

Harlowton Public Schools Mission

The Harlowton Public Schools accept the students as they are. Thereafter, the school and the teacher provide them opportunity for learning, and personal and social development. The ultimate goal is for students to acquire knowledge and to apply it with wisdom. During their school days, they are helped to develop their capabilities to their highest expression so that progressively, they may become a better informed, increasingly dedicated and useful participant in the responsibilities of American citizenship.

As a team of professionals, we expect everyone to demonstrate honesty and integrity at all times.

WORKDAY

Teacher work hours are from 8:00 a.m. until 3:50 p.m. Monday through Thursday. All staff may leave on Fridays after student dismissal at 2:35 p.m.

Teachers may leave the building and district grounds during lunch.

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

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

ABUSED AND NEGLECTED CHILD REPORTING

A District employee who has reasonable cause to suspect that a student may be an abused or neglected child shall report such a case to the Montana Department of Public Health and Human Services (1-406-323-2107) and notify the Superintendent or principal that a report has been made. An employee does not discharge the obligation to personally report by notifying the Superintendent or principal.

Any District employee who fails to report a suspected case of abuse or neglect to the Department of Public Health and Human Services, or who prevents another person from doing so, may be civilly liable for damages proximately caused by such failure or prevention and is guilty of a misdemeanor. The employee will also be subject to disciplinary action up to and including termination.

When a District employee makes a report, the DPHHS may share information with that individual or others as stated in 41-3-201(5). Individuals who receive information pursuant to the above named subsection (5) shall maintain the confidentiality of the information as required in 41-3-205.

ACCIDENT REPORTS

Inform the building principal of every student and staff injury and complete all accident reports within 24 hours. Accident reports must be turned in to the building principal. Report forms are available through the office.

ASSEMBLIES

All instructional staff and students are required to attend all school assemblies. Students who refuse are to be referred to the office.

Staff members will be assigned to specific supervision duties during assemblies and are expected to be in their assigned areas. Students may be removed from an assembly as deemed necessary by the staff member.

CERTIFIED STAFF LEAVE

REQUEST FOR LEAVE

Requests for leave should, when possible, be submitted in writing to the building administrator in a timely fashion.

LEAVE (GENERAL)

Discretionary leave for teachers will be as outlined in the current Collective Bargaining Agreement. Leave for jury duty, witness duty, public office or military purposes for teachers will be as dictated by law. Any requests for leave for public office purposes must be submitted in writing to the Board of Trustees at least thirty (30) days prior to filing for office. Teachers on jury leave duty will receive their salary, less any fees or compensation they may receive for jury service. Employees called as witnesses in litigation involving the school district will receive their salary while absent from duties. Employees called as witnesses in cases not involving the school district will not receive any salary during their absence.

EXTENDED LEAVE

Teachers may be allowed extended leave of absence without salary upon approval by the Board of Trustees for such reasons as family illness, full-time campaigns and/or elections to public office. The length of any such leave will be commensurate with the reasons for the absence. The status of teachers on approved extended leave in regard to placement on the salary schedule and other factors related to length of service will not be reduced. Credit for salary increments for the period of absence is granted in cases of leave for public service. Teachers on approved extended leave are entitled to return to their former positions, if available, or to a substantially equivalent position.

Teachers may also be allowed extended leave without salary upon Board approval for long-term illness, temporary disability or adoption of a child upon the expiration of their sick leave. As with the above, the length of any such leave will be commensurate with the reasons for the absence and medical certification of the long-term illness or temporary disability may be required by the Board. For purposes of this policy, long-term illness or temporary disability includes such things as pregnancy, miscarriage, childbirth and recovery therefrom. Long-term leave for illness, disability or child adoption will not exceed six (6) weeks unless further certification is obtained from an appropriate health care provider. The status of teachers on extended leave under this paragraph with respect to salary placement and other factors will be as set forth in the paragraph above.

LEAVE WITH LOSS OF SALARY

Absence for any reason not otherwise provided for by policy or the Collective Bargaining Agreement will result in loss of salary for the days absent. In such cases, salary will be reduced at the rate of 1/187th of the teacher's annual salary for days absent.

OFFICIALS

Teachers who are selected to officiate MHS A Tournaments will receive their regular salary during such absence, but will be required to reimburse the district for any substitute utilized during their absence.

CHAIN OF COMMAND

Harlowton Public Schools operate on a chain of command. It is pertinent to remember that all staff must observe the administrative structure when making requests or lodging complaints. (see chart on inside of front cover)

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.

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. Intercom use is restricted to administrative use or administrative approved use only.

COMPLAINTS

STUDENT/PARENT COMPLAINTS

The district recognizes that complaints regarding staff performance, discipline, grades, student progress, and homework assignments will be made by students and parents from time to time. Every effort will be made to ensure that such complaints are handled and resolved informally and as close to their origin as possible. Students, parents, and others with complaints will be encouraged to discuss the complaint directly with the staff member. All such meetings should be held in confidence and not in the presence of others.

If the complaint is not informally resolved, staff should advise the complainant that he/she may submit the matter directly to the building principal or immediate supervisor, as appropriate. The complainant will be provided with necessary formal complaint procedure guidelines in accordance with Board policy.

When a complaint is made directly to the Board as a whole or to an individual Board member, it will be referred to the superintendent for appropriate building administrator follow-up.

All staff members should familiarize themselves with Board policy.

STAFF COMPLAINTS

Staff member complaints contending a violation, misinterpretation, or inappropriate application of district personnel policies and/or administrative regulations should be directed to the building principal or immediate supervisor for informal discussion and resolution.

If the complaint is not resolved informally, formal complaint procedures may be initiated by staff in accordance with Board policy and administrative regulations.

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

CERTIFICATES—TEACHING

All teachers must have a current certificate registered with the County Superintendent of Schools. A copy must also be on file with the District Clerk.

COMMUNICABLE DISEASE/BLOOD BORNE 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 State Health Department 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.

COMMUNICATIONS

Information going home from the school must be approved by the building administrator. Be professional in all communications with parents. Have all written information being sent home or out to the public carefully proofread by another individual.

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. At least one Parent/Teacher Conference will be scheduled each year. The student may be included if the teacher or parent so desires.

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 parents and students as necessary.

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.

DISMISSAL OF CLASS

Teachers should never dismiss a class before the established dismissal time. Detaining the entire class after dismissal time is also discouraged. Whenever individual students are detained after class, the teacher is expected to notify the Dean of Students or building administrator.

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 profession 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.

P.E. instructors must wear nice warm-ups if they go into the classroom. Jeans may be worn on the last day of each school week according to the National Honor Society's fund raising criteria. Torn and/or tattered jeans are not appropriate professional dress and should not be worn by staff. Staff members should still be dressed in a professional casual manner on these "jeans days."

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.

FILMS/VIDEOS

Building principal approval is required 3 days 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.

The following information must be provided in writing to the building principal:

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.

The showing of all feature films/videos with a G rating requires prior parent notification from the staff member. Feature films/videos with a PG or PG-13 rating will have an “opt out” form sent home to parents prior to the showing.

GRADING

The evaluation of student progress is a primary responsibility of all teachers. The highest possible level of student achievement is a common goal of both the district and the home. As a close working relationship between the district and the home is essential to the accomplishment of this goal, regular communications with parents is essential.

Teachers should use a variety of communication devices, including telephone and personal conferences as well as 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 to be used in determining grades.

All teachers will adhere to the District grading scale.

At least two grades should be taken in every class each week. Teachers are required to post grades to Infinite Campus by Thursday of each week.

Grading will be on a nine-week basis.

<u>Percent</u>	<u>Letter Grade</u>	<u>Grade Point</u>
100 – 97	A	4.00
96 - 94	A-	3.75
93 – 91	B+	3.50
90 - 87	B	3.00
86 - 84	B-	2.75
83 - 81	C+	2.50
80 - 77	C	2.00
76 - 74	C-	1.75
73 - 71	D+	1.50
70 - 67	D	1.00
66 - 64	D-	.75
63 -	F	.00

Pass/Fail may be used in some special cases.

All subjects in K-2 use Satisfactory/Unsatisfactory Grade Scale

Conduct Grades	Gr. K-6	S/U (Satisfactory/Unsatisfactory)
Penmanship	Gr. K-6	S/U
Music	Gr. K-2	S/U
	Gr. 3-6	Letter Grades
Band	Gr. 5-6	Letter Grades
P.E.	Gr. K-2	S/U
	Gr. 3-6	Letter Grades
Art	Gr. K-6	S/U
Library Skills	Gr. K-2	S/U
	Gr. 3-6	Letter Grades

MODIFIED CURRICULUM GRADING SCALE

A student on a modified curriculum or on a modified grading scale will have his/her grade marked as follows on the report card and permanent record to reflect the modification.

- * Grades based on modified curriculum
- # Grades based on modified grade scale

Special education students are to receive grades based on progress toward goals stated in the Individual Education Program (IEP). These grades will be marked on all student reports.

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 in the 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.

PREARRANGED ABSENCE FORMS

Prearranged Absence Forms are a tool for the student, teacher and parents. Teachers are required to list, to the best of their abilities, the activities and/or assignments a student will miss during their absence. Students will be held responsible for only those assignments/activities listed on the form, unless otherwise arranged by the building principal.

PROGRESS REPORTS

Teachers are required 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 progress to date.

Such reports may be issued at other times during the course of a grading period as deemed appropriate by teachers.

DROP/ADD

Students will have 5 class days to drop or add a class at the beginning of the school year and 3 days at the start of the second semester. After the allotted time has expired, a grade of F will be given for the dropped class.

EMERGENCY PROCEDURES AND DISASTER PLANS

All staff will be provided with a copy of the district's emergency procedures plan and detailed staff responsibilities in the event of an emergency.

Copies of the emergency procedures plan will be available in the [office] and other strategic locations throughout the building.

When the fire alarm is sounded, all classes must leave the building. Take your register with you and call roll when out of the building.

FUND RAISING & CASH IN DISTRICT BUILDINGS

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 building principal prior to the activity being initiated. Fund-raising requests must include an explanation or justification for the proposal, consistent with building and/or district goals. Fund raising must not interfere with or disrupt school.

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.

Money collected by staff as a result of fund raisers or other school-related purposes is to be counted, receipted and deposited in the 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 or by a sponsor.

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

All checks must be written to "Harlowton Public Schools," never to an individual nor organization.

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 building principal approval.

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

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 will inform the building principal in writing at least seven days in advance of the event of the date, time, and nature of the presentation whenever such use is planned.

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

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 to students or to individuals not employed by the district. Under no circumstance should staff provide keys to students to "run errands", "unlock/lock" doors, etc.;

4. Lost or stolen keys must be reported to the administration within 24 hours of discovery of the loss or theft so that measures may be taken to protect district property.;
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.

LESSON PLANS—OBJECTIVE BASED

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

Teachers are expected to prepare objective based lesson plans on a weekly basis. Copies of lesson plans for the upcoming week are to be submitted to the building principal no later than the end of the last school day each week. Lesson plans are to be kept by teachers in a place known to and accessible to the building principal.

Lesson plans should be of 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.

An up-to-date seating chart, class schedules, and information identifying any classroom student aides or other special student needs should be easily accessible for administrators and substitutes.

MATERIALS DISTRIBUTION

Requests of staff by individuals or groups to distribute pamphlets, booklets, flyers, brochures, and other similar materials to students for classroom use or to take home are to be referred to the building principal. The materials and proposed method of distribution will be reviewed and a decision made based on the educational concerns and interests of the district.

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 required to attend staff meetings unless prior arrangements have been made with the building principal.

High School Meetings: Tuesday, 8:00 a.m., High School Library

Elementary Meetings: Wednesday, 8:00 a.m., Elementary Library

MOVING CLASS/HOLDING CLASS OUTSIDE

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 the building principal.

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

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.

Staff members may, within the limitations imposed by state and federal laws and regulations, choose any side of a particular issue and support their viewpoints as they desire, by vote, discussion, or persuading others. 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.

PERSONNEL RECORDS

The District maintains a complete personnel record for every current and former employee. The employees' personnel records will be maintained in the District's administrative office, under the Superintendent's direct supervision. Employees will be given access to their personnel records, in accordance with guidelines developed by the Superintendent.

In addition to the Superintendent or other designees, the Board may grant a committee or a member of the Board access to cumulative personnel files. When specifically authorized by the Board, counsel retained by the Board or by the employee will also have access to a cumulative personnel file.

In accordance with federal law, the District shall release information regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals to parents upon request, for any teacher or paraprofessional who is employed by a school receiving Title I funds, and who provides instruction to their child at that school. Access to other information contained in the personnel records of District employees is governed by Policy 5231.

Personnel records must be kept for 10 years after termination.

POLICY BOOKS

Read and become familiar with the School Board Policy Book issued to each staff member, including the Safety manual and Disaster Manual. Policy Books are available online or in the Superintendent's, Principal's, and Clerk's offices and in the library. A public copy is maintained in the main office.

Read and be familiar with all handbooks.

PURCHASE ORDERS

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

STAFF ROOM

A staff room is provided for staff use during break, lunch, and preparation periods as may be appropriate. All staff are expected to "pitch in," as needed, to help keep this gathering area clean and orderly.

Personal items of value should not be left in the staff room. Staff members leaving such items in the staff room do so at their own risk.

Students are not permitted in the staff room.

SUPERVISION & DISCIPLINE OF STUDENTS

School Law 20-5-201 states that classroom discipline is the teacher's responsibility. Teachers will keep administration informed of discipline issues in their classrooms and confer with administration on persistent problems. When a teacher brings charges against a student who is chronically defiant or misbehaving, it is necessary that charges be written, specific and anecdotal, showing a maintenance of proper documentation, including documentation of parent contacts.

When you come to school you are on duty. 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 and at their teaching stations 10 minutes prior to start of school in the morning and at lunch.

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.

Teachers are required to not only supervise their classrooms, but also to supervise their area of the hallway. Be aware of who and how many students you allow to leave your classroom at any one time. Though absent from your room, they are still your responsibility.

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

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.

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 assignment. In such instances, teachers may provide information and opportunity 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.

TRAVEL & TRANSPORTATION

All activity travel must be approved by the building principal and activities director. Travel forms must be completed at least one week in advance. All proper documentation must be turned in for trips. Expenditures without proper paperwork will be the financial responsibility of the sponsor.

All forms are available in the main office.

Forms Required: Request to Travel (Tan)
Parent letter (white letterhead)
Emergency procedure for each participant
Participant Roster (pink)

Steps to a successful event with students:

1. Visit with Superintendent, Activity Director and Building Principal concerning the event (overnight field trips, out of state travel requires Board approval).
 - a. Number of chaperones and who they are
 - b. Length of time to be gone
 - c. Goals
 - d. Board meetings are the second Monday of each month
 - e. Needs or concerns you may have
2. Anytime a class is leaving the building, a travel slip is required. These may be turned in with lesson plans. All trips must be on the lesson plans.
3. Send parent letters home with participants - half of them may get to the parents. Make sure the main office has a copy. Many calls are received from parents who do not get the message.
4. Prior to departure:
 - a) Prepare the students for the activity
 - b) Let students know what is expected including:
 1. goals of the event
 2. appropriate dress and behavior for the occasions that may occur during your trip
 3. what the expectations are upon return from the activity in the classroom - reports, etc. (the Board appreciates a personal report upon return)
 4. monies necessary and for what purpose
5. Overnight:
 - a) List of students per room (assess your student's responsibility level for room assignments)
 - b) Station your chaperones appropriately
 - c) Phones turned on only in chaperone/advisor rooms
 - d) Lights out time

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.

Parents, employees, and other designated adults may be permitted to use private vehicles to transport students other than their own on field trips or other school activities only with prior administration approval and written parental permission.

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.

No student is permitted to operate district-owned vehicles or any district-owned equipment including bobcats and lawn mowers.

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. No staff members may use a private vehicle for district business without permission from the administration.

VISITORS

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

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

YEAR-END CHECKOUT

The administration will collect all staff keys prior to the issuance of final paychecks, unless assigned duties require continued access.