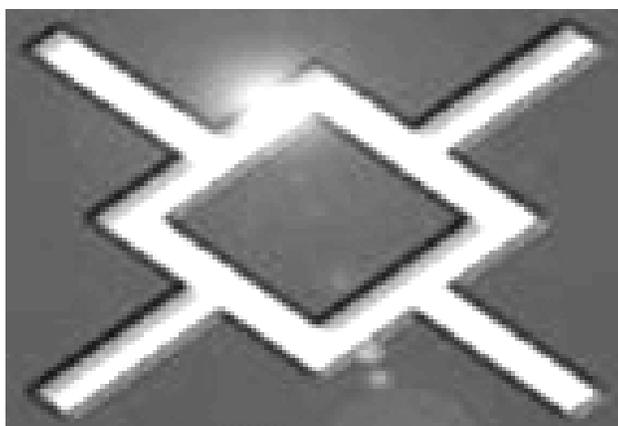


2010-2011
ADMINISTRATIVE
PROCEDURES
HANDBOOK



Administrative Procedures

This handbook is designed for building administrators as a supplementary guide and interpretation of board policy. It is not actual policy, but reflects the ways in which a multitude of situations may be handled. It is neither a contract nor an agreement for employment for a definite period of time.

This handbook may require revision, addition, or deletion from time to time. You will be notified of such actions, or will more likely be involved in formation of such changes. When updates are received, discard all previous updates and refer to the most recent publication.

IN ANY CASE, WHEN A PROBLEM COMES UP, ALWAYS CONSULT BOARD POLICY, CONSIDER THE LAW, USE COMMON SENSE, AND CONTACT YOUR SUPERIOR IF YOU ARE NOT SURE OF A PROPER COURSE OF ACTION.

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ACADEMIC ELIGIBILITY

Students may not drop a class to become eligible to participate in any activities. In an ineligible student (or one who is about to become so) drops the course making them ineligible, they must still serve out the penalty associated with that ineligibility before they can participate.

ACTIVITIES ELIGIBILITY

The rule for ineligibility is in the student handbook. However, when a student is placed on the list, it is appropriate for us to encourage teachers to make certain that in the following week the students have at least two (2) opportunities to earn grades. Thus, whatever the determination of eligibility status, it will be based on at least three (3) grades, i.e., the one that got them on the list in the first place and two others.

BOOKS AND MATERIALS REPLACEMENT

Books or materials which have been lost, damaged, or destroyed must be replaced. Even though such items may not be new (or even near it), the replacement cost is for a new item, not a depreciated model. Therefore, it is our practice to require that any person responsible for lost, damaged or destroyed books or materials pay full replacement cost. Administrators may exercise discretion if there are especially extenuating circumstances.

BOMB THREATS OR OTHER TERRORIST THREATS

Treat all such occurrences as though they are real. Immediately call the police, both BIA and county.

Evacuate immediately as for a fire drill. No person is to do anything other than leave the building—no lockers, coats etc... Evacuate personnel at least 300 feet from the building. During inclement weather and a possible prolonged search, move students to your school's alternate location (load on school busses.) If both buildings are threatened, ship them to the nearest shelter out of inclement weather. After all students have been evacuated, all utilities should be turned off. Attendance will be taken when the students are assembled away from the school. Check absentees for possible clues as to student involvement. Do not return to the building until the police have affirmed that it is safe to do so.

If what appears to be a bomb is found, DO NOT TOUCH IT. The police department will take charge. Refer to the CRISIS AND DISASTER MANAGEMENT PLAN.

CHILD ABUSE, NEGLECT, & SEXUAL ABUSE: WHAT TO DO WHEN SOCIAL SERVICES SHOW UP

The most current law at the writing is 41-3-202 (1), MCA. Essentially, this law, enacted October 1, 1997, codifies what most of us have known for some time. Government officials investigating possible cases of child abuse/neglect have wide ranging powers and our authority is minimal. That does not mean, however, that we have no responsibilities.

When a social worker, the county attorney, or a police officer investigating a possible child abuse/neglect comes to the school and wants to speak to a child, pull a child out of school etc.:

-First make sure the person is who they say they are. Request an I.D., perhaps call the persons office or immediate supervisor to verify I.D. unless the person is known to you. Also contact the superintendent.

Once that's done, and we are satisfied that the person is legitimate, your job is to cooperate with the official. They can interview children directly or indirectly involved, in private if they choose. They can remove children from school if they believe it necessary. Can they do this without parental notification? YES, but read further.

When the request to speak to a child is made, you are to inquire if the parents are to be notified. If the answer is yes, make your best attempt to do so. If the answer is, it doesn't matter one way or the other, do it. If the answer is no, request that the person give you that directive in writing with a signature and the date. A Handwritten note is fine. If they refuse, make the request again with another administrator or your secretary present and the document the refusal. This protects the district and you.

CHILD CUSTODY & CHECKING CHILD OUT

General

It is our policy not to become involved in parental custody disputes. See "student records" for information on access to same.

In regards to movements of the child, the district recognizes the parental rights of the party having documental legal majority physical custody of a child. Word of mouth is not sufficient. We must have a copy of the court order, divorce decree, or what ever else establishes such custody.

Party having sole majority physical custody

We recognize that party and all attendant rights. We do not recognize other party, except in a case where the custodial parent gives written permission for privileges to be shared with the non-custodial party.

Joint custody or no clear custody, no restraining orders, etc.

Respect both parents. Both should get report cards and all other documents, be invited to activities, conferences, etc. In other words, sans the establishment of legal custody on the part of one or the other—or if there is joint custody—we don't see that there is any controversy.

Checking the child out of school, controlling the child's movements

Dependent upon who has majority physical custody. One parent or the other will probably have that provision. If that has been established in writing, then that parent controls the child's movements and the other parent must have written permission from the custodial parent to remove the child from school. If the majority physical custody is not established or is equal, then both parents have check out rights.

Reasonable visitation

If such rights have been granted, they must spell out what is permitted in terms of checking the child out. Otherwise, we respect the wishes of the parent having sole or majority physical custody.

Legal guardianship

The only legitimate proof of legal guardianship is a Letter of Guardianship, a court issued document. To find out if such a document exists, contact the Clerk of District Court in the county where the document was allegedly issued. This is public knowledge and should be readily available. Do not accept word of mouth.

Power of Attorney

A parent can transfer decision making power to someone else through a Power of Attorney, another legal document. However, these documents are good for only six months and must be renewed. An interesting note is that according to attorney Rick Bartos, step-parents do not have decision making authority for step children without this document.

CLASS/ACTIVITY ACCOUNTS, REMAINING BALANCES

All monies belong to the district and are under control of the Board of Trustees. In other words, no class or other organization “owns” its money. What would happen to a fund balance if the science club ceased to exist/operate for any reason? The remaining balance in the account would be deposited by the district in some other place seen as appropriate by the Board or its designee. Class accounts are the same.

COMMUNICABLE DISEASES

The district has a well articulated policy in place. Please consult it and use it as necessary.

COURT APPEARANCES

There are two cases when we must excuse all employees for court appearances. One is if they are called to jury duty, in which case they may be gone for an indefinite period. The other, which is handled exactly the same fashion, is if an employee is subpoenaed to appear.

Remember in both cases that the employee will receive full salary from the district for any time gone, but they must in turn reimburse the district for any compensation they receive as a result of the appearance.

Other situations involve appearances in two categories, Civic and criminal, and either of two capacities, plaintiff or defendant. Ordinarily, any such appearances would necessitate use of available vacation or leave without pay for the employee.

If such a situation is looming, contact the superintendent for consultation.

DISCIPLINING EMPLOYEES

If there is no procedure detailed in the collective bargaining agreement or in law, follows these procedures, IN ORDER, when it is necessary to discipline any employee for failure to meet district standards, objectives, rules, or policies. Carefully and thoroughly document each step of the sequence.

General Points to Follow:

- Follow the process outlined below consistently for all employees.
- Make sure and punishment fits the infraction.
- Keep the superintendent informed at all levels.

- Don't go so far in your efforts that you harass an employee.
- Keep notes of all meetings.
- Unsatisfactory performance of duties must be immediately called to the attention of the employee. Don't let things accumulate and the air a long string of grievances.

Level 1: Corrective Interview

First meeting between the supervisor and employee. Objectives of the meeting:

- Make employee understand what is acceptable behavior-and what is not;
- develop a plan for improvement
- Agree on or you set a definite deadline for improvement
- Try to make the employee understand that you are willing to help; and
- Schedule a follow up interview to check on progress, indicate that standards are not being met etc.

Note for follow up interviews: One should be sufficient to avoid harassment charges. If you note no change or improvement, be sure to note that in the follow up interview so you have given the employee fair notice that more stringent corrective measures may follow.

Level 2: Oral Interview

Different from the Corrective Interview in that the employee is formally put on notice that more serious measures will be taken if the problem is not corrected. Document carefully. Follow the format above once again, but indicate that if improvement or change is not prompt, future actions will definitely be forthcoming.

Level 3: Written Warning

Written warnings are issued when (1) an oral warning has been disregarded; or (2) when an infraction is serious enough to warrant a written record. Remember there are rare incidents for which levels 1 and 2 above would need to be skipped. However, these must be handled on a case by case basis.

What to include in a written warning:

- Notification of the date, time, and place for interview regarding this communication.
- A detailed description of the violation of the rule or policy
- The date, time, and place of the violation (s); also list later incidents of disregard for warning.
- List all previous interviews (with dates), warnings etc.
- Indicate clearly that if the change or improvement is not immediate, that suspension and/or termination may result.
- signature of supervisor and employee (to indicate that a copy has been received)
- Provide adequate space for employee to respond to the warning.
- Indicate clearly that this notice will be placed in the personnel record for the employee.

Follow up Interview:

Be sure to do this. Interview at the time specified in the warning. Mail a copy to the employee, certified mail, whether they accept a copy or not. Reiterate that serious corrective measures will be taken if improvement/change is not immediate. Document the conference carefully.

Level 4: Termination

If this situation arises, the superintendent needs to be involved. Contact as necessary. It's likely, however, unless there is a very serious incident that occurs suddenly, that we will have previously been in contact on any such matter.

DISMISSAL BEFORE VACATIONS/PIR DAYS

School is dismissed at regular time before any vacation, as per state accreditation standards requirements.

School is dismissed at 2:00pm on PIR days; trainings/meetings will start shortly after.

EMERGENCY CHECKLIST FOR CUSTODIANS

Provide each custodian in your building with the following checklist for extreme emergencies (fire, earthquake, tornado, Etc.) Ordinarily, their first move is always to contact you immediately for instructions. However, there may a time when that is not possible. Therefore, they should have a procedure list to follow which basically involves shutting down utilities, especially gas and water.

1. Shut off Gas and Water as soon as possible.
2. Shut of electricity but only when directed to do so, or if a life threatening situation would result from not terminating power.
3. In the event of any disaster resulting from building damage, provide the administration with a condition report and damage assessment. When checking the building, always take two people for the initial assessment.

EMERGENCY CHECKLIST FOR PRINCIPALS

1. Determine command post in your building (that location is where your designee can be found at all times); usually the office so there is access to the telephone. This should be a place in case of your absence when a disaster strikes.
2. Assign a written chain of command (person in charge) in your building and have posted in the office. Alert all personnel to their assignment. This should be in place in case of your absence when a disaster strikes.
3. Have first aid equipment and instructions in designated area in your building.
4. Review staff emergency checklist with all staff on a regular basis and be certain each room has a checklist immediately available.
5. Secretary will secure all records and office valuables in the safe.
6. Confirm that the roll count of students is received at command post.
7. If a student is released to a parent or any other individual permitted to provide transportation, in some way document this fact and keep it on file.

EMERGENCY LEAVE

Use of emergency leave in case of inclement weather or bad roads is not permitted unless state or county authorities have closed a road making travel impossible, or an airport is closed, or other such circumstances. For a teacher or other employee to simply say “the road is too bad to travel” is not cause for use of emergency leave. In such cases, personal leave may be used until exhausted, and then we will have a leave without pay situation.

EXTRAS: REQUEST TO PARTICIPATE IN FUNDRAISERS

The district receives many requests to participate in such activities. They may come from various organizations, some are for good causes, and some may be for profit operations, others for other reasons. In any case, before accepting any offer, secure the permission from the district superintendent.

FIRE DRILLS

State Law requires eight (8) per year. Be sure to hold and record all eight, including date, time of day, and egress time. Do not hold in seriously inclement weather. Vary time of day. Do not be afraid to block exits of occasion.

HEAD LICE PROCEDURE

When a single case of head lice or a multiple case in the same family are discovered, follow this basic procedure.

1. Isolate the case from other children immediately. Arrange for the child to be taken home. Inform the school nurse and the superintendent.
2. Inform the child’s parents
3. Do not re-admit the child until we have confirmation from medical staff that the child is lice free.

MATERNITY LEAVE

Check the most recent Collective Bargaining Agreement.

MEDICAL EMERGENCIES

Medical problems are always a judgment call. To notify parents? To call the ambulance? To transport the child a medical facility? To administer first aid? As a general principle, always err on the side of being over protective as opposed to providing minimal

care/attention, except in regards to first aid. Administer emergency first aid only, and never consider either yourself or some other faculty member to be a doctor. If in doubt:

1. Call parents
2. Call medical transport (ambulance)
3. Administer emergency first aid

For Obvious Serious Injuries:

1. Collect a statement from witness ASAP.
2. Notify your supervisor
3. If possible take pictures of the accident scene.

ORDERING SUPPLIES—REQUISITIONS

All ordering should use the established requisition process. DO NOT PURCHASE ANYTHING WITHOUT A PURCHASE ORDER.

SEXUAL HARRASSMENT

In a word—ALWAYS!!! Should you have any reason at all to suspect any employee or student has been subject to sexual harassment, Contact your superintendent, investigate vigorously, and be prepared to follow up in the same fashion. The district must be able to demonstrate a significant effort to address all problems. For your convenience, the district sexual harassment policy is located in the district policy manual. Remember, harassment can exist in a situation involving nothing more than staring, let alone inappropriate comments, touching etc. If you're going to err, err on the side of too much action rather than not enough.

SHOP USE POLICY

Remember if you grant use, you may assume the liability. The general policy is to deny use.

STUDENT TEACHER, USING AS A PAID SUBSTITUTE

This is not an appropriate practice. The only time we would use this practice is if we are absolutely unable to find a replacement in the area on need.

SUBSTITUTE TEACHER PROCESS

Principals are responsible for acquiring qualified substitutes as necessary. Or designating a person to do so when their absence from the district.

SUPERVISION AND EVALUATION OF TEACHERS

Refer to the most recent Collective Bargaining Agreement

TEACHER LEAVE

Teachers are allowed nondiscretionary leave as part of the (CBA) Collective Bargaining Agreement. **Be alert of abuse.**

WEATHER PROBLEMS—EMERGENCY CLOSURE—DELAYED OPENINGS

With weather problems, the superintendent will ordinarily make decisions to close, cancel or delay. In absence of the superintendent, the task falls on the high school principal and then the elementary principal, in that order. Generally, consult the superintendent if he/she can be reached, the weather service, bus contractors and drivers, and one or two outlying parents who can be trusted to provide reasonable information.

Remember that, whatever you anticipate doing, as is humanly possible is necessary. Also, the prime consideration—ALWAYS- is the SAFETY OF OUR CHILDREN. If you make an error, we would much prefer that the error is on the side of safety as opposed to some false sense of bravado.

For any emergencies that are specific to buildings, the principal will of course decide on a course of action in consulting with the superintendent if time permits. However, remember that the district has no interest in making dual bus runs in the same day unless absolutely necessary, so consultation with colleagues is probably in order.

Use telephone tree that we have established and notify radio stations and cable immediately. (Give them a clear message)

A delayed opening option exists. Bus route times at the beginning of school may be simply delayed for either one or two hours. For example, instead of opening the building at 8am, we could delay until 9am. This is useful if there is very bad visibility or some other condition which may improve after daylight. Remember, however, that the decision must be made early on and publicized if such is the intent.

