



Forward Thinking, High Achieving.

Missoula County Public Schools Staff Handbook 2020-2021

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INTRODUCTION

The material covered within this 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 Material contained herein may, therefore, be superseded by such Board policy, administrative regulation, negotiated agreement, or changes in state or federal law.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 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.

EQUAL EMPLOYMENT OPPORTUNITY

MCPS shall provide equal employment opportunities to all persons regardless of their race, color, creed, religion, national origin, sex, age, political ideas, veteran status, marital status, use of lawful products while not at work, veteran status, genetic information physical or mental disability, if otherwise able to perform the essential functions of the job with or without reasonable accommodation, sexual orientation, gender identity, and/or gender nonconformity. (Refer to [Board Policy 5013](#)). If considerations of sex, age or disability have a bona fide relationship to the unique requirements of a particular job or if there are federal or state legal requirements that apply, then sex, age or disability may be taken into account as a bona fide occupational qualification, provided such consideration is consistent with governing law.

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 Human Resource office for additional information and/or compliance issues:

- Building Principals;
- Human Resources office.

ACCOMMODATING INDIVIDUALS WITH DISABILITIES

Individuals with disabilities shall be provided opportunity to participate in all school-sponsored services, programs, or activities on a basis equal to those without disabilities and will not be subject to illegal discrimination. Reasonable accommodation for individuals with disabilities will be made as required by law. An individual with a disability should notify the Superintendent or building principal if they have a disability which will require special assistance or services and what services are required. (Refer to [Board Policy 5013](#)).

MCPS MISSION STATEMENT **DISTRICT MISSION**

The mission, vision and core beliefs of MCPS are the foundation for the future of our schools. We will create an inspired 21st Century Educational Culture that improves lifelong student achievement, develops remarkable educational leaders and engages the Missoula community in the future of its children. Our mission is to ensure every student achieves his or her full potential, regardless of circumstance and ability.

VISION

We communicate; we collaborate; we think critically; and we create. We are Missoula County Public Schools - educational leaders in a global society - fostering uncompromising excellence and empowering all learners.

ASSOCIATIONS

- The Missoula Education Association (MEA) is the bargaining unit for all certified staff.
- The Merged Missoula Classified Employees Organization (MMCEO) is the bargaining unit for all classified staff, except those specifically excluded under Article 2.1 (B) of the Agreement.
- The Missoula County Public Schools Building, Trades, and Crafts of Missoula, Montana is the bargaining unit for all trades and crafts staff;
- The Professional Specialists is the bargaining unit for the District's Benefits Technician, Curriculum Specialist, Operations and Maintenance Specialist, Regional Director Specialists, and Sub Dispatch Clerk.

STAFF INFORMATION

ABSENCES - STAFF

Family and Medical Leave Act (FMLA)

Eligible employees shall be granted Family Medical Leave shall be granted in accordance with a collective bargaining agreement or other applicable agreement, provided said agreement meets the minimum requirements and qualifying reasons of the Family Medical Leave Act. (Refer to [Board Policy 5328](#)). Family Medical Leave also includes servicemember family leave for qualifying employees pursuant to the FMLA.

Personal and Emergency Leave

Staff may be granted personal and other types of leave according to the terms of their current collective bargaining agreement or, in the absence of a collective bargaining agreement, according to policy and/or the group handbook to which the employee belongs.

Sick Leave

Employees shall be granted sick leave according to the terms of the current collective bargaining agreement, or, in the absence of a collective bargaining agreement, according to policy and/or the group handbook to which the employee belongs.

Teacher and para-educator absences must be entered into the [Absence Management](#) System (formally known as AESOP).

Teachers shall have a Substitute File which contains at a minimum:

- roster/seating chart
- behavior code
- "rules-in-brief"
- attendance/lunch information (paper attendance sheet for subs)
- teaching schedule
- teacher's manual location
- student accommodations
- special instructions

- If applicable:
 - recess duty roster
 - car riders & bus list; AM & PM bus numbers & names of all students.

Vacation Leave

All vacation eligible employees who claim Montana public employment time prior to their work for MCPS, must notify the District in writing of said eligibility at the time of hire. Employees must complete the *Certification of Prior Employment Hours for Annual Vacation Leave Rate Earned* form which can be obtained at the Human Resources Office. Any vacation-eligible employees who claim Montana public employment time prior to working for MCPS must notify the human resources office regarding any leave transfer rights.

ATTENDANCE – STAFF

Regular and timely attendance is an essential function of each position within the District. Employees are expected to report for work on time and to notify their immediate supervisor if they must be tardy or absent. Failure to provide regular and timely attendance may result in disciplinary action, up to and including termination.

- All staff are encouraged to be here every day and should be prompt with their attendance. All staff members are expected to be in the building and at their respective teaching station door each school day in order to meet incoming students, except those on special duties. Please greet students as they enter your classroom.
- Schedule – See Appendix
- Incidental Leave – by arrangement with Building Principal
- If you leave the building during the day, please check out at the office so we know you are out of the building

AUTOMATED EXTERNAL DEFIBRILLATORS (AED'S)

MCPS recognizes that from time to time emergencies may arise that justify the use of an Automated External Defibrillator (AED). The District has one or more of these units for use by qualified personnel. The unit(s) is (are) located at designated locations. Each building has staff members trained in the use of the AED. Please consult your building's office for the list of trained employees. Refer to [Board Policy 8302](#)

BELL SCHEDULE

See Appendix

BREAKS

Scheduled breaks are provided to all classified employees to ensure safety and efficiency. All classified staff members who work three (3) or more hours are entitled to one 15-minute break. Those working six (6) or more hours are entitled to two 15-minute breaks. Classified employees are expected to adhere to the break schedule established by the building principal. Deviation from the regularly scheduled break period requires prior approval.

BUILDING SECURITY

The following security measures are stressed with the staff and student body:

All staff are issued keys/security identification badges. Badges should be worn and visible at all times during work hours. Keys are issued to staff by the building principal. Identification badges are issued at the

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

- a. Keys are not to be left unattended. Avoid having keys on desks, tables, in mailboxes, unattended coat pockets, etc.;
- b. The duplication of keys is prohibited;
- c. 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.;
- d. 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.
- e. 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.

1. Students and staff in the building are instructed not to open doors for persons unknown to them. All persons entering the building should enter through the front entrance door.
2. Visitors and/or strangers should be directed to the office upon entering the building.
3. Staff members should be aware of unknown visitors to the building and should see to it that they report to the office. If that is not possible, staff members should call the office to notify office personnel of unknown visitors in the building.
4. Teachers and other staff members are instructed not to prop entrance doors open.
5. Staff members are instructed to check the closure of doors when leaving the building, making sure that the lock has latched securely.
6. All visitors and/or volunteers to the building are to sign in at the office and pick up a badge to wear if they will be working in the building for a while.

BUILDING USE

The school district promotes community use of school facilities during the hours when school is not in session. The use of the facilities will follow the priority of: (1) school-sponsored activities, (2) community recreation, youth groups, and cultural activities, and (3) other activities. General public use requests must be shown to be: (1) of an educational nature, (2) likely to contribute to the physical, moral and ethical well-being of the participants, (3) legally and culturally acceptable, and (4) open to all regardless of color, sex, creed or national origin. Employees wishing to use MCPS facilities for afterschool functions need to follow the following steps:

1. You must complete the MCPS Application/Agreement for Facility Use before any dates can be considered.
2. Print and read the Rental Policy for School Facilities Use and the MCPS Rules and Regulations Governing Use of School Facilities located on the back of the Application/Agreement. You agree that you have read and will comply with all conditions in these documents when you sign the MCPS Application/Agreement for Facility Use.
3. The agreement/application may not be accepted later than ten business days prior to the event. Such agreement/application must be complete including setup needs when received by MCPS.
4. Print and review the information regarding the use of Automatic External Defibrillators (AEDs).
5. Email completed applications to crhubbard@mcps.k12.mt.us, fax to (406)549-0449 or deliver/mail too the following address: Missoula County Public Schools, Attn: Charlene Hubbard, 915 South Ave. West, Missoula, MT 59801.

CARE/USE OF DISTRICT PROPERTY

All staff members are encouraged to exercise continuous and vigilant care of all District-owned property. Such items as computer and video equipment, and musical instruments are priority items for theft and damage. No District equipment shall be removed for personal or non-school use. (Refer to [Board Policy 7500](#)).

When staff members note that equipment/building is damaged, either by intention or accident, they shall communicate the damage to the office. It is the duty of the staff members to supervise students so that damage to the school building, furniture, equipment, or other school property does not occur.

Teachers are responsible for the appearance of their classroom. Special needs may occur that require maintenance or custodial assistance. In such cases, please notify the office/custodial staff so a work order can be made. Teachers should close and lock all windows and doors when leaving for the day.

Incidents of theft or willful destruction of District property through vandalism or malicious mischief should be reported immediately to the building principal.

CASH IN DISTRICT BUILDINGS

Money collected by staff because of fund raisers or other school-related purposes is to be deposited in the main office whenever the sum accumulated in any one day, by a class, staff member, or others, exceeds \$25. At no time are substantial amounts of money to be kept overnight or held during holidays or for long periods of time in classrooms.

Staff members are asked to emphasize to students the importance of promptly depositing money collected, with appropriate school officials.

CHILD ABUSE REPORTING

A District employee who has reasonable cause to suspect, as a result of information they receive in their professional or official capacity, that a child is abused or neglected by anyone regardless of whether the person suspected of causing the abuse or neglect is a parent or other person responsible for the child's welfare, they shall report the matter promptly to the department of public health and human services or local law enforcement agency. Please inform the building principal as well. Hot Line # 866-820-5437.

An employee does not discharge the obligation to personally report by notifying a supervisor or building principal.

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. (Refer to Board Policies [5232](#) & [5232F](#))

CLASSROOM SECURITY

When leaving the classroom, locker room, or other work areas between classes or at the end of the day, teachers and staff are expected to turn out the lights and secure all doors. Windows should also be secured at day's end. Security systems/alarms should be activated by the last employee in the building.

All staff are asked to refrain from keeping personal items of value in or about their desks. Purses should never be left unsecured. Students should be instructed to leave valuables at home. The district will not be responsible for the loss of, or damage to, personal property due to such causes as fire, theft, accident, or vandalism.

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.

A communicable disease is defined at ARM 16.28.101(5) as “an illness due or suspected to be due to a specific infectious agent or its toxic products, which results from transmission of that agent or its products to a susceptible host, directly or indirectly.” If an employee has a communicable disease, the staff person must notify the school nurse or other responsible person designated by the Board that he has a communicable disease which could be life threatening to an immune compromised person.

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 (e.g., airborne transmission of tuberculosis) 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. (Refer to [Board Policy 5130](#))

COMMITTEES

School committees are integral to our school goals and vision. It is important for teacher participation on these committees. Teacher committee assignments are posted in the staff lounge.

If you would like to participate in one of the following committees, please notify the principal.

- a. Principal’s Leadership Team - This committee will be comprised of school leaders to assist in school wide implementation of the PLC model.
- b. Principal’s Advisory Council (PAC) – The committee will consist of at least one volunteer from each department in high schools, from each grade level and exploratory team in middle schools, and from each grade band (K-2 & 3-5) plus a specials (Library, Music or HPE) teacher in elementary schools. The building PAC will be chaired by a member of the bargaining unit. The committee will meet a minimum of once per quarter to consider issues at the individual building.
- c. Response to Intervention Team (RTI)
- d. Montana Behavior Initiative Team (MBI)
- e. Student Intervention Team (SIT)
- f. Technology Committee

COMPENSATORY TIME AND OVERTIME/CLASSIFIED EMPLOYEES

No overtime is authorized for any employee without the specific approval of their supervisor.

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

When a request to use compensatory time is made, the employee will be allowed to use such time within a reasonable period after making the request provided such use does not unduly disrupt the operations of the District.

A non-exempt employee who works overtime without authorization may be subject to disciplinary action. (Refer to Board [Policy 5336](#)).

COMPLAINTS

Student/Parent Complaints

The District recognizes that complaints regarding staff performance, discipline, grades, student progress, and homework assignments will be made by students and parents from time to time. Every effort will be made to ensure that such complaints are handled and resolved informally and as close to their origin as possible. Students, parents, and others with complaints will be encouraged to discuss the complaint directly with the staff member. Complaints against support staff should be directed to the immediate supervisor and/or building principal. All such meetings should be held in confidence and not in the presence of others.

If the complaint is not informally resolved, staff should advise the complainant that he/she may submit the matter directly to the building principal or immediate supervisor, as appropriate. The complainant will be provided with necessary formal complaint procedure guidelines in accordance with Board Uniform Grievance Procedure, [Board Policy 1700](#), or with any other applicable grievance procedure (see Title IX Grievance Procedures or Section 504 and ADA Grievance Procedures).

When a complaint is made directly to the Board as a whole or to an individual Board member, it will be referred to the superintendent for appropriate building administrator follow-up.

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 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, the collective bargaining agreement, and/or any applicable administrative regulations.

The grievance procedure in the current collective bargaining agreement must be followed when filing a complaint regarding the current collective bargaining agreement.

CONTRACTS AND COMPENSATION

Each certificated employee will be employed under a written contract, subject to the terms and conditions of the master contract and District policies. Renewal and non-renewal will be determined by the Board after receiving a recommendation from the Superintendent and in conformance with law.

Each classified employee will be employed under a written contract for a specified term, with a beginning and ending date.

The Superintendent may assign, reassign, and/or transfer positions and duties of all staff, subject to any provisions contained in the applicable negotiated agreement.

Salaries, including compensation for extracurricular assignments over and above the duties associated with a staff member's regularly assigned duties, will be determined in accordance with salary schedules and salary placement guidelines established by the Board and/or policies adopted by the Board which are consistent with salary schedules and salary placement provisions of negotiated agreements.

It is the staff member's responsibility to provide all information necessary for placement on the salary schedule to the office in accordance with timelines established by the District and negotiated agreements.

COPYRIGHT

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

Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship, or research. (Refer to Board Policies [2312](#) and [2312P](#)).

CONFERENCES

Planned conferences between teachers and parents are essential to the District's efforts to further understanding and close cooperation between the home and school. Parent-teacher conferences are scheduled each fall and spring. The student may be included if the teacher or parent so desires.

Conferences should be treated as an opportunity for constructive, mutual exchange of information and ideas for the welfare and continued academic growth of the student.

CRISIS PLAN

Copies of the school's Crisis Plan and emergency procedures will be available in the office and other strategic locations throughout the building. All teachers will discuss safety drill procedures with their class at the beginning of each year and will have them posted in a conspicuous place next to the exit door. Drills must be held at different hours of the day or evening to avoid distinction between drills and actual disasters. A map/diagram of the fire escape route to be followed should be posted near the classroom doorways and reviewed with students.

Upon the sounding of a fire alarm, teachers are required to:

- Immediately direct all students to orderly exit the building using the evacuation route posted. Students may not stop at lockers, drinking fountains, restrooms, etc., along the way;
- Close windows, turn off lights, and [lock door/leave door unlocked];
- Take roll book;
- Escort class at least 50 feet from the building and take roll. Report any unaccounted students to the main office; and
- Upon "all clear" signal, escort students directly back to class. Check roll. (Refer to Board [Policy 8301](#))

CURRICULUM

Curriculum guides are available for all courses taught in the District. Curriculum guides reflect a consistent and coherent structure for the education of District students.

The curriculum established for the courses and grade levels of this District provides the flexibility necessary to meet the individual needs of students and their divergent learning rates and styles.

Deviations from established curriculum, textbooks, and instructional materials are not permitted without building principal approval. Teachers with questions should contact the building principal.

Though teaching methodology may vary, classroom instruction is expected to reflect “best practices” consistent with research on effective instruction. (Refer to Board [Policy 2120](#)).

DISCRIMINATION/INTIMIDATION/HARASSMENT/BULLYING

MCPS is committed to providing a positive learning and working environment for students and staff free of discrimination, intimidation and harassment. Everyone has a right to learn and work in an atmosphere that promises respect and dignity and prohibits discriminatory and/or harassing practices. Moreover, members of the school community have the corresponding responsibility to report those acts that they believe have violated their rights.

Therefore, the Board does not condone and will not tolerate harassment, intimidation, or bullying of employees, discrimination against employees, or any act prohibited by Board policy that disrupts the work place and/or keeps employees from doing their jobs.

Employees are expected to be civil, respectful, and act in an orderly manner toward one another. Workplace harassment/intimidation/bullying may be defined as the deliberate, hurtful, repeated mistreatment of an employee, driven by a desire to abuse or control that individual.

Common behaviors include, but are not limited to:

- Injuring, threatening, harassing or intimidating a staff member, board member or any other person;
- Defamation of character and/or reputation;
- Yelling, shouting, and screaming; intimidating gestures toward fellow employees;
- Behind-the-back-put-downs, insulting, and unfair criticism;
- Damaging or threatening to damage another’s property;
- The deliberate sabotage and undermining of another’s work performance;
- Impeding, delaying, or otherwise interfering with the orderly conduct of the district employee program or any other activity occurring on school property;
- Operating a motor vehicle in a risky manner to scare or intimidate;
- Exclusion or social isolation; and
- Other inappropriate behavior that intimidates, offends, degrades or humiliates a co-worker, including occurrences in front of another co-worker, students, parents, contractors or visitors.

Any employee who believes that he or she, or any other employee or student, is being subjected to harassment or discrimination should bring the matter to the attention of the Supervisor and/or Building Principal. The District will investigate any such concerns promptly and confidentially to the extent possible. Complaints will be addressed via the applicable grievance procedure.

No employee will be subject to any form of reprisal or retaliation for having made a good-faith complaint under this policy. For complete information concerning the District's position prohibiting harassment/discrimination, assistance in reporting and responding to alleged incidents, and examples of prohibited behaviors, employees should refer to the District's policies and related procedures.

The District prohibits bullying for any reason, including but not limited to, race, color, religion, creed, national origin, gender, sexual orientation, gender identity, culture, social origin or condition, economic condition, political affiliation, mental, physical or sensory disability, or actual or potential marital or parental status.

A staff member whose behavior is found to be in violation of Board policy may be subject to discipline up to and including dismissal. There will be no retaliation by the District against any person who, in good faith, reports harassment. (Refer to Board [Policy 3225](#))

DISCIPLINE

District employees who fail to fulfill their job responsibilities or to follow reasonable directions of their supervisors, or who conduct themselves on or off the job in ways that affect their effectiveness on the job, may be subject to disciplinary action up to and including termination. Behavior, conduct, or action that may call for disciplinary action or dismissal includes, but is not limited to, reasonable job-related grounds based on a failure to satisfactorily perform job duties, disruption of the District or member school district's operation, or other legitimate reasons.

Discipline will be reasonably appropriate to the circumstance and will include, but not be limited to, a supervisor's right to reprimand an employee and the Superintendent's right to suspend an employee, with or without pay, or to impose other appropriate disciplinary sanctions. In accordance with Montana law, only the Board may terminate an employee or non-renew employment. (**Refer to Board [Policy 5255](#)**).

No public officer or public employee shall retaliate against or condone or threaten to retaliate against an individual who, in good faith, alleges waste, fraud or abuse.

DRUG-FREE/ALCOHOL-FREE WORKPLACE

Employees must not manufacture, distribute, dispense, be under the influence of, purchase, possess, use, or attempt to obtain in the workplace or in the performance of duties, alcohol or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana (including medical marijuana) or any other controlled substance. For purposes of this regulation, a controlled substance is one that is not legally obtainable, or one that is legally obtainable and not being used as prescribed, or referenced in federal and state controlled substance acts. Any employee who violates the terms of the District's drug-free/alcohol-free policies may be suspended, nonrenewed or terminated. Violations may result in notification of appropriate legal officials. Any employee convicted of a workplace violation of drug abuse statutes must notify his or her supervisor of the conviction within five (5) working days.

“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. (Refer to [Board Policy 5226](#))

ELECTRONIC RESOURCES AND SOCIAL MEDIA ACTIVITIES

Employees are encouraged to use social media in a classroom or school office setting for educational purposes which support employees’ effectiveness, professional relationships with students and families and other educational purposes. This applies to all social media activities by District employees, including but not limited to the use of blogs, forums, social networking sites (e.g. Facebook, Twitter, Instagram, Pinterest, LinkedIn, Google+, Flickr, Tumblr and YouTube) and any other web-based communications on publicly available sites. Please review [MCPS Staff Procedures for Social Media](#) for additional guidance.

In accordance with the MCPS Web Publishing and Social Media Guidelines, all staff must seek pre-approval from their administrator for classroom, activity, or school-based social media accounts. The [Social Media Reporting Form](#) must be completed.

All District employees who participate in social networking websites shall follow District guidelines for posting student owned or created information, photographs, District logos, or district owned or created information. Material protected under FERPA on such websites is strictly prohibited. (Refer to Board [Policy 5455](#)).

EMAIL

The District supports the use of computers, the Internet, and other electronic and network devices in the instructional program to facilitate learning through interpersonal communications and access to information, research and collaboration. Staff use of District-owned or personal electronic devices designed to communicate, create or store information is permitted by the District pursuant to regulations.

The District e-mail and Internet systems, including District website and website links, are intended to be used for educational purposes only. Use for informal or personal purposes is permissible within reasonable limits. All email/Internet records are considered District records and should be transmitted only to individuals who have a need to receive them. Additionally, District records, 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, employees should always ensure 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.

Staff who choose to connect to the District network agree to the requirements of the District Provided Access to Electronic Information, Services and Networks Policy and should consider his/her personal devices subject to the same level of monitoring and access as any District-owned technology device. Student educational records may not be stored on staff personal devices under any circumstances.

The District reserves the right to monitor Internet and network use of District-owned and personal devices on all District networks. The District will provide wired and wireless network access to all District-owned and personal electronic devices within the confines of District security protocols and its available bandwidth resources. (Refer to Board [Policy 5450](#)).

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. Additionally, staff will be notified through Connect 5.

Staff members should refer to their negotiated agreements, if there are questions about whether they are required to report to work on school closure days. (Refer to Board Policy [2221](#) & [2221P](#))

EMERGENCY TREATMENT

The Board recognizes that schools are responsible for providing first aid or emergency treatment in case of sudden illness or injury to a student, but that further medical attention is the responsibility of the parent or guardian. Each parent or guardian must provide an emergency telephone number where the parent or designee of the parent can be reached.

When a student is injured, staff shall provide immediate care and attention until relieved by a superior, a nurse, or a doctor. The principal or designated staff member should immediately contact the parent so that the parent can arrange for care or treatment of the injured student.

In the event that the parent cannot be reached, and if in the judgment of the principal or person in charge immediate medical attention is required, the injured student may be taken directly to an appropriate medical facility for evaluation and/or treatment. When the parent is located, he/she may elect to continue the treatment or make other arrangements.

A person with a currently valid American Red Cross Standard First Aid Card or equivalent first aid training certification must be present for all field trips, athletic and other off-campus events. (Refer to Board [Policy 3431](#))

EVALUATION OF STAFF

The District's evaluation program is designed to provide an opportunity for staff to set goals and objectives, including plans for professional growth and career opportunities, and receive administrative responses to them; to have formal and informal observations of the teaching of licensed staff and the performance of assigned duties and job responsibilities of all other staff; to receive verbal and written comments and

suggestions for improvement from supervisors; and to have clear opportunities to make improvement within specific timelines.

The evaluation program also provides a tool for administrators who are responsible for making decisions about promotion, retention, dismissal, and discipline.

Non-tenured certified staff shall be evaluated in accordance with the applicable collective bargaining agreement and, at a minimum, on at least an annual basis. Tenured certified staff members and classified staff members may be evaluated according to the terms stated in the current collective bargaining agreement.

Copies of the District's evaluation procedures will be provided to all staff. Evaluation of all staff will be conducted in accordance with established Board policy and applicable District evaluation procedures, negotiated agreements, and Montana Code Annotated. (Refer to [Board Policy 5222](#))

EXPENSE REIMBURSEMENT

School personnel are reimbursed for travel that is required as part of their duties or for school-related activities approved by the Supervisor. The District will inform staff regarding expense reimbursement guidelines annually. (refer to Board Policy 7335).

FAIR LABOR STANDARDS ACT

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

All 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.

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

FEATURE FILMS/VIDEOS

Due to copyright laws, showing video cassettes and DVD's for entertainment or reward purposes in schools is prohibited. Showings of this sort are considered public performances and require appropriate performance rights or license. According to copyright legislation, a video cassette or DVD may only be shown in the classroom if it specifically relates to the curriculum taught in that specific classroom.

Requests are to be submitted to the building principal at least five days prior to the proposed showing. The following information should be included:

1. Title and brief description;
2. Purpose for the showing;
3. Match with course objectives;
4. Proposed date of showing;

5. When and how parents will be notified, or if necessary grant consent;
6. Audience rating.

“R” rated movies shown as part of the instructional program must tie directly to the curriculum and, prior to any student being allowed to watch an “R” rated movie, parental permission must be obtained. Parents must be given specific notice in writing that “R” rated movie will be shown in a specific classroom on a specific date and the purpose for showing the movie must also be stated. Parents must be informed that they have the right to opt out (in writing) for their students.

FIELD TRIPS

At the beginning of each school year, MCPS shall send an Annual Field Trip Consent Form to the parents/guardians of each student within the District. This Annual Field Trip Consent Form shall cover all local field trips occurring within Missoula for the school year and shall be effective for one school year. If a student’s parent or guardian sign the Annual Field Trip Consent Form, a separate permission form is not required for a local field trip. MCPS shall maintain a record of all students whose parents/guardians submitted the Annual Field Trip Consent Form.

Upon approval of a local field trip by administration, the teacher or sponsor must provide each student for whom annual consent has been provided with the Field Trip Opt-Out Form explaining the details of the local field trip. A parent or guardian wishing to have their child excluded from the field trip must complete and sign the form. This “opt-out” shall only apply to the specific field trip, and the parent’s or guardian’s consent from the Annual Field Trip Consent form shall remain active. If a parent or guardian has not signed the Annual Field Trip Consent Form, the teacher or sponsor shall provide that student with a Field Trip Consent Form which must be completed and approved by the student’s parent or guardian before the student may participate in the field trip.

Upon approval of any other field trip occurring outside of Missoula, the teacher or sponsor must provide each student with a Field Trip Consent Form which must be completed and approved by the student’s parent or guardian before the student can participate. The form should describe the field trip and provide general information about the trip.

Extracurricular coaches are not required to fill out a Field Trip Approval Form prior to each out of District event, and students participating in extracurricular activities with recurring trips must provide only one Field Trip Consent Form per season.

A person with a currently valid American Red Cross Standard First Aid Card or equivalent first aid training certification must be present for all field trips, athletic and other off-campus events.

Field trips of a distance exceeding 400 miles (one way) are to be approved by the superintendent/designee at least 60 days in advance. Students earning the right to travel for competitions with less than 60 days notice will receive special consideration. Travel outside of the country must be approved by the Superintendent/designee and the Board of Trustees at least six months in advance. Building principals may approve all other field trips. (Refer to Board [Policy 2320](#))

FUNDRAISING

General

Activities to raise money for a wide variety of school activities and equipment are held at various times throughout the course of the school year. All fundraising activities must be conducted under the direct supervision of staff or other authorized individuals and approved by the building principal prior to the activity being initiated. Fundraising requests must include an explanation or justification for the proposal, consistent with building and/or District goals. Fundraising must not interfere with or disrupt school.

Fundraising request forms are available in the office. All money raised must be receipted and deposited with the District. Staff and students should take all reasonable precautions to provide for the security of any items/materials/products being sold. Staff members are directed to follow established building procedures for the depositing of funds collected. At no time should money collected be allowed to accumulate in classrooms, lockers, or other unsecured areas.

Crowd Funding

All crowd funding requests and receivables are governed and supervised by board policy. Crowd funding endeavors are generally viewed as beneficial when coordinated with District goals, initiatives, and existing plans. Proposals, products, and resources generated through crowd funding must receive prior approval from the Superintendent or designee. Approvals for proposals or gifted resources may be denied based upon but not limited to: technology, curricular, and/or activities incompatibility; long term sustainability concerns regarding materials, service, and/or staffing; conflicts with District initiatives, state or federal law.

As public employees, staff members are subject to Montana public employees' ethics laws. Staff members may not solicit or accept material, cash, or equipment intended for personal use from individuals or through a crowd source effort that could be considered a gift of substantial value or that otherwise violates the ethics statutes. (Refer to Board [Policy 3530](#))

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 building principal approval. Any solicitation should be reported at once to the building principal.

GRADING

The District believes that the cooperation of school and home is a vital ingredient in the growth and education of the student and recognizes the responsibility to keep parents informed of student welfare and progress in school.

The issuance of grades and progress reports on a regular basis serves as the basis for continuous evaluation of the student's performance and determining changes that should be made to effect improvement. These reports shall be designed to provide information that will be helpful to the student, teacher, counselor and parent. Student assignments should be graded and returned to students in a timely manner, taking into consideration the type of assignment given. Appropriate and timely feedback to students allows students to adjust and improve.

Teachers should use a variety of communication devices, including telephone and personal conferences as well as written grade reports, to keep parents well informed. At the beginning of the grading period, students and parents are to be informed regarding the basis of the grades and the methods to be used in determining grades.

There are established procedures regarding students whose grades are reduced or credit denied for attendance rather than academic reasons. Reasons for the student's absence will be considered. No grade may be reduced or credit denied based on absence due to religious reasons, a student's disability, or an excused absence as determined by District policy. Such notice is to be included in each teacher's syllabus and distributed to students at the beginning of the grading period. (Refer to Board [Policy 2420](#))

Special education students may receive grades based on progress toward goals stated in the Individual Education Program (IEP) as provided in the student's IEP.

GUEST SPEAKERS/CONTROVERSIAL SPEAKERS

Guest speakers may be used by teachers from time to time, when such use is consistent with educational goals and with a demonstrable relation to the curricular or co-curricular activity in which the participating students are involved. Teachers are expected to get approval from the building principal of the date, time, and nature of the presentation whenever such use is planned.

INSURANCE

The District provides unemployment insurance, workers' compensation and liability insurance for all employees. In addition, the District provides group health insurance to eligible employees. Certified and classified employees are eligible for insurance benefits as stated in the current applicable negotiated agreement.

For more information regarding insurance benefits for employees, please contact human resources.

LESSON PLANS

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

Teachers are expected to prepare lesson plans on a weekly basis. Teachers may be required to provide copies of lesson plans to the office at reasonable times and intervals, as determined by the building principal.

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

An up-to-date seating chart, class schedules, and information identifying any classroom student aides or other special student needs should be included in all lesson plan books.

General plans which cover the length of the course of study should also be prepared and readily available for building principal and/or student and parent review.

MATERIALS DISTRIBUTION

Requests of staff by individuals or groups to distribute pamphlets, booklets, flyers, brochures, and other similar materials to students for classroom use or to take home are to be referred to the building principal for approval.

MEETINGS

Staff meetings are scheduled for the purpose of organization and communication of business that typically cannot be handled through staff bulletins, departmental or committee structure. All staff are expected to attend staff meetings conducted during work hours unless prior arrangements have been made with the building principal.

Meetings sponsored or called by recognized collective bargaining units during contract hours are subject to prior approval of the building principal. Attendance of staff members at such meetings is left to the discretion of each employee.

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.

Employees may not, in or on District property or using District property, attempt to coerce, command, or require another to support or oppose any political committee, the nomination or election of any person to public office, or the passage of a ballot issue. Employees may not solicit support for or in opposition to any political committee, the nomination or election of any person to public office, or the passage of a ballot issue, while on the job or in or on or using District property. Employees may not use the District's electronic communication system for political activity, except as permitted by law.

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. (Refer to Board [Policy 5223](#))

PERSONNEL RECORDS

The District maintains a complete confidential and permanent personnel record for every current and former employee. The employees' personnel records will be maintained in the District's administrative office, under the Superintendent's direct supervision. Employees will be given a copy of their personnel record upon request. In addition to the Superintendent or other designees, the Board may grant a member of the Board access to cumulative personnel files. Counsel retained by the Board will also have access to a cumulative personnel file if necessary.

Employees must timely notify the District of any changes to personal contact information, including, but not limited to, change of address, telephone number, or email.

The District may release public information regarding the professional qualifications, degrees, and experience of teachers and the qualifications of paraprofessionals to parents upon request. Access to other information is governed by [Board Policy 4340](#).

A personnel file may contain but is not limited to transcripts from colleges or universities, information allowed by statute, a record of previous employment (other than college placement papers for periods beyond active candidacy for a position), evaluations, copies of contracts, and copies of letters of recommendation requested by an employee. All material in the personnel file must be related to the employee's work, position, salary, or employment status in the District. All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.

Release of personnel records to parties other than those authorized to inspect them will be only as required by law. (Refer to Board Polices [5231](#) & [5231P](#)).

PREP PERIODS/INSTRUCTIONAL STAFF PLANNING TIME

The District will schedule uninterrupted preparation periods, except for non-typical situations, so that the individual teachers have time for lesson preparation. For those positions which are at least .50 FTE, preparation time, when appropriate for lesson preparation, will be prorated corresponding to actual student contact time. It is understood that this will be scheduled when such time is available and appropriate.

PROFESSIONAL LEARNING COMMUNITIES (PLC)

MCPS is committed to the concept of Professional Learning Communities. Every staff member will be working collaboratively towards raising student achievement through effective instructional practices. Staff will identify essential skills, which will place importance on some grade level expectations and learning targets. We will measure improvement through our shared common assessments and data review. Each teacher is responsible for analyzing the data for the students in their respective classrooms and for instructing each student in small groups or on an individual basis so that each student reaches the goal.

PURCHASE ORDERS

No obligation may be incurred by any staff member, unless that expenditure has been authorized in the budget or as may otherwise be permitted by Board action and/or Board policy and as approved by the building principal or supervisor.

EMPLOYMENT REFERENCES

Staff members may be requested by current or former District employees or volunteers to provide a personal or professional reference for that individual for a job or other activity or opportunity. No staff member shall provide a reference to any current or former employee or volunteer in his or her official capacity or otherwise use District letterhead without prior administrative approval. A staff member who is providing a reference to a current or former employee or volunteer in his or her private capacity shall not use his or her job title or District letterhead.

RETIREMENT PROGRAMS FOR CLASSIFIED EMPLOYEES

All eligible District employees shall participate in retirement programs under the Federal Social Security Act, the Public Employees' Retirement System, and/or Teacher Retirement System as applicable, 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.

Classified staff who are eligible for the Teacher Retirement System who work less than 210 hours in any school year may elect to be a member of the Teachers' Retirement System. They must become members of TRS once they have completed 210 hours in any school year. Once they become members of TRS, they are required to remain a member of TRS regardless of hours worked.

SCHOOL BOARD MEETINGS/COMMUNICATIONS

Regular meetings will usually be held on the second and fourth Tuesdays of every month at 6:00 p.m. in the Board Room of the Business Building. Except for an unforeseen emergency, meetings must be held in a school building or, upon the unanimous vote of the trustees, in a publicly-owned building located within the District. 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 made in the same manner as provided for special meetings. The trustees may meet outside the boundaries of the District for collaboration or cooperation on educational issues with other school boards, educational agencies, or cooperatives. Adequate notice of the meeting, as well as an agenda, must be provided to the public in advance. Decision making may only occur at a properly noticed meeting held within the District's boundaries. When a meeting date falls on a legal holiday, the meeting shall take place the next business day. (Refer to Board [Policy 1400](#)).

STAFF CONDUCT/ETHICS

District employees shall comply with the following standards:

1. Employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain courteous and professional relationships with students, parents, staff members, and others.
2. Employees have a responsibility to be familiar with, and abide by, federal and state laws, Board policies, and regulations governing their work responsibilities.
3. Employees shall not engage in activities that would obstruct the employee's or another employee's ability to fulfill their work responsibilities to the District.
4. Employees must maintain confidentiality with respect to information pertaining to student records, employee records or confidential communications from staff. Employees also will respect the confidentiality of people served in the course of an employee's duties and use information gained in a responsible manner.
5. Employees should not dispense or utilize any information gained from employment with the District, accept gifts or benefits, or participate in business enterprises or employment that creates a conflict of interest with the faithful and impartial discharge of the employee's District duties. A District employee, before acting in a manner which might impinge on any fiduciary duty, may disclose the nature of the private interest which would create 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.
6. Employees have a responsibility to take a sincere and professional interest in students. Employee-student relationships that indicate excessive personal involvement are not compatible with good professional conduct.

Employees who fail to abide by this policy will be subject to disciplinary action up to and **including** discharge. The Board may discipline, up to and including discharge, any employee who discloses confidential and/or private information learned during the course of the employee's duties or learned as a

result of the employee's participation in a closed (executive) session of the Board. Discretion should be used even within the school system's own network of communication and confidential information should only be communicated on a need to know basis. (Refer to Board [Policy 5224](#)).

STAFF DEVELOPMENT

The Board recognizes the importance of continued educational experiences and other professional growth activities to improve job performance.

Professional growth experiences may include, but are not limited to, college courses, workshops, curriculum planning, individual research, travel, supervision of teacher trainees, and other such activities.

All requests for District payment of college course work tuition require prior administrative approval. Professional growth application forms are available in the school office.

All requests for release time from regular work duties for attendance at meetings or conferences will be decided based on such factors as availability of funds, consistency with District and building goals and job assignment and current collective bargaining agreements. Requests require prior building principal approval. Forms are available in the office.

STAFF DRESS AND GROOMING

Missoula County Public Schools expects that the attire that employees wear to work to complement a workplace environment which is professionally operated, efficient, orderly, and pleasant. Accordingly, all staff are expected to dress in accordance with accepted professional standards for their particular positions and duties.

Teaching and working in our schools demands setting a good example for students in every possible way. As adults and professionals, teachers are expected to be guided in their grooming habits by what is most generally acceptable in the business and professional world.

Job Specific Concerns - This dress code policy is a general guideline, but employees should take into consideration any job specific safety concerns or requirements. Employees who regularly lift machinery or heavy materials should not wear dangling clothing or jewelry that may get caught in machinery and should wear comfortable, slip-resistant, close-toed shoes at all time. Employees who are working in the health industry or with food may also have follow further health requirements like wearing hairnets or gloves when performing specific tasks.

STAFF/PARENT RELATIONS

The District encourages parents to be involved in their student's school experience. Staff members with questions regarding custodial and/or non-custodial parent rights with respect to particular students should contact the building principal.

STAFF ROOM

A staff room is provided for staff use during break, lunch, and preparation periods as may be appropriate. All staff are expected to "pitch in", as needed, to help keep this gathering area clean and orderly. Personal

items of value should not be left in the staff room. Staff members leaving such items in the staff room do so at their own risk. Students are not permitted in the staff room.

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:

- All injuries shall be reported immediately to the person in charge or other responsible representative of the district
- It is the duty of all employees to make full use of safeguards provided for their protection.

STUDENT – ABSENCES

- Attendance records are kept on Q.
- Students arriving late to school must report in to the office. Upon returning to the classroom, they should have a late slip. If you are aware of the reason for a student's absence, please contact the school secretary. If no reason is noted, a call will be made from the office to confirm the reason for student absence.
- When a student shows excessive absences, or exhibits a pattern of chronic absences, teachers must notify a building principal so that parents can be contacted.
- Do not let parents and relatives take students from your classroom. Refer them to the office and we will call for the student. Do not allow a child to leave school with anyone during the school day without permission from the office.
- A student who has an excused absence from class is to be permitted to make up those assignments that he/she has missed. The student is expected to make arrangements with the teacher on his/her first day back in class, for the work missed due to absence.

STUDENT – ACTIVITY FUNDS

All moneys raised or collected by and/or for school-approved student groups are to be receipted and deposited into a checking account administered by the business office. All student activity fund expenditures must be approved by the building principal and person in charge of the student activities program.

Funds derived from the student body shall be expended to benefit the student body as a whole.

All expenditures from a specific account of student activity funds related to other school-recognized student groups must be approved by the members of that organization and their staff adviser. Funds derived from authorized clubs and organizations shall be expended to benefit the specific club or organization and, to the extent possible, to benefit those subjects currently in school who have contributed to the accumulation of the funds. (Refer to Board [Policy 7425](#))

STUDENT - BEHAVIOR GUIDELINES

MCPS participates in the Montana Behavior Initiative (MBI). MBI assists educators, parents, and other community members in developing the attitudes, skills, and systems necessary to ensure that each student, regardless of ability or disability, leaves public education and enters the community with social and academic competence.

MBI Belief Statement

- All students should be taught all the skills necessary for success: academic, social, emotional, and behavioral.
- Schools are places where students can learn and practice positive interpersonal, cross-cultural, and citizenship skills.
- A caring school climate and positive relationships between students and staff are critical to student success and provide an environment where academics flourish.
- Schools are places where youth have access to many significant adults to help them feel collectively and individually valued.
- Schools and communities must work together to meet the diverse needs of students and honor the traditions and contributions of both family and community members.
- All students are entitled to be treated with dignity and respect.
- Successful schools gather and use a variety of information to improve teaching and learning.
- Effective use of a team approach involving all school staff working together provides a consistency which enhances student success.
- Positive, proactive and preventative efforts of schools and communities can create a school climate free of stereotyping, harassment, hatred and violence—filled with a concern for justice and fairness.

In all relations with students, but particularly in disciplinary situations, staff will model respect for the dignity of the students. Students will certainly need periodic guidance; however, the manner in which that guidance is given is critical if we are to establish a positive school climate.

Staff members will enforce all school policies and rules inside and outside the classroom.

STUDENT/PARENT HANDBOOK

A student/parent handbook is issued to all students at the beginning of each new school year and at the time of registration for new students moving into the District at other times of the year.

All staff are expected to familiarize themselves with the general information, administrative rules and procedures pertaining to students, as set forth in the student/parent handbook and in Board policy.

Teachers are expected to review the handbook with students during the days/times designated by the building principal.

STUDENT – PRIVACY

In certain circumstances employees may receive confidential information regarding students' or employees' medical, discipline or court records. Employees are required to keep student and personnel information in the strictest confidence and are legally prohibited from passing confidential information along to any unauthorized individual. If employees have any questions about access to confidential information, they should speak to their Supervisor.

All staff are expected to comply with the provisions of the Family Educational Rights and Privacy Act (34 CFR Part 99). FERPA is a Federal law that affords parents the right to have access to their student's education records, the right to seek to have the records amended, and the right to consent to disclosure of personally identifiable information from education records, except as provided by law.

FERPA does permit limited disclosures of student records and personally identifiable information from student records without parental consent. One of these exceptions is the disclosure of student education records to school officials with a legitimate educational interest without parental consent. School officials include District employees and administrators. Another exception permits the disclosure of information designated as "directory information," provided a parent/guardian has not opted-out of such disclosure, without parental consent. Questions about access or disclosure of student education records or personally identifiable information should be referred to the principal. (Refer to Board [Policy 2132](#) and [Policy 3600](#)).

STUDENT – MEDICAL

Students who must take prescription and/or over-the-counter medication at school, on a temporary or regular basis, must provide a written request to administer medication, signed by the parent. All medications will be kept in locked storage in the office unless a student is authorized to carry medication on his/her person during the school day. Parents of students who must carry and self-administer medication must complete the Montana Authorization to Possess or Self-Administer Medication form and return it to the building office.

Teachers are expected to assist students in remembering when a medication is scheduled to be administered. If the student refuses to take medication, teachers are expected to notify the building principal and parent. Attempts to contact parents must be documented as to date and time. (Refer to Board [Policy 3416](#))

No staff member may comply with any directive from parents or others, written or verbal, that life-sustaining emergency care be withheld from a student in need of such care while under the control and supervision of district staff. Life-sustaining emergency care means any procedure or intervention applied by appropriately trained district staff that may prevent a student from dying who, without such procedure or intervention, faces a risk of imminent death. Examples of life-sustaining emergency care may include: efforts to stop bleeding, unblocking airways, mouth-to-mouth resuscitation, and cardiopulmonary resuscitation (CPR).

STUDENT- CONDUCT/DISCIPLINE/REFERRAL

Conduct

All students are to comply with District policy, written building and classroom rules, pursue the prescribed course of study, submit to the lawful authority of teachers and school officials, and conduct themselves in an orderly manner at school during the school day or during school-sponsored activities.

In addition to adopted Board policies governing student conduct, administrative regulations specifying student-conduct expectations have been established. These rules apply to actions which occur on District property, at any District-sponsored activity regardless of location; or when traveling to or from school for District-sponsored activities. Disregard of these rules constitutes grounds for suspension, expulsion, or other reasonable disciplinary action.

All teachers are expected to review the student conduct rules contained in the Student/Parent Handbook with their students during the first week of the school year.

Student conduct rules unique to individual classrooms may also be developed by teachers. All such rules must be consistent with District policy and local building administrative regulations governing student conduct and discipline. Classroom rules and consequences are to be reviewed with students, posted in classrooms, and made available to parents. (Refer to Board Policy 3310)

Discipline

Effectively managing your classroom is an essential part of maintaining control and discipline. Each teacher should develop a discipline plan for their classroom. The plan shall include rules to follow in the room, consequences for not following the rules, and possible rewards for following the rules. Consequences should be appropriate to the infraction and should support our collective philosophy of positive discipline. When all alternatives have been exhausted in the classroom, the teacher should ask the principal for help.

Minor discipline cases are best handled by the teacher. If there comes a situation where a student needs to be removed from the classroom, please follow the discipline referral process outlined below. Students should not be "kicked out" of the classroom. Please remember to talk with a student individually, instead of in front of the entire class.

If a student needs to be sent out of the classroom, the teacher should notify the office that the student is on their way. Students should not be sent to the principal's office without first notifying the principal. If the student needs to be away from a situation (classroom, recess, etc.) please consider sending them to the partner classroom or other appropriate supervised setting.

If a student is noncompliant and will not voluntarily go to the partner classroom or the office then contact the office immediately. If you do not have access to a phone then send a reliable student to request assistance.

The use of corporal punishment in any form is strictly prohibited by the District. Corporal punishment is defined as the willful infliction of, or willfully causing the infliction of, physical pain. A staff member is authorized to employ physical force when, in his/her professional judgment, the physical force is reasonable and necessary to prevent a student from harming himself/herself, others, or doing harm to District property.

Referral - Special Services

- Comprehensive School and Community Treatment (CSCT) – This is a program to provide mental health services to certain qualifying students. If a staff member believes a student may benefit from CSCT, please use CSCT referral form. Submit completed form to principal for review.
- Student Intervention Team (SIT) - If a student has been receiving RtI interventions, but is failing to make progress, the student may be referred to the school's SIT team. Please complete the SIT Student Referral Form and attach all relevant assessment data.
- Special Education Referral – Contact the principal if you suspect a student may have a disability and be in need of special education services. This may be related to failure to make progress as part of RtI, but may be made irrespective of RtI if staff members suspect or know a student has a disability and may be in need of special education.
- 504 Referral - Contact the principal if you suspect that a student may be eligible for 504 protections. Section 504 allows for modifications and accommodations for students who have a physical or mental impairment that substantially impacts a major life activity, including learning.
- Staff members must notify law enforcement and/or the Department of Public Health and Human Services if they know or reasonably believe that allegations of bullying, harassment,

or intimidation involving a student constitutes criminal activity or child abuse or neglect. Staff members must notify their supervisor or an administrator in the event that such a report has been or will be made.

Staff members shall also report any threats they receive (oral or written) to their supervisor or building principal immediately. Law enforcement shall be contacted when appropriate.

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

Personal vehicles should only be allowed to transport students to school-related activities when it is both practical and reasonable and only after the completion of the Volunteer/Employee Driver Vehicle Use Form and approval is given by the school principal. Proof of insurance must accompany the form. Additionally, the Field Trip Permission Form must be signed by the parent or guardian indicating the use of the car is authorized. In this case, responsibility and liability rests first and primarily with the driver.

No student is to be permitted to perform District business with his/her own vehicle, a staff member's vehicle, or a District-owned vehicle.

SUPERVISION OF STUDENTS

Staff members are responsible for the supervision of all students while in school or engaged in school sponsored activities.

All teachers are expected to be in their classrooms prior to the arrival of students.

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

No other staff member may leave their assigned group unsupervised except as appropriate supervision arrangements have been made to take care of an emergency.

During school hours or while engaged in school-sponsored activities, students may be released only into the custody of parents or other authorized persons.

TELEPHONES AND OTHER MOBILE DEVICES

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

Employee Use of Mobile Devices

The Board recognizes that the use of mobile devices may be appropriate to help ensure the safety and security of District property, students, staff, and others while on District property or engaged in District sponsored activities.

District employees are prohibited from using mobile devices while driving or otherwise operating District-owned motor vehicles, or while driving or otherwise operating personally-owned vehicles for school District purposes.

Emergency Use

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

Use of Personal Mobile Devices

All employees should limit their personal use of personal mobile devices during working hours. Employees are prohibited from using their personal mobile devices during the instructional period for non-instructional purposes. In no event shall an employee's use of a mobile device interfere with the employee's job obligations and responsibilities.

TOBACCO-FREE ENVIRONMENT

The Missoula County Public School District, inclusive of all its building and property, shall be tobacco free 24 hours a day, 365 days per year. This includes all days when school is not in session and all events and other activities not associated with, or sponsored by, the school. Possession or use of tobacco products (tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, or any other tobacco or nicotine innovation) and vapor products by employees on District property, in District vehicles and at school-sponsored events (whether on or off District property) is prohibited at all times. Exceptions to this include in a classroom or on other school property as part of a lecture or demonstration or educational forum sanctioned by a school administrator or faculty member concerning the risks associated with use of a tobacco product or involving Native American use of traditional tobacco for ceremonial purposes under the supervision of a faculty member or other responsible adult. The use of tobacco or vapor products by all students on school District property is prohibited. This includes non-school hours and all events sponsored by the school or others. Advertising of tobacco and vapor products is prohibited in school buildings, on school property, at school functions and in all school publications. This includes clothing that advertises tobacco and vapor products. (Refer to [Board Policy 5225](#)).

VIDEO SURVEILLANCE

The Board recognizes the need to provide a safe learning environment for students and staff and to protect District property and equipment. Therefore, video surveillance cameras will be used as a security measure in the District.

Video cameras will also be used to ensure that behavior on school property is consistent with the established safety and conduct rules. If unacceptable behavior is recorded, timely and appropriate corrective action will occur. The building principals are responsible for the implementation of safety and security measures at each building and the proper use of video surveillance monitoring systems. The building principal shall coordinate the placement and use of video surveillance systems with the Superintendent.

No staff member may use video surveillance without permission of the building principal. Signs shall be posted at various locations to inform students, staff and the public that video surveillance cameras are in use. (Refer to Board [Policy 3235](#)).

WEAPONS

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

WORKERS' COMPENSATION

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

- a. Attend to first aid and/or medical treatment during an emergency;
- b. Correct or report as needing correction a hazardous situation as soon as possible after an emergency situation is stabilized;
- c. 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;
- d. 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.

RECEIPT OF HANDBOOK

"I have received a copy of the MCPS Staff Handbook for 2018-2019. I understand that the handbook contains information that I may need during the school year. I understand that I will be held accountable for information outlined in the handbook and will be subject to the disciplinary consequences outlined in the handbook."

Print name of employee:

Signature of employee:

Date:

APPENDIX LIST

1. Staff List, to include as appropriate:
 - a. Department Directory
 - b. Leadership Team list
 - c. Grade List
2. School Year Calendar, including:
 - a. Testing Dates
 - b. P/T Conferences
 - c. Midterm/Final schedule
3. School Map
4. MBI Rules/Expectations
5. School Referral Forms:
 - a. Discipline
 - b. SIT
 - c. 504
6. Student Code of Conduct

7. Bell schedule
8. Early Out schedule
9. Grading guidelines