



# **Browning School District 9**

## **Administrative Standard Operating Procedures**

**2022-2023**

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## **Table of Contents**

<b>I. Administrators .....</b>	<b>1</b>
<b>II. Facilities .....</b>	<b>4</b>
<b>III. Meetings .....</b>	<b>4</b>
<b>IV. Operations.....</b>	<b>6</b>
<b>V. Human Resources .....</b>	<b>8</b>
<b>VI. Public Relations.....</b>	<b>9</b>
<b>VII. Student .....</b>	<b>10</b>
<b>VIII. Workplace Rules .....</b>	<b>11</b>

## **Browning Public Schools Administrative Standard Operating Procedures**

**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, District Policy Manual or the School Laws of Montana. It is important 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” 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 supervising 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, 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 8:00 A.M. to 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 position (principals, etc.) are granted leave similar to that of teachers. Administrators in non-teaching positions earn leave, which is credited at each payroll cycle. Leave practices are standard throughout the district. Leave slips are to be submitted in advance and subject to approval by the superintendent prior to taking planned leave. During all absences, administrators must notify superintendent, building secretary, administration receptionist, superintendent secretary, benefits clerk, 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. 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 respect, administrators will

effectively utilize the district network, voicemail, inter-department 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 and these administrative standard operating procedures.

Communication to and among administrators will generally be conducted via email. Administrators are responsible for routinely checking email and the electronic calendar.

- Attendance** Principals/designee are responsible for contacting, by 10:00 a.m. each morning, parents whose children are absent but who have not reported the child as absent. (MCA 20-44-2-507).
- Crisis Plan** An Emergency Crisis Plan will be developed by the superintendent for implementation by administrators.

## ***II. Facilities***

- Modifications** No modifications to district permanent structures shall be recommended to the superintendent without prior consultation with the Director of Facilities and maintenance. An administrator does not have authority to order changes in the building or grounds except in compelling emergency situations.
- Usage** All proposed building use for non-district functions or activities shall be coordinated with the Director of Facilities and such use shall be according to the adopted policy (#9335) 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.
- Inspections** Building inspections are conducted daily. At least once per month, the Director of Facilities performs an inspection of each facility in the district. The inspection will be 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 Maintenance Supervisor.
- Safety** Director of Facilities/Custodians will schedule “right-to-know” training regarding workplace chemical hazards as necessary.

## ***III. Meetings***

- Leadership Team:** Weekly on Monday at 11:00 a.m.  
Superintendent, Finance Director, Director of Human Resources, Director of Curriculum/Instruction, Director of Technology
- Instructional Administrative Team:** 2<sup>nd</sup> & 4<sup>th</sup> Monday at 3:45 Instructional Leaders
- Directors Meetings:** 1<sup>st</sup> & 3<sup>rd</sup> Monday @ 3:30 p.m. Directors
- Building Meetings:** As scheduled

**Agenda** All meetings are to be conducted according to an agenda. Agenda requests are to be e-mailed to the host-administrator (or designee) on or before the day preceding the meeting. Meetings will begin promptly at the time shown so administrators must make arrangement to avoid being late. Regular scheduled meetings may be cancelled 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)**

It is the responsibility of the principal/designee to attend every Child Study Team Meeting. 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/Dept. 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 building-wide issues. Educational department staff (Special Ed., BNAS, Stay in School, etc.) is expected to attend building meetings at the building to which they are assigned; therefore separate agendas, minutes, etc. are not required. Staff meetings will not be conducted during extended Wednesdays.

**Board Meetings** Administrators (Principals/Directors) 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 Tuesday of each month at 5:00 pm in the Administration Board Room and the last Wednesday of each month at 12:00 noon in designated school sites as listed on the school calendar. 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.

**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) and submit it to their direct supervisor. State law does not allow for items to be added to the agenda after it has been posted.

**Board Agenda Items**

- Tuesday due to board secretary by 12:00 noon.
- Thursday agenda items reviewed by central administration.
- Friday meet with board chairperson for agenda items review.

**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 possible. Staff is strongly encouraged to serve on community committees. Unless approved by the Superintendent, staff should belong to no more than one out-of-district committee that requires time taken from the

workplace. Local committee work should take no 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 committee service is not pertinent to students, personal leave or annual leave will have to be taken by the employee.

#### **PTO**

Each building is required to have an active Parent Teacher Organization that meets monthly. The goal of the organization is to support the academic success of students by educating parents, providing an opportunity for parent-teacher dialogue and offering the parent/s a means of having meaningful involvement in their child's education.

#### **School Leadership Team**

Each school building will implement a School Improvement Team. The School Improvement Team will meet bimonthly to monitor the implementation of, and when necessary, revise the School Improvement Plan. A building administrator is expected to be a member of the School Improvement Team and attend 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 by students and staff to assure maximum security is always in effect. The phone numbers given to the alarm service shall be those of the primary administrator(s).

#### **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 maintains the key inventory of all keys. Requests for keys must be submitted to the Maintenance Supervisor.

#### **Overtime**

Over-time for classified employees must be approved in advance by the Superintendent. Overtime may be requested 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 when ordering meals or snacks served at open houses, meetings, etc.

**Custodian Supplies**

Maintenance will house custodial supplies and deliver them each Thursday at 2:00 pm. Supplies must be requested in writing and signed for by the supervisor. All work-orders need to be assigned by trade (i.e. plumbing, electrical) typewritten and signed by the supervisor.

**School Vehicles**

School vehicles (and all district equipment) 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 are asked to 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 the rural schools will coordinate travel to insure minimum travel with maximum services. Personal cars will not be used for these purposes except when a school car is not available.

**Telephone Staffing**

All schools 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/District Cell phone Usage**

Telephone calls are not to be transferred to classrooms during instructional time. Personal calls are not to be charged to the district. All requests for telephone services must be made to the Director of Technology for approval by the Superintendent.

**Leave Without Pay**

Supervisors are to inform staff that LWOP is only available to probationary employees who do not have access to their leave. LWOP may be approved by the administrator only in critical circumstances. Supervisors will implement the progressive discipline process for employees who use LWOP other than in these circumstances.

**Undesirables**

An undesirable may be any of all 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.

When 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.

**Irate Individuals** Administrators shall endeavor to protect their staff 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 has a need 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 personnel department. The completed forms should be returned to the personnel department where they will be sent in to the State for the background check.

**Safety** Building administrators are responsible for the general safety and risk management of their respective buildings and grounds and shall promptly notify the Directors of Facilities/Custodians 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, training, evaluation, retention, discipline, termination, resolution of disputes, collective bargaining negotiations, contracting and 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 to ensure that personnel understand and observe employment laws prohibiting discrimination, sexual or other forms of harassment, violent behavior and drugs in the workplace.

**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.



**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 except during scheduled breaks (summer, Christmas vacation, etc.) in which case the Facilities Assistant will assume day-to-day supervision.

**Internships**

Staff who plan on doing an Internship within the district must present the plan to the Director of Human Resources for approval. If the Director of Human Resources 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 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 in accordance with adopted district procedures and the appropriate master contract.

**Substitutes**

Only substitutes that have been hired by the Board, and are on the live substitute list, may work within the district.

**Pre-Orientation & Teacher Convention**

All certified staff will be required to attend 3 days of in-service training, and teacher convention in October.

**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 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 to the superintendent, by the last Friday in September, a list of field trip requests for the school year. The building requests must include the District Field Trip Request

Form for each trip. Thirty days before the trip the building must contact the transportation and food service department to make final arrangement.

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

**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 is to provide the school 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 extra-curricular 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 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 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 case, 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 department. All arriving and leaving times are to be accurately

recorded. All administrators/certified/classified staff will sign in and out when leaving the building/department between the regular scheduled hours. All sign in sheets will be monitored by the supervisor.

**Frontline**

All timesheets are to be approved *by the Principal, Director, or Supervisor* the Tuesday after payroll by 12:00 p.m. Any paper timesheets not turned in may result in that employee not being paid until the next scheduled pay day. ~~Please~~ The *Principal, Director, or Supervisor shall* monitor all employee leave to ensure they do not get in LWOP status.

**Accident Reporting**

Anytime a staff member, student or community member is involved in any level of 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.