

9.21.2022 Agenda Regular Meeting of Trustees

The regular meeting of the Board of Trustees of School District #35 has been scheduled for **September 21, 2022 at 6:00 P.M. in the boardroom and via Zoom.**

Call to Order

Pledge of Allegiance

Presiding Trustee's Explanation of Procedures

Public Comment- Non Agenda Items

GUESTS:

Clayton Peacock - Gateway Village Update

Consent Agenda

Minutes: August 10, 2022-Regular Meeting; August 10, 2022-Special Meeting; September 1, 2022-Regular Meeting

Finance: Warrants; Operational Budget by Object Code; Cash Reconciliation; Extra-Curricular Expenditure and Reconciliation Report;

Personnel:

Superintendent Report

District Clerk Report

Old Business

Discussion Items:

Action Items:

New Business

Discussion Items:

Food Service Program

Policy Review Process

Schedule Special Board Meeting - Strategic Planning & Facility Walk Through

Action Items:

Discuss & Consider Salary for Business Manager Position

Hiring of Open Positions: Kitchen Manager, Head Cook, Coaching Staff, Teacher & Business Manager

Appointments: Title X, IX, VI, Gallatin-Madison Cooperative, County Transportation Committee

Appointment: Trustee Committees - Facility, PDAC, Safety, Whole Child

Policy 2235 Adoption

Check Signer Revision

MOA Staffing Shortage Teacher Compensation

Discuss & Consider Revisions of Handbooks - Student & Staff

Adjournment



**8.10.2022 MINUTES
REGULAR MEETING
BOARD OF TRUSTEES, GALLATIN GATEWAY SCHOOL DISTRICT #35**

CALL TO ORDER

The Board of Trustees of the Gallatin Gateway School District #35 met at 6:00 P.M. on August 10, 2022, in the Gallatin Gateway School Board Room and via Zoom. Board Chair Julie Fleury presided and called the meeting to order at 6:02 P.M.

TRUSTEES PRESENT

Julie Fleury, Board Chair; Carissa Paulson, Vice Chair; Aaron Schwieterman, Tim Melton
Zoom: Mary Thurber

TRUSTEES ABSENT

None

STAFF PRESENT

Brittney Bateman, District Clerk; Diane Belcourt, Business Manager, Ashley Davis
Zoom: Jacki Yager, Neal Krogstad, Ashley Senenfelder

OTHERS PRESENT

Misti Richardson, Jessica Black, Clayton Peacock, Charlie Lannon
Zoom: Brad Parsch

PLEDGE OF ALLEGIANCE

The meeting attendees recited the *Pledge of Allegiance*

PRESIDING TRUSTEE'S EXPLANATION OF PROCEDURES

Board Chair Julie Fleury explained the public comment process to be followed for addressing the Board in accordance with Gallatin Gateway School policy. She noted: 1) that prior to a vote the public may comment on agenda items; 2) there will be time for public comment on non-agenda items; 3) public comment periods are not intended to be a question and answer session.

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

GUEST REPORT

Visitor Clayton Peacock gave an update on the progress of the construction project sharing details of what has been done this month, as well as what the plans are moving forward.

CONSENT AGENDA

Motion: Trustee Paulson to approve the consent agenda as amended. **Minutes:** June 22, 2022-Special Meeting; June 27, 2022-Special Meeting; June 29, 2022-Special Meeting; June 30, 2022-Regular Meeting; July 12, 2022-Special Meeting; July 14, 2022-Special Meeting; July 19, 2022-Special Meeting; July 20, 2022-Special Meeting; July 21, 2022-Special Meeting; July 22, 2022-Special Meeting; July 26, 2022-Special Meeting; **Finance:** Warrants ; Operational Budget by Object Code; Cash Reconciliation; Extra-Curricular Expenditure and Reconciliation Report **Personnel:**
Seconded: Trustee Melton
Public Comment: None
For: Fleury, Thurber, Paulson, Schwieterman, Melton
Opposed: None
Motion passed unanimously 5-0

DISTRICT CLERK REPORT

District Clerk Brittney Bateman gave the Board an update regarding what happened over the last month in the district.

BUSINESS MANAGER REPORT

Business Manager Diane Belcourt gave the Board an update regarding what happened over the last month in the district.

NEW BUSINESS

Discuss & Consider Superintendent Contract for 2022-23

Motion: Trustee Paulson to approve the contract and make an offer to Marcy Cobell
Seconded: Trustee Schwieterman
Public Comment: Brad Parsch, Jacki Yager, Jessica Black, Mike Coon, Erica Clark, Ashley Davis, Misti Richardson
For: Paulson, Thurber
Opposed: Fleury, Schwieterman, Melton
Motion failed 2-3

Motion: Trustee Schwieterman to approve the contract and offer to Kelly Glass
Seconded: Trustee Melton
Public Comment: None
For: Fleury, Schwieterman, Melton
Opposed: Paulson, Thurber
Motion passed 3-2

Discuss & Consider Trustee's Financial Summary

This topic was not discussed, as it was not finished.

Discuss & Consider Budget for 2022-23 School Year

This item was not finished and ready for approval. The meeting will be recessed until a later time.

Revised Washington D.C. Handbook

Motion: Trustee Schwieterman to approve the revisions
Seconded: Trustee Paulson
Public Comment: None

For: Fleury, Paulson, Schwieterman, Thurber, Melton

Opposed: None

Motion passed unanimously 5-0

Approval of Transportation Routes for 2022-23 School Year

Motion: Trustee Schwieterman to approve the routes for 2022-23

Seconded: Trustee Melton

Public Comment: None

For: Fleury, Paulson, Schwieterman, Thurber, Melton

Opposed: None

Motion passed unanimously 5-0

Hiring of Open Positions: Head Cook, Assistant Cook, Paraprofessional, Teacher & Athletic Director

Motion: Trustee Melton to approve the hire of Amber Mauriello as Assistant Cook, not to exceed 8 hours a day, effective August 10, 2022 to October 31, 2022

Seconded: Trustee Paulson

Public Comment: None

For: Fleury, Paulson, Schwieterman, Thurber, Melton

Opposed: None

Motion passed unanimously 5-0

Motion: Trustee Melton to approve the hire of Silvia Vega as Paraprofessional, not to exceed 8 hours a day, effective August 10, 2022 to June 30, 2022

Seconded: Trustee Schwieterman

Public Comment: None

For: Fleury, Paulson, Schwieterman, Thurber, Melton

Opposed: None

Motion passed unanimously 5-0

Motion: Trustee Schwieterman to approve the hire of Nichole Barnes as a 0.5 FTE Teacher, not to exceed 4 hours a day as a Paraprofessional, effective August 10, 2022 to June 30, 2023

Seconded: Trustee Melton

Public Comment: None

For: Fleury, Paulson, Schwieterman, Thurber, Melton

Opposed: None

Motion passed unanimously 5-0

Motion: Trustee Melton to approve the hire of Erica Clark as Athletic Director

Seconded: Trustee Paulson

Public Comment: None

For: Fleury, Paulson, Schwieterman, Thurber, Melton

Opposed: None

Motion passed unanimously 5-0

Discuss & Consider Out of District Attendance Agreement

Motion: Trustee Melton to approve ten (10) out of district attendance agreements

Seconded: Trustee Paulson

Public Comment: None

For: Fleury, Paulson, Schwieterman, Thurber, Melton

Opposed: None

Motion passed unanimously 5-0

ADJOURNMENT

Board Chair Julie Fleury recessed the meeting at 7:48 P.M.

Julie Fleury, Board Chair

Brittney Bateman, District Clerk



**8.10.2022 MINUTES
SPECIAL MEETING
BOARD OF TRUSTEES, GALLATIN GATEWAY SCHOOL DISTRICT #35**

CALL TO ORDER

The Board of Trustees of the Gallatin Gateway School District #35 met at 3:45 P.M. on August 10, 2022, in the Gallatin Gateway School Board Room and via Zoom. Board Chair Julie Fleury presided and called the meeting to order at 3:50 P.M.

TRUSTEES PRESENT

Julie Fleury, Board Chair; Carissa Paulson, Vice Chair; Aaron Schwieterman, Tim Melton
Zoom: Mary Thurber

TRUSTEES ABSENT

None

STAFF PRESENT

Brittney Bateman, District Clerk; Diane Belcourt, Business Manager, Erica Clark, Mike Coon, Ashley Davis
Zoom: Maddie Downs, Missy Schultz, Neal Krogstad, Jacki Yager, Ashley Senenfelder

OTHERS PRESENT

Brad Parsch, Jessica Black, Misti Richardson, Alison Ulrich
Zoom:

PRESIDING TRUSTEE'S EXPLANATION OF PROCEDURES

Board Chair Julie Fleury explained the public comment process to be followed for addressing the Board in accordance with Gallatin Gateway School policy. She noted: 1) that prior to a vote the public may comment on agenda items; 2) there will be time for public comment on non-agenda items; 3) public comment periods are not intended to be a question and answer session.

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

SUPERINTENDENT INTERVIEWS

Kelly Glass

The trustees interviewed Kelly Glass from 3:50 P.M. to 4:47 P.M.

Marcy Cobell

The interview with Marcy Cobell occurred from 4:55 P.M. to 5:19 P.M.

ADJOURNMENT

Board Chair Julie Fleury adjourned the meeting at 5:19 P.M.

Julie Fleury, Board Chair

Brittney Bateman, District Clerk



**9.1.2022 MINUTES
REGULAR MEETING CONTINUATION
BOARD OF TRUSTEES, GALLATIN GATEWAY SCHOOL DISTRICT #35**

CALL TO ORDER

The Board of Trustees of the Gallatin Gateway School District #35 met at 11:30 A.M. on September 1, 2022, in the Gallatin Gateway School Board Room and via Zoom. Board Chair Julie Fleury presided and called the meeting to order at 11:43 A.M.

TRUSTEES PRESENT

Julie Fleury, Board Chair; Carissa Paulson, Vice Chair; Aaron Schwieterman, Tim Melton
Zoom:

TRUSTEES ABSENT

Mary Thurber

STAFF PRESENT

Kelly Henderson, Superintendent; Brittney Bateman, District Clerk; Diane Belcourt, Business Manager
Zoom:

OTHERS PRESENT

Sharon Roe
Zoom:

PLEDGE OF ALLEGIANCE

The meeting attendees recited the *Pledge of Allegiance*

PRESIDING TRUSTEE'S EXPLANATION OF PROCEDURES

Board Chair Julie Fleury explained the public comment process to be followed for addressing the Board in accordance with Gallatin Gateway School policy. She noted: 1) that prior to a vote the public may comment on agenda items; 2) there will be time for public comment on non-agenda items; 3) public comment periods are not intended to be a question and answer session.

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

NEW BUSINESS

Discuss & Consider Superintendent Contract for 2022-23

Motion: Trustee Melton approved the date correction

Seconded: Trustee Schwieterman

Public Comment: None
For: Fleury, Paulson, Schwieterman, Melton
Opposed: None
Motion passed unanimously 4-0

Discuss & Consider Trustee's Financial Summary

Motion: Trustee Schwieterman to approve the trustee's financial summary
Seconded: Trustee Paulson
Public Comment: None
For: Fleury, Paulson, Schwieterman, Melton
Opposed: None
Motion passed unanimously 4-0

Discuss & Consider Budget for 2022-23 School Year

Motion: Trustee Schwieterman to approve the budget for 2022-23 school year
Seconded: Trustee Melton
Public Comment: None
For: Fleury, Paulson, Schwieterman, Melton
Opposed: None
Motion passed unanimously 4-0

Discuss & Consider Out of District Attendance Agreements

Motion: Trustee Schwieterman to approve one (1) out of district attendance agreement
Seconded: Trustee Paulson
Public Comment: None
For: Fleury, Paulson, Schwieterman, Melton
Opposed: None
Motion passed unanimously 4-0

ADJOURNMENT

Board Chair Julie Fleury adjourned the meeting at 12:16 P.M.

Julie Fleury, Board Chair

Brittney Bateman, District Clerk

* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Invoice #/Inv Date/Description	Amount	Line	Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj
3418	1606 3 BROTHERS PLUMBING & HEATING		465.93							
90 days past due										
1	3530 08/31/22 Plumbing Repairs		465.93*				101	100-2600	330	
3407	36 ALLEGRA		84.01							
1	397 08/26/22 Printing		84.01*				101	100-2300	330	
3409	43 ALSOCO-AMERICAN LINEN DIVISION		65.64							
1	042410 08/22/22 Linen Services		39.39				101	80 100-2600	610	
2	042410 08/22/22 Linen Services		3.28				110	80 100-2700	610	
3	042410 08/22/22 Linen Services		22.97				112	80 910-3100	610	
3384	E 1305 BMO MASTERCARD		181.87							
Ashley Davis PCard #7562										
1	CC-1015 06/03/22 8th Grade Graduation		6.99				101	625		
UNIVERSAL ATHLETIC BOZEMAN							CC Accounting: 101-	82-100-1000-610		
2	CC-1016 06/04/22 Uber (personal)		23.77				115	625		145
UBER (DC)							CC Accounting: 115-	80-100-1000-610-145		
3	CC-1017 06/04/22 Graduation Photos		34.56				101	625		
WALMART							CC Accounting: 101-	82-100-1000-610		
4	CC-1018 06/04/22 8th Grade Graduation		35.00				101	625		
TARGET							CC Accounting: 101-	82-100-1000-610		
5	CC-1019 06/06/22 8th Graduation		81.55				101	625		
MICHAELS CRAFT STORE							CC Accounting: 101-	82-100-1000-610		
3385	E 1305 BMO MASTERCARD		714.15							
Mike Coon PCard #3608										
1	Wireless airtime 2		359.28				22279	115 81 100-1000	610	145
AIRTAME.COM										
2	Wireless airtime 2		139.72				22279	115 82 100-1000	610	145
AIRTAME.COM										
3			18.00				22279	115 81 100-1000	610	145
AIRTAME.COM										
4			7.00				22279	115 82 100-1000	610	145
AIRTAME.COM										
5	CC-1020 06/21/22 Community Clean up day Suppli		190.15				101	625		
LOWE'S HOME CENTER							CC Accounting: 101-	80-100-2300-610		

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Invoice #/Inv Date/Description	Amount	Line	Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj
3386	E	1305 BMO MASTERCARD	TRANSPORTATION/BATEMAN PCARD#7639	907.07	*** Claim from another period (6/22) ***						
		JUNE 2022 PCARD SHARED									
1		CC-1021 06/09/22 Fuel for Bus		278.46				110 625			
		EXXON Butte 8 #1125						CC Accounting: 110- 80-100-2700-624			
2		CC-1022 06/09/22 Diesel Exhaust Additive		58.47				101 625			
		NAPA AUTO PARTS						CC Accounting: 101- 80-100-2600-610			
3		CC-1023 06/12/22 BATEMAN/MASBO CONFERENCE FOOD		14.50				101 625			
		MACKENZIE RIVER PIZZA COMPANY						CC Accounting: 101- 80-100-2500-582			
4		CC-1024 06/13/22 BATEMAN FOOD/MASBO CONFERENCE		17.75				101 625			
		MACKENZIE RIVER PIZZA COMPANY						CC Accounting: 101- 80-100-2500-582			
5		CC-1025 06/15/22 BATEMAN FOOD/MASBO CONFERENCE		14.49				101 625			
		MONTANA CLUB						CC Accounting: 101- 80-100-2500-582			
6		CC-1026 06/16/22 BATEMAN HOTEL/MASBO CONF		418.72				101 625			
		COPPER KING MANSION						CC Accounting: 101- 80-100-2500-582			
7		CC-1027 06/17/22 BATEMAN HOTEL/MASBO CONF		104.68				101 625			
		COPPER KING HOTEL & CONVENTION						CC Accounting: 101- 80-100-2500-582			
3387	E	1305 BMO MASTERCARD		157.80	*** Claim from another period (6/22) ***						
		Business office / Clerk									
1		CC-1028 06/27/22 Lunch Leadership meeting		82.80				101 625			
		ON THE FLY- TACO JET						CC Accounting: 101- 80-100-2300-610			
2		CC-1029 06/30/22 TFS/Budget Masbo webinar		75.00				101 625			
		MASBO						CC Accounting: 101- 80-100-2500-582			
3388	E	1305 BMO MASTERCARD		173.11	*** Claim from another period (6/22) ***						
		Food Service PCard#8347									
1		CC-1030 06/02/22 food		61.40				112 625			
		ALBERTSONS						CC Accounting: 112- 81-910-3100-630			
2		CC-1030 06/02/22 food		19.39				112 625			
		ALBERTSONS						CC Accounting: 112- 82-910-3100-630			
3		CC-1031 06/08/22 Food		70.16				112 625			
		ALBERTSONS						CC Accounting: 112- 81-910-3100-630			
4		CC-1031 06/08/22 Food		22.16				112 625			
		ALBERTSONS						CC Accounting: 112- 82-910-3100-630			

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Invoice #/Inv Date/Description	Amount	Line	Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj
3389	E	1305 BMO MASTERCARD	*** Claim from another period (6/22) ****								
GGs Teachers	P	Card#7647		251.53							
SMITH'S			CC-1033 06/07/22 Teacher appreciation		149.48			101	625		
								CC Accounting:	101- 81-100-1000-610		
SMITH'S			CC-1033 06/07/22 Teacher appreciation		58.13			101	625		
								CC Accounting:	101- 82-100-1000-610		
Hobby Lobby			CC-1032 06/07/22 teacher appreciation		31.62			101	625		
								CC Accounting:	101- 81-100-1000-610		
Hobby Lobby			CC-1032 06/07/22 teacher appreciation		12.30			101	625		
								CC Accounting:	101- 82-100-1000-610		
3390	E	1305 BMO MASTERCARD	*** Claim from another period (6/22) ****								
Belcourt used (Alixia Davis)	P	Card#8175		241.61							
MONTANA CLUB			CC-1043 06/14/22 Belcourt Food Masbo conferenc		18.49			101	625		
								CC Accounting:	101- 80-100-2500-582		
STAPLES CREDIT PLAN			CC-1044 06/15/22 Mobile Printer Business Manag		187.47			101	625		
								CC Accounting:	101- 80-100-2500-610		
Royces Hamburger Butte			CC-1045 06/17/22 Belcourt Food/Masbo conf		15.70			101	625		
								CC Accounting:	101- 80-100-2500-582		
Rib & Chop House			CC-1042 06/13/22 Belcourt Food Masbo conf		19.95			101	625		
								CC Accounting:	101- 80-100-2500-582		
3391	E	1305 BMO MASTERCARD	*** Claim from another period (6/22) ****								
Clark PCard#5958				1,767.80							
TOWN & COUNTRY WAREHOUSE GROCERY			CC-1034 06/03/22 Student appreciation		23.36			101	625		
								CC Accounting:	101- 81-100-1000-610		
TOWN & COUNTRY WAREHOUSE GROCERY			CC-1034 06/03/22 Student appreciation		9.09			101	625		
								CC Accounting:	101- 82-100-1000-610		
AMAZON.COM			CC-1035 06/04/22 Teacher Purchase		27.98			101	625		
								CC Accounting:	101- 81-100-1000-610		
AMAZON.COM			CC-1035 06/04/22 Teacher Purchase		10.88			101	625		
								CC Accounting:	101- 82-100-1000-610		
WALMART			CC-1036 06/07/22 Student Award gift certificat		140.40			101	625		
								CC Accounting:	101- 81-100-1000-610		
WALMART			CC-1036 06/07/22 Student Award gift certificat		54.60			101	625		
								CC Accounting:	101- 82-100-1000-610		
WALMART			CC-1037 06/07/22 Student Award Gift Certificat		118.80			101	625		
								CC Accounting:	101- 81-100-1000-610		
WALMART			CC-1037 06/07/22 Student Award Gift Certificat		46.20			101	625		
								CC Accounting:	101- 82-100-1000-610		
ZOOM VIDEO COMMUNICATIONS INC.			CC-1038 06/13/22 Monthly bill		16.44			101	621		
								CC Accounting:	101- 80-100-2300-535		

* ... Over spent expenditure

Claim Warrant		Vendor #/Name		Amount				
Line #		Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj	Proj
11	COPPER KING HOTEL & CONVENTION	CC-1039 06/16/22 Belcourt Hotel/MASBO	418.72		101	625		
12	COPPER KING HOTEL & CONVENTION	CC-1040 06/17/22 Belcourt Hotel/MASBO	104.68		101	625		
13	MONTANA OPTICOM	CC-1041 07/01/22 Monthly Internet Service	398.32		101	621		
14	MONTANA OPTICOM	CC-1041 07/01/22 Monthly Internet Service	119.50		110	621		
15	MONTANA OPTICOM	CC-1041 07/01/22 Monthly Internet Service	119.50		117	621		
16	MONTANA OPTICOM	CC-1041 07/01/22 Monthly Internet Service	159.33		128	621		
3420	E 1305 BMO MASTERCARD	07/13/22 Renaissance Learning	10,873.20		101	100-1000	680	
3423	E 1305 BMO MASTERCARD	618803 07/01/22 Junior Library Guild	1,697.50		101	100-1000	320	
3402	153 BOZEMAN DAILY CHRONICLE	072231059 07/31/22 Balance Due	139.00		101	100-2212	810	
3401	168 BOZEMAN TROPHY & ENGRAVING	07/12/22 Balance Forward 31-60 Days Ove	197.00		101	100-2212	810	
		07/12/22 Balance Forward 61-90 Days	95.00*	22328	101	100-2212	810	
3425	1328 BRIDGER ANALYTICAL LAB, INC	2208226 08/10/22 Lead and Copper Tests	250.00		101	80 100-2600	421	
		2208226 08/10/22 Lead and Copper Tests	5.00		117	80 610-2600	421	
3428	1902 Butler Industries	30720 08/11/22 July service	10,917.19		101	100-2600	330	
		30915 09/16/22 Aug service	9,321.19*		101	100-2600	330	
3414	1424 CATAPULTK12	1045996 07/01/22 Connection Fee	1,068.00		101	190-2670	780	

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Invoice #/Inv Date/Description	Amount	PO #	Fund	Org	Acct/Source/ Prog-Func	Obj	Proj
Line #				Line Amount						
3405	1	311 DAN ASTHEIMER 08/30/22 Piano Tuning		140.00		101		100-2312	330	
3406	1	1499 GALE 77999739 06/19/22 Subscription - Hetherington		1,195.51		101		100-2225	330	
	2	78234848 07/29/22 Library Services		1,145.51*		101		100-2225	330	
3432	1	471 GRANITE TECHNOLOGY SOLUTIONS INC 12604 09/15/22 Hosted Voice Services		900.00		101		100-2600	531	
3411	1	1816 INFINITE CAMPUS Annual0389 07/01/22 License, Support, and Regi		2,776.80		101		100-2300	320	
3393	1	577 KELLEY CONNECT 09/14/22 COPIER- OFFICE		30.23		101		100-2300	550	
3426	1	577 KELLEY CONNECT IN1128624 09/07/22 Postage		42.54		101	80	100-2300	532	
3419	1	1838 MONTANA LANGUAGE SERVICES GGS00001Ma 06/17/22 Onsite Interpreter Service		63.42		101		100-2800	330	
3403	1	806 MTSBA - MONTANA SCHOOL BOARD 0011175 07/31/22 Legal Services		678.00		101		100-2312	330	
3422	1	806 MTSBA - MONTANA SCHOOL BOARD 10956 07/26/22 Steve Hammel Virtual Training		237.50		101		100-2490	320	
3434	1	806 MTSBA - MONTANA SCHOOL BOARD 0011437 08/31/22 Legal Services		360.00		101		100-2572	320	
3433	1	856 NORTHWESTERN ENERGY 09/06/22 Utilities - Electric Service		1,186.49		101		100-2600	412	
	2	09/06/22 Utilities - Unmetered Service		64.52*		101		100-2600	412	
	3	09/06/22 Utilities - Natural Gas		79.71*		101		100-2600	411	
	4	09/06/22 State and Local Taxes		177.60*		101		100-2600	412	

* ... Over spent expenditure

Claim	Warrant	Vendor #/Name	Amount						
Line #		Invoice #/Inv Date/Description	Line	Amount	PO #	Fund	Org	Acct/Source/ Prog-Func	Obj Proj
3404	1	901 PERSONALIZE IT 86068 06/27/22 Engraving	51.75	51.75*		101		100-2312	330
3431	1	903 PETERS, MICHAEL L. 0810221 09/12/22 Parking lot striping	1,600.00	1,600.00*		101		100-2600	330
3410	1	1110 SYSCO FOOD SERVICES OF MT 343968717 08/26/22 Perishable Foods	392.49	392.49		112	80	910-3100	630
3427	1	1901 The Grounds Guys of Bozeman 10132 06/06/22 June service	2,340.15	570.66*		101		100-2600	330
	2	10757 07/01/22 July service		570.66*		101		100-2600	330
	3	10757 08/08/22 July late fee		23.05*		101		100-2600	330
	4	10490 08/01/22 Aug		570.66*		101		100-2600	330
	5	10132 09/08/22 Aug late fee		11.41*		101		100-2600	330
	6	10611 09/01/22 Sept service		570.66*		101		100-2600	330
	7	10132 06/06/22 Late fees		23.05*		101		100-2600	330
3424	1	666 THOMAS, LORRIE 08/28/22 September Barcteriology	100.00	98.00		101	80	100-2600	421
	2	08/28/22 September Barcteriology		2.00		117	80	610-2600	421
3408	1	1506 THREE SEASONS, INC 1964 08/09/22 Parking Lot Sweeping Service	650.00	487.50		101	80	100-2630	432
	2	1964 08/09/22 Parking Lot Sweeping Service		162.50		110	80	100-2630	432
3413	1	1243 WESTERN SPORT FLOORS LLC 1063 08/17/22 Gym Floor Refinishing	4,675.00	4,675.00*		161		364-2600	440 613

of Claims 36 Total: 47,572.29 # of Vendors 23

Total Electronic Claims 16,965.64

Total Non-Electronic Claims 30,606.65

Superintendent's Report

September 21, 2022

The last several weeks has been a whirlwind of meetings, learning about the district, and getting settled in.



GGSD Happenings

- We will be having the Montana Mindfulness Project for our 3-5 grade students. We are in the process of making the arrangements for the teachers to work with our students. We did a small exercise during a staff meeting, and I was genuinely surprised at how much the techniques helped to center and focus us for the work we do.
- There is some excitement surrounding our adult education classes that will be starting soon. Classes like fly tying and casting, terrariums, cooking, ladies of leisure, holiday bootcamp, financial workshops, and QuickBooks classes are just a few of the great offerings.
- Saturday, September 24th (8:00-8:30am) is the 8th Annual 5K and Fun Run.
- Friday, September 23rd is the middle school Aerial Adventures field trip to West Yellowstone.
- School pictures are October 3rd.

Strategic Goals

Individual Student Success

- We held our first planning meeting for Growing Gators. Using our data, we are grouping children for intervention and remediation. It is so exciting to see the staff so engaged in the improvement of our student's learning.
- The Later Gator's program with the YMCA has approximately 10 children after school.
- We've held two brainstorming sessions on how to help our children who are struggling socially, emotionally, and academically. I am so impressed by the dedication and caring this staff shows our children.
- Over the next couple of months, we'll be discussing as a staff the development of the Multi-Tiered System of Support that encompasses both academics and behavior.

Staff and Volunteers

- We have had volunteers in to assist with food service both in the mornings and at lunch time. It is so exciting to see the volunteers come in to help. I am so appreciative of the time so many have given to our school.

Facilities

- I'll be meeting with the staff to discuss the projects outlined from last year for the building levy projects. I'd like to get their feedback on the priority of projects as well as any other thoughts about needed improvements. Once this is complete, I'd like the opportunity to share this information for feedback from the community and Board. While many projects may have to wait until summer 2023, I'd like to determine the priorities and timelines for completion of projects.

Leadership Communication Collaboration

- Weekly Governing Board updates.
- Monthly news going to everyone after each Governing Board meeting.

Safety

- The monthly water testing took place last week. The water in the closed fountains and faucets are still registering with lead in the water. The open and working fountains and faucets show no signs of water contamination.
- The safety committee will be meeting in the next couple of weeks.



DISTRICT CLERK REPORT

BOARD TRAININGS - MTSBA

- **MCEL - In Person & Virtual**

The Montana Conference of Education Leadership is the largest annual conference for education leaders in the state, routinely drawing over 700 people focused on the role of leadership in Montana's Public Schools and providing unique opportunities for networking and collaborating to elected trustees, school administrators, school business officials and others.

- 10.19.2022 - 10.21.2022
- Missoula, MT.
- In Person \$275 - \$325
- Virtual \$1,500 per District



CLERK REPORT

- Minutes
- Adult Education Classes
- Fill in at office 11:15-1:30
- Working with Sharon Roe to pay invoices, payroll, liabilities

FOOD SERVICE

- Amber working out great
- Hot meals M, W & F
- Numbers improving
- Volunteers helping out a lot!

FACILITIES & GROUNDS

- Mowing Service
 - The Grounds Guys
- Custodial/ Floor Stripping
 - Butler Industries
- Chain Link Fence Repaired
 - Eagle Fence



FOOD SERVICE SUMMARY

2022-2023

DAILY AVERAGES

SERVING	STUDENTS	% OF ELIGIBLE STUDENTS	ADULTS	COST/MEAL
BREAKFAST	23.25	16.26%	0	\$1.54
LUNCH	46.64	32.61%	4.22	\$2.33
K-2 SNACK	40.80	85.00%	N/A	\$0.32

ENROLLMENT DATA:

TOTAL STUDENTS	143
K-2 STUDENTS (SNACKS)	48

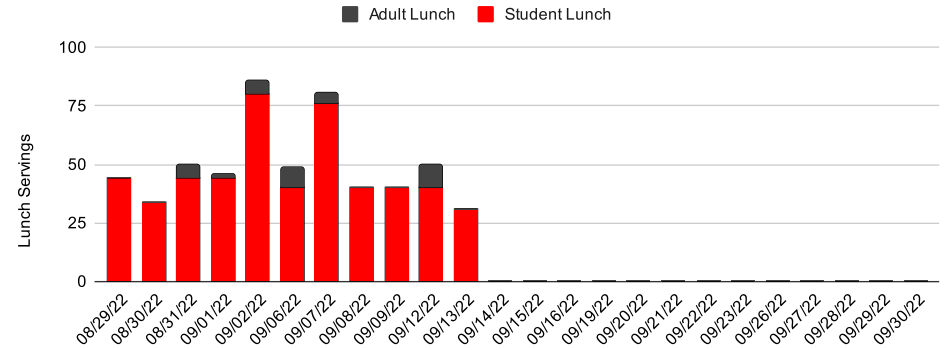
STUDENT MEAL PRICES

BREAKFAST	\$2.00
LUNCH	\$3.50
K-2 SNACKS	\$50.00 PER YEAR

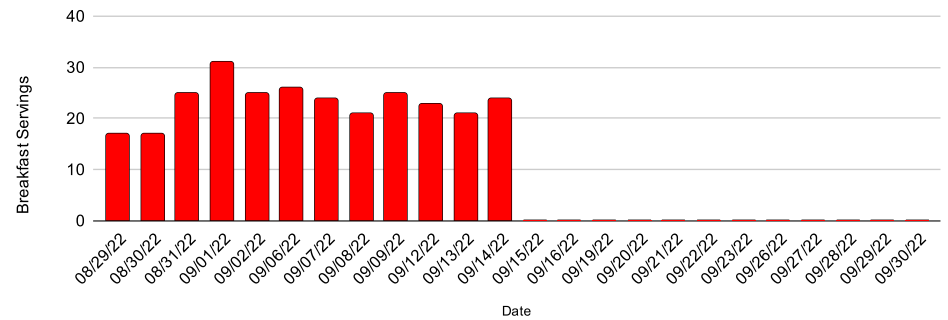
ADULT MEAL PRICES

BREAKFAST	\$2.75
LUNCH	\$4.25

August-September Lunch Counts



August-September Breakfast Counts



DISCUSSION ITEM

Food Service

Presented by: Brittney Bateman, District Clerk

Background:

Amber Mauriello is working in the kitchen on average 15-20 hours a week. She plans the menu, does the ordering and grocery shopping. She also preps the sandwich days and the hot meal days. The overall plan for right now is Monday, Wednesday and Fridays being a hot lunch meals and Tuesday and Thursdays being cold lunch meals. It is our goal to have a hot meal option everyday in the near future.

Volunteers have been a great help in the kitchen this year! Nancy Topel (Grandma) has volunteered everyday to ensure that breakfast is covered and lunch is prepped. Some days she stays to serve lunch, as well. Amber is very good about ensuring that serving will be covered everyday by either utilizing volunteers or paraprofessionals.

We are averaging very well on our meal prices. The first day was in the red for per meal prices (\$4.22) because of administrative work and prep that goes along with the first day of school and ensuring it ran smoothly. Our average cost per meal for breakfast is \$1.53 with \$2.40 being our average for lunch.

We are taking it day by day and plan accordingly if something needs to be altered. So far, I am very impressed with the food service program and the things we have been able to accomplish thus far. The food service summary is attached for your review.

DISCUSSION ITEM

Policy Review Process

Presented by: Julie Fleury, Governing Board Chair

Background: Determine the process for policy review by the Governing Board.

DISCUSSION ITEM

Special Board Meeting

Presented by: Julie Fleury, Governing Board Chair

Background: The purpose of this special meeting is to establish expectations and goals in collaboration with the superintendent for the 2022-2023 school year. Possible items for discussion include priorities of the strategic plan, outlined expectations for the superintendent, establishment of goals for the school district, facility walk through (inside and outside).

ACTION ITEM

Salary for Business Manager

Presented by: Kelly Henderson, Superintendent

Background: Gallatin Gateway School District currently pays the Business Manager \$20 per hour. The current rate of pay for Business Managers ranges from \$25-\$30 per hour. We have had significant turnover in this department over the past 12 months causing issues in reconciliation and summarization of the district's financial reporting.

Rationale: The Business Manager is an integral member of the school district's administration. The work flow varies depending upon the required reporting. The flexibility of a salary provides us with a means to properly budget this position throughout the school year as well as ensuring the work gets completed.

Recommendation: Administration recommends the approval of the change to a salary of \$32,000 plus benefits for the business manager.

ACTION ITEM

Hiring Recommendation: Kitchen Manager

Presented by: Brittney Bateman, District Clerk

Background:

After losing our kitchen manager over the summer, the food service program has been running with a part time employee, paraprofessionals and volunteers. Amber Mauriello wanted to help the district with food service when she returned to the Gallatin Valley after living away.

Rationale:

Mrs. Mauriello has been doing an amazing job ensuring the students eat healthy, balanced meals everyday. On Tuesdays and Thursdays she ensures everything will be prepped, so breakfast and lunch can be served. She plans menus based on what we have and what we get in commodities. When we do need to grocery shop, she finds the best prices possible and does the shopping herself. The administrative work she has done on the menu planning and spreadsheets is above and beyond. She loves working with the kids everyday. Mrs. Mauriello communicates and leads the kitchen staff and volunteers very well. Our per meal numbers align with our goal to have a food service program run in the black.

Recommendation:

To hire Amber Mauriello as the Kitchen Manager effective September 26, 2022 to June 30, 2023 at the salary rate of \$30,000 with \$586.00 towards MUST health insurance OR \$212.50 towards flex benefits.

ACTION ITEM

Hiring Recommendation: Girls Head Basketball Coach

Presented by: Brittney Bateman, District Clerk

Background: At a previous board meeting, Levi Clark was approved to be the girls assistant basketball coach. The approved girls basketball head coach Sarah Kortum had to decline the position.

Rationale: Levi would move from assistant coach to the head coach position.

Recommendation: Administration recommends hiring Levi Clark as girls head basketball coach for the 2022-23 season.

ACTION ITEM

Hiring Recommendation: Business Manager

Presented by: Kelly Henderson, Superintendent

Background: Donna Avilez has school finance experience with Belgrade School District as the Finance Manager for 4 years. Mrs. Avilez has additional experience in personal business finance. Mrs. Avilez is very familiar with school finance and will be an exceptional asset to our school district.

Rationale: The Business Manager's position was deemed part-time (20 hours per week) during the 2021-2022 school year. This position will continue to be part-time.

Recommendation: Administration recommends the hiring of Donna Avilez for the 2022-2023 as the Business Manager for GGSD.

ACTION ITEM

Appointments to District Roles & Responsibilities

Presented by: Kelly Henderson, Superintendent

Background: Yearly, the Governing Board must appoint district personnel to meet federal and local obligations.

Recommendation: Administration recommends the approval of the following appointments:

Title X (Family Planning/Health)	Counselor
Title IX (Discrimination)	Counselor
Title VI (Civil Rights)	Counselor
Gallatin-Madison Cooperative:	Superintendent
County Transportation:	District Clerk

ACTION ITEM

Trustee Committee Appointments

Presented by: Julie Fleury, Governing Board Chair

Background: The Governing Board appoints members to committees. The committees needing representation are Facilities, PDAC, Safety, Whole Child.

Recommendation: Administration recommends the approval of the following members to GGSD committees:

Facilities:

PDAC:

Safety:

Whole Child:

ACTION ITEM

Policy 2335: Health Enhancement

Presented by: Kelly Henderson, Superintendent

Background: Policy 2335, Health Enhancement, is a required policy to support compliance of Section 20-7-120, MCA providing parents and guardians with options in reviewing instructional materials related to human sexuality and opt out of instruction or events on human sexuality.

Rationale: This required policy provides districts with guidelines on notification of parents and guardians 48 hours in advance of any event, assembly, or introduction of materials for instructional use on the topic of human sexuality. Parents and guardians may review the instructional materials and have the right to excuse their children from human sexuality education or instruction. This notification takes place annually.

Recommendation: Administration recommends approval of the required policy 2335 to support compliance with MCA Section 20-7-120.

INSTRUCTION

2335

Health Enhancement

Health, family life, and sex education, including information about parts of the body, reproduction, and related topics, will be included in the instructional program as appropriate to grade level and course of study. An instructional approach will be developed after consultation with parents and other community representatives. Parents and guardians may ask to review materials to be used and may request that their child be excluded from human sexuality education or instruction class sessions without prejudice in accordance with Policy 3120. The District will notify parents and guardians 48 hours prior to any event, assembly, or introduction of materials for instructional use on the topic of human sexuality. Notification of parent or guardian rights under this policy will be issued on an annual basis.

For purposes of this Policy, "human sexuality education or instruction" means teaching or otherwise providing information about human sexuality, including intimate relationships, human sexual anatomy, sexual reproduction, sexually transmitted infections, sexual acts, sexual orientation, gender identity, abstinence, contraception, or reproductive rights and responsibilities.

AIDS Education and Prevention

The Board believes HIV/AIDS and other STD/STI instruction is most effective when integrated into a comprehensive health education program. Instruction must be appropriate to grade level and development of students and must occur in a systematic manner. The Board particularly desires that students receive proper education about HIV and other STD/STI's, before they reach the age when they may adopt behaviors which put them at risk of contracting the disease.

In order for education about HIV and other STD/STI's to be most effective, the Superintendent will require that faculty members who present this instruction receive continuing in-service training which includes appropriate teaching strategies and techniques. Other staff members not involved in direct instruction, but who have contact with students, will receive basic information about HIV/AIDS and other STD/STI's and instruction in use of universal precautions when dealing with body fluids. In accordance with Board policy, parents will have an opportunity to review the HIV/STD/STI education program, before it is presented to students.

<u>Cross Reference:</u>	<u>Policy 3120 – Compulsory Attendance</u>
	<u>Policy 2332 – Student and Family Privacy Rights</u>
	<u>Policy 2158 – Family Engagement</u>

Legal Reference:	§§ 50-16-1001, et seq., MCA	AIDS Education and Prevention (AIDS Prevention Act)
	§ 20-7-120, MCA	<u>Excused Absences from Curriculum Requirements</u>

Policy History:

Adopted on:

Reviewed on:

Revised on:

ACTION ITEM

Check Signer Revision

Presented by: Brittney Bateman, District Clerk

Background: The Board has to approve a list of check signers for the bank accounts.

Rationale: District administration and board members should be signers to ensure bills are paid correctly and timely to reduce late fees.

Recommendation: To approve the listed names as check signers for Gallatin Gateway School: Kelly Henderson, Brittney Bateman, Donna Avilez, Julie Fleury, Carissa Paulson, Aaron Schwieterman, Mary Thurber and Tim Melton.



GALLATIN GATEWAY SCHOOL
PO BOX 265, GALLATIN GATEWAY, MT 59730

Approved Check Signers
9.21.2022

Kelly Henderson

Brittney Bateman

Donna Avilez

Julie Fleury

Carissa Paulson

Aaron Schwieterman

Mary Thurber

Tim Melton

ACTION ITEM

Teacher Compensation MOA for Staffing Shortage

Presented by: Kelly Henderson, Superintendent

Background: We are currently experiencing a significant lack of substitute support for staff out of the building due to illness, appointments, or other absences. Last school year, the Governing Board agreed to a MOA with MFPE to compensate teachers. This agreement was not renewed for this school year.

Rationale: This past week, teachers covered the classrooms of teachers out with COVID. With the MOA removed from last school year, teachers were not compensated for their time from their preps or duty-free lunch. It is understood that an abuse of the MOA may have taken place. Mr. Coon and I have worked to establish an accountability system to ensure fairness in implementing compensation for additional work times due to teacher shortages. The accountability process is outlined in the MOA.

Process

1. Expectations will be explained and documented regarding the process of requesting the use of prep periods or duty free lunch.
2. Approval must be obtained **prior** to working during a prep period or duty free lunch from the Superintendent. This will adhere to the procedures employees follow when requesting overtime.
3. To receive compensation, teachers will submit documentation of additional work duties during prep or duty free lunch periods. This will be returned to Mrs. Clark by the end of the week.
4. Mrs. Clark will document assignments with completed compensation requests.

Recommendation: Administration recommends approval of the process and procedures to compensate teachers for missed duty free lunch and preparation periods for the 2022-2023 school year to include compensation for staff from the beginning of the school year.

ACTION ITEM

Staff Handbook Revisions

Presented by: Kelly Henderson, Superintendent

Background: The staff handbook was updated and submitted to the GGSD Trustees for review and approval June 30, 2022.

Rationale: Additional suggestions for improvements, prevented the handbook from being approved. Subsequent revisions have been made per suggestions. The one change noted was building hours of operation.

Recommendation: Administration recommends the approval of the Staff Handbook for the 2022-2023 school year.

Gallatin Gateway School



Personnel Handbook 2022-2023

The Core Purpose of Gallatin Gateway School:

The Core Purpose of Gallatin Gateway School is to embrace an engaging learning culture in a safe, nurturing environment where each student thrives now and into the future.

Updated: June 30, 2022

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The material covered within this *Personnel Handbook* is intended as a method of communicating to employees regarding general District information, rules, and procedures and is not intended to either enlarge or diminish any Board policy, administrative procedure, or collective bargaining agreement. Material contained herein may, therefore, be superseded by such Board policy, administrative procedure, collective bargaining agreement, or changes in state or federal law.

Any information contained in this *Personnel Handbook* is subject to unilateral revision or elimination, from time to time, without notice, consultation, or publication, except as may be required by contractual agreements or law.

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

Please direct any questions to the Superintendent.

District Information

Equal Opportunity Employer

The Board is an Equal Opportunity Employer. The District does not discriminate on the basis of age, color, disability, race, national origin, religion, sex or veteran status, as required by law. Reasonable accommodation for individuals with disabilities will be made as required by law. 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 considered as a bona fide occupational qualification, provided such consideration is consistent with governing law.

The following individuals have been designated to coordinate compliance with these legal requirements, including age discrimination, Section 504 of the Rehabilitation Act of 1973, Title II/ADA, Title VI, Title VII, Title IX, Title X, and other civil rights, or discrimination issues and may be contacted at the Gallatin Gateway School office for additional information and/or compliance issues.

Age Discrimination Coordinator- Superintendent

Section 504 Coordinator- Superintendent

Section 504 Case Manager- School Counselor

Title II-ADA Coordinator- Superintendent

Title VI Coordinator- School Counselor

Title VII Coordinator- School Counselor

Title IX Coordinator- School Counselor

Title X- School Homeless Liaison- School Counselor

Strategic Plan

The Gallatin Gateway Strategic Plan includes the vision, mission, philosophy, core values, goals, implementation strategies, and timeline for the future. In order to determine the future direction of Gallatin Gateway School District, an investigation, through community surveys, was held in 2018 to understand the position and possible avenues the District might pursue for courses of action. The outcomes developed in the process include:

The Core Purpose of Gallatin Gateway School

The Core Purpose of Gallatin Gateway School is to embrace an engaging learning culture in a safe, nurturing environment where each student thrives now and into the future.

Core Values of the Gallatin Gateway School

- **Individualized Success** – We value a commitment of success from each board member, each staff member and each student. The dedication and enthusiasm of each board member and each staff member together with our nurturing, inspiring environment is critical to each student's individual success.
- **Student-Centered** – The focus of all decisions is based first and foremost on the best interests of each and every student. We value the individual attributes of each student and a school environment that promotes positive, individual opportunities for each student.
- **Sense of Community** – We believe that engagement with and respect for our community is vital to our success.
- **Accountability** – We believe that holding ourselves accountable for our successes and our challenges is essential to reaching our envisioned future.
- **Culture of Collaboration and Support** – We believe that fostering a culture in which our staff are and feel valued and supported in their roles and a culture where collaboration is embraced and honored is vital to our success.

Motto

"Educating the Future"

Philosophy

The Trustees of School District #35 are guided by the conviction that every student has the right to the best education this community can provide. Responsibility for this rests with all citizens, parents, school staff, and students, with the ultimate responsibility for direction and decision-making being assumed by the Board of Trustees.

The Board will exert leadership in creating, maintaining, and improving the school for the children's educational needs. The focal point of concern in our school system is the student. Organization, staffing, programming, teaching, and funding will all be developed to enhance positive opportunities for students to learn and develop personally, academically, and socially.

Associations

The Gallatin Gateway Education Association, MFPE is the bargaining unit for certified staff. An electronic version of the 2022-2024 Master Agreement is available on the District Website.

Board Meetings

The Constitution of the State of Montana delegates to the Board responsibility for the conduct and governance of the District school.

Unless otherwise specified, all meetings will be held in the Gallatin Gateway School board room. Regular meetings shall be held at 6:00 pm on the third Wednesday of each month.

District Calendar

Subject to 20-1-301 and 20-1-308 MCA and the District's collective bargaining agreement, the Board sets the number of days in a school term, the length of the school day, and the number of school days in a school week.

District Calendar Guidelines/Procedures

The development of the District calendar will be guided by the following procedure:

1. The calendar will include a minimum of three days per week.
2. The calendar will include the following holidays: Labor Day, Thanksgiving Day, Christmas Day, and the state or national election days when the school building is used for a polling place and the conduct of school would interfere with the election process at the polling place.
3. The calendar will include 10 Pupil Instruction Related (PIR) Days.
4. The calendar will include one week for spring break; the same week as Bozeman Public Schools.

Building Hours and Usage

When using the building for class preparation, it is an employee's responsibility to see that the building is properly secured and lights turned out upon departure. All outside doors must be checked to be sure they have closed securely. Pull on the doors to be sure they have closed tightly.

The building hours are Monday-Thursday from 7:50am to 3:50pm and Fridays 7:50am-3:20pm during the school year. During the summer and other times when school is not in session, the building is closed.

School facilities are available to the community for educational, civic, cultural, and other non-commercial uses consistent with the public interest, when such use does not interfere with school programs or school-sponsored activities. Use during the summer may require extra fees. Use of school facilities for school purposes has precedence over all other uses. Persons on school premises must abide by the District's rules of conduct at all times.

Student and school-related organizations shall be granted the use of school facilities at no cost if the schedule has openings. Other organizations granted the use of the facility shall pay fees and costs. Contact the Superintendent or athletic director for more information.

Employment-Related Information

Except where expressly provided to the contrary, personnel policies apply uniformly to the employed staff of the District. However, where there is a conflict between the terms of a collective bargaining agreement and the District's

policy, the collective bargaining agreement shall prevail for the certified staff. When a matter is not specifically provided for in an applicable collective bargaining agreement, the policies of the Board shall govern.

Certified Contracts and Compensation

Each certificated employee will be employed under a written contract, initiated at time of hire, subject to the terms and conditions of the collective bargaining agreement 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.

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 the collective bargaining agreement.

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

Certified Assignments, Reassignments, and Transfers

All teachers shall be given notice of their teaching assignments relative to grade level, building, and subject area before the beginning of the school year. Provisions governing vacancies, promotions, and voluntary or involuntary transfers may be found in the collective bargaining agreement.

Certification

The Gallatin Gateway School District shall require that its contracted certified staff hold a valid Montana Teacher or 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. Each contracted teacher and administrator shall bring their current, valid certificate to the Superintendent at the time of initial employment as well as at the time of each renewal of certification.

Classified Employment and Assignment

Each classified employee hired shall be employed under a written contract, initiated at time of hire, of a specified term within the meaning of 39-2-912, MCA. Such employees shall have no expectation of continued employment from year-to-year, and contracts of employment may be renewed or non-renewed each year at the District's sole option. The Board shall determine the salary and wages for classified personnel.

Teachers' aides/Para educators, as defined in the appropriate classified job descriptions, are under the supervision of the Superintendent or teacher to whom the Superintendent may have delegated responsibility for close direction or mentoring. The nature of the work accomplished by Para educators will encompass a variety of tasks that may be inclusive of "limited instructional duties." The District reserves the right to change classified employment conditions affecting the employee's duties, assignment, or supervisor.

Aides/Para educators are employed by the District for a variety of duties. A Para educator is an extension of the teacher who legally has the direct control and supervision of the classroom or playground and responsibility for the control and welfare of the students.

In compliance with applicable legal requirements, the Board shall require all Para educators with instructional duties that are newly hired in a Title I school-wide program, to have:

1. completed at least two (2) years of study at an institution of higher education
2. obtained an Associate's or higher degree; or
3. met a rigorous standard of quality, and can demonstrate through a formal state or local academic assessment the knowledge of and ability to assist in the instruction of reading, writing, or mathematics or the instruction of readiness of these subjects.

Pre-employment Physical Screenings

New employees hired into the positions with custodial, kitchen, and/or maintenance duties will complete a pre-employment physical screening in accordance with the MSGIA P.E.P program. Employment offers to new employees will be contingent upon passing the pre-employment physical screening. The same procedure to hire regular employees performing the duties in the maintenance, custodial, and/or food service departments should be utilized for individuals who would like to be placed on the substitute lists for these positions within the District.

Job Responsibilities

All employees receive a copy of their job description and responsibilities for review, and must initial, with each contract issuance. Superintendent may assign other duties as needed. Employees should ask the Superintendent if they have questions regarding their assigned duties and/or responsibilities. For additional information, please refer to Board policy.

Criminal Records Check/Fingerprinting

Any finalist recommended for a hired or volunteer position with the District, involving regular unsupervised access to students in schools, as determined by the Superintendent, shall submit to a fingerprint criminal background investigation, at the volunteer/employee's expense, conducted by the Gallatin County Superintendent of Schools. Employment offers will be contingent upon successful completion of a criminal fingerprint/background check.

The following applicants for employment, as a condition for employment, shall be required, as a condition of any offer of employment, to authorize, in writing, a name-based and fingerprint criminal background investigation to determine if he or she has been convicted of certain criminal offenses:

- a certified teacher seeking full- or part-time employment within the District;
- an educational support employee seeking full- or part-time employment within the District;
- an employee of a person or firm holding a contract with the District, if the employee is assigned to the District;
- a volunteer assigned within the District who has regular unsupervised access to students;
- a volunteer attending an overnight field trip.

Any requirement of an applicant to submit to a criminal fingerprint/background check shall follow the Volunteers for Children Act of 1998 and applicable federal regulations.

Drug-Free Workplace

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

1. 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.
2. Distribution, consumption, use, possession, or being under the influence of alcohol while on District premises or while performing work for the District.

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; and
- 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.

Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers

Gallatin Gateway School shall adhere to federal law and regulations requiring a drug and alcohol testing program for school bus and commercial vehicle drivers.

This program shall comply with the requirements of the Code of Federal Regulations, Title 49, §§ 382, et seq. The Superintendent shall adopt and enact procedures consistent with the federal regulations, defining the circumstances and procedures for the testing.

Tobacco-Free Policy

The District maintains tobacco-free buildings and grounds, as required by Montana law. Tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco or any other tobacco or nicotine innovation.

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

"Public school building or public-school property" means:

- Public land, fixtures, buildings, or other property owned or occupied by an institution for the teaching of minor children that is established and maintained under the laws of the state of Montana at public expense; and
- Includes playgrounds, school steps, parking lots, administration buildings, athletic facilities, gymnasiums, locker rooms, and school buses.

Fair Labor Standards Act

Certified employees: collective bargaining agreement

Classified staff regular working hours will be set by the Superintendent. Classified staff may not work before, beyond, or outside their established working hours and are not to work overtime without prior authorization from the Superintendent. Overtime is defined as time worked over 40 hours in one week, or hours beyond those designated by contract. A week is defined as seven consecutive days covering Monday through Sunday.

All time sheets must be a true reflection of all time worked, whether it is more or less than regularly scheduled work hours. Classified employees who fail to comply with established procedures will be given a written corrective statement and may result in disciplinary action in accordance with applicable provisions of Board policy, administrative procedures, and collective bargaining agreements. More information can also be found under "Work Day."

Work Day

In order to provide the highest level of service, all employees are expected to be at work and on time every day. However, when circumstances dictate, the District provides leave to its employees pursuant to Montana law, the Certified Master Agreement, and individual contracts.

Employees may request from the Superintendent to flex their beginning of the day or the end of the day time, with the understanding that the time is to be made up on an agreed upon date. Flex time may not provide an undue hardship on the district.

Certified employees' work day is determined by the Certified Master Agreement.

Classified employees' work day is governed by the number of hours for which the employee is assigned. A "full-time" employee shall be one who works forty (40)-hour per week. The work day is exclusive of a 30-minute lunch. Individual Classified Employees schedules will be established by the Superintendent. All overtime, beyond contracted hours, must be approved in writing by the Superintendent or other Supervisor prior to the time being worked. Normal office hours in the District will be Monday-Thursday, 7:30am to 4:00pm and Friday, 7:30am-3:30pm.

Punctuality

We rely on each other to keep our school running smoothly and our students safe; we must be on duty on time. This includes being assigned morning, afternoon, and other duties as assigned. Other opportunities for punctuality include recess obligations, meetings, parent-teacher conferences, school events, and arrival and pick-up of students from elective classes and the cafeteria.

Employee Check-in/Checkout Procedures

Employees who leave during the work day are required to sign out at the front office. It is general courtesy to remind an office person of their approved leave the day prior to approved leave day(s) (even if *Request for Approval of Leave Form* has been completed and approved). If leaving or returning from a half-day leave, employees should sign in or out at the office and notify an office person.

Sick Leave

Certified employees' leave is determined by the Certified Master Agreement.

Classified employees shall be granted sick leave benefits in accordance with § 2-18-618, MCA. For classified staff, "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.

Sick leave is for the time that an employee is unable to perform job duties because of:

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

Nothing in this policy guarantees approval of the granting of such leave in any instance. The District will judge each request in accordance with policy.

Bereavement Leave

Certified employees' leave is determined by the Certified Master Agreement.

Classified employees who have suffered a death in the immediate family will be eligible for bereavement leave. A maximum of three (3) days of accumulated sick leave may be used per year due to a death in the immediate family.

Maternity/Paternity Leave

Certified employees' leave is determined by the Certified Master Agreement.

Classified employees shall be granted maternity/paternity leave. Long-term illness or temporary disability shall be construed to include pregnancy, miscarriage, childbirth and recovery therefrom. 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.

Vacation Leave

Certified employees' leave is determined by the Certified Master Agreement.

Classified and administrative employees shall accrue annual vacation leave benefits in accordance with 2-18-611, 2-18-612, 2-18-614 through 2-18-617 and 2-18-621, MCA.

Vacation and/or personal leave days for all employees will be logged on the Staff Calendar. This will encourage staff to minimize the number of staff members taking leave at the same time and to ensure all leave requests are covered by substitute staff. Due to times of difficulty finding substitute staff, teachers are asked to stagger personal leave requests by viewing staff requests on the Staff calendar before planning leave.

Personal and Emergency Leave

Certified employees' leave is determined by the Certified Master Agreement.

Classified employees may be granted personal leave upon prior approval of the Superintendent.

Civic Duties Leave

Leaves for service on either a jury or in the legislature shall be granted in accordance with state and federal law.

Employees may not receive payment from two separate public entities (the District and either jury duty or legislative service) unless the employee reimburses the District in the amount paid by the other public entity or the employee agrees to have his or her salary reduced in the amount received by the other public entity.

Military Leave

Employees shall be granted leave for service in the military in accordance with state and federal law. The District will comply with all federal regulations regarding the employee's return to service following military leave.

Family and Medical Leave Act (FMLA)

Gallatin Gateway School employees are not eligible for FMLA leave because the District does not employ at least fifty (50) District employees within seventy-five (75) miles for each working day during twenty (20) or more workweeks in the current or preceding calendar year. For additional information, please refer to Board policy.

Holidays

Certified staff holidays are dictated by the school calendar.

Classified staff holidays are dictated by 20-1-305, MCA:

1. Independence Day
2. Labor Day
3. Thanksgiving Day
4. Christmas Day
5. New Year's Day

6. Memorial Day
7. State and national election days when the school building is used as a polling place and the conduct of school would interfere with the election process of the polling place.

Part-time classified employees shall receive holiday pay on a prorated basis. In those cases where an employee, as defined above, is required to work any of these holidays, another day shall be granted in lieu of such holiday unless the employee elects to be paid for the holiday in addition to the employee's regular rate of pay for all time worked on the holiday. Temporary employees will not receive holiday pay.

In cases where one of the above holidays falls on Sunday, the following Monday shall not be a holiday. In those cases where one of the above holidays falls on Saturday, the preceding Friday shall not be a holiday.

If a holiday occurs during the period in which vacation is being taken by an employee, the holiday shall not be charged against the employee's annual leave.

Evaluation of Staff

The District's evaluation program is designed to provide an opportunity for staff to review their evaluation, discuss plans for professional growth and career opportunities, and review the employee's promotion of the District's goals.

Certified employees are evaluated in accordance with the Certified Master Agreement.

Classified employees will be evaluated using the job-specific evaluation tool.

Staff Development

The Board recognizes the importance of continued educational experiences and other professional development activities as a means to improve job performance.

All requests for District payment of professional development require prior administrative approval. Staff requesting approval for professional development funding should complete the *Professional Development Application*.

All requests for release time from regular work duties to attend meetings or conferences will be decided based on such factors as availability of funds, consistency with District and building goals, amount of leave taken away from the classroom instruction, and job assignment. Requests require prior Superintendent approval for attendance.

Meetings and conferences devoted primarily or exclusively to organizational or business affairs of staff member collective bargaining units, political workshops, training sessions for consultation committees, and like activities will not be considered as appropriate activities for the expenditure of District funds or for the use of work hours.

Resignation of Staff

Certified employees will generally be expected to fulfill the terms of their contract: (1) unless there are clearly compelling, mitigating circumstances which prevent the certified individual from doing so; and (2) until such time as the Board releases the certified individual from the terms of the contract upon the recommendation of the Superintendent.

Classified employees will generally be expected to fulfill the terms of their contract and to give due written notice, which will permit the District to conduct a search for a suitable replacement. Generally speaking, the Board expects a two (2)-week notice.

All resignations should be given to the Superintendent in writing. Requests for resignation shall be transmitted to the Board.

Retirement

To assist Gallatin Gateway School in its planning efforts, staff members considering retirement are encouraged to notify the District as early as possible.

Reduction in Force

Certified employees' reduction in force process is determined by the Certified Master Agreement.

The Board has the exclusive authority to determine the appropriate number of employees. Classified employees shall have no expectation of continued employment with the District upon the expiration of the term of the contract. Without Board action employment will automatically terminate upon expiration of the contract.

Discipline and Discharge

Certified employees' discipline and discharge follows the Certified Master Agreement as well as relevant provisions of applicable law.

Classified employees' discipline and dismissal will follow relevant provisions of applicable law.

Employee Pay Periods/Paydays

Gallatin Gateway School employee paydays are monthly, and each pay period begins the first of the month and the end of each pay period is the last day of each month. Employee paychecks will be issued on the fifth day of each month. If the fifth of the month is a holiday or non-working day, payroll shall be issued the last working day preceding the holiday or non-working day. Employees may elect for direct deposit of funds into one designated checking or savings account. Once election is made it shall stay in effect and full force until Gallatin Gateway School has received written notification from the employee of its termination in such time and in such manner which will afford Gallatin Gateway School and the depository a reasonable opportunity to act on it. Direct deposit does not guarantee that funds will be available to the employee by his/her financial institution on designated payday.

Classified employees are expected to fill out their online timesheet daily, and must submit their timesheet the last business day of the month. Employees failing to submit a timesheet on time will not be paid until the next scheduled payday.

If a District employee quits, is laid off, or is discharged, wages shall be paid on the next regular pay day for the pay period in which the employee was separated, or fifteen (15) days, whichever occurs first.

In the case of an employee discharged for allegations of theft connected to the employee's work, the District may withhold the value of the theft, provided:

- The employee agrees in writing to the withholding; or
- Charges have been filed with law enforcement within seven (7) days of separation.

If no charges are filed within fifteen (15) days of the filing of the report with law enforcement, the wages are due within a fifteen (15)-day period.

Salary Deductions

The District makes all payroll deductions required by law or as authorized by the employee.

Employee Benefits

The Board provides unemployment insurance, workers' compensation, and liability insurance for all employees.

Certified employees' benefits are determined by the Certified Master Agreement

A flexible benefits plan is available to all employees. This plan allows employees to select benefits from among a set list of options and pay for those qualified under the Internal Revenue Code's Section 125 with "pre-tax" dollars. The benefit plan year begins September 1 of every year. Employees have the option to elect for these benefits each year. More information about the flexible benefits program and reimbursement forms can be found at: www.allegianceflexadvantage.com.

Gallatin Gateway School contributes a Board designated amount for all classified employees that work more than 20 hours/week. Classified employees working less than half-time do not receive contributions from Gallatin Gateway

School, but may elect to participate in the plan with their own “pre-tax” contributions up to the maximum amount allowable by the plan each year.

Certified employees are required to participate in Teachers’ Retirement Systems (TRS). Upon hire all certified employees will enroll in the program and the contributions are as follows for employees and the District: the District will contribute 8.770% of gross wages and the employee will contribute 8.15% of gross wages.

Classified employees working at least 960 hours per year must participate in the Public Employees Retirement System (PERS). Upon hire classified employees will enroll in the program and the contributions for employees and the District are as follows: The District contribution is 8.10% of gross wages and the employee contribution is 7.90% of gross wages. For employees employed less than 960 hours per year, PERS participation is optional.

Staff Conduct

Certified and classified employees are expected to maintain high standards of honesty, integrity and impartiality in the conduct of district business.

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

Further, employees should hold confidential all information deemed as such, 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.

Disrupting the Educational Process

Any employee who participates in or encourages activities that disrupt the educational process or the operations of the District may be subject to disciplinary action, including termination.

Behavior that disrupts the educational process includes, but is not limited to:

- Conduct that threatens the health, safety, or welfare of others;
- Conduct that may damage public or private property (including the property of students or staff);
- Illegal activity;
- Conduct that interferes with a student’s access to educational opportunities or programs, including ability to attend, participate in, and benefit from instructional and extracurricular activities; or
- Conduct that disrupts delivery of instructional services or interferes with the orderly administration of the District, school and school-related activities or District operations.

Complaints

Parent/Student:

District employees will endeavor to respond to and resolve all complaints and concerns without the need to resort to the grievance procedure. Concerns and complaints should be addressed promptly and equitably. Should a concern arise at school, the teacher or staff member involved is the first to be consulted. Teachers and staff members should encourage parents through disclosure documents and parent/teacher meetings to respond directly to them first so misunderstandings or concerns can be resolved. If an amicable solution cannot be met, the parent and teacher may request a conference with the Superintendent to seek alternative remedies. If the concern or disagreement is not resolved informally, formal grievance procedures may be initiated in accordance with Board policy.

Staff:

The District attempts to provide the best working conditions for its employees. Each employee is expected to follow established staff ethics, applicable board policies, and administrative procedures. Employees are encouraged to participate in an open and frank atmosphere in which any problems, complaints, suggestions, or questions may be answered and/or clarified through informal discussion for means of resolution. If the concern or disagreement is not resolved informally, formal grievance procedures may be initiated in accordance with board policy.

Harassment/Discrimination

The Board intends that employees have a safe and orderly work environment in which to do their jobs. Therefore, the Board does not condone and will not tolerate harassment 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 and 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 at fellow employees;
- Hostile glares and other intimidating gestures toward fellow employees;
- 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 Superintendent. 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. For additional information if an employee believes that he or she has been discriminated against or harassed on the basis of race, creed, religion, color, national origin, age, physical or mental disability, marital status, genetic information, or sex, please see board policy.

Title IX, Section 504, and Title II-ADA Grievance Procedures

The Gallatin Gateway School District has adopted internal grievance procedures providing for the prompt and equitable resolution of complaints alleging any action prohibited by Title IX of the Education Amendments of 1972 Act (Title IX), Section 504 of the Rehabilitation Act of 1973 (Section 504), or Title II, the Americans with Disabilities Act (ADA) and its amendments. Title IX prohibits discrimination on the basis of sex in education programs or activities operated by public school districts. Sexual harassment is a form of sex discrimination. Section 504 and the ADA prohibit the discrimination against individuals on the basis of disability or handicap. The Gallatin Gateway School District does not discriminate on the basis of sex or disability in its education programs and activities.

Title IX

All references to sex discrimination throughout these procedures include gender-based harassment and sexual harassment. Gender-based harassment may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

Sexual harassment can occur whenever an individual makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

- In the case of a student, denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
- In the case of an employee, denies or limits the employment, recruitment, consideration, or selection or treatment, or that makes such conduct a condition of the employee's employment status; or

Has the purpose or effect of:

- Substantially interfering with a student's educational environment or employee's work environment;
- Creating an intimidating, hostile, or offensive educational or work environment;
- Depriving a student of educational aid, benefits, services, or treatment;
- Depriving an employee of the benefits of or deprives that employee of employment opportunities; or
- Making submission to or rejection of such conduct the basis for academic decisions affecting a student or employment decisions affecting an employee.

Sexual harassment includes sexual violence. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol or is unable to give consent due to an intellectual or other disability. Sexually violent acts include rape, sexual assault, sexual battery, and sexual coercion.

Section 504 and Title II -ADA

Section 504 and the ADA prohibit a school district from excluding an "otherwise qualified individual with a disability" from participation in, or denied the benefits of, or be subjected to discrimination on the basis of that disability. Under Section 504 and the ADA, an individual with a disability: (1) has a physical or mental impairment which substantially limits one or more major life activities; (2) has a record of such an impairment; or (3) is regarded as having such an impairment. All references to "disability" refer to disability or handicap and encompass both Section 504 and the ADA.

These procedures do not pertain to the identification, location, evaluation, and placement of students with known or suspected disabilities relating to educational services. Inquiries relating to the identification, location, evaluation, and placement of students with known or suspected disabilities relating to educational services should be directed to:

Counselor
Section 504 Case Manager
406-763-4415 ext. 28

Superintendent
Section 504 Coordinator
406-763-4415 ext. 13

Coordinators

Inquiries concerning the application of Title IX or discrimination under Section 504 or the ADA may be referred to:

Counselor
Title IX Coordinator
406-763-4415 ext. 28

Inquiries may also be referred to the Office of Civil Rights, United States Department of Education.

Filing a Complaint

An individual believing that he or she has been the victim of sex or disability discrimination should file a complaint with the building administrator within 30 days of the incident(s) giving rise to the allegations. If the individual wishes

to invoke the formal complaint procedures (see Formal Complaint section), the complaint should be made in writing. An individual wishing to invoke the informal resolution process may make a complaint in writing or verbally.

Informal Resolution

An individual alleging sex or disability discrimination by an employee, student, or third party may access an informal mechanism to attempt to resolve the situation. The individual making the complaint is not required to invoke any informal mechanisms to resolve the situation. The decision to invoke the informal resolution process is voluntary.

If the individual wishes to attempt to work out the problem directly with the alleged perpetrator, a school representative will be available to assist. The individual may also request mediation with a designated mediator present to assist the individual and alleged perpetrator reach a resolution.

The individual has the right to end the informal resolution process at any time. If the individual wishes to end the informal process prior to reaching a resolution or is not satisfied with the resolution reached, the individual has the right to commence a formal complaint at any time.

Formal Complaints

Gallatin Gateway School District Policy 1700 on the Uniform Complaint Procedure states:

The board establishes this Uniform Complaint Procedure as a means to address complaints arising within the district. This Uniform Complaint Procedure is intended to be used for all complaints except those governed by a collective bargaining agreement.

The district requests all individuals to use this complaint procedure when the individual believes the board or its employees or agents have violated the individual's rights under: (1) Montana constitutional, statutory, or administrative law; (2) United States constitutional, statutory, or regulatory law; or (3) board policy.

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

The Superintendent has the authority to contract with an independent investigator at any time during the complaint procedure process. Within fifteen (15) calendar days of the Superintendent's receipt of the independent investigator's report and recommendation, the Superintendent will respond to the complaint and take such administrative steps as the Superintendent deems appropriate and necessary.

Level 1:

An individual with a complaint is encouraged to first discuss the complaint with the appropriate teacher, counselor or the Superintendent, with the objective of resolving the matter promptly and informally. ***An individual complaining of alleged sexual harassment is not required to attempt to resolve the matter informally with the alleged perpetrator of sexual harassment prior to reporting the alleged harassment.***

If the complaint is not resolved at this level, the Complainant may proceed to Level 2 of this procedure and file a ***Uniform Complaint Form 1700F***.

Level 2:

When a complaint has not been or cannot be resolved at Level 1, an individual may file a signed and dated ***Uniform Complaint Form 1700F***, stating: (1) the nature of the complaint (2) a description of the event or incident giving rise to the complaint, including any school personnel involved and (3) the remedy or resolution requested. This written complaint must be filed within thirty (30) calendar days of the event or incident or from the date an individual could reasonably become aware of such event or incident.

When a complaint alleges violation of Board policy or procedure, the Superintendent will investigate and attempt to resolve the complaint. The Superintendent will respond in writing to the complaint, within thirty (30) calendar days

of the Superintendent's receipt of the complaint. In responding to the complaint, the Superintendent may: (1) meet with the parties involved in the complaint (2) conduct a separate or supplementary investigation (3) engage an outside investigator or other District employees to assist with the appeal and/or (4) take other steps appropriate or helpful in resolving the complaint.

If either the complainant or the person against whom the complaint is filed is dissatisfied with the Superintendent's decision, either may request, in writing, that the Board consider an appeal of the Superintendent's decision. (See Level 3.) This request must be submitted in writing to the Superintendent, within fifteen (15) calendar days of the Superintendent's written response to the complaint, for transmission to the Board.

When a complaint alleges sexual harassment or a violation of Title IX of the Education Amendments of 1972 (the Civil Rights Act), Title II of the Americans with Disabilities Act of 1990, or Section 504 of the Rehabilitation Act of 1973, the Superintendent may turn the complaint over to a District nondiscrimination coordinator. The coordinator will complete an investigation and file a report and recommendation with the Superintendent. Within fifteen (15) calendar days of the Superintendent's receipt of the coordinator's or independent investigator's report and recommendation, the Superintendent will respond to the complaint and take such administrative steps as the Superintendent deems appropriate and necessary. If either the complainant or the person against whom the complaint is filed is dissatisfied with the Superintendent's decision, either may request, in writing, that the Board consider an appeal of the Superintendent's decision. (See Level 3.) This request must be submitted in writing to the Superintendent, within fifteen (15) calendar days of the Superintendent's written response to the complaint, for transmission to the Board.

If the complaint alleges violations against the Superintendent, the complaint shall be filed with the Board Chair using ***Uniform Complaint Form 1700F***. The complaint will proceed to Level 3 of this procedure.

Level 3:

Upon receipt of a written request for appeal of the Superintendent's decision in Level 2, the Board Chair will place the appeal on the agenda of a regular or special Board meeting. The Board will report its decision on the appeal, in writing, to all parties, within thirty (30) calendar days of the Board meeting. A decision of the Board is final, unless it is appealed pursuant to Montana law within the period provided by law.

In the case the Board Chair receives a ***Uniform Complaint Form 1700F*** that contains allegations involving the Superintendent, within fifteen (15) calendar days of the date the complaint was filed, the Board Chair will call a special meeting of the Board, requesting the Complainant and the Superintendent to be present, where the Board will decide on contracting with an independent investigator. The complaint or identity of the Complainant will not be disclosed except (1) as required by law or this policy, (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant. The investigator shall issue written findings at the completion of the investigation. The Board will meet to deliberate on the findings from the investigation and address the complaint in writing with their decision to the Complainant within seven (7) calendar days of that meeting.

Level 4

When a matter falls within the jurisdiction of a county superintendent of schools, the decision of the Board may be appealed to the county superintendent by filing written appeal within thirty (30) calendar days of the Board's decision, pursuant to Montana law.

Retaliation

Any individual participating in an investigation or proceeding under this policy may notify the Superintendent, or in the case the allegation involves the Superintendent, the Board, if they believe they are being retaliated against for participating in the investigation or proceeding. The District prohibits retaliation against individuals making complaints under this policy and participating in any investigation that may ensue. The District may discipline students or staff members determined to have retaliated against any individual for participating in an investigation or proceeding under this policy.

Personnel Records

Personnel Files will be established for each person employed by the District to include: 1) Such information as applications for employment, references, records relative to compensation, payroll deductions, leave requests, job assignments/transfers, transcripts, licensing, etc.; 2) *Evaluation file* - maintained by Superintendent which may contain such information as evaluations and plans of improvement; 3) *Complaint/Discipline Action File* - maintained by the Superintendent which may contain complaints, grievances, and written disciplinary actions; and 4) *Medical Info File* - all records containing medical condition information, such as workers' compensation reports and release/permission to return to work forms, which will be kept confidential and in a separate file from personnel records and evaluation records.

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

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

The Superintendent may permit persons other than those specified above, to use and to inspect the personnel file when, in his/her opinion, the person requesting access has a legitimate official purpose. The Superintendent will determine, in each case, the appropriateness and extent of such access.

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

No material derogatory to an employee's conduct, service, character, or personality shall be placed in the file, unless the employee has had the opportunity to review the material. The employee shall be entitled to respond to the material and to have that response placed in the file, if requested in a reasonable period of time, not to exceed 10 working days.

Personnel records will be maintained for ten (10) years after the employee has left the District's employment. After ten (10) years, employment records will be destroyed.

Release of General Staff Information

A staff member's address and personal phone number will not be released by the District. Such information may be disclosed if a staff member authorizes in writing for the District to do so.

Outside Employment or Activities

Employees may not perform any duties related to an outside job during their regular working hours.

Confidentiality

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 the Superintendent.

Staff Dress and Grooming

All staff are expected to be neat, clean, and to wear appropriate dress for work that is in good taste and suitable for the job at hand. No mode of attire will be considered proper if it distracts from or is disruptive of the positive learning environment of the school to which the employee is assigned or the District office.

As professionals, teachers are expected to observe standards of dress and appearance comparable to that which is generally found acceptable within our business and professional communities. Open-toed sandals are allowed if they have a back strap which is used. Spaghetti strap tops, low necklines, and muscle shirts are not acceptable attire for school days. Jeans, including colored, are not acceptable except on Fridays in exchange for \$2 donation (amount not to be prorated for part-time employees or early release days) to a pre-selected non-profit organization. Clothing acceptable in a physical education setting is not acceptable for classroom instruction.

Faculty Meetings

All certified staff are expected to attend staff meetings unless prior arrangements have been made with the Superintendent. Wednesday afternoons are reserved for staff meetings. Teacher-requested items for the staff agenda should be discussed with the Superintendent at least one week prior to the meeting; however, the Superintendent has final authority of all items discussed at the staff meeting. Teachers can assist by being on time and staying on task. Staff meetings are scheduled for the purpose of professional development or organization and communication of business that typically cannot be handled through email, staff bulletins, or committee structure. Social committee or other committee meetings of the staff should be arranged for days other than Wednesday after school.

Cell Phone Use

Cell phones are to be kept on silent while at school. They may be used before school, during the lunch hour, and after school. If the teacher is using the Catapult EMS app, then it is appropriate for the teacher to have the phone on their person. If attending a field trip, teachers may not use cell phones while driving students. Please refrain from use in hallways, during class time, and during recess duty. Employees providing their personal cell phone number to students is not recommended.

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 school, nor may anyone distribute flyers or other materials related to fund drives through the school without Superintendent approval.

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

Employee Email and Online Services Usage

Email is defined as a communications tool whereby electronic messages are prepared, sent and retrieved on school computers. Online 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. Staff members are expected to check email accounts at least twice daily to ensure timely retrieval of information and by 3:00pm to retrieve messages for students.

Because of the unique nature of email/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 email/Internet usage by all employees:

- The District email and Internet systems 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, email/Internet records are subject to disclosure to law enforcement or government officials or to other third parties through subpoena or other process.
- Employees should always ensure that the educational information contained in email/Internet messages is accurate, appropriate and lawful.
- Email/Internet messages by employees may not necessarily reflect the views of the District.

- Abuse of the email 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 on-campus and off-campus conduct of employees may impact their ability to function professionally and effectively in the District. Given student and parent interest in and use of electronic media, this is especially true as related to employees' action on electronic social networking websites. Employees may not set up or update their personal electronic social networking websites using the District's computers, network, equipment, or work hours. Employees who set up personal electronic social networking webpages on their home or personal computers are responsible for the content of their webpages, including but not limited to: content added by employees, their friends or members of the public who can access their webpages; or content that is linked to the employees' webpages.

Employees who set up personal websites or web pages do so at their own risk; however, employees are strongly encouraged to keep their personal web pages private and to prevent students and the parents of students from accessing their personal webpages. Maintenance of personal media sites is prohibited during work hours.

All staff members must complete an *Internet Use Agreement* yearly and return it to the district clerk.

Travel for District Business

School personnel are reimbursed for travel that is required as part of their duties or for school-related activities approved in advance by the Superintendent. Reimbursement for mileage and expenses incurred in travel for the District is made in accordance with statutory limitations. Staff should submit a *Travel Reimbursement Form* and as warranted, a *Reimbursement Claim Form* and *Professional Development Application* to the Superintendent to receive reimbursement for travel expenses.

District employees will be reimbursed for meals, mileage, and lodging while away from the building and while engaged in official District business. Reimbursement rates for meals will be in accordance with 2-18-501, MCA:

- up to \$7 for the morning meal, up to \$11 for the midday meal, and up to \$18 for the evening meal (not including alcoholic beverages or gratuity);
- All claims for meal(s) and lodging reimbursement must be documented by an original itemized receipt.

Participation in Political Activities

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

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

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

No staff member may use District facilities, equipment, or supplies in connection with his/her campaigning, nor may he/she use any time during the work day for campaign purposes.

District Property

Care/Use of District Property

All staff members are encouraged to exercise continuous and vigilant care of all District-owned property. Such items as computer and video equipment, and musical instruments are priority items for theft and damage. Incidents of theft or willful destruction of District property through vandalism or malicious mischief should be reported immediately to the Superintendent.

Certain District-owned equipment, including laptop computers as designated for check out, may be borrowed by the staff. Such equipment may not be used for personal financial gain. There are no equipment use fees.

Documents and information created in the course and scope of the employee's duties and regularly stored in electronic format on District computers are the property of the District. Any employee who is leaving the District's employment may not erase or delete this information without permission of the Superintendent.

This would pertain to lessons designed by District staff, materials designed for teaching lessons, rubrics for scoring or grading, pictures of projects/students, and communication about students and other such items for student instruction and evaluation. These guidelines are outlined in the *Notice to Employees: Property Rights Form*, which is signed annually.

Keys

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

- The duplication of keys is prohibited;
- Keys are not to be left unattended. Avoid having keys on desks, tables, in mailboxes, unattended coat pockets, etc.;
- Keys may not be loaned to students or to individuals not employed by the District. Under no circumstance should staff provide keys to students to “run errands,” “unlock/lock” doors, etc. If students need to gain admittance to locked areas, teachers should accompany students and ensure the door is locked afterward.
- Lost or stolen keys must be reported to the Superintendent within 24 hours of discovery of the loss or theft so that measures may be taken to protect District property. Three days will be allowed for the finding or recovery of keys before any charges are assessed;
- Upon completion of a *Lost/Stolen/Damaged Key Report Form*, presentation of the broken or damaged key(s), and submission of assessed fees, replacement keys will be issued;
- Charges for lost or stolen keys will be made to the staff member to whom the key(s) have been issued (\$10/key & \$30/door to rekey building);
- Charges for lost or stolen electronic door fobs will be made to the staff member whom the fob(s) have been issued (\$5/fob)
- All keys are to be checked in at the end of the school year. Staff may make arrangements with the Superintendent to keep their keys as appropriate for summer months;
- Teachers are responsible to lock and secure their rooms nightly. All access doors and windows to each room must be closed tightly and locked. No doors should be left unlocked. Substitutes must be directed to lock doors before leaving the building;
- Each lock in the school is unique. Teachers can access their own room and common use areas only. Access to other rooms will not be given by the clerk or custodian at any time.

Mailboxes

Staff members are expected to check and empty their mailbox at least twice per day, one of which must be prior to the last period of each school day to ensure that all messages placed in them for students are delivered accordingly. Students may be assigned to pick up and deliver to the teacher the mail at the end of the day. In addition to mail, staff may receive daily email, bulletins, phone messages, and memoranda to distribute daily.

Employee Parking

Employees are to park their vehicles in the parking lots to the West and North side of the school. Visitor parking is in the spaces West of the school.

Outgoing Mail

Employees should place all school-related outgoing mail in the office for postage. Personal mail may be left in the office with the adequate postage for delivery to the post office.

Voicemail

The Gallatin Gateway School phone system allows individuals calling and reaching voicemail to select an extension, allowing parents and students to access teacher voice mail.

Staff members are required to set up their voicemail at the beginning of the year. Voicemail is available to all classroom teachers for the convenience and ease of communication with parents and students. Directions for setting up and updating voice mail can be found in the appendix of this manual.

Website Updates

Each classroom teacher has a website to facilitate communication with parents and the public. These websites are to be maintained and current. As a rule of practice, classroom websites should be updated at least once a month.

Email Use and Instruction

Teachers are expected to check email frequently throughout the work day for messages pertinent to student absences, transportation, etc. and at the end of day before student release for messages about bus riding and/or afterschool care or plans.

Copy Machines

There is a copy machine in the office for staff instructional use. Each staff member is given a code to use on the copier. Staff are responsible for all copies made using that code. If the machine is not working properly, please notify the office immediately for assistance.

Laminator

A laminator is available in the library for teacher and staff use. Please abide by and consider the following items when using the laminator:

- The laminator takes about 20 minutes to heat up and should be at 220 degrees to work properly.
- Items should not be laminated if they are heavier than construction paper.
- Multiple thickness posters will not laminate without leaving many air bubbles (two thin layers are acceptable.)
- All staples should be removed (try glue instead.)
- Heavy crayon coloring melts as it goes through the laminator thereby ruining the picture.
- Black paper absorbs heat differently than most other colors and does not laminate well.

Donations

All donations should be made through the office using a donation form. All donations are property of Gallatin Gateway School and must be added to the appropriate classroom inventory. Thank You cards are encouraged after receiving a donation. Thank You cards are available at the front office.

Reimbursable Classroom Expenses

Reimbursement will not be given without prior approval of the Superintendent and proper business receipts. Requests for reimbursement must be submitted at the time of purchase or within 30 days. All non-consumable items purchased with support organization funds must be added to the classroom inventory.

Inventory

Each classroom will have an annual inventory. Individuals in charge of an inventory must reconcile an inventory list at the beginning of the school year and again at the end of the school year. Inventory will include all non-consumable items. Inventory must follow the format established by the school clerk. Items donated, purchased by support organizations, or purchased by the district will be added to an inventory as received. Inventories at the year's end will be a part of the employees' summer check out list. The district may conduct a random audit of one to three classrooms each year.

Classroom teachers are encouraged to maintain an inventory of consumable items to ensure efficient ordering at the end of each year.

Staff Common Area

A microwave (cafeteria), a refrigerator (cafeteria), and hot beverage appliance (board room) are provided for staff use. All staff members are expected to “pitch in,” as needed, to keep common areas clean and orderly.

Community Spaces

The staff and students are responsible for maintaining areas in which we share. These spaces include the office, hallway, library, tech lab, art room, cafeteria, staff fridge, costume containers, learning lab, upstairs storage area, basement, maintenance/mechanical room, and playground. Please ensure that after each use, the area is completely cleaned and organized. Report any missing or damaged items to the Superintendent immediately. Thank you for helping us in this effort!

Classroom Security

Classrooms and items within them are property of the District. Classrooms may be rented by others and/or an organization and should be left clean and orderly at the end of each day. When leaving the classroom, gym, locker room, or other work areas between classes or at the end of the day, teachers are expected to turn out the lights and secure all doors and windows.

All staff are asked to refrain from keeping personal items in or about their desks or classrooms. 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 causes such as fire, theft, accident, or vandalism. All personal effects should be removed at the end of each school year.

Classroom Design

Classroom design plans shall be discussed with the Superintendent prior to each school year and/or before any major reorganization. Items not used for daily instruction should be stored upstairs or, if personal, taken home. Classrooms may not have microwaves, refrigerators, or small appliances (ie coffee makers, hot pots, etc). Teachers are expected to maximize student learning space by minimizing teacher workspace.

Use of Private Vehicles for District Business

The Gallatin Gateway School District appreciates work performed by employees to assist with student activities. As part of these activities, there are times when employees may be asked to use personal vehicles to transport students to or from activities.

Before staff or volunteers are authorized to transport children other than their own, the Gallatin Gateway School District requires:

1. Minimum of \$300,000 liability on vehicle insurance
2. A valid Montana Driver's License
3. An acceptable driving history
4. Age 21 or older

Employees transporting students for student activities must complete an *Employee and Volunteer Auto Insurance Request Form* annually.

Lockers

Teachers will assign each student a locker and assist students with following the locker expectations in the Student-Parent Handbook. Please have students clean their lockers, at the minimum, prior to release to Christmas Break and prior to End-of-Year. Teachers will monitor lockers daily to ensure they are closed after each student uses them.

Cash

Money collected by staff and students as a result of fundraisers or other school-related purposes must be received by the secretary. Receipt books are available from the front office. Any money collected is to be deposited at the end of each day to the office. At no time is money to be kept overnight, held during holidays, or left for long periods of time in classrooms.

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

Fundraising

“Fundraising” means sales made by a school or made by a student that are for the purpose of raising funds for the school to purchase equipment, materials, field trips, support activities of the GGS support groups P.I.E, Education Foundation, or Boosters, or provide transportation, etc. and that are part of an officially sanctioned school activity.

Staff members and/or advisors of school clubs or school activities involved in fundraising must properly document the activities by submitting a *Fundraising Request Form* to the Superintendent/designee and properly accounting for money received and expended through proper documentation.

Classroom Maintenance

Gallatin Gateway School contracts with a custodial services company in order to effectively and efficiently maintain a clean and healthy environment. Therefore, teachers and students are asked to assist within their scope as noted below. Any additional needs should be coordinated through the superintendent:

- Report stains or spills to the front office immediately for cleaning
- Vacuum if needed between custodial services vacuuming
- Sanitize student desks frequently
- Keep storage, papers, and books away from heaters and exits
- Clean white boards and trays frequently
- Sanitize all table surfaces regularly
- Clean electronic devices to avoid excess dirt and dust
- Ensure that students move chairs to the edge of the classroom at the end of each day – do not stack
- Place trash bags into the hallway at the end of each day

Purchase Orders

Order all supplies and equipment by submitting a requisition. The Superintendent will notify you when the requisition has been approved and a purchase order has been generated. **ONLY IN EMERGENT CIRCUMSTANCES** can you order prior to the submission of a requisition.

Requisitions for the following school year must be submitted to the Superintendent each spring and approved purchase orders will be purchased prior to the start of the school year.

Teachers and students (students involved with clubs or organizations with accounts in the activity fund) are not authorized to purchase anything in the name of the school without a purchase order. A purchase order must be obtained and approved prior to the purchase of items.

Reimbursement for Purchases by Employees for District

On occasion it may be to the benefit of the District for an employee to purchase pre-approved items and be reimbursed for those purchases upon presentation of invoice and/or receipt. No reimbursements will be made without itemized receipts. Reimbursement requests need to be made within 30 days of purchase.

Wellness Procedures

Foods and Beverages

Staff may use the designated microwave and refrigerator in the cafeteria. It is the obligation of the staff to create a rotation or a method for keeping equipment clean and sanitary throughout the school year. Foods and beverages should be labeled.

As a staff, we are the role models for our students. In following USDA standards, foods sold outside of reimbursable school meals, such as through vending machines, fundraisers, school stores, etc. may include water or seltzer water without added caloric sweeteners; fruit and vegetable juices and fruit-based drinks that contain at least 50% fruit juice and that do not contain additional caloric sweeteners; unflavored or flavored low-fat or fat-free fluid milk and

nutritionally-equivalent non dairy beverages (to be defined by USDA). In addition, foods should follow USDA standards for salt and fat intake when used outside of reimbursable school meals.

Those foods and beverages not to be sold at school include soft drinks containing caloric sweeteners; sports drinks; iced teas; fruit-based drinks that contain less than 50% real fruit juice or that contain additional caloric sweeteners; beverages containing caffeine, excluding low-fat or fat-free chocolate milk (which contain trivial amounts of caffeine); snacks high in salt or fat.

Fundraising Activities

To support children's health and school nutrition-education efforts, Gallatin Gateway School will encourage fundraising activities that promote physical activity and healthy nutrition.

Rewards

Gallatin Gateway School will not use foods or beverages as rewards for academic performance or good behavior, and will not withhold food or beverages (including food served through school meals) as a punishment.

Celebrations

Gallatin Gateway School Staff will make efforts to limit celebrations that involve food during the school day. The District will distribute a list of healthy celebration ideas to parents and teachers.

Integrating Physical Activity into the Classroom Setting

For students to receive physical activity and for students to fully embrace regular physical activity as a personal behavior, students may receive opportunities for physical activity beyond the state required minimum for physical education class. Toward that end:

- Classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically-active lifestyle and to reduce time spent on sedentary activities, such as watching television; and
- Opportunities for physical activity will be incorporated into other subject lessons; and classroom teachers may provide short physical activity breaks between lessons or classes as appropriate.

Staff Wellness

Gallatin Gateway School highly values the health and well-being of every employee. Effort will be made to inform staff of activities that support a healthy lifestyle.

Safety Procedures

Safety Committee

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

The building safety committee meets quarterly, or as needed, and conducts workplace safety inspections to locate and identify safety and health hazards, and makes recommendations for corrections as needed. All significant safety-related incidents are reviewed to help prevent similar events from recurring.

All potential hazards are to be reported immediately to the Superintendent.

Workers' Compensation Benefits

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

1. Attend to first aid and/or medical treatment if emergency prevails;
2. Correct, or report as needing correction, the hazardous situation as soon as possible after the emergency is stabilized;

3. Report the injury or disabling condition (whether actual or possible) to the Superintendent within forty-eight (48) hours on the *Employer's First Report of Occupational Injury or Disease* which can be found at <http://msgia.org/Employees.aspx>; and
4. Call or visit the administrative office after medical treatment if needed to complete the necessary report of accident and injury.

An employee who is injured in an industrial accident may be eligible for Workers' Compensation benefits. By law, use of sick leave must be coordinated with receipt of Workers' Compensation benefits on a case-by-case basis by contacting the Workers' Compensation Division, Department of Labor and Industry.

The District will not automatically and simply defer to a report of industrial accident. The District shall investigate as it deems appropriate to determine: (1) whether continuing hazardous conditions exist that need to be eliminated, and (2) whether in fact an accident attributable to the District's working environment did occur as reported. The District may require the employee to authorize the employee's physician to release pertinent medical information to the District or to a physician of the District's choice, should an actual claim be filed against the Workers' Compensation Division which could result in additional fees levied against the District.

Accident Reporting

If you witness a student injury, follow the procedure outlined below:

1. Assist the student.
2. If the injury appears serious, do not move the student unless absolutely necessary.
3. Contact the administration yourself or have someone do so for you at the earliest possible moment.
4. If necessary, contact EMS by calling 911.
5. Contact parents.
6. Complete *School Accident/Incident Report Form* and give it to the Superintendent. (All staff are encouraged to be trained in first aid, concussion procedures, and emergency procedures.)

A *School Accident/Incident Report Form* should be completed in the following instances:

1. When a recommendation to seek medical or dental attention has been made. Examples include lacerations needing possible sutures, a foreign body in the eye, tooth damage or loss, etc.
2. When the nature of the injury is such that it MAY require a visit to a physician or dentist. Examples include a possible sprain, wound, or seizure.
3. In the event of head injuries.
4. In the event of poisoning, internal or external.
5. When suspected fractures have occurred.
6. If human bites are involved.
7. When puncture wounds have occurred.
8. When injuries are sustained from fighting.
9. When injuries are sustained from equipment failure.

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 infectious materials procedures established by the District and the following safety rules of the District:

1. All injuries shall be reported immediately to the Superintendent of the District;
2. It is the duty of all employees to make full use of safeguards provided for their protection. It shall be the employee's responsibility to abide by and perform the following requirements:
 - a. An employee shall not operate a machine unless guard or method of guarding is in good condition, working order, in place and operative;

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

Assaults and Threats of Violence

Employees should immediately report any threats they receive (oral or written) to the Superintendent.

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.

Emergency Drills

All teachers are required to provide instruction on fire and earthquake dangers and drills in accordance with the requirements of the law. Please see your *Emergency Procedures Manual* for specific procedures to follow in emergency situations.

Drills will occur on a regular basis as required by state law. There will be at least eight (8) drills a year.

It is required that all staff post a map/diagram of the fire escape route to be followed in the classroom doorways. Staff are required to review emergency procedures with students. Teachers are encouraged to use the Catapult EMS app on their cell phones. Teachers must have Catapult EMS live on their desk-tops daily, if they choose not to use the app.

Emergency Closures

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

Employees should refer to the *Emergency Procedures Manual* in the event of delayed openings or school closures. Employees will not be required to report to work on school closure days unless it is determined necessary by the Superintendent.

District Safety Plan

All staff will be provided with a copy of the District's Safety Plan. Additional copies of the District Safety Plan are available in the office.

Asbestos

The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was enacted by Congress to determine the extent of and develop solutions for any problems schools may have with asbestos.

To give some background, asbestos has been used as a building material for many years. It is a naturally-occurring mineral that is mined primarily in Canada and South Africa. Asbestos' properties made it an ideal building material for insulating, sound absorption, decorative plasters, fireproofing, and a variety of miscellaneous uses. The Environmental Protection Agency (EPA) began action to limit uses of asbestos products in 1973. Building facilities were then inspected by a certified inspector as required by AHERA. Gallatin Gateway School hired an inspector to locate, sample, and rate the condition and hazard of the asbestos in the school. The inspection and laboratory analysis were then turned over to a certified engineer who developed an asbestos management plan for Gateway School, which is on file in the school office and on the District website.

Communicable Disease/Bloodborne Pathogens/Infection-Control Procedures

The District provides for 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.

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

Staff members have a responsibility to report to the District when infected with a communicable disease unless otherwise stated by law.

Communicable Diseases/Students with HIV, HBV, AIDS

Protection from communicable disease is generally provided through immunization, exclusion, or other measures provided for in Montana Code Annotated and rules of the county health department. Educational services generally will not be provided to students excluded from the classroom unless otherwise required by law.

In those cases where a communicable disease is diagnosed and confirmed and the student would not be excluded from school, the District will inform the appropriate staff member to protect against the risk of exposure.

Resuscitation

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, and cardiopulmonary resuscitation (CPR).

In a life-threatening situation, staff members are expected to dial 911 for paramedic assistance and provide life-sustaining emergency care, until relieved by paramedics or other appropriate medical personnel.

Concussion Procedures

A concussion is a type of traumatic brain injury that interferes with normal function of the brain. It occurs when the brain is jostled or twisted inside the skull as a result of a blow, bump, or jolt to the head or body. Even minor blows to the head can cause a concussion, and the majority of concussions do not result in loss of consciousness. Less than 10% of individuals sustaining a concussion lose consciousness. Concussions are also not generally able to be detected through scans or other tests. It is important to remember that there is no such thing as a minor brain injury.

Research now shows that young athletes are particularly vulnerable to the effects of concussions. These effects can result in short- or long-term changes in brain function, or in some cases, death. After a concussion, the brain is vulnerable to further injury and very sensitive to any increased stress until it fully recovers.

Symptoms of Concussions

District personnel are not responsible for diagnosing a student or athlete with a concussion; only a qualified health care provider can diagnose a concussion. District personnel are responsible for recognizing the signs and symptoms of concussions and act immediately when these are present as provided herein.

If District personnel know that a student/athlete received a blow or bump to the head or body, they should remove the student from activities and watch the student/athlete closely to determine if they exhibit any of the following:

- Headache
- Nausea
- Balance problems or dizziness
- Double or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish
- Feeling foggy or groggy
- Concentration or memory problems
- Confusion
- Appears dazed or stunned
- Is confused about what to do
- Forgets plays
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness
- Shows behavior or personality changes
- Cannot recall events prior to hit
- Cannot recall events after hit

Even if District personnel are unaware of a student/athlete sustaining a blow or bump to the head or body, they should act in accordance with these procedures if they observe or hear of a student/athlete exhibiting these symptoms. It is better to err on the side of caution when acting on suspicions of a concussion.

Actions When Concussion is Suspected

District personnel must use their own judgment in determining when they must act on a suspected concussion. This is a matter of when the staff member actually suspects a concussion. There may be situations when the student/athlete suffers a significant blow, bump, or jolt to the head, and action should be taken immediately. However, the signs, symptoms, and behaviors of a concussion are not always apparent immediately after a bump, blow, or jolt to the head or body and may develop over a few hours. Therefore, a student/athlete should be observed following a suspected concussion and should never be left alone. Because extreme caution should be exercised in the event a concussion is suspected, District personnel should remove students/athletes from participation or play in physical activities until the student/athlete is cleared (“When in doubt, sit them out!”).

There may be rare emergency situations where it may be necessary to seek immediate medical care of a student/athlete suffering a blow, bump, or jolt to the head or body. District personnel must call 911 if the student/athlete loses consciousness, has a decreasing level of consciousness, looks very drowsy or cannot be awakened, if there is difficulty getting his or her attention, irregularity in breathing, severe or worsening headaches, persistent vomiting, or any seizures.

When a concussion is suspected, District personnel must take the following actions:

1. Remove the student/athlete from participation or play in all physical activities.
2. Inform the athlete’s parents or guardians about the possible concussion and give them information on concussion.
3. Ensure that the athlete is evaluated by an appropriate health-care professional.
4. Keep the athlete out of play the day of the injury and until an appropriate health-care professional says he or she is symptom-free and gives the okay to return to activity.

Steps two and three may occur in a different order and/or simultaneously depending on the circumstances. It is important that both steps are followed, regardless of whether they are completed second or third in the order.

Students/athletes are not allowed and must not be encouraged to “tough it out” or “play through” a suspected concussion. District personnel are prohibited from praising students/athletes for playing despite exhibiting symptoms of a concussion. Discipline may be taken against any District staff member that knowingly allows a student/athlete to continue to participate in a physical activity despite consciously recognizing the student/athlete exhibiting symptoms of a concussion or encouraging a student/athlete to continue participation despite complaining of or exhibiting symptoms of a concussion.

All teachers and staff are expected to be familiar with all concussion protocol outlined in the Athletic Handbook. All staff are expected to complete the “best course” of training found at <https://www.cdc.gov/headsup/youthsports/training/index.html> and turn in their certificate to the office every year.

Instruction-Related Information

Preparation

While meeting student needs in a fast-paced environment, teachers must maximize planning and instructional time. Areas where this is of highest demand include:

- Lesson plan submission by Monday at 9:00am using through Google Classroom
- Assembly of all lesson materials prior to the day of instruction (including copy machine needs for the day’s lessons — the copy machine has been known to break down!)
- Substitute plans complete and submitted to Superintendent prior to the day of instruction
- Practice and student understanding of emergency procedures
- Submission of daily attendance and lunch count by 8:30am through Infinite Campus
- Updated grade reports in Infinite Campus
- Updated and informative website

Class Interruptions

The District is committed to protecting instructional time. Class interruptions of any kind will be kept to a minimum. Students are not permitted to interrupt a class in session without prior authorization from the Superintendent or the classroom teacher. Intercom use is restricted to administrative use or administrative-approved use only.

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. Gallatin Gateway School teaching staff will use Google Classroom and the ACE Curriculum Share Drive.

Teachers are expected to prepare lesson plans on a weekly basis. Digital copies of lesson plans are to be submitted to the Superintendent no later than 9:00am Monday morning, for the upcoming week.

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 Superintendent may monitor instruction to ensure that the educational program in a particular class or activity is consistent with the District-approved course of study.

Grade Books

The Montana Law (20-4-301, MCA) states that a teacher's record of attendance is the official record for a school in legal matters, etc. The office will reconcile with teachers periodically to confirm the office attendance records. At the end of the school year, the office will ask teachers for the year's attendance records for the permanent school files.

Teachers are required to submit year-end grading records with attendance and yearly lesson plans to the Superintendent.

Expectations for Grading and Attendance

At the beginning of the year, students and parents are to be informed regarding the basis of the grades and the methods to be used in determining grades through the classroom disclosure document. Teachers will update grades a minimum of once a week. Each teacher's disclosure document must inform parents of the day of the week to expect all grading to be current online.

Teachers must verify final grades, comments, and grade point averages with the Infinite Campus clerk before each quarter's report card is sent home to parents. All report cards must be reviewed by the Superintendent before being sent home to students and parents.

There is an expectation that if a student will be receiving a midterm or quarter grades of "D" or "F," the teacher will communicate with the parent, either in person or on the phone, prior to the receipt of the grade. The teacher will work with the student and the parents to find ways to improve academic deficiencies.

Report cards and midterms should all be sent home on the same day for all grades. K-8 report cards and midterms are sent home the Friday following the end of the quarter unless directed otherwise by the Superintendent.

A student who has not completed work by the end of the marking period and who, in the instructor's judgment should be given an incomplete on the report card, will make up the work by the date specified by the teacher.

Grading Scale: (K-2)

Letter

AP	Above Average (Advanced Proficient)
P	Satisfactory (Proficient)
NP	Below Average/Needs Improvement (Nearing Proficient)
N	Unacceptable (Novice)

Grading Scale: (3-8)

Letter	%	Grade Point
A+	100-99	4.0
A	98-94	4.0
A-	93-90	4.0
B+	89-88	3.0
B	87-84	3.0
B-	83-80	3.0
C+	79-78	2.0
C	77-74	2.0
C-	73-70	2.0
D+	69-68	1.0
D	67-64	1.0
D-	63-60	1.0
F	59-00	Failing

Due process will be provided to all students. 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 disclosure document and distributed to students at the beginning of the grading period.

Special education students are to receive grades based on progress toward goals stated in the Individual Education Program (IEP).

Master Calendar

The Master Calendar is located online using Google Calendar application. It will include all school events for staff, students, and the community. The calendar will be used in planning appropriate future dates to schedule events. Teachers must confer with the Superintendent in order to set a date for a field trip, special classroom event, evening program, etc. In order for all events to go smoothly, it is crucial that planning occurs weeks in advance of the date of the event. The Superintendent will assist you as you set dates and logistic arrangements for your special programs.

Pledge of Allegiance

In accordance with Section § 20-7-133, recitation of the Pledge of Allegiance is required. The recitation required in subsection (1) states that must be conducted at the beginning of the first class:

- of each school day in kindergarten through grade 6
- of each school week in grades 7-12

Gallatin Gateway School recites the Pledge of Allegiance at the beginning of each day, led over the school intercom.

School Lobby Bulletin Board

Each month a homeroom class in grades 3-8 or a specialist will be scheduled to design a display on the school lobby bulletin board. Other bulletin boards will be designated for K, 1, & 2.

Requesting a Substitute

The Board authorizes the use of substitutes as necessary to replace teachers who are temporarily absent. The Superintendent or assigned designee shall arrange for the substitute; under no condition is an employee to select or arrange for a substitute.

Certified Employees:

1. In the event that it is necessary to be absent from teaching, arrangements must be made as far in advance as possible, except in the case of illness or emergency. If absence is known prior to the day of absence, a *Certified Request for Approval of Leave Form* must be submitted to the Administrator for approval.
2. In the event of illness or emergency certified employees should notify the staff member(s) designated to arrange substitutes as soon as it is known that he/she will not be able to attend work:
 - a. If a text is sent or voicemail left, employees are expected to follow up if an immediate response is not given. A detailed voicemail message should be left, including reason of absence, location of lesson plans and substitute folder, and a number that can be reached during the day. Lesson plans must be submitted to the Superintendent and

a copy left for the substitute in the teacher's District Substitute Folder/Binder. Teachers must sign out at the office and remind an office person prior to leave day(s). If leaving or returning from a half-day leave, sign in or out at the office and visit with an office person about leaving or arriving at school.

b. Send a copy of the completed *Certified Request for Approval of Leave Form* to *Leave Form* using the office copy machine. This email will be the time and date used for the 48-hour window. Submit the hard copy to the office mailbox labeled *Leave Form*.

c. Certified employees are requested to call prior to or as close to 6:00am as possible and by 3:00pm of the day of absence to notify the Administrator if additional days are needed or if the employee is returning on the following day.

d. Upon return to work following an illness or emergency absence, certified employees must submit a *Certified Request for Approval of Leave Form* to the *Leave Form* mailbox for the absence.

Classified Employees:

1. In the event that it is necessary to be absent from the kitchen, paraprofessional or office duties, or bus routes, arrangements must be made as far in advance as possible, except in the case of illness or emergency. If absence is known prior to the day of absence, a *Classified Request for Approval of Leave Form* must be submitted to the Administrator for approval.

2. In the event of **illness or emergency** classified employees should notify the staff member(s) designated to arrange substitutes as soon as it is known that he/she will not be able to attend work:

a. If a text is sent or voicemail left, employees are expected to follow up if an immediate response is not given. A detailed voicemail message should be left, including reason of absence, location of lesson plans/substitute folder, and a number that can be reached during the day. Classified employees should have a substitute folder with common daily procedures described in the event that a substitute will need to cover all duties. Lesson plans, if needed, must be submitted to the Superintendent and a copy left for the substitute. Staff must sign out at the office and remind an office person prior to leave day(s). If leaving or returning from a half-day leave, sign in or out at the office and visit with an office person about leaving or arriving at school.

b. Send a copy of the completed *Classified Request for Approval of Leave Form* to *Leave Form* using the office copy machine. This email will be the time and date used for the 48-hour window. Submit the hard copy to the office mailbox labeled *Leave Form*.

c. Classified employees are requested to call prior to or as close to 6:00am as possible and by 3:00pm of the day of absence to notify the Administrator if additional days are needed or if the employee is returning on the following day.

d. Upon return to work following an illness or emergency absence, classified employees must submit a *Classified Request for Approval of Leave Form* to the *Leave Form* mailbox for the absence.

To Prepare for a Substitute Teacher

Students should be informed that there will be a substitute. Expectations of student behavior should be provided to the students for when the substitute is present.

1. Assign responsible students to assist the substitute

2. Prepare a substitute folder

a) Description of attendance and lunch count reporting procedures

b) A seating chart

c) Duty assignment (bus duty, etc.) and hallway procedures

d) The daily class schedule

e) The location of teaching guides and supplies

f) Name of responsible students in each class

g) Name of a team teacher familiar with the classroom

h) Classroom behavior expectations and any specific student behavior plans

i) Any other information that would be needed by a substitute

3. Do not assign project work or group work for substitutes; assign a teachable lesson

4. Have an emergency lesson plan for each class in case students get done early or extra time is available

5. Fire exit information

6. Have a teacher familiar with procedures who could assist the substitute

Upon return from absence, the expectations are:

- a) Read report left by the substitute
- b) Follow up on any incident that was a problem in the class with Superintendent, students, parents, and the substitute
- c) Complete the online substitute survey upon return

News Releases

Visit with the Superintendent and review articles or announcements you would like to make public. Look for opportunities to emphasize the positive contributions of our students.

Curriculum

Sequential curriculum for each program area that aligns to content standards, specific grade-level progressions, and program area standards is housed in the online curriculum container ACE Gallatin Gateway School ACE curriculum folder in the Share Drive contains scope and sequence for each subject..

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. The Superintendent also carries the duties of the Curriculum Director.

Deviations from established curriculum, textbooks, and instructional materials are not permitted without Superintendent approval. Teachers with questions should contact the Superintendent/Curriculum Director.

Though teaching methodology may vary, classroom instruction is expected to reflect “best practices” consistent with research on effective instruction. The District may receive and/or provide distance, online, and technology-delivered learning programs, as provided in Montana law and set forth in District procedures. The Superintendent shall be responsible for the supervision and implementation of the adopted curriculum. The teaching staff has a significant responsibility in the development of curricula and the primary responsibility for the implementation of curricula.

Indian Education For All (IEFA)

The District is committed to working cooperatively with Montana when providing instruction, when implementing educational goals or adopting rules relating to education of students in the District. The District will periodically review its curriculum to ensure the inclusion of cultural heritages of Native Americans, which will include, but is not necessarily limited to considering methods by which to provide books and materials reflecting authentic historical and contemporary portrayals of Native Americans, and considering individual and cultural diversity and differences among students.

Textbooks

Board-approved textbooks are provided free of charge for each class. Books must be covered by each student, as directed by the teacher, and treated with care. If the book is damaged when issued to the student, damage must be reported to the teacher. Any student who damages or fails to return a book issued by the school may be charged a fee to replace or repair the book. A student’s grades may be withheld until restitution is made. The Librarian must sign off on the *Book Damage Fee Notice*. All notices will be kept in the library. *Book Damage Fee Notices* must be sent home with students no later than May 15 to allow ample time for fees to be collected before the end of the school year.

Section 504/ADA of the Rehabilitation Act of 1973

Section 504/ADA is an Act that prohibits discrimination against persons with a disability in any program that receives federal financial assistance. All qualified persons with disabilities within the jurisdiction of a school district are entitled to a free appropriate public education (FAPE).

Intervention Meetings

Classroom teachers have essential functions in the identification of educationally disabling conditions and development of educational plans to address the student’s needs. Classroom teachers also have specific data regarding the child’s performance. Portfolio, anecdotal or assessment data will be provided by the classroom teacher and shared

with the team. When requesting a student intervention, submit written reports the day before the meeting to the Superintendent. Make certain comments sufficiently detail the student's strengths and weaknesses.

Chromebooks

Each homeroom classroom has a chromebook cart to house at least one chromebook for each student in the class. Chromebooks and carts are expected to be a part of the classroom inventory. Teachers check out chromebooks to individual students through Alexandria. Students may take their chromebooks from class to class. All teachers and staff must enforce the following Chromebook expectations:

- Chromebooks may only be used when at a table or desk
- Chromebooks may not be left on the floor or unattended.
- Chromebooks must be put away in their designated Chromebook Cart, plugged in for charging every evening unless the student is taking it home with the teacher's knowledge.
- Any damage to a Chromebook must be reported to the Technology Director, the chromebook removed as checked out to a student, removed from the classroom inventory, and placed on the Technology Director's inventory. Any replacement chromebook must be put on the classroom inventory and checked out to the student, before the student may use it. Cost to repair the damaged Chromebook must be reported to the secretary for parent fees.

Teaching about Religion

Religious education is the responsibility of the home and religious institutions. Public schools are obligated to maintain neutrality in all such matters.

However, as religion influences many areas of education, such as literature and history, its role in civilization may be taught when consistent with curriculum and teaching assignment. In such instances, teachers may provide information and opportunity for students to study the forms of various religions. Teachers may not advocate, openly or covertly or by subtlety, a particular religion or religious belief.

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

Field Trips

Field trips are defined as travel away from school premises, under the supervision of a teacher of an approved course of study, for the purpose of affording students a direct learning experience not available in the classroom.

The staff member shall submit a completed *Planning a Field Trip Request Form* and *Bus Use Form*, if needed, to the Superintendent prior to the field trip. This shall include all objectives and post activities. The Superintendent will approve the trip as warranted.

The staff member shall contact the site to make specific arrangements for the field trip so that the desired activity can be coordinated with the classroom studies. The teacher should have each parent complete a consent form.

There should be two adults (ex: bus driver and teacher) for each bus except where additional supervision is warranted.

Overnight field trips must be submitted to the Superintendent at least six weeks prior to the proposed date of the trip and before the trip is discussed with students or parents. Any out-of-state or out-of-the-country travel or field trips that extend overnight must be approved by the Board. Field trips planned over a weekend or with extended hours do not receive additional compensation.

Written parental permission must be obtained for each approved trip. Teachers are expected to submit the signed forms showing parental approval and acknowledgment of the student conduct guidelines to the office prior to departure for the scheduled activity.

Use of Seating Charts

Seating charts will be used in the classroom, cafeteria, and the bus. In the case of a communicable disease outbreak, the Health Department may inquire to determine students in close contact with those with a disease. In the event of an outbreak, copies of seating charts will be provided to the Health Department.

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 the hall entrance to their classroom prior to the arrival of their students unless on morning supervising duties.

Teachers and staff will be assigned supervision duty by the Superintendent. It is most important to be at the duty station between the allotted times. 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. If you have a meeting of any kind, including curriculum meetings, parent conferences, or special education meetings, it is your responsibility to see that your duty is covered by another person.

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

All staff are expected to monitor student behavior all of the time while at school, unless at lunch, on break, or during preparation time. All staff are to consistently remind students of MBI Student Expectations. Misbehavior can be decreased or eliminated by the presence of an adult. Make it a policy as frequently as possible to precede classes to the classroom door as the periods end and remain present during the passing interval, observing student conduct in the vicinity of and in the classroom and greeting students as they arrive.

Hall Passes

Teachers must keep a written record of students leaving and returning from class during the class period. Students must have their lanyard/ID card in order to be released from class to use the restroom. Students are to hang their lanyard on the hooks outside of each restroom to restrict more than two students at a time in the restroom. Group restroom breaks for younger students are encouraged.

Assemblies

Teachers shall sit with their students at assemblies and reinforce positive expectations. Should a student repeatedly not follow the assembly expectations, staff members may remove the student from the assembly.

Family Engagement

The District's Board of Trustees recognizes the importance of engaging families in the education of children. The Superintendent and staff shall undertake activities designed to:

- 1) Encourage families to actively participate in the life of their children's schools;
- 2) Ensure families feel welcomed, valued, and connected to one another, school staff, and to what students are learning and doing in class;
- 3) Encourage families and school staff to engage in regular, two-way meaningful communication about student learning;
- 4) Ensure continuous collaboration between families and school staff to support student learning and healthy development both at home and at school and have regular opportunities to strengthen their knowledge and skills to do so effectively;
- 5) Empower families to be advocates for their own and other children to ensure that students are treated equitably and have access to learning opportunities that will support their success;
- 6) Allow families and school staff to partner in decisions that affect children and families and together inform, influence, and create policies, practices, and programs; and
- 7) Encourage families and school staff to collaborate with members of the community to connect students, families, and staff to expand learning opportunities, community services, and civic preparation.

Child Custody: Staff/Parent Relations

The District encourages parents to be involved in their student's school experience. Teachers are advised that unless otherwise ordered by the courts, an order of sole custody on the part of one parent does not deprive the other parent of certain rights. It is the responsibility of the parent with sole custody to provide to the District any court order that curtails the rights of the non-custodial parent.

A non-custodial parent may receive and inspect the school records pertaining to the student and to consult with teachers concerning the student's welfare and education. Teachers will communicate with both parents and provide each with reports, invitations, announcements, newsletters, and any other information which may aid in the educational success of the child.

Non-custodial parents will not be granted visitation or telephone access to their student during the school day. Students may not be released to the non-custodial parent without the written permission of the parent having sole custody.

In the case of joint custody, it is the responsibility of the parents to provide the District, in writing, any special legal requests or clarifications in areas concerning the student and the District's relationship and responsibilities. Such information will be maintained on file in the office and provided to staff as appropriate.

Staff members with questions regarding custodial and/or non-custodial parent rights with respect to particular students should contact the office.

Parent/Teacher Conferences

Parent/teacher conferences are required twice a year for each teacher with each student. The purpose is to update parents on the academic and social progress of their child. Teachers should openly address any child progress concerns with the parents. Teachers are encouraged to meet with parents as concerns arise and not wait until the end of the quarter. This will ensure that parents are kept well-informed of the behavior and academic progress of their child and early intervention can be enacted, if necessary.

Confidentiality and Supervision

The guidelines below will be followed to allow for the safety and privacy of our students:

1. Students are not to be taken from a classroom by anyone other than Gallatin Gateway School personnel known to the teacher. If questioned, do not acknowledge that the student requested is in a specific class or that he/she attends Gallatin Gateway School. Refer all inquiries to the office.
2. The school is legally required to provide information to non-custodial parents, but would like the requests to be channeled through the office for the protection of all school personnel and the students involved.

Child Abuse Reporting

Any staff member who has reasonable cause or reasonable suspicion to believe that any child under 18 years of age with whom he/she has come in contact has suffered abuse or neglect, or that any adult with whom he/she is in contact has abused a child, shall immediately orally report to the Montana Department of Public Health and Human Services or local law enforcement agency. The Superintendent is also to be immediately informed that a report has been made.

Montana's statewide toll-free child abuse hotline at 1-866-820-KIDS (1-866-820-5437). This hotline is available 24 hours a day, seven (7) days a week.

Any District employee who fails to report a suspected case of abuse or neglect to the Department of Public Health and Human Services, or who prevents another person from doing so, may be civilly liable for damages proximately caused by such failure or prevention and is guilty of a misdemeanor. The employee will also be subject to disciplinary action up to and including termination. An employee does not discharge the obligation to personally report by notifying the Superintendent or building administrator.

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

In the event that DPHHS reveals information to an employee after he or she makes a report or requests that information be shared with another employee, employees receiving such information shall keep the information confidential.

Guest 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. Prior Superintendent approval is required each time a guest speaker is requested to come to the building or activity. Teachers are expected to inform the Superintendent of the date, time, and nature of the presentation whenever such use is planned.

Materials Distribution

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

Special Interest Materials

Supplementary materials from non-school sources require Superintendent approval prior to their use in school. This includes educational films and all videos secured from or through commercial sources. Generally, materials that are of obvious educational quality supplement and enrich instructional and reference materials for definite school courses, and are timely may be considered for approval. Staff members wishing to show a video presentation longer than 5 minutes in their classroom must first submit a *Request to Show Video in Classroom Form* for Superintendent approval. District personnel may not show any video presentation with a MPAA rating over PG.

Instructional Materials

Textbooks and instructional materials, including instructional/curricular support software, should provide quality learning experiences for students and:

- Enrich and support the curriculum;
- Stimulate growth in knowledge, literary appreciation, aesthetic value, and ethical standards;
- Provide background information to enable students to make intelligent judgments;
- Present opposing sides of controversial issues;
- Be representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage;
- Depict in an accurate and unbiased way the cultural diversity and pluralistic nature of American society.
- Staff must follow all applicable copyright laws.

Basic instructional course material in the fundamental skill areas of language arts, mathematics, science, and social studies should be reviewed at intervals not exceeding five (5) years. All instructional materials must be sequential, and must be compatible with previous and future offerings.

Instructional materials are made available for loan to students when the best interest of the District and student will be served by such a decision. Students will not be charged for normal wear. They will be charged replacement cost, however, as well as for excessive wear, unreasonable damage or lost materials. The professional staff will maintain records necessary for the proper accounting of all instructional materials.

Copyright

A variety of machines and equipment for reproducing materials to assist staff in carrying out their educational assignments are available to staff in both the school and home setting.

Infringement on copyrighted material, whether prose, poetry, graphic images, music, audio tape, video, or computer-programmed materials, is a serious offense against federal law, a violation of Board policy, and contrary to ethical standards required of staff and students.

All reproduction of copyrighted material shall be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as “fair use” under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form. Permission forms are available in the office.

“Fair use” guidelines are as follows:

I. Printed Materials

1. Permissible uses — District employees may:

- a) Make a single copy of the following for use in teaching or in preparation to teach a class:
 - i) A chapter from a book;
 - ii) An article from a periodical or newspaper;
 - iii) A short story, short essay, or short poem, whether or not from a collective work;
 - iv) A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper.
- b) Make multiple copies for classroom use (not to exceed one copy per student in a course) from the following:
 - i) A complete poem, if it has fewer than 250 words and does not exceed two printed pages in length;
 - ii) A complete article, story, or essay of less than 2,500 words;
 - iii) Prose excerpts not to exceed 10 percent of whole or 1,000 words, whichever is less;
 - iv) One chart, graph, diagram, cartoon, or picture per book or per issue of a periodical;
 - v) An excerpt from a children’s book, containing up to 10 percent of the words found in the text.
2. All permitted copying must bear an appropriate reference. References should include the author, title, date, and any other pertinent information.

3. Prohibited uses — District employees may not:

- a) Copy more than one work or two excerpts from a single author during one class term;
- b) Copy more than three works from a collective work or periodical volume during one class term;
- c) Copy more than nine sets of multiple copies for distribution to students in one class term;
- d) Copy to create or replace or substitute for anthologies or collective works;
- e) Copy “consumable” works, such as workbooks, exercises, standardized tests, and answer sheets for any reason other than emergency replacement;
- f) Copy the same work from term to term;
- g) Copy the same material for more than one particular course being offered (may not copy every time a particular course is offered) unless permission is obtained from the copyright owner.

4. All sound recordings, including phonograph records, audiotapes, compact discs, and laser discs, will be treated under the same provisions that guide the use of print materials unless as may otherwise be excepted by regulations governing the reproduction of works for libraries/media centers.

II. Sheet and Recorded Music

1. Permissible Uses — District employees may:

- a) Make emergency copies to replace purchased copies which for any reason are not available for an imminent performance, provided purchased replacement copies will be substituted in due course;
- b) Make, for academic purposes other than performance, multiple copies (one per student) of excerpts not constituting an entire performance unit such as a section, movement, or aria, but in no case no more than 10 percent of the whole work;
- c) Make, for academic purposes other than performance, a single copy of an entire performable unit such as a section, movement, or aria if confirmed by the copyright holder to be out of print or the “unit” is unavailable except in a larger work. The copy may be made solely for the purpose of scholarly research or in preparation to teach a class;
- d) Edit or simplify printed copies which have been purchased, provided the fundamental character of the work is not distorted or the lyrics, if any, altered or lyrics added if none exist;
- e) Copy complete works which are out of print or unavailable except in large works and used for teaching purposes;
- f) Make a single copy of a recorded performance by students to be retained by the school or individual teacher for evaluation or rehearsal purposes;

- g) Make a single copy of a sound recording, such as a tape, disc, or cassette, of copyrighted music owned by the school or an individual teacher for constructing aural exercises or examinations and retained for the same purposes.
- 2. Prohibited uses — District employees may not:
 - a) Copy to create or replace or substitute for anthologies, compilations, or collective works;
 - b) Copy works intended to be “consumable”, such as workbooks, exercises, standardized tests, and answer sheets;
 - c) Copy for the purpose of performance, except as noted above (A. 1.) in emergencies;
 - d) Copy to substitute for purchase of music except as noted above (A. 1., 2., and 3.);
 - e) Copy without inclusion of the copyright notice on the copy.
- III. Television-Off-the-Air Taping
 - 1. Permissible uses — District employees may:
 - a) Record a broadcast program off-air simultaneously with the broadcast transmission, including simultaneous cable or satellite retransmission, and retain the recording for a period not to exceed the first 45 consecutive calendar days after the date of the recording.
 - i) A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers. Each additional copy will be subject to all provisions governing the original recording.
 - ii) Unless authorized by the [library/media supervisor], at the conclusion of the retention period, all off-air recordings shall be erased or destroyed immediately.
 - iii) Individuals who wish to retain programs beyond the 45-day period need to complete and return the preview portion of the “Request for Off-Air Video Taping” form to the librarian for each program videotaped. The librarian will coordinate requests for permission to use or retain copyrighted television programs beyond the 45-day retention period.
 - b) Retain videotapes of commercial programs only with written approval of appropriate copyright holders;
 - c) Use off-air recordings once for each class in the course of relevant teaching activities and repeat once only when instructional reinforcement is necessary and only within the first 10 consecutive school days of the 45-consecutive-calendar-day retention period;
 - d) Use off-air recordings for evaluation purposes only, after the first 10 consecutive school days, up to the end of the 45-consecutive-calendar-day retention period. Evaluation purposes may include use to determine whether or not to include the broadcast program in the teaching curriculum;
 - e) Use off-air recordings made from a satellite dish, if they conform to the 45-consecutive-calendar-day retention period established for broadcast or cable programming and are not subscription channels;
 - f) Use copies of all-air recordings, as stipulated in these guidelines, only if the copies include the copyright notice on the broadcast program;
 - g) Request that a library/media center record and retain for research purposes commercial television news programs from local, regional, or national networks; interviews concerning current events; and on-the-spot coverage of news events. Documentary, magazine-format, and public affairs broadcasts, however, are not included in the definition of daily newscasts of major events of the day.
 - i) Requests for retention of programs recorded off-air will be directed to the producers of those programs directly through the network (not affiliate).
 - 2. Prohibited Uses — District employees may not:
 - a) Tape off-air programs in anticipation of an educator’s requests;
 - b) Request that a broadcast program be recorded off-air more than once for the same educator, regardless of the number of times the program may be broadcast;
 - c) Use the recording for instruction after 45 consecutive calendar days;
 - d) Hold the recording for weeks or indefinitely because:
 - i) Units needing the program concepts are not taught within the 45-day use period;
 - ii) An interruption or technical problem delayed its use; or
 - iii) Another teacher wishes to use it, or any other supposedly “legitimate” educational reason;
 - e) Record programs off-air without written permission from the author/producer/distributor when a special notice is provided specifically prohibiting reproduction of any kind;
 - f) Alter off-air programs from their original content. Broadcast recordings may not be physically or electronically combined or merged to constitute teaching anthologies or derivative works. Off-air recordings, however, need not be used in their entirety;

- g) Exchange program(s) with other schools in the District or other school Districts without the approval of the [media/library supervisor]; Programs will be used for the specific curriculum application for which the request was intended. No other curriculum application is authorized;
 - h) Use the recording for public or commercial viewing;
 - i) Copy or use subscription programs transmitted via subscription television cable services, such as HBO or Showtime. Such programs are licensed for private home use only and cannot be used in public schools. "Pay" programs received via satellite dish are also subject to these prohibitions.
- IV. Rental, Purchase, and Use of Videos
- 1. Permissible uses — District employees may:
 - a) Use purchased or rented videos such as feature films as part of a systematic course of instruction, in accordance with District policy. Such use shall be for direct instruction and must take place in a classroom or similar area devoted to instruction;
 - b) Use only rented, lawfully-made videos;
 - c) Arrange for the local school to transmit videos over their closed circuit television systems for direct instruction;
 - d) Use off-air videos made at home for classroom instruction and only in accordance with television-off-air guidelines and District policy.
 - 2. Prohibited uses — District employees may not:
 - a) Use rented or purchased videos where a written contract specifically prohibits such use in the classroom or direct teaching situation;
 - b) Use rented or purchased videos such as feature films for assemblies, fundraising, entertainment, or other applications outside the scope of direct instruction without public performance rights.
- V. Computer Software
- District employees may only use District Approved Software.
- VI. Reproduction of Works for Libraries/Media Centers
- 1. Permissible uses — District employees may:
 - a) Arrange for interlibrary loans of photocopies of works requested by users, provided that copying is not done to substitute for a subscription to or purchase of a work;
 - b) Make for a requesting entity, within any calendar year, five copies of any article or articles published in a given periodical within the last five years prior to the date of the request for the material;
 - c) Make single copies of articles or sound recordings or excerpts of longer works for a student making a request, provided the material becomes the property of the student for private study, scholarship, or research;
 - d) Make a copy of an unpublished work for purposes of preservation, of a published work to replace a damaged copy of an out-of-print work that cannot be obtained at a fair price;
 - e) Make off-the-air recordings of daily television news broadcasts for limited distribution to researchers and scholars for research purposes;
 - f) Make one copy of a musical work, pictorial, graphic, sculptural work, motion picture, or other audiovisual work, if the current copy owned by the library/media center is damaged, deteriorated, lost, or stolen, and it has been determined that an unused copy cannot be obtained at a fair price.
 - 2. Prohibited uses — District employees may not:
 - a) Make copies for students, if there is reason to suspect that the students have been instructed to obtain copies individually;
 - b) Copy without including a notice of copyright on the reproduced material.
- VII. Performances
- 1. Permissible uses — District employees must:
 - a) Contact the copyright holder, in writing, for permission when copyrighted works such as plays and musical numbers are to be performed. This is particularly important if admission is to be charged or recordings of the performance are to be sold.

Research/Copyrights and Patents

Staff members engaged in research projects during the work day or who use District resources for students, either for study toward advanced work or for use in classroom instruction, may do so only with the prior approval of the Superintendent. Privacy rights of students or other individuals involved in such research projects must be maintained.

Publications, instructional materials, articles, models, and other devices prepared by staff members for District use with District time, money, and facilities, as part of the employee's job responsibilities, remain the property of the District. In the event that a staff member produces items described above partly on his/her own time and partly on District time, the District reserves the right to claim full ownership. The employee may petition the District for assignment of copyright or patent rights. Employees may not attempt to copyright or patent such items without the knowledge and consent of the District.

Student/Classroom Information

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 members are expected to familiarize themselves with the administrative procedures pertaining to students, as set forth in the *Student/Parent Handbook* and in Board policy.

Attendance

Students may arrange for absences in advance with teacher(s) to satisfactorily complete pre-assigned class work. Therefore, if a student plans to be absent from school, a parent should send a written message to the teacher and Superintendent.

All teachers are required to submit attendance and lunch counts at 8:30am through Infinite Campus. If a teacher receives notes for extended vacations, family occasions, sickness, etc., send them to the office. A student who has an absence from class is to be permitted to make up those assignments that he/she has missed. A student shall be allowed one makeup day for each day of absence. (Example: If a student is absent on Monday his/her work assignments will be due on Wednesday rather than Tuesday.) Students absent as a result of in-school-suspension or out-of-school-suspension shall have the right to complete assignments missed according to scheduled due dates during the time they were denied entry to the classroom.

Students who are absent from school because of a school extracurricular activity are still responsible to make up their assignments. It is the responsibility of these students to get their assignments from their teachers and to complete their assigned make-up work within the time given them by their teachers. It is the responsibility of the coach or teacher to distribute a list of the names of those students who will be absent because of the activity to the teachers' mailboxes, to the office, and the Superintendent.

To record attendance please use the following format:

Short Code	Long Code	Type
A	Absent	Excused by parent call/note
T	Tardy	Tardy to your class (*Students should have a pass to enter class.)

Student Records

School student records are confidential. The District will not release, disclose, or grant access to information found in any student record except under the conditions set forth in District policy. The parents of a student under 18 years of age will be entitled to inspect and copy information in the child's school records. Such requests will be made in writing and directed to the Superintendent. Where the parents are divorced or separated, both will be permitted to inspect and copy the student's school records, unless a court order indicates otherwise. Access to the records will be granted to other individuals or entities as provided by law and/or District policy.

Teacher-Required Public Relations

Certified employees: collective bargaining agreement.

The classified contract details the exact hours for employment. The District does not require or request classified staff to be at events or meetings other than described in the contract. There may only be additional hours beyond the

contract hours if mutually agreed with the Superintendent. Additional hours may not be assigned to paraprofessionals from the teaching staff.

Open House

Prior to the beginning of each school year, the District will hold an evening-time Open House.

During Open house, teachers and staff should:

- Cover class procedures and expectations for academics, behavior, and safety
- Cover key parts of student handbook
- Cover teacher disclosure document
- Give parents methods of communication (i.e. phone, website, email, etc.)
- Explain classroom expectations

Christmas/Winter Program

Certified employees are required to assist with the supervision of students as assigned by administration. Classified employees are not required to attend the Christmas Program, but may attend for their own enjoyment.

Disclosure Document

It is teachers' responsibility to inform students at the beginning of the school year of the rules and procedures that will be operative in the classroom. Students and parents should be informed of the goals the teacher and the school have for students in a disclosure document. The topics that must be addressed are: (1) Course Description, (2) Course Objectives, (3) Course Outline, (4) Learning Strategies, (5) Materials Required, (6) Grading Criteria and Procedures, (7) Classroom Rules and Discipline, (8) Homework/Make-up Expectations Policy (9) Use of Day Planners, (10) Online Grading and (11) Voicemail, Website, and Email Contact.

A partial example of a disclosure document appears in the appendix. Use the headings that appear in the example. Submit a copy to the Superintendent before distributing to your students and parents within the first two weeks of school. The classroom rules and procedures shall not be in conflict with District Policy, this Handbook, state law or federal law. Disclosures must be reviewed and agreed upon among the teacher's team and the Superintendent prior to distributing or discussing with parents and students at open house.

Homework

Teachers at all grade levels are encouraged to consistently assign homework, which is expected to increase in complexity with the maturity or grade level of the student. Homework may refer to an assignment prepared during a period of supervised study in class or outside of class or which requires individual work in the home. Homework is expected to be designed to improve learning, to aid in the mastery of skills and to stimulate interest on the part of the student.

The information for any homework assignment should be clear and specific so that the student can complete the assignment. Homework should not require the use of reference materials not readily available in most homes, school libraries, or the public library. Homework should require the use of those materials only when the student has had instruction in such use.

Day Planners

Day planners must be used daily in all core classes for grades 2nd through 8th grade. Day planner expectations should be included in each classroom's disclosure document.

Make-up Work

A student who has an absence from class is to be permitted to make up those assignments that he/she has missed. A student shall be allowed one makeup day for each day of absence. (Example: If a student is absent on Monday his/her work assignments will be due on Wednesday rather than Tuesday.) Students absent as a result of in-school-suspension or out-of-school-suspension shall have the right to complete assignments missed according to scheduled due dates during the time they were denied entry to the classroom.

Student Participation in Sports Programs

All students may participate in sports programs. See *Athletic Handbook* for more information.

Moving Class/Holding Classes Outdoors

Teachers are allowed to hold classes outdoors, provided the location is aligned with the lesson plan and the State Standards. Teachers must get approval from the Superintendent, prior to holding class outdoors. Collaboration amongst grade-levels/classrooms is encouraged, but must align with the lesson plan and the State Standards.

Dismissal of Classes

Teachers should never dismiss a class before the established dismissal time. For the purposes of School, the official time is the time indicated on your cell phone or classroom computer. Detaining the entire class after dismissal time is also discouraged. Whenever individual students are detained after class, the teacher is expected to provide the student a note for the student's next class teacher. This will help reduce unnecessary hall traffic, as students reporting to class late will need to account for their tardiness.

Administering Medication to Students

Teachers may be expected to assist students in remembering when a medication is scheduled to be administered. All medication is administered in the school office.

Diagnosis and treatment of illness and the prescribing of drugs are never the responsibility of a school employee and should not be practiced by any school personnel.

Pursuant to the written authorization of a physician or dentist, as well as the written authorization of a parent or guardian, the school nurse may administer medication to any student in the school or may delegate this task pursuant to Montana law. Under no circumstances should unauthorized school personnel provide aspirin or any other medicine to students.

Self-Administration of Medication

Students who are able to self-administer specific medication must go to the front office to do so.

Substance Abuse Policy

To promote positive health, tobacco, alcohol, illegal drugs, or mind-altering substances will not be allowed in the school building, on the school grounds, or during school-sanctioned functions. The school playground and surrounding property is signed as a drug-free school zone.

Visitation

Teachers are encouraged to invite parents and guardians to visit their child's classroom to observe the educational process. Parents or guardians having particular concerns to discuss with the teacher are required to arrange a conference time on the teacher's preparation time or between 3:30pm and 4:00 pm, Monday through Thursday.

Students may bring guests to school after receiving their Administrator's and homeroom teachers' approval. All guests and visitors must check in at the office and receive a visitor badge. If a visitor to the classroom does not have a visitor badge from the office, please send them to the front office.

Expectations for Student Behavior

During the first week of school and the first week back from Christmas Break, teachers and staff must explicitly teach or reteach all of the School-wide Expectations established and taught by the MBI Committee. Teachers must also explicitly teach and reteach their classroom expectations.

All Teachers and Staff are responsible for reinforcing and reminding all students frequently of the School-wide Expectations.

Student Conduct

In addition to adopted Board policies governing student conduct, administrative procedures specifying student-conduct expectations have been established. All teachers are expected to explicitly teach the student conduct rules contained in the *Student/Parent Handbook* with their students during the first weeks of the school year. 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 the rules constitutes grounds for reasonable disciplinary action. 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 procedures governing student conduct and discipline. Classroom rules and consequences are to be reviewed with students, posted in classrooms and teacher webpage, and made available to parents by means of the disclosure document.

Appendix

The OSHA Bloodborne Pathogens Standard

OSHA Safety Rules Checklist for Employees

All employees must obey these rules for their safety and to comply with OSHA safety rules.

You must do the following:

- Know your job classification concerning exposure to biohazards.
- Treat **ALL** blood, body fluids, and other infection agents as potentially infectious.
- Know where the copy of OSHA regulations and the exposure control plan are kept. Read them!
- Handle blood and other body fluids in a way that avoids splashing, spraying, or droplets.
- Wear gloves and a lab coat or other appropriate outer protective garments when coming in contact with blood, other potentially infectious material, mucous membranes, or nonintact skin.
- Remove gloves, lab coats, and any other protective equipment before leaving the work area.
- Wash hands with soap and water after removing gloves.
- Keep all work areas clean.
- Clean contaminated work surfaces with disinfectant such as 10% household bleach (Clorox) after any spill and at the end of each work shift.
- Place regulated waste in appropriately labeled containers.
- Dispose of regulated waste according to regulations.
- Place blood specimens and other potentially infectious materials in a container that prevents leakage during collection, handling, processing, storage, transport, or shipping.
- Employers must offer hepatitis B vaccination unless antibody testing shows that the employee has immunity. Vaccination is provided at no cost to the employee. (If the employee declines vaccination, a statement must be signed indicating that the employee has declined.)
- If exposure to potentially infectious material occurs (such as a needlestick or cut), you must complete an accident report and notify your supervisor or superior immediately.
- You must have appropriate biosafety training to perform your job.
- Employers must keep training records showing annual training.
- Place all contaminated needles and other sharps in containers that are puncture-resistant, leakproof, and appropriately labeled or color coded.

Remember:

- **Do NOT** bend or recap needles or other sharp items.
- **Do NOT** eat, drink, smoke, apply cosmetics or lip balms, or handle contact lenses where exposure might occur.
- **Do NOT** keep food or drink in any place in which blood and other infectious material might be kept or placed.
- **Do NOT** pipette or suction blood or other potentially infectious materials by mouth. This is **strictly prohibited**.
- **Do NOT** pick up broken glass with your hands.
- **Do NOT** place your hands where used needles or sharps are placed.

Housekeeping Checklist

All employees should be made aware of the following housekeeping requirements of the *OSHA Bloodborne Pathogens Standard*.

1. **Decontamination of Surfaces**
 - Immediately after completion of procedures.
 - Immediately after the end of work shifts.
 - Immediately after a person becomes overtly contaminated with blood or other potentially infectious material.
2. **Protective Covering of Equipment and Environmental Surfaces**
 - Use protective covering (plastic wrap, aluminum foil, imperviously-backed absorbent paper).
 - Remove and replace at end of the work shift.
 - Replace when they are overtly contaminated with blood or other potentially infectious materials.
3. **Decontamination of Equipment**
 - Routinely check for contamination.
 - Decontaminate when equipment is contaminated with blood or other potentially infectious materials.
 - Decontaminate prior to servicing or shipping.
4. **Decontamination of Receptacles**
 - Inspect, clean, and disinfect on a regularly scheduled basis any reusable bins, pails, cans, and similar receptacles that have a potential of being contaminated.
 - Clean and decontaminate receptacles immediately or as soon as possible when they are visibly contaminated.
5. **Cleanup**
 - Do not use your hands to pick up broken glassware that may be contaminated.
 - Use mechanical means (brush and dustpan, tongs, or forceps) to pick up potentially contaminated broken glassware.
6. **Handling of Specimens**
 - Place specimens in a closeable, leakproof container prior to storage or transport.
 - Color code or label containers or bags according to the *OSHA Bloodborne Pathogens Standard*.
 - If it is likely that the primary container will be punctured, place the primary container in a leakproof, puncture-resistant secondary container.
 - Color code or label the second container in the same manner as the primary container.
7. **Reusable Items**
 - Decontaminate items prior to washing or reprocessing if they are contaminated with blood or other potentially infectious materials.
8. **Handling of Infectious Waste**
 - Place in closeable, leakproof containers or bags prior to disposal.
 - Color code or label containers or bags according to the OSHA standard.
 - Place a second closeable, leakproof container or bag over the outside of the first container or bag if it is likely that outside contamination of the primary container or bag will occur.
 - Close and color code or label the secondary container or bag in the same manner as the primary container.
 - Observe all federal, state, and local laws when disposing of infectious waste.

- Dispose of sharps immediately after use.
 - Dispose of sharps in a closeable, puncture-resistant, disposable container that is leak proof on the sides and bottom.
 - Label sharps disposal containers according to the OSHA standard.
 - Make sharps disposal containers easily accessible in the immediate area of sharps use. Routinely replace sharps disposal containers.
 - Do not allow sharps disposal containers to overfill.
9. **Handling of Laundry**
- When laundry is contaminated with blood or other potentially infectious materials or may contain contaminated sharps, treat it as if contaminated.
 - Handle such laundry as little as possible and minimize agitation of laundry.
 - Bag contaminated laundry at area of use.
 - Do not sort or rinse contaminated laundry in patient areas.
 - Label or color code bags in which contaminated laundry is placed and transported.
 - Place and transport contaminated laundry in a leak proof bag if the laundry is wet or can soak through or leak from the bag.
 - Ensure that laundry workers wear protective clothing and other personal protective equipment to prevent occupational exposure during handling and sorting of laundry.

How to Reduce Your Risk from Bloodborne Pathogens

What it means

An Exposure Control Plan is a set of actions you can follow to reduce your risk of being infected by bloodborne pathogens.

How it affects you

Your company's Exposure Control Plan may change the way you do your job. Some of the actions you must take may seem time-consuming. Don't cut corners! Do exactly what the plan requires.

- Clearly identify who must follow the plan.
- Clearly identify any task or procedure where exposure to bloodborne pathogens may take place.
- Clearly identify all employees who have jobs or tasks that bring them into contact with employees who risk exposure to bloodborne pathogens.
- Provide a place to wash your hands and face.
- Develop and communicate procedures and equipment that reduce employee exposure to bloodborne pathogens.
 - How to handle sharp objects that may be contaminated.
 - How to use personal protective equipment.
- Describe what to do if you are exposed to bloodborne pathogens.

Universal Precautions

What they mean

"Universal Precautions" is the name that the Centers for Disease Control and Prevention (CDC) uses to describe a very aggressive plan that treats all blood and body fluids as a possible source of contamination and infection.

Materials that require Universal Precautions

- Human blood and any products that include human blood or parts made from human blood.
- Semen, vaginal secretions.
- Cerebrospinal, synovial, pleural, pericardial, peritoneal, amniotic fluids.
- Saliva in dental procedures.
- Any body fluid that is visibly contaminated with blood.
- Any unidentifiable body fluid.

How Universal Precautions affect you

Workers who fall under the Universal Precautions guideline must wear gloves and other protective equipment to lower the risk of exposure to blood and body fluids.

Specific precautions must be taken with dirty linen, trash, and used sharp objects.

If a worker is exposed to blood or body fluids, he or she has the right to insist on hepatitis B immunization and periodic hepatitis B virus and HIV testing.

Prevention measures to minimize the chances of accidental exposure

- Always wear gloves when giving first aid for wounds.
- If possible, help injured persons care for themselves. (Example: Allow a student to hold tissue to own bloody nose. Open a zip bag for them to dispose of tissue and zip shut.)
- Create a barrier between yourself and blood and body fluids. (Example: hold a wad of tissue, a sweatshirt, etc. between you and the fluid.)
- Immediately wash your hands after accidental contact with blood or body fluids. Wash your hands as soon as possible after removal of gloves or other personal protective clothing or equipment. FREQUENT HANDWASHING REDUCES THE SPREAD OF INFECTIONS.
- Call the custodian to clean up body fluids.
- Wear gloves when emptying waste receptacles.
- Clean contaminated surfaces by disinfecting with an EPA registered germicidal cleaner (bleach solution = 1 part bleach to 10 parts water).
- Do not pick up broken glass, or other sharps, directly with the hands.
- Dispose of sharps (hypodermic needles, lancets, etc.) in red biohazard leakproof and puncture-resistant containers. When these containers are full, authorized safety personnel must dispose of them.

Phone Extensions

- Use lines 1-3 to call outside of the building, line 2 is for local calls only.
- Press extension number to call an extension.

13 - Superintendent
27 - Kindergarten
31 - 1st Grade
26 - 2nd Grade
18 - 3rd Grade
20 - 4th Grade
19 - 5th Grade
16 - 6th Grade
15 - 7th Grade
21 - 8th Grade
22 - Library
23 - Computer Lab
24 - Title 1 Room
29 - Special Education
30 - Music Room
28 - Counselor
33 - Art Room
10 - Office
11 - Office
12 - Office
17 - Bus exit
25 - District Clerk
32 - Kitchen
34 - Primary Care Clinic
36 - Business Manager

PARTIAL EXAMPLE SEVENTH GRADE DISCLOSURE DOCUMENT

Course Description:

This is a general English course designed to provide students with a variety of language experiences. These experiences will include student participation in reading, writing, speaking, listening, and thinking.

Course Objectives:

- Students will read and respond to various literary works.
- Students' writing focuses on sentence and paragraph development.
- Students learn the eight parts of speech, rules of punctuation and capitalization, and rules of usage.
- Students use library resources with an emphasis on the card catalog and the Reader's Guide.

Course Outline:

- History of our language using the dictionary to study etymologies
- Note taking
- Mystery and suspense unit of literature book using drama, short story, and poetry
- Punctuation
- Capitalization

Learning Activities:

A variety of learning activities will be used during the class to incorporate all learning styles. There will be large group discussions and cooperative learning activities.

Materials Required of Students:

1. Student Planner
2. A three ring loose leaf notebook will be needed to keep all papers on file. The notebook needs to be divided into five parts with a division page for each part. The divisions are to be marked: Assignment sheets, vocabulary, notes, homework, and handouts.
3. An up-to-date assignment sheet for the entire quarter is to be in the Assignment sheet section.
4. In the vocabulary section, the words for the entire year are to be kept. A word a day will be given. All homework papers and tests are to be filed in the homework section.
5. Wide-lined loose leaf notebook paper is to be used for English. No spiral notebook paper or narrow-line paper will be accepted.
6. A pencil and a blue or a black pen should be in class at all times.
7. *English* and *Daybook of Critical Reading & Writing* are the two basic texts which will be assigned.

Grade Criteria and Grading Procedures:

1. Each grading period, three grades will be assigned. The academic grade is based upon the number of points earned during a grading period. Each homework assignment is worth five points. Tests vary from 50-100 points. During a given quarter, the total number of points possible is figured and a letter grade assigned to each student at the end of the quarter. The letter grade is from the school's scale.

Classroom Rules/Pupil Management Policies:

1. Students are expected to be well organized.
2. Except for absences or unusual circumstances, no late papers are accepted.
3. No talking in class unless the student has raised his/her hand.
4. No gum or candy will be allowed.
5. The student will not be allowed to return to the locker for forgotten items after the class has started.
6. The penalty for being tardy to class is 15 minutes after school.
7. The rules set forth in the student handbook and those established by the teacher will be followed in this class.

Homework Policy:

Homework is given almost every night except for Wednesday night and weekends. Tests are announced in advance. Every assignment and test should be written down on the assignment sheet found in the English notebook. No extra credit work is given. Make up work according to page 15 of the student handbook.

Gallatin Gateway Lesson Plan

How to Develop a Lesson Plan

Content Objective: State the content objective in “student-friendly language.” 4th Grade Writing Example: I will be able to clearly introduce my topic or text.

Language Objective: How will the student “communicate” mastery of the Content Objective? 4th Grade Writing Example: Before I leave class today, I will have written an introduction to my topic or text, which will include my opinion and the ideas that will convey my purpose.

Some ideas for the communication product:

Adapted from Tomlinson and McTighe, *Integrating Differentiated Instruction + Understanding by Design*, ASCD, 2006.
Tools for Assessment

Written	Oral	Visual	Kinesthetic
Advertisement	Audio Recording	Advertisement	Community outreach
Biography	Debate	Banner	Dramatization
Book report	Discussion	Brochure	Field trips
Book review	Dramatization	Campaign flyer	Letter writing
Brochure	Haiku	Cartoon	Oral interviews
Campaign speech	Interview	Chart	Play
Crossword puzzle	Newscast	Collage	Presentation
Editorial	Oral presentation	Collection	Service learning
Essay	Oral report	Computer graphic	Simulations
Experiment record	Poetry reading	Construction	Role play
Game	Rap	Data display	Skit
Journal	Reader's Theater	Design	Scavenger hunt
Lab report	Role play	Diagram	
Letter	Skit	Display	
Log	Speech	Diorama/shoebox	
Magazine article	Song	Drawing	
Memo	Teach a lesson	Graph	
Newspaper article		Graphic Organizer	
Poem		Map	
Portfolio		Mobile	
Position paper		Model	
Proposal		Painting	
Questionnaire		Photograph	
Research report		Portfolio	
Script		Poster	
Story		Scrapbook	
Test		Sculpture	
Yearbook		Slide show	
		Storyboard	
		Venn Diagram	
		Videotape	

Materials

This section has two functions: it helps other teachers quickly determine a) how much preparation time, resources, and management will be involved in carrying out this plan and b) what materials, books, equipment, and resources they will need to have ready. A complete list of materials, including full citations of textbooks or story books used, worksheets, and any other special considerations are most useful.

What materials will be needed? What textbooks or story books are needed? (please include full bibliographic citations)
What needs to be prepared in advance? (typical for science classes and cooking or baking activities)

Lesson Description

This section provides an opportunity for the author of the lesson to share some thoughts, experience, and advice with other teachers. It also provides a general overview of the lesson in terms of topic focus, activities, and purpose.

What is unique about this lesson? How did your students like it? What level of learning is covered by this lesson plan? (Think of Bloom's Taxonomy: knowledge, comprehension, application, analysis, synthesis, or evaluation.)

Anticipatory Set

(noun) A brief portion of a lesson given at the very beginning to get students' attention, activate prior knowledge, and prepare them for the day's learning. Also known as *advance organizer*, *hook*, or *set induction*.

- Hook
- Students talk about the objective – verbalization, predict, etc.

Direct Instruction (I DO)

- Direct Teach
- Modeling
- Check for Understanding
- Scripted questions to ensure scaffolding and HOTS

Guided Practice (We DO)

- Cooperative replication of learning
- Immediate feedback
- Scripted questions to ensure scaffolding and HOTS
- Re-teach

Independent Practice (You DO)

- Activities for individual practice using various learning styles (stations)
- Small group instruction for RtI students in need of additional support
- Independent learning task

Closure/Conclusion

- Revisit the Objectives
- Exit Tickets – student “show” proof of mastery
- Homework should be practice/extension
- How did today's lesson connect with the prior lesson?
- Foreshadow for next lesson

General Rule of Thumb:

Your plan should be detailed and complete enough so that another teacher knowledgeable in your subject matter could deliver the lesson without needing to contact you for further clarifications.

2022-2023 Student Schedule											
	6th Grade	7th Grade	8th Grade		3rd Grade	4th Grade	5th Grade		Kinder	1st Grade	2nd Grade
8:00-8:28	Homeroom			8:00-8:28	Homeroom			8:00-8:28	Homeroom		
8:30-9:18 (1st Period)	Science	PE Health	Social Studies	8:30-9:18	ELA	Math	Sci/SS	8:30-9:18	ELA		
9:20-10:08 (2nd Period)	ELA	ELA	Math	9:20-10:08	Specials			9:20-10:08	Math		
10:10-10:58 (3rd Period)	Elective 1			10:10-10:33	ELA	Math	Sci/SS	10:10-10:58	Growing Gators		
				10:35-10:58	Sci/SS	ELA	Math				
11:00-11:48 (4th Period)	Social Studies	Science	PE Health	11:00-11:48	Growing Gators			11:00-11:48	Recess/Lunch		
11:50-12:38 (5th Period)	Math	Social Studies	Science	11:50-12:38	Recess/Lunch			11:50-12:38	ELA/Math		
12:40-1:28 (6th Period)	Lunch/Recess			12:40-1:28	Sci/SS	ELA	Math	12:40-1:28	Science, Library, Keyboarding, Handwriting		
1:30-2:18 (7th Period)	Study Skills	Math	ELA	1:30-2:18	Math	Sci/SS	ELA	1:30-2:18	Specials		
2:20-3:10 (8th Period)	PE Health	Elective 2		2:20-3:00	Library, Keyboarding, Handwriting, Recess			2:20-2:45	Social Studies		
								2:47-3:00	Recess		
				3:00-3:10	Library/Dismissal			3:00-3:10	Dismissal		

Middle School/Specials Teacher Schedules

	Marissa Schultz	Ashley Davis	Mike Coon	Chantel Jaeger-Smith	Rochelle Dierenfeldt	Jamie Hetherington
8:00-8:28	CI/CO and ELL Coordination	6th Homeroom	Tech Time	Library	8th Homeroom	7th Homeroom
8:30-9:18 (1st Period)	Prep	8th Social Studies	Prep	7th PE/Health	6th Science	Prep
9:20-10:08 (2nd Period)	3-5 MBI Second Step	3-5 Art	8th Math	3-5 Music	6th ELA	7th ELA
10:10-10:58 (3rd Period)	K-2 Growing Gators for SEL Support	Prep	Tech/Tech	Band	K-2 Growing Gators	Journ/Journ
11:00-11:48 (4th Period)	7th Science	6th Social Studies	3-5 Growing Gators Math	8th PE/Health	3-5 Growing Gators	Lunch
11:50-12:38 (5th Period)	3-5 "Lunch Bunch"	7th Social Studies	6th Math	Prep	Prep	8th Science
12:40-1:28 (6th Period)	Lunch	Lunch	Lunch	Lunch	Lunch	K-2 Library
1:30-2:18 (7th Period)	K-2 MBI (Second Step)	K-2 Art	7th Math	K-2 Music	6th Study Skills	8th ELA
2:20-3:10 (8th Period)	Counseling/Consumer Math	Art/Art	Alg I	Guitar/6th PE	Study skills/Plant Bio	3-5 Library

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3-5 Teacher Schedules

	Hailee Olsen	Neal Krogstad	Madeline Herron	Nickole Barnes	Madison Downs
8:00-8:28	2nd Homeroom	1st Homeroom	Kinder Homeroom	Kitchen Support/ Monday Prep	SpEd, TBD
8:30-9:18	ELA				
9:20-10:08	Math			3-5 PE	
10:10-11:00	Growing Gators			Growing G/Study Hall	
11:00-11:48	Lunch			Lunch	
11:50-12:38	ELA/Math			Lunch Room Help	
12:40-1:28	Science 48, Library 48, Keyboarding 24, Handwriting 24			Lunch Room Help	

1:30-2:18	Prep	K-2 PE	
2:20-2:45	Social Studies	Kitchen Support	
2:47-3:00	Recess		
3:00-3:10	Dismissal		

ACTION ITEM

Student and Parent Handbook Revisions

Presented by: Kelly Henderson, Superintendent

Background: The student and parent handbook was updated and submitted to the GGSD Trustees for review and approval June 30, 2022.

Rationale: Additional suggestions for improvements, prevented the handbook from being approved. Subsequent revisions have been made per suggestions.

Summary of Changes:

Pg. 2: Classroom Newsletters/Announcements

Pg. 32: Inserted a clear picture of the Discipline Matrix

Recommendation: Administration recommends the approval of the Student and Parent Handbook for the 2022-2023 school year.

Gallatin Gateway School



Student and Parent Handbook 2022-2023

The Core Purpose of Gallatin Gateway School

The Core Purpose of Gallatin Gateway School is to embrace an engaging learning culture in a safe, nurturing environment where each student thrives now and into the future.

Stay Connected to Gallatin Gateway School

1. Phone

Parents and students can call their child's teacher by calling 406-763-4415. If you are calling during instructional time, your call will be directed to voicemail. If it is urgent, call the front office, and we can get a message to the teacher.

Kindergarten ext. 27

First Grade ext. 31

Second Grade ext. 26

Third Grade ext. 18

Fourth Grade ext. 19

Fifth Grade ext. 20

Sixth Grade ext. 16

Seventh Grade ext. 15

Eighth Grade ext. 21

Tech/Math/PE ext. 23

Library ext. 22

Music/PE ext. 30

Special Education ext. 29

Business Manager ext. 36

District Clerk ext. 25

2. Website

www.gallatingatewayschool.com

<https://www.facebook.com/Gallatin-Gateway-School-108233230594139/>

3. Classroom Newsletters/Announcements

Classroom Newsletters are distributed from the teacher to parent emails. Schoolwide Announcements are sent through email and posted on our school website.

4. Infinite Campus

Parents have the opportunity to log-in to a secure area and view their child's progress in each class. Teachers can also provide parents with comments on their child's progress on each assignment and attendance. You can log into this secure site by visiting the school website

(www.gallatingatewayschool.com) and clicking on the Infinite Campus icon. For your future reference you can enter your unique username and password here.

Username: _____

Password: _____

If you don't have or have forgotten your username and password, please contact the front office for assistance.



GALLATIN GATEWAY SCHOOL
PO BOX 265, GALLATIN GATEWAY, MT 59730

Dear Families and Students,

On behalf of the Governing Board and Gallatin Gateway School staff, I would like to welcome you to the 2022-2023 school year and our Gator family. We are so excited to share the school year with you.

The purpose of this handbook is to serve as a reference for all students and their families. This handbook provides students and parents/guardians with information related to the educational environment.

Should you find you need additional information, please contact our school site office staff. They will be happy to assist you.

Sincerely,

Kelly Henderson
Superintendent/Principal

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CONTACT INFORMATION

ATTENDANCE

763-4415 ext. 11

MAIN OFFICE

763-4415 ext. 10

SUPERINTENDENT

763-4415 ext. 13

E-MAIL: super@gallatingatewayschool.com

COUNSELOR

763-4415 ext. 28

TITLE I/Learning Lab

FAX: 763-4415 ext. 24

763-4886

WEBSITE:

www.gallatingatewayschool.com

MAILING ADDRESS:

PO BOX 265

GALLATIN GATEWAY, MT 59730

PHYSICAL ADDRESS:

100 MILL STREET

GALLATIN GATEWAY, MT 59730

Purpose

The purpose of this handbook is to describe the educational beliefs, programs, and processes of Gallatin Gateway School. Gallatin Gateway School board members, educators, parents, and community members have teamed together to provide the best possible education for our children and we invite the school community to become active participants in our educational process.

School Board Policy

The Gallatin Gateway School Board of Trustees generates policies for the purpose of governing the school. These policies are dynamic in nature and are reviewed and revised yearly to ensure that they continue to closely address the changing needs of the students and the District. A copy of the Gallatin Gateway School District Policy Manual is on the District Website. The procedures in this handbook are developed from policies addressing areas of interest for students, parents, and community members.

Philosophy

The Trustees of School District #35 are guided by the conviction that every student has the right to the best education this community can provide. Responsibility for this rests with all citizens, parents, school staff, and students, with the ultimate responsibility for direction and decision-making being assumed by the Board of Trustees.

The Board will lead in creating, maintaining, and improving the school for the children's educational needs. Organization, staffing, programming, teaching, and funding will all be developed with a focus on the Core Purpose of Gallatin Gateway School. The Core Purpose of Gallatin Gateway School is to embrace an engaging learning culture in a safe, nurturing environment where each student thrives now and into the future.

Core Values of Gallatin Gateway School

Individualized Success: We value a commitment of success from each board member, each staff member and each student. The dedication and enthusiasm of each board member and each staff member together with our nurturing, inspiring environment is critical to each student's individual success. **Student-Centered:** The focus of all decisions is based first and foremost on the best interests of each and every student. We value the individual attributes of each student and a school environment that promotes positive, individual opportunities for each student.

Sense of Community: We believe that engagement with and respect for our community is vital to our success.

Accountability: We believe that holding ourselves accountable for our successes and our challenges is essential to reaching our envisioned future.

Culture of Collaboration and Support: We believe that fostering a culture in which our staff are and feel valued and supported in their roles and a culture where collaboration is embraced and honored is vital to our success.

Equal Opportunity

Every student has the right to the same education, regardless of race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, economic or social conditions, or actual or potential marital or parental status.

All opportunities shall be allowed for every student, including all educational and extracurricular activities. A student with a problem pertaining to equal opportunity should contact the Gallatin Gateway School Counselor who acts as the District's Title IX Coordinator.

7

School Support

Parent Involvement

Gallatin Gateway School District is committed to providing opportunities for parental involvement in every aspect of a student's education. We ask that parents help in our efforts to create and maintain a safe and positive learning environment for our students, as well as, a safe and positive working environment for our staff.

Partners in Education (PIE)

Partners in Education is a partnership of community members, parents, teachers, students, and administration working together to provide educational opportunities for Gallatin Gateway School students.

Booster Club

The Booster Club is an organization headed by parents and community volunteers and supports the Gallatin Gateway athletic programs. Fundraising efforts of the Booster Club support our students' athletic endeavors. The Booster Club is supported solely through donations and volunteers.

Gateway Youth Group (GYG)

The Gateway Youth Group is an independent 501(3)c, which provides fun, educational programs and

opportunities that enrich the lives of Gallatin Gateway youth.

Gallatin Gateway School Foundation

The Gateway School Foundation is an independent 501(3)c dedicated to preserving and expanding Gallatin Gateway's commitment to excellence in public education.

Mission: The Gallatin Gateway School Foundation provides resources to inspire learning, enrich teaching, and create opportunities for students through community support.

Contact information for all of the above-named organizations can be obtained by contacting the Gallatin Gateway School office and/or visiting the school website at gallatingatewayschool.com.

Later Gators

Later Gators, an afterschool program through the United Way, runs from 3:20-5:30 Monday through Friday. The program provides extended learning opportunities for students in grades K-5.

Student Information

School Day

The school day for grades K-8 is from 8:00 am to 3:15 pm. Office hours are from 7:30 am to 3:50 pm Monday-Thursday, and 7:30 am to 3:20 pm on Fridays. The playground is supervised between 7:50 am to 8:00 am, when school is in session.

Learning Lab

The Learning Lab is available for students to complete or receive assistance on homework when school is in session.

7:30 am - 8:00 am, M-F

3:15 pm - 3:50 pm, M-Th

At the end of the day, parents should be on time to pick up children. The Learning Lab is not available after school on Fridays.

Telephone

Students may use the school office phone in case of an emergency. Students should request a phone pass from their classroom teacher to use the phone during the school day. Students will be allowed to use the office phone after school for parent transportation.

Visitation

Parents and guardians are always welcome to visit their child's classroom to observe the educational process, provided it does not create a disruption to the learning environment. Please prearrange the visit with the teacher. Parents or guardians having particular concerns to discuss with the teacher should arrange a conference time with the teacher. Students may bring guests to school after receiving approval from the Superintendent and their teacher(s). For everyone's safety, we ask:

When arriving at the school...

1. Stop at school office
2. Sign in, Take Temperature

3. Obtain visitor badge from Office staff listing Name, Date, and Destination
4. Display your visitor badge so it is visible to students and staff

When departing from the school...

1. Stop at school office
2. Sign out, Take Temperature
3. Return your visitor badge to office staff for disposal

Parental Custodial Arrangements

The school Superintendent should be made aware of all parental custodial rights concerning students, and it is recommended that a copy of a court approved parenting plan be on file at the school.

Lost and Found

All items found in the school that have been left by students will be placed in the lost and found. At the end of each quarter, items remaining will be taken to a community charity.

Report Cards

The assessments for students are distributed quarterly (approximately every nine weeks). Progress Reports will be issued midterm to keep parents and students informed of academic progress. Classes are weighted depending on instructional time. Core classes (math, science, English and social studies) meet every day and are worth one credit per year. Other classes, based on instructional time, may be valued at less than one credit per year.

Grading Scale: (K-2)

Letter

AP Above Average (Advanced Proficient)

P Satisfactory (Proficient)

NP Below Average/Needs Improvement (Nearing Proficient)

N Unacceptable (Novice)

Grading Scale: (3-8)

Letter % Grade Point

A+ 100-99 4.0

A 98-94 4.0

A- 93-90 4.0

B+ 89-88 3.0

B 87-84 3.0

B- 83-80 3.0

C+ 79-78 2.0

C 77-74 2.0

C- 73-70 2.0

D+ 69-68 1.0

D 67-64 1.0

D- 63-60 1.0

Types of Records

Permanent Records

Permanent records are confidential and required by all schools. Parents have access to them under Access Rights. They are kept current and accurate in a fireproof file in a vault in the school building. They include:

1. Name and address of student
2. Name and address of parent(s) or guardian
3. Date of Birth (Birth Certificate)
4. Academic work completed
5. Level of Achievement (e.g., grades, standardized test scores, grade level completed)
6. Immunization record
7. Attendance Data

Cumulative Records

Cumulative records are confidential and also available to parents under Access Rights. They are periodically reviewed and kept in locked storage. They include:

1. Access Log
2. Health Records
3. Standardized test results (e.g., intelligence, aptitude, state, etc.)
4. Verified information of clear relevance to the student's education
5. Information pertaining to release of this record
6. Parent authorization or prohibitions

Parents and Students Rights to Records

The District maintains the two types of records mentioned above. The Family Educational Rights and Privacy Act (FERPA) allows certain rights

- The right to request the amendment of the student's education record that the parent(s)/guardian(s) believe is inaccurate, misleading, irrelevant, or improper.
- The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA or state law authorizes disclosure without consent.
 - The right to a copy of any school student record proposed to be destroyed or deleted.
 - The right to prohibit the release of directory information concerning the parent's/guardian's child.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

Directory Information

Regarding student records, federal law requires that 'directory information' on your child may be released by the District to anyone who requests it unless you object to the release of any or all of this information. Directory information ordinarily includes:

- Student's name
- Student's address
- Telephone number

- Electronic mail address
- Date of birth
- Participation in officially recognized activities and sports
- Photographs, videos
- Dates of attendance
- Grade level
- Honors and awards received in school

Gallatin Gateway School ONLY releases the following Directory Information to school-related organizations, news outlets, other parents, and photographers (for the purposes of school related photos):

- Student's name
- Participation in officially recognized activities and sports
- Photographs, videos
- Grade Level
- Honors and awards received in school

If there is an external request for any other Directory Information of a student, the school will contact the parent for specific permission.

Safety

Closed Campus Policy

Students are not permitted to leave the school grounds without adult supervision during school hours.

Off-Limits Area

Outdoor areas outside the playground area are off-limits to students. The playground area is bordered by the log fence to the east, the fence to the south, the bus lane and fence on the west, and sidewalks on the north.

Disaster Procedures

Emergency drills will occur on a regular basis as required by state law. Teachers will instruct and practice appropriate procedures for drills throughout the school year and post exit maps near each exit door. In the event of a disaster, Gallatin Gateway School will implement procedures to safeguard students.

Bicycles/Motorized Vehicles/Skateboards

Riding bicycles to school is permitted if the bicycles are walked across the sidewalk, parked immediately and placed properly in the bike rack, when the student arrives at school. Provisions should be made for locking the bicycle. We encourage students to wear helmets when riding bikes and skateboards. Riding bicycles and skateboards on the school grounds is not permitted. Motorized vehicles are prohibited on the school grounds.

Crosswalk

Students who walk to school or are dropped off or picked up on the north side of Mill Street must use the

crosswalk to cross. Crosswalk assistance is provided to students from 7:45-8:00 am and from 3:10-3:20 pm each day school is in session.

Asbestos

The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was enacted by Congress to determine the extent of and develop solutions for any problems schools may have with asbestos. Asbestos has been used as a building material for many years. Asbestos' properties made it an ideal building material for insulating, sound absorption, decorative plasters, fireproofing, and a variety of miscellaneous uses. The Environmental Protection Agency (EPA) began action to limit uses of asbestos products in 1973. Building facilities were then inspected by a certified inspector as required by AHERA. Gallatin Gateway Schools hired an inspector to locate, sample, and rate the condition and hazard of the asbestos in the school. The inspection and laboratory analysis were then turned over to a certified engineer who developed an asbestos management plan for Gateway School, which is on file in the school office.

School Food Program

Breakfast is served at 7:40 am every morning and Second Chance Breakfast for grades 3-8 is served at 9:00 am, snack for K-2 is served at 2:00 pm. Lunch is served at 11:23 am for grades K-2, 12:03 for grades 3-5, and at 12:45 pm for grades 6-8. All students, parents, staff and community members are encouraged to eat school lunch every day! In order to optimize the student's learning capability, all students are required to have lunch every day. This can be either the hot lunch served at school or a cold lunch from home. Microwave use is not available for students.

Gallatin Gateway School offers qualifying families a free lunch program and also a reduced lunch program. These forms are available throughout the year at the office. These forms are confidential and every family is encouraged to apply, even if they think they may not qualify. Also, if during the year a family has financial hardships, we encourage them to stop by the office and complete the form. Free and reduced lunch can be used all year, or month-to-month depending on family needs. Many grants the school applies for are awarded to schools based on the number of families that qualify for the free/reduced program. Please, remember that families who qualify do not necessarily need to participate in the program for the school to earn credit toward the grant. This program ensures a balanced meal to every student, every day. Please participate!

Student breakfast and lunch accounts are prepaid. Please, have students bring their lunch money to the office for it to be credited to their account. You may also prepay for your student's breakfast and lunch account through our online pay system. Student and Adult breakfast and lunch prices are available on the School Website.

Afterschool Snack Cart

Serving healthy snacks to children is important to providing good nutrition, supporting lifelong healthy eating habits, and helping to prevent costly and potentially-disabling diseases, such as heart disease, cancer, diabetes, high blood pressure and obesity. Gallatin Gateway School offers a variety of afterschool snacks such as: fruit, milk, granola bars, vegetables, sandwiches, and string cheese for our students and parents to purchase after school. The afterschool snack cart is open Monday-Thursday from 3:15-3:30 pm.

Transportation

School Bus

The following information for parents and passengers states the rules and regulations for riding the school buses to ensure a safe and pleasant experience for the students. Students choosing not to follow the bus rules may be suspended from riding the bus or face other consequences. The bus driver will assign a seat to each student on the bus.

Bus Changes

Due to ensuring the safety of children on the school buses, students who are registered to ride the bus must ride the bus on which they are scheduled. Students whose parents wish them to ride the bus to any destination other than home must present a signed parent/guardian note to the bus driver. The note must be dated and signed by the parent. If there is an unforeseen emergency, the parent may call the office and give the school permission to provide the note in lieu of the parent-signed note.

Bus Safety

In addition to the following, all GGS Behavior and Discipline outlined in this handbook apply while waiting for, loading, riding, and leaving the bus.

Students who become a serious disciplinary problem on the bus may have their riding privileges suspended.

Student Responsibilities Prior to Loading the Bus

- Be at the designated loading zone no less than five minutes prior to the scheduled stop.
- Stay off the road at all times while walking to and waiting for the bus.
- Wait until the bus is completely stopped before moving forward to enter.
- If you must cross a highway, cross at least ten feet in front of the bus.
- Enter the bus single file and immediately go to the assigned seat and be seated.

While on the Bus:

- The driver is completely in charge and must be obeyed.
- Observe all school rules.
- Remain seated while the bus is in motion.
- Keep head, hands, and arms inside the bus at all times.
- Do not litter on the bus, throw anything from the bus or damage any parts of the bus. Offenders will provide restitution.
- Keep books, packages, coats, backpacks, and all other objects out of the aisle.
- No animals are allowed on the bus unless permission is received from the bus driver in advance. Animals must be in a proper container.
- Any action, loud talking, or horseplay that might distract the driver is forbidden.
- In case of an emergency, students shall follow emergency evacuation procedures.
- No personal audio equipment, electronic games or cell phones must be kept in the student's backpack and not used on the bus.
- No drinking or eating on the bus. Any food or drinks must be kept in the student's backpack. Leaving the Bus:
- Do not get up to leave the bus until the bus has stopped.

- Cross the road, when necessary, at least ten feet in front of the bus.
- The driver is not to discharge students at places other than their regular stop or at school unless the driver has proper authorization from parents.

Parent Responsibilities

- Helping your child be a responsible bus rider will help keep everyone safe. Help them to be on time for their bus, and to take the safest route to and from the bus stop.
- Help them learn all of the bus rules and explain the importance of following the driver's instructions.
- Get to know your child's bus driver and let the driver know of any problems or concerns you may have.
- Please inform the school, and/or your driver, of any changes to your student's normal routine. If your child will not be riding the bus for a given time, a note is greatly appreciated.
- Make plans for weather emergencies should school be dismissed early.
- Be sure the school has a home, work, and emergency phone number where the parent/guardian can be reached.

Bus Video

The Board authorizes the use of video cameras with sound on District school buses to ensure the health, welfare, and safety of all staff, students, and visitors on District school buses. Notification of video and sound surveillance will be posted on the school bus. The District will comply with all applicable state and federal laws related to record maintenance and retention.

The District may choose to make video recordings a part of a student's educational record or of a staff member's personnel record. The District will comply with all applicable state and federal laws related to record maintenance and retention.

Inclement Weather Conditions

Students and parents can listen to the radio reports concerning questionable weather. It is the parents' responsibility to bring their student to and from school if the buses aren't running, unless school is closed.

School Bus Fees

Gallatin Gateway provides bus service to all students residing in the District. The state helps finance transportation only for those students who live farther than three-miles from the school. Therefore, the district must assess a bus fee to families living within a three-mile radius of the school and to out-of-district families to help cover operational costs. This fee is \$15 per month for one student and \$20 per month for two or more students in a family. Fees must be paid by the first Friday of each month in order to ride the bus. No refunds will be made for days a student does not ride or when the bus cannot make its regular run.

Attendance

PLEASE DO NOT SEND YOUR STUDENT TO SCHOOL IF THEY ARE SICK OR HAVE SIGNS OF ILLNESS.

School Notification

In the event of illness or other unavoidable absences, please notify the school office by phone by 8:30 a.m. If a child is not at school and the school does not receive a phone call, the Administrative Secretary will phone to make certain the child is home. This helps us ensure the safety of the children.

Excessive Absences

Parents will be notified using the following procedure in the event of excessive absences: ABSENCES - Determined by quarter (about 45 days):

- Five or more absences/quarter: parents will receive a phone call and a letter regarding absences and school policy.
- In the event of excessive absences, a meeting with the parent(s), classroom teacher(s), Superintendent, counselor, School Resource Officer, and any other necessary staff member(s) may be held to determine whether a recommendation for an attendance plan will occur.

The attendance plan will be designed in a way to support increased school attendance. Failure to follow the attendance plan may cause the following:

- a recommendation may be made by the District Superintendent for grade-level retention. The parent(s)/guardian(s) will be notified by the District Superintendent in writing if a recommendation for retention is made.
- a letter may be sent to the truancy office of the Gallatin County Sheriff's Department a complaint of neglect may be reported to the Department of Family Services.

Student attendance is recorded based on an entire day or ½ day.

1. Students arriving to class after 8:00 am but before 8:20 am will be counted tardy.
2. Students arriving to class after 8:20 am will be counted absent for ½ day.
3. Students who are absent for less than 3 hours of instructional time will be counted absent for ½ day.
4. Students who are absent for 3 hours or more of instructional time will be counted as a full day absence.
5. An absence on an Early Release Day counts as a full day absence.

Students are to check out at the office when leaving and check back in when returning. Students are required to have an office pass to enter class late or after leaving the building.

Late Arrival to School – K-5

- After 4 or more occurrences of arriving to school after 8:00 am, the parent will receive a phone call from the school.
- In the event of excessive tardiness, a meeting with the parent(s), classroom teacher(s), Superintendent, counselor, and any other necessary staff member(s) may be held to determine whether a recommendation for an attendance plan will occur.

Middle School Class Tardiness

- 1st Tardy: Teacher/Student conference.
- 2nd Tardy: Student completes reflection sheet.
- 3rd Tardy: Detention will be assigned.
- 4th Tardy: A meeting will be held with parents to develop a behavior plan.

Homework/Makeup Policy

A student shall be allowed one (1) makeup day for each day of a non-school related absence. (Example: If a student is absent on Monday his/her work assignments will be due on Wednesday rather than Tuesday.)

Students absent as a result of an out-of-school suspension shall have the right to complete assignments missed according to scheduled due dates during the time they were denied entry to the classroom. If there is a pre-planned absence, student should request assignments prior to absence.

Admission of Out-Of-District Students

Gallatin Gateway School recognizes that the educational needs of resident students require an orderly education process, free from disruptive influences, overcrowding, and violence. The admission of out-of-district students will be made on the following criteria:

- The student must be in good standing with the most-recently attended school in terms of academics, attendance, and conduct. The student must demonstrate a clean behavior record, lack of truancy, have passing grades, and present no educationally related detriment to the students of Gallatin Gateway School.
- Gallatin Gateway School has the option of admitting out-of-district students who do not meet all of the above criteria if the student and parents agree to special conditions of admittance.
- The Board will not admit any student who is expelled from another school district.
- The district will not accept out-of-district students who would the district to exceed the class size standards under Montana Law.

Health

Gallatin Gateway School, through the generosity of First Presbyterian Church, has a Family Nurse Practitioner on staff at least two days a week.

- The District provides Special Education services to meet the criteria prescribed by law.
- Athletic Physicals can be done through the school nurse
- Vision screenings are provided by the Gallatin Empire Lions Club.
- Speech and language screening is provided by referral.
- Hearing screening is provided for new students, referrals, and those in kindergarten, first grade and in special education.
- We participate in “Child Find” screening in the fall for any child, birth through five years of age. Our resource room teacher paraprofessionals, and the Gallatin Madison SPED Co-op service children meeting the specific criterion required by law. Parents may request that their child(ren) be screened or tested by contacting the school Superintendent.

Immunization Records

Interpretation of immunization records for school entry can be confusing. The following are some helpful guides along with a review of the Immunization Law Requirements for Montana Schools.

Minimum Requirements for School Entry

VACCINE: Polio

DOSES: Three doses, but one more dose if the third was given before the fourth birthday INFO: The primary series of oral polio vaccine (OPV) consists of three doses given six to eight weeks apart. The same dose requirements that apply to OPV are required if inactivated polio vaccine (IPV) or a combination of both OPV and IPV are used.

VACCINE: DT/DTaP/Td/Tdap

DOSES: Four doses, but one more if the fourth was given before the fourth birthday. INFO: A student enrolling in kindergarten through eighth grade needs at least four doses of Diphtheria, Tetanus and Pertussis (DTaP, DT, Td, or Tdap) vaccine given as any combination of DTaP, DT, Td, or Tdap. In addition, all students entering 7th grade must have a Tdap booster after turning 10 years old.

VACCINE: MMR

DOSES: Two doses, one dose on or before the student's first birthday and one more dose upon entry to kindergarten if not earlier.

INFO: Date given must be on or before first birthday, second dose is required before school entry.

VACCINE: VARICELLA (CHICKENPOX) DOSES: Two doses, one dose on or after first birthday and one dose upon entry to kindergarten if not earlier.

INFO: A student enrolling in kindergarten through eighth grade needs at least two doses of Varicella vaccine. First dose must be administered on or before the student's first birthday and the second dose is required before school entry.

If a child has not completed the minimum vaccination series required by Montana Law, a Conditional Attendance Form should be completed. If the student has received at least one or more doses of the required vaccine(s), he/she can conditionally attend until the next series is due. In order to remain, the student must continue to receive all remaining doses in a timely manner. If the student fails to complete the immunization(s) within the time period indicated, he/she must either qualify for and claim an exemption or be excluded immediately from school by the school Superintendent or that person's designee.

Medical Exemption for Required Immunizations

“(2) When a parent, guardian, or adult who has the responsibility for the care and custody of a minor seeking to attend school, or the person seeking to attend school, if an adult, files with the governing authority a written statement signed by a physician licensed to practice medicine in any jurisdiction of the United States or Canada stating that the physical condition of the person seeking to attend school or medical circumstances relating to him indicate that some or all of the required immunizations are not considered safe and indicating the specific nature and probable duration of the medical condition or circumstances which contraindicate immunization, he is exempt from the requirements of this part to the extent indicated by the physician's statement. The statement must be maintained as part of the person's immunization records.”
MCA 20-5-405(2)

The law also allows for exemptions, if immunizations are contrary to the religious beliefs of the parent or guardian. A claim of exemption on religious grounds must be renewed each year on an affidavit. (Affidavit-Appendix)

Administering Medicines to Students

Any school employee authorized in writing by the school Superintendent:

- May assist in the self-administration of any drug which may lawfully be sold over the counter without a prescription to a student in compliance with the written instructions of a medical practitioner, if the student's parent or guardian consents in writing.
- May assist in self-administration of a prescription drug to a student in compliance with the written instructions of a medical practitioner, if the student's parent or guardian consents in writing. No employee except a qualified health care professional may administer a drug or prescription drug to a student under this policy, except in an emergency situation. Diagnosis and treatment of illness and the prescribing of drugs are never the responsibility of a school employee and should not be practiced by any school personnel.

The Board will permit the administration of medication to students in schools. Pursuant to the written authorization of a physician or dentist, as well as the written authorization of a parent or guardian, the

school nurse may administer medication to any student in the school or may delegate this task pursuant to Montana law.

Emergency Administration of Medication

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

In the absence of a school nurse, the Superintendent or designated staff member exempt from the nurse license requirement under 37-8-103(1)(c), MCA, who has completed training in administration of medication, may give emergency medication to students orally or by injection. There must be on record a medically diagnosed allergic condition which would require prompt treatment to protect the student from serious harm or death.

Record of the medication administered in an emergency will be entered on an Individual Student Medication Record and filed in the student's cumulative health folder.

Self-Administration of Medication

Students who are able to self-administer specific medication may do so provided:

- A physician or dentist provides a written order for self-administration of said medication.
- There is written authorization for self-administration of medication from the student's parent or guardian.
- The appropriate staff are informed that the student is self-administering prescribed medication.

Any school employee authorized in writing by the school Superintendent may assist with self-administration of medications provided that only the following acts are used:

- Verbal suggestions, prompting, reminding, gesturing, or providing a written guide for self-administering medication.
- Handing a pre-filled, labeled medication holder, labeled unit dose container, syringe, or original marked, labeled container from the pharmacy to the student.
- Opening the lid of the above container for the student.
- Guiding the hand of the student to self-administer the medication.
- Holding and assisting the student in drinking fluid to assist in the swallowing of oral medications.
- Assisting with removal of a medication from a container for students with physical disability which prevents independence in the act.

Handling and Storage of Medications

All medications, including those approved for keeping by students for self-medication, must first be delivered by the parent or other responsible adult to the nurse or employee assisting with the self-administration of medication. The nurse or the employee must:

- Examine any new medication to ensure that it is properly labeled with dates, name of student, medication name, dosage and physician name.
- If administration is necessary, the nurse must develop a medication administration plan for the student before any medication is given by school personnel.
- Record on the Student's Individual Medication Record the date the medication is delivered and the

amount of medication received.

- Store medication needing refrigeration at 36°F-46°F.
- Store prescribed medicinal preparations in a securely locked storage compartment. Controlled substances will be contained in a separate compartment, secured and locked at all times

No more than a forty-five-school day supply of a medication for a student will be stored at the school. All medication, prescription and nonprescription, will be stored in its original container.

Self-Administration of Asthma Inhalers and Epinephrine Pens

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

- A written and signed authorization from the parents or guardians for self-administration of medication acknowledging that the school district or its employees are not liable for injury that results from the student self-administering the medication.
- The student must have the prior written approval of his/her primary health care provider. The written notice from the student's primary care provider must specify the name and purpose of the medication, the prescribed dosage, frequency with which it may be administered, and the circumstances that may warrant its use.
- Documentation that the pupil has demonstrated to the health care practitioner and the school nurse, if available, the skill level necessary to use and administer an EpiPen or asthma inhaler.
- Documentation of a doctor-formulated written treatment plan for managing asthma or anaphylaxis episodes of the pupil and for medication use by the pupil during school hours. Authorization granted to a student to possess and self-administer medication from an EpiPen or asthma inhaler shall be valid for the current school year only and must be renewed annually. A student's authorization to possess and self-administer medication from an EpiPen or asthma inhaler may be limited or revoked by the building Superintendent or other administrative personnel. If provided by the parent or guardian, and in accordance with documentation provided by the pupil's doctor, backup medication must be kept at a pupil's school in a predetermined location or locations to which the pupil has access in the event of an asthma or anaphylaxis emergency.

Disposal of Medication

School personnel must either return to the parent or destroy any unused, discontinued, or obsolete medication. Medicine which is not repossessed by the parent or guardian within a seven-day period of notification by school authorities will be destroyed by the Superintendent in the presence of a witness.

Students: 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 designated staff member should immediately contact the parent so that the parent can arrange for care or treatment of the injured student. If a child develops symptoms of illness while at school, the responsible school official shall do the following: •

Isolate the child immediately from other children in a room or area segregated for that purpose. • Inform the parent or guardian as soon as possible about the illness and request him or her to pick up the child. • Report each case of suspected communicable disease the same day by telephone to the local health authority, or as soon as possible thereafter if no contact can be made the same day. In the event that the parent cannot be reached and if, in the judgment of the person in charge, immediate medical attention is required, the injured student may be taken directly to the hospital and treated by the physician on call. When the parent is located, he/she may elect to continue the treatment or make other arrangements. A person with a valid First Aid card shall be present for all field trips, athletic and other off campus trips.

Substance Abuse

To promote positive health, tobacco, alcohol, illegal drugs, or mind-altering substances will not be allowed in the school building, on the school grounds, or during school sanctioned functions. The school playground and surrounding property is designated as a drug free school zone.

Student Information

Lockers

Students are responsible for the care and condition of the locker. If the locker needs repairs due to student misuse, the student will be billed. Personal combination locks are not allowed. Carabiners (without locking ability) are allowed. Personal combination locks are allowed for students in grades 6-8 only and must be registered at the office. Carabineers (without locking ability) are allowed for students in grades 3-8 only.

Searches of Student and school property.

School authorities may inspect and search school property and equipment owned or controlled by Gallatin Gateway School (such as lockers and desks) without notice or consent of the student. School authorities may search a student, a student's personal effects, when reasonable grounds suggest a search will produce evidence that the particular student has violated or is violating a law or District student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of age and sex of a student and the nature of the suspected infraction.

Valuables and Money

Unless necessary for a school sponsored event, students are asked not to bring valuables or money to school. If necessary, they may ask the office to hold such items. The school is not responsible for valuables/money left in lockers, classrooms or locker rooms.

Students are encouraged not to bring items such as electronic devices, cell phones, skateboards, etc. to school. However, if these items are brought to school they are to be promptly placed in the student's locker or backpack and not removed until the end of the day.

Cell Phones and Other Electronic Equipment

Student possession and use of cellular phones, wearable communication devices and other electronic devices on school grounds, at school sponsored activities, and while under the supervision and control of school district employees is a privilege which will be permitted only under the circumstances described herein.

At no time will any student operate a cell phone, wearable communication device, or other electronic

device with video or audio capabilities in a locker room, bathroom, or other location where such operation may violate the privacy right of another person.

These devices must be kept in lockers or backpacks and turned off during the instructional day. Use of such devices disrupts the instructional program and distracts from the learning environment. Therefore, use of these devices is grounds for confiscation of the device by school staff. Confiscated devices will be returned to the parent/guardian at the end of the day by the Superintendent/Principal. Repeated use of such devices will result in disciplinary action (see disciplinary actions).

Textbooks

Board-approved textbooks and instructional materials are provided free of charge for each class. Books must be covered by each student, as directed by the teacher, and treated with care. If the book is damaged when issued to the student, damage must be reported to the teacher. Any student that damages or fails to return a book issued by the school may be charged a fee to replace or repair the book. A student's grades may be withheld until restitution is made by payment.

Athletics and School Functions

Athletic Eligibility Guidelines

Gallatin Gateway School District #35 recognizes the value of athletic programs as an integral part of a student's total education experience. Responsibility for this rests through active participation of students, parents, and school staff.

Participation in the athletic program offered by Gallatin Gateway School is a privilege available to all students and carries with it responsibilities to the school, other participants, and the community. The athletic program is designed to teach students the fundamentals of a variety of sports and to provide experiences that will assist each participant in developing athletic skills and a positive self-image, emotional maturity, sound moral values, social competence, discipline and responsibility, and the ability to deal with success and adversity.

All students enrolled full or part time are eligible for participation in all sports.

Any student who resides in the Gallatin Gateway School District, but is not actively enrolled in Gallatin Gateway School, and wishes to participate in any sports activity must write a letter addressed to the Superintendent stating his/her reasons for wanting to join a team. This request must be provided to the Superintendent at least seven days prior to any regular School Board meeting. The Board shall make the final decision on the acceptance of such students. The District will not admit any students when it causes overcrowding or discipline concerns on any sports program. One year's acceptance does not guarantee another year's acceptance.

All students outside the district who are not academically enrolled are not eligible to participate in any sports.

All student participants should plan to start practice on the scheduled first day of practice. No student will be allowed to join a team after the first two weeks of the season unless they obtain prior approval from the Athletic Director and/or Superintendent.

Conduct/Sportsmanship

Participants in the athletic program are expected to conduct themselves in an exemplary manner at all times. They must follow the conduct outlined in both this handbook and the GGS Athletic Handbook. Their actions should reflect favorably on themselves, their teammates, and the school.

If a special incident arises, which may not be covered in the Athletic Handbook, the issue shall be submitted to the Superintendent, who will follow the District's Grievance Procedure for a determination and resolution.

Behavior Expectations

Mission of the MBI

The Montana Behavioral Initiative (MBI) is envisioned to be a comprehensive staff development venture created to improve the capacities of schools and communities to meet the diverse and increasingly complex social, emotional, and behavioral needs of students. MBI will assist educators and other community members in developing the attitudes, skills, and systems necessary to ensure that each student leaves public education and enters the community with social competence appropriate to the individual regardless of ability or disability.

MBI Guidelines for Student Success.

All across our nation and our state, parents, teachers, and community members are concerned with the social development of our children. Increased occurrence of aggression, irresponsibility, and mismanagement of anger among our youth is disturbing. Children need strategies to solve problems contributing to unresolved anger. As a model site for MBI, Gallatin Gateway School has committed itself to finding such solutions. Supported by MBI, the Gallatin Gateway staff has developed programs and practices which teach students skills for success in the areas of personal, social, and career readiness. Other traditional Montana values incorporated into the program include a challenging curriculum that reinforces hard work and modeling communication among all school staff, parents, students, and community members.

School-Wide Expectations

As an MBI school, Gallatin Gateway School has developed three specific school-wide expectations that guide student behavior.

These expectations are:

- Be Safe
- Be Responsible
- Be Respectful

Discipline Philosophy

A major goal of the staff at Gallatin Gateway School is to establish a safe, secure, and happy atmosphere throughout the school in which all children are given an opportunity to learn and develop as individuals. The general rules of the school exist to prevent injury, protect the rights of students and staff members, and promote a positive learning atmosphere. The fundamental right of every teacher is the right to teach. The fundamental right of every student is the right to learn. Behavior that interferes with either of these rights is unnecessary and unacceptable.

Gallatin Gateway School Staff believes that children learn best when they feel themselves to be part of a safe, understanding, and secure community. Our staff commits itself to the development of a safe, interactive learning environment that promotes respect, responsibility, and community. Clearly defined expectations of student conduct, meaningful feedback, celebration of successful behavior, and consistent implementation of behavioral guidelines highlight our program. Gallatin Gateway teachers are both compassionate and firm. Each teacher develops expectations, procedures and rules with his/her individual class, which is sent home. These clearly stated plans teach Gallatin Gateway students to be responsible for their actions. Teachers will notify parents if a child's behavior becomes disruptive.

It is expected that students be respectful and cooperative with staff members, substitute teachers, volunteers, and other students. There is not a rule for every possible action that violates the rights of others. Any act that disrupts learning, is disrespectful, or causes danger to people or destruction of property is against the rules. In all communications with students, but particularly in disciplinary situations, teachers and staff understand their role in respecting the dignity of students. Children need guidance and discipline as they develop; Gallatin Gateway Staff understands how we give this guidance is crucial. The Gallatin Gateway staff sets the tone through our own actions and attitudes.

The GGS Discipline Matrix is available in the Appendix.

Bullying, Harassment, Peer-to-Peer Aggression

Everyone at Gallatin Gateway School is committed to making our school a safe and caring place for all students. We will treat each other with respect, and we will refuse to tolerate bullying in any form at our school.

Respect and kindness are the cornerstones of all our interactions and behaviors. At Gallatin Gateway School, we recognize and confirm the dignity and worth of one another and strive never to diminish another by our conduct or our attitudes. In order to prepare students to live in a complex and ever-changing society, we, as educators and parents, have the responsibility to help our children acknowledge diversity and build unity by practicing hospitality, civility and respect. Any physical, spoken, or written act of abuse, violence, harassment, intimidation, extortion, use of vulgarity, cursing, making remarks of a personally insulting or destructive nature toward any other person for any reason, intentional or unintentional, will not be tolerated at Gallatin Gateway School.

Bullying is repeated, targeted, unwanted, aggressive, unfair, and one-sided. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose.

Bullying occurs when a more dominant individual exhibits aggressive behavior intended to, and does, cause distress to or creates a hostile environment for a less dominant individual.

Gallatin Gateway School has predictable and escalating consequences for peer-to-peer aggression. Bullying is not tolerated at Gallatin Gateway School.

Gallatin Gateway School will implement the Second Step Bullying Prevention Unit. This curriculum teaches the 3 R's of Bullying: Recognizing, Reporting, Refusing.

Lessons include:

1. Recognizing Bullying
 - a. Is it mean on purpose?

b. Am I able to get it to stop?

2. Reporting Bullying

a. "I need to report bullying."

3. Refusing Bullying

a. Stop it!

b. Stand up!

4. Bystander Power

a. Be Respectful and kind.

b. Including others.

c. Stand up for someone being bullied.

d. Don't join in.

e. Walk away and report.

Gallatin Gateway faculty and staff do the following to prevent bullying and help children feel safe: ●

Closely supervise in all areas of the school and playground.

- Take family concerns seriously about bullying.
- Watch for signs of bullying and stop it when it happens.
- Respond quickly and sensitively to bullying reports.
- Look into all reported bullying incidents.
- Assign consequences for increasing severity of bullying.
- Provide immediate consequences for retaliation against students who report bullying.
- Teach the Second Step Bullying Prevention Unit program school wide. Lessons on bullying will be taught at least once a month in each grade.

Sexual Harassment

Sexual harassment of any kind is strictly prohibited. Sexual harassment includes, but is not limited to, an employee, District agent, or student making unwelcome advances, requesting sexual favors, and engaging in other verbal or physical conduct of a sexual or sex-based nature. Sexual harassment also includes unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Harassment:

- 1) Denies or limits the provision of educational aid, benefits, services, or treatment, or makes such conduct a condition of a student's academic status.
- 2) Has the purpose or effect of:
 - A) Substantially interfering with the student's educational environment.
 - B) Creating an intimidating, hostile, or offensive educational environment.
 - C) Depriving a student of educational aid, benefits, services, or treatment.
 - D) Making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

If a student believes harassment has occurred, a teacher, counselor, Superintendent, or Title IX coordinator should be contacted, who will then assist the student in filing a complaint. If the supervisors or teachers fail

to help report the incident or condone the incident, they may be subject to punishment themselves

Classroom Discipline

Each classroom teacher uses a classroom management plan which is explained to the students. Copies are available to parents/guardians.

Lunchroom Rules/Procedures

To ensure a pleasant lunchroom setting, the following rules must be followed:

- Sit in the assigned seat.
- Remain seated unless given permission to get seconds or clean up.
- Wait for permission to leave the lunchroom (minimum 20 minutes for eating).
- Speak in a soft voice.
- Students are not permitted to return to their classrooms or lockers to retrieve items once they have left their classroom for lunch.

Playground Rules

The following procedures and rules address the supervision of your child at play. Please discuss these with your child. Students will be supervised on the playground at all times.

Common sense is the first rule for determining whether activities are safe or not safe. If the playground supervisor determines that an activity/behavior is unsafe, it must be stopped.

Dress Appropriately for the Weather

Students are expected to dress appropriately for the seasonal conditions. Students should consistently wear hats, warm coats, socks, gloves, and boots during rain or snow conditions. Please label these garments with the child's name. Shorts may be worn year around, but remember that all children will be expected to go outside at recess time if weather permits. Seasonal outdoor clothing is not permitted in the classroom.

Students in K-4 will wear snow boots when there is snow on the ground. They will wear snow pants to play in the snow or to play on any equipment that is wet or snow-covered. Students without snow pants will be required to stay on the paved areas of the playground.

Responsible Playground Behaviors

Students will:

- Show respect for other students and staff.
- Follow directions of all school personnel.
- Cooperate and use good sportsmanship.
- Use all playground equipment safely and in the manner in which it was intended.
- Keep hands, feet, and objects to self.
- Stay in boundaries.
- Gather equipment when the bell rings and line up quickly.

Inappropriate Playground Behaviors

- Swearing, rudeness, name-calling, spitting, or defying authority
- Eating food or chewing gum
- Inappropriate or obscene gestures
- Fighting, tackling, pushing, wrestling, or shoving another student

- Throwing snow, rocks, sticks, etc
- Sliding on ice or playing in water
- Piggy back rides, chicken fights or carrying another student
- Any activity that endangers another student
- Urinating on the playground

General Playground Expectations

Students will:

- Leave toys at home (to prevent loss and damage) unless the classroom teacher gives permission.
- Be allowed to bring personal footballs, basketballs, soccer balls, jump ropes, books, and journals to use on the playground if they wish. Students are responsible for keeping track of all personal belongings they bring onto the playground. These items are not allowed in the classroom.
- Walk bikes between the bike racks and the road, on the sidewalk and on the playground. Bicyclists may not leave the playground until after the buses leave for the afternoon. Bicyclist must wear helmets for safety.
- Go home after school, unless their adult chaperone is present, or students are participating in supervised after-school activities
- Not use skateboards on school property during school hours.

K-8 students will:

- Remain in playground boundaries during all recesses, unless given permission.
- Pass without loitering behind any sheds, building, or vehicles.
- Sit on the benches by the Memorial Garden, but will not be in the garden.
- Not climb on the fences, the trees, or pull the tree branches.
- Ask permission to go inside to use the restrooms or to receive help for injuries.
- Enter through the designated entrance with the teacher.

Boundaries

North boundary: sidewalk

South boundary: fence

East boundary: log fence

West boundary: bus lane and fence

Basketball Courts

Students will:

- Play only one game per court, unless sharing a court and playing half court games.
- Respect the equipment by not hanging on rims.

Large Field Area

Students will:

- Play organized field games on the field.
- Alternate field games each recess if interest is shown for more than one sport.
- Allow everyone to play field games.

Playground

Students will:

- Dismount from all equipment safely and not jump from equipment.

- Not tie clothing or ropes to equipment.
- Keep hands, feet and legs to themselves when playing on equipment. Students will not have chicken fights or pull others while on equipment.
- Sit at picnic tables and not stand on benches or tables.

Swings

Students will:

- Swing in a sitting position, one person per swing. Students will not swing sideways, on stomachs, knees or feet, do spiders or underdogs, twist, or bail out of swings.
- Not throw swings over the top.

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- Not climb on support poles for swings.
- Not run between swings while other students are using the swing.

Slides

Students will:

- Go down the slide only.
- Climb up the stairs with one person in the slide shoot at a time.
- Wait until the slide is clear before sliding down.
- Slide all the way down on their bottom, feet first.
- Leave the landing area promptly to clear the way for the next person.
- Not put objects such as snow, toys, dirt, wood chips, backpacks, etc. on the slide.

Horizontal Bars (Monkey Bars)

Students will:

- Keep their bodies below the bars.
- Cross the bars in the direction the first person chooses. All students will progress with their hands across the bars in one direction.

Soft Rubber Balls

Students will:

- Use soft rubber balls for throwing, catching and for playing four square.
- Throw the balls away from the building.

Soccer Balls

Students will:

- Use soccer balls for kicking and for soccer games.
- Kick soccer balls away from the building.

Footballs

Students will:

- Use footballs for kicking and for football games.
- Kick footballs away from the building

Snow Expectations

Students will:

- Always obey the supervisor on duty.
- Play in the snow without throwing, kicking, or dropping snow or ice chunks.
- Share, help build, but never destroy snow creation. Snow is community property.

Severe Playground Disruptions

Parents will be notified and may be asked to come to school immediately for the following behaviors:

- Fighting.
- Vandalism.
- Defiance of authority.
- Unacceptable language.

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Chewing Gum

Gum chewing is prohibited at Gallatin Gateway School.

Student Dress Expectations

The good judgment of students and parents/guardians should suffice in matters of dress, modesty, and cleanliness. When decorum is in question, the following standards are applied:

- Clothing should be neat and clean.
- Hats, caps, hoods, sunglasses or coats are not to be worn in the building during school hours, except when designated on special “Spirit” days.
- Clothing should be free of slogans or advertisements promoting drugs, alcohol, tobacco, or violence. • Clothing should be free of sexual, derogatory or vulgar connotations.
- Undergarments are to be completely covered.
- Visible straps on shirts should be at least 1 inch wide.
- Strapless shirts are not allowed unless the garment is worn underneath another appropriate top. • Skirts and shorts should be no shorter than the student’s hand length above the knee.
- Shirts and pants must cover the stomach, even when arms are raised.
- Sandals and open-toed shoes are allowed ONLY if they have a back strap around the heel. Remember, there can be risk of toe injury by wearing open toed shoes or sandals. Any violations of the above rules and procedures will result in removal from the class if the student is unable to find a way to meet the dress expectations. The student will wait in the office until suitable clothing is obtained or the student is taken home to change clothing.

At middle school, proper hygiene should be paid close attention to for both student health and social acceptance, for example, daily use of deodorant. If a student’s lack of proper hygiene is offensive to others, parents will be notified.

Definitions of Unacceptable Behaviors

Public Display of Affection/Inappropriate Touching

Inappropriate displays of affection are prohibited on school property.

Willful Disregard for Safety of Others Committing acts that endanger other students, teachers, or staff (examples: physical assault, threats of physical violence, or actual physical altercations; acts that endanger other students pushing, kicking, hitting, spitting, etc.

Unacceptable Language

The use of profane, vulgar, or unacceptable language, symbols, or gestures; verbal abuse

Bullying, Harassment, and Creating a Hostile Environment

Actions or remarks directed toward a student, staff or adult, or visiting instructors designed to demean, embarrass, or humiliate including physical intimidation, sexual harassment, and threats.

Willful Disobedience/Disrespect

The conscious choice of a student to fail to act as instructed by a teacher, substitute, staff member, or the conscious choice on the student's part to be disrespectful

Deceit

An act of lying, cheating, forgery or other form of deceit including using school resources for inappropriate purposes, i.e. internet privileges.

Fighting

A mutually joined physical altercation involving two or more students.

Assault

An attack or threat of physical abuse on another person.

False Fire/Emergency Alarm

Student setting off emergency alarms when there is no emergency.

Bomb Threat

Any threat of a bomb being placed in or around the school at any time.

Possession or Use of Water Balloons, Water Pistols, or Other "Prank" Devices

Possession of an item whose use disrupts or inconveniences the student, staff, or faculty.

Possession Weapons

Possession of articles that pose a potential threat to the physical safety of the others.

Possession of Firearms

Possession, control, or transfer of a firearm or any object that can reasonably be considered, or looks similar to a firearm, including air-soft guns or pellet guns.

Vandalism

Willful damage to or destruction of defacement of school property or personal property or personal property of other students or adults.

Theft

Act of stealing or attempting to steal.

Arson

Attempting to or lighting a fire on school property.

Possession or Use of Tobacco, Consumption of Drugs or Alcohol

Possession or use of any tobacco product, Drugs or Alcohol

Distribution of Drugs or Alcohol

The selling or distribution of illicit drugs, alcohol, or other intoxicants.

Uniform Complaint Procedure

Students, parents, employees, or community members may file a complaint in accordance with this grievance procedure, if they believe that the Board, its employees or agents have violated their rights guaranteed by the State or federal constitutions, State or federal statutes, or Board policy.

District officials will endeavor to respond to and resolve all complaints without the need to resort to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to a prompt and equitable resolution of a 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.

Filing a Complaint

The Complainant may file a complaint with the Superintendent. The Complainant must file the complaint within thirty (30) calendar days of the alleged violation of his or her rights guaranteed by the State or federal constitutions, State or federal statutes, or Board policy. If the complaint contains allegations against the Superintendent, the Complainant may ask for assistance from the Board Chair in identifying the appropriate manner in which to file a complaint. Any individual receiving a complaint may request the Complainant to provide a written statement regarding the nature of the complaint.

Investigation

Within 15 calendar days of the date the complaint was filed, the individual receiving the complaint will investigate the complaint or appoint a qualified person to undertake the investigation on his/her behalf. The complaint or identity of the Complainant will not be disclosed except (1) as required by law or this policy; (2) as necessary to fully investigate the complaint; or (3) as authorized by the Complainant. The Superintendent or investigator shall issue a written decision at the completion of the investigation. If the complaint contains allegations involving the Superintendent, the Board shall address the complaint in writing.

Decision and Appeal

Within 7 calendar days of receipt of the written decision, a District official shall notify the Complainant of the determination regarding the complaint. If the Complainant is not satisfied with the determination of the Superintendent, the matter may be appealed to the Board if the Complainant is alleging a violation of Board policy, or state or federal law. Within 30 calendar days, the Board shall meet to affirm, reverse, or amend the decision or direct the gathering of additional information.

This meeting shall not be a de novo hearing resulting in a re-investigation of the matter, but a review of the written decision in the matter to determine if there is an error in the decision. Within 7 calendar days, the Complainant shall be informed of the Board's decision by mail. The Complainant may appeal the Board's decision to the Gallatin County Superintendent as provided by law.

Appendix

Discipline Matrix

<u>Gallatin Gateway School</u>	<u>Discipline Matrix</u>				
<u>*In all cases administrative discretion will be exercised</u>	Minor behaviors are listed in white	Major behaviors are shaded in gray	<u>A referral form will be filled out for EACH OCCURRENCE for tracking purposes</u>		
Behavior	<u>Minor/Minor</u> Minor=Staff managed Major=admin. managed	1st Occurrence	2nd Occurrence	3rd Occurrence	4+ Occurrences
Arson	Major	Authorities are contacted/suspension &/or expulsion			
Assault	Major	Authorities are contacted/suspension			

		&/or expulsion			
Bomb Threat	Major	Authorities are contacted/suspension &/or expulsion			
Bullying/Harassment/Creating Hostile Environment	Major	Meeting with student /parents and admin. Detention.	Detention. Formal behavior plan.		
Teasing	Minor	Conference with student, facilitated apology and make reparations. Parent contacted.	Conference with Student, facilitated apology and make reparations, parent contacted. Counsel or referral.	Facilitated apology and make reparations. Conference with admin., parents and student.	Facilitated apology and make reparations. Meeting with parents and behavior plan created.
Tardy	Minor/Major	Conference with student.	Fill out reflection sheet.	Detention	Behavior Plan
Cheating/Plagiarism	Minor/Major	Conference with Student, zero on the	Zero on the assignment, parent	Behavior Plan	

		assignment, parent contacted.	contacted, detention.		
Deceit	Minor/ Major	Conference with student, facilitated apology and make reparations. Parent contacted.	Conference with Student, facilitated apology and make reparations, parent contacted. Counselor referral.	Facilitated apology and make reparations. Conference with admin., parents and student.	Facilitated apology and make reparations. Meeting with parents and behavior plan created.
Defiance	Minor/ Major	Conference with Student, Parent Contacted.	Fill out the reflection sheet.	Detention	Behavior Plan
Disrespect	Minor/ Major	Conference with student, facilitated apology and make reparations. Parent contacted.	Conference with Student, facilitated apology and make reparations, parent contacted. Fill out reflection sheet.	Facilitated apology and make reparations. Conference with admin., parents and student.	Facilitated apology and make reparations. Meeting with parents and behavior plan created.

			Counsel or referral.		
Disruptive Conduct	Minor/ Major	Conference with Student, Parent Contact ed	Fill out reflection sheet.	Detenti on	Conferen ce with parent, Behavior Plan
Distribution of Drugs or Alcohol	Major	Authori ties are contacte d/suspe nsion &/or expulsio n			
False Fire/Emergency Alarm	Major	Authori ties are contacte d/suspe nsion &/or expulsio n			
Gum Chewing in common areas	Minor/ Major	Correcti on/conf erence with student.	Fill out reflection sheet.	Detenti on	Behavior Plan
Harassment/Intimi dation:sexual/ racial/gender/religi on/disability/ ethnicity/physical characteristics	Major	Authori ties are contacte d/suspe nsion &/or expulsio n			
Physical	Minor/ Major	Correcti	Fill out	Detenti	Behavior

Contact/Horse play	r	on/conference with student.	reflection sheet.	on	Plan
Inappropriate Dress	Minor/Major	Conference with student. Student will change clothes.	Student will change clothes. Fill out reflection sheet. Parent contact.	Student will change clothes. Detention.	Behavior Plan
Inappropriate use of Cell Phone	Major	Meeting with student /parents and admin. Detention.	Detention. Formal behavior plan.		
Unauthorized use of cell phone	Minor/Major	Conference with student.	Fill out reflection sheet. Parent contact.	Parent conference. Detention.	Behavior Plan
Unauthorized use of wearable technology	Minor/Major	Correction/conference with student.	Fill out reflection sheet. Parent contact.	Parent conference. Detention.	Behavior Plan
Inappropriate Use of Technology/Internet	Major	Meeting with student /parents and admin. Detention.	Detention. Formal behavior plan.		
Physical Aggression/Fighting	Major	Meeting with student	Suspension. Formal		

		/parent s and admin.S uspensi on.	behavior plan.		
Possession of Use of Tobacco	Major	Authori ties are contacte d/suspe nsion &/or expulsio n			
Possession of Weapons	Major	Authori ties are contacte d/suspe nsion &/or expulsio n			
Possession or Consumption of Drugs or Alcohol	Major	Authori ties are contacte d/suspe nsion &/or expulsio n			
Possession or Use of Water Balloons, Water Pistols, or other "prank" devices	Minor/ Majo r	Correcti on/conf erence with student.	Fill out reflectio n sheet.	Detenti on	Behavior Plan
Possession or Consumption of Drugs or Alcohol	Major	Authori ties are contacte d/suspe nsion &/or expulsio n			

Property Damage/Misuse	Minor/ Major	Conference with Student, Parent Contact ed.Make reparati ons.	Make reparati ons. Confere nce with student and parents. Detenti on.	Detenti on. Behavi or Plan	
Public Display of Affection/Inappro priate Touching	Minor/ Major	Conference with Student, Parent Contact ed.	Confere nce with student and parents. Detenti on.	Detenti on. Behavi or Plan	
Theft	Major	Conference with Student and admin, parent contacte d.Deten tion or Suspens ion. Possible contact of authoriti es.	Confere nce with student and parents. Detenti on or Suspensi on. Contact authoriti es.	Behavi or Plan. Confer ence with student and parents . Detenti on or Suspen sion. Contac t authori ties.	
Threat of Violence to individuals	Major	Conference with Student and admin, parent contacte d.	Confere nce with student and parents. Behavio r plan.	Author ities are contact ed/sus pensio n &/or expulsi on	

		Detention.			
Threat to School	Major	Authorities are contacted/suspension &/or expulsion			
Truancy/Skipping/Leaving	Major	Conference with student and parents. Behavior plan.			
Unacceptable Language	Minor/Major	Conference with student.	Fill out reflection sheet.	Detention	Behavior Plan
Vandalism	Major	Authorities are contacted/suspension &/or expulsion			
Vandalism	Minor/Major	Correction/conference with student. Make reparations.	Fill out reflection sheet. Make reparations.	Detention	Behavior Plan
Weapons	Major	Conference with Student and admin,			

		parent contacte d. Detenti on.			
Willful Disobedience/Disr espect	Minor/ Majo r	Confere nce with student.	Fill out reflectio n sheet.	Detenti on	Behavior Plan
Willful Disregard for Safety	Major	Confere nce with Student and admin, parent contacte d. Detenti on.	Confere nce with student and parents. Behavio r plan.	Author ities are contact ed/sus pensio n &/or expulsi on	
Playground Rules					
Throwing rocks, snow, sticks,etc	Minor/ Majo r	Confere nce with student. Time out.	Fill out reflectio n sheet.	Detenti on	Behavior Plan
Piggy back rides, chicken fights or carrying another student	Minor/ Majo r	Confere nce with student. Time out.	Fill out reflectio n sheet.	Detenti on	Behavior Plan
Misuse of equipment	Minor/ Majo r	Confere nce with student. Time out.	Fill out reflectio n sheet.	Detenti on	Behavior Plan
Fighting, pushing, tackling, wrestling or shoving another student	Major	Confere nce with Student and admin, parent contacte	Confere nce with student and parents. Behavio r plan.	Author ities are contact ed/sus pensio n &/or expulsi	

		d. Detenti on. Sent inside.		on	
Any activity that endangers another student	Major	Confere nce with Student and admin, parent contacte d. Detenti on. Sent inside.	Confere nce with student and parents. Behavio r plan.	Author ities are contact ed/sus pensio n &/or expulsi on	
Urinating on the playground	Major	Confere nce with Student and admin, parent contacte d. Detenti on. Sent inside.	Confere nce with student and parents. Behavio r plan.	Author ities are contact ed/sus pensio n &/or expulsi on	
Lunchroom Rules					
Not sitting in assigned seat	Minor/ Majo r	Confere nce with student.	Fill out reflectio n sheet.	Detenti on	Behavior Plan
Does not remain seated	Minor/ Majo r	Confere nce with student.	Fill out reflectio n sheet.	Detenti on	Behavior Plan
Leaves lunchroom without permission	Minor/ Majo r	Confere nce with student.	Fill out reflectio n sheet.	Detenti on	Behavior Plan
Yelling, shouting	Minor/ Majo r	Confere nce with student.	Fill out reflectio n sheet.	Detenti on	Behavior Plan

Sharing food	Minor/ Major	Conference with student.	Fill out reflection sheet.	Detention	Behavior Plan
Throwing food	Major	Meeting with student /parent s and admin.	Formal behavior plan.		
Bus Rules					
Not remaining seated	Minor/ Major	Conference with student. Contact parent.	Detention	Behavior Plan	Loss of bus privileges
Littering or throwing things from the bus	Minor/ Major	Conference with student. Contact parent.	Detention	Behavior Plan	Loss of bus privileges.
Eating or drinking on the bus	Minor/ Major	Conference with student. Contact parent.	Detention	Behavior Plan	Loss of bus privileges.
Storing belongings in the aisle	Minor/ Major	Conference with student. Contact parent.	Detention	Behavior Plan	Loss of bus privileges.
Not wearing seatbelt	Minor/ Major	Conference with student. Contact parent.	Detention	Behavior Plan	Loss of bus privileges.
Tampering with bus or equipment	Minor/ Major	Conference with student. Contact parent.	Detention	Behavior Plan	Loss of bus privileges.

Audio equipment or cell phone use	Minor/ Major	Conference with student. Contact parent.	Detention	Behavior Plan	Loss of bus privileges.
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