

CLASSIFIED STAFF HANDBOOK

SHIELDS VALLEY SCHOOL DISTRICT

2022-2023

The material covered within this classified staff handbook is intended as a method of communicating to employees regarding general district information, rules, and regulations and is not intended to either enlarge or diminish any Board policy, administrative regulation, or negotiated agreement. Material contained herein may, therefore, be superseded by such Board policy, administrative regulation, negotiated agreement, or changes in state or federal law.

Any information contained in this classified staff handbook is subject to unilateral revision or elimination, from time to time, without notice.

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

EQUAL EMPLOYMENT OPPORTUNITY

The School District will provide equal employment opportunities to all persons regardless of race, creed, religion, color, or national origin or because of age, physical or mental disability, marital status, or sex when the reasonable demands of the position do not require an age, physical or mental disability, marital status, or sex distinction.

The following have been designated to coordinate compliance with these legal requirements, including Title VI, Title VII, Title IX, and other civil rights or discrimination issues, the Americans with Disabilities Act, and Section 504 of the Rehabilitation Act of 1973, and may be contacted at the District Office for additional information and/or compliance issues:

Danny L. Johnston, Superintendent/Title IX/504 Coordinator/Homeless Liaison Coordinator

ACCOMMODATING INDIVIDUALS WITH DISABILITIES

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities on a basis equal to those without disabilities and will not be subject to illegal discrimination. An individual with a disability should notify the Superintendent or building principal if they have a disability that will require special assistance or services and what services are required.

Refer to Policy 5002

MISSION STATEMENT & CORE VALUES:

The Shields Valley School District is dedicated to developing a community of lifelong learners by challenging students to achieve their full potential while becoming productive global citizens.

At Shields Valley, we believe in.....

Perseverance - cultivating the desire and ability to embrace challenges and overcome adversity

Integrity - holding ourselves and others to the consistent ethical standards of honesty, fairness, and accountability

Responsibility - fulfilling commitments and obligations to ourselves and community

Respect - honoring the inherent dignity of all people through our words and actions

Innovation - encouraging new ideas and creative ways of thinking, learning, and working together

Confidence - fostering pride in personal achievement through the development of our talents, time, and resources.

Teamwork- working together to achieve common goals by placing the good of our community above ourselves

District Organization

Administration

Danny L. Johnston, Superintendent, K-6 Principal

Greg Sager, JH/HS Principal, Athletic Director

Certified Staff Elementary

Debbie Johnston	Kindergarten	Kelsi Fisher	First Grade
Theresa Watts	Second Grade	Courtney Vaughan	Third Grade
Rachelle Swandal	Fourth Grade	Kristin Long	Fifth Grade
Shannon Baukol	Sixth Grade	Kimberly McLees	Special Education
Dale Dominick	K-12 Guidance	Mandy Johnstone	K 12 Library
Mark Mills	K-12 Music/band	Zach Sutton	K-12 P.E.
Shannon Bilbao	K-12 Art		

Classified Staff Elementary

Stacy Mills	Secretary	Adrienne Hinton	Paraprofessional
Mitch Marx	Maintenance/Custodian	Julie Ward	Head Cook
Kyla Levings	Assistant Cook	Rhonda Lahaye	District Clerk
Sandra Kerby	Evening Custodian		

Certified Staff High School Junior High

TBD	Science	Tess Thomas	Special Education
Lacey Arthun	English	Lori Sarrazin	Math/Business
Dale Dominick	Guidance	Zach Sutton	Health and PE
Ken Huff	History	Mark Mills	Music
Thomas Gauthier	Math	Shannon Bilbao	K-12 Art

JR Pierce Agriculture
Jacob Fisher JH ELA/History

Classified Staff High School Junior High

Anita Crane Secretary
Scott Armstrong Night Custodian Mitch Marx Maintenance/Custodian
Tami Keefer Head Cook Joan Daniels Assist. Cook

GENERAL 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, as elected by residents of this district, are as follows:

Board of Trustees

Cleve Swandal (Board Chair)
Rex Ternan (Board Vice Chair)
Graham Gilmour
Rex Ternan
Nick Jerke

BOARD MEETINGS/COMMUNICATIONS

Regular Meetings

Unless otherwise specified, all meetings will be held in the Wilsall Multi-purpose room. Regular meetings shall be held at 6:00 p.m. on the second Wednesday of each month, or at other times and places determined by the Board.

Board/Staff Communications 1520

Every reasonable means of communication is encouraged throughout the education community. Nevertheless, an organization must maintain some order and structure to promote efficient and effective communications.

Staff Communications to the Board

All official communications or reports to the Board, from principals, supervisors, teachers, or other staff members, shall be submitted through the Superintendent. This procedure shall not deny any staff member the right to appeal to the Board from administrative decisions, provided that the Superintendent shall have been notified of the forthcoming appeal and that it is processed according to the applicable procedures for complaints and grievances. The provision does not limit or restrict employees from engaging in public comment during Board meetings as permitted by Montana law.

Board Communications to Staff

All official communications, policies, and directives of staff interest and concern will be communicated to staff members through the Superintendent. The Superintendent will employ all such media as are appropriate to keep staff fully informed of Board concerns and actions.

Visits to Schools

In accordance with Montana statutes, each trustee shall visit every school of the District at least once each school fiscal year to examine its condition and needs. As a courtesy, individual Board members interested in visiting schools should make arrangements for visitations through the principals of the various schools. Such visits shall be regarded as informal expressions of interest in school affairs and not as “inspections” or visits for supervisory or administrative purposes.

Social Interaction

Staff and Board members share a keen interest in schools and education. When they meet at social affairs and other functions, informal discussion about such matters as educational trends, issues, innovations, and general District problems can be anticipated. **Discussions of personalities or staff grievances are not appropriate.**

Legal Reference: § 20-3-324(22), MCA Powers and duties

Policy History:

Adopted on: 4/13/22

Revised on:

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. The use of school facilities for school purposes has precedence over all other uses. Persons on school premises must abide by the district’s conduct rules at all times. Facilities requests need to be filled out and approved by the District Superintendent. Contact the District office for more information. Also, refer to policy 4330.

DISTRICT OFFICE HOURS

The district office is open between the hours of 7:00 a.m. and 5:00 p.m., Mondays through Thursdays during the school year.

During the summer months and other times during the school year when school is not in session, the office is open between the hours of 7:30 a.m. and 4:30 p.m., Mondays through Thursdays, excluding holidays.

STAFF OPERATIONS

ABSENCES

SICK LEAVE

Classified employees shall be granted sick leave benefits in accordance with § 2-18-618, MCA. For classified staff, “sick leave” means a leave of absence, with pay, for a sickness suffered by an employee or his or her immediate family; or the time that an employee is unable to perform job duties as defined in 2-18-601(15)(b)(i-viii).

Family and Medical Leave Act (FMLA)

Employees are eligible for benefits under the Family Medical Leave Act when the District has fifty (50) or more employees. The Shields Valley School District has less than fifty (50) employees, and therefore employees are not eligible for FMLA benefits.

VACATION

Classified employees will 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. (Refer to Policies 5334-5334P)

Actual accrual is dependent upon hours worked for classified employees.

Employees are not entitled to any vacation leave with pay until they have been continuously employed for a period of six (6) calendar months.
(Refer to Policy 5334)

HOLIDAYS

The holidays required for classified staff, by § 20-1-305, MCA, are:

1. Independence Day
2. Labor Day
3. Thanksgiving Day
4. Christmas Day
5. New Year’s Day
6. Memorial Day
7. State and national election days when the school building is used as a polling place and conduct of school would interfere with the election process

When an employee, as defined above, is required to work any of these holidays, another day shall be granted in lieu of such holiday, unless the employee elects to be paid for the holiday in addition to the employee’s regular pay for all time worked on the holiday.

When one of the above holidays falls on Sunday, the following Monday will not be a holiday. When one of the above holidays falls on Saturday, the preceding Friday will not be a holiday.

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

BREAKS

Scheduled breaks are provided to all classified employees to ensure safety and efficiency. All classified staff members who work four or more consecutive hours are entitled to one 15-minute break. Those working eight-hour days are entitled to two 15-minute breaks.

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

CARE/USE OF DISTRICT PROPERTY

All staff members are encouraged to exercise continuous and vigilant care of all district-owned property. Such items as computer and video equipment, typewriters, and musical instruments are priority items for theft and damage.

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

CHECKOUT

Work Day Checkout

Classified staff is permitted to leave the building and district grounds during their lunch break.

All staff is required to check out/in with the office.

Year-End Checkout

The building principal will collect all staff keys prior to the issuance of final paychecks unless assigned duties require continued access.

CHILD ABUSE REPORTING

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

Written documentation of this report must be completed and submitted to the building principal. Forms are available in the office.

Failure to report suspected child abuse is a violation punishable by law and by district disciplinary action up to and including dismissal.
(Refer to Policy 5232 & 5232F)

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.

COMPENSATORY TIME AND OVERTIME FOR CLASSIFIED EMPLOYEES

Classified employees who work more than forty (40) hours in a given workweek may receive overtime pay of one and one-half (1½) times the normal hourly rate unless the District and the employee agree to the provision of compensation time at a rate of one and one-half (1½) times all hours worked in excess of forty (40) hours in any workweek. The Superintendent **must approve** any overtime work of a classified employee.

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

A non-exempt employee who works overtime without authorization may be subject to disciplinary action.

(Refer to Policy 5336)

COMMUNICABLE DISEASE/BLOODBORNE PATHOGENS/INFECTION CONTROL PROCEDURES

The district provides reasonable protection against the risk of exposure to a communicable disease to all staff while engaged in the performance of their duties. Protection is provided through immunization and exclusion in accordance with the 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.

Staff members have a responsibility to report to the district when infected with a communicable disease unless otherwise stated by law. (Refer to Policy 5130)

STAFF COMPLAINTS

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

If the complaint is not resolved informally, formal complaint procedures may be initiated by staff in accordance with Board policy and administrative regulations.

This complaint procedure may not be used to resolve disputes and disagreements related to the provisions of any negotiated agreement. (Refer to Policy 1700)

CONTRACTS AND COMPENSATION

Each classified employee will be employed under a written contract of a specified term, of a beginning and ending date, within the meaning of § 39-2-912, MCA, after the employee has satisfied the requisite probationary period of six (6) months. During the probationary period of employment, the employee may be terminated at the will of either the School District or the employee on notice to the other for any reason or no reason. Should the employee satisfy the probationary period, such employee shall have no expectation of continued employment beyond the current contract term.

The District reserves the right to change employment conditions affecting an employee's duties, assignment, supervisor, or grade.

The Board will determine the salary and wages for classified personnel.

CRIMINAL RECORDS CHECKS/FINGERPRINTING

Any finalist recommended for hire to a paid or volunteer position with the district, involving regular unsupervised access to students in schools, as determined by the Superintendent, shall submit to a fingerprint criminal background investigation conducted by the appropriate law enforcement agency prior to consideration of the recommendation for employment or appointment by the Board.

Any requirement of an applicant to submit to a fingerprint background check shall be in compliance with the Volunteers for Children Act of 1998 and applicable federal regulations.

The following applicants for employment, as a condition for employment, will be required, as a condition of any offer of employment, to authorize, in writing, a fingerprint criminal background investigation:

- * a certified teacher seeking full- or part-time employment within the district;
- * an educational support personnel employee seeking full- or part-time employment within the district;
- * an employee of a person or firm holding a contract with the district, if the employee is assigned to the district;
- * a volunteer assigned within the district who has REGULAR unsupervised access to students.
- * Substitute teachers

Refer to Policies 5122 – 5122F

DISCIPLINE AND DISCHARGE

Discipline and dismissal of staff will follow due process, administrative regulation, relevant provisions of negotiated agreements, and applicable law. (See Poly 5255)

DRUG-FREE WORKPLACE

No staff member engaged in work in connection with a direct federal grant or 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.

“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.

Refer to Policy 5226

EMERGENCY CLOSURES

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

A phone tree will be distributed to all staff for use in the event of delayed openings or school closures. Additionally, our school website, www.shieldsvalleyschools.com will regularly report delayed openings and school closures:

EMERGENCY PROCEDURES AND DISASTER PLANS

All staff will be provided with a copy of the district’s emergency procedures plan detailed staff responsibilities in the event of such emergencies as disorderly behavior, unlawful assembly, disturbances at school activities, natural disasters, fire, illness or injury of a student or staff member, and the authorized use of force on school property.

Copies of the emergency procedures plan will be available in the office and other strategic locations throughout the building. (Refer to Policy 8301)

EVALUATION OF STAFF

Classified staff members will receive one informal anecdotal, have a meeting about job duties and fulfillment of duties, and a final evaluation by the end of April each year.

EMPLOYEE USE OF ELECTRONIC MAIL, INTERNET, NETWORKS, AND DISTRICT EQUIPMENT

Computer, E-mail, and Internet usage (Suggested new language)

- Company employees are expected to use the Internet responsibly and productively. Internet access is limited to job-related activities only and personal use is not permitted
- Job-related activities include research and educational tasks that may be found via the Internet that would help in an employee's role
- All Internet data that is composed, transmitted, and/or received by Shields Valley School's computer systems is considered to belong to Shields Valley Schools and is recognized as part of its official data. It is therefore subject to disclosure for legal reasons or to other appropriate third parties
- The equipment, services, and technology used to access the Internet are the property of Shields Valley Schools and the company reserves the right to monitor Internet traffic and monitor and access data that is composed, sent, or received through its online connections
- Browsing history and other data retention functions inside of browsers are not to be tampered with or altered in any way
- Emails sent via the company email system should not contain content that is deemed to be offensive. This includes, though is not restricted to, the use of vulgar or harassing language/images
- All sites and downloads may be monitored and/or blocked by Shields Valley Schools if they are deemed to be harmful and/or not productive to business
- The installation of software such as instant messaging technology is strictly prohibited

Unacceptable use of the internet by employees includes, but is not limited to:

- Sending or posting discriminatory, harassing, or threatening messages or images on the Internet or via Shields Valley Schools email service
- Using computers to perpetrate any form of fraud, and/or software, film or music piracy
- Stealing, using, or disclosing someone else's password without authorization
- Downloading, copying, or pirating software and electronic files that are copyrighted or without authorization
- Sharing confidential material, trade secrets, or proprietary information outside of the organization
- Hacking into unauthorized websites
- Sending or posting information that is defamatory to the company, its products/services, colleagues, and/or customers
- Introducing malicious software onto the company network and/or jeopardizing the security of the organization's electronic communications systems

- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Passing off personal views as representing those of the organization

If an employee is unsure about what constituted acceptable Internet usage, then he/she should ask his/her supervisor for further guidance and clarification

All terms and conditions as stated in this document are applicable to all users of Shields Valley Schools network and Internet connection. All terms and conditions as stated in this document reflect an agreement of all parties and should be governed and interpreted in accordance with the policies and procedures mentioned above. Any user violating these policies is subject to disciplinary actions deemed appropriate by Shields Valley Schools.

Cell Phones and Other Electronic Equipment (Students)

Shields Valley School District holds high expectations for student behavior, academic integrity, and responsible use of existing and emerging technologies, such as cellular phones, digital picture/video cameras and/or phones and other personal electronic devices capable of capturing and transmitting data or images.

Student possession and use of cellular phones, pagers, and other electronic signaling devices on school grounds, at school-sponsored activities, and while under the supervision and control of District employees is a privilege that will be permitted only under the circumstances described herein. At no time will any student operate a cell phone or other electronic device with video or image-taking capabilities in a locker room, bathroom, or other location where such operation may violate the privacy rights of another person.

Cell phones are not to be used at any time from 7:30 a.m. – 4:30 p.m. at the Elementary School. At the Junior High and High School, students may only use cell phones and other electronic signaling devices on campus before school (8:00 a.m.), during lunchtime, or after school (4:00 p.m.). These devices must be kept out of hand and turned off during the instructional day unless granted specific permission for use by a teacher or administrator. Teachers are given latitude in granting permission to students to utilize cell phone capabilities to enhance their instructional program. At no time, will the use of social media, instant video, text messaging apps, or other functions be authorized. The District is not responsible for lost or stolen devices.

The unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore, unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers. When devices are confiscated, students will shut off/power down their devices prior to handing them to the school officials and/or classroom teacher. Confiscated devices will be returned to the parent or guardian. Disciplinary action is determined in Policy 3310P2.

Use of these devices on school-sponsored athletic or activity trips (including, but not limited to field trips, Close-Up trips, overnight stays, FFA trips, BPA trips, etc.) shall not, at any time, during the District's time of supervision, be utilized to violate any District Policy in relation to other students or District employees. If at any time, this occurs and violates the privacy or safety of others law enforcement will be contacted.

Employee Use of Mobile Devices (Policy 5630 & 8123)

There is an inherent risk of using any mobile device while driving.

The Board recognizes that the use of mobile devices may be appropriate to help ensure the safety and security of District property, students, staff, and others while on District property or engaged in District-sponsored activities. District employees are prohibited from using mobile devices while driving or otherwise operating District-owned

motor vehicles, or while driving or otherwise operating personally-owned vehicles for school district purposes. If an employee needs to use their mobile device for an emergency, the employee should pull over to a secure area and park the vehicle. Absolutely **NO** texting is allowed while operating a District-owned vehicle.

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

A school bus driver is prohibited from operating a school bus while using a cellular phone, including hands-free cell phone devices, except: during an emergency situation; to call for assistance if there is a mechanical breakdown or other mechanical problem; and/or when the school bus is parked. [Board Policy 8123]

Failure to comply with the conditions set forth may result in disciplinary action.

The Board of Trustees recognizes the importance of technology in the classroom and supports proper instructional use of cell phones when it is indeed, instructional. The use of cell phones by staff members during the student school day (8:00 a.m. – 4:00 p.m.) should not be for personal or entertainment use. Sounds should be silenced and they should be kept out of hand and out of use as students are required, when not being used for instructional purposes. Downloading on cell phones should not occur and if it does, devices will be removed from the school's network. Teachers are not to be carrying their cell phones around during class periods when it can be perceived by students that the intent is not instructional.

“Use is a privilege, not a right. Students and staff members have no expectation of privacy in any materials that are stored, transmitted, or received via the District's electronic network or District computers. The District reserves the right to monitor, inspect, copy, review, and store, at any time and without prior notice, any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage (Policy 3612).”

(Refer to Policy 5450)

FAIR LABOR STANDARDS ACT

Regular working hours for all classified staff will be set by the District Superintendent. Classified staff are not to work before, beyond, or outside their established working hours and are not to work overtime without prior authorization from the District Superintendent. Refer to Policy 5336

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

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

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 following expectations:

- What constitutes non-exempt working hours;
- What constitutes normal working hours;
- That employees are not to work before, beyond, or outside their normal working hours and are not to work overtime without prior authorization;
- That employee time sheets be a true reflection of all time worked, whether it is more or less than normally scheduled hours;
- That a written corrective statement be given to employees not complying with established procedures.

Overtime is defined as time worked over 40 hours in one week. A week is defined as seven consecutive days covering Monday through Sunday. (Refer to Policies 5221 & 5336)

FUNDRAISING

Crowd funding

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

GIFTS AND SOLICITATIONS

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

The solicitation of staff by salespeople, other staff, or agents during on-duty hours is prohibited without building principal approval. Any solicitation should be reported at once to the building principal. (Refer to Policy 5223)

GRIEVANCES

Board Policy 1700

As circumstances allow, the District will attempt to provide the best working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question is answered quickly and accurately by District supervisors or administration. The District will endeavor to promote the fair and honest treatment of all employees. Administrators and employees are all expected to treat each other with mutual respect. Each employee has the right to express his or her views concerning policies or practices to the administration in a businesslike manner, without fear of retaliation.

Employees are encouraged to offer positive and constructive criticism. Each employee is expected to follow established rules of conduct, policies, and practices. Should an employee disagree with a policy or practice, the employee can express his or her disagreement through the District's grievance procedure. No employee shall be penalized, formally or informally, for voicing a disagreement with the District in a reasonable, businesslike manner or for using the grievance procedure.

HARASSMENT/BULLYING/INTIMIDATION

The Board will strive to provide a positive and productive working environment. Bullying, harassment, or intimidation between employees or by third parties, are strictly prohibited and shall not be tolerated. This includes bullying, harassment, or intimidation via electronic communication devices (“cyberbullying”). Refer to Policy 5015

The District will strive to provide employees a work environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, as defined and otherwise prohibited by state and federal law.

The District prohibits its employees from making sexual advances or requesting sexual favors or engaging in any conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment;
- Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting that individual; or
- Such conduct has the purpose or effect of substantially interfering with the individual’s work performance or creating an intimidating, hostile, or offensive work 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.

Any staff member who is subject to, or knows of, such harassment is directed to notify the building principal or 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 person who, in good faith, reports harassment. (Refer to Policies 5010, 5012, 5015)

INSURANCE BENEFITS FOR EMPLOYEES

Full-time (40 hours per week), 12-month classified employees receive \$833 per month towards District health insurance or designated annuity options. Any employee working less than full time receives prorated amounts based upon contractual hours. Employees who are contracted less than half-time do not receive insurance benefits.

KEYS/FOBS/ACCESS

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

1. The duplication of keys/fobs is prohibited;
2. Keys/fobs are not to be left unattended. Avoid having keys/fobs on desks, tables, in mailboxes, unattended coat pockets, etc.;
3. Keys/fobs may not be loaned [to students or to individuals not employed by the district]. Under no circumstance should staff provide keys to students to “run errands”, “unlock/lock” doors, etc.;
4. Lost or stolen keys/fobs must be reported to the building principal within [24 hours] of discovery of the loss or theft so that measures may be taken to protect district property. [Three days] will be allowed for the finding or recovery of keys before any charges are assessed;
5. Upon completion of a lost-or-stolen-key report form, presentation of the broken or damaged key(s), and submission of assessed fees, replacement keys will be issued [within 72 hours];
6. Charges for lost or stolen keys /fobs will be made to the staff member to whom the key(s)/fob(s) have been issued.
7. All keys/fobs are to be checked in at the end of the school year. Staff with summer duties necessitating building access may make arrangements with the building principal to keep their keys as appropriate.

PARTICIPATION IN POLITICAL ACTIVITIES

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

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

On all controversial issues, staff members are expected to make clear that the viewpoints they represent are personal and are not to be interpreted as the district’s official viewpoint.
(Refer to Policy 5224)

PERSONNEL RECORDS

The District maintains a completely confidential and permanent personnel record for every current and former employee. The employees’ personnel records will be maintained in the District’s administrative office, under the Superintendent’s direct supervision. Employees will be given a copy of their personnel records upon request.

The District may release public information as governed by Policy 4340.

A personnel file may contain but is not limited to transcripts from colleges or universities, information allowed by statute, a record of previous employment (other than college placement papers for periods

beyond active candidacy for a position), evaluations, copies of contracts, and copies of letters of recommendation requested by an employee. All material in the personnel file must be related to the employee's work, position, salary, or employment status in the District. All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.

Release of personnel records to parties other than those authorized to inspect them will be only upon receipt of a court order.
(Refer to Policy 5231 & 5231P)

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.

No purchase will be authorized unless covered by approved purchase order. Forms are available in the office. (Coordinate with Policy 7320)

REGISTERED SEX OFFENDERS

The District hereby declares that no registered sex offender whose victim was a minor may come on, about, or any District-owned buildings or property except as otherwise provided in policy 4550.

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.

RESIGNATION OF STAFF

Classified personnel will generally be expected to fulfill the terms of their contract unless there are clearly compelling, mitigating circumstances that 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 forth the effective date of the resignation.

Once the Superintendent has accepted the resignation, it may not be withdrawn by the employee. The resignation and its acceptance should be reported as information to the Board at the next regular or special meeting. (Coordinate with Policy 5251 and applicable provisions of negotiated agreements)

RETIREMENT PROGRAMS FOR EMPLOYEES

All District employees shall participate in retirement programs under the Federal Social Security Act and the Public Employees' Retirement System in accordance with state retirement regulations.

The District will contribute to the PERS whenever a classified employee is employed for more than the equivalent of one hundred twenty (120) full days (960 hours) in any one (1) fiscal year. Part-time employees who are employed for less than 960 hours in a fiscal year may elect PERS coverage, at their option and in accordance with § 19-3-412, MCA.

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 meets quarterly and conducts workplace safety inspections quarterly to locate and identify safety and health hazards, and makes recommendations for corrections as needed. All significant safety-related incidents are investigated to help prevent similar events from reoccurring.

All potential hazards are to be reported immediately to a safety committee member or to the office.

SERVICE ANIMALS

The Shields Valley School District will permit the use of service animals by an individual with a disability according to state and federal regulations. State law defines a service animal as a dog or any other animal that is individually trained to do work or perform tasks for the benefit of an individual with a disability. Federal law definition of a disability includes a physical, sensory, psychiatric, intellectual, or other mental disability.

Refer to Policy 8425 – 8425P

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 creates a conflict of interest with the faithful and impartial discharge of the employee's district duties. A district employee may, prior to acting in a manner that 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 responsible manner. Discretion should be employed even within the school system's own network of communication. (Refer to Policy 5223)

STAFF DRESS AND GROOMING

All staff is expected to be neat, clean, and to wear appropriate dress for work that is in good taste and suitable for the job at hand.

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 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:

1. All injuries shall be reported immediately to the person in charge or another 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 the 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 the 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 accessories);

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.

TELEPHONES AND OTHER MOBILE DEVICES

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

Employee Use of Mobile Devices

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

District employees are prohibited from using mobile devices while driving or otherwise operating

District-owned motor vehicles, or while driving or otherwise operating personally-owned vehicles for school district purposes.

Emergency Use

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

Use of Personal Mobile Devices

Employees are prohibited from using their personal mobile devices during the instructional period for non-instructional purposes. When necessary, employees may use their personal mobile devices only during non-instructional time. In no event shall an employee's use of a mobile device interfere with the employee's job obligations and responsibilities. If such use is determined to have interfered with an employee's obligations and responsibilities, the employee may be disciplined in accordance with the terms of the collective bargaining agreement and Board policies.

Refer to Policy 5630

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, nicotine, and any other tobacco innovation.

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

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 are 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

Announced vacancies for classified positions are advertised on the school website and posted throughout the community.

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.

WORKERS' COMPENSATION

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

1. Attend to first aid and/or medical treatment during an emergency;
2. Correct or report as needing correction a hazardous situation as soon as possible after an emergency situation is stabilized;
3. Report the injury or disabling condition, whether actual or possible, to the immediate supervisor, within forty-eight (48) hours, on the Employer's First Report of Occupational Injury or Disease; and
4. Call or visit the administrative office after medical treatment, if needed, to complete the necessary report of accident and injury on an Occupational Injury or Disease form.

(Refer to Policy 5337)

WORK DAY

The length of a work day for classified staff is governed by the number of hours for which the employee is assigned. A "full-time" employee shall be considered to be an eight-(8)-hour-or ten (10) hour per-day/forty-(40)-hour-per-week employee. The work day is exclusive of lunch but inclusive of breaks unless otherwise and specifically provided for by an individual contract. Supervisors will establish schedules. Hours are defined within each employee's contract.

• Receipt of Handbook

“I have received a copy of the Shields Valley School District’s Classified Handbook for 2020-2021. I understand that the handbook contains information that I may need during the school year. I understand that I will be held accountable for information outlined in the handbook and will be subject to the disciplinary consequences outlined in the handbook.”

Print name of employee: _____

Signature of employee: _____

Date: _____