

JOLIET SCHOOL

Teacher Handbook 2019-2020

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001 - Code of Ethics of the Education Profession

Preamble

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence and the nurture of democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

The educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of students, of parents, and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. The PROFESSIONAL EDUCATORS OF MONTANA CODE OF ETHICS indicates the aspiration of all educators and provides standards by which to judge conduct.

Teachers are professionals and are to maintain appropriate relationships with students. Any teacher involved in inappropriate behaviors towards or with students will be terminated from employment at the Joliet School.

002 - Administrative Supervision and General Comments

The superintendent and school administration are by law responsible for the educational climate of the school. Administrative supervision involves activities by administration that improves instruction, maintains uniformity of procedures, and enhances a positive school climate. This teacher handbook lists teacher expectations, behaviors, and courses of action that must be adhered to. **All teachers must read this handbook.** Failure to follow regulations and procedures can lead to dismissal.

When dealing with students and parents remember that they:

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

At all levels of teaching, the professional tasks of teachers require considerably more time than that devoted to actual class instruction. Some of these tasks are: study and research to keep abreast of new knowledge and techniques, evaluation of students' work, record keeping, lesson planning and preparation, student, parent and principal conference, in-service training meetings, and pupil supervision outside the classroom. It is most unlikely that a professional, competent teacher can accomplish these tasks in a 40-hour workweek.

We should all place high regard in the democratic principle, which calls for the treatment of all human beings so as to preserve each person's individual worth and dignity. We should give praise when due, issue constructive comments on each person's actions, and engage ourselves in developing critically thinking students who are capable of learning by doing.

Supervision consists of those activities of educational leaders, which have for their purpose the improvement of the instructional program of the schools. The superintendent and school administration are by law responsible for the educational climate of a school, and must initiate programs which call for the improvement of instruction. Collectively, as well as individually, the trustees, faculty members, and administration can improve instruction and student learning.

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

Approach each teaching assignment with enthusiasm and regard each pupil as a worthy individual.

Plan and conduct a program of instruction, which will make each child eager to learn and which will enable each pupil to achieve full potential.

Teach the student what is expected in terms of conduct in and about the school.

Enforce the rules of the system and of the school courteously, consistently and justly.

Distinguish between pupil misconduct, which should be handled by the teacher and that which requires the assistance of the principal.

Employ good judgment and understanding in dealings with students, parents, and other teachers. Very few situations require split second action; a moment's thought will usually result in a better solution. You are a professional in education and will be treated as such and should treat your fellow staff members as such. In return for this consideration, you are expected to do your best at all times.

All teachers are expected to teach reading, writing, spelling, and grammar at all times.

All teachers are expected to conduct themselves in a professional manner. Unprofessional conduct may be grounds for dismissal.

003 - Teacher Certificates (Licenses)

It is the responsibility of each individual teacher to have a valid teaching certificate (license) registered with the County Superintendent of Schools within sixty (60) days after the term of

service begins. It is your responsibility to monitor the expiration dates on your certificates. You must have an active teaching certificate to be employed as a teacher with the Joliet School District. Every five years Class I certificates require 60 hours of renewal units. Every five years Class II certificates require four semester credits or three semester credits and fifteen (15) renewal units.

004 - Termination of a Contract

In case a teacher resigns before the close of a school term, she/he will give thirty days written notice to the Superintendent of Schools and in the event of his/her dismissal before the close of the school term, will be given thirty days notice of dismissal. In either event, salary shall be paid in an amount equal to the number of days taught at the time of dismissal or resignation. In case of insubordination, improper conduct, immorality, or willful neglect of duty, the teacher will be suspended with pay and his/her contract shall be reviewed by the Board.

The acceptance of a teaching contract carries with it an agreement cheerfully to conform to all the laws, rules, and regulations governing said school set down by the Board, Superintendent, and/or other legal authority which are made a part of each contract by reference. Teachers will not be released from a signed contract after June 1st unless a qualified and suitable replacement can be obtained.

005 – Pay Days

All certified personnel will be paid on the basis of the current salary schedule adopted by the Board. Warrants will be issued on or before the tenth of the month except when such date falls on a weekend or holiday, in which case payment will be made on the preceding school day.

006 – School Day

Faculty will be at school by 8:00 a.m. and not leave before 4:00 p.m. Teachers are to be in their room by 8:10 in the morning or outside their door monitoring the hallways, and be in their room at least five minutes before final bell at noon. Teachers should not ever leave students in their rooms unsupervised. Teachers shall make themselves available for consultation with students and/or parents.

007 – Faculty Meetings

Faculty meetings are held on the second Tuesday of each month in the middle/high school. Elementary faculty meetings are held as needed, and elementary/high school staff meetings are held several times a year. Teachers will be notified of meeting times. These meetings are mandatory and teachers are expected to attend. Coaching and other duties are secondary to teacher meetings.

008 – School Doors Closed During School Day

Safety of students and staff is our first and utmost concern. During the school day all outer doors are locked except for the middle school/library entrance.

009 – School and Classroom Visitors

All visitors to the school must check in at the district secretary's office. This entrance is at the middle school/library door, so they should stop at the office, then proceed to their destination in the school. The safety of our children is our first priority.

010 – Absenteeism/Early Leaving/Leave Sheet Procedures/Types of Leaves

All teachers must request a substitute through Frontline if you are not at school. This includes when you are gone for field trips or school activities if you need a substitute. In the elementary, the teacher will be with all the students so a leave procedure is not necessary for field trips.

If you need to leave school prior to 4:00 p.m., you must obtain permission **prior** to leaving from your respective administrative supervisor. Do not leave them a note or send an email—this is not appropriate procedure.

011 – Substitutes

Most leave days are known in advance, so follow the procedure as outlined by administration through the Frontline program. If you become ill during the night, submit your absence by 6:30am to Frontline, the system is unavailable after 6:30am. Do not wait and call later if you expect to have a substitute. Lesson plans must be current and complete so a substitute can conduct productive lessons in your absence. Do not expect the secretary or supervisor to relay plans to your substitute.

Types of leave – There is sick leave, personal leave, professional leave, jury duty, and leave without pay for professional, certified staff. Bereavement for immediate family members is under sick leave (see Master Agreement for clarification on this and other leave stipulations). Each year a certified staff member has 2 personal days and 10 sick leave days to use when needed. Sick leave can be accumulated to 80 days, and personal leave is based on accumulated sick leave. For every 20 days of accumulated sick leave you receive a personal day, so you can earn up to 6 personal days. Excessive absenteeism will be examined and addressed by the administration.

012 – Purchasing Procedures-District and Activity Orders and Annual Ordering General Fund Purchases. Teacher orders for the next year are to be completed by the deadline designated by the building principals. Fill out and print your requisition(s) via Black Mountain and give to the appropriate secretary for administrative approval.

To make other orders/purchases from the general fund, you need to ask your administrator if your request is viable, complete a requisition with the company purchasing from, item description, and estimated costs, sign it, and give to the respective administrator (K-8 or high school principal) for approval. The Superintendent can supersede all other signatures, as he/she deems necessary. When it is signed and approved, the business manager/clerk will code all requisitions. A purchase order will be prepared by administrative assistant or district secretary, signed by the appropriate administrators, and mailed, faxed, or ordered online. If you have any questions about ordering items, check with your supervising principal, superintendent, or business manager.

Recurring expense arrangements can be made through the superintendent or business manager, and special arrangements using vouchers or purchase orders can be made at their discretion. In order to maintain accountability, only the superintendent, principal, or business manager will issue purchase order numbers for special circumstances such as internet purchasing, credit card purchasing, store purchases, etc.

Student Activity Fund Orders. During the school year when advisors for student activities need to make purchases, they need to fill out a requisition on BMS, print a copy and have your administrator initial the requested purchase. The requisition should have the complete address and information needed to order. (The advisors of clubs, organizations, and classes have an envelope with the record book given to the secretaries of the organizations.) Please note: If you use a VISA card, please specify last 4 digits and attach the receipt to the printed requisition. The signed requisition will be turned into a purchase order and ordered by the administrative assistant and given to the appropriate channel to complete payment. Please note to specify on the requisition which system you are placing your order from – general fund or activity fund as these funds are totally separate.

Advisors of organizations with accounts in the Student Activity Fund are responsible for maintaining the records and allocation of funds so accounts are not over-expended. If students, parents, or advisors purchase items without following the correct procedures, these purchases may not be reimbursed.

013 – Collection of Money

All money will be turned into the high school office for middle/high school activities. Money collected from fund raising activities, concessions, and athletic gates is to be counted, bundled or rolled, orange activity accounting sheet filled out and signed, then turned in to the administrative assistant to be deposited. If you do not follow this procedure, your deposit will be returned to you to prepare correctly. **Do not keep money collected from various fund raising activities in your classroom, in your desks, etc. No exceptions. This is an audit requirement.**

014 - Title IX Policy Notice

The Title IX policy and procedures are outlined in the Student Handbook. Read this policy and always be proactive. If you hear, see, or suspect bullying or harassment, talk to the students involved and report it, if needed, to the Title IX Coordinator. Always keep your administrator informed of these instances and document it.

015 – Child Abuse and Neglect

The Joliet School District recognizes the responsibility to contribute to the physical and emotional well-being of its students. Further, it recognizes the statutory mandate of the State of Montana for the reporting of suspected child abuse and/or neglect as an essential step in obtaining help for both the parent and the child. In an effort to meet the moral, ethical, and legal responsibilities of the school district the following policy is established.

Definitions

“Child or Youth” means any person less than eighteen years of age. An “abused or neglected child” means a child whose normal physical or mental health is harmed or threatened with harm by the acts or omissions of his/her parent or other person responsible for his welfare.

Reporting

Any school district employee who has reasonable cause to suspect that a child is being abused or neglected must report the situation or condition to social services.

In accordance with state law, school district employees who report suspected child abuse and/or neglect in good faith are immune from civil liability and/or criminal penalty.

016 – Dress Code for Teachers

It is our intention to provide a professional and businesslike atmosphere for our students. Fortunately, or unfortunately, we do not work with inanimate objects. Students are people, and they are young and very impressionable. Appropriate means in accordance with high standards of professional behavior and in accordance with what our community considers being appropriate role modeling. Blue denim jeans are allowed **only** on Fridays except during “special days”, i.e. clean up days, spirit week days, if specified. Shorts are discouraged; however, if worn they must be no shorter than three inches above the knee. (There are exceptions for physical education and vocational education instructors due to the nature of their instruction.) Grunge dress is not permitted.

017 – Noon/Recess/Lunchroom Duty

The high school and middle school teachers will be given a noon duty schedule in the fall. There are four areas to be covered at noon as described in the information in your Staff Information documents. Middle school and high school staff members who are assigned Areas 1 & 2 are to supervise the middle school students in the lunchroom while eating. If you cannot supervise due to a conflict, it is your responsibility to find a replacement.

Elementary teachers are given morning, recess, and noon duty schedules by their principal each year. Teacher aides assist in the recess supervision of students. Elementary teachers take their classes to lunch and supervise their students during lunchtime. These duties are part of the teaching day.

018 – Classroom Supervision & Supervision of Students

Every teacher is responsible for proper supervision and control of pupils in the school building, on the school grounds, or at any school-sponsored activity, and is authorized to use such moderate and reasonable methods as may be necessary to restrain a pupil from attacking another pupil, a teacher, or other school personnel, or from injuring himself or herself. Room Care – Teachers are personally responsible for all school property entrusted to their care and supplied for their use. Each teacher must note any breakage or transfer of property.

Students assigned to you, either as a class or an organization, are your responsibility. Groups should not be left unsupervised. When organization groups meet in the building at night, IT IS

THE RESPONSIBILITY OF THE SPONSORS TO SEE THAT THE GROUP IS SUPERVISED WHILE IN THE BUILDING, ALL EXITS ARE LOCKED UPON LEAVING, ALL LIGHTS ARE TURNED OFF, AND THE BUILDING IS SECURE. A suggestion is that the students be instructed as to what door or doors through which to enter or leave, and they are to go directly to the place of meeting.

Hall Conduct – Hall conduct is the responsibility of all teachers. Conduct of students between classes is to be monitored by all teachers. If repetitive poor behavior exists, give the student(s) a consequence, i.e. detention, or report it to the office.

Gym and Vo Ag Building – No students will be allowed in the gym, in the weight room or in the school vocational education shop without direct adult supervision. The health enhancement instructors must supervise locker rooms closely – this is the location for many of our bullying/harassment and behavior problems.

Room Supervision – Teachers are to be in their classrooms when students are present. Do not leave students unsupervised. Violations of this policy will be duly noted in the teacher’s personnel file. Photocopies, supplies, and other needs are to be taken care of during the teacher’s preparation period, before school, during noon recess, or after school. Do not send students to the district secretary or administrative assistant for supplies. Supplies are in the supply cabinets in the district office area. Do not send students to the offices for supplies at the last minute.

Classrooms – Teachers are responsible for the classrooms assigned to them. Any damage which is noted will be brought to the attention of the administration. It is the teacher’s responsibility to make sure their classroom is locked and windows closed when they leave the building for the day. Do not move your students and class location without first talking to the building administrator. (Don’t take students outside or to the gym lobby just because you or the students want to go somewhere else!)

Teachers are expected to be in the halls and actively supervising students between classes throughout the day. Whether we like it or not, state law dictates that under all circumstances the school is directly responsible for the welfare of students at all times

019 – Classes Leaving the Building

With the exception of P.E., classes normally will not be held outside of the building. If there is a legitimate purpose for a class being held out-of-doors, the teacher will first get permission from the appropriate principal before doing so.

020 – Field Trips/School Activity Trips/Supervision

Teachers will discuss field trip/special event plans with their supervising principal before discussing plans with the students and parents. A complete itinerary must be made available to the principal with the following information:

- Departure and dismissal time from school
- List of students leaving
- Time of arrival at destination

- Schedule of activities at destination
- Time bus will return home
- List of chaperones

Field trips are to serve an educational purpose. It is the responsibility of the teacher to make all arrangements for the trip. The teacher must accompany the students on field/bus trips. If they cannot, the teacher must have another school teacher/official on the bus responsible for the students. The teacher shall inform their supervising principal and transportation supervisor of the chaperones, transportation, and lunch needs. **There must be a minimum of one chaperone for every eight students in all grades.** In addition, for grades K-8, the placement of chaperones will be interspersed with students with the supervising teacher sitting at the rear of the bus by the emergency door on field trips.

Supervision of middle and high school extra-curricular bus trips is provided by the advisor(s) and coach(es).

Students should wear appropriate clothing at all times. While under school sponsorship, students are not to ride in private vehicles unless they and their parents/guardians have made arrangements in advance and have the approval of the school administration (superintendent or principal). A parent can sign their child out to leave the event with them.

The teachers will file with the office at least two weeks prior to any trip an outline of where the field trip will be, what activities will take place, who the chaperones are, and how the trip related to the students' academic work. Parental permission slips must also be secured or students cannot leave the school on the field trip.

Coaches/sponsors are to ride on the bus with the team and be responsible for the conduct of team members when traveling. Likewise, any teacher who for some reason takes a group of students to participate in any away-from-home activity is responsible for the conduct of the members of the student group during the entire trip. Examples of this are band, choir, cheerleaders, drama, speech, and class trips.

021 – Transportation Requests

Teachers, advisors, or coaches planning activities when transportation is needed must fill out the Bus/Van Request and submit it to the superintendent/ transportation supervisor, allowing sufficient time to arrange for a driver and verify bus availability. Scheduled school athletic and extracurricular events have priority over individual class outings in most cases.

022 – Use of Telephones

The telephones are for school business use. If you need to make local personal calls, this is to be done only during your prep time. Do not make this type of call during teaching/learning time with students. Any unauthorized long distance telephone calls, or long distance calls for “personal” business will be the responsibility of the individual making them, regardless of the reason. Teachers are not allowed to use any cell phones during instructional or employment hours for personal calls unless an emergency exists except during their prep time.

023A – Computer Usage

Computers for students in the classrooms are learning tools. Students are not to be playing games or accessing the internet for personal use. Teachers are to monitor and supervise students when they are using the internet. Every teacher has a computer for grades, attendance, intra-school correspondence via email, and other professional needs. Do not use computers for playing games or personal correspondence during your teaching time.

023B – Internet Usage

The internet at the Joliet School is to be used primarily for professional/teaching purposes. Personal usage should be limited to prep time, before, and after class hours. Improper use of the internet can be grounds for termination of employment at the Joliet School.

024 – Fire Drills

We will have eight fire/emergency drills a year. Procedure is as follows:

1. Walk, don't run, from the building and keep your students in single file.
2. Do not attempt to retrieve anything from the building once you have vacated the building.
3. Be orderly. Help your students refrain from shouting and loud talk. Go over your expectations with your class(es) at the beginning of the school year.
4. Turn off all lights, close all doors and windows, and vacate the area.
5. Take your grade book with you. Teachers must take roll call once your class is away from the building and in the designated safe area.
6. Do not re-enter the building until an all clear signal or order has been given.
7. If a drill (or a real fire) takes place while students are passing from one class to another, students are to go out the nearest exit, and group up with the teacher of the class from which they just left. This is important for roll call purposes.

025 – Lockdowns

Every teacher is given an Emergency Handbook. It is your responsibility to read this and know what to do to take care of your students.

026 – Parent/Teacher Conferences

Parent-Teacher Conferences are scheduled following the first quarter grading period. In addition to these scheduled conferences, teachers are encouraged to confer with parents at other times. Conferences tend to promote effective communication and cooperation between the home and the school, the end result of which is increased educational benefits to the student. Teachers should inform the parents and/or the administration of significant changes in the attitude and/or achievement of the students. Conferences should not be solely for the reporting of negative aspects of students' actions in school. Considerable emphasis should also be given to positive actions and accomplishments in all conferences.

Plan to not only give information during a conference, but to receive information about the student. Be a good listener.

Teachers are not to have their own children present in the classroom when parent-teacher conferences are being held. The purpose of the conference is to allow the parent and teacher to discuss mutual concerns about the student. In case of an emergency, contact your principal immediately.

Be careful of divulging confidential records. Base your conference on the student's progress, efforts, and use of time.

Be prepared. It is most effective to start positive, address concerns you have or problems you have encountered with the student, and end with positive comments. If a parent has a complaint or a concern, hear it through. It is much better to hear it first-hand from the parent than it is through rumor and hearsay.

027 – Pupil Instruction Related Days

Teachers are paid and expected to attend the seven PIR days, or provide documentation if planning to FLEX out of the approved PIR days. The days that can be FLEXED are those scheduled during the MEA Convention.

028 – Lesson Plans

Lesson plans are to be written and kept current for each week of the academic year. They are to be completed in the Common Curriculum program provided by the District. Substitute teachers should be able to come into your classroom, access plans, and make the day an educational learning experience for the students. Lesson plans have three functions:

1. To insure good planning by the teacher on both a short and a long-term basis. This assists in well-organized, engaging, differentiated, and prepared instruction.
2. To insure a smooth operation by the substitute teacher in the event of a teacher's absence.
3. To provide documentation and guidance that Montana Standards and Benchmarks are being taught and learned by our students. (Standards and Benchmarks must be included in lesson plans.) This is the accountability necessary for administration.

028A – Prep Periods

Teachers have designated times during the day for preparation for their classes. Elementary teachers have varying times for prep depending on recess, lunch, and scheduled specialists. Middle and high school teachers have one period a day in their schedule for preparation. If you leave the school premises, let the administration know you are out of the building.

029 – Use of the Building/Building Security

All activities are to be scheduled through the high school office and a building request needs to be completed for scheduling rooms. This includes use of classrooms and gymnasiums for all groups and organizations. School activities have priority over groups from outside the school when the building use is scheduled. If you are scheduled to use the building and change plans and do not need it, notify the high school office so you are taken off the schedule and other groups may utilize the facility. We are utilizing the school Google calendar to keep events current, so check this calendar when making plans to use the building.

Whenever a teacher is using the building, whether supervising students, activities, or working in the classroom, it is your responsibility to secure the building when you leave.

030 – Parking Lots

The parking lot in front of the high school and the back of the middle school is for teachers and other staff members. Please leave five parking places for handicapped and visitors in the front row of parking close to the middle school entrance. The student and staff parking lot is located east of the gymnasium.

031 – Teacher Mailboxes and Email

Mailboxes are located in the lounge for teachers of kindergarten through grade six. Middle school and high school teacher mailboxes are located in the high school office complex. Every teacher is expected to personally check for mail and read posted notices each day upon arrival and before departing for the day. This is a professional responsibility. Do not send students to pick up mail for you – keep in mind that either you or your fellow teachers might have confidential notes and material in the mailboxes. It is teachers' responsibility to check their email accounts daily. Important information is communicated daily via email.

032 – Immunizations

Montana law requires immunizations against communicable diseases for school age children (20-5-403, MCA).

Joliet School District No.7 may not enroll any child as a pupil unless the child:

- a. has been immunized against diphtheria, pertussis, tetanus, poliomyelitis, rubella, and measles (rubella) in the manner and with the immunizing agents approved by the State Department of Health, except that penthouses vaccination is not required for a person seven years of age or older, or
- b. files for an exemption.

Montana law allows exceptions for required immunizations for the following reasons:

- 1.) religious, and 2.) medical. Please contact the district superintendent for additional information on these exemptions, if needed.

The Montana Immunization Law was changed during the 1989 session of the State Legislature.

A summary of changes made in the immunization law includes:

- a. mumps vaccine is required for those entering school for the first time. (Preschool, kindergarten, or first grade);
- b. a personal exemption is no longer allowed for students in Montana's schools. Students now need to be vaccinated and use the immunization schedule found in the communicable disease rules; and
- c. a religious exemption is still allowed, but must be reasserted annually by affidavit. The religious exemption can only be claimed if immunization is contrary to the religious tenet and practices of the signer. The person who signs the affidavit, which must be notarized, will be the parent, guardian or adult who has responsibility for the care and custody of the

person seeking to attend school. This statement will be maintained as part of the person's immunization records.

No person may enter a Montana public school and be allowed to commence attendance unless they meet the requirements of the law. This includes transfer students. In the past, the law allowed a 30-day transfer period of records for a student to enter school and later have the record follow. The transfer period has been removed from the law.

033 – Tobacco/Alcohol/Drug Use

Our school and campus are smoking/tobacco free property. Use of tobacco, vaping products, alcohol and non-prescription drugs by staff members on campus is strictly prohibited.

034 – Faculty Workroom and Lounge/Use of Copiers

The teachers' workroom is to be used by teachers, student aides, and adult classroom aides. If there is a jam or problem that is not easily fixed, contact the district secretary. If problems cannot be resolved, the secretary will notify the repairman.

035 – Medications

All student medications are to be kept at the respective office for students in kindergarten through grade twelve. The proper school medication form for prescriptions must be filled out and signed by the parents/guardians. At the end of the school year, medications must be picked up by the parents/guardians or they will be discarded. We cannot keep them at the school.

Do not dispense, provide, or administer any medication to any student at any time. This includes aspirin, tylenol, ibuprofen, and other such substances. The regulation also applies to extracurricular activities. Should any personnel choose to ignore this directive, associated liability falls directly on the employee's shoulders.

036 – Staff Building Keys/Codes

Staff members and faculty members are not to loan out, or give their keys to students. Staff and faculty members who lose their keys may be held financially responsible for the replacement of all door locks needing to be re-keyed. The code to the outer doors is not to be given to any students.

Staff members are to turn their keys in to their supervising principal at the end of the school year for the summer. If they want to keep them, it must be with the permission of the building principal.

037 – Curriculum Standards/Course Descriptions

The Joliet School is a member of the ACE Curriculum Consortium. Teachers are asked to attend curriculum meetings and serve on committees in their area of expertise. Teachers are required to post the appropriate Common Core State Standards in their classrooms and include the standards and benchmarks in their lesson plans.

Teachers are required to prepare a course description for each course taught in grades 7-12. A copy is to be given to each student by the end of the first full week of the year. The course description should contain an outline with class requirements. You are encouraged to include participation requirements, test and quiz information, and any major projects, reports, or research papers that will be required each quarter of the school year.

038 – Teacher Evaluation

Teachers with tenure will have one formal evaluation per year as required by the District and OPI. The evaluation forms are approved by the District (Rocky Mountain Evaluations) in place of the Montana-EPAS teacher evaluation. Non-tenured teachers will have two formal evaluations per year performed by the building principal – first one by November 15 and a second by March 30. (See Master Agreement for specifics on procedure.)

039 – Step Advancement on Salary Matrix

Teachers must notify the Superintendent by March 1 if they plan to move across on the salary matrix, and give him/her the credit information necessary for the move.

040 – Textbooks

Each teacher will keep a list of the textbooks, copyright date, when purchased, and number of books. When books are assigned to students, you are to keep a record of the textbook number issued and condition of the text. This list becomes important at the end of the semester or year when there are lost or damaged books and charges are assessed for loss or damage.

041 – Supplies/Orders

Elementary and high school supplies are available at the high school and district secretaries' offices. The office is the main distribution center for all instructional supplies. If supplies are low or depleted, notify the district secretary.

DO NOT take any materials or items received at the office until they have been properly checked in. Orders do not always arrive complete, so if the package is taken before it's been checked in we don't know if the order was properly filled or if it was even received. UPS deliveries, mail, etc., will be checked in by the district secretary and given to the proper recipient.

042 – News Releases

Coaches will report the game results and statistics to the local newspapers. Sponsors of clubs or organizations are to report student activities, awards, and accomplishments to the newspapers. **All articles are to be reported to the school administration prior to release to the news media.** Everything that comes from the school represents the school and community, so must be presented in a positive and professional format and manner. Teachers are encouraged to promote the successes and achievements of our students; however, it is difficult to undo poor press or critical responses once it is in print in the newspapers.

043 – Family Night

Wednesday night has been designated as family night in our district and athletic conference. Homework assignments are to be limited on this night, and practices for all school activities are to be completed by 6:00 p.m.

044 – Bus Riders/Bus Rules

All elementary teachers (K-6) will accompany their students to the bus area making sure that none remain in the building. Bus students are to get on the bus and stay on the bus.

Bus transportation is a privilege, not a requirement of the Joliet School District. Bus students must adhere to the appropriate behavior rules on the bus or will be subject to consequences imposed by the bus supervisor, Superintendent of Schools. Bus riding privileges can be suspended if poor behavior is not corrected.

When a group of students return from a road trip, the coaches, sponsors, chaperones, and students are all expected to help clean up the interior of the bus. Leaving a mess is not acceptable—it is not the bus drivers' job to clean up after students. If you see any work needed done on the bus, let the bus maintenance person know.

045 – Grades/Infinite Campus

Teachers are to keep a current record of student work. Failure should **never** be a surprise to students or parents at any grade level. Keep parents informed when there are academic problems. Be able and willing to explain your grades to students, parents, and the principal.

A comprehensive, effective plan for evaluating student achievement must be directly tied to the objective for learning established by each teacher after consulting the district curriculum which is in alignment with the Common Core State Standards. Classroom work, homework, projects, research projects, quizzes, and tests are used for evaluation. Teachers are to use formative assessments to ensure understanding before summative assessments are completed. These methods of evaluation will vary with grade levels.

Middle/high school teachers are to contact parents when students are receiving a D or F in their class. It is our job to help the students learn, and it is important to be proactive. Do not send grade reports only at midterm and end of quarters. Grades are to be entered into the Infinite Campus program every week by Thursday. This is critical for required grade reports to be mailed home every Friday by our special education program and counselor. This is not a choice—it is a requirement.

046 – Movies/Videos

Movies shown in kindergarten through grade eight must be rated G. If a teacher wants to show a PG rated movie, principal approval and parent permission slips must be obtained. PG 13 or R rated movies are not to be shown.

In the high school, only PG can be shown without principal approval and parent permission slips obtained. PG 13 can be shown with principal approval and parent permission slips. R rated

movies are not to be shown. The building principal must be notified prior to showing of movies other than educational videos. Please limit showing of Hollywood made movies.

047 – Student Dismissal During School Day/Precautions

No staff member shall excuse any pupil from school prior to the end of the school day, or into any person's custody, without the direct prior knowledge and approval of the building principal.

The superintendent or building principals shall not excuse a pupil before the end of the school day without a request for the early dismissal by the student's parents. Telephone request for early dismissal of pupil shall be honored only if the caller can be positively identified as the pupil's parent or guardian. As a general rule, students may not leave school to go home due to illness unless it can be established that some relative of the student is at home to care for him/her.

Additional precautions shall be taken by the school administration appropriate to the age of students, and as need arises.

Teachers should require that students remain in their seats until the bell rings. Allowing students to line up at the doors waiting for the bell is against safety recommendations from the fire marshal.

048 – Student Admit/Report of Absences

All teachers are to take roll at the beginning of each period. **It is particularly important at the start of 1st period because it helps the K-12 secretary maintain attendance records. If parents have not excused their student by this point, it signifies the need for a phone call home.** This attendance is to be done on the Infinite Campus program.

Teachers of students in grades K through 6 take roll and lunch count 1st period and attendance again at noon.

Teachers of students in grades 7 through 12 not only take attendance and lunch count at the beginning of first period, but also take attendance at the beginning of every class period. Students who report ten minutes late for a class or leave a class ten minutes early will be marked absent for that class period. When you mark a student tardy, tell them that you are marking them tardy.

049 – Student Accidents

If a student has an accident while under your supervision, take care of the student immediately and contact the office for assistance. An accident report form must be completed by the supervisor/teacher/coach with the events leading up to the accident, who was in charge, the extent of injuries, witnesses, and the disposition of the situation. The accident report needs to be signed by the supervisor/teacher/coach, and then submitted to the K-12 District Secretary

050 – Student Eligibility

Academic eligibility for extracurricular activities is calculated weekly in the middle school, and every 4 ½ weeks in the high school. **Each class shall have at least two grades per week unless**

justification is provided to the building principal. It is important that students have the opportunity to get their grades up to passing.

The school counselor obtains an eligibility list (students with F's) at midterm and at the end of each quarter in the high school and will give the list to the principal. He/she will notify students and coaches/advisors of students' ineligibility. The middle school eligibility is from Monday to Monday – the teachers will notify the principal and a list will be given to the coaches. Again—it is essential that teachers enter grades every week in Infinite Campus.

051 – Student Absenteeism/School Events

When students are leaving school early because of a school event, the teacher/coach/sponsor will give the office a list of those students. They also are to email a list to all teachers—this must be done no later than the day before the event. If email is not working, put the list of students in the teacher mailboxes.

052 – Student Checkout

When a student checks out of the Joliet School, do not sign the checkout sheet until books and other school property issued by you is returned in satisfactory condition. Once all property is turned in, issue the current grade and sign check out sheet.

053 – Student Assemblies

Assemblies are held during the year to provide added experiences for students. All students will attend unless there is a religious conflict or parent objection. Teachers are expected to attend all assemblies and sit with students to eliminate any unnecessary noise and inappropriate behavior.

Pep assemblies are under the direction of the cheerleaders and cheerleader advisor, Student Board and student board advisor. The elementary is invited at the discretion of the elementary principal. Teachers will attend unless excused by the principal.

054 – Student Discipline

Our students are expected, and compelled by the School Laws of Montana to comply with the policies of the Board of Trustees and the rules of the school. They are also required to pursue the required courses of instruction and submit to the authority of the teachers, principal, and district superintendent while in school, on the school premises, on the way to and from school, and during recess.

The School Laws of Montana, as outlined in the Montana Code Annotated, further discuss the responsibilities and duties of students and consequences for continued and willful disobedience, open defiance of school personnel, and damage and destruction to school property.

Discipline in the halls, in the cafeteria, on the school grounds, and any other place within the jurisdiction of the school is the responsibility of all teachers. If a student is misbehaving at school functions, in the restroom, multi-purpose room, etc., teachers are expected to take action. Discipline is a cooperative affair.

Going to lockers, to the water fountains, the restrooms, etc., is not a viable excuse to interrupt class. You are encouraged to be firm, fair, consistent, and cordial in dealing with your students and in maintaining control of your classrooms. It is imperative that the teacher be in his/her classroom at the beginning of the class period. Preparation and organization go hand in hand in maintaining effective discipline.

Students are not to be left alone in the classroom and unsupervised. If an emergency occurs, notify the office for assistance. With the liability laws as they are, and the possibility of litigation, it is of vital importance to actively supervise your students.

A person who is employed or engaged in a school district may not inflict, or cause to be inflicted, corporal punishment on a student. The student handbook outlines consequences for most misbehavior encountered in the school environment.

055 – Student Food/Drinks

Student food and drinks are allowed in the gym lobby. Students are not permitted to have open drinks, except water bottles, and food in the high school halls or classrooms. There is a designated time for morning snacks in the high school (at beginning of 3rd period.) Please adhere to and enforce these rules. Teachers can make exceptions for special occasions or events.

056 – Check Lists for Class Advisors

Advisors of the freshmen and sophomore classes do not have a lot of responsibilities. Homecoming is the biggest event – float decoration, hall decoration for spirit week, and getting everyone organized. Committees are critical and have control of class meetings. Make sure the students know the rules and procedures for purchasing any items. Also, for all classes – **no TAPE on the carpeted floors for decorations.**

Advisors of juniors and seniors - see Addendum A. Lists are complete for junior and senior years. These are guidelines only.

Addendum A

Junior Class Checklist for Advisors

(Homecoming, Jr. Christmas Dinner, Prom, Graduation Duties)

September:

1. Form committees for each event. Committees will plan themes, order materials, and assign work crews from the class at large. We suggest that each class advisor take charge of one committee throughout the year, although all advisors will help at each event.
2. Go over participation expectations/consequences. If juniors do not work this year, they should not expect to be senior class officers or to get to make decisions about their own graduation. You may consider sending a letter home to junior parents about the work expectations.

3. Set dates on the office calendar for the **Christmas Dinner** and **Prom**. **Prom** is usually in March or April.
4. **Prom** committee should book the location for the dance. We use the old gym, the new gym, or the community center. Use a building request for JHS or contact a community center rep for booking. Don't forget to also book Friday night from after school on, and all day Saturday for the gym for decorating if you hold the dance at the school.
5. **Prom** committee should book a DJ for the dance. (See attached for suggested numbers.) Be specific about music you do, nor do not, want played. Ask for a contract including song specifications.
6. **Prom** committee **may** book a photographer for the dance. This is optional.
7. **Prom** committee should decide on a decorating theme for the dance after looking through *Stumps*, *American Prom*, and other catalogs. Mark pages that you may order items from. They should also decide if they want to make or order gifts for dance attendees (such as goblets, key chains, etc.)
8. **Prom night:** As guests enter, have a legal pad & pencil available for them to sign up for the Grand March. Juniors who attend the dance are required to stay for the duration & clean up after guests leave. If the junior class funds allow, advisors may want to suggest that the class purchase pizzas to treat those students who cleaned up. This may be done a few days after prom. Have students sign their names on a clean-up list as they leave so that no one gets overlooked.
9. **Homecoming** committee should design the float and hallway around the current theme (as announced by Student Council). Gather any materials, including paint that the class will need for these projects. Homecoming may be in September or October.
10. **Homecoming** committee should split up and assign jobs to classmates for the float and hallway.
11. **Check class account.** If the class has less than \$1500, you may consider doing some fundraising early this year to cover Prom and have at least \$800 left for graduation activities next year.

October:

1. **Homecoming** activities #9 September may occur this month.
2. Fundraising activities as necessary.

November:

1. Fundraising activities as necessary.
2. **Christmas Dinner** committee should get together and plan decorations for their event.

December:

1. **Christmas Dinner** committee should pass around the event sign up sheet (see attached) and have everyone in the class sign up for duties. Decorating takes place the morning of the dinner.

**JUNIOR CHRISTMAS DINNER
(DECEMBER)**

| | | | |
|------------------------------------|---------------------------|--------------------------|-----------------------------------|
| Invitations | 2 students | List from El. Sec. | |
| Kitchen Servers | 11:30-12:30 | 6 students | |
| Decorations | 8:30-10:30 | 6-10 students | |
| Out Front Servers | 11:30-12:30 | 2-3 students | |
| Dishwashers | Shift 1-11:20-12:20 | Shift 2-12:20 done | 4 students per shift |
| Cleanup | Pots & Pans 12:30-done | Front Area-12:30-done | Multi-Purpose Rm 12:30-done |
| Guy & Girls Kissers | Shift 1-11:30-12:00 | Shift 2-12:00-done | 2 boys, 2 girls for each shift |

2. **Prom** committee should get together and decide what materials they need to order for the dance, and what props they can make on their own. Fill out a purchase order for orders and send. Don't forget to order a tiara for Prom queen and a small gift for Prom king (such as movie tickets).

January:

1. **Prom** committee should begin making props they can do on their own at school. They should assign classmates to help as needed. Store handmade props and orders as they come in somewhere safe.
2. Fundraising as necessary.

February:

1. Design **Prom** posters. You might want to assign this to a student with PageMaker experience. You may keep them 8 ½ X 11 in., or if you want a larger size with thicker paper, print out your design and take it to Kinko's in Billings (on 27th St.). They have great prices on larger sizes if you keep your design black and white. We would suggest printing the time of the Grand March (9:30 or 10 p.m., your choice) on the poster.
2. Design and print **Prom** tickets if you wish to have any, especially to sell in advance. You may also just charge admission at the door. Typical Prom prices are \$20 for couples, \$10 for singles. One year the charge was \$15 per person. You do not have to let seniors in free; we haven't in some time.

3. Check on **Prom** orders to make sure they will all arrive in time. Committee should continue making props they are working on at school.
4. Check in with the DJ for any specific space/electrical requirements he may need. Confirm date and times.
5. Confirm date and time with photographer.

March:

1. If **Prom** is this month, put posters up two weeks before the event.
2. Ask the high school secretary for a money box one week before the dance.
3. Ask the high school secretary to make a list at the office for out of town guests and to announce that students need to sign their guests up by a specific date before the dance.
4. Ask the high school secretary to announce that each class needs to adult chaperones for the dance, or they will not be allowed to attend. Chaperones should be reported to the Prom advisor.
5. One week before the dance, have the senior class advisors instruct the seniors to nominate and select four boys and four girls as Prom king and queen candidates. Print out ballots to have at the door of the Prom. Students may vote as they enter the dance.
6. Have the Prom committee make lists of things to be done before, during, and after the dance. Assign students from the class at large to duties. The advisors should keep this list and mark who worked and who did not.
7. One week before the dance, ask the maintenance crew to put floor coverings on the gym floor if necessary, and to have the lift available on Friday if you are going to hang lights or gossamer from the ceiling. Ask them also to bring out the chairs on racks. If you need extension cords, these are the guys to see.
8. One week before the dance, have a sign up list for food and punch for the dance. See if one of the moms has a punch bowl. You may purchase food from the class fund, but it is more economical to have the juniors each bring a snack to share. You will want to purchase small paper plates, napkins, and paper cups (in matching colors for the dance if you like).
9. One week before the dance, call local police and inform them about the date and times of the dance.
10. On Friday before the dance, get the money box and out of town guest list from the high school secretary. Direct the other advisors and juniors in decorating. Don't forget to leave an appropriate space for the DJ. Set up a table and chairs in front of the doors for ticket sales. Have candidate ballots and pencils available. Have a table ready for food and beverages.
11. On the day of the dance, assign one chaperone to watch the snack table. Other chaperones should be instructed to check the parking lot periodically and to watch outside doors and darker corners. Students are required to stay at the dance; if they leave, they may not be readmitted. One advisor can take tickets, count ballots, and finalize the money box. The other advisors may monitor the DJ/music selections and dancers.
12. The Grand March should begin promptly as advertised (parents should be admitted to watch). The Prom King and Queen should be announced right after the Grand March. Announcing may be done by the DJ or an advisor. The advisors should round students

up in a line for the March and have them write their names down before announcing, or the couples may tell the DJ their names right before going out.

13. Ask the photographer to take pictures of the King and Queen for the yearbook. If there is no photographer, the advisors need to make sure pictures are taken for the yearbook.
14. Clean up after the dance so the gym may be used the following day if necessary. You might consider trying to sell large props to another area school at a discount to make more money back. Make sure all doors are locked and proper alarms are turned on.
15. One of the advisors may take the money box home until Monday, or if an administrator is in attendance, the money box may be given to him/her to be placed in the vault.

April:

1. If Prom is this month, refer to March!
2. If you did not make back your money as budgeted, consider a quick fundraiser in April and May for graduation funds.

May:

1. HOST Baccalaureate (Wed Night prior to Graduation at 7pm in Gym) with servers, cake, drinks in Lobby after service.)
2. FYI (Senior Class will choose 2 girls/2 boys as Graduation ushers)

Addendum B

Senior Year Checklist for Advisors

August:

1. Assign **Homecoming** and **Graduation** committees to plan events.

September:

1. **Homecoming** committee should meet with one advisor and plan the hallway and float decorations around the current theme (as announced by Student Council).
2. Order and gather any materials needed for float and hallway including paint.
3. Assign jobs to each student in the class. Homecoming may take place in October, so this step may be next month.
4. If your class budget is below \$800, you may wish to consider doing a fundraising activity to raise money for graduation.
5. Have a senior meeting to decide on **graduation** robe colors (the Board has suggested sticking with black, silver, white, and green), the class flower, the class song (should be approved by the principal), and the class motto. (Look online and Google graduation quotes.) Seniors should also select their speaker, decide on special music (Swing Choir,

soloist, or small group), and accompanist to play “Pomp and Circumstance”. You need to set aside adequate time for this meeting—lunchtime will not be long enough. Assign a committee member to ask the speaker, musicians, and pianist if they are willing to participate in graduation.

6. Arrange for Jostens to come to the school to meet with the seniors after #5. Have the class pick robes, graduation announcement style, and take a look at any extra items they may wish to order. These companies will give you a deadline for the orders to be in to the office and will email you a proof for the announcements before they print them. (Balfour has given excellent service recently.)
7. Get program examples from the high school secretary and have the seniors decide which program they want at graduation. Ask the high school secretary to order the programs.

October:

1. **Homecoming** activities if the event is scheduled for this month.

November:

1. Encourage seniors to get a baby picture to the high school office for the bulletin board display.
2. Encourage seniors to get their individual quotes to the yearbook staff.

December:

1. **Graduation** committee should meet and decide on graduation decorations.
2. Order any materials needed.
3. Assign two committee members to work on the composite picture for the hallway. Tell seniors that a senior picture will be needed from each one by a certain date. Setting the same deadline as the yearbook staff (around Feb. 15) works well. You will also need an announcement for the composite. Costs will include matting, glass, and frame. You can use a variety of places including The Frame Hut on Grand in Billings, Michael’s in Billings, or Deck the Walls in Rimrock Mall in Billings. Get price quotes, time frames, and have these two members be in charge of getting this done. You want to have the composite done by graduation so you don’t end up following up on this project by yourself.
- 4.

January

1. Check with composite committee to make sure they are getting things done.
2. Ask the high school principal to arrange to use the stage from The Joliet Community Center. .

February:

1. Order **flowers** for graduation. You will need corsages/boutonnieres for 3 advisors, pianist, 2 administrators, counselor, and 7 Board members. You may also need flowers for the seniors' parents if they wish to make that part of the graduation ceremony. At times seniors may want flowers for themselves as well, so be sure to discuss this with the students before ordering.
2. Get all senior pictures and an announcement to composite committee to give to the business you've chosen for your senior hallway composite.
3. Senior pictures will be due to the yearbook staff.
4. Start planning Senior Skip Day.

March:

1. Finalize planning Senior Skip Day, and take the itinerary and bus use request to the March Board Meeting.

April:

1. Touch base with florist, musicians, and speaker.
2. Make sure orders for decorations have all been received.
3. Have seniors vote on two junior boys and two junior girls for graduation ushers. Tell the ushers they are expected to be at graduation practice and to dress up for graduation itself.
4. Assign a committee member to pick up gift cards/certificates for the speaker and pianist. Make sure he/she keeps receipts for reimbursement!
5. Ask the high school counselor to set up sound, including mikes, LCD projector/laptop for the montage and slide show, and any necessary lighting. Also ask this person to find an instrumental CD with nice background music for the prelude and postlude music for the ceremony and to be in charge of playing it. A second option for prelude and postlude music is to ask the pianist to play a variety of music for these time periods.
6. Arrange to pay \$50 to the group cleaning up after graduation. The junior class should be given the first chance at this. If they say no, open the opportunity up to smaller groups who may want the money (such as FFA or National Honor Society).
7. Ask the junior class officers to arrange for the junior class parents to provide and run refreshments after Baccalaureate. (The local ministerial association will arrange this ceremony—you only have to worry about arranging refreshments.)
8. Touch base with composite committee.
9. Advisors-check with the person in charge of activity accounting to review end of year budget.

May:

1. Arrange a time to pick up the flowers or have them delivered.
2. Have the composite delivered to the school and give to the high school secretary to have it hung in the hallway (she will contact the maintenance crew to do this).
3. Have the class decide where to donate any left over class funds. They cannot just take it for themselves in cash.

4. Have some students write thank you notes in advance for graduation and have the class sign them.
5. Discuss seating arrangements with the seniors (open or reserved for families). Students should vote on whether to have seating first come, first served, or reserved for family members. If reserved, each student is given 10 seats. (May vary depending on class size.) Two students draw names in the presence of an advisor to determine where the rows will be located in relationship to the stage.
6. Fill out a Building Request to secure Graduation Date and ask maintenance to cover the floor the morning of the Friday before graduation and to bring in racks of chairs.
7. Students may walk in alphabetically, short to tall, or with partners of their choice. Some boys may be paired with two girls if there aren't even numbers of genders. Students will be called up to the stage alphabetically but do not have to sit in alphabetical order. Have the students vote and make a list of how students will be partnered for their entrance and exit.
8. That Friday the seniors will set up chairs, decorate, and practice the ceremony. Make sure electronics are in place and work. Ushers will need to attend the rehearsal part of the day. Remember to place Kleenex boxes under the podium and under some of the senior chairs. Make sure you have the music for the senior's recessional song and the cue marked for the electronics person to play or have the sheet music available for the pianist in advance.
9. Ask the health teacher if it's OK to use his/her classroom for a pre-ceremony gathering place for the seniors. The music room may be another option, but the music director may need to use her room.
10. Remind seniors that they cannot decorate their graduation caps or robes.
11. Touch base with the advisor heading up cleanup and give any instructions if any materials need to be kept or stored somewhere in particular.
12. Arrive early to the ceremony to re-check electronics and set up and to have the flowers ready to hand out. Place flowers on seniors' chairs if they plan to hand any out to their parents. Check seniors for appropriate attire and last minute questions. Instruct them to go outside along the old gym wall for the post-graduation lineup, or down the high school hallway in case of inclement weather.
13. Double check on clean up after the ceremony is over.

**Teacher Receipt and Review of the
Joliet School Teacher Handbook
2019-2020 School Year**

I have received a copy of the Joliet School Teacher Handbook and have read the contents. These are guidelines and expectations outlined to assist teachers in the daily operation of their classrooms and the procedures of the school, and will clarify some of the duties and responsibilities of the teaching profession.

CONFIDENTIALITY AGREEMENT: As an employee with the school district, I may have access to student records. Student records contain confidential information protected by the Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; 34 C.F.R. 99). Any confidential information contained in student records is to be used exclusively for professional purposes. I understand that the provisions of the Family Educational Rights and Privacy Act may apply to records that I view in the course of my employment/internship with the school district. By signing this agreement, I agree to keep any and all information that I learn about students confidential and will not disclose confidential information obtained from student records.

The terms of this agreement remain in effect during and after my employment with the school district. Violation of the terms of this confidentiality agreement can result in termination of employment with the school district or other forms of discipline the district deems appropriate under the circumstances.

Please sign and return to your supervising principal.

Signature of Teacher

Date