

STAFF/TEACHER HANDBOOK

HYSHAM PUBLIC SCHOOLS

Revised July 2025

TABLE OF CONTENTS

TABLE OF CONTENTS.....	2
GENERAL INFORMATION SECTION.....	4
ACCIDENTS TO STUDENTS.....	4
CHILD ABUSE OR NEGLECT.....	4
CLASS PARTIES.....	4
CLASSROOM APPEARANCE.....	4
CLASSROOM ATTENDANCE.....	4
CLASSROOM GRADES.....	5
CONFIDENTIAL INFORMATION.....	5
DAILY ANNOUNCEMENTS.....	5
DAILY SCHEDULES.....	5
DISMISSAL PRECAUTIONS.....	6
DRESS CODE.....	6
FACULTY MEETINGS.....	6
FAMILY NIGHT – WEDNESDAY EVENING.....	6
FIRE BELLS AND FIRE/EMERGENCY DRILLS.....	7
FLAG SALUTE.....	7
FUNDRAISING.....	7
HOMEWORK.....	7
JURY DUTY.....	8
MISSING CHILDREN POLICY – SCHOOL BOARD POLICY.....	8
NOTES TO PARENTS.....	9
ROOM CARE.....	9
SCHOOL CALENDAR.....	9
SCHOOL PROPERTY.....	10
SMOKING OR USE OF TOBACCO BY STAFF.....	10
SPECIAL EDUCATION.....	10
STUDENT ILLNESS.....	10
STUDY HALLS.....	11
SUBSTITUTES.....	11
SUBSTITUTE TEACHER INFORMATION.....	11
TEACHING CERTIFICATE.....	12
TELEPHONE CALLS.....	12
TESTS AND QUIZZES.....	12
TEXTBOOKS.....	12
USE OF THE LIBRARY.....	12
USE OF SCHOOL COPY MACHINES.....	12
USE OF SCHOOL EQUIPMENT AND SUPPLIES.....	13

VISITORS.....	13
GENERAL TEACHER EXPECTATIONS.....	13
RESPONSIBILITY.....	14
Teacher Responsibility.....	14
Responsibility in Dealing with Students and Parents.....	14
Responsibilities and Duties of Teachers.....	15
PROFESSIONALISM.....	17
Public Relations.....	17
Staff Relations.....	17
DISCIPLINE.....	17
The Teacher's Role in Discipline.....	17
The Administration's Role in Discipline.....	18
Montana Law 20-4-303 Abuse of Teachers.....	18
SUPERVISION.....	18
VARIOUS CONCERNS.....	19
Expectations for Faculty.....	19
Grade Books.....	20
Keys.....	20
Lesson Plans.....	20
Noon Duty.....	20
Preparation Period.....	20
Report Cards.....	21
Requests for Repairs, Supplies, and Extra Maintenance Jobs.....	21
Requisitions and Purchases.....	21
Working Day.....	22

GENERAL INFORMATION SECTION

ACCIDENTS TO STUDENTS

1. If a student becomes injured, immediately notify the office and begin proper first aid. Proper first aid is defined as doing only what is necessary to sustain life until help arrives.
2. Drugs—Do not administer any medicine or drugs to a student. This should be done through the office and only with prior written permission from the student's parents to do so. An exception to the administering of medications to students can either be found in a student's IEP or written permission from the office.
3. In case of severe injuries:
 - a. Administer first aid.
 - b. Have office call parents for disposition of case.
 - c. If unable to contact parents, the office or designee will contact the family physician for advice.
 - d. The office will call for transportation of injured student to hospital or doctor.
 - e. File a school accident report.

CHILD ABUSE OR NEGLECT

1. School nurses, teachers, aides, or school officials have no discretion in determining whether or not a report of child abuse or child neglect should be made to the Department of Health and Family Services. Teachers who have good grounds to suspect any such abuse must contact the proper authorities.
2. Teachers who suspect child abuse or child neglect and report such an incident to the Department of Health and Family Services are to report such action to the superintendent within one day of such action.

CLASS PARTIES

Teachers are to restrict the practice of having parties in their classrooms. Parties should be limited to the last part of a period and should have prior administration approval.

CLASSROOM APPEARANCE

Students and parents appreciate an attractive, pleasant learning atmosphere. Classrooms should be clean and pleasantly decorated — preferably with student work. All displays and posted materials should be changed on a regular basis.

CLASSROOM ATTENDANCE

Each teacher, with students in their classroom, must take roll and lunch count each morning at the beginning of the first period class. Teachers should take attendance through Infinite Campus for each class period for junior high and high school, and a.m./p.m. for elementary. If a student should arrive or leave at any time during the day, the teacher

needs to contact the office. If the office is notified of a student absence after first period, the office will pass this information on to staff members.

CLASSROOM GRADES

Each class shall average at least two grades per week unless justification is provided to the building administrator. The teacher needs to be able and willing to explain a student's grades to the student, his/her parents/guardians, and the superintendent. Do not call for any classroom materials or assignments that you do not plan on grading and entering into your grade book.

- Return assignments and tests corrected as quickly as possible (usually within 2-3 days) to the students for immediate feedback.
- Keep a neat and accurate record of all grades earned.
- Do not rely on grades just placed in your computer.
- Do not divulge a student's grades with anyone but that student, his/her parents/guardians, or appropriate school personnel.

CONFIDENTIAL INFORMATION

Teachers will refrain from discussing confidential or official information with unauthorized people. Teachers should not discuss the work of a student with another teacher unless the other teacher has the student in their classroom and is having a problem with the student.

DAILY ANNOUNCEMENTS

Announcements are scheduled to be given during first or second period. These announcements can usually be received over the network. If you have a problem receiving the announcements, let the office know so that you can receive a hard copy. Announcements may sometimes be made at other times during the school day. Be sure and check for announcements on your computer.

If teachers or staff have announcements, get them to the secretary or superintendent by 8:15 a.m.

DAILY SCHEDULES

Daily schedules are to be posted outside of your classroom. A copy of your schedule should also be turned into the office.

DISMISSAL PRECAUTIONS

1. No staff member shall excuse any pupil from school prior to the end of the school day or into any person's custody without the direct approval and knowledge of the building administration.
2. The building administration shall not excuse a pupil before the end of the school day without a request for the early dismissal by the student's parents or legal guardian. Telephone requests for early dismissal of a pupil shall be honored only if the caller can be positively identified as the pupil's parent or legal guardian. As a general rule, students may not leave school to go home due to illness unless it can be established that some relative of the student is at home to care for him/her.
3. Additional precautions shall be taken by the school administration that are appropriate to the age of the student and as the need arises.
4. Teachers should require that students remain in their seats until the bell rings. Allowing students to line up at the doors waiting for the bell is conducive to rowdiness in the halls.

DRESS CODE

Employees are expected to wear business casual attire, unless a specific task/class requires them to change into different attire for that task/class. Employees are expected to be well-groomed and wear clean clothes without holes or tears. Employees should wear clothes suitable for the work environment. Clothes that are overly revealing, offensive, or inappropriate are not allowed.

Jeans may be worn only on the last day of the week.

No employee/staff member will wear earbuds or similar devices between the hours of 8:00-4:00, except during a teacher's prep period or as approved by the superintendent.

FACULTY MEETINGS

At faculty meetings, we will go over upcoming events and discuss items of concern. Faculty members are expected to attend these meetings. Meetings will take place as needed and may be specific to a certain group.

FAMILY NIGHT – WEDNESDAY EVENING

There will be no school activities on Wednesday evenings so that students will be free to attend non-school activities of their choice. No students are to be allowed to be in the school or gym (including those students who participate on a town team) after 7:00 PM on Wednesday unless they are in the building as part of a family-sponsored activity. Special permission may be given by the Board of Trustees prior to a Wednesday activity.

FIRE BELLS AND FIRE/EMERGENCY DRILLS

1. On the first day of school, each teacher shall explain the fire drill procedures to each class that meets in that particular classroom.
2. An escape plan should be posted in each classroom.
3. When the fire bell rings, teachers should:
 - a. Close and lock windows.
 - b. Be the last one to leave the room.
 - c. Close and lock doors.
 - d. Take grade book or class register.
 - e. The class should meet in the pre-designated area.
 - f. Do not return to the building until you are told to do so by authorized personnel.
4. State Laws Concerning Fire/Emergency Drills
 - a. There should be at least eight (8) fire/emergency exit drills a year in schools. In climates where the weather is severe during winter months, drills should be held at the beginning of the school term to complete the required number of drills before cold weather so as not to endanger the health of the pupils and staff.
 - b. Drills shall be executed at different hours of the day or evening, during the changing classes, when the school is at assembly, during recess or PE periods, etc. so as to avoid distinction between drills and actual fires.
 - c. All fire/emergency/lockdown drill alarms shall be sounded on the fire alarm system and not on the signal system used to dismiss classes.
 - d. It shall be the duty of the school authorities to inspect all exit facilities periodically in order to make sure all stairways, doors, and other exits are in proper condition and to cooperate with local fire department authorities in conducting fire drills.

FLAG SALUTE

All elementary classes are required to have the Flag Salute as a part of their daily schedule. Junior high and high school classes are to salute the flag every school day, first period.

FUNDRAISING

All fundraising should go through the Student Council first. Administration needs to approve all fundraisers so as not to have too many at any one event.

HOMEWORK

Generally speaking, the school day is to be used for school work. The average student carrying a normal load of studies will probably have some homework. When giving assignments, consider that other teachers are also giving assignments and no student should have to spend an entire evening doing homework.

JURY DUTY

Hysham Public Schools will release staff members (certified and non-certified) to act as a juror. The staff member will receive his/her regular school wages and can retain money from travel, lodging, eating, etc. expenses. The staff member will give compensation jury duty pay to the school district. The school district will pay for the substitute.

MISSING CHILDREN POLICY – SCHOOL BOARD POLICY

1. Responsibility of the School District

- a. Pursuant to State Law, it shall be the responsibility of the school district's superintendent or designee to distribute the list of missing school children provided by the State Superintendent of Public Instruction to each school building in the district. This list will be placed on the appropriate bulletin board accessible to faculty members and other staff members.
- b. In the event staff members suspect that a missing child is enrolled in the school, they shall notify the appropriate building administrator and/or district superintendent immediately.
- c. The district superintendent shall notify the county attorney's office and sheriff's department.

2. Responsibility of Parent/Guardian

Parents, guardians, or legal custodians of school children must report the following information to the building administrator:

- a. In the event that the student will be absent from school, the parent or legal guardian shall report that absence to the building administrator or designee.
 - i. If a student is to be absent from school and has not made previous arrangements with the building administrator or classroom teacher, the parent(s), guardian(s) or legal custodian(s) are expected to telephone the school office each day the student is absent. For students who are absent in the morning(s), the parent(s), guardian(s) or legal custodian(s) will call the school office before 10:00 a.m. the day the student is absent or they may call prior to that day.
 - ii. If a student leaves school at lunch time or at any time during the school day and does not return for the rest of the school day, the parent(s), guardian(s), or legal custodian(s) will call the school office before the end of the school day.
 - iii. Parent(s), guardian(s), or legal custodian(s) appearing in person at the school office to pick a student up will not have to make a phone call prior to picking up the student.
- b. Parents, guardians, or legal custodians who do not maintain a telephone shall provide an alternative telephone number where they may be contacted if their child is absent from school.

3. Responsibility of Building Administrator or Designee:

- a. When a parent, guardian, or legal custodian notifies a school that a child will be absent from school, the building administrator and/or designee shall log the date and person from whom the call came.
 - b. In the event a parent, guardian, or legal custodian fails to notify the school of the child's absence, the building administrator and/or designee shall attempt to contact the parent, guardian, or legal custodian by the end of the school day as follows.
4. The administrator or designee will attempt to telephone the parent, guardian, or legal custodian at the residential or alternative telephone number provided by the parents, guardians, or legal custodians.
5. If the school official is unable to make telephone contact with the parent, guardian, or legal custodian after two school days, he/she shall mail a written notice to the parent, guardian, legal custodian indicating the child's absence from school on those dates. This letter will indicate that an attempt was made to make telephone contact during the days the child was absent from school.
6. If the school official suspects foul play, he/she shall immediately notify the district superintendent and/or appropriate law enforcement agency.
7. If a child is present for part of a school day and absent for the remainder of the school day and if the parent has not reported that partial day absence, the school official shall follow the procedure outlined as if the child were absent from school the entire day.
8. In the event that a school official cannot determine the appropriate procedure in a particular case, he/she shall notify the building administrator and legal advisor and/or county attorney for direction.

NOTES TO PARENTS

Please let administration read notes that are sent home to parents. This helps keep the administration aware of anything a parent might call them about later.

ROOM CARE

The teacher, not the custodian, is responsible for the adjustment of blinds, the closing and locking of windows, and the locking of classroom doors at the close of the school day. Teachers are personally responsible for all school property, textbooks, and supplies entrusted to their care and supplied for their use. Any breakage or transfer of property must be noted by each teacher.

SCHOOL CALENDAR

The main calendar is in the high school office. Once an event is listed on the calendar, it becomes part of the school program. Therefore, report all requests for class activities to the high school office as early as possible. All events must be cleared through the office. Do not write an event on the calendar without first discussing it with administration.

SCHOOL PROPERTY

Avoid pasting materials on blackboards, whiteboards, or plaster. Paste stains both paint and boards in such a way that it leaves a permanent mark on the walls or boards. Do not use scotch tape on doors or painted walls.

SMOKING OR USE OF TOBACCO BY STAFF

State Law forbids the use of tobacco in any form on school property. Vaping is not allowed.

SPECIAL EDUCATION

1. Placement

To place a child in a Special Education or Speech program, certain procedures must be followed by the District. Those procedures, in the correct sequence are:

- a. Referral of the child must be made, signed, and turned in.
- b. After parent approval: an extensive evaluation by special education and/or speech personnel is conducted to determine program eligibility.
- c. A Child Study Team (CST) will meet to determine if placement is called for and to decide on the specific program. Those required to attend such a meeting are: 1) the parent(s), 2) the special education teacher or speech teacher, 3) the referring classroom teacher, 4) the school administrator or designee, and 5) the school psychologist and/or other specialists and teacher when needed. A CST meeting will be held on students referred, even if special placement is not required.
- d. An Individualized Education Program (IEP) will be written by the CST members and will be signed by the parent(s) and teacher(s) of the child, specialist(s), school administrator, and special education personnel, before the program can be put into effect.

2. Credits and Graduation

- a. Full credit may be earned in the resource room, under teacher supervision, in all areas of the curriculum, according to the IEP.
- b. The Child Study Team's recommended IEP will be presented to the administrators for final approval before a regular diploma will be issued.
- c. Records-requests for special education records must specify "confidential-special education records" before they will be released to outside agencies.

STUDENT ILLNESS

If a student becomes ill, please accompany the student to the office, if possible. Never leave a sick student unattended in the lavatory. When you get the student to the office, the office will take over and do what is necessary. If a teacher notifies a parent of a sick student, the teacher needs to notify the office also.

STUDY HALLS

1. It is expected that students will be quiet and use the period in a constructive manner. Students should not be disturbing others from studying. Use of student passes must be supervised closely by study hall as well as classroom teachers.
2. A list of guidelines for the study hall students must be established the first week by the supervisor.
3. A copy of study hall rules is found in the student's handbook.

SUBSTITUTES

When a substitute is needed, please notify the building administrator as soon as possible. Be sure and follow the established policy pertaining to substitute teachers. Do not ask someone to substitute for you.

SUBSTITUTE TEACHER INFORMATION

1. The substitute teacher's job is not easy. They seldom have more than a few hours' notice and sometimes much less time to prepare for the day or days ahead. Because of the number of problems and questions the substitute is bound to have, each teacher is asked to prepare a folder which should contain the following:
 - a. An up-to-date seating chart.
 - b. A daily or weekly class schedule.
 - c. A list of classroom rules.
 - d. A list of dependable students.
 - e. Problems of specific students.
 - f. Location of items that are not easily seen, such as art supplies, etc.
 - g. What is usually done on rainy days at noon and recess.
 - h. How special events, such as films, music, assembly programs, PE, and opening exercises are handled.
 - i. Where the teacher guides and editions are kept.
 - j. A well-prepared lesson plan book. If the teacher knows he/she is going to be gone, that day or days' lesson plans will take the place of the lesson plan book.
 - k. The class roster.
 - l. Any special assignments or information, such as a playground, bus, or lunch duty, homework deadlines, etc.
 - m. Whether he/she should or should not correct certain papers and record the grades in the grade book.
 - n. What to do with a sick student.
 - o. What is done if the fire alarm rings.
 - p. Special attire for a class (such as gym class or art class).

TEACHING CERTIFICATE

Your teaching certificate (signed by the county superintendent) must be on file with the district superintendent before October 15. An up-to-date transcript should also be on file at the office.

TELEPHONE CALLS

All staff members should refrain from personal phone use during work hours except in case of emergency. Employees should not wear earbuds or other devices, while clocked in, during the hours of 8:00-4:00.

TESTS AND QUIZZES

A planned test should not take any longer than one class period. If it takes longer than a class period, the teacher should arrange for extra time the next day to complete the test or quiz. The majority of our students do not have study halls and should not be expected to leave another class to finish a test or quiz.

TEXTBOOKS

All textbooks are owned by the district. Keep a record of all textbooks loaned to pupils. Do not hesitate to fine students who have abused their books. Students will reimburse the school for destruction or loss of school books assigned to them for the school year. Payments for said book will be based upon the following procedure;

New Book	100% Replacement Cost	4 year use	70% Replacement Cost
1 year use	100% Replacement Cost	5 year use	60% Replacement Cost
2 year use	90% Replacement Cost	6-10 year use	50% Replacement Cost
3 year use	80% Replacement Cost	11+ year use	25% Replacement Cost

Notify the office as soon as possible where there is a shortage of texts. Please write your requisition and leave it in the office. Do the same when workbooks are wanted. Ask only for workbooks that you deem absolutely necessary.

USE OF THE LIBRARY

The library does not have someone in it all of the time. Staff members must make arrangements, in advance, should they wish to have their class use the library. It is the responsibility of the same staff member to be present in the library and assist students.

USE OF SCHOOL COPY MACHINES

The copy machines were purchased to be used by school personnel for school business. If you want some personal items run off, be willing to pay ten cents per copy.

If a copy machine needs repair or toner, notify the office as soon as possible.

Do not let the machines run out of toner.

USE OF SCHOOL EQUIPMENT AND SUPPLIES

1. School equipment and supplies were purchased to be used by staff members for instructional purposes in the school building or on school property. If staff members want to use school equipment and supplies for personal use, they should go through the proper channels. If a staff member does use school items, they use it for their own use and not for other people.
2. All staff members need to remember that if school-owned items are damaged, broken, lost, or stolen while being used for their personal business, the staff member will pay for the replacement of the item.
3. The following steps should be followed when checking out school owned supplies, items, or equipment:
 - a. Shop tools: Get permission from the shop instructor, then check these items out with the superintendent at the main office.
 - b. Classroom equipment: Get permission from the classroom teacher, and then check these items out with the superintendent at the main office.
 - c. Video equipment: Checked out with the superintendent on a day-to-day basis.
 - d. Athletic equipment: Get permission from the necessary coach or PE instructor and then check them out with the superintendent.
4. Staff members are asked to plan ahead so that they can check items out with the superintendent. School supplies are intended to be used for school business, not for personal matters.

VISITORS

The school district encourages parents to visit school. Teachers are encouraged to allow parents to visit their children's classes. However, parents are not allowed to disrupt the teaching process. Parents need to sign in at the main office when they arrive at school. Advance arrangements through the classroom teacher(s) and the office should be made for all other visitors.

GENERAL TEACHER EXPECTATIONS

RESPONSIBILITY

Teacher Responsibility

Teaching involves providing a stimulating and effective program of instruction and establishing and maintaining an atmosphere conducive to learning and to the development of sound social attitudes and habits. This is a cooperative effort in which the teacher, with the assistance of the administration should:

1. Approach his/her assignment with enthusiasm and regard each pupil as a worthy individual.
2. Plan and conduct a program of instruction which will make each child eager to learn and which will enable each pupil to achieve his/her potential.
3. Teach the student what is expected of him/her in terms of conduct in and about the school.
4. Enforce the rules of the school system and of the school courteously, consistently, and justly.
5. Distinguish between pupil misconduct which should be handled by the teacher and that which requires the assistance of the superintendent.
6. Employ good judgment and understanding in his/her dealings with students, parents, and other teachers. Very few situations require split second action; a moment's thought will usually result in a better solution. You are professionals in education and will be treated as such and should treat your fellow staff members as such. In return for this consideration, you are expected to do your best at all times.

Responsibility in Dealing with Students and Parents

When dealing with students and parents remember that they:

- Are the most important people in our business.
- Are not dependent on us; we are dependent on them.
- Are not an interruption of our work, they are the purpose of it.
- Do us a favor when they call upon us.
- Are allowing us to serve them.
- Are part of our business; they are not outsiders.
- Are not cold statistics; they are flesh and blood human beings with feelings, emotions, and problems like our own.
- Are not a name, a face, or a number; they are individuals.
- Are not someone to argue or match wits with.
- Are the life blood of this building.
- Are the people who buy our services, pay our salaries, and go to the polls and vote.
- Deserve the most courteous and attentive treatment we can give them.

Responsibilities and Duties of Teachers

Teachers are expected to be in their classrooms or at assigned duties prior to the beginning of their instructional day. This time is necessary for educational planning, preparation, and conferences with students, parents, and faculty members. Teachers whose effectiveness is impaired by lack of lesson planning or participation in necessary activities before and after school shall be dealt with as individuals. Rigid duty hours shall not be imposed upon all teachers in order to discipline the few exceptions who take advantage of being treated as professional educators.

1. Teachers shall:

- a. Be alert at all times to recognize unusual conditions, either mental or physical, in the pupils under their immediate supervision. It is the responsibility of the teacher to continually observe the children for any changes in their behavior which may indicate a need for further study by qualified personnel. Where such conditions are suspected or discovered, proper reference of the child is to be made.
- b. Encourage and promote good attendance. The teacher is authorized to excuse absence for reasons specified by law. Unexcused absence and all cases of persistent absence or tardiness shall be reported to the administration. Keep an accurate record of each pupil's attendance and progress, and make periodic reports to the administration and to parents as determined by the superintendent.
- c. Be responsible for proper supervision and control of pupils in the school building, on the school grounds, or at any school-sponsored activity, and be authorized to use such moderate and reasonable force only as may be necessary to restrain a pupil from attacking a pupil, teacher, or other school personnel, or from injuring himself or herself, or to remove a pupil from a scene of disturbance if he/she refuses to comply with the teacher's directions for establishing or maintaining order. When this is done, the administration shall be promptly apprised of the situation. Serious cases of misbehavior, indicating the need for special study or adjustment of pupil's program, should be reported to the superintendent.
- d. Teachers shall be accountable for books and supplies issued to their classroom and shall keep such records as may be required to carry out this duty.

2. Hall Conduct

Hall conduct is the responsibility of all. Conduct of students between classes is to be monitored by all teachers. Repetitive poor behavior is to be reported to the office. All junior high/high school teachers should be monitoring the hallways between class periods.

3. Leaving the Room

Students should Not Be Left in a room without supervision. Remember, if an accident occurs while the teacher is out of the room, the teacher is still responsible. Permission for students to leave the building on errands, to go home, or to the doctor can only be granted by the administrative staff.

4. Chaperoning Students

- a. Teachers who assume the responsibility for chaperoning a group of students on an out-of-town trip should recognize that they are assuming a twenty-four (24) hour-a-day responsibility from the time they leave until they return. At no time may chaperones make personal plans without the consent of the person in charge of the trip. The drinking of alcoholic beverages at any time during the trip is not appropriate and against school regulations. All rules and regulations should be thoroughly explained to students.
 - i. Attempts should be made to have all students of the same sex housed in continuous rooms.
 - ii. Chaperones should be sure to have all rooms checked before students enter them and also before leaving the hotel or motel so that damages, if any, can be determined immediately.
- b. A curfew should be set by chaperones and all members of the group notified. The time should allow a reasonable amount of time after the close of the trip-related activity, but curfew should not be later than midnight.
- c. Chaperones should never retire until all students are checked in for the night, all visiting between rooms has stopped, and the chaperones are reasonably sure that the groups are quiet and in their rooms.
- d. Chaperones should keep an accurate check on the members assigned to them at all times. At no time should students just be “turned loose” to go somewhere.
- e. Students should engage in school activities of a group nature only. Under no circumstances will social dates involving students be allowed.
- f. Hotel or motel rooms are bedrooms. Under no circumstances should students of opposite sex visit, play cards, or entertain guests in their rooms. If a student is to entertain a visitor, he/she should check with his/her chaperone and receive permission to do so in the lobby.
- g. No student should be permitted to visit relatives or friends while on a trip without previous arrangements by parents with the chaperone and the administration.
- h. Students and chaperones should wear appropriate clothing at all time.
- i. When any mixed group travels at night, a curfew hour will be announced by the chaperones, and after this time, there should be segregation of sexes.
- j. While under school sponsorship, students are not to ride in private vehicles unless they and their parents have made arrangements in advance and have presented the chaperones with a signed note requesting permission for the student to ride in a vehicle driven by a responsible adult and absolving the chaperones and the school district of any responsibility for the student during the time in which the student is in the privately-owned vehicle.

PROFESSIONALISM

Public Relations

Good teaching is the best public relations. Always point out skill and preparation of your colleagues. Bring your grievances and gripes to the attention of the proper authorities; do not air them all over town. The demonstration of a sincere interest in students will do more to enhance our public image than almost any other act. Learn as much as possible about each student; make use of the school records. Be courteous and understanding in all dealings with students and parents. Remember that ridicule or sarcasm seldom results in an increased performance by the student. Never use anything but exemplary language when dealing with students and parents. Swearing will absolutely not be tolerated in school situations. One common complaint of students is that they do not want to be compared with other members of the family that have preceded them.

Staff Relations

Do not start quarrels with your fellow staff members. This leads to nothing but weakening of morale of the group. If problems arise with other staff members, do not attempt to correct them by loss of temper or “blowing your top.” If a staff member feels the need to complain constantly, that member should come to the office and discuss the problem or problems.

DISCIPLINE

The Teacher’s Role in Discipline

The teacher has the primary responsibility and authority for the maintenance of discipline in the classroom, in the school building, and on the school grounds.

Teachers have the authority to:

- Remove a student temporarily from the classroom by sending the student to the office because of behavior.
- Deny certain classroom privileges.
- Use such reasonable measures as may be necessary to maintain control in the classroom, in the school building, on the school grounds, and on the way to and from school.
- Keep a student after school after giving the student a one-day advance notice unless prior approval of the parent or guardian has been obtained. It will be the teacher’s job to detain students from 3:45 to 4:00 pm.
- Use the Infraction section of Student Handbook for disciplinary guidance.

Teachers will take every effort to take care of discipline themselves in the classroom and the hallways. If problems occur repeatedly in the classroom, the parent of the student should be notified by the teacher and a conference held if needed. If a teacher notifies a parent for a disciplinary reason, it is the responsibility of the teacher to also notify the

administration. Documentation of misbehavior including the student's name, date, and specific behavior should be kept, as well as a narrative of specific remedial measures tried by the teacher. This information is to be made available to the administration when a discipline referral is made.

The Administration's Role in Discipline

If the teacher's effort to solve the problems are unsuccessful, the student may be referred to the administration, who has the responsibility and authority to use such reasonable measures as may be necessary to maintain control within the classroom, the school building, and on school property. The administration will establish and implement the rules and regulations for the school governing the conduct of students.

Montana Law 20-4-303 Abuse of Teachers

Any parent, guardian, or other person who shall insult or abuse a teacher anywhere on the school grounds or school premises shall be deemed guilty of a misdemeanor and, upon jurisdiction, shall be fined no less than \$25.00 nor more than \$500.00.

SUPERVISION

Students assigned to you, either as a class or an organization, are your responsibilities. The groups should not be left unsupervised for any length of time. When organization groups meet in the building at night, it is the responsibility of the sponsors to see that the group is supervised while in the building, all lights are turned off, and all exits are locked upon leaving. A suggestion is that the students be instructed as to what door or doors through which to enter or leave, and they are to go directly to the place of the meeting.

Do not delegate the responsibility of supervising any student to anyone. You are responsible and liable.

State law dictates that under all circumstances the school is directly responsible for the welfare of students at all times when they are at school. This direct liability means:

1. No teacher will leave the classroom at any time class is in session.
2. No teacher shall send a student to the library/study hall, cafeteria, or another classroom unless previous arrangements have been made with the person in charge of such area.
3. Teachers will not be called to the telephone unless it is an emergency.
4. Teachers will be in attendance at all times when they are in charge of students — recess, noon duty, before or after school events or practices, etc.

You as a teacher are responsible. Be sure that you do not leave yourself or the school district vulnerable to a lawsuit because you were negligent in your supervision of students.

VARIOUS CONCERNS

Make sure you report all accidents to your administrator immediately. The administration can then notify its insurance company if necessary. Keep the office informed of progress in settlement of injury claims. The school system carries liability and compensation insurance on all employees in case of injury or accident while doing school business.

Expectations for Faculty

1. Be at your door during class changes every period.
2. Bathroom supervision — make yourself known daily so that bathrooms are not just student territory.
3. Room is maintained and cared for:
 - a. Make sure no vandalism is allowed.
 - b. Have students responsible for picking up after themselves at the end of the period.
4. The entire period is used for learning — no lining up by the door.
5. Start classes on time and use management skills to set the learning tone right from the start of the period.
6. Have a substitute notebook containing a seating chart and complete, detailed lesson plans for yourself and a substitute teacher. Also include student behavior guidelines and consequences.
7. Contact parents early. Don't wait for failure and frustration to mount. A failing grade or danger of failing requires both parent and student notification.
8. People are motivated by success. Send notes with good reports also.
9. Return papers and assignments fast so feedback is gained. Papers and assignments should be returned within a week if not sooner.
10. Supervise study time during class time.
11. Your enthusiasm and creativity are contagious! Use a variety of learning approaches to reach students and motivate them.
12. Find out your students' basic skill levels at the beginning of the course.
13. Make expectations and consequences clear at the beginning of the year. Let both students and parents know your expectations and consequences, and if you change them during the year, be sure and let both students and parents know the changes.
14. Be Assertive
 - a. Know what you want.
 - b. Clearly communicate your rules and expectations to your students.
 - c. Do not ignore negative behavior or let it build up. The response must be immediate, clear, and fit the situation.
 - d. Being assertive is not being hostile or "putting down" anybody.
15. Do not touch, grab, or physically threaten a student. When you are at the "end of your rope," contact the office.

16. Take attendance using Infinite Campus. Junior high and high school attendance should be taken at the beginning of each class period. Elementary attendance should be recorded in the morning and in the afternoon.
17. Together and united we move forward—and we can enjoy each other and our work.

Grade Books

Records should be carefully kept. Entries should be sufficient in number to assure a fair evaluation of a student's achievement and progress for each reporting period. If you have enough entries for a good evaluation, you can readily justify the grade given. Your grade book shall be turned in at the end of the school year. In some instances, these must be referred to after school is out and teachers are gone. Grade averages should be easy to figure out. Have an explanation of your grading system attached to your grade book. Grades should be kept in Infinite Campus and entered frequently in order for parents to utilize the parent portal effectively.

Keys

All staff members are issued the necessary keys. The issuance of these keys places a responsibility upon your shoulders. Every effort is made by the administration and custodians to see that the building is locked at all times when not occupied. Doors are checked and locked each evening. Your responsibility is not to lend keys to students. It is also your responsibility to see that keys issued to you do not fall into hands of persons unauthorized to have them in their possession. **Please observe this carefully.** If students need to be admitted into locked places, unlock the door yourself and see that the place is locked afterwards. Rooms that are not being supervised should be locked. Key fobs will work for all staff on all doors except the kitchen.

DO NOT LOAN KEYS TO STUDENTS OR OTHER UNAUTHORIZED PERSONS!

Lesson Plans

Teachers' daily lesson plans will be done by Monday morning at 8:00 a.m. for the coming week. These lesson plans do not have to be detailed but should give the administration or a substitute teacher an idea of what you are doing, should they be asked for. If you do lesson plans over the weekend, on Friday you should leave at least a plan for Monday's lessons in case of any emergency over the weekend.

Noon Duty

Each of you will be assigned noon duty.

Preparation Period

The school district will make every effort to provide teachers with a preparation period. Preparation periods are to be used to prepare materials for your classroom – get mail, make copies, get supplies, make lesson plans, correct tests, etc.

A preparation period is set aside to help teachers prepare professionally for their teaching assignment. Preparation periods are not to be used to work out in the gym or track, interfere in the instruction of students or preparation by other teachers, etc.

Report Cards

The report cards sent home at the end of each nine weeks' marking period are primarily for the purpose of informing the parents about their child's progress.

If a child's achievement is deficient in one or more subjects, it is most important that the parent be notified. Mid Term Reports will be sent home half way through each nine weeks' period. Teachers will report the progress to parents of students in their classes.

The process of evaluation and grading should help the learner increase his/her ability to identify his/her strengths and weaknesses. The same process should help the teacher plan future instruction.

Each teacher shall outline for his/her class his/her criteria for grading at the beginning of each year. This shall be reviewed periodically during the year.

The pupil should always have some idea of his/her progress, through progress charts or pupil-teacher conferences, so that he/she is constantly aware of his/her achievements and his/her shortcomings. This is the responsibility of the teacher. Failure should never come as a surprise.

The final factor to keep in mind concerning grading is that teachers do not give grades—students earn them.

Requests for Repairs, Supplies, and Extra Maintenance Jobs

Faculty members are reminded that custodians are a part of our team and are not to be considered as teacher employees at any time. Fill out a "maintenance request" form, available at the custodians office, and return to either the custodian or superintendent, when requesting repairs.

Requisitions and Purchases

All purchases must be made by requisition and signed before purchases are made. This policy includes all clubs, classes, teachers, and other personnel. When purchases are made, the requisitions should be given to the business where the purchases are made and a sales slip MUST be returned to the office. Any changes made on a Purchase Order will VOID that Purchase Order.

Do not buy items personally and then ask for reimbursement as you will not be reimbursed. If the correct procedure is not followed, the person making the purchase will be held responsible for payment of the bill.

Working Day

All teachers are required to be in their teaching areas by 7:45 a.m. Both main entrances will be open at 7:45 to allow students into the building. Students should enter through their age-appropriate entrance for breakfast or to drop off materials. Teachers should remain in their rooms or general teaching area until 4:00 p.m. Coaches and advisors will be with their groups until the activity is completed. Teachers are to obtain permission from the office if it is necessary to leave the building during school hours, including preparation periods.