

Gallatin Gateway School



Personnel Handbook

Mission:

The Gallatin Gateway School community empowers our students to take responsibility for their learning so they may achieve their individual potentials as lifelong learners and productive citizens.

Updated: August 2017

Table of Contents

Equal Opportunity Employment	5
Strategic Plan	5
Vision	5
Mission.....	5
Motto	5
Philosophy.....	6
Core Values.....	6
School Board Goals.....	6
Associations	6
Board Meetings	6
District Calendar	6
District Calendar Guidelines/Procedures.....	6
Building Hours and Usage.....	7
Employment-Related Information	7
Certified Contracts and Compensation.....	7
Certified Assignments, Reassignments, and Transfers	7
Certification	7
Classified Employment and Assignment	7
Pre-employment Physical Screenings	8
Job Responsibilities.....	8
Criminal Records Check/Fingerprinting	8
Drug-Free Workplace.....	8
Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers.....	9
Tobacco-Free Policy.....	9
Fair Labor Standards Act.....	10
Work Day.....	10
Punctuality.....	10
Employee Check-in/out Procedures	10
Sick Leave.....	10
Bereavement Leave.....	11
Maternity/Paternity Leave.....	11
Vacation Leave	11
Personal and Emergency Leave.....	11
Civic Duties Leave	11
Military Leave	12
Family & Medical Leave Act (FMLA).....	12
Holidays.....	12
Evaluation of Staff.....	12
Staff Development.....	12
Resignation of Staff	12
Retirement.....	13
Reduction in Force	13
Discipline and Discharge.....	13
Employee Pay Periods/Paydays	13
Salary Deductions	13
Employee Benefits.....	14
Staff Conduct.....	14

Disrupting the Educational Process	14
Complaints	15
Harassment/Discrimination	15
Title IX, Section 504, & Title II-ADA Grievance Procedures.....	16
Title IX	16
Section 504 and Title II-ADA	16
Coordinators	17
Filing a Complaint	17
Informal Resolution	17
Formal Complaints	17
Investigation	17
Notice of Outcome	18
Time Frames	18
Appeals	18
Remedies	18
Personnel Records	18
Release of General Staff Information.....	19
Outside Employment or Activities	19
Confidentiality	19
Staff Dress and Grooming.....	19
Staff Meetings.....	19
Telephones.....	20
Cell Phone Use.....	20
Gifts and Solicitations.....	20
Employee Email and Online Services Usage	20
Travel for District Business.....	21
Participation in Political Activities	21
District Property.....	21
Care/Use of District Property.....	21
Keys.....	22
Mailboxes	22
Employee Parking.....	22
Outgoing Mail.....	22
Voicemail.....	22
Website Updates	22
Email Use and Instructions.....	22
Copy Machines.....	23
Laminator.....	23
Donations.....	23
Reimbursable Classroom Expenses	23
Inventory	23
Staff Common Area	23
Community Spaces	23
Classroom Security	23
Maximum Classroom Furniture	24
Use of Private Vehicles for District Business	24
Lockers	24
Cash	25
Fundraising.....	25
Classroom Maintenance.....	25
Purchase Orders.....	25

Reimbursement for Purchases by Employees for District	25
Wellness Procedures.....	26
Sharing Foods and Beverages.....	26
Foods and Beverages.....	26
Fundraising Activities.....	26
Rewards.....	26
Celebrations.....	26
Integrating Physical Activity into the Classroom Setting.....	26
Staff Wellness.....	26
Safety Procedures.....	26
Safety Committee.....	26
Workers' Compensation Benefits.....	27
Accident Reporting.....	27
Staff Health and Safety.....	28
Assaults & Threats of Violence	28
Weapons	29
Emergency Drills	29
Emergency Closures	29
Emergency Procedures and Disaster Plans	29
Asbestos	29
Communicable Disease/Bloodborne Pathogens/Infection-Control Procedures.....	29
Communicable Diseases/Students with HIV, HBV, AIDS	30
Resuscitation.....	30
Concussion Procedures.....	30
Symptoms of Concussions.....	30
Actions when Concussion is Suspected	31
Recovery from Concussion.....	31
Return to Participation.....	32
Staff Training for Concussions.....	32
Athlete Training/Notification for Concussions	32
Parent/Guardian Training/Notification	33
Instruction-Related Information	33
Preparation.....	33
Class Interruptions.....	33
Lesson Plans	33
Grade Books.....	33
Expectation for Grading & Attendance.....	34
Master Calendar	34
Pledge of Allegiance	34
Parent Communication.....	34
Requesting a Substitute	34
To Prepare for a Substitute Teacher.....	35
News Releases	36
Curriculum	36
Indian Education for All (IEFA).....	36
Student Assessment.....	36
Textbooks.....	37
Section 504/ADA of the Rehabilitation Act of 1973.....	37
Intervention Meetings	37

Computer Lab	37
Teaching about Religion	38
Field Trips	38
Use of Seating Charts	38
Supervision of Students	38
Supervision: Before/After School.....	39
Hall Passes.....	39
Hallways.....	39
Assemblies.....	39
Family Engagement.....	39
Child Custody - Staff/Parent Relations.....	40
Parent/Teacher Conferences	40
Confidentiality and Supervision.....	40
Child Abuse Reporting.....	40
Guest Speakers/Controversial Speakers	41
Materials Distribution	41
Special Interest Materials	41
Instructional Materials.....	41
Copyright	42
Printed Materials	42
Sheet and Recorded Music	42
Television-Off-the-Air Taping.....	43
Rental, Purchase, and Use of Videotapes	44
Computer Software.....	44
Reproduction of Works for Libraries/Media Centers	45
Performances.....	45
Research/Copyrights and Patents.....	45
Student/Classroom Information	45
Student/Parent Handbook.....	45
Attendance	46
Student Records	46
Types of Student Records	46
Teacher-Required Public Relations.....	47
Open House.....	47
Christmas/Winter Program.....	47
Disclosure Document	47
Homework	48
Day Planners.....	48
Make-up Work.....	48
Student Participation in Sports Programs.....	48
Moving Class/Holding Classes Outdoors	48
Dismissal of Classes.....	48
Afterschool Snack Cart	48
Learning Lab.....	48
Administering Medicines to Students	49
Emergency Administration of Medication	49
Self-Administration of Medication.....	49
Handling and Storage of Medications	49
Disposal of Medication	50
Substance Abuse Policy	50
Visitation	50

Teacher Expectations for Student Behavior.....	50
Student Conduct	50
Lunchroom Rules/Procedures	51
Appendix.....	52
Employee Electronic Services.....	54
The OSHA Bloodborne Pathogens Standards	56
Voicemail Instructions & Phone Ext.	60
Disclosure Document Example	62
Write a Lesson Plan Guide: How to Develop a Lesson Plan.....	63
Learning Objectives: May be Used in Lesson Plans	65
Daily Schedule	66
Certified Master Agreement.....	67

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.

Equal Opportunity Employment

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 taken into account 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:

Vision

Gallatin Gateway School provides a premiere educational program for our students.

Mission

The Gallatin Gateway School community empowers our students to take responsibility for their learning so they may achieve their individual potentials as lifelong learners and productive citizens.

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.

Core Values

We believe in:

- **Providing quality, individual instruction that focuses on the whole child.**
- **Providing and supporting high quality and committed staff.**
- **Promoting good citizenship.**
- **Promoting collaboration between the community, the home, and the school.**
- **Providing a safe, family-oriented environment for our staff and students.**
- **Promoting high standards of student achievement.**
- **Employing processes that are transparent and responsible to stakeholders, consistent with District policy.**
- **Treating all employees and stakeholders fairly and respectfully, consistent with District policies.**
- **Acting fiscally responsible with District resources.**

School Board Goals

- **Gallatin Gateway School Board will demonstrate excellence in governance.**
- **Gallatin Gateway School Board will develop and maintain a safe and secure school facility and grounds.**
- **Gallatin Gateway School Board will maintain and provide high quality educational services.**
- **Gallatin Gateway School Board will promote the development of the whole child.**

- **Gallatin Gateway School Board will develop and implement effectiveness of building trust and communicating with the Gallatin Gateway community.**

Associations

The Gallatin Gateway Education Association, MEA-MFT is the bargaining unit for certified staff.

Board Meetings

The Legislature 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. Students will begin on the ~~Wednesday~~ **Wednesday week** before Labor Day.
2. The calendar will include a minimum of three days per week.
3. 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.
4. The calendar will include ~~7~~ **10** Pupil Instruction Related (PIR) Days.
5. 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 7:30am to 4:00pm and Fridays 7:30am-3:30pm 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/paraeducators, as defined in the appropriate classified job descriptions, are under the supervision of the Superintendent and a teacher to whom the Superintendent may have delegated responsibility for close direction or mentoring. The nature of the work accomplished by paraeducators 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/Paraeducators are employed by the District for a variety of duties. A paraeducator 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 paraeducators 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 or drug 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 be in compliance with 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, 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, master contracts and individual contracts.

Certified employees: collective bargaining 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. The schedule will be established by the Superintendent. All overtime, beyond contracted hours, must be approved in writing by the Superintendent 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~~ 3:45pm.

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 at assigned morning duties at 8:00am, in the hallway at ~~8:10am~~ 8:05am, 12:30pm, ~~3:10pm~~ 3:25pm, lunchroom/recess duty at 11:45am, and attending afternoon duties until the buses leave. 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 check out with the office prior to departing (even if *Request for Approval of Leave Form* has been completed and approved). 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, staff should sign in or out at the office and visit with an office person about leaving or arriving to school.

Sick Leave

Certified employees: collective bargaining 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: collective bargaining 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: collective bargaining 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: collective bargaining 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 master 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 master calendar before planning leave.

Personal and Emergency Leave

Certified employees: collective bargaining 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. A certified staff member hired to replace one serving in the legislature does not acquire tenure.

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 District's goals.

Certified employees: collective bargaining agreement. An example evaluation form is available in the appendix.

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: collective bargaining agreement

Classified employees: The Board has the exclusive authority to determine the appropriate number of employees. Employee 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: collective bargaining agreement

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, said payroll shall be issued the last working day preceding said 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.

Certified employees: collective bargaining agreement

Classified employees must submit their signed time sheet the last business day of the month. Employees failing to submit a time sheet 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: collective bargaining agreement

A flexible benefits plan is available to certified 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.

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: A flexible benefits plan is available. 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. Gallatin Gateway School contributes a Board designated amount for all classified employees that work more than 20 hours/week. Employees have the option to contribute their own "pre-tax" contributions to the plan up to the maximum amount allowable by the plan each year. 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. More information about the flexible benefits program and reimbursement forms can be found at: www.allegianceflexadvantage.com.

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 (41-3-205, MCA), 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, 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
Section 504 Case Manager
406-763-4415 ext. 28

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

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.

The informal process, including mediation, will not be available to individuals alleging sexual assault.

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 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

Official employee records established for each person employed by the District include: 1) *Personnel file* - maintained by the district clerk and business manager, may contain 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 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, spaghetti strap tops, low neck lines, 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.

Staff Meetings

All certified staff are expected to attend staff meetings unless prior arrangements have been made with the Superintendent. Reserve Wednesday afternoons beginning at ~~3:30~~ 3:40pm 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.

Telephones

Telephones are available throughout the building for staff convenience. Long-distance calls for District business and personal use may be placed from a telephone with an unrestricted line located in the office. Staff members are responsible for all costs related to long-distance calls made for personal use.

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 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. Do not give your phone number to students unless approved by the Superintendent for a specific event; situations where this may possibly be warranted include ski day and field trips.

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 webpages do so at their own risk; however, employees are strongly encouraged to keep their personal webpages 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 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 \$5 for the morning meal, up to \$6 for the midday meal, and up to \$12 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 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

Check and empty staff mailboxes prior to the end 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. Do not use the mailbox for filing; empty it daily.

Employee Parking

Employees are to park their vehicles on the west end of the school. Overflow parking is available using the back entry. Do not park in visitor/parent parking on north side of 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 voice mail 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 week.**

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.

Please use the copy machine during preparation times to avoid unnecessary interruptions to student instruction.

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 community donations should be made through the office using a donation form. All donations accepted without office approval will be the responsibility of the individual accepting the donation. All donations are property of Gallatin Gateway School and must be added to the appropriate classroom inventory.

Reimbursable Classroom Expenses

Reimbursement will not be given without prior approval of the Superintendent and proper business receipts. Request 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 as current as possible before final reconciliation by the teachers. 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 a hot water dispenser and sink (conference 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.

Maximum Classroom Furniture

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.

K-8th Classroom Furniture and Items

- ~~One TV with cable access, local channels and VCR/DVD access~~
- **One interactive projector**
- Three networked student computer
- White Boards on two walls (new bldg)
- Three bulletin Boards
- Maps of all continents (if needed)
- Document camera with cart
- One teacher work area
- No more than two file cabinets (any size)
- Two tables (computer table & one other)

- One student desk with chair per student in class-all desks and chairs match-no mismatched sets. (extras stored in basement)
- No microwaves
- No refrigerators
- No large storage containers in classrooms
- No small appliances, i.e. coffee makers
- No desks used as tables

Additional- Special Education Classroom Items

- Vary based on student need/numbers

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

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.

School authorities may inspect and search school property and equipment owned or controlled by Gallatin Gateway School (such as lockers and desks), as well as personal effects left there by the student, without notice or consent of the student. School officials may search the property of a student when there is reasonable ground for suspecting that the search will produce evidence that the particular student has violated or is violating the law or the District's student conduct rules.

Cash

Money collected by staff and students as a result of fundraisers or other school-related purposes is to be deposited at the office whenever the sum accumulated in any one day, by a class, staff member, or others, exceeds \$25. At no time are substantial amounts of money to be kept overnight, 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. The group sponsoring the fundraiser must complete a *Fundraiser Form*. This form must be signed by a student representative, clerk, and sponsoring teacher/supervisor.

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 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:

Teacher:

- Report stains or spills to Superintendent immediately for cleaning
- Vacuum if needed between custodial services vacuuming
- Clean student desks frequently
- Keep storage, papers, and books away from heaters and exits
- Supervise student lockers for disposal of unneeded items
- Clean white boards and trays frequently
- Clean all table surfaces regularly
- Clean electronic devices to avoid excess dirt and dust

Student

- Move student chairs for vacuuming
- Close lockers and clean of smelling objects, i.e. food, dirty clothes, etc.
- Remove clothing from locker rooms

Purchase Orders

Order all supplies and equipment using a *Requisition/Purchase Order Form*. Once completed, the purchase order should be submitted to the office for Superintendent approval.

Purchase order requests 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

Sharing Foods and Beverages

Gallatin Gateway School will discourage students from sharing their foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets.

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 nondairy 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 *Employers 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 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 grades K-8 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. The warning signal for a fire alarm/drill is a pulsating alarm. Upon the sounding of a fire alarm, teachers and students are required to follow these procedures:

1. At the sound of the fire alarm, occupants must walk rapidly out the exit designated by the emergency exit chart near the door in each room. The teachers will pick up their emergency backpacks, check to see that students are out of the room, turn off the lights, and close the windows and door.
2. The first students outside should move away from the building, so they do not block the exit for those following.
3. When outside, students should meet at the designated location. Teachers should take attendance and identify any missing students to the Superintendent by radio channel 14 or by cell phone (980-1251).
4. In the event an alternate site is needed, occupants will proceed to Superintendent's designated location.

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

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 take action 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.

Recovery from Concussion

If a student/athlete returns to activity before being fully healed from an initial concussion, the student/athlete is at risk for a repeat concussion. A repeat concussion that occurs before the brain has a chance to recover from the first can slow recovery or increase the chance for long-term problems. In rare cases, a repeat concussion can result in severe swelling and bleeding in the brain that can be fatal.

The first step in recovering from a concussion is rest. Rest is essential to help the brain heal. Students/athletes with a concussion need rest from physical and mental activities that require concentration and attention as these activities may worsen symptoms and delay recovery. Students/athletes with concussions often have difficulty in school with short- and long-term memory, concentration, and organization.

District personnel shall accommodate students/athletes with a concussion. Such accommodation could include, without limitation, excusal from all physical activities until a medical release is provided, extension of deadlines on projects requiring concentration/attention, shortened or lightened schedule, or allowing student/athlete to take breaks or a rest period.

Return to Participation

After suffering a concussion, no student/athlete should return to play or practice or physical activity on that same day. Even if it appears a student's/athlete's symptoms have been alleviated within 15 minutes, the student/athlete may not return to participation unless he or she has been released by a qualified health care provider. In order to return to participation in an activity or sport, a student/athlete must be free from any symptoms and obtain a release from a qualified health care provider.

In most cases, the student/athlete should not be allowed to return to full participation in the activity or sport immediately upon release. Instead, District personnel must ensure that the student/athlete proceeds in a gradual step-by-step fashion to allow the student's/athlete's brain and body to re-adjust to exercise. Most students/athletes will be able to progress one step each day/practice. The following program should be implemented for a student's return to full participation; however, such program should be tailored to meet the student's unique injury, condition, and medical release:

- Step 1: Light aerobic exercise- 5 to 10 minutes on an exercise bike or light jog; no weight lifting, resistance training, or any other exercises.
- Step 2: Moderate aerobic exercise- 15 to 20 minutes of running at moderate intensity in the gym or on the field without a helmet or other equipment.
- Step 3: Non-contact training drills in full uniform- may begin weight lifting, resistance training, and other exercises.
- Step 4: Full contact practice or training.
- Step 5: Full game play.

If symptoms of a concussion recur, or if District personnel observe concussion signs and/or behaviors at any time during the return to activity program, the student/athlete must discontinue all activity and be re-evaluated by a health care professional.

Staff Training for Concussions

Athletic directors, coaching staff, and recess monitors will complete the online training entitled *Heads Up! Concussion in Youth Sports Training for Coaches* and turn in a copy of their completion certificate to the office. This training must be completed on an annual basis and prior to the beginning of any coaching duties. The online training can be viewed at: <http://www.cdc.gov/concussion/HeadsUp/Training/HeadsUpConcussion.html>

Athlete Training/Notification for Concussions

It is recommended that at the beginning of each season the coach dedicates part of one practice to discuss concussions with athletes and the importance of reporting signs and symptoms to the coaching staff.

Resources for students:

- *Keeping Quiet Can Keep you Out of the Game* video:
<http://www.youtube.com/watch?v=yIqZDbk3M40>
- *Concussions: A Fact Sheet for Athletes* handout (GGS Athletic Handbook)

Parent/Guardian Training/Notification

It is recommended that at the beginning of each season, during the parent meeting, the coach and/or athletic directors discuss concussion procedures with parents and the importance of reporting signs and symptoms to the coaching staff.

Resources for parents:

- *Keeping Quiet Can Keep you Out of the Game* video
http://www.youtube.com/watch?feature=player_detailpage&v=uO-ordcPWSU
- *Concussions: A Fact Sheet for Parents* handout (GGS Athletic Handbook)

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 PlanbookEdu
- 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 PowerSchool
- Updated grade reports in PowerSchool
- 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 to be permitted to interrupt a class in session without prior authorization from 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 PlanbookEdu.

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

List the names of your students in your grade book in alphabetical order for each of your classes. For each grading period in your class record book insert the dates for the period covered. Identify nine-week and final grade columns. Record in the grade book your formula for calculating the end of the period grades.

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 using www.planbookedu.com

Expectations for Grading and Attendance

K- 8 teachers will verify their official record of student attendance with attendance clerk before each quarter's report card is sent home to parents.

Third to eighth grade students and parents can view daily grades online through PowerSchool. Teachers grades 3-8 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.

Third to eighth grade teachers must verify final grades, comments, and grade point averages with the PowerSchool 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. Midterm or quarter grades of "D" or "F" will also have parent notification (usually by phone or meeting) 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.

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 occur 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

The recitation must be conducted by each individual classroom teacher or the teacher's substitute.

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 to 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 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 to 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
Attendance procedures and cards
5. Fire exit information
6. Have a teacher familiar with procedures who could assist the substitute
7. If papers should be corrected, leave instructions
8. Read report left by the substitute
9. Follow up on any incident that was a problem in the class with Superintendent, students, parents, and the substitute
10. Complete the 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 are available in the library.

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 taking into account individual and cultural diversity and differences among students.

Student Assessment

The evaluation of student progress is a primary responsibility of all teachers. The highest possible level of student achievement is a common goal of both the District and the home. As a close working relationship between the District and the home is essential to the accomplishment of this goal, regular communications with parents is essential.

At the beginning of the grading period, students and parents are to be informed regarding the basis of the grades and the methods to be used in determining grades in the classroom disclosure document. 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.

The issuance of grades and progress reports on a regular interval serves as the basis for continuous evaluation of the student's performance and determining changes that should be made to affect improvement. These reports shall be designed to provide information that will be helpful to the student, teacher, counselor and parent. Progress reports or midterms are issued midway of the first, second, third, and fourth quarter grading periods, indicating academic and citizenship progress to date.

Such reports may be issued at other times during the course of a grading period as deemed appropriate by teachers. Teachers should keep parents and guardians up-to-date on student progress using phone calls, email, website, PowerSchool, day planner, and personal conferences as well as written grade reports. Midterm or quarter grades of "D" or "F" will also have parent notification (usually by phone or meeting) with the student and the parents to find ways to improve academic deficiencies. Where the parents are divorced or separated, both will be permitted to receive the student's report card/progress reports, unless a court order indicates otherwise.

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).

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 or diploma 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.

Computer Lab

The computer lab is available for class use. Scheduling may be made by contacting the technology teacher.

Teachers and students will help keep the computer lab clean by:

- Wearing clean, mud-free shoes
- Cleaning up all paper and supplies
- Erasing whiteboard after lesson
- Pushing in chairs when leaving the lab
- Reporting problems with printers or computers using a *Technology Request Form*.

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. Whenever possible, teachers should implement seating charts, which may be vital for determining students at the greatest risk. 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.

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

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

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

Supervision: Before/After School

Teachers serve before-school bus supervision duty from 8:00-~~8:10am~~ **8:05am** and after-school supervision duty from ~~3:10-3:20pm~~ **3:25-3:35pm** or when the last bus leaves. It is most important to be at the duty station between the allotted times.

All staff should monitor student behavior before school between 8:00-~~8:10am~~ **8:05am**, meet students promptly at ~~12:30pm~~ **12:37pm** in hall areas, and after school between ~~3:10-3:20~~ **3:25-3:35pm** in the hallways. In the morning, students are not permitted in the hallways unless they have a pass from a teacher or the office staff. In the afternoon, students are to exit the building by **3:35pm** unless they are attending Learning Lab until 4:00pm, attending sports practice, or staying with their teacher.

In general, responsibilities include supervision of all students arriving or departing from the school grounds. Specifically, watch for fights, damage to property, trouble at the bike rack, and bus loading and unloading.

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 a substitute, or you should excuse yourself from the meeting. Swapping is encouraged in order to avoid uncovered duty stations and/or unattended meetings.

Hall Passes

All students in the hallways must have written passes issued by teachers, staff, or administration. The times the student leaves and returns must be recorded.

Hallways

Staff is expected to be in the hallways at 8:05am, during all passing times, at 12:37pm as students return from lunch, and again after school. A special effort is needed at 3:25pm as students exit the building. Please watch and encourage proper behavior.

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.

Require your students to remain in their seats until the end of the period. Classes may not leave until they are dismissed. These expectations should be included in substitute plans.

Assemblies

Teachers shall sit with their students at assemblies and reinforce positive expectations. Any teacher may discipline any student displaying disruptive behavior during an assembly. Staff members have the option of removing a student from an 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 scheduled at the end of the first quarter 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 their 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/Controversial Speakers

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

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 video rentals 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 *Request to Show Video in Classroom Form* for Superintendent approval.

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.
- District personnel may not show any video presentation with a MPAA rating over PG.
- All videos over 5 minutes must be approved by Superintendent prior to use within classroom.

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

1. Permissible uses — District employees may:
- a) Make a copy of an original computer program for the purpose of maintaining the availability of the program should it be damaged during use. Either the copy or the original may be retained in archives. Only one, either the original or the copy, may be used at any one time;
 - b) Make a copy of a program as an essential step in using the computer program as long as it is used in conjunction with the machine and in no other manner;
 - c) Make a new copy from the archival program in the event that the program in use is damaged or destroyed;

- d) Use a purchased program sent from a manufacturer labeled “archival”, simultaneously with the original copy of the program, provided its use is permitted (not excluded) by the terms of the sales agreement;
 - e) Make an archival copy of a rightfully-owned disk that is labeled “archival” by the software manufacturer;
 - f) Load a software program from a single disk into a distribution network or to individual stand-alone computers for simultaneous use when the distribution network is only accessible to the owner-user, if not otherwise prohibited by terms of a sales agreement;
 - g) Adapt a copyrighted program from one language to another for which it is not commercially available, or add features to a program to better meet local needs.
2. Prohibited uses — District employees may not:
- a) Load the contents of one disk into multiple computers at the same time, in the absence of a license permitting the user to do so;
 - b) Load the contents of one disk into local network or disk-sharing systems in the absence of a license permitting the user to do so;
 - c) Make or use illegal copies of copyrighted programs on District equipment;
 - d) Allow any student to surreptitiously or illegally duplicate computer software or access any data base or electronic bulletin Board;
 - e) Make copies of software provided by a software publisher for preview or approval;
 - f) Make multiple copies of copyrighted software (or a locally produced adaptation or modification), even for use within the school or District;
 - g) Make replacement copies from an archival or back-up copy;
 - h) Make copies of copyrighted software (or a locally-produced adaptation or modification) to be sold, leased, loaned, transmitted, or even given away to other users;
 - i) Make multiple copies of the printed documentation that accompanies copyrighted software.
3. With permission from the copyright holder, prohibitions may be significantly modified or removed altogether.

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 or 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.

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

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

Attendance

A student's parent should explain the reason for an absence either by a written note or phone call, unless the absence has received prior Superintendent approval. Illness, bereavement, medical, legal, or similar professional appointments will constitute as valid reasons for student absences. We encourage the use of early release days for medical appointments. Under Montana law (20-5-102, MCA) the State of Montana has made education compulsory for all children from the ages of seven to sixteen years of age through the 8th grade.

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 at 8:15am and at 12:40pm. All teachers must record attendance using PowerTeacher prior to 8:30am each day. 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 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 (* <i>Student should have a pass to enter class.</i>)

Attendance will be monitored once per week by the School Counselor and letters will be sent home weekly.

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.

The District charges a nominal fee for copying information in the student's records. No parent or student will be precluded from copying information because of financial hardship. A record of all releases of information from student records will be kept and maintained as part of such records. This record will be maintained for the life of the student record and will be accessible only to the parent or eligible student, records custodian, or other person.

Types of Student Records

The District maintains two sets of school records for each student: a permanent record and a cumulative record.

The permanent record will include:

- Basic identifying information
- Academic work completed (transcripts)
- Level of achievement (grades, standardized achievement tests)
- Immunization records
- Attendance record
- Statewide student identifier assigned by the Office of Public Instruction

The cumulative record may include, but is not limited to:

- Intelligence and aptitude scores
- Psychological reports
- Participation in extracurricular activities
- Honors and awards
- Teacher anecdotal records
- Verified reports or information from non-educational persons
- Verified information of clear relevance to the student's education
- Information pertaining to release of this record
- Disciplinary action taken against the student, which is educationally related

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

Each teacher is required within the first four weeks of school to hold an open house preferably in the evening. By means of this manual, written notification is provided to all certified staff to attend open house.

Open house should:

- Encourage students in grades K-8 to attend with parents
- 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 discipline procedures:
 - a) Class rules
 - b) Detention
 - c) Extended day

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. 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

As holding classes outdoors often presents a distraction to students in the class, as well as to staff and students in other classrooms, teachers are expected to conduct their classes in their scheduled rooms unless otherwise assigned or approved by the Superintendent.

From time to time, certain class assignments may be more appropriately conducted outdoors. Collaboration amongst grade-levels/classrooms is encouraged, but combining classrooms for activities/instruction should be pre-approved by the Superintendent.

Dismissal of Classes

Teachers should never dismiss a class before the established dismissal time. 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.

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. Each item on the snack cart is 50 cents. The afterschool snack cart is open Monday- ~~Friday from 3:10-3:25pm~~ **Thursday 3:25-3:35pm**.

Learning Lab

The Learning Lab is available for students to complete or receive assistance on homework and school-related assignments from 7:30am-8:05am Monday through Friday and 3:30pm-4:00pm Monday through Thursday. The GGS Learning Lab is available to assist students and parents before and after school by offering assistance and extra instructional support. ~~Students will be asked to leave the Learning Lab and call home for a ride if they do not have homework to complete.~~ At the end of the day, parents should be on time to pick up children. The Learning Lab and school close at 4:00pm.

Administering Medication to Students

Students who must take prescription and/or over-the-counter medication at school, on a temporary or regular basis, must complete a *Permission for Medication to be Given at Gallatin Gateway School Form*, signed by the parent and physician. All medications will be kept in locked storage in the office unless a student is authorized to carry medication on his/her person during the school day. Parents of students who must carry and self-administer medication must complete the *Montana Authorization to Carry and Self-Administer Asthma Medication* form and return it to the office.

Teachers may be expected to assist students in remembering when a medication is scheduled to be administered. If the student refuses to take medication, teachers are expected to notify the parent whenever possible. Attempts to contact parents must be documented as to date and time. 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.

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.

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 administrator 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*.

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 members are informed that the student is self-administering prescribed medication.

Any school employee authorized in writing by the school administrator 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 insure that it is properly labeled with dates, name of student, medication name, dosage, and physician name.
- 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.

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.

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

Parents and guardians are always welcome to visit their child's classroom to observe the educational process. Parents or guardians having particular concerns to discuss with the teacher are ~~asked~~ **required** to arrange a conference time 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.

All parents, volunteers, and visitors are to sign in upon arrival at the school at the office. After signing in, each will be given a volunteer/visitor badge to wear. This badge confirms that each visitor/volunteer has checked in with the office staff. Staff will remind volunteers and visitors who are not wearing a badge to return to the office to sign in. At the conclusion of his/her visit to the school each the day, each parent/volunteer/visitor should sign-out and turn in his/her badge.

There are important reasons for this procedure:

- To certify one's presence in the building.
- School volunteers are covered by liability insurance.
- School volunteers are covered by workers' compensation insurance and the carrier needs to know when they are in the building and what activities they are conducting.
- In the case of an emergency, parents, volunteers, and visitors can be located on school grounds in the locations they designate on the volunteer sign-in sheet.
- In the case of an evacuation, the district can provide emergency services with an accurate number of people in the building.

And most importantly, STUDENT and STAFF SAFETY!

Expectations for Student Behavior

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 review 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 these 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.

Lunchroom Rules/Procedures

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

- Students remain seated unless getting seconds or cleaning up.
- Students wait for permission to leave the lunchroom (minimum 20 minutes for eating).
- Students speak in a soft voice.
- Students are not permitted to return to their classrooms or lockers to retrieve items once they have arrived in the cafeteria.

Teachers are expected to follow these guidelines while in the cafeteria during lunch:

- Maintain quiet voices.
- Lead by example and when the students are asked to turn off voices and listen for directions- staff should do so as well.
- Teachers who pick up students from the cafeteria at the end of the lunch period should arrive promptly at 12:37pm and assist with the management of the cafeteria environment.
- On early release days, students are the teacher's responsibility and teachers should assist in monitoring and maintaining the students during the lunch period. Teachers should refrain from standing in a group and visiting with each other.

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 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 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 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 leakproof 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 container 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 leakproof 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

- Dial 9 to call out of the building. You cannot make long distance and toll free calls from your room.
- 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 - Student Phone
25 - Conference Room
32 - Kitchen
34 - Primary Care Clinic
36- Business Manager/District Clerk

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-line 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 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 the 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.

Write a Lesson Plan Guide

How to Develop a Lesson Plan

To begin, ask yourself **three basic questions**:

1. Where are your students going?
2. How are they going to get there?
3. How will you know when they've arrived?

Then begin to think about each of the following categories which form the organization of the plan. While planning, use the questions below to guide you during each stage.

Goals

Goals determine purpose, aim, and rationale for what you and your students will engage in during class time. Use this section to express the intermediate lesson goals that draw upon previous plans and activities and set the stage by preparing students for future activities and further knowledge acquisition. The goals are typically written as broad educational or unit goals adhering to State or National curriculum standards.

What are the broader objectives, aims, or goals of the unit plan/curriculum? What are your goals for this unit? What do you expect students to be able to do by the end of this unit?

Objectives

This section focuses on what your students will do to acquire further knowledge and skills. The objectives for the daily lesson plan are drawn from the broader aims of the unit plan but are achieved over a well-defined time period.

What will students be able to do during this lesson? Under what conditions will students' performance be accomplished? What is the degree or criterion on the basis of which satisfactory attainment of the objectives will be judged? How will students demonstrate that they have learned and understood the objectives of the lesson?

Prerequisites

Prerequisites can be useful when considering the readiness state of your students. Prerequisites allow you, and other teachers replicating your lesson plan, to factor in necessary prep activities to make sure that students can meet the lesson objectives.

What must students already be able to do before this lesson? What concepts have to be mastered in advance to accomplish the lesson objectives?

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.)

Lesson Procedure

This section provides a detailed, step-by-step description of how to replicate the lesson and achieve lesson plan objectives. This is usually intended for the teacher and provides suggestions on how to proceed with implementation of the lesson plan. It also focuses on what the teacher should have students do during the lesson. This section is divided into several components: an introduction, a main activity, and closure. There are several elaborations on this. We have linked to some sample lesson plans to guide you through this stage of planning.

Introduction

How will you introduce the ideas and objectives of this lesson? How will you get students' attention and motivate them in order to hold their attention? How can you tie lesson objectives with student interests and past classroom activities? What will be expected of students?

Main Activity

What is the focus of the lesson? How would you describe the flow of the lesson to another teacher who will replicate it? What does the teacher do to facilitate learning and manage the various activities? What are some good and bad examples to illustrate what you are presenting to students? How can this material be presented to ensure each student will benefit from the learning experience?

Rule of Thumb # 1:

Take into consideration what students are learning (a new skill, a rule or formula, a concept/fact/idea, an attitude, or a value).

Choose one of the following techniques to plan the lesson content based on what your objectives are:

Demonstration ==> list in detail and sequence of the steps to be performed

Explanation ==> outline the information to be explained

Discussion ==> list of key questions to guide the discussion

Closure/Conclusion

What will you use to draw the ideas together for students at the end? How will you provide feedback to students to correct their misunderstandings and reinforce their learning?

Follow up Lessons/Activities

What activities might you suggest for enrichment and remediation? What lessons might follow as a result of this lesson?

Assessment/Evaluation

This section focuses on ensuring that your students have arrived at their intended destination. You will need to gather some evidence that they did. This usually is done by gathering students' work and assessing this work using a grading rubric that is based on lesson objectives. You could also replicate some of the activities practiced as part of the lesson, without providing the same level of guidance as during the lesson. You could always quiz students on various concepts and problems as well.

How will you evaluate the objectives that were identified? Have students practiced what you are asking them to do for evaluation?

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. Please do not forget to edit and spell check your work before submission to the Educator's Reference Desk Collection.

Rule of Thumb # 2:

Be sure to provide students with the opportunity to practice what you will be assessing them on. You should never introduce new material during this activity. Also, avoid asking higher-level thinking questions

if students have not yet engaged in such practice during the lesson. For example, if you expect students to apply knowledge and skills, they should first be provided with the opportunity to practice application.

Resources for Lesson Plan Ideas

The Gateway SM Collections List <http://www.thegateway.org>

Discovery Channel School <http://school.discovery.com/>

Education World® - Lesson Planning Center http://www.education-world.com/a_lesson/

Education World® - National Standards <http://www.education-world.com/standards/national/index.shtml>

Learning Objectives May be Used in Lesson Plans

Suggestions for Improving Statements of Learning Objectives:

1. Consider the school mission
2. Consider the school goals set by the school Board
3. Consider the purpose of your instruction
4. Consider your use of instructional minutes
5. Consider the State standards, benchmarks, and District curriculum for each lesson
6. Consider the instructional outcome(s) to be achieved (Why are you teaching this lesson or series of lessons?)
7. Consider the assessment goals to be achieved (Know your assessment before you instruct – where are you going with your instruction and why are you going there? – Be able to communicate your intentions for your instruction)
8. Use active voice. For example: Students develop familiarity, NOT students will become familiar with
9. Specify and explicate broadly-drawn expectations such as understand, develop, appreciate. Think about the expectations in terms of thresholds: how would you know if a student understands or appreciates?
Alternatives might include the following: know, recognize, describe, use, demonstrate
 - a. Example 1: Students will understand the fundamental principles; *better*: Students will be able to describe the fundamental principles
 - b. Example 2: Students will develop essential thinking and problem solving skills; *better*: students will be able to demonstrate thinking and problem solving skills in specific ways
 - c. Example 3: Students will be introduced to major figures; *better*: students will recognize and will be able to discuss the writings of major figures
 - d. Example 4: The concentration provides comprehensive exposure to a range of topics; *better*: students study diverse topics and will be able to describe the issues and use the methods of the field
 - e. Example 5: Courses provide comparative analyses; *better*: students read, write, and practice theoretical approaches and will be able to discuss their critical understandings of the respective strengths and weaknesses of those approaches
 - f. Example 6: Students are expected to understand fundamental conceptual and theoretical propositions; *better*: students will be able to describe fundamental conceptual and theoretical propositions
 - g. Example 7: Students comprehend; *better*: Students will be able to describe
 - h. Example 8: Students are taught the forms; *better*: Students will know and will be able to describe forms
10. Describe expectations positively (as a necessity) rather than conditionally: students should be able to; *better*: students will be able to
11. Identify the most central student learning expectations rather than a laundry list of possible expectations – know where your instruction is headed and why
12. It may be useful to distinguish lower level expectations from higher level expectations, using Blooms taxonomy
13. Describe learning experiences that allow students to meet the expectations

Hint – Learning Objectives DO NOT include:

1. Less than professional language and grammar – You are a professional educator
2. Due dates for assignments
3. Parent notes or reminders
4. Listing of individual assignments or chapter
5. Field trips
6. What you didn't achieve in your previous month
7. This month.....(the month is listed at the top of each Excel sheet)
8. Students will continue – if you did not complete your instructional expectation then it is a new expectation in a new month

9. Restatement of lesson plans – Learning objectives are your lesson plan objectives –not individual assignments

Daily Schedule

7:30 – Academic Learning Lab: Monday – Friday, with office pass. ****No tech lab available.**

7:50 – Breakfast will be served ~~—must have a pass from office.~~

8:05 – Morning Bell – students enter the building from recess.

8:10 – Tardy Bell – students must get a tardy slip from the office – office may excuse breakfast eaters. Chronic student tardiness will be monitored.

9:00 – Second Chance Breakfast for grades 3-8

11:45 – Recess Bell for grades K, 1st, 2nd, 3rd

11:52 – Lunch Bell for grades 4th, 5th, 6th, 7th, 8th

12:12 – Lunch Bell for grades K, 1st, 2nd, 3rd, 4th, and Recess Bell for grades 5th, 6th, 7th, 8th

12:39 – Bell for 4-8 students to return to class. Students line up outside or in the lunchroom and enter class with the teacher. Teachers, please be prompt.

12:40 – K-3 students released from cafeteria. Teachers, please be prompt

2:00 – K-3 recess until 2:25

3:25 - Dismissal Bell

3:35 - Buses depart. Students have 10 minutes to catch the bus. Bus **WILL** leave at 3:35 – Teachers will instruct students to return to the office if they miss the bus.

3:30 – 4:00 Learning Lab on Monday, Tuesday, Wednesday, and Thursday.

4:00 – School's front doors close – Office is closed – Athletes use gym entrance. On Fridays and school days preceding holidays, the school closes at 3:30pm.

Thank you for spending your day at Gallatin Gateway School!

Reminders:

1. School office and classroom phones may or may not be answered after 4:00 pm depending on staff availability. **Please** make after school arrangements with your child(ren) the night before. **If parents cannot be reached, emergency contacts will be called for students without rides.
2. ~~Learning Lab is meant for students who need help completing homework — it is not intended for students to wait for a ride, avoid going outside before school, or to wait for a game to start after school.~~
3. Snack cart open after school – fruits, vegetables, and protein snacks.
4. Athletes will use the GGS gym entrance for parent pickup from practices.
5. Athletes must take all needed items from lockers when leaving for athletic practices or events.

Master Agreement
Between
The Gallatin Gateway Board of Trustees
School District No. 35
And
The Gallatin Gateway Education Association
MEA-MFT



2018-2020

MASTER AGREEMENT INDEX

	Preamble.....	3
ARTICLE 1	Association Recognition	3
ARTICLE 2	Right to Organize.....	3
ARTICLE 3	Just Cause	4
ARTICLE 4	Uniform Application of Rules & Regulations	4
ARTICLE 5	Guarantee of Academic Freedom	4
ARTICLE 6	Authority and Responsibility.....	4
ARTICLE 7	Definition of Seniority	4
ARTICLE 8	Reduction in Force	4
	Lay off Benefits	5
ARTICLE 9	Work Day	5
	Preparation Time	5
	Duty-Free Lunch Period.....	5
	PIR Days	5
	Early Release.....	5
	Obligations Outside the Regular Workday.....	6
	PIR Days for Part-Time Teachers.....	6
	Calendar.....	6
ARTICLE 10	Personnel Records	6
ARTICLE 11	Evaluations.....	6
	Formal Observation	6
	Informal Observation.....	6
	Pre-Observation Conference	6
	Post-Observation Conference	7
	Evaluation	7
	Notification of Evaluation.....	7
	Evaluation of Non-Tenured Staff.....	7
	Evaluation of Tenured Staff.....	7
	Right to Respond	7
ARTICLE 12	Grievance Procedure.....	7
	Mediation.....	8
	Unresolved and Disputed Interpretations of Agreement.....	8
	Binding Arbitration.....	8
	Arbitration Costs.....	9
	Exceptions to Time Limits.....	9
	Reprisals.....	10
	Personnel Files	10

ARTICLE 13	Annual Leave.....	10
ARTICLE 14	Professional Leave.....	10
ARTICLE 15	Bereavement Leave.....	11
ARTICLE 16	Maternity/Paternity Leave.....	11
	Extended Maternity/Paternity.....	11
ARTICLE 17	Sabbatical & Extended Leave of Absence.....	11
ARTICLE 18	Additional Leave.....	11
ARTICLE 19	Leave Without Pay.....	12
ARTICLE 20	Salary Schedule.....	12
ARTICLE 21	Major Medical & Flexible Benefits Plan.....	12
ARTICLE 22	Credit Recognition.....	12
ARTICLE 23	Stipends.....	13
ARTICLE 24	Pay Periods.....	13
ARTICLE 25	Change in Agreement.....	13
ARTICLE 26	Compliance of Individual Contract.....	13
ARTICLE 27	Savings Clause.....	13
ARTICLE 28	Maintenance of Standards.....	13
ARTICLE 29	Nondiscrimination Clause.....	13
ARTICLE 30	Effective Period.....	13
ARTICLE 31	Contingency.....	13
ARTICLE 32	Renewal & Reopening of Agreement.....	13
ARTICLE 33	Assignment.....	14
ARTICLE 34	Date & Signatures.....	14
APPENDIX A	Salary Schedules	
	2018-2019.....	15
	2019-2020.....	16
	Matrix Chart.....	17

MASTER AGREEMENT

This agreement is entered into this 16th day of May, 2018, by and between the Board of Trustees, School District No. 35, Gallatin Gateway, Montana, hereinafter called the Board, and the teaching faculty of Gallatin Gateway School as the Gallatin Gateway Education Association/Gallatin County Rural Education Association/Montana Education Association/National Education Association, hereinafter called the Association.

PREAMBLE

- WHEREAS, the Board and the Association recognize and declare that providing a quality education for the children of the School District is their mutual aim and that the character of such education depends predominately upon the quality and morale of the teaching service and the morale of the school community;
- WHEREAS, the members of the teaching profession are particularly qualified to assist in formulating policies and programs designed to improve the educational standards;
- WHEREAS, the Board has an obligation pursuant to law to bargain collectively with the exclusive representative of public employees with respect to wages, hours, fringe benefits, and other conditions of employment;
- WHEREAS, the parties have reached certain understandings which they desire to confirm in this Agreement.

In consideration of the foregoing mutual covenants, it is hereby agreed as follows:

Article 1- Association Recognition- The Board hereby recognizes the Association as the exclusive representative for collective bargaining with respect to wages, hours, fringe benefits, and other conditions of employment for all certified teachers under teaching contract.

- 1.1 The Association shall have the right to use District computers, calculators, and all types of audio visual equipment when such equipment is not otherwise in use. When the use of District audio visual equipment is needed, a staff member shall coordinate its use through the Superintendent. The Association may use the District email, telephones, and employees' mailboxes for Association business. Respect shall be given to working outside school hours when conducting Association business via email, telephone, or other communications. The Association shall have the right to post notices of Association activities and schedules on the bulletin board used to post other District notices. Outdated notices shall be removed promptly. The Association may be given a copy number to use the copy machine for Association business. The Association will be invoiced for copier use at the end of the school year in accordance with District procedures. The Association shall be given time on the agenda of the orientation program for new teachers to explain Association activities and shall have the opportunity after the conclusion of staff meetings to present reports and announcements.

Article 2- Right to Organize- The Board agrees that the individual teacher shall have full freedom of association, self-organization, and the designation of representatives of his/her own choosing to negotiate the terms and conditions of his/her employment. The teacher shall be free from interference, restraint, or coercion by the Board or its agents in the designation of such representatives or in other concerted activities for the purpose of collective bargaining or other mutual aid protection.

Article 3- Just Cause- No teacher shall be disciplined, reprimanded, suspended, non-renewed, dismissed, or terminated without just cause. It is understood that this provision does not apply to the non-renewal of non-tenured teachers prior to the signing of the fourth (4th) contract as stated in Section 20-4-206, MCA.

Article 4- Uniform Application of Rules & Regulations- All rules and regulations governing employee activities and conduct shall be interpreted and applied uniformly throughout the District.

Article 5- Guarantee of Academic Freedom- Academic freedom shall be guaranteed to teachers. Teachers shall have the right to support or oppose political causes and issues outside the normal classroom activities.

Article 6- Authority & Responsibility- The Association recognizes that the Board has responsibility and authority to manage and direct, on behalf of the public, all the operations and activities of the school district to the full extent authorized by law, provided that such rights and responsibilities shall be exercised by the Board in conformity with the provisions of this agreement.

Article 7- Definition of Seniority- Seniority is defined as the length of continuous service. Seniority is broken by resignation, termination, or failure to report in a reasonable amount of time upon recall.

Article 8- Reduction in Force

8.1 The District has the sole authority to determine the number of teachers to be employed. Prior to layoff of tenured teachers, the District shall determine which non-tenured teachers shall be laid off. While a non-tenured teacher may be retained if he/she is the sole possessor of a required endorsement, a tenured teacher shall not be subject to a layoff while a non-tenured teacher with the same endorsement is retained. For purposes of a reduction in staff, in the case of tenured teachers, seniority shall be the criterion.

8.2 If a laid-off teacher has displaced another, the teacher will remain eligible for recall in accordance with the provisions of this article.

8.3 Notice of recall will be given by registered mail to the last address given to the Board by a teacher. A copy of the notice of recall will be given to the Association. If a teacher fails to respond within ten (10) calendar days from the date of the notice, the teacher will be deemed to have refused the position.

8.4 A teacher who is laid off will remain on the recall list for one (1) year after the effective day of lay off, unless the teacher:

1. waives recall in writing;
2. resigns;
3. fails to accept recall to the position held immediately prior to layoff or to a substantially equivalent position; or
4. fails to report to work in a position that he or she has accepted.

8.5 Lay off Benefits- All positions of substitute teacher shall be offered to qualified teachers on lay off who are on the substitute list before any other person is offered such a position. All benefits to which teachers were entitled at the time of their lay off, including but not limited to tenure, will be restored to them upon their return to active employment, and they will be placed on the step of the salary schedule for their current position according to their experience and education.

Article 9- Work Day

9.1 The regular workday for all full-time teachers will begin at 8:00am and end at 4:00pm. Part-time teachers will have that time prorated within their schedule. The time before and after the student day shall be for additional preparation and consultation with parents, students, and others. On the day of a scheduled staff meeting, the teachers will stay until 4:30pm. On Fridays, teachers may leave at 3:30pm. With prior approval from Superintendent, teachers may leave at 3:00pm and will be docked one hour of annual leave. This leave will not be approved on days when a staff meeting is scheduled.

On regularly scheduled staff meeting per month shall be designated for the purposes of teacher team meetings. Alternatively, teacher team meetings may be organized as one half hour of the regularly scheduled staff meeting twice a month.

9.2 On days preceding holidays or recesses, the teachers' day shall end when the last regular school bus has departed. PIR days are not a recess or holiday.

- 9.3 Preparation Time-** All full-time teachers shall receive a minimum of two hundred and twenty-five (225) minutes within the student day for preparation during a regular work week. The parties agree that preparation should be in optimal blocks. Part-time teachers will have that time prorated. When a work week is less than five (5) days, preparation time within the student day may be prorated. It is understood that events may from time to time cause the loss of some preparation time. During the school year the Superintendent will attempt to schedule preparation time in no less than thirty (30) minute blocks.
- 9.4 Duty-free Lunch Period-** All teachers shall receive a daily, duty-free lunch period of forty-five (45) minutes. Part-time teachers will be prorated but will have no less than 25 minutes.
- 9.5 PIR Days** A minimum of seven (7) PIR days will be scheduled per school year, two (2) of which are the annual educator conferences in October. Teachers may trade a maximum of two (2) of the October conference days for equivalent training, completed during non-contracted hours, between the end of the prior school year and the conference days. Equivalent training shall mean six (6) OPI renewal credits to replace one (1) day or twelve (12) OPI renewal credits, or one (1) semester university credit to replace two (2) days of the October conferences. Semester credit used as equivalent training for October conference days cannot be used for movement on the salary matrix. The Professional Development Advisory Committee will review any questions regarding equivalency of OPI credits.
- 9.6 Early Release Days-** A minimum of six (6) Early Release Days will be scheduled per school year. On Early Release Days, students will be released fifteen (15) after the last lunch period ends. The teachers' day will end at 4:00pm or 3:30pm on Friday. Instruction-related activities may include, but are not limited to, quarterly report card preparation, parent teacher conferencing, and professional training.
- 9.7 Obligations Outside the Regular Workday-** Teachers will be required to attend and provide their professional abilities at one Open House and the Christmas program.
- 9.8 PIR Days for Part-Time Teachers-** Part-time teachers will only be required to attend PIR days on prorated basis. The Superintendent and the teacher will mutually decide specific times and days. If the Superintendent deems it professionally necessary for the teacher to attend additional PIR days, the teacher will be compensated at the teacher's daily rate of pay. Written notification of additional days shall be given no later than thirty (30) calendar days prior to the PIR day. If not approved, a teacher may voluntarily go to any additional day(s) without pay.
- 9.9 Calendar-** The school calendar shall reflect a teacher work year of one hundred and eighty-seven days. The teachers will be given an opportunity prior to Board adoption to provide input. This will be accomplished by having a discussion at a staff meeting and then each teacher initialing his/her preference.
- Article 10- Personnel Records-** No document may be placed in a personnel record that is not signed and dated by the author of said document. No document may be placed in personnel records without the acknowledgment of the teacher.
- Article 11- Evaluations -** The District evaluation program is designed to provide an opportunity for staff to set goals and objectives, including plans for professional growth and career opportunities, and to receive administrative responses to them; to have formal and/or informal observations of the teaching of licensed staff; to receive verbal and written comments and suggestions for improvement from their supervisor and to have clear opportunities to make improvement within the specific timelines.
- 11.1 Formal Observation-** An observation by the Superintendent to an instructional or performance activity that has been pre-scheduled at the request of the Superintendent or the teacher. This includes a pre-observation conference, a scheduled observation, a written feedback report, and a post-observation conference between the Superintendent and the teacher. The post-observation conference shall occur within fifteen (15) working days of the formal observation.

- 11.2 Informal Observation-** Any non-scheduled visit or observation by the Superintendent to an instructional or performance activity. This includes a written feedback report and may include a post-observation conference between the Superintendent and the teacher. If the Superintendent has a concern with any observation, a post-observation conference shall be scheduled and completed within ten (10) working days.
- 11.3 Pre-Observation Conference-** A conference conducted between the teacher and the Superintendent before each formal observation so that the administration can be apprised of the teacher's objectives, methods, and materials for the activity to be observed. The Superintendent will announce the time period for formal observations.
- 11.4 Post-Observation Conference-** A conference held to provide an opportunity for feedback, identification of strengths, and directions for areas to be developed. This conference is documented by a written summary signed and retained by the teacher and the Superintendent.
- 11.5 Evaluation-** A written cumulative document of teacher performance based on at least one formal observation and one informal observation. The evaluation may include all aspects of employee performance, including what has been directly observed and/or what has been investigated and substantiated. This written summary shall be discussed with the teacher and signed by the teacher and the Superintendent, with one copy to the teacher and one copy to the teacher's personnel record. This evaluation discussion may also serve as a post-observation conference for the final observation.
- 11.6 Notification of Evaluation-** Teachers will be advised of the District's evaluation procedures at the beginning of each school year. Teachers joining staff after the commencement of the school year will be advised of the evaluation procedures by the Superintendent.
- 11.7 Evaluation of Non-tenured Staff-** At least two (2) written cumulative evaluations shall be made for all non-tenured teachers each year. These evaluations will include classroom observations as defined above. The first evaluation shall be completed by January 1. The second evaluation shall be completed prior to issuing of teaching contracts for the following year.
- 11.8 Evaluation of Tenured Staff-** At least one written cumulative evaluation shall be made for all tenured teachers each year. These evaluations will include classroom observations as defined above. The evaluations shall be completed by May 1.
- 11.9** Should concerns arise regarding a teacher's performance; the teacher will be advised by the Superintendent that corrective measures are called for.
A written plan of improvement will be made by the Superintendent to point out weaknesses and corrective measures necessary to overcome them. Within thirty (30) working days, follow-up observations will be made, including a formal observation addressing written recommendations by the administration. If adequate measureable progress is not demonstrated, the Superintendent will take additional action.
- 11.10 Right to Respond-** A teacher may submit a written response within fifteen (15) working days to any part of the evaluation procedure. This response shall be attached to the copy of the observation or evaluation in the teacher's personnel file.

Article 12- Grievance Procedure

- 12.1** A grievance is a teacher complaint regarding alleged violation of any provisions in this Agreement or other Board policy. A grievant is a teacher filing a grievance.
1. Within twenty (20) working days of the knowledge of the occurrence of an incident giving rise to a grievance, the grievant shall speak to the Superintendent informing the Superintendent of the grievance. Complaints must be declared as a grievance when that is the intent. The Superintendent shall arrange an initial grievance resolution meeting within five (5) working days. The grievant, and if desired, a representative of their choosing, shall meet with the Superintendent. Following the

meeting, the Superintendent will provide the grievant and Association with a written answer to the grievance within two (2) working days.

2. If the grievant is not satisfied with the Superintendent's action or a written ~~a~~ response has not been received after two (2) working days, the grievant shall present a written grievance to the Superintendent within five (5) working days. The Superintendent shall act upon the written grievance and provide the grievant and Association with a written response within five (5) working days.
3. If the grievant is not satisfied with the Superintendent's action or has not received a written response after five (5) working days, the grievant shall present a written grievance to the School Board. The School Board shall act upon the grievance and provide the grievant and Association with a written response within ten (10) working days.

12.2 Mediation- If the Association is not satisfied with the disposition of the grievance by the School Board, or if no disposition has been made within the period provided in the grievance process, and both parties agree, the grievance may be submitted for mediation using the following steps. Each party shall bear its own cost of the mediation, except that the fees and charges of the mediator shall be shared equally by the parties.

1. If the Association intends to pursue mediation, they shall notify the School Board within five (5) working days of receipt of the School Board's written response or expiration of the timelines involved in the grievance process.
2. Within ten (10) working days after written notice of submission for mediation, the Association shall, in writing, request the Montana Board of Personnel Appeals assign a mediator to the dispute.
3. The mediator shall consult with the parties in an attempt to bring about resolution to the grievance. The mediator shall not produce any records or testimony, nor make any statement with regard to any mediation conducted by him/her in any forum or proceeding before any court, board, investigatory body, arbitrator, or fact finder.
4. If the board of Personnel Appeals refuses to assign a mediator or if the assigned Mediator, determines that the grievance is not likely to be resolved, or after twenty (20) working days, whichever comes first, the Association may choose to seek a solution through binding arbitration.

12.3 Unresolved and Disputed Interpretations of Agreements- MCA 39-31-306(5) The grievant may have the unresolved grievance or disputed interpretations of the agreement resolved either by final and binding arbitration or by any other available legal methods and forum, but not by both. After a grievance has been submitted to arbitration, the grievant and the exclusive representative waive any right to pursue against the school an action or complaint that seeks the same remedy. If a grievant or the exclusive representative files a complaint or other action against the school, arbitration seeking the same remedy may not be filed or pursued under this section.

12.4 Binding Arbitration- If the Association is not satisfied with the disposition of the grievance by the School Board, or if no disposition has been made within the period provided in the grievance process, or the grievance has not been solved through mediation, the grievance may, at the exclusive option of the Association, be submitted for final and binding arbitration before an impartial arbitrator using the following steps:

1. If the Association intends to pursue final binding arbitration, they shall notify the School Board within twenty (20) working days of receipt of the School Board's written response or expiration of the timelines involved in the grievance and, if applicable, the mediation process.
2. Within ten (10) working days after written notice of submission for arbitration, the Association shall, in writing, request a list of five potential in-state arbitrators from the Montana Board of Personnel Appeals.

3. Within ten (10) working days the arbitrator shall be selected from the list provided as a result of each party alternately striking names from the list and the last name remaining being the arbitrator selected. The order of name strikes shall be determined by an initial coin toss. Should either party fail to participate in the arbitrator selection process, the other party may demand a Montana Board of Personnel Appeals appointment.
4. The arbitrator shall consider the grievance (using either the "expedited" or "ordinary voluntary arbitration rules" of the American Arbitration Association), conduct a hearing and/or receive the parties' briefs and have all necessary authority to render a full and effective award and issue a remedy for same which shall be final and binding upon the parties.

12.5 Arbitration Costs

1. Each party shall bear its own cost of arbitration except that the fees and charges of the Arbitrator shall be shared equally by the parties. If one of the parties wants a transcript of the arbitration proceedings, the party requesting the transcript will pay the costs of the transcript. If both parties request transcripts, they shall share equally the costs.
2. Should either party fail to implement an arbitrator's award, the award may be entered in any court of competent jurisdiction for immediate enforcement. All court costs, legal fees, other related expenses incurred as a result of failure to implement an arbitrator's award, and subsequent enforcement proceedings shall be paid by the party who refuses to implement an award.
3. If a motion to vacate the arbitrator's award is entered in a court of competent Jurisdiction, and the initiating party does not prevail in the litigation, such party shall bear the full costs of such action including, but not limited to, the adverse party's court costs, legal fee, interest on monetary awards, and other related expenses incurred as a result of defending such action.

12.6 Exceptions to Time Limits- The time limits provided in this policy shall be strictly adhered to unless extended by written agreement of the parties. Similarly, steps of the grievance process may be waived only by written mutual agreement of the parties and so indicated by written instrument.

12.7 Reprisals- The parties agree that no reprisals of any kind will be taken against any person because of participation in this grievance procedure.

12.8 Personnel Files- All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.

Article 13- Annual Leave

13.1 At the beginning of each school year, each full-time teacher shall be credited with fourteen (14) days/1 F.T.E. of annual leave at full salary. Part-time teachers shall be credited with a prorated amount. Unused days of annual leave may be paid to the teacher at the close of the school year at the current rate of substitute teacher's pay. The teacher may also choose to accumulate up to twelve (12) annual leave days (any days over twelve (12) would be reimbursed at substitute pay) per year to a maximum of eighty (80) days. Accumulated leave days will be used for illness or emergencies. When a teacher has reached a maximum of eighty (80) days, he/she will be credited with fourteen (14) days of annual leave to start the year. Any unused days will be reimbursed at the end of the year at the current substitute teacher's pay. Termination of employment from Gallatin Gateway School would then result in a lump sum payment for all days of unused annual leave at the current substitute teacher's pay.

13.2 Annual leave may be used for personal reasons, personal illness, or immediate family illness. Annual leave days used for personal reasons must be arranged at least two (2) work days in advance. Any leave requested beyond four (4) consecutive work days must be approved by the Superintendent. If annual leave is denied, a written explanation of the reason(s) why the annual leave was denied shall be forwarded to the teacher within five (5) working days of the denial.

1. Annual leave days may not be taken during the first five or last five instructional days of the school year.

2. Annual leave days may not be taken immediately preceding or following a holiday or vacation period.
3. Annual leave days may not be taken on PIR days.

Exceptions to these may be made at the discretion of the Superintendent.

- 13.3** Determination of accumulation and/or reimbursement for the ensuing year must be made at the beginning of the school year.
- 13.4** During the school year any teacher may, at the teacher's discretion, donate not more than two (2) days, nor less than one-half (1/2) day to one or more teachers who are in need and who have exhausted annual leave. The donor and recipient have no later than five (5) working days after the recipient's return to work to notify the Superintendent of the requested leave transfer. Donated leave shall be drawn in order of date of such receipt. A drawing shall be conducted to determine order of usage for donations bearing identical dates of receipt. Any unused annual leave shall be returned to the donor.

Article 14 - Professional Leave - Three (3) days of professional leave will be credited to each full-time teacher at the beginning of the school year. Part-time teachers will be credited with a prorated amount. Professional leave may be used to visit other schools, professional development, or attendance at educational workshops or conferences. Professional leave monies at current rate of substitute teacher pay per day will be paid to the teacher for workshops or training outside regular contracted hours. Professional leave must be requested at least two (2) work days prior to the day(s) being requested and approved by the Superintendent. Professional leave does not accumulate and will not be paid out if unused. Professional Leave will be available from September 1 to August 31 of each year. Training or credits gained using professional leave cannot be used as equivalency training to trade for the October conference days.

Article 15- Bereavement Leave-

Up to six (6) days leave at full salary will be allowed for the death of a member of the teacher's immediate family. Immediate family includes: spouse and any relative living in the teacher's household or any parent, child, brother, sister, grandparent , grandchild or corresponding in-law. One (1) day of the before mentioned days may be used for non-family bereavement needs. This leave is not accumulative. Upon request, the Superintendent may grant approval for a seventh (7th) day if necessary. This leave will be prorated for part-time teachers.

Article 16- Maternity/Paternity Leave- A teacher will be granted maternity/paternity leave immediately following the birth or adoption of a child for eight (8) calendar weeks. If any of the leave period falls within the Contract Term, the leave shall be made up of accumulated annual leave days. For each day of additional leave the teacher will reimburse the district for substitute teacher's pay plus employer contributions (FICA, MEDICARE, Unemployment, Worker's Compensation, and Retirement). The leave period of eight (8) weeks shall commence immediately after the birth or adoption of the child unless it is medically necessary that the leave period commence prior to the birth or adoption of the child. In that case, the leave period of eight (8) weeks will commence upon a determination by a physician that it is medically necessary for the teacher to commence leave preceding the birth or adoption of the child. The teacher will be required to submit medical certification stating that leave preceding the birth of the child is necessary. This leave will be prorated for part-time teachers.

16.1 Extended Maternity/Paternity- A teacher may be granted extended maternity leave beyond the eight (8) weeks as determined appropriate to her/his situation by the physician and the teacher. Any extended leave will be without pay. Upon returning, seniority and tenure status shall resume as when leave began and she/he will be entitled to all benefits held by other teachers. This leave will be prorated for part-time teachers.

Article 17- Sabbatical & Extended Leave of Absence- Upon written application to the School Board, a teacher may be granted a sabbatical or extended leave of absence without pay for one (1) year, after the teacher has worked three (3) consecutive years for the District, if the reasons are determined appropriate by the Board and

teacher, and if such leave would not place undue hardship upon the school. Teachers shall be entitled to all benefits held by other teachers upon return. The returning teacher will be placed on the current salary schedule at the level earned at the time of departure.

Article 18- Additional Leave- In case of additional need of leave (i.e. medical, emergency, personal, family) a teacher may take up to sixteen (16) days beyond the fourteen (14) and any accumulated leave days may be approved by the Superintendent each year. For each day of additional leave, the teacher will reimburse the district for substitute teacher's pay plus employer contributions (FICA, MEDICARE, Unemployment, Worker's Compensation, and Retirement). After a teacher has totaled thirty (30) days of annual leave and additional leave, subsequent leave days will be without pay.

A teacher will be granted up to one calendar year leave of absence without pay as determined appropriate to his/her situation. The calendar year will begin when his/her annual leave and granted extensions have been depleted. Upon returning to teaching, seniority and tenure status shall resume as when leave began and she/he will be entitled to all benefits held by other teachers.

Article 19- Leave Without Pay- The Superintendent may grant up to five (5) days leave without pay at his/her discretion. Leave without pay may also be granted for any other circumstances not otherwise specified above at the discretion of the Board.

Article 20- Salary Schedule- The basic salaries of teachers covered by this Agreement are set forth in Appendix A which is attached to and incorporated in this Agreement. Implementation of any negotiated increase on the base of the salary schedule is contingent upon state funding for secondary students at the high school level and/or voter acceptance of the special mill levy, if required. Such salary schedule shall remain in effect during the designated period. Part-time teachers shall have their salaries prorated.

A maximum of five (5) years will be credited for prior teaching experience.

Article 21- Major Medical & Flexible Benefits Plan

21.1 The District will provide five hundred eighty-four dollars (\$584.00) toward a major medical plan for every teacher who is contracted for .5 FTE or above. In addition, twenty-five dollars (\$25.00) per month will be contributed by the District to each teacher who is contracted .5 FTE or above to the Flexible Benefits Plan. The Flex benefit will be prorated for part-time (less than .5 FTE) teachers.

21.2 All teachers contracted for .5 FTE or above shall be required to participate in the group health plan with at least single coverage. Teachers less than .5 FTE will have a choice to join or not.

21.3 The Flexible Benefit's Plan will be administered by a mutually agreeable, disinterested third party. The District will assume the cost to administer the program. Participation in the Flexible Plan itself by teachers will be voluntary and open to every teacher. Teachers will be provided information yearly on the flexible plan itself as well as, upon request, a monthly report on Flex transactions and other pay check deductions.

Article 22- Credit Recognition- Payment will be made for approved credits. These credits shall be in areas that develop general background information and/or teaching skills. All credits must be approved by the Professional Development Advisory Committee before applying for the salary step-up. The Professional Development Advisory Committee shall include the Superintendent, a Board Member, and teachers chosen by the Association. The committee will use the consensus approach in determining credits beneficial to the District's curriculum. If consensus cannot be reached, the committee members will make recommendations to the Board who will have the final decision. A teacher who completes approved college credit by the first (1st) of September shall receive the appropriate salary increment that school year. However, such teacher must notify the Superintendent in writing of his/her intent to gain credits before the first (1st) of April preceding the school year in which the planned increment will become effective. Each teacher shall file an official transcript of said credits with the Superintendent no later than the thirty-first (31st) of December. The appropriate salary increment shall be received as soon as an official transcript is provided to the Superintendent and shall be retroactive to the beginning of that school year.

Article 23- Stipends- The Board may pay stipends for duties and projects above and beyond the contractual day to teachers at a minimum of \$50 per day (less deductions). Project proposals may be suggested by the Superintendent or proposed by the teacher. Project proposals will be presented to the Board by the Superintendent's recommendation. Teachers may be reimbursed for travel and meals according to School Board Policy.

Article 24- Pay Periods- Each teacher may elect to receive his/her contract salary in ten (10) or twelve (12) payments. Payroll checks shall be issued by the fifth (5th) of each month. For employees electing the twelve-month option, the eleventh (11th) and twelfth (12th) direct deposits will be initiated or paper checks mailed as soon as possible, but no later than five (5) business days after the last contracted day.

Article 25- Change in Agreement- During its term this Agreement may be altered, changed, added to, deleted from, or modified only through the voluntary, mutual consent of the parties in written and signed amendment to this Agreement.

Article 26- Compliance of Individual Contract- Any individual contract between the Board and an individual teacher, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement duration shall be controlling.

Article 27- Savings Clause- If any provision of the Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provisions or application shall be deemed invalid except to the extent permitted by the law, but all other provisions or applications shall continue in full force and effect. If such provisions exist which are contrary to law, at the request of either party, negotiations shall immediately commence and agreement shall be reached in order to alter said section(s) providing the benefits according to the intent of the parties.

Article 28- Maintenance of Standards- All existing district policies involving terms and conditions of professional service, matters relating directly to the employer-teacher relationships, and other terms of employment not specifically referred to in this agreement shall be maintained at no less than the highest minimum of standards in effect in the District at the time this Agreement is signed, provided that such conditions shall be improved for the benefit of teachers as required by the express provisions of this Agreement. This Agreement shall not be interpreted or applied to deprive teachers of professional advantages heretofore enjoyed unless expressly stated herein.

Article 29- Nondiscrimination Clause- The provisions of this Agreement shall be applied without regard to race, creed, religion, color, national origin, age, sex, physical disability, or marital status.

Article 30- Effective Period- This Agreement shall be effective as of July 1, 2018 and shall continue in full force and effect until June 30, 2020.

Article 31- Contingency- Should legislation or other circumstances in any way change the general fund revenue formulas, district budgeting authority, or School District revenue in any way, the parties agree to reopen negotiations.

Article 32- Renewal & Reopening of Agreement- Said Agreement will automatically be renewed and will continue in force for a period of one (1) year unless either party gives notice to the other party, no later than ninety (90) days prior to the expiration date or any anniversary thereof, of its desire to reopen the contract. Between July 1, 2018 and June 30, 2020, the agreement is made to only reopen negotiations to discuss salary, not wording.

Article 33- Assignment- All teachers shall be given notice of their tentative teaching assignments relative to grade level and subject area for the forthcoming year no later than the end of the school year. In the event that unforeseen changes in assignments are necessary after the end of the school year, affected teachers shall be given notice as soon as possible prior to the effective date. The affected teacher may request from the Superintendent up to five (5) paid days (at the current substitute rate of pay) for such assistance as moving

classrooms, time to prepare, conferring with appropriate colleagues, learning new curriculum, etc. If the requested assistance is denied, the teacher may appeal to the Board who will make the final decision.

Article 34- Date and Signatures

This Agreement is signed this 16th day of May, 2018.

IN WITNESS THEREOF:

For the Association:

For the Board of Trustees
of School District #35:

Association

Board Chair

Appendix A

SALARY SCHEDULE 2018-2019 GALLATIN GATEWAY #35

STEP

QUARTER	BA	BA+15	BA+30	BA+45	BA+60/MA	MA+15
SEMESTER	BA	BA+10	BA+20	BA+30	BA+40/MA	MA+10

0		34,708		35,749		36,790		37,311		37,832		38,873
1		35,888		37,033		38,179		38,734		39,324		40,470
2		37,068		38,318		39,567		40,192		40,817		42,066
3		38,248		39,602		40,955		41,615		42,309		43,663
4		39,428		40,886		42,344		43,073		43,801		45,259
5		40,608		42,170		43,732		44,496		45,294		46,856
6		41,788		43,454		45,120		45,953		46,786		48,452
7		42,969		44,739		46,509		47,411		48,279		50,049
8		44,149		46,023		47,897		48,834		49,771		51,646
9		45,329		47,307		49,285		50,257		51,264		53,242
10		46,509		48,591		50,674		51,715		52,756		54,839
11		47,689		49,875		52,062		53,138		54,249		56,435
12		48,869		51,160		53,450		54,596		55,741		58,032
13				52,444		54,839		56,019		57,233		59,628
14				53,728		56,227		57,476		58,726		61,225
15				55,012		57,615		58,899		60,218		62,821
16						59,004		60,357		61,711		64,418
17						60,392		61,815		63,203		66,015
18								63,238		64,696		67,611
19								64,661		66,188		69,208
20								66,119		67,681		70,804

SALARY SCHEDULE 2019-2020 GALLATIN GATEWAY #35

STEP

QUARTER	BA	BA+15	BA+30	BA+45	BA+60/MA	MA+15
SEMESTER	BA	BA+10	BA+20	BA+30	BA+40/MA	MA+10

0		35,402	36,464	37,526	38,057	38,588	39,650
1		36,606	37,774	38,942	39,509	40,110	41,279
2		37,809	39,084	40,358	40,996	41,633	42,907
3		39,013	40,394	41,774	42,447	43,155	44,536
4		40,217	41,704	43,190	43,934	44,677	46,164
5		41,420	43,013	44,607	45,385	46,200	47,793
6		42,624	44,323	46,023	46,872	47,722	49,421
7		43,828	45,633	47,439	48,359	49,244	51,050
8		45,031	46,943	48,855	49,811	50,766	52,678
9		46,235	48,253	50,271	51,262	52,289	54,307
10		47,439	49,563	51,687	52,749	53,811	55,935
11		48,642	50,873	53,103	54,200	55,333	57,564
12		49,846	52,183	54,519	55,687	56,856	59,192
13			53,492	55,935	57,139	58,378	60,821
14			54,802	57,351	58,626	59,900	62,449
15			56,112	58,767	60,077	61,422	64,078
16				60,183	61,564	62,945	65,706
17				61,599	63,051	64,467	67,335
18					64,502	65,989	68,963
19					65,954	67,512	70,592
20					67,441	69,034	72,220

Gallatin Gateway School Salary Schedule Matrix Chart

Years Experience	QUARTER SEMESTER	BA BA	BA+15 BA+10	BA+30 BA+20	BA+45 BA+30	BA+60/MA BA+40/MA	MA+15 MA+10
0		1.000	1.030	1.060	1.075	1.090	1.120
1		1.034	1.067	1.100	1.116	1.133	1.166
2		1.068	1.104	1.140	1.158	1.176	1.212
3		1.102	1.141	1.180	1.199	1.219	1.258
4		1.136	1.178	1.220	1.241	1.262	1.304
5		1.170	1.215	1.260	1.282	1.305	1.350
6		1.204	1.252	1.300	1.324	1.348	1.396
7		1.238	1.289	1.340	1.366	1.391	1.442
8		1.272	1.326	1.380	1.407	1.434	1.488
9		1.306	1.363	1.420	1.448	1.477	1.534
10		1.340	1.400	1.460	1.490	1.520	1.580
11		1.374	1.437	1.500	1.531	1.563	1.626
12		1.408	1.474	1.540	1.573	1.606	1.672
13			1.511	1.580	1.614	1.649	1.718
14			1.548	1.620	1.656	1.692	1.764
15			1.585	1.660	1.697	1.735	1.810
16				1.700	1.739	1.778	1.856
17				1.740	1.781	1.821	1.902
18					1.822	1.864	1.948
19					1.863	1.907	1.994
20					1.905	1.950	2.040