

# Whitewater School District #20D

## Employee Handbook

Last Revised 2012

## **Education Philosophy/School District Mission**

Modern day methods, philosophies, attitudes, and needs are in a constant state of rapid change. The school as an institution must play an integral part in this changing and complex society. It will be the goal of the Whitewater Public Schools to meet the needs of the children of public school age and also the needs of the total citizenry of the school district.

The prime objective of the school system will be to meet the individual needs of each child without regard to the child's race, religion, creed, national origin, economic or social background. The entire educational staff, teaching and non-teaching, will devote its energies to the following child-centered activities:

- To accept the child at his/her individual level of achievement and to gear his or her educational program to move forward from that point.
- To treat each child with dignity and the inherent respect due each individual.
- To provide each child with an understanding of the fundamental processes, i.e. communication, computation, creative and analytical thought processes, and the ability to relate.
- To develop an understanding of the value of the home.
- To instill an understanding of our American heritage.
- To prepare the child so that he/she may pursue a vocation or profession.
- To develop within each child a moral and ethical character.
- To understand, develop, use and preserve our natural resources.
- To be able to use leisure time effectively.
- To understand the human body so that one may have a healthy physical and emotional life.

## **A. District Information**

### **Policies of the Board of Trustees**

Each teacher will be held responsible for policies of the Board of Trustees. It behooves each teacher to become completely familiar with all policies of the Board of Trustees. A copy is available upon request from the Clerk of the District or may be found in the library.

### **Certification**

The District requires that its contracted certificated staff hold a valid Montana Teacher of Specialist Certificate endorsed for the role 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 the 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 the term of service begins.

### **Medical Examinations**

Through its overall safety program and various policies pertaining to school personnel, the Board shall promote safety of employees during working hours and assist them in the maintenance of good health. It shall encourage all its employees to maintain optimum health through the practice of good health habits. Under the circumstances defined in the following, the Board may require physical examinations of its employees. Results of such physical examinations shall be maintained in separate medical files and not in the employee's personnel file and may be released only as permitted by law.

#### Physical Examinations

If the work is of a physically demanding nature, subsequent to a conditional offer of employment and prior to a commencement of work, the District may require an applicant to have a medical examination and to meet any other health requirements that may be imposed by the state. All bus drivers, including full-time, regular part-time, or temporary part-time drivers, are required by state law to have a satisfactory medical examination and drug screening prior to employment.

#### Communicable Diseases

If a staff person has a communicable disease and has knowledge that a person with compromised or suppressed immunity attends the school, the staff person must notify the Superintendent that he has a communicable disease which could be life threatening to an immune compromised person. The Superintendent must determine, after consultation with and on the advice of public health, if the immune compromised person needs appropriate accommodation to protect their health and safety. An employee with a communicable disease shall not report to work during the period of time in which the employee is infectious. An employee afflicted with a communicable disease capable of being readily transmitted in the school setting shall be encouraged to report the existence of the illness in case there are precautions that must be taken to protect the health of others. The District reserves the right to require a statement from the employee's primary care provider prior to the employee's return to work.

#### Confidentiality

In all instances, District personnel shall respect the individual's right to privacy and treat any medical diagnosis as confidential information. Any information obtained regarding the medical condition or history of any employee shall be collected and maintained on separate forms and in separate medical files and be treated as confidential information. First aid and safety personnel may be informed, when appropriate, if the disability might require emergency treatment.

### **Prevention of Disease Transmission**

All District personnel shall be advised of routine procedures to follow in handling body fluids. These procedures shall provide simple and effective precautions against transmission of diseases to persons exposed to the blood or body fluids of another. These procedures shall be standard health and safety practices. No distinction shall be made between body fluids from individuals with a known disease or

infection and from individuals without symptoms or with an undiagnosed disease. An emergency handbook will be made available to all staff.

Employees determined to have occupational exposure to blood or body fluids shall be offered hepatitis B vaccine, within 10 working days of assignment, at no cost.

### **Accident Reports**

All faculty and staff members are required to fill out an accident report on any accident, no matter how minor, which occurs in the building or on the school grounds. The rationale for this is two-fold: 1) to have a written record of the accident, and 2) to provide information to the District's insurance company.

### **Sexual Harassment**

School District #20D has a policy regarding Sexual Harassment and does not condone or allow harassment in the educational or employment setting.

**Definition:** Sexual harassment is generally defined as unwelcome sexual advances, request for favors and other verbal and/or visual contact of sexual or gender-directed nature when:

- Submission is made either explicitly or implicitly, a term or condition of an individual's employment or education
- Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education.
- That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or educational environment.

Prevention, reporting, confidentiality, investigation, notification and redemption policy is available for review in the Whitewater District #20D Board Policy.

#### **Reporting**

Students or employees who believe they may have been harassed or intimidated should contact the counselor (Heidi Cummings), the Title IX Coordinator (Lynn Hill), the Equal Employment Opportunity Officer (Darin Cummings), or the first level supervisor who is not involved in the alleged harassment.

Persons who feel they are being harassed or intimidated should take the following steps:

- Inform the individual that his/her behavior is unwelcome, offensive and inappropriate. DO NOT assume or hope that the problem will go away.
- Notify a counselor, the Title IX Coordinator or an administrator right away.
- Early reporting assists in the investigation.
- Request a copy of the district's sexual harassment policy so that reporting processes are clear.
- Keep notes. Keep a record of dates, times, places and witnesses and descriptions of each incident. Save all notes or records in a safe place.

Complainants are permitted and encouraged to have a friend or advisor present with them for moral support during any stage of the investigation of the report. Once a report has been filed with an administrator, Title IX Coordinator or EEO Officer, a confidential and expeditious investigation shall begin following the procedures as outlined in Board policy.

### **Drug-Free Workplace**

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

- Unlawful manufacture, dispensing, distribution, possession, use or being under the influence of a controlled substance while on District premises or while performing work for the District.
- Distribution, consumption, use, possession, or being under the influence of alcohol while on District premises or while performing work for the District.

For purposes of this policy, a controlled substance is one which is:

- Not legally obtainable;
- Being used in a manner different than 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 shall:

- 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 the District premises or while performing work for the District, no later than five (5) days after such a 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;
- Inform employees of available drug and alcohol counseling, rehabilitation, re-entry, and any employee assistance programs.

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 shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace, within thirty (30) days after receiving notice of the conviction. Should District employees be engaged in the performance of work under a federal contract or grant, or under a state contract or grant of \$5,000 or more, the Superintendent shall notify the appropriate state or federal agency from which the District receives contract or grant moneys of the employee's conviction, within ten (10) days after receiving notice of the conviction.

### **Tobacco Free Policy**

The District maintains tobacco free buildings and grounds. Use of tobacco will not be allowed in any buildings or grounds nor will employees be allowed to use tobacco while on duty. New employees of the district will be hired with the understanding that they will be directed not to use tobacco in school buildings or grounds. Limitations or prohibitions on tobacco use are applicable to all hours.

**First Offense:** A written warning by the appropriate administrator. Refer to cessation program

**Second Offense:** A formal reprimand by the appropriate administrator and a letter of same to place in personnel file. Refer to cessation program.

**Third Offense:** Meeting with school board and possible leave without pay or dismissal. Refer to cessation program.

## **B. LEAVE**

### **Conditions for Use of Sick Leave**

Certified staff may use sick leave for personal or immediate family health concerns and will be allowed fifteen (15) days per year. Unused days shall be credited to the teacher's account at the beginning of each school year. Sick leave will be earned at the rate of 1.5 days per month during the school year. In the event of an absence of a teacher for illness in excess of five (5) consecutive days, the Board may, at the employee's expense, require an examination by an independent physician. Each teacher shall be entitled to accumulate the unused portion of each year's sick leave to a maximum of sixty-four (64) days and that sick leave unused be compensated at the rate of ½ of the total days accumulated. Additional days may be granted by the Board.

Classified employees serving in positions that are permanent full-time, seasonal full-time, or permanent part-time are eligible to earn sick leave credits. Sick leave credits accrue from the first day of employment. A classified employee must be continuously employed for the qualifying period of ninety (90) calendar days in order to use sick leave. Sick leave may not be advanced nor may leave be taken retroactively. A seasonal classified employee's accrued sick leave credits may be carried over to the next season if management has a continuing need for the employee or, alternatively, may be paid out as a lump sum to the employee when the school year ends. Sick leave means a leave of absence, with pay, for a sickness suffered by an employee or his or her immediate family. "Immediate Family" shall mean the employee's spouse and children residing in the employee's household. Each request will be judged by the District in accordance with the District Policy.

Person's, whether classified or certified, simultaneously employed in two (2) or more positions will accrue sick leave credits in each position according to the number of hours or the proration of the contract worked. Full time classified employees shall earn sick leave credits at the rate of twelve (12) working days for each year of service. Sick leave credits shall be prorated for part-time employees who have worked the qualifying period.

Request for sick leave must be made in advance with the Superintendent. The office will find a substitute when necessary. If the sick leave is an emergency and prior arrangements cannot be made with the Superintendent, contact the school secretary prior to 7:00 A.M. at her home. If she is unavailable, contact the Superintendent at school.

### **Long-Term Illness/Temporary Disability/Maternity Leave**

The following procedures will be used when an employee has a long-term illness or temporary disability, including maternity.

1. When any illness or temporarily disabling condition is "prolonged", an employee will be asked by the Superintendent to produce a written statement from a physician stating that the employee is temporarily disabled and is unable to perform the duties of his/her position until such a time.
2. Maternity leave will be treated as any other disability. Generally, unless mandated otherwise by a physician, maternity leave does not exceed six (6) weeks. As a disabling condition, maternity leave is not available to fathers.
3. In the case of any other extended illness, procedures for assessing the probable duration of the temporary disability will vary. Normally, the employee should expect to return on the date indicated by the physician unless complications develop which are further certified by a physician.

Employees may use sick leave for long-term illness or temporary disability, and upon the expiration of sick leave, the Board may grant eligible employees leave without pay if requested. Medical certification of the long-term illness or temporary disability may be required at the Board's discretion.

Long-term illness or temporary disability shall be construed to include pregnancy, miscarriage, childbirth, and recovery there from. Maternity leave includes only continuous absence immediately prior to delivery, absence for delivery, and absence for post-delivery recovery, or continuous absence immediately prior to

and in the aftermath of miscarriage or other pregnancy-related complications. Such leave shall not exceed six (6) weeks unless prescribed by a physician.

Leave without pay arising out of any long-term illness or temporary disability shall commence only after sick leave has been exhausted.

### **Personal Business Leave**

Certified staff are allowed three (3) days of personal business leave per year, and may be carried over to a maximum of six (6) days. Full salary will be provided each teacher during such absence. Request for personal leave will be handled the same as for sick leave. If a staff member's leave extends beyond the allotted days, he/she will be charged 1/173<sup>rd</sup> of their yearly salary.

Classified staff may be granted personal leave pursuant to the following conditions:

1. Leave will be without pay unless otherwise stated. If leaves are to include expenses payable by the District, the leave approval will so state.
2. Leave will only be granted in units of half or full days.
3. Notice of at least one week is required for any personal leave of less than one week. Notice of one month is required for any personal leave exceeding one week.
4. The Superintendent, with approval of the Board, shall have the flexibility, in unusual or exceptional circumstances, to grant personal leave to employees not covered by sick or annual leave. During any personal leave of greater than fifteen (15) days, the employee will not receive fringe benefits. During the leave, the employee may pay the District's share of any insurance benefit program in order to maintain those benefits. Staff using personal leave shall not earn any sick leave or annual leave credit or any other benefits during the approved leave of absence.

### **Professional Leave**

The District's professional growth program is designed to encourage teachers to be knowledgeable of current development in instruction and in their areas of specialization in addition to meeting state certification requirements. To be eligible for extended personal growth leave, an employee must have provided five (5) or more consecutive years of service to the district, and the leave is not to extend to more than two (2) weeks every five (5) years of service. Only one such leave will be granted per school year. Individual programs for professional growth must be approved by the district. Person on approved leave will receive full salary.

There are also times when teachers may wish to, or be asked to by the District, attend conferences or other schools for professional development. In these cases, upon District approval, the attendee will receive full salary, possible reimbursement for cost of the conference, and will not lose any other leave time.

### **Civic Duties Leave**

Leaves for service on either a jury or in the legislature shall be granted in accordance with state and federal law. Each employee who is under proper summons shall collect all fees and allowances payable as a result of the service and forward the fees to the district clerk. In no instance is an employee required to remit the district any expense or mileage allowance paid him by the court.

### **Military Leave**

Military leave of absence shall be granted for teachers in accordance with current Montana Law. Teachers absent for fifteen (15) days during the school year to fulfill a military obligation shall receive full pay during their absence. The individual receiving short military leave, according to the current substitute pay rate, shall pay substitute teachers.

## **Bereavement Leave**

Teachers shall be allowed up to five days at full pay for absences from school for funerals. This leave allowance is in addition to other leaves. Additional time, if required by the employee, shall be deducted from accumulated sick leave. Bereavement leave allowance is non-accumulative.

Classified staff who have a death in the immediate family shall be eligible for unpaid bereavement leave. The Superintendent shall have the authority to give bereavement leave for up to five (5) days. Bereavement leave of greater than five days must be approved by the Board. Such leave shall not exceed three (3) months, unless prescribed by a physician.

## **Sick Leave Bank**

The purpose of the sick leave bank shall be to provide certified employees who qualify by membership in the bank and have depleted their sick leave with additional sick leave days needed to recover from a major illness or injury which causes absence from work and loss of pay.

The Sick Leave Bank shall be administrated by the Sick Leave Council. The Sick Leave Council shall be composed of two (2) Board members, two (2) teachers appointed by the WEA, and one administrator.

Certified WHS staff who have two (2) or more days of personal sick leave shall be eligible for membership of the Sick Leave Bank. Employees who donate two (2) days of accumulated personal sick leave to the Sick Leave Bank shall be members of the Bank and eligible for its services. In the event the Sick Leave Council assesses additional days to keep the Bank solvent, a member must donate the required additional days to continue his/her membership in the Bank. The enrollment period shall be from May 1 through June 1 each year, or within thirty (30) calendar days after initial employment. After the initial two days donation, one sick day must be donated every following year to continue membership. The donated days are non-returnable.

To utilize the Sick Leave Bank, one must fill out the proper forms found in the Clerk's office. The employee, or his/her designated person when the employee is incapable, shall secure written evidence from the Clerk's office that:

1. all accumulated personal sick leave has been used, and
2. the employee has suffered a loss of pay for three (3) days.

The employee, or the designee, shall secure written proof from a medical doctor of illness or injury adequate to protect the District from malingering and false claims of illness. The employee, or the designee, shall submit a written request for the desired number of days to the Sick Leave Council. The request shall include reasons for the absence and be accompanied by the support documents listed above. The employee, or the designee, shall secure written notice of the employee's "back to work" date. Also, if return to work shall be on a part-time basis, this must be specifically noted as well as any subsequent visits to a doctor's office or medical facility during school hours.

The Sick Leave Council shall make final approval or disapproval of the request in full or part in writing to the employee within five (5) working days of the receipt of his/her request and support documents. If the request is approved, immediate transfer of the number of approved days, in full or part, for the Sick Leave Bank to the employee shall be made in writing to the District office. Grants will normally be retroactive. However, the Sick Leave Council may grant days in advance when the need is supported by appropriate medical evidence.

## **C. Grievance Procedure**

### **Resolutions of Staff Complaints/Problem Solving**

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 questions is answered quickly and accurately by District supervisors or administration.

The District will endeavor to promote fair and honest treatment of all employees. Administration and employees are 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 administration 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/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.

### **Uniform Grievance Procedure**

All individuals should use this grievance procedure if they believe that the Board, its employees or agents have violated their rights guaranteed by the State or Federal Constitution, State or federal statute, or Board Policy.

The District will endeavor to respond to and resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies, and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

#### Level 1: Informal

An individual with a complaint is encouraged to first discuss it with the teacher, counselor, or building administrator involved, with the objective of resolving the matter promptly and informally. An exception is that complaints of sexual harassment should be discussed with the first line administrator that is not involved in the alleged harassment.

#### Level 2: Superintendent

If the complaint is not resolved at Level 1, the grievant may file a written grievance stating: 1) the nature of the grievance and 2) the remedy requested. It must be signed and dated by the grievant. The Level 2 written grievance must be filed with the Superintendent within sixty (60) days of the event or incident, or from the date the grievant could reasonably become aware of such occurrence.

If the complaint alleges a violation of Board policy or procedure, the Superintendent shall investigate and attempt to resolve the complaint. If either party is not satisfied with the decision of the Superintendent, the Board is the next avenue for appeal. A written appeal must be submitted to the Board within fifteen (15) days of receiving the superintendent's decision. The Board is the policy-making body of the school, however, and appeals to that level must be based solely on whether or not Board policy has been followed. Any individual appealing a decision of the Superintendent to the Board bears the burden of proving a failure to follow Board policy.

If the complaint alleges a violation of Title IX, Title II, Section 504 of the Rehabilitation Act, or sexual harassment, the Superintendent shall investigate the complaint and complete a written investigative report within thirty (30) days after receipt of the written grievance. The

Superintendent may hire an outside investigator, if necessary. The Superintendent's recommendation will be implemented unless the party is not satisfied, in which case the party may make a written appeal, within fifteen (15) days of receiving the report of the Superintendent, to the Board for a hearing.

Level 3: The Board

Upon receipt of a written appeal of the decision of the Superintendent, and assuming the appeal alleges a failure to follow Board policy, the matter shall be placed on the agenda of the Board for consideration not later than their next regularly scheduled meeting. A decision shall be made and reported in writing to all parties within thirty (30) days of that meeting. The decision of the Board will be final, unless appealed within the period provided by law.

Level 4: County Superintendent

If the case falls within the jurisdiction of the County Superintendent of Schools, the decision of the Board may be appealed to the County Superintendent by filing a written appeal within thirty (30) days after the final decision of the Board, pursuant to the Rules of School Controversy.

## **D. Teacher Conduct and Duties**

### **Staff Conduct**

Responsibility for acceptable conduct and dress will rest primarily with the employee. Employees of the Whitewater Public School system shall be neatly attired and groomed while discharging their responsibilities to the district. Remember you are setting an example for your profession. Since teachers have difference of opinions, ideas, viewpoints, and expression, please air them at teachers' meetings if they deal with school related concerns. 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.

### **Professionalism**

1. Be proud of the teaching profession and your part within it! If you don't think your job is important, who will? The "griper" may gain vocal sympathy, but not constructive and positive support.
2. Be a good citizen where you are! Show an interest in your community and remember that it is your community while you are there. Big or small, it deserves all you can contribute.
3. Do a good job of teaching the whole child! I'm sure we've all been trained with this theory in mind, but sometimes we may forget and think of ourselves as subject matter specialists responsible for a student only while he/she is in our room taking our subject. We are responsible for the development of these youngsters in all aspects. We can't overlook certain things with the alibi that, "It isn't my department."
4. Advance yourself! Make yourself better able to do your job. Formal education is certainly important. There are informal ways too—the business, the history teacher who visits places of historical interest, etc.
5. Know people better! We can't be introverts and do a good job of teaching. We have to know more about a student than the classroom alone denotes. We must be friendly with people to the point that they will be frank and earnest with us.
6. Look as good as you can! People expect us to present a good appearance. They will respect us more if we present a good appearance (especially while on the job). Put your best foot forward!
7. Support your professional organizations. Don't be the "weak link" in your own chain. To change Lincoln's statement a little—United we progress, divided we stagnate.

In addition, I'd like to add these (a sort of "This I Believe"):

1. I believe professionalism is putting school first! (Ex: A doctor doesn't answer a call saying, "Gee, I'm sorry but I can't come; my wife promised the Smith's that we'd come over for dinner.")
2. Support the community! Often, a beginning teacher will feel that the community isn't as nice as the one they came from and express this opinion freely. This type of thing creates a rift that prevents good morale. If this area does not meet your standards, I would advise you to pitch in and improve it. If you feel improvement is impossible, you had best resign.
3. Support your school, your colleagues, and the students. A salesperson doesn't speak derogatorily about their company, their fellow salespeople, or their product. We must be positive to warrant the confidence of the public.
4. Please do not accept less than a student's best. Practice makes perfect, only with perfect practice. By allowing a student to turn in less than his/her best, we train bad habits.

### **Care of the School Facilities**

All teachers are charged with responsibility for the proper care and safeguarding of textbooks, equipment, etc., that is a part of your classroom or department. Checkout systems, complete inventories, etc., should be established to accomplish the necessary safeguards. Items that are inadvertently lost, stolen, or otherwise missing should be reported in writing to the Superintendent.

### **Abused and Neglected Child Reporting**

A District employee who has reasonable cause to suspect that a student may be an abused or neglected child shall report such a case to the Montana Department of Family Services. The employee shall notify the Superintendent or building administrator that a report has been made by the employee. An employee does not discharge the obligation to personally report by notifying the Superintendent or building administrator. Any District employee who fails to report a suspected case of abuse or neglect to the Department of Family Services, or who prevents another person from doing so, may be civilly liable for the 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.

### **Evaluations**

Each staff member's job performance shall be evaluated by the Superintendent. The evaluation process includes scheduled annual evaluations, on forms applicable to the job classification and description, and day-to-day appraisals. The Superintendent shall provide a copy of the completed evaluation to the staff member and shall provide an 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 Superintendent will note this prior to filing in the personnel files. Non-tenured teachers will be formally evaluated at least twice per year. Tenured teachers will be evaluated once per year.

### **Faculty Meetings**

Faculty meetings will be held in the Superintendent's office for all teachers and support personnel on a once per month basis or as needed.

### **Weekly Lesson Plans**

Weekly lesson plans are mandatory. They shall be turned in to the Superintendent on each Friday by 3:00 PM. It is preferred that they be sent to the Superintendent over the school's intra-mail. Teachers will complete and utilize substitute folders whenever they are absent. Lesson plans should be written in such a manner that a guest teacher can determine at which point in the curriculum you are and be able to teach directly from your plan. All lesson plans for guest teachers should have a list of your classroom rules, a copy of your current seating chart, and a list of any special assignments, including extra duties. Teachers should also include information for the substitutes such as picking up and marking attendance sheets, lunch schedule, etc.

### **Emergency Lesson Plans**

A set of emergency lesson plans should be submitted to the Superintendent by September 4. These plans are to be used in the event that you are absent from school and do not have current lesson plans. These emergency lesson plans should include a lesson or activity that can be conducted by a guest teacher who has no knowledge of your classes. The lesson should be sufficient to last a total of two class periods.

## **Leaving Your Classroom and the School Building**

Teachers are required to remain in school during school hours and in the classroom during scheduled classes. Should it be necessary to leave the building on official school business, please advise the office.

## **Work Day**

### Certified

All teachers shall be in the building and ready to work on school days at least twenty (20) minutes prior to the opening of the official school day. Teachers are required to remain at their place of assignment for at least twenty (20) minutes after the close of the official school day with the exception of the day preceding a holiday, a non school day, or the end of the week, unless otherwise notified by the Superintendent.

Teachers shall also be required to perform additional duties beyond the basic duty day, as is required by the school district, to attend to those matters requiring their attention, including consultations, faculty meetings, open house, extra-curricular activities, and other professional responsibilities not scheduled during the regular duty day.

It is understood that the scheduled preparation period is subject to the total school program and, as a result, such things as field trips, testing programs, emergency class needs, and assemblies may from time to time be substituted for preparation time. It is expected that conferences with parents, teachers, administration, and special assistance to students may also absorb planning periods. The class schedule will be designed in consultation with the teacher in order that no teacher will have more than twenty-eight (28) clock hours of assigned pupil responsibility per week.

All teachers shall be scheduled for a duty-free lunch period of at least twenty (20) minutes providing, however, it is understood by all parties that at all times during the noon hour there shall be at least one teacher on duty who shall be available for emergency needs and in times of inclement weather. The teacher on duty will be allowed to dismiss students early. The duty teacher will be provided a free lunch.

### Classified

The length of a classified workday 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 the individual contract. The schedule will be established by the Superintendent. Normal office hours in the district will be 8:00 a.m. to 4:00 p.m.

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

## **Assignments, Reassignments, and Transfers**

All staff shall be subject to assignment, reassignment, and/or transfer of position and duties by the Superintendent. Teachers shall be assigned at the levels and in the subjects for which their certificates are endorsed. The Superintendent shall provide for a system of assignment, reassignment, and transfer of classified staff, including voluntary transfers and promotions. Nothing in this policy shall prevent the reassignment of a staff member during the school year. The right of assignment, reassignment, and transfer shall remain that of the District. Written notice of a reassignment or involuntary transfer shall be given the employee. Opportunity shall be given for the staff member to discuss the proposed transfer or reassignment with the Superintendent. All teachers shall be given notice of their teaching assignments relative to grade level and subject area before the beginning of the school year. All employees of the

District who are assigned extracurricular activities as a contract obligation must honor this obligation as a condition of employment unless released from this responsibility by the Board.

Each permanent classified employee shall receive a letter of initial notification of employment signed by the Superintendent and a contract for a specified term. The District reserves the right to change employment conditions affecting the employee's duties, assignment, supervisor or grade.

Certified employees will receive notification of reelection in the spring of the current school year, no later than June 1. Once a teacher receives notification of reelection, the teacher has twenty (20) days to return written acceptance of reelection. Failure to notify the Board of acceptance of reelection within 20 days constitutes conclusive evidence of the teacher's non-acceptance of the tendered position.

### **P.I.R Days**

Eight P.I.R. days are scheduled during the year, with one optional. Note: School calendar absences on P.I.R. days for reasons other than illness, emergency leave, approved personal leave, or official school business shall result in dockage of pay (1/173) of annual salary.

### **Advancement on the Salary Schedule**

Dates of notification, request for approval of courses to be taken and proof of successful course completion are required. These must be submitted to the Superintendent no later than April 1 of the preceding year.

### **Parent Teacher Conferences**

Teachers should always be willing to take the necessary time to arrange for desired conferences with parents whether it be at your request or the parents' request. Courteousness and willingness to work with parents will pay big dividends in good feeling toward the school. All parents voicing a complaint about an instructor, Superintendent, Board of Trustees, etc. are to fill out a complaint. If the parents do not sign a complaint form, it is to be so noted on the form and placed on file.

### **Attending School Functions**

In addition to attending activities where you have an assigned duty to perform, teachers are encouraged to attend as many of the school's functions as possible. If unable to perform an assigned duty at an activity, please advise the office in advance and find a substitute.

### **Guest Teachers/Presenters**

Please advise the office if you are going to have guest teachers or presenters in your classroom.

### **Pupil Accounting Procedures**

1. Period reports of absentees need to be sent to the office at the beginning of first period using the intra-mail.
2. An afternoon report of absentees will be collected at the start of 5<sup>th</sup> period and intra-mailed to the office.
3. Keep a record of absentees in your grade book.
4. Students who are tardy will be admitted to class. Report these students as tardy when filling out your daily report of absentees and submit to the office by the end of the day.
5. Permission for students to leave the building during school hours will be issued by the office. Do not assume this authority.

### **Classroom Neatness**

Every teacher should insist on good housekeeping habits on the part of their students and themselves. Desks should always be in order, papers picked up, books put away, etc. before students are dismissed. Teachers should close windows and turn out lights before leaving their classroom.

### **Care and Use of School Furniture and Equipment**

You are responsible to see that students do not sit on desktops, carve on the furniture, etc. The condition of your room indicates part of your effectiveness as a classroom instructor. Please be alert to this problem. Please do not sit on furniture or desks yourself. Your cooperation with the custodial staff is absolutely necessary to maintain the proper use and care of the room.

### **Care of Textbooks**

The teacher will keep a record of all textbooks issued to students. The teacher should note the condition of the book when the book is issued. When books are turned in at the end of the year, the condition should be noted again and a fine levied if the books have been misused. A fine list will be called for during the last week of the school year.

### **Keys**

Teachers are furnished with the keys that are necessary through the Superintendent. Please be careful that you do not lose your keys. If keys are lost, please notify the Superintendent. Authorization must be obtained from the Superintendent prior to loaning your key to a responsible person in case of emergency.

### **Fire Drill Procedures**

Fire drill procedures will be made known to all teachers and students, and will be posted in all classrooms. Teachers are responsible for instructing students of procedures and for seeing that they are carried out with speed, and in an orderly manner.

1. The Superintendent will establish fire drill procedures for the building and instruct each teacher of his or her duties.
2. The Superintendent is responsible to conduct drills in accordance with State Law.

### **Lock Classroom Doors**

Whenever a teacher is out of his/her classroom, the door should be locked. This is particularly necessary at noon hour and after school is dismissed. A good rule to follow is to keep your door locked except when you are there to supervise student activity.

### **Teacher Affiliated Organizations**

Teachers who belong to organizations of their choice, such as Montana Association of Librarians, National Council of English Teachers and any other organization, please be aware of regard to dues. Whitewater School District #20D will not pay dues to any organization from district or activity funds. You are responsible for your own dues. The administration will review each request to attend professional meetings with the following in mind:

- Are you a member of the organization?
- Will your attendance enhance the learning skills of students or enhance your area of expertise?
- How many meetings do you plan to attend during the school year?

The District will pay negotiated mileage/cheapest transportation as per the negotiated agreement. Per diem and lodging reimbursement is limited.

### **Ordering of Supplies from School District Funds**

Before teachers make purchases, proper procedures and approval must be secured from the Superintendent. Orders that have not been previously approved or bills that are presented to the Clerk that do not follow approved procedures will be the responsibility of the teacher involved. Procedure for ordering is as follows:

1. A requisition form will be obtained from the Secretary's office.
2. It will be filled out in its entirety and signed by the instructor. If the item being purchased costs more than \$100, please try to find at least three different price quotes to find the best bargain.
3. It will be returned to the Superintendent, who if approves the purchase, will issue a pre-numbered purchase order.
4. The clerk of the district will order the request and payment. Notice will be given to the teacher that items have been ordered.
5. When the item arrives, it will be distributed to the teacher.

### **Ordering for Next Year**

To facilitate budget planning, all teachers will be required to submit to the office by April 1, a complete requisition for textbooks, supplies, etc., for your classroom. Please use the forms provided. This date may vary according to the Superintendent's discretion.

### **Mid-Term Academic Report**

All students with a current grade of less than 70% will be sent a deficiency report. Positive reports are encouraged to students who have exceeded expectations.

### **End of the Year Academic Report**

The month of May becomes particularly difficult if normal student workloads are not expected. Generally speaking, no more than two or three days should be devoted to the housekeeping duties of any instructional area. Keep students busy with classroom instruction until the last day of school.

### **Teacher Discipline in the Classroom**

We can improve the general atmosphere of the school if each teacher is aware of and takes care of problems when they arise. Particular attention may be needed in the following areas: in your classroom and the hall near your classroom before school starts in the morning and after the lunch hour.

Discipline should be considered as the action necessary to maintain an atmosphere that is conducive to a good learning situation. It shall be the duty of the teacher to handle matters that arise in the classroom. Good planning and a feeling of mutual respect between teacher and students are the keys to success in the matter of student control. Serious cases of misbehavior should be referred to the Superintendent. You are responsible to instruct your students of your classroom management rules. Rules for your classroom as definition of tardiness, talking, wearing coats in class, bringing in pencil and paper, etc. are rules that are set for the specific classroom. Then, please enforce these rules. All rules should be reasonable and to a specific behavior desired.

1. Move about the room frequently. (Don't develop "sititus.")
2. Use your eyes. Look at all parts of the room regularly.
3. Word questions clearly and insist on clearly stated answers.
4. Allow for supervised study time in class.
5. Make all assignments and explanations clear and definite.
6. Establish classroom regulations by the end of the first week of the semester—what students may do and what they may not do.
7. Have an understanding with the Superintendent about what types of discipline should be sent to the office.

8. Don't make a major issue out of trivial offenses. (You can win a battle and lose the war.)
9. Don't accept impertinence.
10. Don't talk too much, too fast, or too loudly.
11. Avoid group punishment for the mistakes of individuals.
12. Avoid threats you cannot enforce.
13. Look for ways to relieve or prevent tensions in the classroom by varying your methods. (e.g., introducing guest speakers, group work, individual work, or special projects.)
14. Each teacher will establish Student Rules or Procedures that identify general expectations or standards for behavior in your classroom and the consequences thereof. Please submit this to the Superintendent's office by end of August.
  - The list should be kept short
  - It should be explained thoroughly to students (could even contain student ideas)
  - It should be relentlessly enforced with consistency and without personality involvement—be willing to follow your own rules.

In contrast to rules, procedures more often apply in a specific activity, and are usually directed at accomplishing something rather than prohibiting one's behavior. Include the steps that will be carried out when a rule or procedure is broken or ignored. Teachers must keep an accurate record of infractions and students should be kept apprised of their status and how long their infractions will be kept "alive."

**example**

- 1<sup>st</sup> occurrence: warning
- 2<sup>nd</sup> occurrence: individual conference with student at a time stipulated by you
- 3<sup>rd</sup> occurrence: parent/teacher conference

At which point will you want the Superintendent and/or parents included? Which infractions will bypass the steps and result in the Superintendent becoming immediately involved? Your students should know "where the line has been drawn." Communicate by posting rules/procedures and consequences as well as spending time discussing them to each class. (Remember, the Superintendent is ready to help you. It will be considered a strength if you recognize problems and discuss them with the Superintendent.)

Consistency is the most important aspect of good discipline. (Avoid "good" days and "bad" days!)

**Suspension from Class (Regular Classroom Students)**

For any student who is out of a class for an infraction of rules and regulations, this is the procedure for handling the case:

1. The instructor must inform the Superintendent that same day as to the problem, a written summary will suffice.
2. A parent shall be notified by the instructor within 24 hours.
3. If the student is permitted back into the class, a contract between the student, teacher and parent must contain behavior standards expected of the student. Failure to maintain behavior standards will result in permanent dismissal from class (1 or 2 semesters). A copy must be given to the Superintendent.

Any teacher desiring to contract with a student on academic goals or objectives may do so. Parents are to sign the contract also with a copy given to the Superintendent.

Special Education Students who are in violation of classroom and school rules and regulations must be dealt with as follows:

1. If the cause of the inappropriate behavior is a result of the student's handicapping condition, the child study team will be convened to determine a course of disciplinary action to be taken within three days.
2. If the cause of the inappropriate behavior is not a result of the student's handicapping condition and it has been predetermined by the student's child study team, regular disciplinary action/procedure will take place. If it has not been predetermined, a CST will be convened to determine if a student's handicapping condition has anything to do with the inappropriate behavior. The CST will then make a determination.

## **Saturday School**

Students assigned to Saturday School will be those students who are having academic, discipline, and/or attendance problems. The Saturday School will be held in the cafeteria and will run from 8:00 a.m. to 12:00 p.m. each Saturday of the school year.

1. In order for students to earn credit for attending Saturday School, they must be on time and must have assigned work to keep them busy for the full four hours.
2. It is the student's responsibility to bring school assignments to work on for the time they are assigned to Saturday School. If the student does not bring assigned work, the teacher will give an assignment for the student to do.
3. Students will not be allowed candy, pop, etc. to eat during Saturday School.
4. Students are expected to show respect to the classroom and teaching during Saturday School.
5. A bathroom and drink break will be given at 10:00 a.m. Students will not be allowed to leave the room at any other time than that stated.
6. Only students assigned by the administration will be allowed to attend Saturday School for disciplinary reasons.
7. Students who do not come prepared to work and abide by the rules, will have their parents phoned to come and get them. After a meeting with the teacher, the student will either be reassigned to Saturday School or suspended from school.
8. Students must enter the building through the doors by the flagpole and be seated by 8:00 a.m. The doors will not be kept open for students who are late.
9. Students who do not attend their assigned Saturday School a second time, will be suspended from school and will be required to meet with the Whitewater Public Schools Discipline Committee.

## **Employee Electronic Mail and On-Line Services Usage**

Electronic mail ("e-mail") is defined as a communications tool whereby electronic messages are prepared, sent and retrieved on personal computers. On-line services (i.e., the Internet) are defined as a communications tool whereby information, reference material and messages are sent and retrieved electronically on personal computers.

Because of the unique nature of e-mail/Internet, and because of the District's desire to protect its interest with regard to its electronic records, the following rules have been established to address e-mail/Internet usage by all employees:

The District e-mail and Internet systems are intended to be used for educational purposes only. Use for informal or personal purposes is permissible within reasonable limits. All e-mail/Internet records are considered District records and should be transmitted only to individuals who have a need to receive them. Additionally, District records, email/Internet records are subject to disclosure to law enforcement or government officials or to other third parties through subpoena or other process. Consequently, employees should always insure that the educational information contained in e-mail/Internet messages is accurate, appropriate and lawful. E-mail/Internet messages by employees may not necessarily reflect the views of the District. Abuse of the e-mail or internet systems, through excessive personal use, or use in violation of the law or District policies, will result in disciplinary action, up to and including termination of employment.

While the District does not intend to regularly review employees' e-mail/Internet records, employees have no right or expectation of privacy in e-mail or the Internet. The District owns the computer and software making up the e-mail and Internet system and permits employees to use them in the performance of their duties for the District. E-mail messages and Internet records are to be treated like shared paper files, with the expectation that anything in them is available for review by the Superintendent.

The computers are an educational tool. They should be used for that purpose only when staff are in direct supervision of students. Personal e-mail or Internet usage should only be undertaken only when students are not present. Music played over the computer, whether through CD or Internet, should be appropriate for any age level to listen to and shall be kept at a volume not to distract other classrooms.

## **E. Extra-Curricular Assignments**

Extra-curricular duties will be required of all high school teachers. A salary schedule, where applicable, will be determined by the negotiated contract. These duties to be assigned are to be considered as part of the total teaching job. The salary schedule is negotiated for the school term. All teachers will turn in a list of rules and regulations for their extra-curricular organization to the activities director and Superintendent. Organization advisors are to personally supervise all activities of their groups. A meeting will not be considered legal unless the advisor is present. Advisors are encouraged to become an active and interested partner in the groups that you advise. Students should be encouraged to do a good job in these endeavors as well as in their classroom endeavors.

### **Family Night**

Wednesday of each week will be designated as Family Night. No high school activities after 7:00 p.m. No grade school activities after 4:00 p.m.

### **Supervisor Responsibilities for Extracurricular Activities**

Teachers/advisors who supervise students during after school activities are responsible for their safety and well-being. Please be aware of the following expectations:

1. Students should never be left alone and unsupervised in the building.
2. When the activity is over, the advisor/supervisor should not leave the building until all students have left or been picked up by their parent/guardian.
3. The area being used for the activity should be cleaned and placed in a state of readiness for the next school day.
4. The Activity Trip/Student Participation Roster needs to be filled out and turned into the following individuals prior to leaving on the trip: Mr. Cummings, Mrs. Jesson.

Teachers in charge of activity groups that fall under jurisdiction of the M.H.S.A. will be expected to enforce all rules and regulations that are applicable to their particular group.

### **Extra-Curricular Activities Funds**

All money earned by student groups in the high school or elementary school must be turned in to the District Clerk for accounting purposes. All bills must be paid by check from the Activity Account Fund. No money will be issued for any activity unless the office approves the activity prior to scheduling it.

1. Turn in money and a receipt will be issued by Mrs. Hill.
2. An account for your organization's funds will be set up in the Student Account Fund
3. When you receive a bill, turn it into the office with a P.O. form
4. An invoice, or other billings—not just a request—must accompany a request for disbursement. We must have supporting vouchers to satisfy auditing requirements. All invoices must be approved by the advisors. Students should not have the authority to purchase on their own.
5. No fund will be overdrawn by order of the State Auditor.
6. No activity will be scheduled without the permission of the State Auditor.
7. A complete expenditure report must be completed for each activity or field trip upon return. The report should be submitted to the Superintendent.

## **F. Miscellaneous**

### **Special Activities**

1. All parties, field trips, etc. must be arranged with the Superintendent at least two weeks in advance of the activity. If other teachers or classes are to be invited to the activity, they should be notified well in advance. Failure to make proper arrangements will result in cancellation.
2. Transportation needs should be arranged with the Superintendent. Unless special arrangements are made, teachers are responsible to see that buses are back in Whitewater no later than 3:00 PM.
3. No field trips will be scheduled during the last 2 weeks of school.
4. All field trips or special activities will require the teacher to turn in to the Superintendent for approval:
  - Statement of educational value
  - Itinerary listing timeline of trip, names of school advisors and names of parent chaperones.
  - Permission slips signed by parent/guardian of each student
  - List of persons (chaperones, students, and driver) attending the trip. A copy must be given to Mr. Cummings, and Mrs. Jesson.
  - Account for all student permission slips before allowing student to attend
  - Financial report turned in following the trip.

### **Parent Approval for Student Trip**

Students who are on school-approved field trips must have a Parent Approved Student Trip form filled out and on file with the school prior to the trip.

### **Bus Requests**

When District transportation is used for field trips and/or extra-curricular activities, it is necessary to fill out a Bus Request form at least two weeks prior to the intended event.

### **Movies**

The use of full-featured movies is not normally considered an effective use of instructional time. Teachers should obtain prior permission from the administration before their class view full-featured films. When on the Activity Bus, films may be viewed as long as they are rated no worse than PG, unless prior approval has been gained by the Superintendent. Teachers should also let parents know what movies will be viewed in the classroom.

### **Fund Raiser**

The generation of funds or monies for any class or activity must receive prior approval by the Superintendent.

### **News Releases and Publicity**

Publicity concerning classroom or general school activities is very desirable. News that a teacher or an organization wants published will be submitted to the Superintendent's office for processing.

### **Public Relations**

The best public relations program that a school can practice is to send home each day students who have learned and who are secure in their feelings about school. Teachers are depended on to be the best public relations agents of the school by conducting good instructional programs each day of the year, and by being consistent and fair in your dealings with students..

## **End of the Year Reports and Responsibilities**

At the close of the school year, teachers will be held responsible for the following:

1. Get rooms, desks, textbooks, etc. in good order to facilitate summer cleaning and maintenance work.
2. Turn in the following things to the office:
  - Complete room and special department inventories
  - Permanent grade sheets for each class of special credit activity
  - Grade books
  - School keys—labeled with your name
  - Any other item on the check out sheet

## **High School Special Duty Assignments**

All teachers, except those on hall duty, will be expected to be in their classrooms ten minutes prior to the opening of class in the morning and five minutes prior to the first bell at noon. Teachers are to supervise any and all assemblies. Please get up and sit with the students when supervising. Special duty assignments will be made on a weekly basis. If teachers find it necessary to be absent from a duty that is scheduled, it will be their responsibility to find a replacement.

## **Elementary Special Duty Assignments**

Assignments for recess duty, noon playground duty, bus loading duty, etc. will be made by the elementary teachers cooperatively.

## **Staff Notices**

Staff notices will generally be distributed to teachers weekly, notifying you of contemplated events for the coming week so that better planning may result. It will be required that the office be advised at least one week in advance of any plans that will result in other teachers being affected, i.e. field trips, athletic trips, special testing, etc.

## **Volunteers**

The District recognizes the valuable contributions made to the total school program by members of the community who act as volunteers. District employees who work with volunteers shall clearly explain duties for supervising children in school, on the playground and on field trips.

## **Aides**

Aides are under the supervision of the Superintendent and a teacher to whom the Superintendent may have delegated responsibility for close direction. The nature of the work accomplished by aides will encompass a variety of tasks that may be inclusive of “limited instructional duties.” An aide is an extension of the teacher, who legally has the direct control and supervision of the classroom or playground and responsibility for control and the welfare of the students.

## **Substitutes**

The Board authorizes the use of substitute teachers as necessary to replace teachers who are temporarily absent. The administrative secretary will arrange for the substitute to work for the absent teacher. Under no condition is a teacher to select or arrange for a private substitute. The Board annually establishes a daily rate of pay for substitute teachers. No fringe benefits are given to substitute teachers. Substitutes for classified positions will be paid by the hour. When a classified employee is called upon to substitute for a teacher, the teacher sub rate shall apply unless the classified rate of pay is higher.

### **Insurance Benefits for Employees**

Newly hired employees will be eligible for insurance benefits offered by the District. For the 2001-2002 school year the District will be contributing up to \$700 towards employee insurance. Employees have the option of full health, dental, and or vision. Bus drivers will be offered the cost of single full coverage. If an eligible employee wishes to discontinue or change health insurance coverage, that employee needs to contact the Clerk's office. A medical examination at the expense of the employee may be required if the employee elects to join the District health insurance program after refusing coverage. Anniversary dates of the health and dental insurance policies for the District shall be July 1<sup>st</sup> through June 30<sup>th</sup>.

### **Teacher Housing**

The District does maintain a number of homes in Whitewater for use as rentals for District employees. Rent for these homes is established on a yearly basis. A deposit is required and returnable upon a satisfactory inspection of the home upon termination of the rental agreement. Renters are required to pay all utilities, including yearly fees for streetlights. General property upkeep is the responsibility of the renters, such as yard work. Any major repairs or modifications must have prior approval from the Superintendent. A maintenance form can be found in the school office to be filled out if there are any problems with the homes. The homes are not to be sub-let by renters. Only the Board may sub-let the homes.

### **Use of School Building and Facilities**

All requests for the use of school facilities will be handled in accordance with the Board policy and must be processed through the Superintendent's office. Teachers shall not assume any responsibility of this matter. Students shall not be allowed into the school buildings after school hours unless accompanied or supervised by a teacher or other authorized adult person. If you require a student to be in the building as part of a class, it is your job to supervise them. Students will not be in classrooms during the day or night without proper instructor supervision. If you are going to be bringing in a group of students or adults to use the building after hours, please fill out a building use form found in the office and gain the Superintendent's approval. This will allow us to make any cleaning accommodations necessary.

### **School Telephone Usage**

Teachers should feel free to use the school telephone for any official school business. Please do not tie up the phones for personal business. Teachers will be assigned a code in order to make long distance calls.

### **Fax Machine Usage**

Use of the school's FAX machine for non-school business requires a charge of \$1.00 per page. Please contact the secretary prior to use of the machine.

### **Reimbursement Requests**

See the secretary to obtain the correct form.

### **School Meals**

School lunch is available at \$2.00 a meal; breakfast is available at \$0.50 per day. Coffee is available in the kitchen, but make sure you don't leave kids unattended to get some. Non-employees can purchase lunch for \$3.00 a meal. The office provides meal cards that are to be pre-paid. Teachers are to eat lunch during their assigned times only. Classified personnel are to clock out for meals. (Time allotted depends on assigned duties.)

## **G. Appendix**

The following supplements are included in this appendix:

- 0 Employee absence form
- 0 Technology request
- 0 Activity travel list
- 0 Substitute teacher report
- 0 Substitute teacher: class report
- 0 Substitute information
- 0 Substitute instructional daily plans
- 0 Substitutes: hints for success
- 0 Ten ways to help your substitute
- 0 Checklist for teachers – preparing for the substitute
- 0 Intervention assistance team program
- 0 Building use and equipment request form / building use rules and regulations
- 0 Advancement on salary schedule guidelines
- 0 Activity fund requisition
- 0 Activity/field trip expenditure report
- 0 Report of suspected child abuse or neglect
- 0 Transportation request form
- 0 Maintenance request
- 0 2012-2013 salary schedule
- 0 Fire exits – escape route
- 0 Class schedule
- 0 Co-Curricular assignments and pay scale
- 0 District Reimbursement

These forms can be photocopied or found in either the mailroom or the office.