



DUTTON/BRADY PUBLIC
SCHOOL DISTRICT #28C

Mastery today...success tomorrow.

2025-26 Staff Handbook

“A well-round education for students to confidently navigate their world”

A message from the Superintendent

Welcome to the 2025-2026 school year at Dutton/Brady Schools. We look forward to an excellent year of providing **“a well-rounded education for students to confidently navigate their world.”**

Please read the Staff Handbook to familiarize yourself with our school’s procedures and expectations.

Please keep this handbook throughout the year to answer any questions regarding school policies.

Please see me for any information regarding district instruction, curriculum, or classroom management policies.

Concerns will be addressed through the proper channels. Please consult that administration first regarding any questions about district procedures or policies.

Our goal is to uphold the Professional Educators of Montana Code of Ethics that maintains a commitment to students and families, the professions of teaching and learning, and an active role in the community.

Thank you. Together, we can continue the tradition of excellence and strive toward our school's vision of mastery today...success tomorrow at Dutton/Brady Schools.

A handwritten signature in black ink, appearing to read 'Jeremy Locke', with a stylized, cursive script.

*Jeremy Locke, Superintendent
Dutton/Brady Public Schools
Mastery today...success tomorrow*

Read a book. Drink water.

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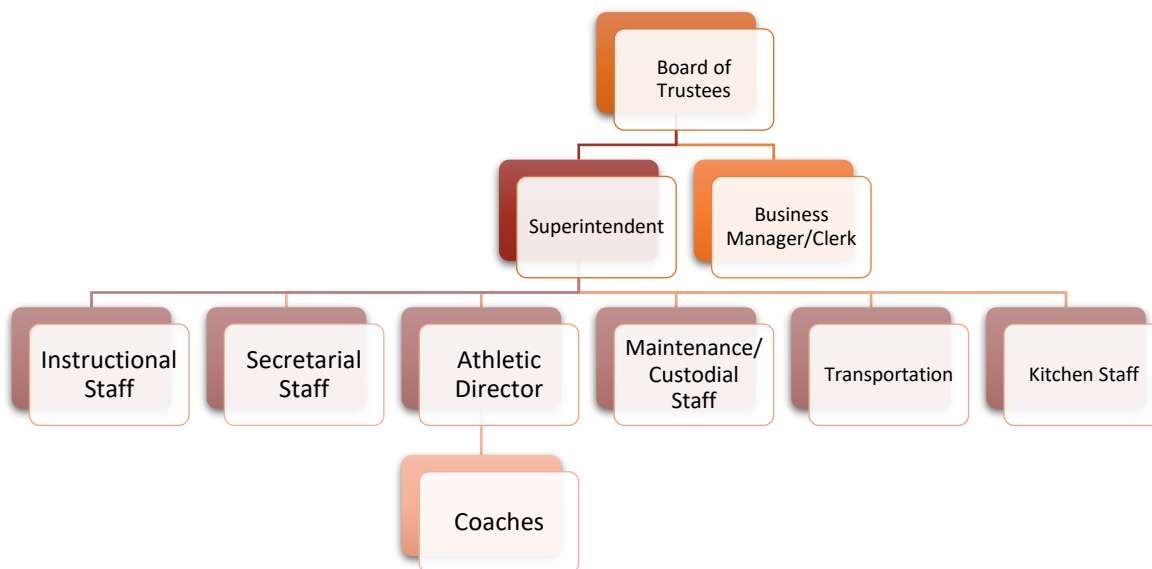
PREFACE

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 Material contained herein may, therefore, be superseded by such Board policy, administrative regulation, negotiated agreement, or changes in state or federal law.

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

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

STAFF ORGANIZATION



GENERAL INFORMATION

Associations—The Dutton/Brady Teachers’ Association is the bargaining unit for all certified staff.

BOARD MEMBERS

The Legislature of the State of Montana delegates to the Board responsibility for the conduct and governance of district schools. Board members, as elected by residents of this district, are as follows:

Orrie Gondeiro, Chairman
Mike Clark, Vice-Chairman
Mary Goodell
Leigh Greyn
Justin Reiding

BOARD MEETINGS/COMMUNICATIONS

Unless otherwise specified, all meetings will be held at the Dutton campus at 6:30 p.m. on the third Monday of each month, or at other times and places determined by a majority vote. Except for an unforeseen emergency, meetings must be held in a school building or in a publicly owned building located within the district. If regular meetings are to be held at places other than the place stated above, or are adjourned to times other than the regular meeting time, notice of the meeting shall be made in the same manner as provided for special meetings.

COMMUNITY USE OF BUILDING

School facilities are available to the community for education, civic, cultural, and other uses consistent with the public interest, when such use does not interfere with a school program or school-sponsored activities. The use of school facilities for school purposes has precedence over all other uses. Persons on school premises must abide by the district's conduct rules at all times.

Student and school-related organizations shall be granted the use of school facilities at no cost. Other organizations granted the use of the facility shall pay fees and costs. Contact the Superintendent for more information.

CONFERENCE AFFILIATION

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

The high school participates in the following MHSA-recognized activities: football, volleyball, boys' and girls' basketball, track, golf, cross country, band, choir, and speech and drama.

STAFF OPERATIONS

ABSENCES

All staff should arrange absences in advance with the administration when possible. The procedures for contacting a secretary to schedule for substitutes will be discussed during August PIR days.

Sick Leave

Certified employees shall be granted sick leave according to the terms of the current collective bargaining agreement.

Classified employees shall be granted sick leave benefits in accordance with §2-18-618, MCA. For classified staff, “sick leave” means a leave of absence, with pay, for a sickness suffered by an employee or his or her immediate family.

Each request will be evaluated by the district in accordance with Board Policy #5321 and the governing collective bargaining agreements.

Family and Medical Leave Act (FMLA)

Eligibility

District policy #5328 provides information on Family Medical Leave. In accordance with federal law, staff members employed by the district for the previous 12 months, who have worked at least 1,250 hours during the year preceding the start of the leave, may be eligible for FMLA leave.

Length/Purpose of Leave

Employees eligible for FMLA leave under federal law are entitled to take 12 work weeks of leave within a 12-month period (defined as July 1 through June 30) for the:

1. Birth of the employee’s child (eligibility expires 12 months after the birth);
2. Placement of a child for adoption or foster care when the child is under 18 or older than 18 if incapable of self-care (eligibility expires 12 months after placement);
3. Care of a spouse, child, or parent with a serious health condition; or
4. The staff member’s own serious health condition.

Contact Esther Clark for additional information regarding length of leave entitlements under state and federal law and provisions governing two family members eligible for FMLA and MFLA leave.

Vacation

The classified and 12-month administrative employees shall accrue annual vacation leave benefits in accordance with 2-18-611, 2-18-612, 2-18-614 through 2-18-617 and 2-18-621, MCA.

Personal and Emergency Leave

Teachers will be granted personal and emergency leave according to the terms of the current collective bargaining agreement. Upon recommendation of the Superintendent, classified staff may be granted personal leave. For more information, contact the Superintendent.

ADMISSION TO DISTRICT EXTRACURRICULAR ACTIVITIES

Staff members and spouses are admitted to home extracurricular activities free of charge.

CARE/USE OF DISTRICT PROPERTY

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

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

Staff may check out specific district-owned equipment. Such equipment may not be used for personal financial gain. An equipment-use form must be submitted and approved. Forms are available in the office.

In the event of loss or damage, the district will assess the fee according to the repair or replacement costs.

CASH IN DISTRICT BUILDINGS

Money collected by staff as a result of fund raisers or other school-related purposes is to be deposited in the high school office. At no time are substantial amounts of money to be kept overnight or held during holidays or for long periods of time in classrooms.

Staff members are asked to emphasize to students the importance of promptly depositing money collected, with appropriate school officials.

CHECKOUT

Work Day Checkout

Teachers may leave the building and district grounds during lunch as necessary. Departures during preparation periods must be approved by administration.

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

All staff are required to check out/in with the office. This will enable office staff to respond appropriately in the event of message and emergency situations that may arise.

CHILD ABUSE REPORTING

Any staff member who has reasonable cause or reasonable suspicion to believe that any child under 18 years of age with whom he/she has come in contact has suffered abuse or neglect, or that any adult with whom he/she is in contact has abused a child, shall immediately orally report to the Department of Family Services via Central Intake (866-820-5437). Administration is also to be immediately informed.

Failure to report a suspected child abuse is a violation punishable by law and by district disciplinary action up to and including dismissal.

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

CLASSROOM SECURITY

When leaving the classroom, locker room, or other work areas between classes or at the end of the day, teachers are expected to turn out the lights and secure all doors. Windows should also be secured at day's end.

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

COMMUNICABLE DISEASE/BLOODBORNE PATHOGENS/INFECTION CONTROL PROCEDURES

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

All staff shall comply with measures adopted by the district and with all rules set by the Montana Department of Public Health and Human Services and the County Health Department.

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

COMPLAINTS

Student/Parent Complaints

The Board established the District policy #1700 of the Uniform Complaint Procedure as a means to address complaints arising within the District. This Uniform Complaint Procedure is intended to be used for all complaints except those governed by a specific process in state or federal law that supersedes this process or collective bargaining agreement. Matters covered by a collective bargaining agreement will be reviewed in accordance with the terms of the applicable agreement.

Staff Complaints

Staff member complaints contending a violation, misinterpretation, or inappropriate application of district personnel policies and/or administrative regulations should be directed initially to the Superintendent for informal discussion and resolution. If the issue is not resolved, it should then be appealed to the Trustees. If the complaint is not still resolved informally, formal complaint procedures may be initiated by staff in accordance with Board policy and administrative regulations.

Staff members covered by the District Collective Bargaining Agreement (CBA) should refer to the current Collective Bargaining Agreement.

Staff members not covered under the CBA should refer to District policy #1700.

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

CONTRACTS AND COMPENSATION

Contracts will be executed for all new employees when hired. The contracted time during the school day is 7:45-4:00 pm.

Salaries, including compensation for extracurricular assignments over and above the duties associated with a staff member's regularly assigned duties, will be determined in accordance with salary schedules and salary placement guidelines established by the Board and/or policies adopted by the Board, which are consistent with salary schedules and salary placement provisions of negotiated agreements.

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

COPYRIGHT

A variety of machines and equipment for reproducing materials to assist staff in carrying out their educational assignments is available to staff in both the school and home settings.

Infringement on copyrighted material, whether prose, poetry, graphic images, music, audio tape, video, or computer-programmed materials, is a serious offense against federal law, a violation of Board policy, and contrary to ethical standards required of staff and students.

All reproduction of copyrighted material shall be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as "fair use" under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form. Permission forms are available in the office.

"Fair use" guidelines are as follows:

Printed Materials

District employees should refer to District policies #2312 and #2312P(1) regarding the permissible use of materials.

CONFERENCES

Planned conferences between teachers and parents are essential to the district's efforts to further understanding and close cooperation between the home and school. Formal parent-teacher conferences are scheduled at least once per year; however, all parents are encouraged to meet as often as needed.

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

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

Documentation of any contact with parents should be maintained in a permanent file in Infinite Campus.

CRIMINAL RECORDS CHECKS/FINGERPRINTING

Any finalist recommended for hire to a paid or volunteer position with the district, involving regular unsupervised access to students in schools, as determined by the Superintendent, shall submit to a fingerprint criminal background investigation conducted by the appropriate law enforcement agency prior to consideration of the recommendation for employment or appointment by the Board. Any subsequent offer of employment or appointment shall be contingent upon results of the fingerprint criminal background check, which must be acceptable to the Board, in its sole discretion.

All applicants for employment, as a condition for employment, shall be required, as a condition of any offer of employment, to authorize, in writing, a name-based and fingerprint criminal background investigation to determine if he or she has been convicted of certain criminal or drug offenses.

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

CURRICULUM

All teachers will use curriculum provided by Golden Triangle Curriculum Cooperative. Teachers are encouraged to serve on committees to update and revise this curriculum. Curriculum guides are available for all courses taught in the district. Curriculum guides reflect a consistent and coherent structure for the education of district students.

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

Deviations from established curriculum, textbooks, and instructional materials are not permitted without administrative approval. Teachers with questions should contact the administration.

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

DISCIPLINE AND DISCHARGE

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

DRUG-FREE WORKPLACE

No staff member shall unlawfully manufacture, distribute, dispense, possess, or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance or alcohol, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.15.

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

Each staff member must notify his/her supervisor of his/her conviction of any criminal drug statute based on conduct occurring in the workplace, as defined above, no later than five days after such conviction.

EMERGENCY CLOSURES

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

Staff will receive a text via Infinite Campus and an email in case of delayed openings or school closures. Additionally, the following radio stations regularly report delayed openings and school closures:

KSEN-KZIN, KMON

EVALUATION OF STAFF

The district’s evaluation program is designed to provide an opportunity for staff to set goals and objectives, including plans for professional growth and career opportunities, and receive administrative

responses to them; to have formal and informal observations of the teaching of licensed staff and the performance of assigned duties and job responsibilities of all other staff; to receive verbal and written comments and suggestions for improvement from supervisors; and to have clear opportunities to improve within specific timelines.

The evaluation program also provides a tool for administrators who are responsible for making decisions about promotion, retention, dismissal, and discipline.

Certified staff will be evaluated as per the negotiated agreement.

Classified staff will be formally evaluated after six months of employment. Following the initial probationary period, classified staff will have an annual performance review.

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

FAIR LABOR STANDARDS ACT

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

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

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

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

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

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

FUNDRAISING

Activities to raise money for a wide variety of school activities and equipment are held at various times throughout the course of the school year. All fund-raising activities must be conducted under the direct supervision of staff or other authorized individuals and approved by the administration prior to the activity being initiated.

District Policy #4210 designates that fund-raising requests must include an explanation or justification for the proposal, consistent with building and/or district goals. Fundraising must not interfere with or disrupt school.

Fundraising requests must be made in writing to the superintendent for approval and scheduling. All money raised must be receipted and deposited with the district. Staff and students should take all reasonable precautions to provide for the security of any items/materials/products being sold. Staff members are directed to follow established building procedures for the depositing of funds collected. At no time should money collected be allowed to accumulate in classrooms, lockers, or other unsecured areas. Employees of the district are expected to promptly pay for any items purchased during fundraising and not 'charge' them.

Fundraising timeframes will be allocated at the beginning of the school year to equalize the availability of different opportunities for classes and extracurricular activities. Months allotted to fundraising will be designated by the Superintendent in collaboration with advisors. It is preferable that no fundraisers operate at the same time.

GIFTS AND SOLICITATIONS

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

The solicitation of staff by sales people, other staff, or agents during on-duty hours is prohibited without administration's approval. Any solicitation should be reported at once to administration.

GUEST SPEAKERS/CONTROVERSIAL SPEAKERS

Guest speakers may be used by teachers from time to time, when such use is consistent with educational goals and with a demonstrable relation to the curricular or co-curricular activity in which the participating students are involved. Teachers are expected to inform administration of the date, time, and nature of the presentation whenever such use is planned.

Prior administrative approval is required whenever the guest speaker and/or presentation may be reasonably considered controversial.

HARASSMENT

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

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

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

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

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

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

Any staff member who is subject to, or knows of, such harassment is directed to notify the superintendent, or Title IX Coordinator immediately.

There will be no retaliation by the district against any person who, in good faith, reports harassment.

SEXUAL HARASSMENT

It is the policy of the Dutton/Brady Public Schools to not discriminate on the basis of sex in any education program or activity that it operates. The District is required by Title IX of the Education Amendments of 1972 and the regulations promulgated through the US Department of Education not to discriminate in such a manner. Inquiries about the application of Title IX to the District may be referred to the District's Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

Dutton/Brady Policy #3225 defines "sexual harassment" as conduct on the basis of sex that satisfies one or more of the following:

- A District employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;

- Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the District's education program or activity or;
- "Sexual assault" as defined in 20 USC 1093(f)(6)(A)(v).

When the harassment or discrimination on the basis of sex does not meet the definition of sexual harassment, the Title IX Coordinator directs the individual to the applicable sex discrimination process for investigation.

Any individual may file a complaint alleging violation of this policy, Policy #3200 – Student Rights and Responsibilities, Policy #3225/3225P – Sexual Harassment. Inquiries regarding sexual harassment, sex discrimination, or sexual intimidation should be directed to the District Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

The Board designates the following individual to serve as the District's Title IX Coordinator:

Name and Title – District Clerk – Esther Clark

Office Address – 101 2nd Street NE, Dutton, MT 59433

Email – business@dbps.us

Phone Number – 406-476-3424

The District prohibits intimidation, threats, coercion or discrimination against any individual for the purpose of interfering with any right or privilege secure by Title IX or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation proceeding or hearing, if applicable. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts of circumstances as a report or complaint of sex discrimination, or a report of formal complaint of sexual harassment, for the purpose of interfering with any right of privilege secure by Title IX or this part, constitutes retaliation.

INVENTORY

Staff is expected to maintain and update an inventory list through their respective office of all equipment they are responsible for.

KEYS

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

1. The duplication of keys is prohibited;
2. Keys are not to be left unattended. Avoid having keys on desks, tables, in mailboxes, unattended coat pockets, etc.;
3. Keys may not be loaned.
4. Lost or stolen keys must be reported to Administration within 24 hours of discovery of the loss or theft so that measures may be taken to protect district property. Three days will be allowed for the finding or recovery of keys before any charges are assessed;

5. Charges for lost or stolen keys will be made to the staff member to whom the key(s) have been issued.
6. All keys are to be checked in at the end of the school year. Staff with summer duties necessitating building access may make arrangements with the administration to keep their keys as appropriate.

LESSON PLANS

The quality of the instructional program reflects the effort teachers invest in developing lesson plans that are consistent with the district curriculum and appropriate to the students' individual needs.

Teachers are expected to prepare lesson plans weekly or monthly. Copies must be submitted to the building superintendent no later than the week before the anticipated implementation of the instruction plans. Lessons should identify the standards being taught and the trustee-approved curriculum used in said instruction.

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

In addition, a general substitute plan should be submitted in case of emergencies by the end of the first full work week of instruction.

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

Planbook is the districts lesson planning service. Each Planbook curriculum planning should be shared with district administration for regular review.

MEETINGS

Staff meetings are scheduled for the purpose of organization and communication of business that typically cannot be handled through staff bulletins, departmental, or committee structure. All staff are expected to attend staff meetings unless prior arrangements have been made with the building superintendent. Meetings sponsored or called by recognized collective bargaining units during contract hours are subject to prior approval of the building superintendent.

PARTICIPATION IN POLITICAL ACTIVITIES

Staff members may exercise their right to participate fully in affairs of public interest on a local, county, state, and national level, on the same basis as any citizen in public or private employment and within the law. Such discussion and persuasion, however, may not be carried on during the performance of district duties.

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

No staff member may use district facilities, equipment, or supplies in connection with his/her campaigning, nor may he/she use any time during the working day for campaign purposes.

PERSONNEL RECORDS

District policy #5231 mandates the district to maintain confidential and permanent personnel records. An official personnel file is established for each person employed by the district. A staff member's personnel file may contain such information as applications for employment, references, records relative to compensation, payroll deductions, evaluations, complaints, and written disciplinary actions.

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

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

1. The individual employee. An employee or designee may arrange with administration to inspect the contents of his/her personnel file.
2. Others designated in writing by the employee;
3. The comptroller or auditor, when such inspection is pertinent to carrying out their respective duties, or as otherwise specifically authorized by the Board. Information so obtained will be kept confidential. No files will be removed from their central location for personal inspection;
4. The superintendent.
5. District administrators and supervisors who currently or prospectively supervise the employee;
6. Attorneys for the district or the district's designated representative on matters of district business.

The superintendent may permit persons other than those specified above, to use and to inspect employee records when, in his/her opinion, the person requesting access has a legitimate official purpose. The superintendent will determine, in each case, the appropriateness and extent of such access.

In accordance with federal law, the district is required to release information regarding the professional qualifications and degrees of teachers and the qualifications of aides/paraprofessionals to parents upon request, for any teacher or aide/paraprofessional who is employed by a school receiving Title I funds, and who provides instruction to their child.

Release of personnel records to parties other than those authorized to inspect them will be only upon receipt of a court order.

PROGRESS REPORTS

Teachers are expected to report their students' progress to the students and their parents. Progress reports are issued at the midway point of the first, second, third, and fourth quarter grading periods, indicating academic and citizenship progress to date.

Teachers may issue such reports at other times during a grading period as deemed appropriate. No grade of “D” or “F” should be issued without a prior contract to discuss the progress report that notifies the student and parents of academic deficiencies.

PURCHASE ORDERS

No financial obligation of any kind may be incurred by any staff member, unless that expenditure has been authorized by the Administration. Staff members not getting permission ahead of time will NOT be reimbursed for their expenditures.

No purchase including purchases from student body funds will be authorized unless covered by an approved purchase order. Forms are available in the office.

RELEASE OF GENERAL STAFF INFORMATION

A staff member’s address and personal phone number will not be released by the district to those not associated with the district. Such information may be disclosed if a staff member authorizes the district to do so.

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

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

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

RESIGNATION OF STAFF

Certified and classified personnel will generally be expected to fulfill the terms of their contract unless (1) there are clearly compelling, mitigating circumstances which prevent the certified or exempt individual from doing so; and (2) until such time as the Board releases the certified individual from the terms of the contract upon the recommendation of the Superintendent.

Generally speaking, the Board expects at least a two-week notice from all staff.

All resignations should be in writing. The superintendent will accept requests for resignation and transmit them to the Board as part of the regular personnel report.

RETIREMENT

To assist the district in its planning efforts, staff members considering retirement are encouraged to notify the district as early as possible, preferably at the beginning of the school year in which the retirement will take place.

STAFF VACANCIES

Whenever a teaching position vacancy occurs in the Dutton/Brady Teaching Staff, the position will be advertised and offered internally within the Dutton/Brady Staff. If no other current teacher desires the vacant position, the position will be advertised externally.

SAFETY COMMITTEE

District Policy #8301 describes that a building safety committee be established to help implement the district's safety program and as a part of an ongoing effort to help ensure the safety and health of students, staff, and others while on district property.

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

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

SPECIAL INTEREST MATERIALS

Supplementary materials from non-school sources require administrative approval prior to their use in school. This includes educational films and all video rentals secured from or through commercial sources.

Generally, materials that are of obvious educational quality, supplement and enrich instructional and reference materials for definite school courses, and are timely may be considered for approval.

Swank K-12 streaming is the districts service provider that shows educational context used in classrooms. Titles are requested in the platform for administration review and appropriateness of content for curriculum use.

STAFF CONDUCT

All employees are expected to maintain high standards of honesty, integrity, professionalism, decorum, and impartiality in the conduct of District business. All employees shall maintain appropriate employee-student relationship boundaries in all respects, including personal, speech, print, and digital communications.

While on school property, employees shall not injure or threaten to injure another person; damage another's property or that of the District; or use, control, possess or transfer any weapon or any item that could be reasonably considered to be a weapon as defined in Policies 3310 and 3311. "School property" means within school buildings, in vehicles used for school purposes, or on grounds leased or owned by the school district.

In accordance with state law, an employee shall not dispense or utilize any information gained from employment with the District, accept gifts or benefits, or participate in business enterprises or

employment that creates a conflict of interest with the faithful and impartial discharge of the employee's District duties. A District employee, before acting in a manner which might impinge on any fiduciary duty, may disclose the nature of the private interest which would create a conflict. Care should be taken to avoid using or avoid the appearance of using official positions and confidential information for personal advantage or gain.

Further, employees are expected to hold confidential all information deemed not to be for public consumption as determined by state law and Board policy. Employees also will respect the confidentiality of people served in the course of an employee's duties and use information gained in a responsible manner. The Board may discipline, up to and including discharge, any employee who discloses confidential and/or private information learned during the course of the employee's duties or learned as a result of the employee's participation in a closed (executive) session of the Board. Discretion should be used even within the school system's own network of communication and confidential information should only be communicated on a need to know basis.

Administrators and supervisors may set forth specific rules and regulations governing staff conduct on the job within a particular building.

STAFF DEVELOPMENT

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

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

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

Meetings and conferences devoted primarily or exclusively to organizational or business affairs of staff member collective bargaining units, political workshops, training sessions for consultation committees, and like activities will not be considered as appropriate activities for the expenditure of district funds.

STAFF PROFESSIONAL DEVELOPMENT/TEACHER TRAINING WORK DAY (TTWD)

The school calendar outlines professional development days teachers must attend. All professional development required by the district will award OPI renewal units for licensure. Teachers who cannot participate in professional development must submit their leave requests two days before the scheduled training. Teachers who do not participate in mandatory training must complete alternative options outlined by the superintendent. *Dutton/Brady School District #28C* requires teachers to have fourteen hours of professional development, seven guided by district initiatives, and the remaining seven based on individual curriculum needs. The PD/TTWD Committee developed the schedule for annual training and remote TTWDs.

STAFF DRESS AND GROOMING

All staff are expected to be neat, clean, and to wear appropriate dress for work that is in good taste and suitable for the job at hand. Teaching as a professional demands setting a good example for students in every possible way. As adults and professionals, teachers are expected to be guided in their grooming habits by what is most generally acceptable in the business and professional world.

STAFF HEALTH AND SAFETY

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

All staff members are expected to conduct their work in compliance with first aid and infection control procedures established by the district and the following safety rules of the district:

1. All injuries shall be reported immediately to the person in charge or other responsible representative of the district;
2. It is the duty of all employees to make full use of safeguards provided for their protection. It shall be the employee's responsibility to abide by and perform the following requirements:
 - a. An employee shall not operate a machine unless guard or method of guarding is in good condition, working order, in place and operative;
 - b. An employee shall stop the machine or moving parts and properly tag-out or lock-out the starting control before oiling, adjusting, or repairing, except when such machine is provided with means of oiling or adjusting that will prevent possibility of hazardous contact with moving parts;
 - c. An employee shall not remove guards or render methods of guarding inoperative, except for the purpose of adjustment, oiling, repair, or setting up a new job;
 - d. Employees shall report to their supervisor any guard or method of guarding that is not properly adjusted or not accomplishing its intended function;
 - e. Employees shall not use their hands or any portion of their bodies to reach between moving parts or to remove jams, hang-ups, etc. (use hook, stick, tong, jig, or other accessory);
 - f. Employees shall not work under objects being supported that could accidentally fall (such as loads supported by jacks, the raised body of a dump truck, etc.), until such objects are properly blocked or shored;
 - g. Employees shall not use defective tools or equipment. No tool or piece of equipment should be used for any purpose for which it is not suited, and none should be abused by straining beyond its safe working load;
3. Employees shall not remove, deface, or destroy any warning, danger sign, or barricade or interfere with any other form of accident prevention device or practice provided on any machine, tool, or piece of equipment which they are using or which is being used by any other worker;
4. Employees must not work underneath or over others, thereby exposing them to a hazard without first notifying the other employee(s) or seeing that proper safeguards or precautions have been taken;
5. Employees shall not work in unprotected, exposed, or hazardous areas under floor openings;
6. Long or unwieldy articles shall not be carried or moved, unless adequate means of guarding or guiding are provided to prevent injury;

7. Hazardous conditions or practices observed at any time shall be reported as soon as practical to the person in charge or some other responsible representative of the employer;
8. Employees observed working in a manner which might cause immediate injury to either themselves or other workers shall be warned of the danger;
9. Before leaving a job, workers shall correct, or arrange to give warning of, any condition which might result in injury to others unfamiliar with existing conditions;
10. Good housekeeping methods shall be observed in all operations. Materials shall be so handled and stored as to minimize falling, tripping, or collision hazards;
11. Working and storage areas and passageways shall be kept free of unnecessary obstructions. No loose object shall be placed in any area where its presence will necessitate employees crowding between such objects as moving machinery, steam pipes, or other objects with which contact would be dangerous;
12. Any materials which might cause an employee to slip or fall shall be removed from floors and other treading surfaces immediately, or suitable means or methods shall be used to control the hazardous condition;
13. All sharp, pointed, or otherwise hazardous projections in work areas shall be removed or rendered harmless.

STAFF/PARENT RELATIONS

The district encourages parents to be involved in their student's school experience. Teachers are advised that unless otherwise ordered by the courts, an order of sole custody on the part of one parent does not deprive the other parent of certain rights. It is the responsibility of the parent with sole custody to provide to the district any court order that curtails the rights of the non-custodial parent.

A non-custodial parent may receive and inspect the school records pertaining to their student and to consult with teachers concerning their student's welfare and education.

Non-custodial parents will not be granted visitation or telephone access to their student during the school day. Students may not be released to the non-custodial parent without the written permission of the parent having sole custody.

In the case of joint custody, it is the responsibility of the parents to provide the district, in writing, any special requests or clarifications in areas concerning the student and the district's relationship and responsibilities. Such information will be maintained on file in the office and provided to staff as appropriate.

Staff members with questions regarding custodial and/or non-custodial parent rights with respect to particular students should contact the office.

STAFF ROOM

Students are **not** permitted in the staff room unless directly supervised by a staff member.

SUPERVISION OF STUDENTS

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

All teachers are expected to be in their classrooms prior to the arrival of students.

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

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

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

All teachers should accompany and supervise their class during school assemblies.

TEACHING ABOUT RELIGION

Religious education is the responsibility of the home and religious institutions. Public schools are obligated to maintain neutrality in all such matters.

However, as religion influences many areas of education, such as literature and history, its role in civilization may be taught when consistent with curriculum and teaching assignments. In such instances, teachers may provide information and opportunities for students to study the forms of various religions.

Teachers may not advocate, openly or covertly or by subtlety, a particular religion or religious belief.

TOBACCO-FREE ENVIRONMENT

In order to protect the health of students, staff, and the general public, provide a healthy working environment, and promote good health for students, tobacco use is prohibited on all district property and in district-owned vehicles.

Tobacco use is defined as the carrying or smoking of any kind of lighted pipe, cigar, cigarette, e-cigarette, or any other smoking equipment or material or the chewing or sniffing of a tobacco product.

USE OF PRIVATE VEHICLES FOR DISTRICT BUSINESS

The use of private vehicles for district business, including the transportation of students, is generally discouraged. Staff members should use district-owned vehicles whenever possible, scheduling activities and other transportation far enough in advance to avoid any non-emergency use of private

vehicles. Discretion of vehicle use is permitted for district business that does not involve student transportation.

ADMINISTERING MEDICINES TO STUDENTS

Students who must take prescription and/or over-the-counter medication at school, on a temporary or regular basis, must provide a written request to administer medication, signed by the parent. All medications will be kept in locked storage in the appropriate office unless a student must carry medication on his/her person during the school day.

Teachers are expected to assist students in remembering when a medication is scheduled to be administered. If the student refuses to take medication, teachers are expected to notify the parent whenever possible. Attempts to contact parents must be documented as to date and time.

CLASS INTERRUPTIONS

The district is committed to protecting instructional time. Class interruptions of any kind will be kept to a minimum. Students are not to be permitted to interrupt a class in session without authorization from the office.

The front office secretary will not allow parent calls during the school day or transfer them to the classroom, unless the staff member instructed or is expecting a call. Please communicate if you're expecting a call with the front office.

COMMUNICABLE DISEASES/STUDENTS WITH HIV, HBV, AIDS

Protection from communicable disease is generally provided through immunization, exclusion, or other measures provided for in Montana Code Annotated and rules of the county health department. Services generally will not be provided to students excluded unless otherwise required by law.

In those cases where a communicable disease is diagnosed and confirmed and the student would not be excluded from school, the district will inform the appropriate staff member to protect against the risk of exposure.

CORPORAL PUNISHMENT

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

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

DAYCARE (LITTLE DIAMONDBACKS DAYCARE)

Little Diamondbacks Daycare operates during the school day and outside of school hours. Any questions about classroom activity should be directed to the lead teacher. Other inquiries should be directed to the program coordinator.

DISMISSAL OF CLASSES

Teachers should never dismiss a class before the established dismissal time. Detaining the entire class without cause after dismissal time is also discouraged. Whenever individual students are detained after class, the teacher is expected to provide the student a note for the student's next class teacher. This will help reduce unnecessary hall traffic, as students reporting to class late will need to account for their tardiness. In general, instruction should occur bell to bell.

EMERGENCY DRILLS

District Policy #8301 describes that all teachers in grades K-8 are required to provide instruction on fire and earthquake dangers and drills each school month, in accordance with the requirements of the law.

A map/diagram of the fire escape route to be followed should be posted near the classroom doorways and reviewed with students. Upon the sounding of a fire alarm, teachers are required to:

1. Immediately direct all students to orderly exit the building using the evacuation route posted. Students may not stop at lockers, drinking fountains, restrooms, etc., along the way;
2. Close windows, turn off lights, and [lock door/leave door unlocked];
3. Take roll book;
4. Escort class at least 50 feet from the building and take roll. Report any unaccounted students to the principal;
5. Upon "all clear" signal, escort students directly back to class. Check roll.

FEATURE FILMS/VIDEOS

Administrative approval is required prior to showing a feature film/video to students in district classrooms. Only films/videos rated [G, PG, or PG-13] may be authorized for classroom use that have ***intellectual or educational value***. *Films should be chosen based on their instructional importance to the standards being taught.*

Requests must be submitted to the administration at least five days before the proposed showing.

The following information should be included:

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

Showing all feature films/videos with a G rating requires prior parental notification from the staff member. Feature films/videos with a PG or PG-13 rating also require prior parental consent.

Swank K-12 streaming is the districts service provider that shows educational context used in classrooms. Titles are requested in the platform for administration review and appropriateness of content for curriculum use.

FIELD TRIPS AND SPECIAL EVENTS

The principal may authorize field trips and other student activities involving travel when they contribute to the achievement of desirable educational goals.

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

Written parental permission must be obtained for each approved trip. Teachers are expected to submit the signed forms showing parental approval and acknowledgment of the student conduct guidelines to the office before departure for the scheduled activity.

Staff members should contact the office for appropriate substitutes, vehicle arrangements, and related field trip procedures and forms.

Any out-of-state travel must be approved by the Board.

All directions to field trip changes will be directed by the front office. Scheduling for field trip must take place two weeks in advance or the trip may be denied for scheduling reasons.

GRADING

All teachers are responsible for evaluating student progress. The district and home share a goal of the highest possible level of student achievement. A close working relationship and regular communication with parents are essential to accomplishing this goal.

Teachers should use various communication devices, including telephone and personal conferences and written grade reports, to keep parents well informed. At the beginning of the grading period, students and parents are to be informed regarding the basis of the grades and the methods for determining grades.

Letter grades will be used as follows:

- A — Superior
- B — Above Average
- C — Average
- D — Below Average
- F — Failing
- I — Incomplete

Grading will be on a nine-week basis.

Due-process procedures will be provided to all students whose grades have been reduced or credit denied for attendance rather than academic reasons. Reasons for the student's absence will be considered. No grade may be reduced or credit denied based on absence due to religious reasons, a student's disability, or an excused absence as determined by board policy. Such notice will be included in each teacher's syllabus and distributed to students at the beginning of the grading period.

Special education students are to receive grades based on progress toward goals stated in the Individual Education Program (IEP).

HOMEWORK

Homework may refer to an assignment prepared during a period of supervised study in class or outside of class or which requires individual work at home.

Homework is expected to be designed to improve learning, to aid in the mastery of skills and to stimulate interest on the part of the student.

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

MAKE-UP WORK

A student who has an excused absence from class is to be permitted to make up those assignments that he/she has missed. The student is expected to make arrangements with the teacher on his/her first day back in class, for the work missed due to absence.

Any student truant from school will not be allowed to make up missed work.

As provided by District policy #3300, a student suspended from school will not be permitted to make up school work upon his/her return.

MOVING CLASS/HOLDING CLASSES OUTDOORS

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

As holding classes outdoors often presents a distraction to students in the class, as well as to staff and students in other classrooms, teachers are expected to conduct their classes in their scheduled rooms unless otherwise assigned by administration.

From time to time, certain class assignments may be more appropriately conducted outdoors. Prior administrative approval is required for all such activities.

RELEASE TIME FOR RELIGIOUS INSTRUCTION

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

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

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

RETENTION OF STUDENTS

Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the students involved.

Exceptions will always be made after prior notification and explanation to the student's parents, but the administration will make the final decision.

STUDENT ACTIVITY FUNDS

All money raised or collected by and/or for school-approved student groups are to be receipted and deposited into a checking account administered by the business office. All student activity fund expenditures must be approved by administration. Advisors of classes/organizations are to develop procedures to keep track of which students participate in fundraisers so that class/organizational trips are not conducted with only a few students raising the funds on behalf of everyone else.

STUDENT CONDUCT

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

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

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

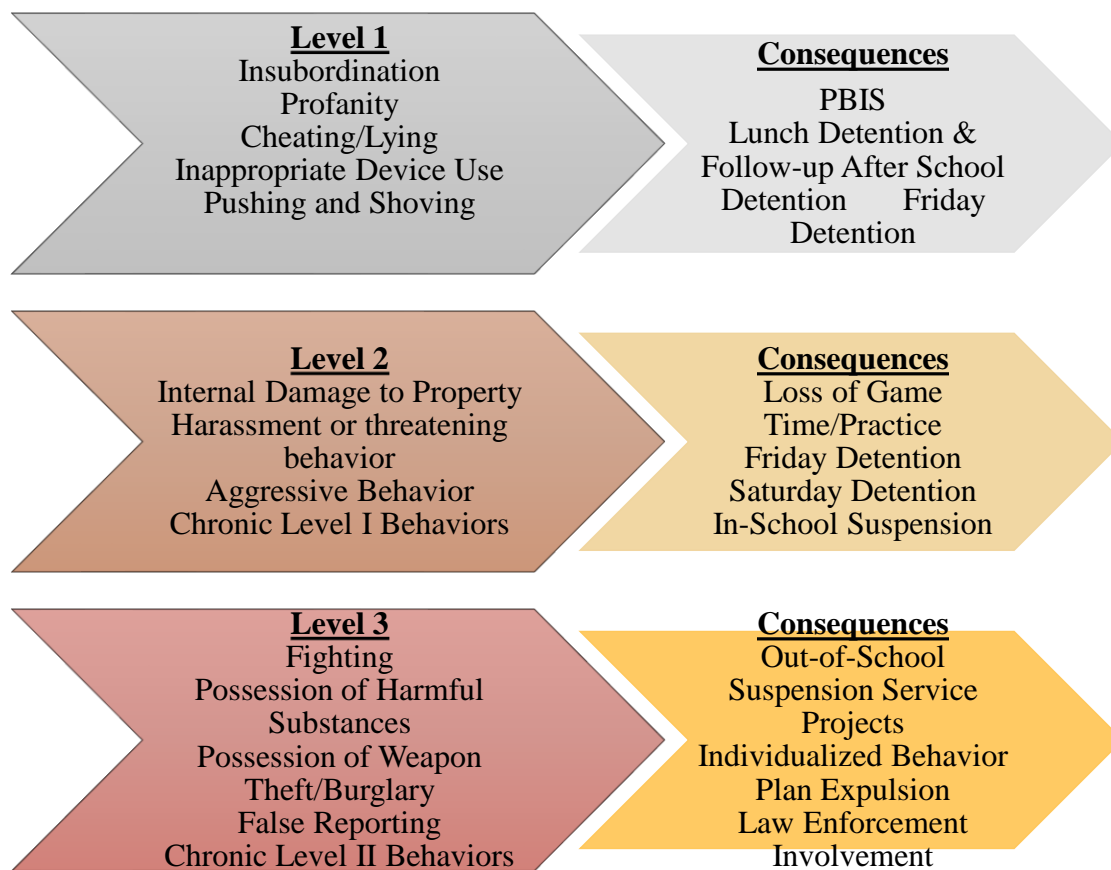
Student conduct rules unique to individual classrooms may also be developed by teachers. All such rules must be consistent with board policy and local building administrative regulations governing student conduct and discipline. Classroom rules and consequences are to be reviewed with students, posted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

STUDENT DETENTION

Teachers may detain a student after school hours for disciplinary reasons, provided the parent has been notified of the detention. In the case of bus students, at least one day's notice must be given unless parental consent has already been provided.

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

Students who are detained after school are not to be left unsupervised during their detention. The following chart showcases the various consequences at different levels. The teacher should maintain a record in Infinite Campus. Staff members will provide initial documentation and consequences and should annotate them in Infinite Campus. ***Anything passed level 1 will be handled by the administration.***



STUDENT/PARENT HANDBOOK

A student/parent handbook is issued to all students at the beginning of each new school year and at the time of registration for new students moving into the district at other times of the year.

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

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

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

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

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

STUDENT WITHDRAWAL FROM SCHOOL

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

Teachers are expected to complete an accounting of any unreturned or damaged books, locks, materials, supplies, equipment, or other district property, including replacement costs, if known, and submit the list to the office.

VISITORS

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

Staff members are expected to report any unauthorized person on school property to the office.

SCHOOL WELLNESS

District policy #2510 identifies the importance of promoting and protecting children's health and well-being to enhance their learning ability. Because of the obesity epidemic, § 204 of Public Law 108-265, the Child Nutrition and WIC The Reauthorization Act of 2004 establishes the requirement for a local wellness policy and requires each local education agency (LEA) or school district participating in the National School Lunch Program and/or School Breakfast Program to develop a local wellness policy that promotes student health and addresses the growing problem of childhood obesity.

Dutton/Brady K-12 Schools are committed to providing environments that promote and protect children's health, well-being, and learning ability by supporting healthy eating and physical activity.

I _____ ACKNOWLEDGE I HAVE RECEIVED A COPY OF THE DUTTON/BRADY STAFF HANDBOOK AND AGREE TO COMPLY WITH THE RULES AND REGULATIONS CONTAINED THEREIN. I ALSO ACKNOWLEDGE THAT I HAVE BEEN ADVISED THAT A COPY OF THE SCHOOL BOARD'S POLICY MANUAL MAY BE FOUND IN THE SUPERINTENDENT'S OFFICE OR MAY BE ACCESSED ONLINE AT www.dbps.k12.mt.us.

(Signature)

(Date)