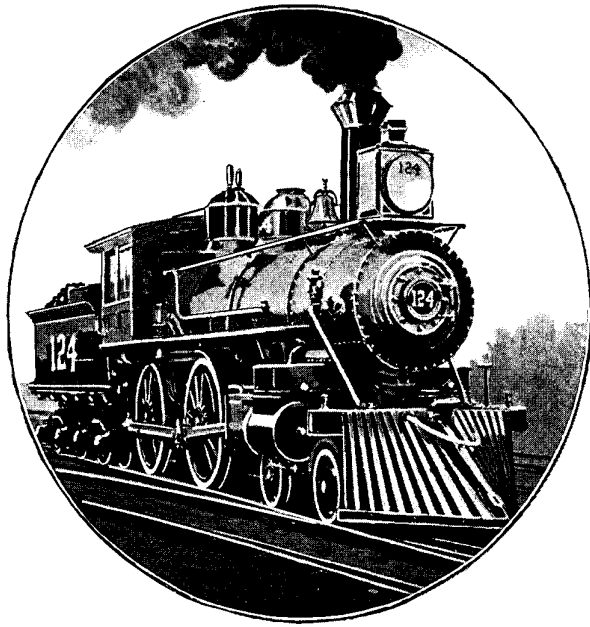


# **Laurel Public Schools**



## **Staff Handbook**

**2018 - 2019**

## Table of Contents

(Click the item in the Table of Contents to take you directly to the page in the document.)

General Information	3
Absences	3
Acceptable Use Policy	5
Administering Medicines to Students	5
Admission to District Extracurricular Activities	5
Assemblies	5
Breaks	5
Care / Use of District Property	6
Cash in District Buildings	6
Checkout	6
Child Abuse Reporting	6
- Calling DPHHS – FORM	
Class Interruptions	7
Classroom Security	7
Communicable Disease/Bloodborne Pathogens /Infection Control Procedures	7
Complaints	7
Contests for Students	8
Copyright / Patents / Research	8
Conferences	9
Corporal Punishment & Physical Restraint	9
Criminal Records Checks / Fingerprinting	9
Curriculum	9
Custodial Rights	10
Discipline and Discharge	10
Dismissal of Classes	10
Drug Free Workplace	10
Employee Wellness Program / Insurance	11
Evaluation of Staff	11
Fair Labor Standards Act	11
Feature Films/Videos	11
Field Trips and Special Events	12
Fundraising / Student Activity Funds	12
- Fundraiser Request Form	
Gifts and Solicitations	13
Grading / Progress Reports / Report Cards	13
Grievances	13
Guest Speakers	13
- Guest Speaker Request Form	
Harassment / Bullying / Intimidation	13
Homework (Practice for Learning)	14
Internships	15
Inventory	15
Keys/Fobs	15

Lesson Plans	15	
Make-Up work	16	
Materials Distribution	16	
Media Access to Students	16	
Meetings	16	
Moving Class/Holding Classes Outdoors	16	
Participation in Political Activities	17	
Personnel Records	17	
Prep Periods/Instructional Staff Planning Time	18	
Purchase Orders	18	
Receipts and Personal Reimbursements	18	
Release of General Staff Information	18	
Release Time for Religious Instruction	18	
Resignation of Staff	19	
Resuscitation	19	
Retirement	19	
Safety	19	
- Accident / Injury Report - Student (1 Page)		
- Injury Report for Staff Member (2 pages)		
Special Interest Materials	21	
Staff Conduct	21	
Staff Development	21	
Staff Dress and Grooming	21	
Staff Room	22	
Student Conduct	22	
Student Detention	22	
Student/Parent Handbook	23	
Student Promotion	23	
Student Transportation in Private Vehicles	23	
Student Withdrawal from School	23	
Supervision of Students	23	
Teaching about Religion	24	
Telephones/Cell phones	24	
Tobacco-Free Environment	24	
Use of Private Vehicles for District Business	24	
Vacancies / Transfers	24	
Visitors		25
APPENDIX	26	
FORMS	29	

## **General Information**

### Associations

The Laurel United Education Association (LUEA) is the bargaining unit for all certified and classified staff. Please see the appendix (Associations) of this document for LUEA information.

### Board Members

The Legislature of the State of Montana delegates to the Board responsibility for the conduct and governance of district schools. Board members are elected by the district and serve a three year term on the Laurel School Board. Please see the appendix (Board Members) of this document for current School Board members.

### Board Meetings / Communications

Unless otherwise specified, all meetings will be held at the administration building located at 410 Colorado Ave. Board meetings will be held at 6:00 PM on the second and fourth Monday of each month.

### Community Use of Building

School facilities are available to the community for education, civic, cultural, and other uses consistent with the public interest, when such use does not interfere with a school program or school sponsored activities. Use of the school facilities for school purposes has precedence over all other uses. All individuals on school premises must abide by the district's conduct rules at all times. Contact Community Education office for more information on usage and related rental fees. See appendix for contact name and information (Community Use of Building).

### Conference Affiliation

The district's high school is a member of the Montana High School Association (MHSA) and participates in recognized activities in the Eastern A Conference with schools comprised of comparable enrollments and activity programs.

The high school participates in the following MHSA sanctioned events: football, boys' and girls' soccer, volleyball, cross country, wrestling, boys' and girls' basketball, track, softball, golf, speech, drama, and debate, District and State music festivals (choir, band) and cheer.

### District Office Hours

The district office is open between the hours of 8:00 AM and 4:00 PM weekdays throughout the year unless posted otherwise.

## **Absences**

### Discretionary Leave

Certified instructional employees shall be granted Discretionary Leave according to the terms of the current collective bargaining agreement.

### Family and Medical Leave Act (FMLA)

#### Eligibility

Employees are eligible if they have worked for the District for at least one (1) year, and for one thousand two hundred fifty (1250) hours over the previous twelve (12) months.

## Length / Purpose of Leave

To be eligible for FMLA leave, an individual must meet the following criteria:

- a. Have worked at least 12 months (which do not have to be consecutive) for the employer; and
- b. Have worked at least 1,250 hours during the 12 months immediately before the date FMLA leave begins.

The FMLA entitles eligible employees of covered employers to take job-protected, unpaid leave for specified family and medical reasons. Eligible employees are entitled to twelve (12) workweeks of leave in any twelve (12) month period for:

- a. Birth and care of the employee's child, within one year of birth
- b. Placement with the employee of a child for adoption or foster care, within one year of the placement
- c. Care of an immediate family member (spouse, child, parent) who has a serious health condition
- d. For the employee's own serious health condition that makes the employee unable to perform the essential functions of his or her job
- e. Any qualifying event arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty or has been notified of an impending call or order to active duty in the U.S. National Guard or Reserves in support of a contingency operation
- f. Twenty-six (26) workweeks of leave during a single twelve (12) month period to care for a covered servicemember with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the servicemember (Military Caregiver Leave)

If an employee was receiving group health benefits when leave began, an employer must maintain them at the same level and in the same manner during periods of FMLA leave as if the employee had continued to work. Accrued paid leave runs concurrently with the FMLA leave period. An employee's ability to substitute accrued paid leave is determined by the terms and conditions of the employer's normal leave policy.

Employees may take FMLA leave intermittently or on a reduced leave schedule (that is, in blocks of time less than the full amount of the entitlement) when medically necessary or when the leave is due to a qualifying event. Taking intermittent leave for the placement for adoption or foster care of a child is subject to the employer's approval. Intermittent leave taken for the birth of a child is also subject to the employer's approval. However, employer approval is not required for intermittent or reduced schedule leave that is medically necessary due to pregnancy, a serious health condition, or the serious illness or injury of a covered servicemember. Employer approval also is not required when intermittent or reduced schedule leave is necessary due to a qualifying event.

When the need for leave is foreseeable, an employee must give the employer at least thirty (30) days notice, or as much notice as is practicable. When the leave is not foreseeable, the employee must provide notice as soon as practicable in the particular circumstances. An employee must comply with the employer's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances. In requesting leave, an employee must provide sufficient information for the employer to reasonably determine whether the FMLA may apply to the leave request. When the employee seeks leave for a qualifying reason for which the employer has previously provided the employee FMLA-protected leave, the employee must specifically reference the qualifying reason for the leave or the need for FMLA leave.

### Service Member Family Leave

Subject to Section 103 of the FMLA of 1993, as amended, an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member shall be entitled to a total of twenty-six (26) workweeks of leave during a twelve (12) month period to care for the service member. The leave described in this paragraph shall only be available during a single twelve (12) month period and in accordance with Board Policy 5328.

### Vacation

The classified and 12 month 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. Certified employees shall refer to their master agreement regarding leave and discretionary days.

### **Acceptable Use Policy**

All employees of the district are required to sign an Acceptable Use Policy (AUP) in accordance with District Policy # 5455. Failure to follow the AUP could result in disciplinary actions.

### **Administering Medicines to Students**

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

Teachers are expected to assist students in remembering when a medication is scheduled to be administered. If the student refuses to take medication, teachers are expected to notify the parent whenever possible. Attempts to contact parents must be documented with date and time. (Refer to Policy 3416 & 3416F)

### **Admission to District Extracurricular Activities**

There are no employee discounts to district extracurricular activities, however, employees may earn a season pass for taking tickets at an activity: a maximum of two season passes may be earned. See Activities Director for more information.

### **Assemblies**

Students are required to attend all assemblies. Those who refuse are to be referred to the office.

All staff/teachers are assigned to specific supervision duties during assemblies and are expected to be in their assigned areas. Students may be removed from an assembly as deemed necessary by the staff member. Generally, all students should be dealt with directly and/or referred to the office in accordance with established building discipline procedures.

### **Breaks**

Scheduled breaks are provided to all classified employees to ensure safety and efficiency. All classified staff members who are scheduled to work at least four (4) consecutive hours are entitled to one 15-minute break. An additional 15 minute break will be provided during the second half of each work day for those employees who are scheduled to work six (6) continuous hours or more as per negotiated agreement.

Classified employees are expected to adhere to the break schedule established by the building principal or supervisor. Deviation from the regularly scheduled break period requires prior supervisor approval.

### **Care / Use of District Property**

All staff members are encouraged to exercise continuous and vigilant care of all district-owned property. Incidents of theft or willful destruction of district property through vandalism or malicious mischief should be reported immediately to the building principal. In the event of loss or damage, a fee will be assessed by the district according to the repair or replacement costs.

### **Cash in District Buildings**

Money collected by staff as a result of fund raisers or other school-related purposes is to be deposited in the office daily, regardless of the total dollar amount. Receipts are to be given for all cash/check items immediately. Bank deposits should be made on a weekly basis.

### **Checkout**

#### Work Day Checkout

Teachers may leave the building and district grounds during the 45 minute duty free lunch. Teachers are expected to be on duty for hall supervision before and after their 45 minute duty free lunch. Departures during preparation periods must be approved by the building principal or assistant principal prior to leaving.

Classified staff is permitted to leave the building and district grounds during their lunch break, but not during other breaks during the day without prior approval by supervisor.

Aside from lunch time, all staff is required to check out/in with the office prior to leaving. This will enable office staff to respond appropriately in the event of message and emergency situations that may arise.

#### Year-End Checkout

The building principal will provide a final checkout form to be completed prior to leaving for summer. All buildings will do a key inventory before all staff leave for summer break. This inventory is to be kept at each building and shared with the Facilities director. Inventory of textbooks and other items will also need to be completed before final checkout. Building principals will have additional checkout procedures depending on building needs.

### **Child Abuse Reporting**

All school personnel are considered mandatory reporters. 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 Department of Family Services or local law enforcement agency. The building principal and/or counselors are to be immediately informed. Child Abuse Hotline number can be found in the appendix of this document (Child Abuse Reporting).

Written documentation of this report must be completed and submitted to the building principal. Forms can be found in the appendix of this document (Calling DPHHS – FORM).

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

### **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 authorization from the office or teacher. Intercom use is restricted to administrative use or administrative approved use only.

### **Classroom Security**

When leaving the classroom, locker room, or other work areas between classes or at the end of the day, teachers are required to turn out the lights and secure all doors and windows.

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

### **Communicable Disease/Bloodborne Pathogens/Infection Control Procedures**

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

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.

### **Complaints**

#### Student/Parent Complaints

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

If the complaint is not informally resolved, staff should advise the complainant that he/she may submit the matter directly to the building principal or immediate supervisor, as appropriate. The complainant will be provided with a copy of policy #1700 to follow for complaint procedure.

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

All staff members should familiarize themselves with Board policy and applicable provisions of administrative regulations and negotiated agreements regarding the handling of complaints.

#### Staff Complaints

Staff member complaints contending a violation, misinterpretation, or inappropriate application of district personnel policies and/or administrative regulations should be directed to the building principal or immediate supervisor for informal discussion and resolution.



If the complaint is not resolved informally, formal complaint procedures may be initiated by staff in accordance with Board Policy #5240, administrative regulations, and/or negotiated agreements as deemed appropriate.

### Contracts and Compensation

Contracts for certified staff members will be initiated for all employees when hired. Classified staff members are issued wage statements when hired.

Salaries and additional assignments are addressed in the negotiated agreement.

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

### **Contests for Students**

The district cooperates with individuals, community organizations, and agencies desiring to sponsor contests for students, when such activities can be integrated into the school program without disruption or loss of instructional time for the student and without imposing an unreasonable added workload on staff. All such contests must be consistent with the purposes and educational aims of the district.

Teachers sponsoring such activities are responsible for the preparation and circulation of all informational materials and for other administrative work required in the grading, judging or evaluation of the participants' work.

The school may not be used to promote private or commercial interests, nor may the school be used for the direct sales promotion of individual competitive goods or services.

### **Copyright / Patents / Research**

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 at home.

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 #2312, 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. Staff members are responsible for ensuring they comply with federal copyright laws.

Staff members engaged in a research project during the work day or who use district resources or students, either for study towards advanced work or for use in classroom instruction, may do so only with the prior approval of the building principal.

Privacy rights of students or other individuals involved in such research projects must be maintained. Written parental consent must be obtained and documentation of consent retained.

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.

### **Conferences**

Planned conferences between teachers and parents/guardians are essential to the district's efforts to further understanding and close cooperation between the home and school. Parent/guardian-teacher conferences are scheduled each year, and students may be included if the teacher or parent/guardian so desires.

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

Occasionally, teachers or parents/guardians may arrange for conferences outside regularly scheduled conference dates, to meet more immediate student needs. Teachers should be prepared to provide after school or before school time to meet with students as necessary.

### **Corporal Punishment & Physical Restraint**

The use of corporal punishment in any form is strictly prohibited by the district and state law. Corporal punishment is defined as the willful infliction of, or willfully causing the infliction of, physical pain.

A staff member is authorized to employ physical force when, in his/her professional judgement, the physical force is necessary to prevent a student from harming himself/herself or others.

### **Criminal Records Checks / Fingerprinting**

Criminal background checks are required for all employees. Potential employees must pass a background check to be eligible for employment in Laurel Public Schools.

### **Curriculum**

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

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

Though teaching methodology may vary, classroom instruction is expected to reflect "best practices" consistent with research on effective instruction.

### **Custodial Rights**

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 their student and to consult with teachers concerning their student's welfare and education.

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 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 refer to Board Policy 3600 and contact the building principal.

### **Discipline and Discharge**

Discipline and dismissal of staff will follow due process, administrative regulation, relevant provisions of negotiated agreements and applicable law.

### **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/pass 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.

### **Drug Free Workplace**

No staff member engaged in work in connection with a direct federal grant of contract shall unlawfully manufacture, distribute, dispense, possess, or use on or in the workplace, any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance or alcohol, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.15. Laurel Public Schools Policy #5226 relates to Drug Free Workplace.

"Workplace" is defined to mean the site for the performance of work done in connection with a federal grant or contract. That includes any school building or any school premises: any school-owned vehicle, or any other school-approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district where work on a federal grant is performed.

Each staff member engaged in work related to a district federal grant or contract must notify his/her supervisor of his/her conviction of any criminal drug statute based on conduct occurring in the workplace, as defined above, no later than five days after such conviction.

### **Employee Wellness Program / Insurance**

The district provides various insurance options for employees. The selection of this insurance is done through committee work between the District, their insurance consultant and the local bargaining units with final approval by the Board of Trustees.

The district employs a wellness coordinator to provide the staff with activities to promote health and fitness to its employees. See the appendix (Employee Wellness Program) of this document for contact information.

### **Evaluation of Staff**

Copies of the district's evaluation procedures will be provided to all staff. Evaluation of all staff will be conducted in accordance with established Board policy and applicable district evaluation procedures, negotiated agreements, and Montana Code Annotated.

### **Fair Labor Standards Act**

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

All time records must be a true reflection of all time worked, whether it is more or less than regularly scheduled work hours.

Failure to comply will result in disciplinary action in accordance with applicable provisions of Board policy, administrative regulations, and negotiated agreements.

Administrators, directors, and/or supervisors shall give written notification to non-exempt employees, as defined by the Fair Labor Standards Act, of the Board's expectations as listed above.

Overtime is defined as time worked over 40 hours in one week. The week is defined as seven consecutive days covering Saturday through Friday.

### **Feature Films/Videos**

Building principal approval is required prior to showing a feature film/video to students in district classrooms. Requests are to be submitted to the building principal at least five days prior to the proposed showing.

The following information should be included in the request to the building administrator:

1. Title and brief description;
2. Purpose for the showing;
3. Match with course objectives and state standards;
4. Proposed date of showing;
5. When and how parents will be notified, or if necessary grant consent;
6. Audience rating.

The showing of all feature films/videos with a G rating requires prior parent notification from the staff member. Feature films/videos with a PG or PG-13 rating must have prior parental consent. All other videos are not allowed.

### **Field Trips and Special Events**

Field trips and other student activities involving travel may be authorized by the building principal, when such trips or activities contribute to the achievement of desirable educational goals.

Requests should be submitted to the building principal well in advance of the proposed activity. All such requests will be considered, based on such factors as availability of funds, the educational value derived, the safety and welfare of the students involved, impact on the regular school program, and availability of appropriate supervision, either from within school staff or from volunteers.

In district trips (from school to school) do not require parent permission. The teacher/school will notify parents and guardians of such trips. Written parental permission must be obtained for travel outside of the district boundaries. Teachers are expected to submit the signed forms showing parental approval and acknowledgement of the student conduct guidelines, to the office prior to departure for the scheduled activity.

Staff members should contact the office for appropriate substitute and vehicle arrangements and related field trip procedures and forms. Staff members also must submit to the transportation department, well in advance, the specifics of the field trip. A field trip / transportation form is located at your building office. All staff need to follow guidelines for securing a substitute if needed.

### **Fundraising / Student Activity Funds**

Activities to raise money for a wide variety of school activities and equipment are held at various times throughout the course of the school year. All fund-raising activities must be conducted under the direct supervision of staff or other authorized individuals and approved by the principal and superintendent prior to the activity being initiated. Fundraising requests must include an explanation or justification for the proposal, consistent with building and/or district goals. Fundraising must not interfere with or disrupt the school environment. Fundraising request form can be found in the appendix (Fundraiser Request Form) of this document.

All expenditures from the general account of student activity funds must also be approved by the school-recognized student government organization if such organization exists. Funds derived from the student body as a whole shall be expended to benefit the student body as a whole.

All moneys raised or collected by and/or for school-approved student groups are to be receipted and deposited into an account administered by the business office. Staff should never keep money or checks in their classroom and should store in the school safe at the end of the school day. All student activity fund expenditures must be approved by the building principal, the student leader, and the activity supervisor of the student activities program.

### **Gifts and Solicitations**

Staff members are to avoid accepting anything of value offered by another for the purpose of influencing his/her professional judgement. No organization may solicit funds from staff members within the schools, nor may anyone distribute flyers or other materials related to fund drives through the school without the building principal's approval.

The solicitation of staff by sales people, other staff, or agents during on-duty hours is prohibited. Any solicitation should be reported at once to the building principal.

### **Grading / Progress Reports / Report Cards**

The evaluation of student progress is 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 (phone calls, emails, Infinite Campus messenger) and updated grades (posted on a regular basis) with parents is essential and required. No grade of a "D" or "F" should be issued without a written comment with explanation and reasons for grade. Grade requirements need to be updated and posted on a regular basis in the selected grading software. Grades should be updated weekly (or more often).

Teachers should use a variety of communication devices, including phone, personal conferences, written grade reports and emails to keep parents well informed of positive issues as well as areas of improvement. 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.

Progress / report cards will be issued on a quarterly basis but can also be issued at midway point of each quarter (Midterms). Such reports may be issued at other times during the course of a grading period as deemed appropriate by teachers and administrators.

### **Grievances**

Refer to applicable provisions of certified and/or classified negotiated agreements, or board policy, as appropriate.

### **Guest Speakers**

Guest speakers may be used by teachers from time to time, when such use is consistent with educational goals and with a demonstrable relation to the curricular or co-curricular activity in which the participating students are involved. Teachers are expected to obtain prior written approval from the building principal for the date, time and nature of the presentation whenever such use is planned. See appendix for the form for requesting a guest speaker. (Guest Speaker Request Form)

### **Harassment / Bullying / Intimidation**

Harassment/Bullying/Intimidation of staff members is strictly prohibited on district property, including non-district property while a staff member is at any district-sponsored, district-approved, or district-related activity or function, such as field trips or athletic events, in which students are under the control of the district or where the staff member is engaged in district business.

## **Montana Code Annotated 2013**

**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 conviction of such misdemeanor by a court of competent jurisdiction, shall be fined no less than \$25 or more than \$500.

History: *En. 75-6110 by Sec. 91, Ch. 5, L. 1971; amd. Sec. 1, Ch. 100, L. 1971; R.C.M. 1947, 75-6110.*

Harassment includes, but is not limited to, harassment on the basis of race, color, religion, national origin, age, marital status, disability, and sexual harassment.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when;

1. The staff member's submission to the conduct or communication is made a term or condition of employment;
2. The staff member's submission to, or rejection of, the conduct or communication is the basis for decisions affecting employment and assignment;
3. The conduct or communication has the purpose or effect of substantially interfering with an individual's work performance;
4. The conduct or communication has the effect of creating an intimidating, hostile, or offensive working environment.

Other types of harassment may include, but not be limited to, jokes, stories, pictures, or objects that are offensive, tend to alarm, annoy, abuse, or demean certain protected individuals and groups.

A staff member whose behavior is found to be in violation of Board policy may be subject to discipline up to and including dismissal. A student whose behavior is found to be in violation of Board policy may be subject to discipline up to and including expulsion.

Any staff member who is subject to, or knows of, such harassment is directed to notify the building principal or the superintendent immediately. If the complaint is not satisfactorily settled, the staff member may file a complaint directly with the Montana Human Rights Commission or with the U.S. Department of Labor, Equal Employment Opportunity Commission. Such complaints may also be filed with the appropriate enforcement agency, in lieu of the district's complaint process, at any time, as provided by law.

There will be no retaliation by the district against any persons who, in good faith, reports harassment. (Refer to Policies 5010, 5012, 5015)

### **(Homework) Practice for Learning**

Teachers at all grade levels are encouraged to consistently assign practice for learning based on specific standards, which is expected to increase in complexity with the maturity or grade level of the student.

Practice 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.

All work is expected to be designed to improve learning, to aid in the mastery of skills or standards.

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

### **Internships**

The district supports expanding professional advancement. The district will work with teachers to schedule internship hours through use of discretionary leave, prep time, and before or after instructional hours. These hours will be mutually agreed upon by administrator and intern.

### **Inventory**

The district requires teachers to do inventories each year (e.g. curriculum, textbooks, technology items, furniture).

### **Keys/Fobs**

Keys and Fobs are issued to staff by the building principal or supervisor. 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 key-control procedures:

1. Duplication of keys is prohibited;
2. Keys/Fobs are not to be left unattended. Avoid having keys on desks, tables, mailboxes, unattended coats, etc.;
3. Keys may not be loaned to students or to individuals not employed by the district. Staff should not provide keys to students to “run errands”, “unlock/lock” doors etc.;
4. Lost or stolen keys/fobs must be reported to the building principal or immediate supervisor immediately upon 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 to the employee; See appendix for replacement costs (Keys/Fobs).
5. All keys/fobs will be inventoried at the end of each school year.

### **Lesson Plans**

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

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

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

An up-to-date substitute folder should be located with lesson plans. This folder should contain, but not limited to, seating charts, class schedules, evacuation routes, other important procedures, and information identifying any classroom student aides or other special student needs.



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

### **Make-Up work**

All students are expected to make up all work without exceptions. In the case of any absence, students will have sufficient time to complete work upon their return. Follow the guidelines set forth in the student handbooks.

### **Materials Distribution**

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

### **Media Access to Students**

The media may interview and photograph students involved in instructional programs and other school activities, including athletic events. Such media access may not be unduly disruptive and must comply with Board policies and district goals.

Media representatives are required to report to the building principal for prior approval before accessing students involved in instructional programs and activities not attended by the general public.

Information obtained by media representatives directly from students does not require parental approval prior to publication by the media. Parents who do not want their student interviewed or photographed by the media may direct their student accordingly. All teachers are required to know which students in their classrooms do not have media release signatures and should direct media from interviewing or photographing those students.

Staff may release student information to the media only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information. Reference Board Policy 3600.

### **Meetings**

Staff meetings are scheduled for the purpose of organization and communication of business that typically cannot be handled through staff bulletins, emails, all calls, departmental or committee structure. All staff are required to attend staff meetings unless prior arrangements have been made with the building principal or immediate supervisor.

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

### **Moving Class/Holding Classes Outdoors**

From time to time, teachers may find it necessary to temporarily move a class from their scheduled room or teaching area. Teachers are responsible for ensuring that both the office and students are informed of the change.

From time to time, certain class assignments may be more appropriately conducted outdoors. Teachers must notify the office before moving class outdoors in case of emergency or in the case of the teacher or a student is needed.

### **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 the 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.

### **Personnel Records**

An official personnel file is established for each person employed by the district. A staff member's personnel file may contain such information as applications for employment, references, records relative to compensation, payroll deductions, evaluations, complaints, and documented disciplinary actions.

All records containing medical-condition information, such as worker's compensation reports and release/permission to return to work forms, will be kept confidential, in a separate file from personnel records.

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

1. The individual employee. An employee or designee may arrange with the personnel office to inspect the contents of his/her personnel file on any day the personnel office is open for business;
2. Others designated in writing by the employee;
3. 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;
4. 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;
5. The superintendent and members of the central administrative staff;
6. District administrators and supervisors who currently or prospectively supervise the employee;
7. Attorneys for the district or the district's designated representative on matters of the district business.

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.

### **Prep Periods/Instructional Staff Planning Time**

All prep time will be in accordance with the Negotiated Agreement.

### **Purchase Orders**

No obligation may be incurred by any staff member, unless that expenditure has been authorized in the budget or as may otherwise be permitted by Board action and/or Board policy. Purchase orders are required for the purchase of goods and services unless requirements of the p-card program are met.

No purchase, including purchases from student body funds, will be authorized unless covered by an approved purchase order. All purchases must be approved by the building administrator and district office.

### **Receipts and Personal Reimbursements**

Cash is not to be held in the classroom over night. All cash/check must be sent directly to the office to be secured. Any person giving cash/check to Laurel Public Schools must receive a written receipt. One copy must remain within the district.

Personal reimbursements for district purchases are strongly discouraged. In the rare event that a personal reimbursement must be made the request for reimbursement for approved purchases may be authorized only upon submission of appropriate receipts to the business manager. Requests must be submitted within 10 days of the purchase, or approval for the reimbursement will be denied.

### **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 the district to do so.

The district may also disclose information about a former employee's job performance to a prospective employer, under the following conditions:

1. Disclosure of information is upon the request of the prospective employer; or
2. Disclosure of information is upon the request of the former staff member;
3. The information is related to job performance;
4. The disclosure is presumed to be in good faith.

The district will not disclose information that is knowingly false, deliberately misleading, rendered with malicious purpose, or is in violation of the staff member's civil rights.

### **Release Time for Religious Instruction**

Students may be excused from school for religious instruction, in accordance with board policy. Teachers will be notified by the office of any students in their class so excused.

Any student unable to attend classes on a particular day, due to beliefs, is to be excused from attendance requirements for that day.

No such absences shall be counted against a student in determining failure or reduction of grades. Any tests and assignments a student misses because of such absences are to be given to the student upon his/her return to school or at such other times as may be deemed appropriate by the teacher. (Policy 2334)

### **Resignation of Staff**

Certified and classified personnel will generally be expected to fulfill the terms of their contract unless there are clearly compelling, mitigating circumstances which prevent the certified or exempt individual from doing so.

The Board has authorized the Superintendent to accept on its behalf resignations from any school district employee. The Superintendent shall provide written acceptance of the resignation, including the date of acceptance, to the employee, setting for the effective date of the resignation. The resignee will also be asked to fill out appropriate paperwork with the district office, including, but not limited to, the exit interview.

Once the Superintendent has accepted the resignation, it may not be withdrawn by the employee. The resignation and its acceptance will be reported as information to the Board at the next regular meeting.

### **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, mouth-to-mouth resuscitation 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 to any student requiring it in order to sustain life, until relieved by paramedics or other appropriate medical personnel.

### **Retirement**

To assist the district in its planning efforts, staff members considering retirement are encouraged to notify the district as early as possible, preferably at the beginning of the school year in which the retirement will take place. The district will follow all dates as listed in negotiated agreement for certified staff. Contact information can be found in the appendix of this document (Retirement - Contact).

### **Safety**

#### **Disaster Drills**

There will be at least eight (8) disaster drills a year consisting of fire, evacuation, shelter in place, etc. All teachers will discuss safety drill procedures with their class at the beginning of the year. The drills will be held at different hours of the day or evening to avoid distinction between drills and actual disasters. Use of safety charts and school procedures during all events is required. It is the job of the teacher or staff member to report any issues during a drill to the building principal or safety leader.

A map/diagram of the fire escape route to be followed must be posted near the classroom doorways and reviewed with students. Upon the sounding of a fire alarm, teachers are required to follow school procedures. School personnel must fill out a safety drill form at the completion of any event including drills or real events. Forms are located with the building principal or secretary.

### Emergency Closures

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

The all call system will be utilized in the event of such closures. Also, the local radio stations will be notified to announce any delays or cancellations. The district web site along with district social media will scroll important emergency closure information. The district will also utilize the automated phone messaging system with up to date announcements.

The Superintendent in consultation with the building administration will make final decisions on all school closures.

### Emergency Procedures and Disaster Plans

All staff will be provided with a copy of the school's emergency procedures flip chart detailing staff responsibilities in the event of emergencies. Administration will ensure that all emergency procedures are followed and necessary paperwork is completed.

Copies of the emergency procedures flip charts will be located in every room of the school. This includes classrooms, offices, janitor rooms, boiler rooms, district administration, etc. Staff are expected to familiarize themselves with evacuation procedures and participate in required drills and emergency/safety training.

### Safety Committee

A building safety committee has been established to help implement 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 will meet twice per year. The building administrator and facilities director will conduct a safety walk through at least once per year and make recommendations for corrections as needed. All significant safety related incidents are investigated to help prevent similar events from reoccurring. The District will hold two safety meetings to discuss issues at each building, as well as form policies and procedures that are consistent across the district.

All potential hazards are to be reported immediately to the building principal or immediate supervisor.

### Staff Health and Safety

In order to assure the safety of staff and students, information and/or training, as necessary, is provided to assist all staff to recognize and to respond appropriately to the presence of hazardous materials in the workplace, including proper handling, labeling, storage, and disposal of such materials.

All staff members are expected to conduct their work in compliance with first aid and infection control procedures established by the district and the following safety rules of the district. All injuries must be reported to your immediate supervisor. Safety rules can be found in the appendix (Staff Health and Safety). An accident form must be filled out within the first 48 hours. An accident form can be found in the appendix. Injury Report for Staff Member

### **Special Interest Materials**

Supplementary materials from non-school sources require building principal 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 Conduct**

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

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

Further, employees should hold confidential all information deemed to be not for public consumption as determined by state law and Board policy. Employees shall also respect the confidentiality of people served in the course of the employee's duties and use information gained in a reasonable manner. Discretion should be employed even within the school system's own network of communication.

Professionalism is expected at work when in public areas. All employees must refrain from using inappropriate language, comments, or gestures. (ie: confidentiality to student records, etc...)

### **Staff Development**

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

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

All requests for release time from regular work duties for attendance at meetings or conferences will be decided based on such factors as availability of funds, consistency with district and building goals and job assignment. Requests require prior building principal approval.

Meetings and conferences devoted primarily or exclusively to organizational affairs or staff members 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.

### **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.

Education as a profession demands setting a good example for students in every possible way. As adults and professionals, all staff are expected to be guided in their grooming habits by what is most generally acceptable in the business and professional world.

### **Staff Room**

A staff room is provided for staff use during break, lunch, and preparation periods as may be appropriate. All staff are expected to help keep this gathering area clean and orderly. This includes helping with dishes, cleaning of microwaves, counters and the refrigerator.

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

Students are not permitted in the staff room.

### **Student Conduct**

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

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

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

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

### **Student Detention**

Teachers may detain a student after school hours for disciplinary reasons, provided the parent has been notified of the detention and, in the case of bus students, prior arrangements have been made for the student's transportation home.

Parents may be asked to arrange for the transportation of the detained student; however, if the parent cannot or will not provide it, an alternative disciplinary procedure may be considered.

Students who are detained after school are not to be left unsupervised during their detention.

### **Student/Parent Handbook**

A student/parent handbook is available 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. Paper copies are available at all school offices and a copy can be found on the Laurel Website. Sign off sheets will be collected to verify receipt.

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

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

### **Student Promotion**

Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff, such as exceptions are in the best educational interest of the students involved. All student retentions must follow Policy 2421.

### **Student Transportation in Private Vehicles**

Transportation of students to and from school and to curricular and extracurricular activities sponsored by the district is provided by the district's transportation system in accordance with district policy.

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

### **Student Withdrawal from School**

Upon notification by the office of a student withdrawal from school, teachers are expected to complete the student withdrawal form, including grade earned to date.

Teachers are expected to make a complete accounting of any unreturned or damaged books, locks, materials, supplies, equipment, or other district property, including replacement costs, if known. This list must be submitted to the office.

### **Supervision of Students**

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

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

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



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

### **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 explore various religions. Teachers may not advocate, openly or covertly or by subtlety, a particular religion or religious belief.

### **Telephones/Cell phones**

Telephones are available throughout the building for staff convenience. Long-distance calls may be placed for district business. District phones are not to be used for personal long-distance calls. Cell phones must be used in accordance with AUP and should not be used when instructing students (unless phone is used as a teaching tool).

### **Tobacco-Free Environment**

The District maintains tobacco-free buildings and grounds. Tobacco includes but is not limited to cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco and vaping.

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.

For this purpose, “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.

### **Use of Private Vehicles for District Business**

The use of private vehicles for district business, including the transportation of students, is generally discouraged. Staff members should use district-owned vehicles whenever possible, scheduling activities and other transportation far enough in advance to avoid any non-emergency use of private vehicles. No staff members may use a private vehicle for district business without written permission from the building principal.

### **Vacancies / Transfers**

All vacancies for any job within the district will be filled in accordance with the negotiated agreements.

Voluntary and involuntary transfer of staff members may be authorized by the superintendent based on district personnel needs and in accordance with district procedures and negotiated agreements.

### **Visitors**

Students are not permitted to bring visitors to school without prior approval of the building principal.

Staff members are expected to report any unauthorized person on school property to the front office and building principal immediately. Guests are to check in at the front office and will be provided with an ID badge.

APPENDIX  
Staff Handbook

All forms can be found at the end of this Appendix.

**Associations**

Certified Union Leader: Brent Scott	Email: brent_scott@laurel.k12.mt.us
Classified Union Leader: Tamara Raty	Email: tamara_raty@laurel.k12.mt.us

**Board Members**

Name	Position	Contact Email
Doug LeBrun	Chair	doug_lebrun@laurel.k12.mt.us
Mike Longbottom	Vice Chair	mike_longbottom@laurel.k12.mt.us
Dale Ahrens	Trustee	dale_ahrens@laurel.k12.mt.us
Kathy Herr	Trustee	kathy_herr@laurel.k12.mt.us
Cody McNiven	Trustee	cody_mcniven@laurel.k12.mt.us
Kirby Ostler	Trustee	kirby_ostler@laurel.k12.mt.us
Roy Voss	Trustee	roy_voss@laurel.k12.mt.us

**Community Use of Building**

Contact Name: Roger Heimbigner	Phone: ext. 3509
--------------------------------	------------------

**Child Abuse Reporting**

Hotline Number: 1-866-820-5437

Form for Reporting Child Abuse can be found at the End of this Appendix - Titled CALLING DPHHS.

**Employee Wellness Program**

For any information about insurance and employee wellness programs, contact the District Administration Office - ext. 3353

Wellness Coordinator: Val Nauman - ext. 3933

**Keys/Fobs**

The district will charge a \$25 replacement fee for each key lost. There will be a \$10 replacement fee for fobs.

**Retirement**

For any information about retirement, contact the District Administration Office - ext. 3353

## Staff Health and Safety

1. All injuries shall be reported immediately to the person in charge or other responsible representative 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.

## Calling DPHHS – Child Protective Services

### Toll Free Child Abuse/Neglect Hotline: 1-866-820-5437

If you are concerned for the safety of the child, make the call immediately. Contact your building principal to arrange for classroom coverage immediately, so you can make the call.

1. Have Infinite Campus open when you call. Be prepared to provide as much household information as possible: address, names (correct spellings), DOB's of ALL the adults and children in the household; after school information; parent employment; home and work contact numbers
2. Good practice is to have another adult with you when you make the call. This is not required, but nice to have the support. However, DO NOT wait until the end of the school day to make the call if you can't find someone! Just make the call.
  - a. If you need arrangements for your classroom or duties to be covered, ask your principal, another teacher or aide to help. We all need to be helpful in covering classrooms in this situation.
3. Have your concerns ready. Write them down beforehand if you need to.
4. Fill out the bottom portion of this form while on the phone.
  - a. You do not need to explain your entire call on this form. Briefly explain your reason for calling. It is the job of the intake person to take the notes of the call.
5. Give the form to your building principal after making the call. (You can also turn in any notes or other comments you may have listed beforehand.)

**Name of Student:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Homeroom Teacher:** \_\_\_\_\_

**Date:** (Use the date you call) \_\_\_\_\_ **Time:** \_\_\_\_\_

**Centralized Intake Worker:** \_\_\_\_\_

Reason for call (use back if needed):

---

---

---

---

---

---

---

---

---

---

Your Name: \_\_\_\_\_ Signature: \_\_\_\_\_

You are a mandatory reporter and do not hesitate to make the call if you feel the child is unsafe!

Injury Report for Staff Member (page 1)

**FIRST REPORT of Injury or Occupational Disease**

Montana Schools Group  
 WCRRP  
 Workers' Compensation Risk Retention Program

Send Completed form to:  
**MTSBA Insurance Services**  
 PO Box 7029  
 Helena, MT 59604

Toll Free: 1-877-667-7392  
 Fax: 406-457-4505

**Worker**

LAST NAME		FIRST NAME		M.I.	DATE OF BIRTH (MM/DD/YYYY)		SOCIAL SECURITY NUMBER	
HOME ADDRESS					CITY		STATE	POSTAL CODE
PHONE NUMBER	EDUCATION <input type="checkbox"/> LESS THAN HIGH SCHOOL <input type="checkbox"/> GED OR HIGH SCHOOL DIPLOMA <input type="checkbox"/> BEYOND HIGH SCHOOL		GENDER <input type="checkbox"/> MALE <input type="checkbox"/> UNKNOWN <input type="checkbox"/> FEMALE		MARITAL STATUS <input type="checkbox"/> MARRIED <input type="checkbox"/> SEPARATED <input type="checkbox"/> SINGLE <input type="checkbox"/> UNKNOWN		NUMBER OF DEPENDANTS	
<b>Wages</b>								
DATE HIRED	GROSS EARNINGS FOR FOUR PAY PERIODS PRECEDING THE INJURY		DATE/AMOUNT		DATE/AMOUNT		DATE/AMOUNT	
EMPLOYMENT STATUS <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> SEASONAL <input type="checkbox"/> VOLUNTEER			NUMBER OF DAYS WORKED PER WEEK:		WAGE: <input type="checkbox"/> HOUR <input type="checkbox"/> WEEK <input type="checkbox"/> MONTH <input type="checkbox"/> OTHER: <input type="checkbox"/> DAY <input type="checkbox"/> BI-WEEKLY <input type="checkbox"/> YEAR			
IN ADDITION TO GROSS EARNINGS CITED ABOVE WORKER RECEIVED: <input type="checkbox"/> OVERTIME <input type="checkbox"/> BONUS <input type="checkbox"/> OTHER ESTIMATED VALUE:							HOURS WORKED PER DAY:	
WORKED NEXT SCHEDULED SHIFT <input type="checkbox"/> Yes <input type="checkbox"/> No		OFF WORK MORE THAN 4 WORK DAYS <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NOT SURE		DATE LAST WORKED	DATE OF RETURN TO WORK	FULL WAGES PAID FOR DATE OF INJURY? <input type="checkbox"/> YES <input type="checkbox"/> NO		SALARY CONTINUED? <input type="checkbox"/> Yes <input type="checkbox"/> No
OCCUPATION OF INJURED WORKER		INJURED ASSIGNED TO: <input type="checkbox"/> ELEMENTARY <input type="checkbox"/> MIDDLE <input type="checkbox"/> HIGH SCHOOL <input type="checkbox"/> AMN.		SCHOOL SITE/BUILDING WHERE PUL EMP. WORKS			PAYROLL CLASSIFICATION CODE: <input type="checkbox"/> 8868 <input type="checkbox"/> 9101	

**Accident Description**

DESCRIPTION OF ACCIDENT:						
CAUSE OF INJURY	CAUSE CODE	PART OF BODY	PART CODE	NATURE OF INJURY	NATURE CODE	DATE AND TIME OF INJURY
DATE DISABILITY BEGAN:	DATE OF DEATH:		NAMES OF WITNESSES:		1)	2)
ACCIDENT ON EMPLOYER'S PREMISES? <input type="checkbox"/> Yes <input type="checkbox"/> No	ACCIDENT ADDRESS OR LOCATION IF OFF PREMISES: Address: _____ City: _____ State: _____ Postal Code: _____					
DATE EMPLOYER NOTIFIED:	ACCIDENT REPORTED TO:			SAFETY EQUIPMENT PROVIDED? <input type="checkbox"/> Yes <input type="checkbox"/> No	SAFETY EQUIPMENT USED? <input type="checkbox"/> Yes <input type="checkbox"/> No	

**Medical**

ATTENDING PHYSICIAN'S NAME:	ADDRESS:	CITY:	STATE/ZIP:	PHONE NUMBER:
HOSPITAL NAME:	ADDRESS:	CITY:	STATE/ZIP:	PHONE NUMBER:
TYPE OF INITIAL MEDICAL TREATMENT RECEIVED: <input type="checkbox"/> NO TREATMENT <input type="checkbox"/> EMERGENCY ROOM <input type="checkbox"/> TREATMENT ON-SITE BY EMPLOYER OR MEDICAL STAFF <input type="checkbox"/> CLINIC/DR. OFFICE <input type="checkbox"/> HOSPITAL				

**Signature**

This is my claim for workers' compensation benefits due to the on-the-job injury, occupational disease or death of the above named worker. I understand that signing this claim for compensation authorizes the release of rehabilitation records, Social Security records and health care information (medical records) relevant to this claim to the workers' compensation insurer and the insurer's agents. I also understand that if I obtain or exert unauthorized control over workers' compensation benefits, I may be fined and/or imprisoned.

Signature of Injured Worker or Beneficiary: \_\_\_\_\_ Date: \_\_\_\_\_

**Employer**

EMPLOYER NAME: <b>Laurel Public Schools</b>		DOING BUSINESS AS: <b>Laurel Public Schools</b>		FEDERAL EMPLOYER IDENTIFICATION NUMBER (TAX I.D.): <b>81-6001091</b>	
MAILING ADDRESS: <b>410 Colorado Avenue</b>	CITY: <b>Laurel</b>	STATE: <b>MT</b>	POSTAL CODE: <b>59044</b>	PHONE NUMBER: <b>(406) 628-3353</b>	
LOCATION OF OPERATION, IF DIFFERENT FROM MAILING ADDRESS: <b>Same</b>			NATURE OF BUSINESS OR SIC CODE: <b>SCHOOL DISTRICT</b>	SELF-INSURED? <input type="checkbox"/> YES <input type="checkbox"/> NO	
DO YOU HAVE ANY REASON TO QUESTION THIS ACCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, PLEASE EXPLAIN FULLY. USE SEPARATE SHEET IF YOU NEED ADDITIONAL SPACE.				WAS WORKER INJURED WHILE IN YOUR EMPLOY? <input type="checkbox"/> YES <input type="checkbox"/> NO	
PREPARED BY: <b>Maggie Lowell</b>		OFFICIAL TITLE: <b>Admin Asst / Payroll Clerk</b>		DATE:	
AUTHORIZED EMPLOYER'S SIGNATURE:			TITLE: <b>Admin Asst/Payroll</b>	DATE:	

**Insurer**

CLAIM ADMINISTRATOR'S CLAIM NUMBER:	DATE REPORTED TO CLAIM ADMINISTRATOR:	THE ABOVE INFORMATION IS CORRECT WITH THE FOLLOWING EXCEPTIONS: <input type="checkbox"/> (ATTACH EXTRA SHEETS IF BOX AT RIGHT IS CHECKED)			
CLAIM ADMINISTRATOR'S NAME: <b>MTSBA INSURANCE SERVICES</b>		CLAIM ADMINISTRATOR'S ADDRESS: <b>PO BOX 7029, HELENA, MT 59604</b>		FEIN: <b>81-0460841</b>	
INSURANCE COMPANY NAME: <b>MONTANA SCHOOLS GROUP INSURANCE AUTHORITY/WCRRP</b>		POLICY NUMBER:	POLICY EFFECTIVE DATE:	POLICY EXPIRATION DATE:	





Laurel Public Schools  
Accident Investigation Report (Pg. 2)

Employee Name:	Age:	Occupation:
Length of Employment in District:	In this Position:	School:

Date of Injury:	Time:	<input type="checkbox"/> AM <input type="checkbox"/> PM	Location of Accident:
-----------------	-------	--	-----------------------

Accident Reported To:	Date Reported:
-----------------------	----------------

Describe the accident. Include the machine, object or substance involved and explain exactly what you, the injured worker, were doing: (Please use other side if more room is needed.)

Name of Witnesses	Phone

Please use the back of this form to add more witnesses if needed. Attach any witness statements to this form before turning into district office.

If pain gradually occurred, how does the employee relate this problem to work?

What part(s) of the body were injured? (Be specific: i.e. left knee, etc.)

Did employee return to work during next scheduled shift?  YES  NO

If yes, date you returned to work:	If no, last day worked (date):
------------------------------------	--------------------------------

Has the worker sought medical treatment? <input type="checkbox"/> YES <input type="checkbox"/> NO	If YES - fill out next portion of form. If NO, go to signature portion of form.
---	--

Attending Physician's Name:	Date:
Address:	Phone #:

Employee Signature:	Date:
Supervisor Signature:	Date:



## Accident / Injury Report - Student

<b>Instructions</b> 1. A report is submitted on the DAY of the occurrence. 2. In case of serious injury, signed statements by witnesses must accompany report. 3. A follow-up report is required if accident causes absence from school. 4. If a doctor is seen for the injury, a medical release will be necessary to resume participation in all school sponsored physical activities.	<b><u>Accident / Injury Report</u></b>  Laurel Public Schools 410 Colorado Avenue Laurel, MT 59044  Phone: 406-628-8623 Fax: 406-628-8625
--	---

Verbal notification should be made immediately to the proper school authority.  
 Written report must be submitted to the proper school authority within 24 hours following accident.

(NOTE: The Laurel Public Schools DOES NOT carry an accident insurance policy for students. Northwestern Scholastic Insurers does offer accident insurance plans (for purchase by parent/guardian). See district office for further information.)

Date of Accident:	Time of Accident:	Report filed by:
Building:	Exact place of accident:	

FULL NAME OF STUDENT INJURED:	<input type="checkbox"/> :STUDENT <input type="checkbox"/> : NON-STUDENT
-------------------------------	--

AGE:	SEX:	GRADE:
------	------	--------

Nature of Injury:
-------------------

Activity engaged in:
Detailed Description of Accident:

Name of person on duty/witness	Official Position	Address	Phone

### **ADDITIONAL MEDICAL AID:**

Type of Aid:	Person Administering:
--------------	-----------------------

Parent/Guardian contacted:	Relationship:	Date and Time:
----------------------------	---------------	----------------

__ Transported by Ambulance	__ EMT Responded	__ Parent / Guardian picked up	__ Returned to activity	__ Other
-----------------------------	------------------	--------------------------------	-------------------------	----------

Signature of Staff Person:	Date:
----------------------------	-------

Additional Information can be included on the back of this form or a second page.

Laurel Public Schools

Guest Speaker Request Form

Date:	Class/Organization:
-------	---------------------

Describe why this speaker is being requested:
---

What educational objective/standard is being addressed:
---

Teacher / Advisor / Sponsor Signature:	Date:
--	-------

-----

Administrator Approval:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
-------------------------	------------------------------	-----------------------------

Comments from Administrator:
------------------------------

Administrator Signature:	Date:
--------------------------	-------

Cc: Superintendent of Schools

Laurel Public Schools  
Fundraiser Request Form

Date:	Organization/Teacher:
-------	-----------------------

Describe Fundraiser:
----------------------

Explain how funds raised will be used:
--

Person requesting fundraiser (Please Print):	Signature:
--	------------

Student Officer / Team Leader (if Needed):
--

-----

Administrative Approval: <input type="checkbox"/> YES <input type="checkbox"/> NO
---

Comments:
-----------

Administrator Signature:	Date:
--------------------------	-------

Cc: Superintendent of Schools