

CLASSIFIED STAFF HANDBOOK

2021 – 2022



Sheridan School District #5
Sheridan, Montana

The Sheridan School District Board of Trustees does not discriminate on the basis of race, color, national origin, age, religion, sex, or disability in employment, educational programs or activities.

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Introduction

Welcome to the Sheridan School District. The purpose of the handbook is to acquaint you with general District policies that govern and affect your employment and to outline the benefits available to you as an employee of the District.

This Handbook is intended to serve as a guide for all classified staff which includes but may not be limited to the following positions:

- Cook and assistant cooks
- Custodial staff
- Secretaries
- Clerks
- Maintenance personnel
- Bus drivers
- Paraprofessionals
- Coaches

Because this handbook is a general source of information, it is not intended to be, and should not be interpreted as, a contract. It is not an all-encompassing document and may not cover every possible situation or unusual circumstance. If a conflict exists between information in this handbook and Board Policy, Board Policy governs. It is the employee's responsibility to refer to the actual policies and/or administrative procedures for further information. Complete copies of the Board Policy are available for review at the District Office or the school website. Any employee is free to review official policies and is expected to be familiar with those related to his/her job responsibilities.

In this handbook, bolded policy codes indicate related Board Policies. If an employee has questions, he/she should contact the superintendent.

Although every effort will be made to update this handbook on a timely basis, the Sheridan School District Board of Trustees reserves the right, and has the sole discretion, to change any policies, procedures, benefits, and terms of employment without notice, consultation, or publication, except as may be required by contractual agreements and law. The District reserves the right, and has the sole discretion, to modify or change any portion of this handbook at any time.

School Board

Individual Board members exercise their authority over school district affairs only as they take action at a legal meeting of the Board. In other instances an individual Board member, including the Chairman, shall have power only when the Board, by vote, has delegated authority to him or her. The Sheridan School Board meets on a regular basis on the second Tuesday of each month, in the Charles B. Murray Media Technology Center.

District Office Hours

Normal office hours in the District will be 8:00 a.m. to 4:00 p.m., Monday through Thursday.

Definition-Classified Personnel

The term classified personnel refers to employees of the school district whose positions of employment do not require professional certification under the provisions of Montana School Law. Classified positions of employment will include secretaries, clerk, custodians, cooks, assistant cooks, paraprofessionals, coaches, bus drivers, and maintenance personnel.

Classified personnel will be categorized on the basis of the conditions of the employment agreement. These categories are:

1. Full-Time: Normally work forty (40) hours per week, for 52 weeks per year.
2. Part-Time: Normally work less than forty (40) hours per week.
3. Temporary: Employees who are hired for a limited time period.

General Terms of Employment

Equal Opportunity , Non-Discrimination, and Sec Equity

The District will provide equal employment opportunities to all persons, regardless of their race, color, religion, creed, national origin, genetic information, sex, age, ancestry, marital status, military status, citizenship status, use of lawful products while not at work physical or mental disability. The District will make reasonable accommodation for an individual with a disability known to the District, if the individual is otherwise qualified for the position, unless the accommodation would impose undue hardship on the District. **Policy 5010**

Bullying/Harassment/Intimidation

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

Any employee who believes that he/she, or any other employee or student, is being subjected to harassment or discrimination should bring the matter to the attention of the Supervisor and/or Building Principal. The District will investigate any such concerns promptly and confidentially. Please refer to Policy 1700 for the Uniform Complaint Procedure.

No employee will be subject to any form of reprisal or retaliation for having made a good-faith complaint under this policy. For complete information concerning the District's position prohibiting harassment/discrimination, assistance in reporting and responding to alleged incidents, and examples of prohibited behaviors, employees should refer to the District's policies and related procedures. **Policy 5015**

Hiring

All personnel are required to sign a written contract with the District. For further information on hiring, refer to **Policy 5120**.

Job Responsibilities

All employees receive a copy of their job description and responsibilities for review. Immediate supervisors may assign other duties as needed. Employees should ask their supervisor if they have questions regarding their assigned duties and/or responsibilities. **Classified Job Descriptions – Policy Appendix**

Criminal Background Check

It is the policy of the Board that 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 name-based and fingerprint criminal background investigation conducted by the appropriate law enforcement agency prior to consideration of the recommendation for employment or appointment by the Board.

Any requirement of an applicant to submit to a fingerprint background check shall be in compliance with the Volunteers for Children Act of 1998 and applicable federal regulations. If an applicant has any prior record of arrest or conviction by any local, state, or federal law enforcement agency for an offense other than a minor traffic violation, the facts must be reviewed by the Superintendent, who shall decide whether the applicant shall be declared eligible for appointment or employment in a manner consistent with the expectations and standards set by the board. Arrests resolved without conviction shall not be considered in the hiring process unless the charges are pending. **Policy 5122**

Driving Records

To be authorized to operate a district-owned vehicle, you must submit a copy of your current driver's license to the Business Office, and the District will obtain a copy of your current driving record. **Policy 8121**

Confidentiality

In certain circumstances, employees may receive confidential information regarding students' or employees' medical, discipline, employment, or court records. Employees are required to keep student and personnel information in the strictest confidence and are legally prohibited from passing confidential information along to any unauthorized individual. If employees have any questions about access to confidential information, they should speak to their Supervisor. **Policy 5223**

Wages and Payroll Distribution

Payroll Warrants are issued according to a classified pay matrix approved annually by the Board of Trustees. Payday is the second Wednesday of each month depending on individual employee status.

Benefits and Leave

Health Insurance

The District will pay a set amount per month for health insurance for full-time classified employees. Qualifying employees are invited to include other family members on their insurance at their own cost. Any premium amount over the District contribution will be deducted from their monthly paycheck.

Worker's Compensation Insurance

Worker's compensation is for the purpose of offsetting loss of income suffered by an employee who is injured on the job. Inasmuch as an employee's pay continues while the employee is on sick leave, the employee is not entitled to both paid sick leave and worker's compensation payments. An employee who is injured on the job has the option of taking either sick leave or worker's compensation payment and if the employee's sick leave runs out, the employee may receive worker's compensation payment.

When an employee suffers any accident or injury on the job, they must report the incident immediately to their supervisor.

Salary Deductions

The District makes all payroll deductions required by law or as authorized by the employee.

Expense Reimbursement

School personnel are reimbursed for travel that is required as part of their duties or for school-related activities approved by the superintendent. The District will inform staff regarding expense reimbursement guidelines annually. **Policy 7336**

Holidays

The following days that occur on a regular classified personnel work day will be paid holidays for full-time classified employees. Part-time and seasonal personnel will not be paid for the holidays, unless the holiday creates a deficiency in the regular work week. For example: If Labor Day falls on a Monday, but we have school on Friday, the workweek is not deficient the normal 32 hour work week. An employee may not earn Holiday hours which create overtime situations.

1. July 4
2. Labor Day
3. Thanksgiving Day
4. Christmas Day
5. New Year's Day
6. Memorial Day

If these holidays fall on a Saturday or Sunday, the preceding Friday or following Monday are not holidays. **Policy 5333**

Leave Policies

In order to provide the highest level of service, employees are expected to be at work and on time every day. However, when circumstances dictate, the District provides leave to its employees pursuant to Montana Law, master contracts and individual contracts. Employees who must be absent should inform their immediate supervisor as soon as possible but no later than the start of the scheduled shift. Listed below is general information regarding several types of leave available to employees. Please note that in many cases a written request, submitted for approval before leave begins, is required. **Policies 5321, 5322, 5328, 5329, 5329P, 5330**

Sick Leave

Classified employees shall be granted sick leave pursuant to Montana Law governing public employees.

Sick leave will refer to leave with pay caused by an illness or injury by an employee or his immediate family. It is recognized that employee illnesses and injury requiring sick leave may occur that are beyond the terms of this policy. Unless otherwise stated by contract, "Immediate family" is defined as the employee's spouse, parents, brothers, sisters, household dependents and children residing in the employee's household.

Sick leave outside the terms of the policy will be without pay. An excessive number of sick leaves without pay by one employee will be investigated for possible action under the conditions for "termination of employment": Classified personnel will earn sick leave at the rate of 0.046125 hours of sick leave per one (1) hour worked per Montana State Law. This sick leave benefit commences after 90 calendar days of employment.

If an employee does not take the full amount of sick leave allowed in a year, the amount not used shall accumulate from year to year.

When an employee is ill or injured, he shall report his absence to his supervisor and on his time sheet that particular date or dates will be marked illness.

Sick leave may be used for illness or injuries only and in no case may it be used for extended vacations, hunting, skiing or for personal business. When an employee's tenure of employment is terminated or at retirement, sick leave accumulated since July 1, 1971, will be remunerated to the employee on the basis of 25% of its value.

Sick leave charges in excess of earned sick leave credits may be charged to earned and available annual leave only at the employee's option.

Medical and dental appointments may be charged to sick leave, provided the minimum time charged is not less than one (1) hour. Each absence shall be reported separately and authorized in advance by the employee's immediate supervisor.

Advancing sick leave credits after an employee's earned sick leave credits have been expended is expressly prohibited.

The employee's immediate supervisor or the appointing authority may, at their discretion, require written substantiation of any sick leave charge against an employee's sick leave credits in the form of a physician's certificate.

Maternity Leave

Sick leave may be charged for absences due to pregnancy, including childbirth, miscarriage, abortion and reasonable prenatal and postnatal care.

Emergency Sick Leave

Emergency sick leave is defined as a necessary absence due to (1) the illness of a member of employee's immediate family requiring the attendance of the employee until professional or other attendance can be obtained; or (2) the death of a member of the employee's immediate family. The term emergency sick leave is used in order to make a clear differentiation between sick leave used by an employee for personal illness and sick leave used for a family emergency.

Family emergencies are unpredictable and beyond the control of the employee, and for that reason are charged against sick leave rather than vacation or leave without pay.

Emergency sick leave charged against an employee's sick leave credits shall not exceed a total of five (5) work days per calendar year for illness in the immediate family. In addition, emergency sick leave charged against an employee's sick leave credits shall not exceed a total of five (5) work days for each death in the immediate family.

Vacation Leave and Annual Leave

Classified employees will be granted vacation leave pursuant to Montana Law. The earning of vacation leave will be dependent upon the employment category of the classified personnel. The following provisions are made by category for earning annual leave:

1. Full-time personnel shall earn vacation time per year as follows:
 - a. From one year to ten years of employment at the rate of one and one-quarter days for each month of service.
 - b. From ten years to fifteen years of employment the rate will be one and one-half days for each month of service.
 - c. From fifteen years to twenty years of employment at the rate of one and three-quarters working days for each month of service.
 - d. After twenty years of employment the rate of two working days for each month of service.
2. Part-time personnel shall earn a prorated amount of vacation. At the end of each school year, the school clerk will pay the cooks, assistant cooks, bus drivers, aides and the school secretary their vacation pay.
3. Temporary personnel do not receive vacation time.

The times when vacation leave can be taken are determined by mutual agreement between the employee and superintendent. Employees will request from the superintendent the days they would like to take their vacation. The district encourages the employees to take their vacation time during the summer months.

Full-time employees may take vacation leave during the year when school is in session if work is completed and with permission from the superintendent.

Employees earn vacation credit from the first day of being employed. The days earned cannot be used until the employee has completed six months of continuous employment.

Annual leave may be accumulated to a total not to exceed twice the maximum number of days earned annually.

Civic Duties Leave

Employees shall be granted leave for service on a jury, in the Legislature or in response to a subpoena in accordance with state law. Each employee who is under proper summons as a juror or witness shall collect all fees and allowances payable as a result of the service and forward the fees to the appropriate accounting office.

Juror and witness fees shall be applied against the amount due the employee from his employer. However, if an employee elects to charge his juror or witness time off against his annual leave, he shall not be required to remit his juror fees to his employer. In no instance is an employee required to remit to his employer any expense or mileage allowance paid him by the court.

Military Leave

Employees shall be granted leave for service in the military in accordance with state and federal law. The District will comply with all federal regulations regarding the employee's return to service following military leave.

Family Medical Leave

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

Personnel Management

Employment and Assignment

Each classified employee will be employed under a written contract for a specified term, with a beginning and ending date. Such employees shall have no expectation of continued employment from year to year, and contracts of employment may be renewed or non-renewed each year, at the District's sole option. The District reserves the right to change employment conditions affecting an employee's duties, assignment, supervisor, or grade.

The Superintendent may assign, reassign, and/or transfer positions and duties of all staff, subject to any provisions contained in the master contract. The Superintendent will provide for a system of assignment, reassignment, and transfer of classified staff, including voluntary transfers and promotions. Nothing in this policy prevents reassignment of a staff member during a school year. **Policy 5210**

Overtime/Over Scheduled Hours

All overtime and/or over scheduled hours work shall be authorized in advance of work by the building principal or the superintendent. Those authorized for overtime shall be compensated at one and one-half times regular rate of pay for the work in excess of the standard 40 hour week. The work week begins on Monday and ends on Sunday. **Policy 5336**

Pay Day

Payday is the Wednesday following the second Tuesday of each month, depending on individual employee status.

Rest Periods

A daily morning 15 minute rest period shall be granted to all classified employees who work at least 4 hours each day. A second afternoon rest period shall be granted to all classified employees who work 8 hours per day. The breaks shall be taken approximately in mid-morning and mid-afternoon or in the middle of each half shift. Because Montana Code Annotated does not require giving this break, the District requests that you remain on campus and available to help students and other staff when requested. The School District DOES NOT provide a paid lunch period. Please ensure that these breaks are not taken in public areas such as the school offices.

Although each employee may take the above described rest periods, it is to be understood that the individual employee's election to not take the rest period time will not accumulate as leave time for any other purpose. If the rest period time is not taken, it may not be used in any other way.

Retirement Plans

All employees who meet the requirements for membership in the classified service are required to become members of the Federal Social Security, Montana Teachers' Retirement System, or Montana Public Employee Retirement programs.

Membership in and deductions for these retirement plans are mandatory and become effective immediately upon commencement of employment.

Time Sheets

The District is required by law to have time sheets for all classified employees. Time sheets should be filled out on a daily basis. Classified employees are required to turn in their time sheets **no later than the first Wednesday** of each month.

If an employee is absent on the due date, their time sheet must be turned in on the last day worked in that reporting period. It is the responsibility of the employee to turn their time sheet in. If time sheets are not turned in by the due date, employees may have to wait for the next payroll cycle.

Transfers

Classified employee request for transfers of job assignments may be made by submitting a request in writing to the superintendent. Such a request will be evaluated and considered by the school board. The primary criterion will be the determination of what job assignment for the employee will best serve the district.

When an employee is assigned the duties and responsibilities of a higher or lower job classification, an adjustment may be made in their salary.

Resignation

When a classified employee terminates their employment with the District, a written resignation shall be submitted to the superintendent. The Superintendent shall provide written acceptance of the resignation, including the date of acceptance, to the employee, setting forth the effective date of the resignation. .

When a classified employee terminates their employment with the District, two weeks' notice is required. The resigning employee shall:

1. Submit a written notice of resignation to the superintendent.
2. Turn in all school district owned equipment, keys, materials and any other items prior to the effective date of resignation.

Final pay check, including termination of sick and vacation leave, will be withheld until above items have been completed. **Policy 5251**

Employee Discipline

District employees who fail to fulfill their job responsibilities or to follow reasonable directions of their supervisors, or who conduct themselves on or off the job in ways that affect their effectiveness on the job, may be subject to discipline. Behavior, conduct, or action that may call for disciplinary action or dismissal includes but is not limited to reasonable job-related grounds based on a failure to satisfactorily perform job duties, disruption of the District's operation, or other legitimate reasons. The Superintendent or the Board may order an investigation into the employee's conduct when warranted by the circumstances.

Discipline will be reasonably appropriate to the circumstance and will include but not be limited to a supervisor's right to reprimand an employee and the Superintendent's right to suspend an employee, with or without pay, or to impose other appropriate disciplinary sanctions. In accordance with Montana law, only the Board may terminate an employee or non-renew employment.

The Superintendent is authorized to immediately suspend a staff member. **Policy 5255**

Supervision and Evaluation

The general supervision of classified personnel shall be the duty of the superintendent. Under the direction of the superintendent the work supervision may be delegated to the building principal or head cook.

The work supervisor for classified personnel categories is as follows:

<u>Employee</u>	<u>Supervisor</u>
Secretary	Superintendent
Head Cook	Superintendent
Assistant Cook	Head Cook
Custodians	Building Principal
Seasonal Summer Custodial	Custodian
Bus Drivers	Transportation Coordinator
Paraprofessionals	Building Principal
Clerk	Superintendent
Coaches	Activities Director

Evaluations

Each classified staff member's job performance will be evaluated by the staff member's direct supervisor. The evaluation process includes scheduled annual evaluations using forms applicable to the job classification and description, and day-to-day appraisals.

The supervisor will provide a copy of the completed evaluation to the staff member and will provide opportunity to discuss the evaluation. The original should be signed by the staff member and filed with the Superintendent. If the staff member refuses to sign the evaluation, the supervisor should note their refusal and submit the evaluation to the Superintendent. **Policy 5222**

Employee Conduct

Absenteeism and Tardiness

Regular and timely attendance is an essential function of each position within the District. Employees are expected to report for work on time and to notify their immediate supervisor if they must be tardy or absent. Failure to provide regular and timely attendance may result in disciplinary action, up to and including termination.

Employees cannot be absent from the building for personal reasons. Personal reasons include haircuts, beauty appointments, coffee breaks, meetings, car servicing or any other needs of the individual. Permission may be granted by supervisor in specific situations prior to leaving the school grounds.

Disrupting the Educational Process

Any employee who participates in or encourages activities that disrupt the educational process or the operations of the District may be subject to disciplinary action, including termination.

Behavior that disrupts the educational process includes, but is not limited to:

1. Conduct that threatens the health, safety or welfare of others;
2. Conduct that may damage public or private property (including the property of students or staff);
3. Illegal activity;
4. Conduct that interferes with a student's access to educational opportunities or programs, including ability to attend, participate in, and benefit from instructional and extracurricular activities; or
5. Conduct that disrupts delivery of instructional services or interferes with the orderly administration of the District, school and school-related activities or District operations.

Drug-Free/Alcohol-Free Schools

Employees must not manufacture, distribute, dispense, and be under the influence of, purchase, possess, use, or attempt to obtain in the workplace or in the performance of duties, alcohol or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance. For purposes of this regulation, a controlled substance is one that is not legally obtainable, or one that is legally obtainable and not being used as prescribed, or referenced in federal and state controlled substance acts. Any employee who violates the terms of the District's drug-free/alcohol-free policies may be suspended, non-renewed or terminated. Violations may result in notification of appropriate legal officials. Any employee convicted of a workplace violation of drug abuse statutes must notify the Superintendent of the conviction within five (5) working days. Bus drivers are required to have random drug testing. **Policy 5226**

Dress and Appearance

District employees are required to dress in a professional manner. Such dress and appearance will be appropriate for the proper conduct of his particular job. No mode of attire will be considered proper if it distracts from or is disruptive of the positive learning environment of the school to which the employee is assigned or the District office.

Tobacco and Vaping Products

The District maintains tobacco free buildings and grounds, as required by Montana law. Use of tobacco or vaping devices will not be allowed in any District school district buildings, grounds or vehicles. **Policy 8225**

Use of School Property/Electronic Communication System

Employees may not use any District facility, vehicle, electronic communication system, equipment, or materials to perform outside work. These items (including security codes and electronic records such as e-mail) are District property. Employees may not use a code, access a file, or retrieve any stored communication unless they have been given authorization to do so. Employees cannot expect confidentiality or privacy of the information in their e-mail accounts. Authorized District personnel may monitor the use of electronic equipment from time to time. Inappropriate use may result in discipline up to and including termination. **Policy 5450**

Health, Safety and Security

It is the intent of the District to provide a safe and healthful working environment for all employees. Employees should report any security hazard or conditions they believe to be unsafe to their immediate supervisor. For information on the District's Safety Plan and Blood Borne Pathogen Control Plan, contact your immediate supervisor or see the District's Policy Manual and related procedures.

Classified employees are required to attend all District safety training sessions. All Maintenance and safety forms are placed in the Risk Management Notebook for MSGIA (District Workman's Compensation).

It is recommended that staff wear slip resistant shoes. **It is required for all staff to wear protective gloves while handling trash or working in other situations that may result in contact with fecal matter or bodily fluids.**

Assaults and Threats of Violence

Employees should immediately report any threats they receive (oral or written) to their immediate supervisor and to the appropriate District official.

Child Abuse

A District employee who has reasonable cause to suspect, as a result of information they receive in their professional or official capacity, that a child is abused, neglected, or subjected to sex trafficking by anyone regardless of whether the person suspected of causing the abuse, neglect, or trafficking is a parent or other person responsible for the child's welfare, shall report the matter promptly to the Department of Public Health and Human Services and local law enforcement. **Policy 5232**

Grievances/Communications

District employees shall use the Uniform Complaint Procedure to address complaints/concerns about District policies, procedures and directives that cannot be resolved informally. **Policy 1700**

Outside Employment or Activities

Employees may not perform any duties related to an outside job during their regular working hours.

Medical Examination

The superintendent may require any employee to take a medical examination at any time from a licensed physician. Such required examination will be at the school district's expense. Bus drivers are required to have a physical exam once every two years. The district will pay for one exam per year.

Bus Driver Handbook



Reports To

Transportation Director

Essential Functions

1. Drives school bus or transportation vehicle over assigned route in accordance with time schedule.
2. Boards and discharges student passengers in safe and orderly manner.
3. Transports students, staff, and chaperones on field trips, athletic events, and other special trips.
4. Enforces District policies and procedures related to transportation and maintains discipline on buses.
5. Prepares student discipline citations as needed.
6. Maintains bus cleanliness on a daily basis, including washing as needed.
7. Performs minor bus maintenance checks and reports maintenance needs.
8. Renders first aid or emergency assistance as needed.
9. May transport other materials in District vehicles.
10. Services buses with gas and oil and checks tires, battery, and belts.
11. Maintains good order among students on buses, following District policies regarding discipline of children and contact with parents and other citizens.
12. Instructs students and others on proper bus behavior and emergency procedures.
13. During times buses are not in use, may be assigned general maintenance and cleanup activities in the transportation department.
14. Ensures compliance with applicable provisions of state motor vehicle code and educational code, as related to bus driving and transporting students.

Only minimum duties are listed. Other functions may be required as given or assigned.

School bus driver qualifications

MCA 20-10-103.

A driver of a school bus is qualified to drive a school bus if the driver:

1. is not less than 18 years of age;
2. is of good moral character;
3. is the holder of a commercial driver's license to operate a school bus designed to carry more than 10 passengers: or
4. is the holder of a Montana driver's license to operate a school bus designed to carry 10 or fewer passengers;
5. has filed with the district a satisfactory medical examination report, on a form approved by the United States department of transportation, signed by any physician licensed in the United States or, if acceptable to an insurance carrier, any licensed physician;
6. has completed a basic first aid course and holds a valid basic first aid certificate from an authorized instructor. The issuance of the certificate is governed by rules established by the superintendent of public instruction, provided that the rules may suspend this requirement for a reasonable period of time if there has been an inadequate opportunity for securing the basic first aid course and certificate.
7. has complied with any other qualifications established by the board of public education; and
8. has filed with the county superintendent a certificate from the trustees of the district for which the school bus is to be driven, certifying compliance with the driver qualifications enumerated in this section (*20-10-103 School Bus Qualifications, 2019*).

Requirements for School Bus Drivers

10.7.111 BUS DRIVER CERTIFICATION REQUIREMENTS FOR REIMBURSEMENT

(1) School bus drivers must hold a valid Montana school bus driver certificate in order for a district to receive state reimbursement for that driver's bus routes. Qualifications for bus drivers are prescribed by 20-10-103, MCA, and by the Board of Public Education in ARM 10.64.201.

(2) The bus driver certificate forms are provided electronically by the Superintendent of Public Instruction. The school district must input all necessary documentation into the Office of Public Instruction's electronic pupil transportation system, which generates the completed certificate. The chair of the board of trustees signs the certificate which is issued to a driver who is authorized and qualified to drive a school bus pursuant to all applicable rules, regulations and laws. The district retains a copy of each bus driver's certificate, provides a copy to the bus service contractor, if applicable, and files a copy with the county superintendent. The bus driver is also given a hard copy of the certificate, which must be carried at all times while driving a school bus.

(3) The first aid certificate required by ARM 10.64.201 must include instruction in adult and pediatric CPR, be signed by a certified instructor, and be received after an initial in-person training of at least four hours. The certificate must be renewed every two years. The renewal course may be in-person or online.

(4) State reimbursement for bus transportation for the full school term will be made only when a new driver of the bus has completed the first aid requirement within 60 days from the employment date. Any bus operated by a driver not so qualified will not be eligible for state reimbursement for that portion of the term that the driver is not qualified. Drivers who have driven the previous year must have the first aid requirement completed before the expiration date on their certificate.

(5) In the event a district (or contractor) is obligated to employ a driver as a replacement for a driver employed at the beginning of the school year, or must employ an additional driver, a period of 60 days will be permitted for the new driver to acquire the first aid certificate. If after 60 days following the date of first employment of the additional or replacement driver, the first aid requirement has not been met, the bus operated by the driver will not qualify for state reimbursement for that portion of the year that the driver is not qualified, including the 60-day grace period.

(6) A school bus driver certificate remains valid until the earliest expiration date of the commercial vehicle operator's endorsement, the first aid certificate, and/or physical examination. A new certificate must be issued to the driver when any of the above items expires and is renewed. A driver may not operate a school bus without a valid, current certificate.

(7) The qualifications of all bus drivers are reviewed at the time the state verification of transportation claims is made, as the qualifications of the bus driver are one of the criteria for eligibility for reimbursement. With the exception of (4) and (5), the State Superintendent will not reimburse for routes driven by drivers without a current certificate on file with the Office of Public Instruction. If any license, certificate, or examination was expired for any period of time, the Office of Public Instruction will withhold transportation reimbursement funding for the number of days the driver was not qualified.

(8) Districts must retain a signed copy of each bus driver certificate on file for audit purposes.

History: 20-3-106, 20-10-103, 20-10-112, MCA; IMP, 20-10-103, 20-10-112, MCA; Eff. 2/26/53; ARM Pub. 11/26/77; AMD, 1980 MAR p. 142, Eff. 2/14/81; AMD, 1992 MAR p. 203, Eff. 2/14/92; AMD, 1997 MAR p. 203, Eff. 1/28/97; AMD, 1998 MAR p. 1719, Eff. 6/26/98; AMD, 2004 MAR p. 1613, Eff. 7/23/04; AMD, 2008 MAR p. 1692, Eff. 8/15/08; AMD, 2014 MAR p. 1799, Eff. 8/8/14.

In addition to the above requirements, the board of public education requires that all Montana school bus drivers be not less than eighteen years of age and have five years of licensed driving experience. Each driver shall attend not less than 10 hours of in-service training annually. The district must design and implement a driver-training program that meets the needs of the district and the driver. Records of the required training must be kept in a file at the district office for audit purposes.

The local school district has the right, in accordance with written district policy, to set qualifications in addition to the state requirements.

Drug and Alcohol Testing Of Bus Drivers

School bus and commercial vehicle drivers shall be subject to a drug and alcohol testing program 9 that fulfills the requirements of the Code of Federal Regulations, Title 49, Part 382. 10 11 Other persons who drive vehicles designed to transport sixteen (16) or more passengers, 12 including the driver, are likewise subject to the drug and alcohol testing program. 13 14 Testing procedures and facilities used for the tests shall conform with the requirements of the 15 Code of Federal Regulations, Title 49, §§ 40, et seq. **Policy 5228P**

DOT Physical

Bus drivers are required to have a physical exam and the **District will pay for one standard DOT physical per year.**

Limitations on Driving Time

Any same-day trips over 300 miles, one way, should have two drivers. Drivers will be limited to 10 hours of driving time per day. Exceptions to this may be granted when emergencies arise or when unforeseen situations out of the school's or driver's control develop. Every effort will be made to schedule drivers so they have adequate rest time between consecutive trips. For example, Driver A drives a trip to Gardiner on Friday afternoon and returns at 1:00 AM. If at all possible, Driver A will not drive a trip any sooner than 9:00 AM on Saturday.

School Bus Rules

The school buses are to provide transportation for students living more than three (3) miles from the school. This service is a privilege and not a right. The following rules are established to govern bus riders:

1. Students riding on the school bus are under the authority of the bus drivers. The bus drivers have the authority to suspend students from the buses when necessary for the safety and/or well-being of other students.
2. Students who fail to obey the regulations and/or refuse to obey promptly the directions of the bus driver and/or chaperone may forfeit their privilege to ride the bus in the following manner:

- a. 1st Offense: verbal warning to the student and written warning to parents from the bus driver with the Principal being notified of such warning
 - b. 2nd Offense: four (4) days' suspension from riding, beginning immediately upon arrival at bus destination.
 - c. 3rd Offense: eight (8) days' suspension from riding, beginning immediately upon arrival at bus destination.
 - d. 4th Offense: loss of route privileges for the remainder of the school year.
3. All discipline problems will be reported to the Principal immediately.
 4. Students are responsible for meeting their bus on time.
 5. Look before crossing a roadway when leaving or approaching your bus.
 6. Students are to be courteous to the driver, to the chaperone, to fellow students and to passers-by.
 7. Students are to remain seated while the bus in motion.
 8. When necessary, students will be assigned seats by the bus driver and/or chaperone.
 9. Students will not extend hands, arms or heads out of the bus windows.
 10. Students may converse in normal tones. No profanity or obscenity will be tolerated.
 11. Students are to keep the bus clean and will be held accountable for any damage done on the bus. Students are not to throw anything from the bus.
 12. Use of tobacco or alcohol by students on the bus is expressly prohibited.
 13. Students are expected to dress appropriately for weather conditions.
 14. Absolutely no food, candy, gum, or beverages will be consumed while on the route bus.
 15. Drivers will not discharge a student from the bus at a location other than the usual bus drop-off, without direct parental request by written note or phone call to the driver, classroom teacher, building administrative assistant, or the Principal.

Assigned School Bus Routes

The Driver will submit their "route" sheets to the Transportation Director within two weeks of school beginning each year.

1. If at any time during the school year there are changes in your route or students who ride your route, additions or deletions, you must immediately inform the Transportation Director.
2. The Driver is responsible to inform all students and parents of pick-up and drop-off times.

Work Day

AM-Drivers will arrive 15 minutes prior to running their route to complete their pre-driving inspection of their bus.

PM-Drivers will be at their duty station 15 minutes before school releases (3:30) to meet students and supervise them as they load the bus.

Trips

1. During extra-curricular trips, you are responsible to work with the coaches/advisors/chaperones to ensure trip times are met and maintained.
2. You will provide the coaches/advisors/chaperones with a contact number so you can be reached if needed during the trip.
3. You will stay at the destination site, or as close as possible, during the entire stay at the destination.
4. Meals-Meals will **only** be provided /reimbursed for the driver if there is an "expectation" of the school/sponsoring group providing meals for the students.
5. The current rates are: Breakfast, \$8.00; Lunch, \$10.00; and Dinner, \$12.00. If this "expectation" is not there, it is the driver's responsibility to provide for their meals.

6. Students may be signed off of the bus **only** if their parent/guardian has completed the proper sign-off sheet and given it to the bus driver. They may also sign-off if they have obtained prior approval from the Transportation Director, Principal, or Superintendent.
7. Trip Pay-Current trip pay is \$11.85 (Driving) and \$9.85 (Sitting).

Other Bus Driver Expectations

Passenger Accident

If an accident occurs involving a passenger on your bus, you must complete a District Accident Form and return it as soon as possible to the elementary school office.

Driving Accident

Immediately contact the proper local law enforcement office to report/document the accident. Follow this action with your completing the Uniform School Bus Accident Report Form T-8 and return it to the Transportation Director.

Cleaning/Maintenance

Report any maintenance issues immediately to the Bus Supervisor and Transportation Director so they can be addressed in a timely manner. Sweep your bus out daily following your PM route. Clean the dash and driver's area weekly, if not more, to ensure it is clean and presentable. The Bus Supervisor will arrange with you when your bus will receive a more thorough cleaning.

Extra Riders

Rider who are not part of the group you are transporting must be approved by the Transportation Director 24 hours prior to the scheduled trip.

Leave

Leave must be submitted to the Bus Supervisor and Transportation Director at least 48 hours in advance to ensure a substitute driver can be arranged for the date.

Appendix

1. Student Sign-Off Form

Coach Handbook



*Sheridan High School
Athletic Department*

DIRECTORY

Superintendent	Micheal Wetherbee
District Clerk	Rebecca Larsen
7-12 Principal	Micheal Wetherbee
K-6 Principal	Rodney Stout
K-12 Counselor	Laurie Bartoletti
Activities Director	Ed Burke
7-12 Secretary	Lois Tate
K-6 Secretary	Emily McParland
Title IX Coordinator	Laurie Bartoletti
Head Varsity Volleyball	Sara Decker
Assistant Varsity Volleyball	Rebecca Larsen
Head Varsity Football	Clay Pierson
Assistant Varsity Football	Tyler Lott
Head Varsity Cross Country	
Head Varsity Boys' Basketball	Ben Holland
Assistant Varsity Boys' Basketball	Clay Pierson
Head Varsity Girls' Basketball	Michael Grover
Assistant Varsity Girls' Basketball	Sara Decker
Head Varsity Track	
Assistant Varsity Track	
Cheerleading	
Pep Band	Anthony Johnson
Middle School Volleyball	Dena Madison
Middle School Football	Ed Burke
Middle School Girls' Basketball	
Middle School Boys' Basketball	
Middle School Track	

EXPLANATION

This handbook is meant to be a guide for coaches, directors, advisors and others who will answer the call to coach or direct students from Sheridan School in activities or sports. It is imperative each person who falls into one of the categories covered under this handbook reads and understands the guides to the role they are playing with the students of Sheridan School. Please take the time to read this handbook in its entirety and ask questions in areas you may not understand. It is important that you follow the basic guidelines contained in the pages of this handbook. In advance, thank you for spending time with our students in a role outside the classroom. It is a noble cause to serve children in any capacity of learning and, above all, make their experience valuable and memorable.

PRACTICE

All practices must be over by 6:30 on Wednesday nights.

Practice time is limited to 2.5 hours per day on any school day.

Participants must have a physical examination before practicing. Coaches must look over every one of the physical exams to ensure the student is safe to practice.

Participants must turn in the following forms before practicing:

1. Concussion Forms
2. Assumption of Risk and Liability Waiver
3. Training Rules
4. Medical Release – Insurance
5. Physical Form

GAMES

You are responsible for setup of facility for your games.

Communicate with the Activity Director on all schedule deviations.

You and your players will respect contest officials in actions and words at all times. No exceptions.

It is your responsibility to ensure equipment is put away and locker rooms are picked up so the custodian can clean the facilities.

TRAVEL (see also Panther Bus Guidelines for travel)

Make sure buses are scheduled for your trips and leaving times are confirmed. Inform students of transportation policies.

Turn in activity trip forms to office at least 1 week in advance. **On the day of the trip, take roll and give the office and bus driver a list of all students that are attending the activity or event.**

The coach is responsible for the behavior of his/her students at school, before the trip, while on the bus, and for the entire time of the event. Coaches shall not allow students of the opposite gender to sit together at any time on the bus.

Carry first aid kits and **emergency medical release forms** on each trip.

The Coach is responsible for the cleanliness of the bus upon return to Sheridan and should utilize his/her athletes to help clean the bus upon return.

GENERAL SUPERVISION OF STUDENTS IN ACTIVITIES

All athletic and social activities of pupils, wherever held, if conducted under the name or auspices of a public school or any class or organization thereof, shall be under the direct supervision of certified employees of the school district.

Do not give students keys or allow them to participate in any activity that you are not in attendance.

You are responsible for your student's conduct in the locker rooms before and after practice, during activities, and during competition. Coaches are expected to be in the locker rooms in the supervisory role at any time a student/athlete is in the locker room.

You and your players will respect contest officials in actions and words at all times. No exceptions. Carry first aid kits and emergency medical release forms at all times.

Do not leave students unattended while waiting for rides after practice or events. The coach should be the last one to leave the school grounds.

CELL PHONE AND OTHER ELECTRONIC EQUIPMENT

K-12 Student possession and use of cellular phones, pagers, and other electronic signaling devices on school grounds, at school-sponsored activities, and while under the supervision and control of school district employees is a privilege which will be permitted only under the circumstances described herein.

1. At no time will any student operate a cell phone or other electronic device with video capabilities in a locker room, bathroom, or other location where such operation may violate the privacy right of another person.
2. **Unauthorized use is grounds for confiscation of the device by school officials, including coaches and advisors.** Confiscated devices will be returned to the parent or guardian. Repeated unauthorized use of such devices will result in disciplinary action as deemed necessary by Administration.

SEXUAL HARASSMENT, INTIMIDATION, BULLYING (Policy 3226, 5015)

Sexual harassment is a form of sex discrimination and is prohibited. Bullying, harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated. This includes bullying, harassment, or intimidation via electronic communication devices (“cyberbullying”).

GENERAL BEHAVIOR

Profanity by coach or participants will not be tolerated.

Seek administrative assistance when necessary.

FACILITIES AND EQUIPMENT

Coaches are responsible for the facilities and equipment.

Make a thorough check of the facilities once a week; cursory checks daily.

Report unsafe facilities and equipment to the Activities Director.

RECORD KEEPING

Keep records of all injuries and how they were handled.

An accident report should be filed in the high school office any time a student or athlete is injured.

Keep team and individual records for motivational purposes.

Submit your list of letter award winners and special award winners to the secretary at the end of the season.

Submit your results to the local paper, radio and television stations.

PROGRAM DEVELOPMENT

Coaches are encouraged to communicate with feeder program coaches. Get to know your younger kids.

Do not conduct organized activities on weekdays in your off-season while other sports are going on unless you clear it with the coach of the ongoing sport.

COACHES EDUCATION

Each high school coach is required to complete the coach's education program offered by MHSA and found on the MHSA.org website. See Activity Director for details.

COACHES EVALUATION

All head coaches will be evaluated on their performance by the athletic director and the Superintendent. Assistant coaches will be evaluated by the Head coach.

Panther Bus Guidelines

The Panther bus is the PRIDE of the Bus Fleet.

Our community, students, and staff are very proud of it;

Let's make it our responsibility to take proper care of it.

(Many of these guidelines were created by our own 9-12 student/athletes)

1. Take pride in the bus and keep it clean.
2. Choose 2 or more students at the end of the trip to do one final sweep through the bus to ensure it is clean with nothing lying around on the floor or on the seats.
3. Only screw-top drinks allowed on the bus.
4. No fountain drinks or cans
5. No sunflower seeds
6. **** Movies must be approved by Coach/Sponsor!
 - a. 9-12 may not view any movies rated higher than PG-13 (No rated R)
 - b. 7-8 may not view any movies rated higher than PG (no PG-13)
 - c. K-6 movie selection will be determined by the teacher!
 - d. *** Remember the coach/sponsor makes the ultimate decision and therein rests the responsibility.***
 - e. Encourage our students to report any mess or broken item as soon as possible.
7. If a group of students leaves the bus in poor condition, they will not be allowed to take the Panther Bus for their next opportunity.

Classified Handbook

Acknowledgment Form

I, _____, have received a copy of the 2021-22 Employee Handbook issued by the District, and understand and agree that I am to review this handbook in detail and to consult District policies and procedures and with my supervisor if I have any questions concerning its contents.

I understand:

1. that this handbook is intended as a general guide to District personnel policies and procedures and that it is not intended to create any sort of contract between the District and any one or all of its employees;
2. that the District may modify any or all of these policies and procedures, in whole or in part, at any time, with or without prior notice; and
3. that in the event the District modifies any of the policies or procedures contained in this handbook, the changes will become binding on me immediately upon issuance of the new policy or procedure by the District.
4. and have read and understand that I am only to use a 3-step-ladder while working for the District. All work that requires a full length ladder are contracted to outside contractors. Any exceptions require a superintendent signed maintenance request with specific ladder training included and a sign off by both the employee and the superintendent. All Maintenance and safety forms are placed in the Risk Management Notebook for MSGIA (District Workman's Compensation).
5. I have received the school district policies via the Sheridan School Website and have attended an employee orientation on _____ (date) which included discussion of the school district policies. I agree to abide by all of them.

I understand that as an employee of the District I am required to review and follow the policies and procedures set forth in this Employee Handbook and District policy. I agree to do so.

Signature of Employee

Date

Return this signed form to the District Office.

Confidentiality Agreement

2021-22

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

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

Signed: _____ Date: _____

Return this signed form to the District Office.