MIDDLE SCHOOL / HIGH SCHOOL

FACULTY HANDBOOK

2026-2027

FORT BENTON SCHOOL DISTRICT #1
1820 Washington Street
Fort Benton, Montana 59442

EMPLOYMENT INFORMATION

Teaching Certificate
If you received a new teaching certificate this summer, be sure to have it registered with the County Superintendent of Schools. You have sixty days (by law) to do this. Please bring your new certificate to school so that a copy can be made for office records.

Withholding W-4 / Teacher Retirement
If your withholding status has changed, secure a new W-4 form from the district secretary. If no changes are made, deductions will be made as before. If you wish to change your beneficiary on your retirement, notify the district clerk.

School Day for Faculty
The standard operating procedure will be that teachers are required to be at school at 7:50 am and remain until 4:00 pm with the exception of the lunch break. On Fridays or the last day of the school week, teachers are dismissed with the bus departure.

School Related Handbooks
Review this Faculty Handbook and the Student Handbook to familiarize yourself with expectations and procedures in the district. These handbooks are part of board policy when adopted. All teachers will receive a copy of the Student Handbook and are to become familiar with it. Teachers are responsible to help enforce the rules in the Student Handbook. Some things may seem trivial and unnecessary, however, one or two individuals failing to follow procedures often causes disunity among staff members and the school. Every staff member is a vital link in our **T E A M** effort!

Cooperation and flexibility are vital to maintaining Fort Benton MS/HS as an effective school.

**Once you have read the entirety of this handbook, please sign the tech agreement as well as the last page stating you have read the handbook, and turn the signed pages in to the MS/HS Secretary.

FACULTY NOON DUTY

Each school day there are to be three teachers on noon duty. They will eat lunch and monitor students in the café and then report to their assigned areas until the warning bell for class. HS Duty teacher is to monitor the café, hallways, HS bathrooms, and HS foyer. A second teacher (MS wrangler) is assigned to monitor the middle school hallway and bathrooms as students go outside and then that teacher is to join the outside duty teacher. The third (MS leader) is to lead and then monitor the middle school students that are outdoors. The HS office will be closed from 12:30 to 1:00 every day. If parents need to sign students out, they can do so on the sign out sheets provided on the front counter, which the HS duty teacher can direct them to. If a teacher cannot make an assigned day, it is their responsibility to find coverage. The high school secretary must be notified in the event of a change. Some teachers have a week in which they share duties - those who share the week can decide who will have duty on which day(s).

2026-2027 Noon Duty			
Week	HS Duty (café, hallway, bathrooms, foyer)	MS Duty 2 ("Wrangler") (café, hallway, bathrooms, & outside)	MS Duty 1 ("Leader") (café & outside)
8/26 - 8/28	*Ayers*	*Ball*	Brown
8/31 - 9/4	*Cline*	Cunningham	*Disney*
9/8 - 9/11	Fondale	*Fultz*	Gilbreth
9/14 - 9/18	*Lords*	Lenington	Lynch
9/21 - 9/24	Ayers	Cline	Cunningham
9/28 - 10/2	Disney	Fondale	*Fultz*
10/5 - 10/9	Gilbreth	*Lords*	Lenington
10/12 - 10/14	*Brown*	Ball	Lynch
10/19 - 10/23	Ayers	Disney	Fondale
10/26 - 10/30	Fultz	Gilbreth	*Cline*
11/2 - 11/6	Lenington	*Lynch*	*Ball*
11/9 - 11/12	*Cunningham*	*Cline*	Brown
11/16 - 11/20	*Disney*	Fondale	*Fultz*
11/23 - 11/24	*Lenington*	*Lords*	Gilbreth
11/30 - 12/4	Ayers	Lynch	Ball
12/7 - 12/11	*Brown*	Cline	Cunningham
12/14 - 12/18	Disney	Fondale	*Fultz*
1/4 - 1/8	Gilbreth	*Lords*	Lenington
1/11 - 1/15	Lynch	Ball	Brown
1/18 - 1/22	*Ball*	Cline	Cunningham
1/25 - 1/28	Disney	Fondale	*Fultz*
2/1 - 2/5	Gilbreth	*Lords*	*Lenington*
2/8 - 2/12	Ayers	*Lynch*	Ball
2/15 - 2/19	*Brown*	Cline	*Cunningham*
2/22 - 2/25	*Fultz*	*Fondale*	Disney
3/1 - 3/4	*Gilbreth*	Lords	Lenington
3/8 - 3/11	Lynch	Brown	Ball
3/15 - 3/19	*Ayers*	Cunningham	*Disney*
3/22 - 3/25	Fondale	*Fultz*	Gilbreth
3/30 - 4/2	Lords	Lenington	Lynch
4/5 - 4/9	Ayers	Fultz	Gilbreth
4/12 - 4/15	*Lords*	Lenington	*Lynch*
4/19 - 4/23	Ayers	*Cunningham*	*Lords*
4/26 - 4/30	Ball	*Disney*	Cline
5/3 - 5/5	Brown	Ayers	*Lenington*
5/10 - 5/14	*Cunningham*	*Fondale*	Gilbreth
5/17 - 5/21	Ball	Brown	Lynch
5/24 - 5/28	*Cline*	Lords	Fultz

CERTIFIED PERSONNEL

The Board will seek to employ the best-qualified people available. At the same time, the Board will demand a professional job and quality workmanship.

[See Negotiated Agreement]

The following employees have been designated to handle questions and complaints of alleged discrimination:

Title IX Coordinator
Greg Iverson - Superintendent / 7-12 Principal
Fort Benton Middle/High School
1820 Washington Street, Fort Benton
406-622-5112

Section 504 / ADA Coordinator
Roxie Benjamin - Elementary Principal
1406 Franklin Street, Fort Benton
406-622-3721

Tanara Martin – Guidance Counselor
Fort Benton Middle/High School
1820 Washington Street, Fort Benton
406-622-5112

Civil Rights Compliance Coordinator
Greg Iverson - Superintendent / 7-12 Principal
Fort Benton Middle/High School
1820 Washington Street, Fort Benton
406-622-5112

Employee Non-discrimination

1. Section 504 of the Rehabilitation Act: prohibiting discrimination based on disability
2. The superintendent is designated the Section 504 and Americans with Disabilities Act,
3. Title II Coordinator – Policy 5002-R
    a. Title IX of the Education Amendments – prohibiting discrimination based on sex: The Guidance Counselor(s) are the designated coordinators for the Title IX – Policy 5012-R
    b. Age Discrimination Act – prohibiting discrimination based on age: The Guidance Counselor(s) are the designated coordinators for Title IX 5010-R
    c. Equal Employment – prohibiting discrimination based on membership in a protected class: The Guidance Counselor(s) are designated coordinator for the Title IX-Policy 5010-R.
    d. Whistleblowing Protection – prohibiting retaliation against employees who report policy violations: Wrongful conduct should be reported to the Superintendent or Board Chairperson – Policy 5125.

SEXUAL HARASSMENT

Sexual Harassment is illegal!

1. **PURPOSE:**

It is the policy of the Fort Benton School District to maintain a learning and working environment that is free from sexual harassment.

2. **AUTHORITY:**

It shall be a violation of this policy for any member of the district staff to harass a student through conduct or communications of a sexual nature as defined below. It shall be a violation of this policy for students to harass other students through conduct or communications of a sexual nature as defined below. It shall be a violation of this policy for a district staff member to harass another district staff member through conduct or communication of a sexual nature as defined below:

3. **DEFINITIONS:**

Unwelcome sexual advances, requests for sexual favors, and other inappropriate oral, written, or physical conduct of a sexual nature when made by a member of the district staff to district staff, or when made by any student to another student; or when made by any student to a member of the district staff; or made by any member of the district staff to a student constitute sexual harassment when:

A. submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education; or
B. submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or
C. such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive academic environment.

Sexual harassment, as defined above, may include but is not limited to the following:

A. verbal harassment.
B. pressure for sexual activity.
C. repeated remarks to a person with sexual or demeaning implications.
D. unwelcome touching.
E. suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's academic performance, employment, etc.

4. PROCEDURES**:**

Any person who alleges sexual harassment by any staff member or student in the District may use the District's principal, guidance counselor, or any other individual appropriate to receive such complaints. Filing a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the District's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

Upon the receipt of a complaint, the Title IX officer for the District will investigate the matter. At the end of the investigation, a decision will be rendered concerning the severity of the offense/complaint. A substantiated charge against a staff member in the District shall subject such staff member to disciplinary action, including discharge. A substantiated charge against a student in the School District shall subject that student to disciplinary action including suspension and/or expulsion.

Drug-Free Workplace

No employee engaged in work in connection with the Fort Benton Schools shall unlawfully manufacture, distribute, dispense, possess, or use on or in the workplace any narcotic drug, a hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, as defined in schedules I through V of section 202 of the Controlled Substance Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.15. "Workplace" is defined (by the Fort Benton School District) to mean the site for the performance of work done in connection with the Fort Benton schools. That includes any school building or any school premise; 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.

As a condition of employment in the Fort Benton School District, each employee who is engaged in performance as a District Employee shall notify his or her supervisor of his or her conviction of any criminal drug statute for a violation occurring in the workplace as defined above. Such notification shall be provided no later than five days after such conviction. As a condition of employment in the Fort Benton School District, each employee who is engaged in performance as a District Employee shall abide by the terms of the school district policy respecting a drug-free workplace. An employee who violated the terms of this policy may be non-renewed of his or her employment, suspended, or terminated - at the discretion of the Board of Trustees.

Tobacco Free Policy

The District maintains tobacco-free buildings and grounds. Tobacco includes but is not limited to; cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, e-cigarettes, and other vaping products. As a result, no member of the faculty shall use tobacco on school grounds, in school vehicles, and/or around students. Teachers are expected to refrain from the use of tobacco or other tobacco products, at any time, including in the classroom or in athletic arenas when servicing students.

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 the purpose of this policy, “public school building or public school property” means:

- •public land, fixtures, buildings, or other property owned or occupied by an institution for the teaching of minor children that is established and maintained under the laws of the state of Montana at public expense; and
- •Includes playgrounds, school steps, parking lots, school-owned vehicles, administration buildings, athletic facilities, gymnasiums, locker rooms, and school buses.

GENERAL INFORMATION

District Policy Books

Teachers are expected to read and become familiar with the School Board Policies for District #1. Policy books are on file in the building and can be found in the Faculty Lounge and the Office of the Principal.

Professional Conferences
The following material outlines the Fort Benton School District plan for in-service programs (PIR days):
-Currently, the district has seven days in-service days. A minimum of three (3) days of in-service must be provided to teachers.

Elective in-service alternative to State Convention in October:
1. Two days of in-service may be taken prior to school starting in the fall as an option over State Convention days in October. A teacher would be required to attend two, 6-hour days to be eligible for this proposal.

2. Workshops may be taken after June 8th and before the first paid contract day in August.

3. Workshops sponsored by the Golden Triangle Curriculum Consortium or the Fort Benton School District are encouraged, others are approved depending on request. The Fort Benton School District may offer a specialty workshop in August, from time to time, but not necessarily on an annual basis.

4. Expenses (per diem, fees, etc.) for these two August in-service days are the responsibility of the teacher (similar to the State Convention Days).

5. Employees will now have three options concerning the traditional State Convention days in October:
a) Attend twelve (12) hours of in-service through the Golden Triangle Curriculum Cooperative.
b) Attend twelve (12) hours of in-service at the traditional State Convention days in October.
** Teachers may elect to attend both a and b above if they wish.
c.) Attend professional development approved by the superintendent.

6. All pre-school year in-service day workshops must be approved by the Superintendent prior to the workshop dates. Failure to secure prior written approval will negate any pre-school year in-service days taken to be used in lieu of the State Convention dates and teachers would then be obligated to attend the State Convention.

7. Fort Benton's in-service plan does not include providing alternative in-service programs during State Convention.

Employee use of Email, Internet, Networks, and District Technological Equipment
Per Board Policy 5450: All use of electronic networks, email, internet, district-owned technological equipment shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behaviors by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

Terms and Conditions

1. Acceptable use – Access to electronic networks must be for the purpose of education or research and consistent with the educational objectives of the District or for legitimate business use.
2. The use of the Districts electronic equipment and network is a privilege, not a right.

3. Unacceptable Use – Each staff member is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are (but not limited to): using the network for illegal activity, unauthorized downloading of software, downloading copyrighted material, any and all hacking into unauthorized files, invading other users privacy, using another users passwords to gain access, posting anonymous messages, accessing, submitting, posting publishing or displaying any defamatory, inaccurate, abusive, obscene, profane sexually oriented, threatening, racially offensive, or illegal material, and using the network while privileges have been suspended or revoked.

Network Etiquette

The user is expected to abide by the generally accepted rules of network etiquette. These include but are not limited to: be polite, use appropriate language, do not reveal personal information, recognize that email is not private, and consider all communications and information accessible via the network to be private property.

Every staff member must read and sign the attached Employee Equipment Use, Internet Conduct, and Network Agreement at the beginning of each school year. Please see Board Policy 5450 for the full description of the policy.

Faculty Meetings

Faculty meetings will be scheduled when deemed necessary by the Principal, or possibly by teacher request.

School Calendar

The official Middle School and High School calendar is located in the office of the Principal. Scheduling of events in the building must go through the Principal/Activity Director. Please inform the Principal/Activity Director before announcing any event.

Daily Announcements

Teachers are to submit any announcement for the Daily Announcements to the secretary by 2:00 pm the day before the announcements are sent out. The Daily Announcements will be sent via email to all staff and posted on the school website. The announcements will be read each morning by an employee or student in the office. Teachers are asked to make sure students are attentive and listening to the announcements, which are the only way to communicate with the entire student body on a daily basis.

Textbooks/Materials - Proper Previewing

All teachers are responsible to preview textbooks, video productions, etc. PRIOR to implementing such in a class curriculum. Materials should be free from controversial areas such as sexual connotations, language, and content. Good judgment is needed on the part of the teacher to insure we are teaching proper materials that present good morals and ideals to our students. Any textbook or materials that may be perceived as controversial are to be cleared by the Principal in advance of use in the classroom.

Teacher Evaluation Procedures

The evaluation process is a very important aspect of creating a strong learning environment for our students. Teachers will be evaluated on both a formative and summative basis. The Principal may make several informal visits to your classroom during the course of the school year. All tenured teachers shall receive one (1) formal evaluation per school year. Non-tenured teachers will receive two (2) formal evaluations per school year. A copy of the evaluation instrument is available in the office of the Principal.

Public Relations: The Role of the Teacher

The staff and administration at Fort Benton Middle/High School have the responsibility to sell our school to the public. The public needs to know about our school. Teachers are encouraged to make a great effort to publicize our school in the local newspaper, school paper, local television, and during Parent-Teacher conferences. If you would like some pictures taken, be sure to contact The River Press and make arrangements for pictures. In addition, as often as possible, make arrangements with the Yearbook/Journalism teacher for pictures and write-ups of activities, including but not limited to field trips, activities, service, etc.

Faculty: The Role of the Sponsor

Many teachers will be sponsoring a class, a club, or a group. Sponsors are responsible for the organization's actions and finances. Sponsors make decisions concerning the budget book, purchases, and making sure the budget is followed. Please do not assign students these responsibilities. Being a sponsor is a demanding part of the total teaching position and teachers are well appreciated for putting in time with the student body.

Activity Trips

ALL students transported for any school activities, regardless of numbers of students being transported, must be transported on Montana Highway Patrol Approved School Buses or Activity Buses owned and maintained by the school district. Only in a special case or circumstance may this policy be waived by the District Transportation Director.

Field Trips

Field trips must be approved by the administration and communicated clearly to parents. Field trip forms are available in the MS/HS office by request and must be filled out at least two weeks prior to field trip date. Letters home to parents describing the nature and purpose of the trip, along with a working itinerary must be sent home to parents **at least one week prior to departure**.

School Assemblies

Assemblies are designed to extend the curriculum of Fort Benton Middle/High School. Students should be prepared for the assembly so that they can obtain maximum benefit from the program. Teachers are expected to accompany their class to assemblies and to sit among the students during the assembly for supervision purposes.

School Office Procedures

The school office will be administered as any business office. The office will be open from 7:45 am until 4:00 pm each day, with the exception of 12:30 – 1:00. Any students needing to sign out during that time should use the sign out sheet on the front counter, any parents needing assistance during that time can contact the HS duty teacher, the building principal, or the business office.

Teacher Assistants (TA's)
TA's are a great resource for teachers and great opportunities to build relationships. Teachers are encouraged to have them, but must also be mindful. TA's are not allowed to leave campus, wander the halls, or sit in other classrooms. They are the responsibility of the assigned teacher. Only upperclassmen are permitted to be TA's. Freshmen and sophomores may get permission from the teacher, principal, and counselor and only in special circumstances.

PROFESSIONAL PROCEDURES

Professional Relationships
A level of cooperation must exist among all teachers and administrators to make the school a pleasant place to work. Any complaint or suggestions as to another teacher's performance should be handled with the parties involved. If the concern cannot be handled among members of the teaching staff, the principal should be consulted. If the matter continues to be unresolved, the Superintendent should be made aware of the situation. Positive comments are necessary to promote a learning environment that is comfortable for the faculty, administration and students at Fort Benton Middle/High School.

Parental Relationships
Teachers should regularly be in contact with parents - either in a positive or critical manner. Parents need to know when their children are doing excellent, average, and unsatisfactory work. Please be encouraged to make as much contact with parents as possible.

When complaints or suggestions concerning a teacher are brought to the attention of the Principal, every effort will be made to get fair and impartial information from both sides, with both sides meeting in person.

Teachers also must keep in touch with parents concerning problems they may be having in their classes. Parents do not like to be surprised when the problems are too great to solve, so you are responsible to keep an open, informative line of communication with the parents of your students.

Chain of Command
If you have a question, concern, or problem with an aspect of school, make sure you follow the proper chain of command. At the elementary, please check with your building principal before contacting the Superintendent or School Board Members. At the middle school and high school, please check with your Principal/Superintendent before contacting the School Board Members. This is professional etiquette and needs to be addressed by all Fort Benton School employees.

Leaving the Building During the School Day
Should a teacher find it necessary to leave the school building during a prep period, they must sign out in the HS office. Teachers do not have permission to leave school during prep periods for personal business on a continual basis. Teachers who leave prior to 4:00 pm on days other than Fridays or days that precede a holiday must be granted permission from the Principal.

Lesson Plans / Teaching Objectives
Planning, organization, and preparing for classes are absolute essentials for good teaching. These tasks go hand in hand in helping to maintain effective discipline. Your plans for each lesson should include a brief description of the objective(s) of the lesson, the method(s) that will be used to deliver the lesson, and how the student's knowledge and comprehension of the content will be assessed.

Homework Guidelines
Homework is a constructive tool in the teaching/learning process when geared to the needs and abilities of students. As an extension of the classroom, homework must be planned and organized, must be viewed as purposeful to the students, and should be evaluated and returned to the student in a timely manner.

The Homework Policy is located in the main office.

Grading and Gradebook Expectations
Grades and feedback to students is critical to their learning. Gradebooks/Infinite Campus should be updated weekly, within three days at max, or a week of its due date (for longer, summative assessments).

Family Night Guidelines
Wednesday night is Family Night for the Fort Benton community. All school activities must be ended and students out of the buildings by 6:45 pm. As well, teachers should be aware of Family Night, giving limited homework, and planning to avoid major tests. Teachers can assign tests and homework on Thursday, but only if the students have had more than two (2) days' notice (assigned no later than Monday of that same week).

Injured Student Procedures
Students injured at school or at school-sponsored activities must receive immediate attention. Be wary of moving the bodily injured student. The parent and principal must be notified as soon as possible and a written "Accident Form" must be filled out and returned to the administration immediately. Parents should always be contacted, or an attempt made to contact them and documented prior to taking the student to a doctor. If the student must be taken to a doctor and the parent/guardian cannot be contacted, a copy of the medical release form must be obtained at the office. The doctor will not provide medical assistance without this form.

Use/Possession of Tobacco in School
The use/possession of tobacco is of serious concern in our school. Teachers are to investigate and cooperate in making sure tobacco is not being possessed, nor used in your presence on school grounds. Teachers are not to "look the other way." Also teachers are to refrain from smoking at any time in the presence of students on school grounds.

The use and/or possession of tobacco at Fort Benton High School is prohibited by both school policy and Montana law. Students caught in possession and or using tobacco products of any kind on school grounds will be suspended from school and local law enforcement authorities will be notified.

Faculty Lounge
Teachers and staff are encouraged to utilize the teacher workroom in an effort to complete prep work for classrooms and to enjoy positive social interaction with co-workers. No students are allowed here unless invited in.

Illness or Emergency Absences
Teachers and aides must call or visit with the MS/HS Secretary (622-2200) if a substitute teacher is needed in advance. For any substitutes that are needed for a sudden illness or emergency, please contact Connie Walker, if Connie Walker is unavailable, you may contact the MS/HS secretary. If you believe you will be gone for a second day, it is courtesy to notify the office before school dismisses so that the substitute can be asked to return the following day.

Family Medical Leave Act (FMLA), and Uniformed Services Employment and Re-employment Rights Act (USERRA), Fair Labor Standards Act (FSLA):
1. FMLA- outlines employee rights to extended leave for medical or family reasons: Policy 5328- P
2. FLSA – outlines employee rights on wages and overtime protection: Policy 5336- R

Asbestos Hazard Emergency Response Act (AHERA):
This federal law requires that districts annually notify parents, teachers, other building occupants and employee organizations in writing of the availability of the district's asbestos management plan and planned or ongoing inspections, re-inspections, response actions and post-response actions.

Cell Phone Use
High School Students:
Only high school students are allowed to have and/or use their cell phone in the morning, at lunch, between classes, or after school. If a high school student is in violation of the classroom cell phone policy, the staff will confiscate the cell phone and turn it into the MS/HS office immediately after class, where it will then be placed in the locked safe for the remainder of the day. The MS/HS office will keep track of violations throughout the year and assign the appropriate consequences according to the personal technology policy found on page 25 of the MS/HS Student handbook.

Understandably, there may be moments throughout the year when cell phones can be used for educational purposes.

Students are not to be released from class to use their phone. Being late to class to use the phone between classes is not an acceptable excuse.

Middle School Students:
All MS students must check their phones in with the MS/HS secretary before school begins everyday unless parents/guardians have notified the building principal that their students' phones will remain at home. MS students may retrieve their phones from the MS/HS office after school has been dismissed, parents/guardians are checking them out for the day, or they will be leaving for a school activity/sport and will not be returning before school is dismissed. **All phones checked into the office must be turned off.** Any MS student that is found to have a cell phone in their possession during school hours will face disciplinary consequences according to the MS/HS Student Handbook disciplinary grid found on page 38.

Teachers:
Teachers often have a variety of jobs and projects going on throughout the year that require them to use their cell phones throughout the day. This is completely acceptable. Teachers may also communicate for personal use during class time, when needed and appropriate. Personal cell phone use should not, however, interfere with classroom instruction. Engaging on social media sites during class time is not permitted, unless the engagement is school related. Teachers are expected to use their cell phones in an appropriate and professional manner.

Teacher Supplies
For any and all school purchases, please fill out the Purchase Requisition form then submit to the building principal for approval. If approved the principal will submit the order to the finance office.

Fund-Raising
All requests by school organizations for fund-raising activities must complete a fund-raising form through the principal for approval prior to the fund-raiser. All fund-raising activities will be placed on a calendar to insure that too many fund-raisers are not scheduled on one specific event. All fund-raising will take place before or after school hours or during the lunch hour. Items will not be sold during the academic school day.

General Fund-Raising Guidelines

1. The fund-raising activity must not interfere with the learning process by taking class time.
2. All purchase commitments must be done following district policy concerning purchases.

Extra-curricular Absences
A Travel List of students who are to be excused from school for activity absences, field trips, or classroom excursions must be submitted by the sponsor to the secretary. This must be done at least 48 hours in advance of the absence.

Care of School Property
Every student should be impressed with their personal obligations in the care and treatment of school property. This includes textbooks, furniture, equipment, buildings, and supplies, as well as the personal property of others. Point out the appearance of the building as the school year begins and appeal to the students' pride and good judgment to keep it nice throughout the year.

Textbook Care: Students
Every student should be impressed with their personal obligations in the care and treatment of textbooks as well. This includes any damage to textbooks or loss of such books. Textbooks are very expensive so students need to understand they are financially responsible for damaged or lost books. This should be emphasized in each teacher's classroom rules.

School Maintenance Department
Requests for repairs and other custodial services must be made on a Work Order form. This form should be filled out in detail and returned to the maintenance supervisor. Custodians will not care for classroom plants, pets, etc. If you have complaints about custodial/maintenance work, report it directly to the maintenance supervisor.

STUDENT SUPERVISION RESPONSIBILITIES

Teachers are professionals and realize that the reason they are in the Fort Benton school system is to provide a quality education for the students enrolled. Professional teachers are in their classrooms whenever they have a class. They always give students proper supervision and keep them on task. Students are not to be left unattended at any time. If an emergency arises requiring you to be out of the classroom, send a student to the office and an adult will be sent immediately to cover while you step out. A group cannot be expected to function properly without the supervision of the instructor.

General Supervision of Students
All teachers are expected to exercise general discipline of all students in the halls, before school, at noon, and after school. There will be no unsupervised students in the building and/or classroom at any time. Liability risks do not allow improper supervision of students.

Student Check-Out Procedures
Students are not permitted to leave the school building or grounds at any time unless they have reported to the office and received permission to leave. Students who become ill must report to the office and check out prior to leaving the school grounds. Students are not to be sent on errands during instructional time.

'Wandering' Students
Teachers are responsible to keep students in the classroom and on task. Students are not to wander the halls without justifiable reasons, and only in case of need. Students going to lockers, drinking fountains, making a phone call etc. is a feeble excuse to interrupt class and draw attention. Students have plenty of time between classes to take care of these things. If students need to go to the restroom between classes have them report to you first, prior to the tardy bell, then grant them permission to go to the restroom. Be firm, fair, and cordial, maintaining a tight rein on the class first, relax later if you see fit.
Every teacher will be provided hall passes. It is the expectation that students use them, whenever they leave a classroom, to help ensure they are where they need to be.

PURCHASING-ORDERING PROCEDURES

If you need materials other than consumable supplies, request a purchase order from the office and complete it fully. Complete the purchase order in detail, including the complete address and telephone number (both regular number and '800' number if available). Also, write down the name of the company personnel that quoted you the prices. Once the purchase order is complete, submit order to the principal/superintendent for final approval. Please bring approved order to the business office.

No purchases, local or out of town, are allowed without prior approval of the Principal/Superintendent and a completed purchase order. If purchases occur without following this procedure, the person ordering will incur the expense. Teachers are not to order any supplies, etc. on PREVIEW without a purchase order number to reference the preview by.

Teachers do not have the authority to make orders or purchases against the School District. Teachers do not have the authority to loan equipment or the use of school facilities. The building Principal/Superintendent and/or Activity Director will make all arrangements for use of school facilities.

Federal-Vocational Education Funding
Any staff member receiving federal/vocational education dollars must spend as soon as possible. Money left unspent will be used at the discretion of the school administration in the vocational education areas.

F.B.A.S. Accounts
NO purchase is to be made without presenting an approved FBAS authorization to the person who will receive payment. These authorization forms are to be signed by the sponsor, student treasurer, and Principal. NO checks will be issued until this authorization is in the high school office. NO funds are to be operated in the RED. The sponsor will be held liable for any charges which exceeds the funds available. Do not send students downtown for purchases without the white copy of the purchase order. The white copy will be kept by the vendor. If you have questions, please ask.

BUILDING INFORMATION

Building Security
All staff members are expected to download the Emergent 3 Application onto their phones and training will be provided. Emergent 3 (E3) allows emergency alerts to travel quickly between the appropriate staff members during emergency situations. It is recommended that staff carry their phones at all times in the unlikely event of an emergency.
Make sure that the windows and door to your classroom are locked before you leave each day. If you return in the evening or on the weekend, please check the windows, classroom doors and exit door when leaving. If you are dealing with students, check outside doors to see that none of them have been wedged open with small stones or other objects. When leaving through the front door, push it shut, and pull on it to make sure that it is locked.

Report Lost Keys to the Principal Immediately!
Staff members may be held accountable for any damages incurred due to unauthorized persons using lost keys if not reported. Staff members may also be held liable for expenses of re-keying the affected areas.

Do Not Give Your Keys to a Student under Any Circumstances or leave them unattended!
At No Time Should Pupils Be Admitted To The Building For Activities Unless Directly Supervised By A Member Of The Staff!

Building Keys
Every teacher will be issued a minimum number of keys. Please do not request keys that you do not need in your daily routine. Teachers are responsible for their own keys. Please do not give your keys to a student under any conditions. If you have student helpers, it is your responsibility to arrange their entrance and exit to the building. If by chance you lose your keys, notify the Principal immediately.

Classroom Maintenance / Repairs
It is expected that we work cooperatively with the custodian in maintaining an attractive looking building. Teachers are expected to direct their students to clean up their classrooms before dismissal and place their chairs on the desk top. Any assistance you supply the custodians is greatly appreciated. Requests of the custodian of a specific or complex nature, as well as complaints, are to be communicated first to the Principal.

Teachers are responsible for the cleanliness of their workspace. Food, drinks, and garbage should not be left out throughout the day or overnight.

During the summer, repairs are done. If the teacher needs something fixed or repaired, please note this on your end of the year checkout sheet. If you need something repaired, etc. during the school year, fill out a Work Order Form and return it to the maintenance supervisor.

Faculty Mailboxes
Teacher mailboxes are located in the teacher workroom. Mailboxes should be checked daily upon arrival and before leaving for the day to insure all information has been received.

CLASSROOM PROCEDURES

Preparing for a Substitute Teacher
In the event you will miss school because of appointments, field trip, activity trip, personal leave, etc. please inform the secretary in the main office. "Teacher Request for Leave" forms are located in the teacher's lounge and the MS/HS office. To ensure a meaningful and productive day for the substitute and your students in your absence, a substitute information folder must be available. This folder should include information about your schedule, classroom rules, location of supplies and materials, and other information appropriate for your level. This folder must contain a class roster for each class period.

The following are suggestions for your folder:
1. Seating chart
2. Daily class schedule
3. List of classroom rules
4. List of dependable students
5. List of helpful faculty members nearby
6. A well-prepared lesson plan book
7. Special assignments such as noon duty, etc.
8. Fire alarm instructions
9. Procedure for taking attendance

Learning and critical thinking is always an expectation. Movies, study hall, or “talk quietly” are not acceptable use of time, especially for a substitute.

Textbooks
All books owned by the school must be stamped with the school name and numbered. All books should be numbered as follows: "FBPS": 1- 94, 2-94, 3-94, etc.

Records must be kept on all textbooks and the condition. Students will pay for the replacement of books on a prorated basis ($50 total - $5 off for each year they are used) for any textbook that is lost or damaged. Teachers are responsible to keep a list of textbooks and which student has been issued a certain book. The student is responsible to turn in the exact book issued at the end of the year.

Student Aides
If a teacher wishes to use a student aide, the teacher must request permission from the Principal within one week of the start of each semester. Only upperclassmen are permitted to TA for teachers, unless special permissions have been granted by both the principal and the counselor.
Keep in mind the following:
* Student aides must be supervised the entire period.
* Student aides are not to be sent off campus for errands.
* Student aides must be included in the roll book and attendance must be kept on them.
* Student aides will receive a "pass" or "fail" grade for the work they do.
* Student aides are not to do any grading for teachers.

Student Visitors
It is not common practice to have brothers, sisters, cousins, friends, etc. visit school. It is important to minimize the number of interruptions in your classroom operation. Only students approved by the Principal and yourself can visit. Please do not allow a visitor without administrative approval. In addition, all visitors are required to stop and check in at the office. If a student or parent stops by your room without going through the office, please direct them to follow proper procedures when visiting the school.

Field Trip Absences
Field trips are encouraged if well-planned and followed up by teaching specific goals. Please let the Principal know well in advance if a field trip is planned. Always send an information sheet home with the students stating the departure time, but more importantly the return time. All buses are to be scheduled through the Superintendent of Schools.

Emergency Situations
An updated Emergency Handbook will be made available to all staff members at the beginning of each school year. Staff members are expected to familiarize themselves with this handbook.
All staff members are expected to download the Emergent 3 Application onto their phones and training will be provided. Emergent 3 (E3) allows emergency alerts to travel quickly between the appropriate staff members during emergency situations. It is recommended that staff carry their phones at all times in the unlikely event of an emergency.

Fire Drill Procedures

In each room a fire escape route plan is posted. In case of fire, do the following:

1. Have pre-appointed students to close the windows.
2. Have students go to a pre-determined area away from the building and stay there.
3. The teacher leaves the room last, shuts off the lights, and takes his/her grade book. Take roll outside to make sure all students are present. The bell will ring for students to return to the building.
    a. Hold up the Green sign if all students are present
    b. Hold up the Red sign if you are missing a student
    c. Hold up the Yellow sign if you have an extra student
4. Make sure there is no horseplay during fires or fire drills.

Student Passes

Teachers are to keep students in their classrooms and on task for the entire period – "bell to bell instruction." If a student must leave class for justified reasons, written hall passes are required. Use of telephone, except in case of emergency, will not be allowed during class time.

GRADING / ASSESSMENT

Grading Guidelines / Procedures

Grading systems do vary, however the important consideration is consistency and fairness.
In the interest of consistency and fairness, the following grading scale will be used by all teachers in all classes at Fort Benton Middle School/High School. A copy of this grading scale should be posted in each classroom.

A = 90-100	Superior
B = 80-89.5	Above Average
C = 70-79.5	Average
D = 60-69.5	Below Average
F = Below 60	Failing

Note: A grade of "I" will be given to a student who has not completed requirements to earn a grade. These requirements must be completed within a two-week period from the end of the quarter/semester. Students who do not complete requirements by that time period will receive a grade of "F" on the report card. It is the responsibility of the teacher to make sure all grades of "I" are either changed to the final grade after work has been completed, or "F" if work has not been completed within the time period. If the incomplete is a result of excused absences then the students will have two (2) days to make up the work for each day missed as stated in Student Handbook 5-7.

Recommendations:

a. The grading system should be understood by the students. Grading criteria should be explained orally and also presented in written form.
b. the grade should be based on a variety of sources: Tests, quizzes, daily class work, daily class participation, written and/or oral projects, homework.
c. students should receive a grade per week.
d. no assignment should count more than 20% of a student's final grade.
e. students should receive feedback for all assignments in a timely manner...at least every two weeks.

Grade Book Procedures
Grade books are kept on record and are considered as part of the school records. The grade book is the legal description of what happens in your classroom. During the summer there are, on occasion, questions about grades. The Principal must be able to figure grades and procedures in the event the teacher is unavailable, so please keep them as professional as possible.

Gradebooks/Infinite Campus should be updated weekly, with assigned work being returned within three days at max, or a week of its due date (for longer, summative assessments). For students who are struggling and/or continually failing to turn in work, teachers are expected to call parents and communicate the situation.

Grade Reporting / Report Cards
Report cards are sent home at the end of each nine-week grading period, as well as midterms. Teachers are expected to enter grades and comments via the Infinite Campus computer grading system within the designated time period.

For any student with a D or F in your class, write a brief description of where he or she needs to improve.

Honor Roll and Eligibility lists will be issued by the Principal at the close of each nine-week grading period.

Progress Reports
Our students learn more when there is frequent contact between the student's parents and their teachers. It is the policy of Fort Benton Middle/High School that parents be notified whenever students are not doing the work expected of them. This is anytime during the grading period, not just at midterm. It is very important to keep an open line of communication with the parents of students you instruct on a daily basis. Parents should be notified of their student's progress at least every two weeks. This can be done by giving students a printout of their grades, verbally telling the student of their grade (document), or sending a printout of grades home through district mail. Parents can also access their student's progress on the internet. The Principal will continually monitor this process throughout the school year.

ACADEMIC ELIGIBILITY
Academic eligibility for HS students will be checked by the MS/HS office the Tuesday following the end of each quarter. Midterm grades will be checked only for HS students that were ineligible the previous quarter in one class. If that student received 2 or more F's or if their GPA is 2.0 or lower, they may only become eligible when grades are run after the quarter is finished. Middle school eligibility will be run every Tuesday. Grades must be accurate, up-to-date and posted by teachers the morning of eligibility.

Midterm Reports
At midterm of each quarter grading period, teachers will complete Midterm reports to be sent home to parents. This report is done for all students by posting the students' current grade and performance into the Infinite Campus classroom program by the stated deadlines. These reports will be printed and mailed home by the secretary. Teachers who fail to submit Midterm reports to the secretary by the stated deadline will be responsible to mail the reports themselves through the district mail.

Midterm reports should include:
- Reasons for the poor grade received.
- Both a letter and percentage grade.
- Recommendations for improvement.
- Any information on attitude problems, if any exist.

STUDENT DISCIPLINE PROCEDURES

Student Discipline Referrals / Assignment of Detention / Removal of Student from Class
Teachers are expected to manage student behavior in their classrooms. It is recognized, however, that certain misbehavior or accumulated misbehavior will require the assistance of the Principal. In such cases, teachers are to communicate with the Principal, either in person or through email. Teachers cannot send students to the office without communicating the reason why they are being sent. When it is feasible to do so, teachers must fill out the discipline referral form available on the Fort Benton Schools website.

Teachers may assign a student after school detention. If possible, that student should serve that detention in the teacher's classroom. Notify the Principal by e-mail and call parents, explaining the reason for the detention and the reason for its assignment. The assignment of detention is an important part in the process of effective classroom management. More importantly, it is an opportunity to build relationships and gain common understanding. Students are to be given a choice of serving the detention that day after school or during the next scheduled detention. Failure of a student to attend an assigned teacher detention will result in a referral to the Principal.

Teachers are allowed to remove a student from class on a temporary basis when necessary. Students removed from class must be sent to office immediately, and a discipline referral form must be filled out as soon as possible. Only the Principal can remove a student from class permanently and only in extra ordinary circumstances.

Students Leaving the School Building / Grounds
Students are not to leave the school grounds/building, for any reason, without checking out through the office with parental permission. Teachers are not to send students on errands off campus at any time. The school does not want to be in the position where a parent calls for their child, and the student cannot be found.

STUDENT CONCERNS

Student Illness and/or Injury
Any student who becomes ill in school should notify his/her teacher and the office as soon as possible. If the student is seriously ill, either send for the Principal or accompany the student to the office**.**

Teachers <u>are not</u> to grant permission for a student to leave campus. Students <u>must</u> check out through the office. Students should go to the office to call parents, they should not be calling/texting from class.

In case of accidental injury, the teacher must complete an Accident Form and deliver it to the Principal on the same day as the injury occurred at school.

Video-Materials
All video materials must relate directly to the course subject matter and objectives. Movies in and of themselves, are not considered an instructional tool except in special circumstances. When in doubt, seek approval by the Principal.

Guest Speakers
Teachers are encouraged to use guest speakers in their classes to take advantage of the expertise that is available. The Principal must be informed of all guest speakers prior to presentation at our school.

Independent Study Classes
Teachers are not to approve Independent Study for students without advanced approval from the principal.

EMPLOYEE EQUIPMENT USE, INTERNET CONDUCT, AND NETWORK ACCESS AGREEMENT

Every staff member must read and sign below:

I have read, understand, and agree to abide by the terms of the School District's policy regarding District-Provided Access to Electronic Information, Equipment, Services, and Networks (Policies 5460 and 5460P). Should I commit any violation or in any way misuse my access to the District's computers, network and/or the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me.

Terms and Conditions
1. Acceptable Use - Access to the District's technology and electronic networks must be:
(a) for the purpose of education or research and consistent with the educational objectives of the District; or (b) for legitimate business use.
2. Privileges -The use of the District's technology and electronic networks is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The system administrator (and/or principal) will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. That decision is final.
3. Unacceptable Use – The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any federal or state law;
b. unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
c. Downloading copyrighted material for other than personal use;
d. Using the network for private financial or commercial gain;

e. Wastefully using resources, such as file space;
f. Hacking or gaining unauthorized access to files, resources, or entities;
g. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone;
h. Using another user's account or password;
i. Posting material authored or created by another, without his/her consent;
j. Posting anonymous messages;
k. Using the network for commercial or private advertising;
l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
m. Using the network while access privileges are suspended or revoked.

4. Network Etiquette -The user is expected to abide by the generally accepted rules of Network etiquette. These include but are not limited to the following:

a. Be polite. Do not become abusive in messages to others.
b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
e. Do not use the network in any way that would disrupt its use by other users.
f. Consider all communications and information accessible via the network to be private property.

5. No Warranties -The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

6. Indemnification - The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District, relating to or arising out of any violation of these procedures.

7. Security- Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

8. Vandalism and Damage - Vandalism will result in cancellation of privileges, and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes but is not limited to uploading or creation of computer viruses. The user is responsible for any unintentional damage to the District-

owned equipment or technology that cause by the use or user's negligence. Such damage includes but is not limited to that caused by drops, spills, viruses, exposure to heat and cold, or submersion.

9. Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/ or equipment or line costs.

Internet Safety

1. Internet access is limited to only those "acceptable uses," as detailed in these procedures. Internet safety is almost assured if users will not engage in "unacceptable uses," as detailed in these procedures, and will otherwise follow these procedures.

2. Staff members shall supervise students while students are using District Internet access, to ensure that the students abide by the Terms and Conditions for Internet access, as contained in these procedures.

3. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene; (2) pornographic; or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and determined by the Superintendent or designee.

4. The district shall provide age-appropriate instruction to students regarding appropriate online behavior. Such instruction shall include, but not be limited to: positive interactions with others online, including on social networking sites and in chat rooms; proper online social

My signature below indicates that I have received a copy of the
Fort Benton Middle / High School Faculty Handbook.

I understand that this handbook contains information regarding the schools' policies and procedures which affect me as an employee.

I acknowledge that I have read and understand these policies and procedures.

I also understand that Fort Benton Schools may revise, supplement or rescind policies and procedures described in the handbook, upon board approval.

Fort Benton Schools
Faculty & Staff
Internet Access & Equipment Use Conduct Agreement
2026-27

-Board policy 5450

I understand and will abide by the technology, equipment and network access policies. I understand that the District and/or its agents may access and monitor my use of the Internet, including my e-mail and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken. In consideration for using the District's issuance of technology, electronic network connection and having access to public networks, I hereby acknowledge the risk for any claims and damages arising from my use of, or inability to use the equipment, network, and Internet. I understand any negligence arising out of my use of equipment or networks shall be attributed to me as comparative negligence within the meaning of Section 27-1-702, MCA.

Signature: _____

Date: _____

This agreement is valid for the 2026-2027 school year only.