



Browning School District 9

Administrative Standard Operating Procedures

2024~~5~~-2025~~5~~6

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Browning Public Schools Administrative Standard Operating Procedures (SOPs)

The following are the administrative procedures for conducting certain operations throughout the school year. Other procedures not covered in this document are addressed in the negotiated Collective Bargaining Agreements (CBA), **the Master Contract and the Classified Labor Agreement**, District Policy Manual, BPS SOPs or the School Laws of Montana. It is ~~important~~ **essential** that administrators familiarize themselves with these documents and refer to them for clarification on issues as they arise. (As other circumstances arise, new procedures may be added or amended as needed)

I. Administrators

- Definitions** An “administrator”, principal ~~or~~ director **or coordinator**, means an employee whose position is designated by the organizational line of authority and job description as such and may or may not currently supervise staff. A lead teacher is included to the extent the extra-duty contract applies. All references to “superintendent” or “principal” include his or her designee.
- Conduct** Each administrator is expected to conduct him/herself ~~in a professional manner~~ **professionally** at all times, to serve as a role model for their respective areas of responsibility, and to observe and follow the established line of authority and district policies in carrying out the goals and objectives of the district.
- Hours** Administrators are employed to achieve results and are generally expected to be available to conduct district business between the hours of 8:00 A.M. and 5:00 P.M., excluding a reasonable lunch break, and outside those hours and on weekends as necessary to achieve assigned goals and objectives. Lunch breaks are not to be scheduled at the beginning or the end of the day.
- Leave** Individual employment contracts indicate the type of leave: administrators in teaching positions **such as principals** are granted leave similar to that of teachers. Administrators in non-teaching positions are **entitled to leave earned based on MCA 2-18-6** ~~earn leave~~, which will be is credited at each payroll cycle. Leave practices are standard throughout the district. Frontline TimeClock Plus leave requests are to be submitted in advance and **are** subject to approval by the superintendent prior to taking planned leave. During all absences, administrators must notify **via email the** superintendent, **assistant superintendent**, building secretary/**department secretary**, administration receptionist, superintendent secretary, and all administrators no later than 7:30 a.m. of the absence.
- Responsibilities** The duties and responsibilities for an administrative position are generally described in the job description. The principal/director of a building/department is ultimately responsible for all programs and ~~any~~ activities related to the education process of students **and the supervision of staff**. All support programs must be coordinated through the principal/director. These responsibilities are inclusive of, but not limited to activities involving: all staff, maintenance, custodial, safety, welfare, instruction, students, parents, sports, facility use after hours, extra-curricular, revenues, expenditures, etc.
- Communications** The administrator will maintain open lines of communication with his/her staff and with other schools and departments to ensure that information is shared promptly,

properly interpreted and used appropriately. In ~~that~~ **this** respect, administrators will effectively utilize the district network, voicemail, interdepartmental mailings, bulletin board postings, webpage updates and any other media necessary to maintain such communications. Administrators will prepare and distribute detailed operational and procedural staff guidelines or handbooks for their respective areas of responsibility consistent with district policies, **CBAs, MCA**, and these Administrative Standard Operating Procedures.

Communication to and among administrators will generally be conducted via email **and/or text group set up by the superintendent**. Administrators are responsible for routinely checking email and maintaining a **Google** calendar.

Student Attendance

Principals/designee are responsible for contacting, by 10:00 a.m. each morning, parents whose children are absent ~~but~~ **and may who** have not reported the child as absent. (MCA 20-44-2-507).

Crisis Plan

An Emergency Preparedness Plan will be developed by the superintendent for implementation by administrators. Each building will have ~~their~~ **its** own emergency plan and team **and complete the required EIGHT Disaster Drills annually, MCA, 20-1-402 and report disaster drills to the Superintendent and Emergency Preparedness Consultant.**

II. Facilities

Modifications

No modifications to district permanent structures shall be recommended to the superintendent without prior consultation with the Director of Facilities **& Maintenance**. An administrator does not have authority to order changes in the building or grounds except in compelling emergency situations. The Director of Facilities **& Maintenance** will bring forth items to the Superintendent for the Facilities Committee.

Usage

All proposed building use for non-district functions or activities shall be coordinated with the Director of Facilities **& Maintenance** and such use shall be according to the adopted policy for such use. The facilities department will provide the building administrator/designee in advance with a schedule and copies of agreements for the intended use including staff assigned. *Requests should be made 14 days in advance.

Inspections

Building inspections are conducted daily by building custodians and principals. At least once per month, the Director of Facilities **& Maintenance** performs an inspection of each facility in the district. The inspection will aim to identify maintenance needs, ~~to~~ promote preventive maintenance practices and ~~to~~ evaluate overall cleanliness and sanitation. The results of this report will be shared with the administrator in charge, the superintendent and the Director of Facilities & Maintenance.

Safety

The Director of Facilities **& Maintenance** will schedule “right-to-know” training regarding workplace chemical hazards as often as necessary for new employees and no less than one time per year.

III. Meetings

Leadership Meetings: Weekly on Thursday at 1:00-2:15 at the Admin Building

Directors: ~~2nd Week~~ 1x/month individually scheduled

Principals/Directors: ~~3rd~~ 2nd Thursday

Principals: ~~1st~~ 3rd Thursday

DLT: 4th Thursday

SLT: 2x/month at minimum (4hr max/month)

Community Stakeholder Meeting: 4th Wednesday (12-1pm)

Title I Parent Meeting- August

IPP Public Meeting- October and April

Superintendent Student Advisory Meeting: 2nd Wednesday (11:30-12:30)

Every Other Month-September, November, January, March,

May

Agenda All meetings are to be conducted according to an agenda. Agenda requests are to be emailed to the host-administrator (or designee) on or before the day preceding the meeting. Meetings will begin promptly at the **scheduled** time shown so **therefore** administrators must make arrangements to avoid being late. Regularly scheduled meetings may be canceled if there are no agenda items or if the host-administrator is unable to attend.

Minutes Since these meetings are to plan, coordinate and implement action strategies, administrators will be responsible for noting action items for their own follow up and any other information they may wish to notate. All such notes become the personal property of the administrator and are not available for public disclosure except as required by law. Accordingly, formal minutes will not always be kept. Administrators who are unable to attend should ascertain applicable action items from those who attended.

Child Study Teams (CST)

(Evaluation Report (ER) Meeting/Individualized Educational Program (IEP)) It is the responsibility of the principal/designee to attend every Child Study Team Meeting **(ER/IEP)**. It is the responsibility of the Director of Special Education to ensure that the case manager(s) notify all participants in advance of the meeting. Building Principal/designee, Gen Ed teacher, Parent and Case Manager at the minimum need to be in attendance. **The directive to attend should come from the building Principal/designee.**

Building Meeting Minutes of staff meetings should be kept and a copy forwarded to the supervisor along with the agenda of the meeting. Administrators will conduct a minimum of one meeting per month to facilitate buildingwide **issues needs**. Staff meetings will not be conducted during extended Wednesdays (4:00-5:00) **or on BID (Balanced Instructional Days) Fridays.**

Department Meeting Staff

Educational department staff (Special Ed., BNAS, Music, Library, Counseling, CTE, core content areas etc.) are expected to attend building meetings at the building to which they are assigned; therefore, separate agendas, minutes, etc. are not required. Monthly department meetings will be scheduled on the 2nd Wednesday of every month. At that time department staff will attend at the designated location.

Board Meetings

Administrators are required to attend all regularly scheduled meetings of the Board of Trustees unless excused by the Superintendent. Board meetings are held on the second and last Tuesday of each month at 5:00 pm in the Administration Board Room and on the last Tuesday of each month at 12:00 noon. The host administrator will give a presentation at the noon board meeting and the board meeting will then reconvene at 5:00 p.m. in the Administration Board Room. Principals will attend *in person* at the 1st meeting and at least virtually at the 2nd meeting. Directors will attend the 1st meeting at least virtually and 2nd meeting in person.

Board Agenda

Administrators who wish to have items placed on the Board of Trustee meeting agenda, including reports and recognitions, must complete a board agenda request form (Word template ONLY) and submit it to superintendent and supt/board secretary by noon on Tuesday prior to the board meeting. State law does not allow for items to be added to the agenda after it has been posted, 48 hours in advance.

Board Agenda Items

- Due to the Board Secretary by 12:00 noon, Tuesday prior to the regularly scheduled board meeting
- Friday prior to the regularly scheduled board meeting, the central administration will meet with the Board Chairperson to review and approve agenda items.

Committees

For the purpose of planning, it is expected that all staff will be included in committee work. Committee meetings should be held outside student attendance hours as much as whenever possible. Staff is are strongly encouraged to serve on community committees. Unless approved by the Superintendent, staff members should belong to no more than one out-of-district committee that requires time taken from the workplace. Local committee work should not take more than one day from the workplace per month. If service on a committee is directly related to the students of the district, administrators may authorize school related leave. If the committee service is not pertinent to the students, the employee will have to take personal leave or annual leave. ~~will have to be taken by the employee.~~

FSO

Each building is encouraged to have an active *Family School Organization* that meets monthly. The goal of the organization is to support the academic success of students by educating families, providing an opportunity for facilitating family-school dialogue and providing families with opportunities for meaningful involvement in their child's education.

School Leadership Team

Each school building will implement a Building School Leadership Team.

The SLT will meet bimonthly to monitor the implementation of, and when necessary, revise the Action Plan. A building administrator is expected to be a member of the SLT and attend ~~all their~~ meetings.

IV. Operations

- Building Security** Building Security is the responsibility of the primary administrator. The job description for the custodian states that he/she is responsible for securing each room, all doors and windows at the end of the day. The administrator shall coordinate activities in the building so that students and staff can ensure maximum security is always in effect. The phone numbers given to the alarm service shall be those of the primary administrator(s). Alarm codes assigned to employees through the Technology Department and distributed by the Building Administrator/designee.
- Keys** All keys/Fobs are checked out and are the responsibility of the administrator. Anytime a key is checked out it is to be recorded and the person must sign for it. The ~~maintenance supervisor~~ **Director of Facilities & Maintenance** maintains the key inventory of all keys. Requests for keys must be submitted to the **Director of Facilities & Maintenance Supervisor by the administrator**.
- Overtime** **Any necessary** overtime for **non-exempt/hourly** employees must be approved in advance by the Superintendent. Overtime may be requested by the administrator for justifiable spikes in the workload and when unforeseeable events require it. Leave and holidays are not work time so those hours are not counted toward the 40.
- Comp. Time** The district will not participate in a compensatory time program. Therefore, **employees of School District #9 cannot earn and/or use comp time.**
- Meal Program** The school meal program is for the purpose of providing free breakfast and lunch for students only. Staff members are encouraged to participate in the school meal program outside of their regular work hours and are expected to purchase those meals. Payroll deductions for meals are offered to employees. Administrators must work with the Director of Food Service, at least 2 weeks in advance when ordering meals or snacks served at open houses, meetings, field trips, etc.
- Custodian Supplies** Maintenance will house custodial supplies and deliver them each Friday morning **to requested location**. Supplies must be requested in writing and signed for by the supervisor/~~designee~~.
- Maintenance Work Orders** Work orders will only be entered by the building administrator and/or secretary on the Spiceworks program. Summer work orders will be submitted via the maintenance ~~Google form~~ **sheet by supervisors as part of the end of year checkout process**.
- School Vehicles** School vehicles are to be used exclusively for school related business purposes only and may be checked out with the approval of an administrator. If a car is to be used locally, it may be checked out after 8:00 am and must be checked back in

no later than 4:30 pm. If used for out-of-district travel and the return time is after 4:00 pm., the car must be checked in no later than 8:00 am the next business day. Staff members ~~will be asked to~~ **MUST** remove all garbage from the vehicle before they return it to the Transportation Department.

The District's liability insurance only covers school employees in school vehicles. **It does not cover family members or other individuals.**

The Montana State Drug Free Law does not allow for tobacco use (Smoking or Smokeless) in school vehicles or on school property.

Staff serving rural schools will coordinate travel to ensure minimum travel with maximum services. **Employees may not transport students in personal vehicles.**

Telephone Staffing All schools & departments are to assign a staff member for telephone and office duty from 7:30 am to 5:00 pm during the school year. Anyone who answers the telephone must be properly trained and demonstrate proper etiquette. Incoming calls must be answered with a salutation, name of department, name of person answering and a statement of assistance. Telephone calls are not to be transferred to classrooms during instructional time.

District Cell phone Usage

Personal calls must not be charged to the district. All requests for district-issued cell phones must be submitted to the Director of Technology and approved by the Superintendent.

Leave Without Pay LWOP may be approved by the administrator only in ~~critical~~ **catastrophic** circumstances. Supervisors will implement the progressive discipline process for employees who **regularly** use LWOP. Supervisors will refer to the certified and classified bargaining agreements.

Undesirables

An undesirable may be any of the following:

1. An intoxicated individual.
2. A known offender who may be a danger to staff and/or students.
3. A person threatening to cause bodily harm to staff and/or students.

If an undesirable is found to be in the building, notify the police ASAP, and the superintendent, and attempt to remove the individual without placing yourself or others in danger. Information regarding known offenders can be found on the Montana State Web Page: <https://dojmt.gov/sexual-or-violent-offender-registry/> National Sex Offender Public Site: <https://www.nsopw.gov/> www.Montana.gov Offenders Search.

Irate Individuals Administrators shall endeavor to protect their staff and themselves at all times from irate individuals. Staff members shall not be allowed to be confronted by irate individuals at any time in the school building or on school grounds. If an irate individual is threatening bodily harm or verbally assaulting a school employee, the administrator shall immediately call the police and attempt to remove the individual, without placing themselves in danger. It shall be the administrator's responsibility to use "good judgment" when asking staff members to meet with parents.

Visitors to the Workplace

No staff should spend an inappropriate amount of time visiting with friends and/or family while they are on duty. If a friend or relative needs to see a staff member during the workday, the business should be taken care of in as brief a period as possible so the employee can return to the task at hand. No staff member is to be pulled from the classroom or work-post except in case of an emergency. Visitors and personal phone calls should be taken only during breaks.

Volunteers

Volunteers who are not under the direct supervision of school personnel are required to have a background check. The forms are available from the administration building. The completed forms will be sent to the State for the background check. A list of approved volunteers will be maintained by the Human Resource Department. A list of approved volunteers can be requested by supervisors from the HR Department.

Safety

Building administrators are responsible for the general safety and risk management of their respective buildings and grounds. They shall promptly notify the Director of Facilities and Maintenance as to any apparent safety violation or potential risk so that corrective measures may be taken appropriate to the risk.

V. Human Resource**General**

The Human Resource Department has global responsibility for the district to initiate, coordinate and implement all activities relating to personnel in compliance with governing laws and regulations, and district policies. Such activities include recruitment, selection, hiring, onboarding, training, evaluation, retention, discipline, termination, resolution of disputes, collective bargaining negotiations, employment contracts, personnel records and information. Administrators have the specific responsibility for those activities within their respective areas of responsibility. Accordingly, administrators must work closely with the Human Resource department to fulfill their particular staffing needs, in complying with collective bargaining agreements, and in resolving personnel issues and concerns.

Employment Laws

The administrator is responsible for ensuring that personnel are informed of and observe employment laws prohibiting discrimination, sexual harassment, bullying, or other forms of harassment, violent behavior and drugs in the workplace. *Title IX Training is required annually for all supervisors of the district.*

Evaluations

Certified staff evaluations must meet all requirements and timelines as established in the Master Contract and School Board Policy. Nine month classified staff will be formally evaluated by May 15 of each year.

Administrators should establish a performance review cycle, that includes annual goal setting, pre-conferencing and summative review of performance for professional/technical and greater than 9 month staff. Evaluations to be completed by June 30 of each year. *Setting/resetting annual expectations for 260-day employees will occur during BPS New School Year Orientation in August.*

Custodian Supervision

It is the responsibility of the building administrator to provide day-to-day supervision for custodians with general supervision provided by the Director of Facilities & Maintenance or designee. During scheduled breaks (summer, Christmas vacation, etc.) the Director of Facilities & Maintenance or designee will assume day-to-day supervision.

Internships Staff who plan on doing an Internship within the district must present the plan to the Superintendent for approval. If the Superintendent approves the plan it will be presented to the Board of Trustees for final approval.

Student Teacher Student teacher requests must be submitted to the Superintendent **and building principal** for approval then submitted to the Director of Human Resources.

District ID's Staff are required to wear/carry district ID's or get a visitors pass while in school buildings

Hiring All hiring must be cleared through the School District Human Resources Office. Administrators are primarily responsible for facilitating the replacement of staff. All positions to be filled must be reported to the personnel office to be advertised, and applicants must be screened and interviewed by the responsible administrator per the adopted district procedures and the appropriate bargaining agreement.

Substitutes *Substitutes MUST BE utilized from the board approved substitute list.*

New School Year Orientation & Teacher Convention

All certified staff are contracted to work during the New School Year Orientation days (PIR). One day of new school orientation is designated for professional development.

Certified staff are required to attend 2 days of professional development in October, as outlined in the BPS Professional Development Plan. **Administrators are responsible for documenting the required annual 18-Professional Development Units for ALL certified educators under their direct supervision. Documentation of PD units is verified through the shared Google sheet and kept via hardcopy as back-up documentation.**

VI. Public Relations

Personal Communications

Administrators are to inform staff that the public must be treated with absolute respect at all times.

Administrators are responsible for an ongoing positive public relations campaign for their building/department utilizing all media (newspaper/TV/radio, digital media, etc.).

The Superintendent or Designee is the official spokesperson for the District.

VII. Students

Field Trips Field trips must be approved by the building principal and/or the administrator of the program paying for the trip, the director of transportation and the Superintendent.

Field trips are to be planned only to meet the goals of a particular learning experience or occasionally, as a building sponsored reward for meeting district goals related to attendance, behavior and academic achievement. Field trips must be planned early for the school year. Each building must submit a completed field trip request form to the superintendent/designee, by the LAST FRIDAY in SEPTEMBER, as well as a spreadsheet list of field trips requested for the school year. Thirty days before the trip the building must contact the Transportation and Food Service Departments to make final arrangements for **transportation and student meals**.

Buildings are responsible for field trip protocol including student permission slips, permission to visit field trip site, safety measures and to provide adequate supervision **for students**.

Transporting Students will be transported home from school only in emergencies when a parent cannot provide transportation. Under no circumstances should a child be left at home alone. If the parent cannot be located, or is not at home, the student will be returned to the school office.

Whenever a principal or teacher deems it necessary to detain a student after school hours and after the buses leave, it is the principal or teacher's responsibility to notify the parent/s in a timely manner so that they may arrange to pick up their child. If this is not done it will be the responsibility of the principal or teacher to arrange transportation home.

Enrollment Enrollment of each student begins with the first date of attendance in accordance with MCA 20-9-311.

Extra-Curricular Trips

Each time a bus leaves with students, the staff in charge must provide the School Secretary and Transportation Department with a copy of the roll call of students who are on the bus at the time of departure.

Extra-Curricular Supervision

An administrator shall be in supervisory attendance at all school sponsored extracurricular activities.

Lost If a student is declared unaccounted for by parents or staff, it is the responsibility of the principal to remain at the school until the child is found.

Checkout NO STUDENT *is to be checked out to any person, other than the immediate parent, guardian or persons who are listed on the student information form as having permission from the parent/s/guardian to check the child out.*

Information Student directory information will be provided as requested unless a parent has specifically requested that the information not be released.

Interviews Interviewing of students by law ~~officers~~ **enforcement** will not be permitted without the consent of the parents/guardians or without a court order. The parent/s or guardian/s has the right to be present, if they desire. The only exception will be cases of child abuse against the parent/s and/or guardian/s. **In this instance, the CPS official must present proper identification and credentials to the building administrator.** A school official (administrator or counselor) should be present during the interview.

VIII. Workplace Rules

Check-In/Check-Out

Each building/department office will maintain a roster for all employees to sign in and out of the **building**/department. All arriving and leaving times are to be accurately recorded. All staff will sign in and out when leaving the building/department during the regularly scheduled hours. All sign in sheets will be monitored by the supervisor.

Frontline TimeClock Plus

All timesheets must be approved by 12:00 noon on the Tuesday following payroll. Any paper timesheets not submitted by this deadline may result in the employee not being paid until the next scheduled payday.

Supervisors are responsible for monitoring employee leave to ensure staff do not enter Leave Without Pay (LWOP) status. If staff arrive late, appropriate leave must be used unless otherwise specified. Ongoing attendance issues should be addressed through progressive discipline.

For STAFF UNDER THE MASTER AGREEMENT, do not deduct leave for the first 15 minutes if they are up to 15 minutes late or if the employee leaves 15-minutes early. Ongoing attendance issues should be addressed through progressive discipline.

Accident Reporting

Anytime a staff member, student or community member is involved in **ANY LEVEL OF INCIDENT/ACCIDENT**, the Administrator is responsible to see that a District Accident Report and Insurance Form is completed according to district practices.

These reports are to be filed with the Business Office upon completion within ~~the next~~ two (2) working days of the **incident/accident**.