

2025-2026  
Montpelier  
School District



*Classified Staff Handbook  
& Guidelines*

It is the policy of the Montpelier School District that educational programs/activities and employment practices prohibits discrimination and harassment based on a student's and/or employee's race, color, religion, gender, national origin, ancestry, disability, age or other class protected by law.

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## **INTRODUCTION**

Employees and the Montpelier School District are engaged in an at-will employment relationship. Either party is free to terminate the relationship. The Montpelier School District is not bound by any oral promises concerning an employee's length of employment. This handbook serves as a guideline for employees; it shall not be construed to form a contract of employment between the Montpelier School District and its employees. The Montpelier School District reserves the unilateral right to change the handbook at any time.

This Handbook is an outline of the basic personnel policies, practices, and procedures for Montpelier School. It contains general statements of school district policy and it should not be read as including the fine details of each policy nor as forming an express or implied contract or promise that the policies discussed in it will be applied in all cases, nor is it to be interpreted to alter, amend, or extend any of the terms of any written contract of employment existing between the employee and the district. The school district may add to the policies in the manual or revoke or modify them from time to time. Management will try to keep the manual current, but there may be times when policy will change before this material can be revised and published. The letters, which appear in capitalization following some headings, indicate the reference code for policies and procedures contained in the policy manual adopted by the Montpelier School Board. Board Policy can be accessed through the district's website <http://www.montpelier.k12.nd.us>.

The District as a service to support staff employees has created this handbook. The handbook can be a useful reference for providing information and answering questions relating to personnel concerns and operations of the district. To quickly and easily locate items of interest, please consult the Table of Contents.

Because of the importance of personnel policies and practices in the conduct of school business, the administration and the School Board will continually review and recommend changes in the school district's personnel policies, its employee benefit programs, and its salary administration programs. Input from employees concerning policies is always welcome and encouraged.

Any employee may recommend a change in policy to the Superintendent. Likewise, matters of importance not covered by the manual should be brought to the attention of the Superintendent in order that new policy or procedure may be formulated if necessary.

## **MISSION STATEMENT**

Embracing Success through Education

## **PHILOSOPHY**

**At Montpelier Public School, we believe that:**

1. All students should have an equal opportunity for an education, regardless of race, creed, color, social status, or religion.

2. Education must be considered a process of growth in which the individual is motivated by the controlled environment of the total community.
3. It is the duty of the school and community to help each and every boy and girl develop their potential to the highest degree possible. Each student should gain, in addition to fundamental skills, the development of self-discipline, self-esteem, respect for authority, and acceptance of responsibility for his own actions.
4. It is our belief that all students have a place in society and we will endeavor to help all students attain success. While each student is individually different, we will strive to motivate and counsel him/her to meet the challenges of today and tomorrow.

### **MONTPELIER STAFF CODE OF ETHICS**

#### **Staff members are to be:**

1. Champions for our school supporting our educational mission, community, and initiatives.
2. Committed to high quality education for every student.
3. Willing and capable of assuming job related responsibilities.
4. Willing to maintain confidentiality of privileged information.
5. Able to see the best in every person they encounter and work cooperatively with others.
6. Able to maintain professional relationships and conduct themselves in a professional way at all times.
7. Aware of the policies of the school district and enforce them.
8. Positive and assume that others have positive intent in their actions.
9. Constantly striving for personal and professional growth and committed to being the best version of themselves.

**ADMINISTRATIVE RESPONSIBILITY:** All employees will be under the supervision of the respective building principal and the superintendent. The appropriate supervisor will be responsible for the assignment and work scheduling of personnel and will be responsible for providing appropriate training, supervision and evaluation of such personnel.

**WORK DAYS:** All employees will receive a work agreement with the scheduled work days.

**PAY PERIODS:** Pay days are on the 15th and 30th of each month. Any employee working more than 40 hours will be paid overtime.

**WORK HOURS:** An employee's number of hours per day shall be defined on the work agreement unless otherwise determined by the superintendent. Actual starting and ending times will be determined by the supervisor with approval of the superintendent. All classified employees will be required to complete a timesheet for each pay period.

**WORK WEEK:** The workweek begins Sunday at 12:00 AM and ends Saturday at 11:59 PM.

**PERSONNEL SEPARATION:** All classified employees of the school district are “at-will” employees and, accordingly, may be terminated at any time, with or without cause, upon notice which is reasonable under the circumstances.

Unless an emergency exists, the school district asks employees who voluntarily resign to submit a written notice of resignation not less than 30 days before their expected last day of work in order to leave in good standing.

**REQUEST FOR LEAVE/ABSENCES:** A Request for Leave must be filled out for all classified staff’s absences. When possible, leave requests must be filled out in advance. All leave is granted at the discretion of the administration.

**SCHOOL KEYS AND Key Cards:** Classified staff are responsible for all keys and key cards issued to them. Keys/key cards to any school facility are not to be given to students. Any requests for additional keys will need to go through the superintendent. Notify the principal immediately, of any missing keys/fobs. A complete key/fob inventory will be maintained by each building superintendent.

**SCHOOL VIDEO/SURVEILLANCE:** All schools are equipped with surveillance cameras and only the superintendent or those designated by the superintendent may view surveillance camera footage.

## **COMPENSATION AND BENEFITS**

**HOLIDAY PAY:** The following holidays will be paid to classified employees who work at least an average of 20 hours per week, at least 9 months per year. These holidays are considered to already be included in the wages paid to classified employees who work 20 hours per week and at least 9 months per year.

- Labor Day
- Veterans Day
- Teachers Convention- 2 Days
- Good Friday

The following holidays will be paid to classified employees who work at least an average of 20 hours per week, twelve months per year. Time is prorated based on the employee's average scheduled workday.

- 4th of July

**HEALTH INSURANCE:** Department Heads will receive a full single health insurance plan. This will be a “use it or lose it” benefit that has no cash value if employees elect to decline coverage. Department Heads are classified as the head custodian, head cook, and office manager.

**VACATION:** Twelve (12) month classified employees who are scheduled to regularly work fifty-two (52) weeks per year and 32 or more hours per week will earn ten (10) days of vacation leave per year. Vacation will begin to accumulate after the standard probationary

period. Up to five (5) days accumulated may be carried over to each new school year which begins July 1st. Days not used in excess of that number will be paid at the daily rate of pay.

### **CLASSIFIED SICK, PERSONAL, FUNERAL AND BEREAVEMENT LEAVE**

Classified employees hired to work nine (9) or more months per year and 20 or more hours per week, or are employed as a nine (9) month/two (2) routes per day bus driver are eligible for sick and personal leave.

**SICK LEAVE:** Classified personnel will be granted 1 sick day per month of employment. Employees may accumulate up to 70 days/14 weeks. Sick leave will be tracked on an hourly basis for part time employees.

**PERSONAL LEAVE:** Classified personnel will be allowed two days per year for personal reasons after notification to the superintendent 3 days in advance. No more than two employees will be absent per day for personal reasons unless approved by the superintendent. Classified personnel will be reimbursed \$75.00 per unused personal day at the end of the school year.

In case of some unforeseen circumstance, an employee may be allowed to use his or her personal leave without giving the required 3 days' notice. The granting or denial of personal leave will be determined by the superintendent. This may include paternal leave.

**FUNERAL LEAVE:** One day will be allowed per year for use as a funeral day. The employee will not be reimbursed if the funeral day is not used.

**BEREAVEMENT LEAVE:** In the event of the death of an immediate family member, an employee may use up to five (5) days or one work week to attend the funeral without salary reduction to make final arrangements. Immediate family is defined as spouse, mother, father, children, grandchildren, grandparent, brother, sister, brother-in-law, sister-in-law, spouse's immediate family, and any household member.

**LEAVE WITHOUT PAY:** Leave without pay is discouraged. When leave without pay is necessary, it will be granted at the discretion of the Superintendent.

**OVERTIME:** Hourly employees who are assigned to work more than forty hours per week will be compensated in accordance with the Fair Labors Standards Act. Administration shall determine when it is necessary for employees to work overtime hours. If administration anticipates a need for exceptional use of overtime, the superintendent should review the plan with the school board prior to assigning the overtime hours.

Where an employee in a single work week works at two or more different types of work for which different straight time rates have been established, the regular rate for that week is the weighted average of such rates. That is, the earnings from all rates are added together and this total is then divided by the total number of hours worked at all jobs. Overtime compensation will be based on this amount.

**RECORDKEEPING:** Accurate records shall be kept of hours worked by all classified employees. The Superintendent shall institute a system of recordkeeping.

**PAYROLL DEDUCTIONS:** Payroll deductions are made for all mandatory deductions, such as, federal income tax, state income tax, and FICA. Payroll deductions on a voluntary basis can be made for approved items.

**RETIREMENT CONTRIBUTIONS:** All classified employees who work 20 or more hours per week at least 9 months per year, or are bus drivers who drive two routes per day 175 days per year are immediately eligible for up to a 4% employer matching contribution.

**ALTERATIONS OF SCHEDULE:** Employees who are asked by administration to alter their regular work schedule, in order to perform a job which pays at a lower rate than their regular job(s), may get paid at the rate of the job(s) that they normally would have worked. Hours worked beyond the time that their original job normally would have been performed will be paid at the standard rate of pay for the additional job. Under no circumstances will an employee be paid for more than one job worked during the same time.

**UNEMPLOYMENT INSURANCE:** Employees who meet the eligibility requirements under unemployment regulations are covered by unemployment insurance. Unemployment compensation benefits are not available during periods of scheduled breaks in the work calendar.

**WITHHOLDING FORMS:** All employees of the district must have a W-4 on file before being paid. The most current W-4 on file is used to determine withholding for federal and state income tax.

**WORKFORCE SAFETY & INSURANCE:** The Montpelier School District furnishes workforce safety insurance coverage for all employees. Workforce safety insurance is intended to provide medical care and pay for lost time resulting from injuries on the job and those illnesses caused by the employee's work.

Employees must report any accident to their supervisor immediately. Employees should also report a near miss or close call, which occurred to them or they witnessed. Reports must be made on all accidents, not just those resulting in an injury.

**NOTIFICATION OF ASBESTOS CONTAINING MATERIALS:** The Montpelier School District, being aware and concerned about the health and safety of its patrons, students, and employees, has a program of monitoring and responding to the following hazard as defined by the Environmental Protection Agency, and State and Local Departments of Health.

An AHERA Asbestos Management Plan has been prepared for the school district and has been approved by the North Dakota State Health Department. The superintendent is the contact person for any questions and the Management Plan is on file in the school and available for inspection during regular school hours.

**CONFLICT OF INTEREST:** No employee of the Board shall engage in or have a financial interest in any activity that directly or indirectly conflicts or raises a reasonable question of conflict with his duties and responsibilities in the school system.

**COPYRIGHTED MATERIAL & INTELLECTUAL PROPERTY:** The district shall abide by the provisions of copyright law, including Fair Use Standards.

**FUNDRAISING:** Any school group or any organization raising funds in the name of the school or on school grounds must request permission from the principal to engage in a fundraising activity. Plans for such activities should be made well in advance of the activity and the total fund-raising efforts in a school must not be a burden or nuisance to students, faculty, parents, or the community. All proceeds of any approved sale by students or student groups shall be accounted for after such efforts.

Fundraising campaigns for extraordinary opportunities for educational experiences may be approved at the discretion of the Superintendent. In such cases, the Superintendent will pay close attention to not only the value of the educational experience but also the method to be employed in the fundraising campaign. Fundraising that requires students to go door-to-door will not be approved.

**GRANTS:** All grants and or requests for donations need principal and superintendent approval before a request or proposal is submitted. Some grants may require Board approval.

## **RELATED BOARD POLICIES AND GUIDELINES**

### **AAC            NONDISCRIMINATION & ANTI-HARASSMENT POLICY**

The Montpelier School District is committed to maintaining a learning and working environment free from discrimination and harassment in all employment and educational programs, activities, and facilities. The District prohibits discrimination and harassment based on a student and/or employee's race, color, religion, gender, national origin, ancestry, disability, age, or other class protected by law.

### **ACEA            BULLYING**

No teacher, administrator, volunteer, contractor, or other employee of the District shall permit, condone, engage in, or tolerate bullying.

### **BCBA            PUBLIC PARTICIPATION AT BOARD MEETINGS**

Meetings of the Board are conducted for the purpose of carrying on the business of the schools, and therefore are not public meetings but meetings held in public. Although there is no legal requirement that the public be given an opportunity to speak at board meetings, it will be the policy of this board to afford that opportunity in accordance with established procedures. Only items on the published board agenda will be discussed at any meeting of the Board.

## **BCBA-BR1 RULES OF DECORUM AT BOARD MEETINGS**

If the presiding board officer declares an individual out of order, the speaker may be requested to relinquish the podium. If the person does not do so, the board meeting may be recessed, and the speaker may be subject to removal from the meeting room or school building. Policy BCBA allows removal from the board meeting if an individual is persistently disruptive. Law enforcement may be contacted to assist in this process.

Clapping, applauding, heckling or verbal outbursts in support of opposition to a speaker are discouraged, and the presiding officer has authority to recess the board meeting when such behavior becomes disruptive to the order of the meeting. Remarks that are governed by a district complaint policy or prohibited by law from disclosure are not allowed to be discussed at meetings.

## **BFB BOARD-STAFF RELATIONS**

All official communication, policies, and directives of staff interest and concern will be communicated to staff members through the Superintendent, and the Superintendent will employ all such media as appropriate to keep staff fully informed of the board's problems, concerns, and actions.

All communication or reports to the Board or any board committee from principals, supervisions, teachers, or other staff members shall be submitted through the Superintendent.

All employee grievances shall be handled in accordance with board policy.

## **DBAA ADMINISTRATIVE REGULATIONS**

The Superintendent shall prepare and disseminate administrative rules necessary to implement board policy and shall review such rules periodically to determine their effectiveness in carrying out policies. These rules shall constitute the school district's administrative regulations.

The Board shall not approve administrative regulations. However, the Board reserves the right to review and veto any administrative regulation should it, in the board's judgment, be inconsistent with the policies adopted by the Board.

## **DE STAFF CODE OF CONDUCT**

The Board has adopted this policy with the intent of fostering learning and working environments that operate efficiently; are safe, ethical, and equitable for students and staff; and meet community expectations.

All staff members are responsible for becoming familiar with and abiding by the laws of the state as they affect their work, professional codes of ethics associated with their licensure if applicable, the school district's policies, and the regulations designed to implement them.

The Board has adopted policies on staff conduct, which are considered part of this code of conduct and to which all district staff are required to adhere. The Board may have adopted or may adopt additional conduct policies applicable to specific categories of employees. Such policies are also considered part of this code of conduct, and the Superintendent is charged with disseminating such policies using the policy dissemination procedure contained in this policy.

In addition to district policies governing staff conduct, each staff member is required to:

1. Conduct oneself professionally whenever serving in their official capacity as a school district employee including maintaining professional decorum and professional boundaries in all interactions with students.
2. Exercise honesty and integrity when executing all duties.
3. Comply with confidentiality laws (e.g., student education records are protected by FERPA).
4. Be faithful and prompt in attendance at work.
5. Support and enforce policies and regulations of the District.
6. Diligently execute all duties as assigned by supervisors and as set forth in job descriptions, district policies, or the negotiated agreement; staff members are also required to fulfill the terms of their contracts if applicable.
7. Demonstrate care and conservation of school property and resources.
8. Make job-related decisions in a manner that is fair and consistent with district policy and the district's mission.
9. Not use their position with the District for private gain.
10. Treat all staff, students, and community members with dignity and respect.
11. Report suspected violations of this code of conduct, district policy, or workplace violations of law to an immediate supervisor or individual/entity designated by law/policy to receive such reports.

#### **DEAA ALCOHOL AND DRUG FREE WORKPLACE**

The District prohibits employees from unlawfully manufacturing, distributing, dispensing, possessing or using a controlled substance or alcohol on district property and grounds, in any vehicle belonging to the District, and at any school related activity.

#### **DEBA CONFIDENTIALITY**

District employees and service providers must follow confidentiality requirements under Family Education Rights and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA).

#### **DEBD MAINTAINING PROFESSIONAL EMPLOYEE-STUDENT BOUNDARIES**

The Board requires employees, volunteers, and students to treat one another with respect and professionalism. District employees and volunteers are legally and ethically obligated to exercise good judgment and maintain professional boundaries at all times when interacting with students on and off school property. Employees and volunteers must not intrude on a student's physical and emotional boundaries unless the intrusion is necessary to serve a

legitimate health, safety, or educational purpose. Any type of sexual conduct with a student is an inappropriate boundary invasion.

Inappropriate boundary invasions can take many forms. Employees and volunteers are expected to be aware of the appearance of impropriety in their own conduct and the conduct of other employees when interacting with students.

The Board recognizes that employees and volunteers may have familial and pre-existing social relationships with parents or guardians and students. Employees and volunteers should use appropriate professional judgment when they have a dual relationship with students to avoid violating this policy, the appearance of impropriety, and/or the appearance of favoritism. Employees and volunteers shall pro-actively discuss these circumstances with their building administrator or supervisor.

#### **DEBF        EMPLOYEE SPEECH**

Speech made as a school district employee is not constitutionally protected. The District requires that when staff are acting in their official capacity as school district employees, they shall use sound judgment when making statements pursuant to their official responsibilities. When school district employees make statements as a private citizen about matters of public concern, the District may take disciplinary action if such statements substantially disrupt the educational environment.

#### **DEBH        EMPLOYEE USE OF SOCIAL MEDIA**

The District recognizes the importance of using social media as a communication and learning tool. Employees are expected to exercise good judgment and serve as positive ambassadors for the District and appropriate role models for students while using social media. This policy provides guidance for employee use of social media, which for purposes of this policy includes: blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.

District presence on any social media site, including school-related accounts, such as clubs, teams, field trips, courses and other affiliations with the District or a district school, must be authorized by the Superintendent or designee. Any sites, accounts or pages existing absent prior authorization will be subject to review, editing and/or removal. Only individuals authorized by the District may publish content to a district social media site.

The District acknowledges that employees have the right under the First Amendment, in certain circumstances, to speak on matters of public concern. The Board has established criteria and expectations under this policy and it can be found on the district website.

#### **DED        ADMINISTRATIVE LEAVE**

The Montpelier School Board authorizes the Superintendent to place a district employee (teacher, administrator, or ancillary staff) on administrative leave when an employee is under district and/or law enforcement investigation, and the Superintendent identifies a need to temporarily remove the employee from his/her duties and/or job placement to protect district

property, school operations, students and/or other employees. The Superintendent may consult with district legal counsel when determining if assignment of administrative leave is appropriate.

## **FC SUPERVISION OF STUDENTS**

It is the intention of the School Board that students shall not be left unsupervised at any time. the Superintendent shall develop a procedure for integrating safety education into the curriculum and for ensuring adequate supervision of students during the school day. Staff will receive appropriate training on student safety measures and will be required to follow student safety precautions subject to disciplinary consequences for willful disregard of these rules.

## **KAAA VISITORS IN THE SCHOOLS**

The Board encourages parents and community members to visit district schools to become better informed about day-to-day operations and observe the educational process. Because schools are places of work and learning, visitors shall observe the requirements listed in board policy which are created to ensure the educational environment is not disrupted.

## **KACA PATRON COMPLAINTS**

Individual board members have no authority to resolve complaints and the Board, as a whole, believes that patron complaints should be resolved at the lowest level of authority possible. Therefore, whenever a complaint is made to an individual board member or the Board as a whole, it will be referred to school administration for processing at the lowest level of authority possible.

If the complaint is not satisfactorily remedied at the building level, either party may refer the matter to the Superintendent for investigation. The Superintendent shall complete the investigation within a reasonable deadline in accordance with any applicable deadline in law.

## **KACB COMPLAINTS ABOUT PERSONNEL**

The District is committed to resolving complaints about school district personnel in an effective, efficient, and timely manner while providing a positive working environment and learning environment for all staff and students. The Board has adopted a policy on Complaints About Personnel in an effort to reduce potential concerns and establish channels of communication between staff and administration. The Complaint about Personnel Policy includes the filing procedure and deadlines necessary to file a complaint about personnel and is listed on the school district website.

## **EQUAL OPPORTUNITY EMPLOYER**

Montpelier School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, age, disability or non-disqualifying handicap in its education programs/activities and employment practices. The Montpelier School District seeks to provide access to all its programs for those interested persons who might have a variety of handicapping conditions. This includes those with impaired vision and hearing loss. Furthermore Montpelier assures that the district and its employees will not retaliate against

any persons who file a complaint regarding these or any other OCR enforced statutes regarding discrimination and/or treatment. Additionally the School District will discipline any individual who retaliates or takes adverse action against any person who reports alleged discrimination and/or harassment or who testifies, assists, or participates in any investigation relating to a discrimination and/or harassment complaint. For information regarding Title IX compliance, or if you have concerns and/or need information regarding the existence and location of services, activities, and facilities that are accessible, please contact the Superintendent at (701) 489-3348.

**CP4190      PROFESSIONAL DEVELOPMENT PLAN**

The Superintendent shall develop a professional development plan that contains all the components required by law. Professional development activities may include inservice workshops, a professional library, short-term professional leave, and assistance from consultants. All professional development activities shall be within District budgetary perimeters.

**PP3010      JURY DUTY & COURT TESTIMONY**

Jury duty should result in neither financial gain nor loss for the employee. The employee shall receive regular pay from the school district while absent from work due to jury duty. Fees paid to the employee for service as a juror must be returned to the district except for mileage or subsistence allowances.

**PP3030      PERSONNEL RECORDS**

The Superintendent shall keep a personnel folder for each employee, licensed and classified. The Business Manager shall maintain records required for payroll purposes, for record keeping under the Fair Standards Act, and other laws pertaining to payroll record keeping.

**PP3030      PERSONNEL RECORDS REVIEW PROCEDURES**

Personnel records subject to open records laws shall be available during school hours for review by members of the public.

**SD1060      TOBACCO FREE SCHOOL & WORKPLACES**

The district shall comply with all applicable tobacco prohibitions contained in state and federal laws. Smoking in district buildings, district owned vehicles, and at activity events, whether indoor or outdoor is prohibited.

**USE OF FORCE STUDENT CONDUCT & DISCIPLINE**

The Board recognizes that reasonable physical force may occasionally be necessary to guard the safety and well-being of students or employees or to deliver a student to an administrator's office; however, the use of corporal punishment, defined as the willful infliction of physical pain on a student, is not allowed in the Montpelier School District. Corporal punishment does not include action taken by an employee for self-defense, protection of

persons or property, obtaining possession of a weapon or other dangerous object, to quell a verbal disturbance, for the preservation of order, or pain or discomfort caused by athletic competition or recreational activities voluntarily engaged in by a student.

### **STUDENTS WITH IEP AND 504 PLANS**

It is crucial that staff are aware of the diverse needs of our students which include those students with IEP and 504 plans. These plans are legal documents based on federal law and must be implemented with fidelity. Information concerning students with IEP and 504 plans will be disseminated to necessary staff early in each school year by special education staff and the 504 coordinator. In all cases the district policy on confidentiality will be followed.

## Montpelier School District

**Position:** Office Manager

**Reports to:** Building Principal

**Evaluation:** A performance review will be conducted annually.

**Job Goal:** Work efficiently with a service-oriented attitude to assure the smooth and efficient operation of the school office.

### **Performance Responsibilities:**

- Communicate with the public, using discretion and judgment, answering questions or directing individuals to the appropriate administrator or other staff who will answer questions and address concerns.
- Politely and pleasantly receive all incoming calls and refer such calls to the appropriate party, if available.
- Keep appropriate supplies of office items in inventory and available to staff.
- Prepare, copy, and distribute school district communications to include daily announcements, report cards, calendars, letters, memos, menus, schedules, programs, reports, and other items as required by the administrative staff.
- Assist with the management of data in the STARS and PowerSchool programs and prepare official reports as required.
- Maintain a secure record keeping and filing system for manual and electronic documents, reports, student records, meal programs, and other school programs.
- Prepare cash boxes and count and receipt money in proper accounts from athletic events, meal accounts, clothing purchases, fines, and other fees.
- Request records and complete paperwork necessary to enroll new students and distribute school records efficiently to withdraw students.
- Sort and distribute incoming mail and handle outgoing mail.
- Manage paperwork and direct substitute teachers to the appropriate areas.
- Perform and organize a wide variety of clerical duties for administration, teachers, and support staff in an efficient manner.
- Understand and apply district policies, procedures, and school rules.
- Maintain confidentiality of personnel and student matters.
- Administer first aid, medication, and attempt to contact parents of absent students.
- Handle stressful situations and constant interruptions in a calm manner.
- Perform other duties as assigned by the administration.



## Montpelier School District

**Position:** Head Custodian

**Reports to:** Superintendent

**Evaluation:** A performance review will be conducted annually.

**Supervises:** Custodial Staff

**Job Goal:** Provide leadership of the building custodial staff and perform a variety of tasks involving the general care of the building and grounds; including cleaning and maintenance. Primary responsibility is to ensure students and staff have a safe, attractive, comfortable, clean, and efficient place in which to learn, work, play, and develop.

### **Performance Responsibilities:**

- Provide leadership, supervision, work assignments, and work schedules to building custodians.
- Inspect the building, grounds, and equipment routinely to ensure that the site is suitable for safe operations, maintained in an attractive and clean condition, and to identify necessary repairs.
- Inventory, maintain, and order custodial supplies for the building.
- Maintain files for manuals, warranties, records of regular maintenance of equipment, and other documents related to building equipment and maintenance.
- Perform preventative maintenance and minor repairs of all custodial equipment, buildings and grounds when possible and identify issues that need to be resolved by an outside contractor.
- Administrative services such as mail pick-up/delivery, setting up and removing and equipment for special school events, clean up/sanitation of areas involving sick students, receiving school/ kitchen supplies and/or equipment, maintain security and safety of building, and respond to immediate safety and/or operational concerns.
- Monitor the completion of daily and periodic cleaning duties and assist custodians as time allows.
- Monitor and assist with grounds care including mowing, care of trees/shrubs, trimming, snow/ice removal, and minor repairs to playground equipment.
- Perform other duties as assigned by the administration.

## Montpelier School District

**Position:** Custodian

**Reports to:** Head Custodian/Superintendent

**Evaluation:** A performance review will be conducted annually.

**Job Goal:** Complete work assignments under the direction of the head custodian to ensure students and staff have a safe, attractive, clean, comfortable, and efficient place in which to play, learn, and work.

### **Performance Responsibilities:**

- Daily cleaning of classrooms, offices, hallways, stairwells, bathrooms, locker rooms, entrances, and gymnasium.
- Periodic scheduled cleaning of storage areas, kitchen facilities, lounge, boiler room, and furnace room.
- Periodic scheduled cleaning of light fixtures, walls, windows, furnishings, appliances, and floors.
- Administrative services such as setting up and removing equipment for special school events, clean up and sanitation of areas involving sick students, and receiving school/kitchen supplies and/or equipment.
- Replace various items (lights, paper towels, toilet paper, etc.) as needed daily.
- Deliver various items (supplies, furniture, boxes, et.) to the appropriate personnel.
- Paint classrooms, hallways, restrooms, and offices to maintain an attractive facility.
- Prepare facility for daily operations (doors, lights, etc.) and secure facility for safety.
- Attend to grounds care including mowing, trimming, care of trees/shrubs, snow/ice removal, and minor repairs to playground equipment as needed.
- Perform other duties as assigned by Head Custodian or administration.

## Montpelier School District

**Position:** Head Cook  
**Reports to:** Superintendent  
**Supervises:** Kitchen Staff

**Evaluation:** A performance review will be conducted annually.

**Job Goal:** To manage the foodservice program according to District policies and federal/state requirements. To provide leadership, support, and guidance to ensure that food quality standards, inventory levels, food safety guidelines, and customer service expectations are met.

### **Performance Responsibilities:**

- Supervise and assist in the preparation, cooking, and serving of food for students and adults in the breakfast and lunch programs.
- Plan menu following state and federal guidelines for meal requirements.
- Order appropriate quantities of food and supplies, assure proper storage, and use cost controls to stay within budget.
- Receive and unpack food and supplies. Check goods received against requisitions and invoices.
- Maintain inventory of food and supplies.
- Ensure that sanitary and safe conditions are maintained in the kitchen and food service area.
- Prepare records and reports required by State and Federal programs.
- Maintain required records including food production, inventory, income/expense, meal counts and personnel records.
- Follow procedures to protect confidential information about students who qualify for free or reduced meal prices.
- Perform other duties as assigned by the administration.



## Montpelier School District

**Position:** Assistant Cook/Dishwasher

**Reports to:** Head Cook and Administration

**Evaluation:** A performance review will be conducted annually.

**Job Goal:** To prepare food, serve meals to children, and assist in kitchen sanitation and safety procedures following state and federal guidelines.

### **Performance Responsibilities:**

- Assist in food preparation and service as assigned.
- Wash dishes.
- Perform daily and periodic cleaning as assigned.
- Operate foodservice equipment.
- Interact positively with children and staff.
- Clean and maintain foodservice equipment and facility.
- Receive and unpack food and supplies.
- Assist in menu planning, purchasing, recordkeeping and other functions.
- Perform other duties as assigned by the Head Cook or administration.

## Montpelier School District

**Position:** Paraprofessional

**Reports to:** Classroom Teacher assigned and/or Building Principal

**Evaluation:** A performance review will be conducted.

**Job Goal:** To support children academically, socially, and behaviorally, and assist the classroom teacher with supervision, clerical duties, and instruction.

### **Performance Responsibilities:**

- Work with individual students or small groups of students to reinforce learning of materials or skills initially introduced by certified staff, supervise testing, or monitor work completion during study hall time.
- Perform clerical tasks and instructional duties as assigned by the certified staff.
- Supervise students in the lunchroom, hallway, playground, and on field trips.
- Assist with critical daily activities such as classroom transition times, mealtimes, toileting, and clothing routines when applicable to student assignment.
- Serve as a resource person to substitute teachers, RTI or IEP team members as requested.
- Demonstrate ethical behavior and confidentiality of information about students in the school environment and community.
- Participate in in-service training programs as directed.
- Maintain accurate and up-to-date records, documentation, and data collection as directed.
- Performs other such duties as assigned by certified staff or administration.

## Montpelier School District

**Position:** Transportation Coordinator

**Reports to:** Superintendent

**Evaluation:** A performance review will be conducted.

**Job Goal:** Ensure proper performance of the school vehicle fleet while working with bus drivers and superintendent to provide safe transportation to district students.

### **Performance Responsibilities:**

- Regular maintenance and repairs of buses including light and major repairs are scheduled and performed adequately.
- Record basic maintenance such as oil changes.
- Instruction of using all buses for all drivers.
- Arrange for substitute bus drivers.
- Coordinate transportation needs with the activity director.
- Determine bus routes with consultation of the superintendent.
- Consult with the superintendent before potential large expenses, examples of tire replacement, engine repairs.

Note: Superintendent will determine cancellations, early releases, or late starts during inclement weather or poor road conditions.

Superintendent or principal will deal with discipline or parent concerns relating to transportation.

## Montpelier School District

**Position:** Bus Driver

**Reports to:** Transportation Coordinator/Superintendent

**Evaluation:** A performance review will be conducted.

**Job Goal:** To transport district students safely to school and activities.

### **Performance Responsibilities:**

- Inspect each school vehicle before each use for any irregularities and conduct a pre trip inspection..
- Inform transportation coordinator of issues with the performance of school vehicles immediately.
- Keep accurate records as required by the transportation coordinator.
- Perform work as directed by supervisors.
- Transport district students and staff to school and events in a safe manner following all state and federal laws.
- Report any misconduct of students that need to be addressed to the superintendent.