkout

Classified staff is permitted to leave the building and district grounds during their lunch break.

All staff is required to check out/in with the office staff. This will enable office staff to respond appropriately in the event of message and emergency situations that may arise. Classified employees must punch out if they leave the premises during their regularly scheduled breaks.

CHILD ABUSE REPORTING

Any staff member who has reasonable cause or reasonable suspicion to believe that any child under 18 years of age with whom he/she has come in contact has suffered abuse or neglect, or that any adult with whom he/she is in contact has abused a child, shall immediately orally report to the Department of Family Services or local law enforcement agency. The building principal is also to be immediately informed. (Cheyenne Children Service # (406) 477-8160.)

Written documentation of this report must be completed and submitted to the building principal and superintendent.

Failure to report a suspected child abuse is a violation punishable by law and by district disciplinary action up to and including dismissal.

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

COMPENSATORY TIME AND OVERTIME FOR CLASSIFIED EMPLOYEES

Classified employees who work more than forty (40) hours in a given workweek may receive overtime pay of one and one-half (1½) times the normal hourly rate, unless the District and the employee agree to the provision of compensation time at a rate of one and one-half (1½) times all hours worked in excess of forty (40) hours in any workweek. **The Superintendent must approve any overtime work of a classified employee.**

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

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

COMMUNICABLE DISEASE/BLOODBORNE PATHOGENS/INFECTION CONTROL PROCEDURES

The district provides for the reasonable protection against the risk of exposure to communicable disease to all staff while engaged in the performance of their duties. Protection is provided through immunization and exclusion in accordance with Montana Code Annotated and the Administrative Rules of Montana. Infection control procedures, including provisions for handling and disposing of contaminated fluids, have also been established through Board policy and administrative regulations for staff and student protection.

All staff shall comply with measures adopted by the district and with all rules set by the Montana State Health Department and the county health department.

Staff members have a responsibility to report to the district when infected with a communicable disease unless otherwise stated by law. Refer to Board Policy.

STAFF COMPLAINTS

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

If the complaint is not resolved informally, formal complaint procedures may be initiated by staff in accordance with Board policy and administrative regulations. All formal complaints must be submitted in writing to the building principal.

CONTRACTS AND COMPENSATION

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 90 days.* 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.

CRIMINAL RECORDS CHECKS/FINGERPRINTING

Any finalist recommended for hire to a paid or volunteer position with the district, involving regular unsupervised access to students in schools, as determined by the Superintendent, shall submit to a name-based and fingerprint criminal background investigation conducted by the appropriate law enforcement agency prior to consideration of the recommendation for employment or appointment by the Board. The results of the name-based check shall be presented to the Board concurrent with the recommendation for employment or appointment. Any subsequent offer of employment or appointment shall be contingent upon 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, shall be required, as a condition of any offer of employment, to authorize, in writing, a name-based and fingerprint criminal background investigation to determine if he or she has been convicted of certain criminal or drug offenses:

- * a certified teacher seeking full- or part-time employment within the district;
- * an educational support personnel employee seeking full- or part-time employment within the district;
- * an employee of a person or firm holding a contract with the district, if the employee is assigned to the district;
- * a volunteer assigned within the district who has REGULAR unsupervised access to students.
- * Substitute teachers

Any requirement of an applicant to submit to a fingerprint background check shall be in compliance with the Volunteers for Children Act of 1998 and applicable federal regulations.

DISCIPLINE AND DISCHARGE

Discipline and dismissal of staff will follow due process, administrative regulation, relevant provisions of negotiated agreements, and applicable law.

DRUG-FREE WORKPLACE

No staff member engaged in work in connection with a direct federal grant or contract shall unlawfully manufacture, distribute, dispense, possess, or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance or alcohol, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.15.

“Workplace” is defined to mean the site for the performance of work done in connection with a federal grant or contract. That includes any school building or any school premises; any school-owned vehicle, or any other school-approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district where work on a federal grant is performed.

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

EMERGENCY CLOSURES

In the event of hazardous or emergency conditions, all district schools or selected schools or grade levels may be closed or schedules altered to provide delayed openings of school and/or early dismissal of students as appropriate.

A phone tree will be distributed to all staff for use in the event of delayed openings or school closures. Or you can listen to KIKC 101.3 or call the office at (406) 477-8900 and talk to an administrator or administrative assistant.

EMERGENCY PROCEDURES AND DISASTER PLANS

All staff will be provided with a copy of the district’s emergency procedures plan detailed staff responsibilities in the event of such emergencies.

Copies of the emergency procedures plan will be available in the front office and other strategic locations throughout the building.

EMPLOYEE ELECTRONIC MAIL AND ON-LINE SERVICES USAGE

The District e-mail and Internet systems are owned by the District and are intended to be used for educational purposes only. Personal use is not allowed, employees should have no expectation of privacy when using the electronic mail or Internet systems for any purpose.

All e-mail/Internet records are considered District records and should be transmitted only to individuals who have a need to receive them.

The District reserves the right to bypass individual passwords at any time and to monitor the use of such systems by employees.

District records and e-mail/Internet records are subject to disclosure to law enforcement or government officials or to other third parties through subpoena or other process. Consequently, the District retains the right to access stored records in cases where there is reasonable cause to expect wrongdoing or misuse of the system and to review, store, and disclose all information sent over the District e-mail systems for any legally permissible reason, including but not limited to determining whether the information is a public record, whether it contains information discoverable in litigation, and to access District information in the employee’s absence.

All District employees should be aware that e-mail messages can be retrieved, even if they have been deleted, and that statements made in e-mail communications can form the basis of various legal claims against the individual author or the District.

E-mail sent or received by the District or the

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

FAIR LABOR STANDARDS ACT

Regular working hours for all classified staff will be set by the Central Office Administration. Classified staff is not to work before, beyond, or outside their established working hours and are not to work overtime without prior authorization from the superintendent.

All electronic time sheets must be a true reflection of all time worked, whether it is more or less than regularly scheduled work hours.

Failure to comply will result in disciplinary action in accordance with applicable provisions of Board policy, administrative regulations, and negotiated agreements.

Administrators, directors, and/or supervisors shall give written notification to non-exempt employees, as defined by the Fair Labor Standards Act, of the Board's following expectations:

- What constitutes non-exempt working hours;
- What constitutes normal working hours;
- That employees are not to work before, beyond, or outside their normal working hours and are not to work overtime without prior authorization;
- That employee time sheets be a true reflection of all time worked, whether it is more or less than normally scheduled hours;
- That a written corrective statement be given to employees not complying with established procedures.

Overtime is defined as time worked over 40 hours in one week. A week is defined as seven consecutive days covering Monday through Sunday.

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 building principal approval.

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

GRIEVANCES

Refer to board policy.

HARASSMENT/BULLYING/INTIMIDATION

Harassment of staff members is strictly prohibited on district property, including non-district property while a staff member is at any district-sponsored, district-approved, or district-related activity or function, such as field trips or athletic events, in which students are under the control of the district or where the staff member is engaged in district business.

Harassment includes, but is not limited to, harassment on the basis of race, color, religion, national origin, age, martial status, disability, and sexual harassment.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. The staff member's submission to the conduct or communication is made a term or condition of employment;
2. The staff member's submission to, or rejection of, the conduct or communication is the basis for decisions affecting employment and assignment;
3. The conduct or communication has the purpose or effect of substantially interfering with an individual's work performance;
4. The conduct or communication has the effect of creating an intimidating, hostile, or offensive working environment.

Other types of harassment may include, but not be limited to, jokes, stories, pictures, or objects that are offensive, tend to alarm, annoy, abuse, or demean certain protected individuals and groups.

A staff member whose behavior is found to be in violation of Board policy may be subject to discipline up to and including dismissal. A

student whose behavior is found to be in violation of Board policy may be subject to discipline up to and including expulsion.

Any staff member who is subject to, or knows of, such harassment is directed to notify the [building principal] or [superintendent] immediately. If the complaint is not satisfactorily settled, the staff member may file a complaint directly with the Montana Human Rights Commission or with the U.S. Department of Labor, Equal Employment Opportunity Commission. Such complaints may also be filed with the appropriate enforcement agency, in lieu of the district's complaint process, at any time, as provided by law.

There will be no retaliation by the district against any person who, in good faith, reports harassment. There is a form and it must be filled out of any allegation and it will be located in the principals office.

INSURANCE BENEFITS FOR EMPLOYEES

If Interested in Insurance please contact Pam Halverson, Payroll Clerk at the District Office at (406)477-6305 ext. 1001

KEYS

Keys are issued to staff by the administrative assistant. 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:

1. The duplication of keys is prohibited;
2. Keys are not to be left unattended. Avoid having keys on desks, tables, in mailboxes, unattended coat pockets, etc.;
3. Keys may not be loaned [to students or to individuals not employed by the district]. Under no circumstance should staff provide keys to students to "run errands", "unlock/lock" doors, etc.
4. Lost or stolen keys must be reported to the building principal 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 is assessed;
5. Upon completion of a lost-or-stolen-key report form, presentation of the broken or

damaged key(s), and submission of assessed fees, replacement keys will be issued;

6. Charges for lost or stolen keys will be made to the staff member to whom the key(s) have been issued.

7. All keys are to be checked in at the end of the school year. Staff with summer duties necessitating building access may make arrangements with the building principal to keep their keys as appropriate.

PARTICIPATION IN POLITICAL ACTIVITIES

Staff members may exercise their right to participate fully in affairs of public interest on a local, county, state, and national level, on the same basis as any citizen in public or private employment and within the law.

Staff members may, within the limitations imposed by state and federal laws and regulations, choose any side of a particular issue and support their viewpoints as they desire, by vote, discussion, or persuading others. Such discussion and persuasion, however, may not be carried on during the performance of district duties.

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

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, and 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:

1. The individual employee. An employee or designee may arrange with the personnel office to inspect the contents of his/her personnel file on any day the personnel office is open for business;
2. Others designated in writing by the employee;
3. The comptroller or 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;
4. 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;
5. The superintendent and members of the central administrative staff;
6. District administrators and supervisors who currently or prospectively supervise the employee;
7. Employees of the personnel office;
8. 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 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.

RELEASE OF GENERAL STAFF INFORMATION

A staff member's address and personal phone number will not be released by the district. Such

information may be disclosed if a staff member authorizes the district to do so.

The district may also disclose information about a former employee's job performance to a prospective employer, under the following conditions:

1. Disclosure of information is upon the request of the prospective employer; or
2. Disclosure of information is upon the request of the former staff member;
3. The information is related to job performance;
4. The disclosure is presumed to be in good faith.

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

RESIGNATION OF STAFF

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

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

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

Retirement Programs for Employees

All District employees shall participate in retirement programs under the Federal Social Security Act and the Public Employees' Retirement System in accordance with state retirement regulations.

The District will contribute to the PERS whenever a classified employee is employed for more than the equivalent of one hundred twenty (120) full days (960 hours) in any one (1) fiscal

year. Part-time employees who are employed for less than 960 hours in a fiscal year may elect PERS coverage, at their option and in accordance with § 19-3-412, MCA.

SAFETY COMMITTEE

A building safety committee has been established to help implement the district's safety program and as a part of an ongoing effort to help ensure the safety and health of students, staff, and others while on district property.

The building safety committee meets monthly and conducts workplace safety inspections every quarter to locate and identify safety and health hazards, and makes recommendations for corrections as needed. All significant safety-related incidents are investigated to help prevent similar events from reoccurring.

All potential hazards are to be reported immediately to a safety committee member or to the office.

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 creates a conflict of interest with the faithful and impartial discharge of the employee's district duties. A district employee may, prior to acting in a manner which may impinge on any fiduciary duty, disclose the nature of the private interest which creates a conflict. Care should be taken to avoid using, or avoid the appearance of using, official positions and confidential information for personal advantage or gain.

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 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.

Professional dress is appropriate since we are role models and should reflect that image to the students. Blue jeans, t-shirts are not a good choice.

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.

TELEPHONES

Telephones are available throughout the building for staff convenience. Long-distance calls for district business use may be placed. Staff members are responsible for all costs related to long-distance calls made for personal use.

TOBACCO-FREE ENVIRONMENT

The District maintains tobacco-free buildings and grounds. Tobacco includes but is not limited to cigarettes, cigars, snuff, smoking tobacco, and smokeless tobacco.

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

For this purpose, "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.

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 members may

use a private vehicle for district business without written permission from the Superintendent.

VACANCIES/TRANSFERS

Announced vacancies for classified positions are posted in the staff lounge at least five working days prior to closing the application period. Copies of the posting are also placed throughout the community.

Voluntary and involuntary transfer of staff members may be authorized by the superintendent based on district personnel needs and in accordance with district procedures and negotiated agreements.

WORKERS' COMPENSATION

All employees of the District are covered by workers' compensation benefits. In the event of an industrial accident, an employee should:

1. Attend to first aid and/or medical treatment during an emergency;
2. Correct or report as needing correction a hazardous situation as soon as possible after an emergency situation is stabilized;
3. Report the injury or disabling condition, whether actual or possible, to the immediate supervisor, within forty-eight (48) hours, on the Employer's First Report of Occupational Injury or Disease; and
4. Call or visit the administrative office after medical treatment, if needed, to complete the necessary report of accident and injury on an Occupational Injury or Disease form.