

FORT BENTON ELEMENTARY

FACULTY HANDBOOK 2024-2025



**FORT BENTON SCHOOL DISTRICT #1
1406 FRANKLIN STREET
BOX 399
FORT BENTON, MT. 59442**

New

Adopted: 7/16/24

FORT BENTON ELEMENTARY SCHOOL
FACULTY
2024-2025

Patrick Hould, Superintendent
Roxie Benjamin, Elementary Principal

ELEMENTARY STAFF

Secretary
Kindergarten Readiness (Pre K)
Kindergarten
First Grade
Second Grade
Third Grade
Fourth Grade
Fifth Grade
Sixth Grade
Resource/Special Education
Title I
Art
K-6 Music, 5/6 Band
P.E.
Computer Lab/Library/Media
K-6 Counselor
Paraprofessional
Paraprofessional
Paraprofessional
Paraprofessional
Paraprofessional
Head Cook
Cook
Cook
Maintenance
Custodial

Katie James
Beth Jones
Esme Teeters
Deanna Farwick
Jamie Ball
Mindy Evans
Jessica Hanford
Mandy Rominger
Mylo Lane
Justin Cartwright
Roxie Benjamin/Elizabeth Southard
Peggy Gannon
Erik Lenington
Colby Cline
Mandy Wright
Rheanna Fultz
Jenna Botts
Mark Smith
Sarah Smith
Fusae Vaughn
Nicole Winkler
Kistia Golie
Nalin Dana
Honesty Podvin
Russ Axtman
Corey Walker

Chouteau County Joint Services; Special Education

Speech/Language
Physical Therapy
Occupational Therapy
Psychologist

Jen Longfellow
Gage Grossman

Lisa Stroh

**FORT BENTON ELEMENTARY SCHOOL
TEACHER GUIDELINES
2024 - 2025**

SECTION 1: FACULTY

SECTION 2: PLANNING AND ASSESSMENT

SECTION 3: STUDENT CONCERNS

SECTION 4: TEACHER RESPONSIBILITIES

SECTION 5: MATERIALS AND SUPPLIES

SECTION 6: PROFESSIONAL DEVELOPMENT

SECTION 7: SCHOOL POLICIES

SECTION 1: FACULTY

SCHOOL HOURS

Teacher hours in school are from 7:45 a.m. – 4:00 p.m. Classes begin at 8:05 a.m. for all students. **Teachers are expected to report to their classrooms no later than five minutes before the outside bell rings at morning and at lunch.**

Dismissal times for students:

Grades **K** - 6th - Monday – Thursday 3:20 p.m.

All grades on Friday at 2:30 p.m.

*These times may vary due to schedule changes.

TEACHER SCHOOL DAY

Morning: 7:45 a.m. – available for student help.

Dismissal time for teachers is 4:00 p.m., except on Friday for our early release. On Friday or the day before a holiday, teachers are dismissed after bus departure.

CERTIFICATION

All responsibility for keeping certificates current rests with the teacher. Teachers not properly certified or who do not have their current certificate on file by October 1st may have their pay withheld until conditions are corrected as required by law and ARM regulations. Certificates must be registered with the County Superintendent of Schools not later than sixty days after school starts. A copy of your certificate will be made for your school file. Copies of teacher transcripts should also be on file and updated as needed.

CERTIFIED PERSONNEL

The Board will seek to employ the best qualified people available and expect all staff to exhibit high professional standards and devotion to students in their care.

SELECTION

The selection of all certified personnel shall be made from nominations received from the Superintendent of Schools. All personnel shall be notified of their selection. Contracts shall be signed by the teacher, Clerk of the Board, and Chairman of the Board.

INSURANCE

All personnel are covered by a Workman's Compensation Plan. Also, Health Insurance is available as a fringe benefit. The District also carries a million dollar liability policy on each staff member.

SALARIES

All certified personnel shall be paid on the basis of the district salary schedule and all provisions of that salary schedule are made a part of Board policy.

RETIREMENT

All provisions of the Teacher's Retirement Act will be adhered to by state law.

STAFF LEAVE

As per negotiated agreement of current school year.

For any time missed for reasons other than sickness, a deduction shall be made at the rate of 1/179 of the annual salary for each day missed. Abuse of sick leave is grounds for termination.

Family Medical Leave Act (FMLA), and Uniformed Services Employment and Re-employment Rights Act (USERRA), Fair Labor Standards Act (FLSA):

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

SUSPENSION AND TERMINATION

All cases of suspension or termination will be handled as required by the School Laws of Montana (MCA).

COLLECTIVE BARGAINING AGREEMENT

The current collective Bargaining Agreement will be followed as agreed to by the Union and Board of Trustees.

LONG DISTANCE PHONE CALLS

Personal long distance phone calls are not to be charged to the school district.

PERSONAL LEAVE DAYS

These days will not be used to arbitrarily extend a holiday. There will be a minimum two-day notice to the principal before these days are taken. Please see the negotiated agreement.

SCHOOL OWNED EQUIPMENT/MATERIALS

No school-owned equipment/materials may be taken off school grounds without prior approval by the principal. These forms are available in the Principal's office.

LEAVING BUILDING DURING SCHOOL DAY

Should a teacher find it necessary to leave the school building during a prep period, the principal must be informed through the check-out form at the 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 p.m. must be granted permission from the principal.

TEACHER EVALUATION

Teachers will be evaluated by classroom visitation as well as general observation. Evaluations should be viewed primarily as an effort to increase effective educational practices. The principal may make several informal visits to your classrooms during the year. All tenured teachers shall receive one formal evaluation; non-tenured teachers will receive two formal evaluations per school year.

PUBLIC RELATIONS

The public needs to know about our school. This may be accomplished in many ways – professional writing, local news releases, school paper, and parent-teacher conferences. The office will gladly submit materials to the River Press for you. Please make note of events or activities that you would like reported to the Board of Trustees at their monthly meetings; the principal will make this report for you or you are welcome to attend the meeting yourself. As mentioned earlier, thank you notes are available in the office and are encouraged to be used for community/parent volunteers.

A monthly newsletter is sent home for parents from the Elementary School.

SAFETY COMMITTEE

A Fort Benton Schools Safety Committee has been formed to address any areas of concern regarding safety in our schools. Elementary school members are the Elementary Principal and Maintenance Supervisor. Please inform a member of this committee should any issue arise, even if you are not certain that it should be reported. The Safety Committee members will report when necessary at the Elementary School faculty meeting.

SECTION 2: PLANNING AND ASSESSMENT

LESSON PLANS

Teachers are expected to keep weekly lesson plans that are to be available for viewing by the administration at any time. A substitute folder must be prepared and easily located within your classroom. It should contain plans for the lessons, a schedule for the day, seating chart, and other pertinent information to make the day productive. Please make sure the elementary secretary and the principal know where your sub plans are located.

PROGRESS REPORTS/PARENT CONTACTS

Teachers should familiarize themselves with the electronic system of reporting attendance and report card management.

Teachers are required to contact parents whenever a student is struggling either behaviorally or academically. Parent contact is crucial to our students success!

In additions, please make use of the Elementary School thank you notes to show appreciation for parents/volunteers within the school.

PARENTAL RELATIONSHIP

As a general rule, teachers should take the first steps in contacting parents when the need arises. Establishing parent communication as soon as possible in the school year will foster positive relationships between home and school.

GRADING/ REPORT CARDS

The following grading scale was adopted as board policy October, 1992:

A	100-90
B	89-80
C	79-70
D	69-60
F	59-below

It is your responsibility to grade student work accordingly. If another grading system comparable to this is desired, you will need approval from the building Principal prior to implementation. Materials designed to assist you in preparation of rubrics and grade-level skills checklists are available for your use.

It is important that teachers be able to justify grades. The grade given on the report card should reflect the grades in your grade book and electronically on Infinite Campus.

GRADE BOOKS

As stated above, grades on the report card should reflect the grades in your grade book and Infinite Campus. Report cards are sent home at the end of each Trimester period. Be sure information on report cards is complete. Grades of any student may be reviewed only by a parent via the Internet or Infinite Campus.

Progress reports can help to maintain close contact with parents and aid student learning; they are to be sent out at mid-term. Please notify parents whenever students are not doing the work expected of them. Progress reports should include reasons for grades given, if necessary, and information on recommendations for improvement. Parents should never be surprised by a D or F without being called and informed ahead of time! Surprises cause hard feelings and should always be avoided.

Teachers are responsible for report cards for the entire year. The Principal **may** review the report cards at each grading period. Grade books are kept on file and are considered as part of school records. Please fill out the grade columns at the end of each marking period.

HOMEWORK

Homework can be an effective tool in the teaching/learning process when geared to the needs and abilities of students. Homework should be an extension of the classroom, planned and organized to be purposeful to the student and evaluated in a timely manner.

Wednesday night is Family Night for the Fort Benton Community. All school activities must be completed and students out of the buildings by 6:00 p.m. As well, teachers should be aware of Family Night and plan to avoid major tests and assignments at this time.

PARENT-TEACHER CONFERENCES

Parent Teacher Conferences have been scheduled for the school year. Please check the calendars for dates.

ABSENCES

Student absences will be sent through Infinite Campus. Morning attendance will be turned in by 8:45 a.m. and afternoon by 1:00 p.m. Please be sure to include a lunch count, including adults, as you inform the office regarding absences.

MAKE-UP WORK

Any time a student is given an EXCUSED ABSENCE, he/she is to be given an opportunity to make up assignments that are missing. It is the student's responsibility to arrange for all make up work following an absence. The student is allowed two days to make up work for each day missed; i.e., if the student is absent on Monday, returns to school on Tuesday, make-up work is due on Thursday. A teacher may allow more time for students to make up work. Students should learn responsibility in assignment completion in order to keep work current.

SUBSTITUTE TEACHERS

In an emergency, call Connie Walker at 750-0535. Advance notification for planned leave should be done as soon as possible through the elementary secretary. A leave sheet should be completed at your earliest convenience. Please do not get your own substitute unless specifically asked to do so. When attending professional conferences or meetings, a leave request must be filled out to facilitate substitute teacher arrangements.

SUBSTITUTE TEACHER INFORMATION

The substitute teacher's job is not easy. They seldom have more than a few hours notice and sometimes much less time to prepare to the day or days ahead. In order to facilitate the substitute's job, please prepare a folder containing the following information.

- * an up-to-date seating chart;
- * a daily (weekly) class schedule;
- * a list of room rules;
- * a list of dependable children;
- * problems of specific children;
- * location of items that are not easily seen such as art supplies, etc.;
- * what is usually done on rainy days at noon and/or recess;
- * how special events such as films, music, assembly programs, physical education, and opening exercises are handled;
- * where teacher's editions are kept;
- * any special assignments or information such as playground, bus or lunchroom duty, homework deadlines, bulletin boards, etc.;
- * whether he/she should or should not grade certain papers and record grades in the grade book;
- * what to do with a sick child;
- * what is done if the fire alarm rings;
- * attire, if any, for gym classes.

SECTION 3: STUDENT CONCERNS

DISCIPLINE

Please be aware of the school laws of Montana (MCA 20-4-302) which address corporal punishment. Teachers will not use any form of physical discipline as punishment.

Classroom discipline plans should be established at the start of each year and communicated to students and parents. The plan should be easily understood and easy to follow. It is up to each teacher to enforce his/her plan consistently.

One option as a consequence for inappropriate behavior is to have a student stay in for recess or after school. If a teacher elects to use this option, he/she is responsible for supervision. Please remember also that the teacher is responsible for supervising students required to stay in for recesses to complete work; students should not be unsupervised at any time. If necessary, arrange for supervision by a colleague or with the principal if a teacher has duty. An alternative consequence may be needed.

Certain behaviors should not be tolerated. Some behaviors that require immediate attention of the building principal are (not limited to): fighting, inappropriate language, vandalism, use/possession of illegal drugs or weapons, major disrespect, or theft.

In-school suspension or school detention may be avenues the principal decides to use. Your support will be needed in order to correct undesirable behavior.

PUPIL CONTROL

Each teacher is responsible for the passage of his/her students in the school vicinity. When students are passing in the halls, teachers must be outside their rooms supervising them. Good student conduct in the common school areas will continue to be a priority this year. Quiet hallways show respect for others who are in the classrooms.

In the interest of safety, it is necessary that teachers not leave their rooms during class periods except for cases of necessity or emergency.

Except for illness, students should not be excused from scheduled classroom work without prior consent of the administration.

LUNCHROOM SUPERVISION SCHEDULE

The lunchroom will be staffed by personnel. They will supervise student conduct in the cafeteria. In order to aid this supervision, please assist with the following:

- * Classes must be taken to the cafeteria at the assigned time; neither earlier nor later.
- * Students should stack trays and place milk cartons in the garbage cans upon completion of their meal.

- * Students should speak to each other in normal tones. While in line, students will be asked to wait quietly.
- * Silverware will be placed in the proper containers.
- * All spills will be cleaned up by the individual who made the spill.
- * All food must be eaten in the cafeteria. No part of any lunch will be allowed out of cafeteria.
- * Students who do not use courtesy will be asked to go to the end of the line.
- * Certain procedures with regard to allergies.

LOCKER ASSIGNMENTS

Grades **three** through six will use lockers. Each teacher should assign designated lockers to their students.

CUMULATIVE FOLDERS

All cumulative folders will be kept in the central office. Test results and other pertinent information should be added periodically by teachers. These folders are not to leave the building and must be returned to the office safe each day. Special Education folders are kept in the Resource Room.

STUDENT HEALTH INSURANCE

Please announce to students that the school does not carry a health insurance program for students. Parents can buy special health protection for school time from one of the local insurance agents downtown. The school does carry student accident insurance and to file a claim a parent should contact the superintendent.

MEDICATIONS

The school district is not mandated by law to dispense medications, prescription or otherwise. Board policy regarding administration of medicine at school will be followed without exception. **Unless otherwise determined by administration,** ALL MEDICATIONS must be stored in the school office **in a locked cabinet** and proper paperwork completed by parents.

STUDENT INJURIES

Students injured at school or at school sponsored activities must receive immediate attention. Be wary of moving an 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 a documented attempt made to contact them 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.

ACTIVITY TRIPS

ALL students transported for any school activity, 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 are encouraged if well planned and followed up by appropriate teaching goals. Please plan well in advance so that permission slips may be sent home with those students who are taking part. Be prepared to give specific information regarding destination, departure/return times, etc. Transportation is confirmed through the building principal.

Please take a copy of the Medical Release form that is maintained on each student in the office along with you as you travel on field trips. This will give authorization for medical treatment as you are away from school.

SECTION 4: TEACHER RESPONSIBILITIES

RECESS

Grades K-3 will have a morning and an afternoon recess. There are to be two teachers supervising recess. Recess times and duty teachers have been established by a schedule.

NOON DUTY

Teachers and Aides will receive a detailed duty schedule at the beginning of the school year. The supervising teachers will be responsible for all play activities conducted during their supervisory period.

During inclement weather, students will remain indoors immediately following lunch and will go outside as weather permits when announced by the office staff or playground aide. The gym may also be used during inclement weather.

SCHOOL CALENDAR

The “official” school calendar is located in the office. Scheduling of events must go through the principal. Please schedule events in advance so that they may be included in the Weekly update and noted in the local newspaper; this will also help to reduce scheduling conflicts.

FIRE DRILLS

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

1. Have pre-appointed students close the windows.
2. Have students go to a predetermined area away from the building and stay there.
Discuss with your students what would happen if your class is in another area of the building, and have this plan in place.
3. If you leave the room last, shut off the lights; most importantly, have your clipboard with you for roll purposes. Bells will ring to alert you that the building is clear for your return.
4. As soon as roll has been taken, hold up either the green or red card, so that the principal knows if all students have been accounted for.

FACULTY MEETINGS

Faculty meetings will be scheduled when deemed necessary by the principal; there will be at least one meeting per month in order to maintain communication. Meetings will be held as scheduled by the principal.

BUILDING SECURITY

Be sure that windows and the door to your classroom are locked before you leave each day. Report any lost keys to the principal immediately.

MAINTAINING YOUR CLASSROOM

All staff should work cooperatively with our custodian to maintain an attractive looking building. Teachers are expected to direct students to clean up their classrooms before dismissal and place chairs on the desktops. Any assistance you supply the custodian is greatly appreciated.

Room repairs are most often done during the summer months. Please note any repairs that are needed on your year-end check out sheet. If repairs need to be made during the school year, please fill out a Work Order Form and turn it in to **the Maintenance Supervisor.**

FACULTY MAILBOXES

Teacher mailboxes are located in the workroom. Mailboxes should be checked daily to insure all information has been received.

SECTION 5: MATERIALS AND SUPPLIES

TEXTBOOKS

All textbooks should be stamped and numbered. Each student will be given appropriate texts and a number, which should then be recorded by the teacher. Teachers will keep a list of books assigned to each student. Please encourage students to use care with school materials. Placing a cover on texts increases book life.

Teachers are responsible to preview textbooks, video presentations, etc. **PRIOR** to utilizing such in the classroom. No PG-13 or R rated videos will be shown in the elementary school. Materials should be free from controversial subjects and meet ethical high standards. If materials are perceived by the teacher to be controversial, he/she should discuss these concerns with the principal before any use.

SUPPLIES

Instructional materials have, for the most part, been ordered and should be in your rooms. Most items that were formerly a part of your classroom budgets, such as Weekly Readers, activity books, and materials were ordered from your requisitions. Hopefully, this will reduce the necessity of ordering during the school year except for special events. Once again, please make note of consumable supplies that you used in order to complete a requisition form for these materials in March.

ORDERING PROCEDURES

All supply needs should be directed to the principal. A requisition, indicating company name, address, telephone and fax number **or email address**, **should** include all appropriate information **in order to be** complete.

NOTE: ANY MATERIALS ORDERED PRIOR TO THE PRINCIPAL'S APPROVAL BECOME YOUR RESPONSIBILITY. ANY PURCHASES MADE PRIOR TO APPROVAL WILL NOT BE REIMBURSED.

COPYING MATERIALS

Teachers are responsible for copying their own materials. The copier in the workroom is to be used for a small numbers of copies. The elementary secretary has time for assisting with materials preparation. Please leave a note for her, listing special instructions, and leave it on her desk.

Please prepare materials in advance so that students are not sent to the office requesting copies. Students are not allowed to use the copiers.

LIBRARY

The library is a wonderful addition to our school programs. Use the library and the new instructional materials to the fullest extent. The librarian will orientate you and your students to available materials. A library schedule for your class has been established. The librarian will assist teachers as much as possible in locating resources that will enhance your curricular areas.

SECTION 6: PROFESSIONAL DEVELOPMENT

PIR DAYS

A teacher must either attend the annual instructional and professional development meetings of teacher's organizations or attend other in-service training during the year as approved by the trustees, pursuant to 20-4-304, MCA, which provides:

“The trustees of a school district shall close the schools of the district for the annual instructional and professional development meetings of teacher's organizations. A teacher may attend instructional and professional development meetings without loss of salary or attend other appropriate inservice training that may be prescribed by the trustees without loss of salary. If a teacher does not attend, the teacher may not be paid.”

A teacher cannot use contractual leave to avoid the obligation to attend one or the other kind of training. This decision does not require a teacher to attend professional development meetings of teacher's organizations if the teacher can find other In-service Training which is approved by the administration. The teacher is not, however, entitled to payment for PIR days if the teacher fails to attend such training.

FORT BENTON IN-SERVICE PROGRAM

The following material outlines the Fort Benton School District's plan for in-service programs. The entire reason for an alternative to State Convention is to encourage participating in the Golden Triangle Curriculum Cooperative.

Currently, the district has the following PIR (Pupil Instruction Related) Days:

Orientation

Professional Development Days as Scheduled

State Convention In-Service (October)

State Convention In-Service (October)

Parent/Teacher Conference (November) M-Th from 3:30-whatever time is necessary for you to make up 8 hours throughout the week to comply with contract hours.

Parent/Teacher Conference (February/March) M-Th from 3:30-whatever time is necessary for you to make up 8 hours throughout the week to comply with contract hours.

A minimum of 3 days in-service must be provided to teachers.

Elective in-service alternative to State Conventions in October.

1. Two days of in-service may be taken prior to school starting in the Fall as adoption over State Convention days in October. A teacher would be required to attend TWO, 6 HOUR DAYS, TO BE ELIGIBLE FOR THIS PROPOSAL. Prior approval by the superintendent.
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 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 have three options concerning the traditional State Convention days in October:
 - a. Attend twelve hours of in-service through the Golden Triangle Curriculum Cooperative.
 - b. Attend twelve hours of in-service at the traditional State Convention days in October.
 - 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 Program 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 policy.

SECTION 7: SCHOOL POLICIES

NEW POLICIES

New policies will be placed in the District Policy Manual.

ASBESTOS MANAGEMENT PLAN

An asbestos report has been completed and is available from the Maintenance Director.

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' asbestos management plan and planned or ongoing inspections, re-inspections, response actions and post-response actions.

SMOKE FREE POLICY

In accordance with the provisions of the Pro-Children Act of 1994, no person shall be permitted to smoke within any indoor facility owned or leased or contracted for and utilized by the school district for the provision of routine or regular kindergarten, elementary, or secondary education or library services to children. Smoking will also not be permitted in any other school owned buildings or the football field grandstand/bleachers.

Fort Benton School District buildings and grounds are tobacco free. The use/possession of tobacco is prohibited by both school policy and Montana law. Students who are in possession of such products will be subject to disciplinary action and local law enforcement agencies may be informed.

DRUG-FREE WORKPLACE POLICY

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,

hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined in schedules I through V section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.1 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, 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 any 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 required to seek treatment (at his/her expense) OR may be non-renewed of his or her employment, suspended, or terminated at the discretion of the Board of Trustees.

SEXUAL HARASSMENT

The Sexual Harassment Policy is listed in the District Policy manual.

TITLE IX REGULATIONS

“This is to certify that the Fort Benton Public Schools are in compliance with the Title IX policy of non-discrimination on the basis of sex.” See Policy 5012-R.

Each school district must appoint a coordinator who will be responsible to carry out the regulations, investigate and rectify any discrepancies. The coordinator for Fort Benton Schools is the Guidance Counselor(s), Fort Benton High School, Fort Benton, MT 59442. Telephone numbers for the coordinator is 622-5112. See board policy for steps to follow in filing a grievance.

EMPLOYEE NON-DISCRIMINATION

1. Section 504 of the Rehabilitation Act- prohibiting discrimination based on disability:
The Superintendent is designated the Section 504 and Americans with Disabilities Act, Title II Coordinator – Policy 5002-R
2. Title IX of the Education Amendments- prohibiting discrimination based on sex:
The Guidance Counselor(s) are the designated coordinators for Title IX – Policy 5012-R

3. Age Discrimination Act- prohibiting discrimination based on age:
The Guidance Counselor(s) are the designated coordinators for Title IX- Policy 5010-R
4. Equal Employment- prohibiting discrimination based on membership in a protected class: The Guidance Counselor(s) are the designated coordinator for Title IX- Policy 5010-R
5. Whistleblowing Protection- prohibiting retaliation against employees who report policy violations: Wrongful conduct should be reported to the Superintendent or Board Chairperson- Policy 5125

BOARD POLICY HANDBOOKS

Board policy manuals are periodically updated. It is the teacher's responsibility to be familiar with content in this manual. Manuals are located in the elementary school office, the principal's office, the teacher's lounge and on the school website. Please be sure that you have read the "Parent and Student Handbook" and the "Emergency Handbook" and are fully aware of the material contained within each book.

This handbook establishes guidelines only. In addition, the teacher handbook becomes board policy once adopted by the trustees – Policy 6.98. Board Policy supersedes handbooks.

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, virus, 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

***Fort Benton Schools
Faculty & Staff
Internet Access & Equipment Use Conduct Agreement
2024-25***

- 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 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 2024-2025 school year only.

I have read and understand the policies in this handbook. As an employee of Fort Benton Elementary School, I agree to comply with the policies and procedures stated in the Fort Benton Elementary School 2024-2025 Faculty Handbook.

Printed Name _____

Signature _____

Date _____