DISTRICT OFFICE PROCEDURES HANDBOOK

August 2023

GREAT FALLS PUBLIC SCHOOLS

This handbook contains information pertaining to standard daily procedures.

You can access this information on the GFPS Website.

On the 'Staff' drop-down menu, click on 'DOB Procedures'.

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DIRECTORY BY DUTIES

Executive Directors of Student Achievement

EAST END Heather Hoyer	CENTRAL Lance Boyd	WEST END Jackie Mainwaring
Ext. 6008	**Ext. 6775**	**Ext. 6006**
Chief Joseph	**Longfellow**	**Skyline - ELF**
Giant Springs	**Sunnyside**	**Loy**
Lewis & Clark	**Whittier**	**Meadowlark**
Lincoln	**EMS - Title 1**	**Riverview**
Morningside	**GFHS - Title 1**	**Sacajawea**
Mountain View		**Valley View**
EMS		**West**
GFHS		**NMS**
PGEC		**CMR**

Handles calls regarding secondary and elementary schools ▪ Immediate supervisors to all Principals ▪ Permissive transfers ▪ Teacher training issues ▪ Answers questions regarding enrollment ▪ Checks addresses for individual school attendance areas ▪ Provides general information regarding the District to the public/parents.

Complaint Chain of Command:
- *Complaint about teacher, staff member in buildings —> direct back to Principal.*
- *Complaint about Principal —> direct to the Executive Director responsible for supervision of the concerned Principal.*
- *Complaint about Building and Grounds (grass, weeds, irrigation) —> call Buildings & Grounds,* **Ext. 6745**
- *Complaints of non-resolved issues. (No satisfaction at the school level).* **Ext. 6006, 6008 or 6775**

DIRECTORY BY DUTIES

Business Office

- Director of Business Operations - **Ext. 6050**

- Lead Business Office - **Ext. 6051**
  - ◊ *Out-of-District tuition ▪ Rental contracts ▪ Credit cards ▪ Student injury reports ▪ Board Policy ▪ Retirees' Insurance*

- Lead Finance Technician - **Ext. 6062**

- Finance Technician - **Ext. 6065**
  - ◊ *Travel ▪ Mileage ▪ Student Activity*

- Accounts Payable - **Exts. 6069 and 6070**

- Payroll - **Exts. 6064 and 6063**
  - ◊ *Verification of Wages ▪ Time cards ▪ Paystub copies ▪ Taxes*

- Purchasing - **Exts. 6040 and 6043**
  - ◊ *Purchase Order processing (SEE PURCHASING MANUAL), including annual orders ▪ Warehouse inventory items ▪ Fixed asset inventory ▪ Cell phones ▪ Service calls for copier/fax repairs ▪ Annual sharpening ▪ Annual equipment maintenance*

- Central Reception - **Ext. 6054 / Main line: 406-268-6000**
  - ◊ *District telephone operator ▪ District-wide (DW) forms ▪ District website and web calendar ▪ Newsbits ▪ Graphics ▪ General Mail or Bulk Mailing ▪ Student records transfer and tracking ▪ Swimming Pool Pass application ▪ Golden Age Pass ▪ Transcript requests ▪ Education Verification ▪ District-wide Staff Directory ▪ District Annual Calendars*

- Print and Graphics Center - **Ext. 6059**
  - ◊ *Printing and lamination*

DIRECTORY BY DUTIES

Curriculum
Ext. 6020

CRT testing ▪ Advanced Placement testing ▪ PIR ▪ "I Like Charlie Russell because…" essay contest ▪ Purchasing curriculum textbooks and ancillary materials ▪ Barcoding and checking out student textbooks and teacher materials to elementary schools ▪ Textbook Tracker ▪ Implement curriculum adoptions ▪ Curriculum textbook giveaway ▪ Indian Education For All (Coaches) ▪ Math Coach ▪ Science Coach ▪ Assessment

Data Processing
Ext. 6071

Support and manage iVisions ▪ Document Manager ▪ PowerSchool ▪ Active Directory ▪ Email and other servers, and all networking within the school district ▪ Password reset ▪ Monitor and troubleshooting problems within servers and networks ▪ Produce ad hoc data and printed materials for staff

Human Resources

- Benefits, Family and Medical Leave (FMLA), Accident reports, Insurance, Angels in Action, VEBA - **Ext. 6012**
- Job Postings, Recruitment, Interviews - **Ext. 6087**
- Salary information, Contracts, Good Apple Awards, Personnel Action (PA) forms, Prior Credit Approval forms - **Ext. 6013**
- Reassignment of Duty, Leave Request Forms, New employee paperwork, Phone extensions and passwords - **Ext. 6010**
- Substitute placement, AESOP information, Crossing guards, Sub Paras - **Ext. 6014**

Information Services
Ext. 7393

Help Desk ▪ Computer repairs ▪ Toner cartridge refills ▪ Library book processing ▪ Telephone repairs ▪ Email ▪ Equipment checkout for meetings at DOB ▪ Software processing and installation ▪ Computer setup

DIRECTORY BY DUTIES

Student Services/Federal Programs
Ext. 6775

Grants (Federal and non) ▪ Title I, any literacy questions ▪ Special Education ▪ Homeless program

Food Services
Ext. 6047

Breakfast and lunch programs ▪ Free and Reduced Meal applications ▪ Online meal payments ▪ Special nutritional needs ▪ Student meal accounts ▪ Meal charge practices ▪ Meal refunds ▪ Summer feeding program

Transportation
Ext. 6016

Identifying school attendance areas ▪ Busing questions ▪ Worker's compensation ▪ Safety issues

MAIL PROCESSING

- Send ALL mail to DOB - Central Reception.

- For *unsealed* letter envelopes, regular or bulk, flaps **down** on each. **DO NOT OVERLAP** flaps. See image below. Overlapping envelopes will be returned to the school. *Rationale: Central Reception is a one-man post with other duties. Sending mail correctly increases productivity.*

NO   **YES**

- For *sealed* envelopes, bundle them together. **Do not mix** sealed and unsealed envelopes. *Rationale: So the new postage meter machine won't "eat" the sealed ones. Sealed envelopes are run separate and differently in the machine from the unsealed.*

- **Mark any mail that needs to be sent 'Certified'** so the proper paperwork can be completed. Same with overseas mail.

- **Student records for transfer should be in an *unsealed* USPS Priority Mail envelope. (See School Records, page 27-28).**

- **DO NOT** overstuff a letter envelope; the max number of sheets per envelope is 4. Fold each sheet separately before stuffing, ESPECIALLY FOR BULK MAIL. *Rationale: It weighs less than folded as one, thus, costs less.* When sending 5 or more sheets of paper, use a larger (manila) envelope.

- **Ensure** that all mail pieces have a **return address**. The department or school sending the item should be shown on the return address.

BULK MAIL
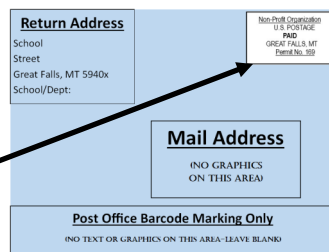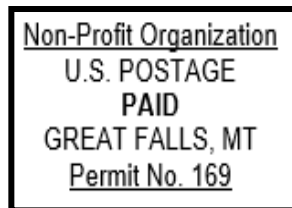(<u>200</u> pcs and above)

When in doubt, call or email any of the following:
◊ Central Reception (ext. 6054)
◊ Business Office Lead (ext. 6051)
◊ Finance Technician (ext. 6065)
◊ Email: bulkmailcenter@gfps.k12.mt.us

Requirements:

- **MINIMUM of <u>200</u> pieces**
  (Bulk Mail Rate: 13 cents/pc │ Regular Mail Rate: 63 cents/pc)
- ALL letters have the exact SAME content. **NO personal info.**
- Required return address MUST read:

  Great Falls Public Schools
  P.O. Box 2429
  Great Falls, MT 59403
  Department/School Name

- Bulk Mail Stamp *(left image)*. **For bulk postcards**, ask Central Reception to send you an electronic copy of the bulk stamp which you will incorporate to the back of your card's design *(right sample)*.

Non-Profit Organization
U.S. POSTAGE
PAID
GREAT FALLS, MT
Permit No. 169

Return Address
School
Street
Great Falls, MT 5940x
School/Dept:

Non-Profit Organization
U.S. POSTAGE
PAID
GREAT FALLS, MT
Permit No. 169

Mail Address
(NO GRAPHICS ON THIS AREA)

Post Office Barcode Marking Only
(NO TEXT OR GRAPHICS ON THIS AREA–LEAVE BLANK)

- For bulk envelopes, once ready for delivery, double check that there are NO OVERLAPPING FLAPS before sending to DOB-Central Reception.

> **The bulk mail processing has changed due to IPS closure.**
> **PLEASE READ THE NEXT PAGE CAREFULLY**

Steps:

- The Data Center will run your bulk mail envelopes. **For student/parent mail**, call or email the Data Center PowerSchool System Analyst, ext. 6076. **For staff mail**, call or email the Data Center Programmer, ext. 6075.

- **Aside from Data Center, include the Bulk Mail Center in the email: bulkmailcenter@gfps.k12.mt.us**

  This ensures the bulk order is received by all processing offices in advance.

- Your bulk mail request **MUST** contain the following info:
  ⇒ Return Department or School
  ⇒ Addressed to
  ⇒ Number of sheets of paper inside the envelope (Max: 4)
  ⇒ Mailing Date (at least 1 week after the date of request)

- Time Frame
  Day 0: Requestor emails bulk order to Data Center
  Day 1: Data is processed and cleaned
  Day 2: Addresses are verified; errors corrected
  Day 3: Envelopes printed; sent to Warehouse; then requestor
  Day 4: Requestor stuff envelopes; then sent to DOB
  Day 5: Mail processed; sealed; then sent to USPS-Annex

!! IMPORTANT NOTES FOR ENVELOPES !!

- Data Center utilizes a Bulk Mail Software that generates an Intelligent Mail Barcode imprinted on the bulk envelopes as they are run. The Software also prints out tray labels which show the envelope's destination (based on USPS special ZIP code assignments).

- When you get the envelopes, **DO NOT REARRANGE** them. Keep them in EXACT SAME ORDER as you are stuffing the envelopes. The barcode contains the special ZIP code and corresponding USPS tray assignment. A displaced or stray envelope will not be delivered to the correct address if it is mixed in the wrong tray.

BULK MAILING

Steps *(cont'd)*:

- **When sending a bulk mail but not using an envelope:**

  <u>POSTCARDS</u>

  ⇒ Email your postcard graphics to Print Center. The postcard should have the requisite return address <u>and</u> bulk mail stamp. Do not use red color paper because the postage amount, which is in red, will not be visible.

  ⇒ Email Data Center (Brandi for students/parents; Patrick for staff) for the address list, ZIP count sheet and other details.

    Also include the Bulk Mail group in the email loop: bulkmailcenter@gfps.k12.mt.us

  ⇒ The address list is in Excel to be mail merged with Word.

  ⇒ After merging, print the labels. (If you don't have any labels, do a Warehouse requisition in iVisions.)

  ⇒ After labeling the postcards, arrange and mark them <u>by ZIP codes.</u> No need to alphabetize the names.

 ⇒ Send the postcards <u>and</u> the printed ZIP count sheet to Central Reception.

Postcard - Quarter Sheet *(sample)*

Postcard (front)	Return Address	Non-Profit Organization U.S. POSTAGE **PAID** GREAT FALLS, MT Permit No. 169
Let your imagination go wild!	School Street Great Falls, MT 5940x School/Dept:	
	Mail Address (NO GRAPHICS ON THIS AREA)	
	Post Office Barcode Marking Only (NO TEXT OR GRAPHICS ON THIS AREA–LEAVE BLANK)	

The TEMPLATES for both Half Sheet and Quarter Sheet bulk postcards are available on the website under Staff - District Forms - Non-DW.

POSTAL MAIL

Central Reception → UNITED STATES POSTAL SERVICE
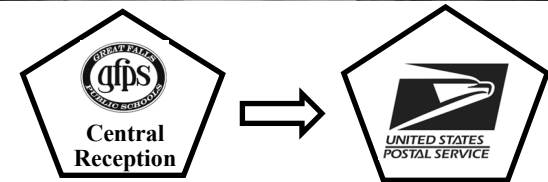
Process:

- All outgoing postal mail are received and processed at Central Reception.
- At 3:00 PM daily, Warehouse picks up the mail from Central Reception and brings them to USPS-Annex.
- Any outgoing postal mail received by Central Reception after 3:00 P.M. will be processed the following business day.

Reminders:

- **Mark any mail that needs to be sent 'Certified' so the proper paperwork can be completed. Same with overseas mail.**
- If sending an overnight or express item, the sender must inform Central Reception first and indicate when the item needs to be at the Post Office, otherwise it goes out at 3:00 P.M. The proper paperwork must be attached.
- NO overlapping envelope flaps.

POSTAL MAIL

Reminders *(cont'd.)*:

- All **LARGE (non-letter) envelopes** must be **SEALED** first before sending to Central Reception. (NOTE: This does **NOT** apply to the USPS Priority Mailer with the school records for transfer; the USPS Priority mailer should be unsealed so Central Reception can check the contents.)

See image below showing placement of address for all envelopes larger than the letter size.

Minimum size for Postcards and Letters
5" long x 3-1/2" high

Maximum size for Postcards
6" long x 4-1/4" high

Maximum size for Letters
11-1/2" long x 6-1/8" high

Maximum thickness for Letters
1/4" thick

Maximum thickness for Large Envelopes
3/4" thick

INTER-OFFICE MAILERS

- Ensure that there is a mailer slip (*left image*) outside the envelope to properly route the mail. You can print out the mailer from the GFPS website - Staff - District Forms - Non-DW.

- To avoid confusion, cross out the entire previously used line above the blank line to be used.

- Fill in date, recipient's name **and** name of destination school or department.

- If the mailer is not properly labeled, this could cause a delay in delivery or it may be sent to the wrong location.

- If you're running out of inter-office mailers, call Central Reception to restock.

- **DO NOT** use Data Processing or Bakery expanders for inter-office mail that is to be distributed.

- **DO NOT** put cash inside the envelope for routing.

If you have any questions, please call Central Reception at ext. 6054.

MAIL PROCESSING

INTER-OFFICE MAILERS
(Brown accordion envelopes)

- Each school is assigned eight (8) numbered brown accordion envelopes that are used to stuff and transmit inter-school mail to/from the District Office Building.

- In order to keep school mail moving smoothly, each school should have four (4) accordion envelopes in the building; the District Office Building should have the other 4 envelopes.

- Anytime that you have more than 4 brown accordion envelopes, please **SEND THE EXCESS BACK** to Central Reception.

- **DO NOT** put cash inside the inter-school mail envelopes.

If you have any questions, please call Central Reception at ext. 6054.

ACCOUNTS PAYABLE / PURCHASING

1. **IMPORTANT:** Need to have a Purchase Order (PO) **before** buying something. Please remind individuals in your building that this needs to be done.

2. HAND CARRY PURCHASE ORDER:
    - This Purchase Order will be VOID 30 days after the PO date noted.
    - Items **MUST** be listed on PO or that item cannot be purchased.
    - Exchanging of items is NOT allowed.
    - Give vendor copy to merchant.
    - Sign and date receiving copy, attach receipt and return to Accounts Payable when purchase is completed.

3. When items have been received, sign off on the PO receiving copy and return it to Accounts Payable as soon as possible.

4. If there is a problem with a PO, call Accounts Payable right away at Ext. 6069 or 6070.

5. When processing a requisition "Confirmation Only" in the "Ship to" window; for those times that have already been received and have the invoice.

6. Elementary "Ship to" address must be the Warehouse.

7. If there are shipping costs, please include on the PO.

8. If there is a vendor item number, please include it because it helps when receiving in the Warehouse and Accounts Payable in paying the invoices, and processing and tracking the item.

9. **If you have a rush order or need an item by a certain date, put this information in the internal notes and not the PO notes. Also, email Purchasing to let them know.**

If you have any questions or need clarification about your PO, please contact Purchasing at ext. 6040.

DISTRICT-WIDE (DW) FORMS

- Please call or e-mail the Print Center at ext. 6059 when ordering District-wide (DW) Forms.

- Specify the DW number and description, quantity needed, and the date needed.

- There is no need to fill out a Print Center Order Form; Central Reception will prepare this. Schools are not billed for District-wide (DW) forms.

GRAPHICS

- Please email to the Print Center (print_center@gfps.k12.mt.us) all your graphics requests along with special instructions, if any.
- The Print Center will create/enlarge, laminate, mount and cut the item(s).
- For graphics to be enlarged, please email the original, if possible.
- Please make sure to include your completed Graphics Order Form in the email. No need to send the hard copy of the order form to the Print Center if this is already included in the email. This will help process your orders efficiently.
- If the graphics requested has been ordered in the past and needs to be reprinted, send an original with your Graphics Order Form so the proper file is reprinted.
- Graphics orders will NOT be processed without proper paperwork. This includes the Graphic Request Order Form, a Principal's signature, and a work request number. Providing this information the first time will deliver the order on-time. Orders with incomplete information will be sent back to the school for proper submission.
- Ample time is appreciated when submitting orders. Please allow for at least a week to process these orders.

If you have any questions, please email or call the Print Center at ext. 6059.

NEWSBITS

In an ongoing effort to provide communication to all staff, regardless of access to computers, hard copies of Newsbits should be placed in the following places at each school:

- Near the classified staff sign-in area
- In the lounge or break area
- In the engineer's office
- In the kitchen
- Any other place deemed appropriate to augment the communication of information

Interested in getting your information on Newsbits?
Follow these steps:
- E-mail your article to Central Reception by 3:00 PM Thursday.
- Include a title for your article in the email.
- State the date(s) you want the article published.

We appreciate your input, but just remember:

- Articles will only be published in 2 week increments. Please contact Central Reception for any questions regarding these guidelines. Ext. 6054
- NO Soliciting
- NO Items for Sale
- NO Out of District Job Postings

INSURED VEHICLE DRIVERS

- Email or call the Business Office (BO) Lead at ext. 6051 to verify if your name is on the Drivers List covered by the District insurance.
  - ◊ **If you are not on the list**, fill-up and send the Motor Vehicle Record Release Form to Aly Konecny, Business Office Lead, along <u>with</u> a copy of your Driver's License. The BO Lead will coordinate with the District's insurance agent to add the employee. After the insurer confirms coverage, the employee will be added to the Drivers List. You can request for an electronic copy of the Vehicle Release form from Central Reception.

- When a student is traveling, the student <u>must</u> submit a Student Travel, Competition & Event Release form.

If you have any questions, please call Aly Konecny of the Business Office at ext. 6051.

VOLUNTEER/EMPLOYEE VEHICLE

Great Falls School District
1100 4th Street – Great Falls, MT 59405 – (406) 268-6051

VOLUNTEER OR EMPLOYEE VEHICLE USAGE FORM
Please read each item below carefully. On the line to the left of each item, put your initials indicating that you have read, understood and will comply with the requirements indicated.
Return this completed form to Brian Patrick, Director of Business Operations, for review and approval.

Volunteer/employee drivers using their vehicles to transport students on field trips or other school-sponsored and district-approved field/activity trips must comply with the following requirements:

_____ 1. I certify that I have a valid Montana drivers license and there are no restrictions preventing me from transporting students in my vehicle.

_____ 2. I am 21 years of age, or older, which is the minimum age to transport students.

_____ 3. I certify that I have not received a DWI (Driving While Intoxicated/Impaired), DUI (Driving Under the Influence), OWI (Operating While Intoxicated), OUI (Operating Under the Influence, refusing substance tests, reckless driving, manslaughter, hit and run, eluding a police officer, any felony, drag racing, license suspension or driving while license suspended in the last 36 months.

_____ 4. I consent to the school district checking my Motor Vehicle Record (MVR) with the Department of Motor Vehicles (DMV).

_____ 5. I certify the vehicle is equipped with seat belts for all occupants and I will comply with the law requiring each passenger, including the driver, to use a seat belt. There is to be no sharing of seat belts.

_____ 6. I will only carry the number of passengers for which the vehicle is designed, not to exceed more than a total of six passengers, including the driver. I understand that trucks or pickups may carry only as many as can safely sit in the passenger compartment and that no passengers will ride in the back (bed).

_____ 7. Emergency information for each occupant (both students and adults) will be maintained in the vehicle.

VOLUNTEER/EMPLOYEE VEHICLE

_____ 8. The following minimum insurance coverage amounts if private vehicles are used: $300,000 bodily injury liability and property damage combined, $5,000 medical and $300,000 under and uninsured motorist.

_____ 9. I certify the vehicle is regularly maintained and kept in good mechanical condition. I understand it is recommended that a first aid kit and fire extinguisher be carried in the vehicle.

_____ 10. I understand that the insurance coverage on my personal vehicle is primary insurance coverage the Great Falls School District's liability coverage will be excess to my coverage. I also understand that the School District does not carry any physical damage coverage for my vehicle and this is my responsibility.

_____ 11. I Understand I will need to complete a New Volunteer or Employee Vehicle Usage Form upon expirations of my driver's vehicle insurance policy.

_____ 12. I will report accidents/injuries to the Director of Business Operations at 406-268-6050 as soon as possible.

PLEASE CHECK ONE: VOLUNTEER   EMPLOYEE

Driver and Insurance Information
Name:_____ Date of Birth:_____
Address:_____
City_____ State _____
Zip_____
Home #: _____ Work #: _____
Cell Phone #: _____

_____

- Email or call Central Reception at ext. 6054 for a copy of the Volunteer or Employee Vehicle Usage Form.
- If you have any questions, please call the Business Office at ext. 6051.

USE OF DISTRICT RESOURCES BY STAFF

MEMORANDUM

TO: All GFPS Staff
RE: Use Of District Resources By Staff
**   For Private Business Purposes**

BACKGROUND INFORMATION

Montana Codes Annotated (MCA) 2-2-121 states that public employees may not use public facilities, equipment, and supplies for the employee's private business purposes. See attachment of MCA 2-2-121.

RULES OF USE

GFPS employees may not use GFPS facilities, equipment or supplies for private business purposes. Examples include private music lessons, computer classes, athletic camps, etc. Further examples include the use of chairs, tables, laptops, projectors, etc.

GFPS employees that also have a private business interest may access GFPS facilities just like any private citizen under Board Policy 4330-Community Use of School Facilities and 4330R - Use Regulations. This involves a rental contract with the District to include a rental fee and liability insurance.

The District thanks all employees for their adherence to Montana law and to Board policies.

MONTANA CODE ANNOTATED 2011

2-2-121. Rules of conduct for public officers and public employees.

(1) Proof of commission of any act enumerated in subsection (2) is proof that the actor has breached a public duty.

(2) A public officer or a public employee may not:
(a) subject to subsection (7), use public time, facilities, equipment, supplies, personnel, or funds for the officer's or employee's private business purposes.

History: En. 59-1706 by Sec. 6, Ch. 569, L. 1977; R.C.M. 1947, 59-1706; amd. Sec. 1, Ch. 59, L. 1991; amd. Sec. 7, Ch. 562, L. 1995; amd. Sec. 3, Ch. 42, L. 1997; amd. Sec. 3, Ch. 122, L. 2001; amd. Sec. 1, Ch. 58, L. 2003; amd. Sec. 1, Ch. 145, L. 2005; amd. Sec. 3, Ch. 173, L. 2005; amd. Sec. 1, Ch. 437, L. 2005; amd. Sec. 1, Ch. 386, L. 2011.

Great Falls Public Schools
SCHOOL ACCIDENT / INJURY REPORT

To be used for reporting an accident or incident involving students, parents, visitors, etc. Copies are to be submitted to the Office of the Director for Business Operations. Please complete all times requested on this form.

DATE OF ACCIDENT: _____ TIME OF ACCIDENT: _____
NAME OF INJURED: _____
AGE: _____ SEX: _____ GRADE: _____ SCHOOL: _____
NAME OF PARENT: _____
HOME ADDRESS _____
PARENT PHONE NUMBER: _____
LOCATION OF ACCIDENT: _____
DESCRIPTION OF ACCIDENT: _____

PERSON IN CHARGE WHEN ACCIDENT OCCURRED: _____
IMMEDIATE ACTION: ( ) FIRST AID TREATMENT   ( ) SENT TO SCHOOL NURSE
( ) PARENT/GUARDIAN CONTACTED   ( ) EMERGENCY SERVICES CONTACTED
DISPOSITION: ( ) RETURNED TO CLASS   ( ) SENT HOME
( ) REFERRED TO DOCTOR   ( ) HOSPITAL
WITNESSES (only list adult, no children):
Name: _____ Phone: _____
Name: _____ Phone: _____

MISCELLANEOUS INFORMATION:
Person Submitting Report: _____ Phone: _____
Signed by Principal/Nurse: _____ Phone: _____

DW-102 School Accident/Injury Report | Rev. 5/2023 | Distribution: White - Director of Business Operations   Pink - School Files

- DW-102 School Accident/Injury Report *(see sample above)* needs to be filled out on all accidents and returned to the Business Office at the District Office Building.

- If the accident happened during a Montana High School Association (MHSA) sanctioned activity (e.g. sports), contact the Business Office at ext. 6051 for a Claim Form from Gerber Insurance, which goes home to the parent. The coaches and PE teachers are responsible for completing the form.

- **If a parent calls and wants the accident medical expenses to be covered by the District, do <u>not</u> tell them that it will be covered.** We do not have medical coverage on students, but we do have liability. Have the parent contact the Business Office at ext. 6051, and we will explain to them that we will file the accident report to our insurance company, and if they feel the District caused or could have prevented the accident, they will let the parent know if this claim is covered or not.

EMPLOYEE ACCIDENTS

GREAT FALLS PUBLIC SCHOOLS
EMPLOYEES ACCIDENT/ INJURY REPORT

NOTE: All blanks must be completed.

| Last | First | M.I. | Date of Birth (mo/day/yr) | Social Security Number |

Full name of INJURED EMPLOYEE

| Employee's Home Address (Street or Box No) | City | State | Zip Code |

| Phone Number | Gender | Marital Status: ☐ Married ☐ Single |

| Did employee return to work during next scheduled shift? ☐ yes ☐ no | If no, will wage loss exceed six work days ☐ yes ☐ no ☐ not sure | Last day worked date | Date of return, if returned to work |

Describe how the accident happened and give cause. Explain what employee was doing when injured. Be specific. Give full details on all factors which led or contributed to the accident. Use a separate sheet of paper if you need additional space.

| What specific object or substance caused the injury? | Part of body affected (leg, arm, back, head, etc.) |

Nature of the injury (cut, fracture, etc.)   Date and Time of Injury _____ A.M. _____ P.M.

Job/position of Employee

| Names of witnesses to accident | Has Employee Notified Department Supervisor ☐ yes ☐ no |

| Did the accident occur on the District's premises? yes ☐ no ☐ | Address or location where accident occurred: |

| Was worker injured while in your employ? ☐ yes ☐ no | Date Employer notified | Accident reported to: | Was safety equipment provided? ☐ yes ☐ no — Was safety equipment used? ☐ yes ☐ no |

| Attending Physician's Name | Address (street or box) | City | State | Zip Code | Phone No |

| If Hospitalized, Hospital's Name | Address (street or box) | City | State | Zip Code | Phone No |

Type of initial medical treatment received (please check   ☐ No Treatment ☐ Emergency Room ☐ Treatment on-site ☐ Clinic/Dr. Office ☐ Hospitalization

Do you have any reason to question this accident? ☐ yes ☐ no   If Yes, please explain fully. Use separate sheet if you need additional space.

Report Filled Out By: _____   Date: _____

"This is my claim for workers' compensation benefits due to the on-the-job injury, occupational disease or death of the above-named worker. I understand that signing this claim for compensation authorizes the release to the workers' compensation insurer or its agent, rehabilitation records, Social Security records and health care information (medical records, pursuant to HIPAA, Public Law 104-191, 42 USC section 130 1, et. seq., and section 39-71-604, MCA) that are directly relevant to the claimed injury, disease, or death. I also understand that if I obtain or exert unauthorized control over workers' compensation benefits to which I am not entitled, I may be prosecuted for theft."

Signed _____   Date: _____
(Employee) I certify the above statement to be true and correct.

Signed: _____ Date: _____ Print Name: _____
(Supervisor or Principal)

Please send completed form to: Julie Shotnokoff, Lead Transportation/Safety Technician at the DOB.   SS _____
DW-225 Rev. 5/23

- DW-225 Employee Accidents/Injury Report *(see sample above)* must be filled out **electronically** by the School/Department Secretary or Principal/Supervisor as soon as the accident happens. (Do NOT let the employee fill out this form.)

- Once filled out electronically, email the report to Julie Shotnokoff or fax it to 406-268-6093.

- Print out an original, have it signed by the Principal/Supervisor and the employee, and send it to the Transportation and Safety Office at the District Office Building.

WORKERS' COMPENSATION

All employees of the District are covered by Workers' Compensation coverage.

In the event of an industrial accident, a DOB employee should:

1. Attend to first aid and/or medical treatment during an emergency;

2. Correct or report as needing correction a hazardous situation as soon as possible after an emergency situation is stabilized;

3. Report the injury or disabling condition, whether actual or possible, to the Administrative Assistant in the Special Services Office at the District Offices Building, or if not available, to Human Resources within forty-eight (48) hours.

4. The Administrative Assistant will complete the Accident/ Injury Report with you and will give you a form to take to the doctor should you decide to go.

5. Pertinent information will be forwarded to the District Office and to the Workers' Compensation insurance carrier.

GFPS supports a "Return to Work" philosophy which supports temporary transitional duty when appropriate and available.

Transfer of Student Records - Policy 3606

A certified copy of the permanent or cumulative file of any student and the file containing special education records of any students hall be forwarded by mail or electronically to a local educational agency or accredited school in which the student seeks to or intends to enroll within five (5) working days after receipt of a written or electronic request. The files that are forwarded must include education records in the permanent file (as defined by the Board), special education records, and any existing disciplinary actions taken against the student that are educationally related.

If the records cannot be transferred within five (5) days, the District shall notify the requestor, in writing or electronically, providing the the reasons why the District is unable to comply with the five (5) working day time frame. The District shall also include in that notice the date by which the requested records will be transferred. A request for the transfer of records shall not be refused because the student owes fines or fees.

Student File
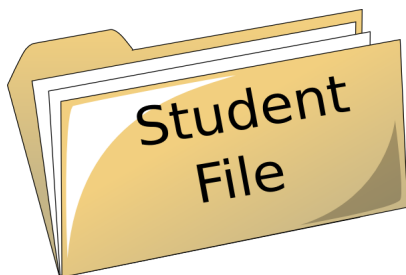
Procedures for Schools

1. Do NOT seal the USPS Priority Mail envelope that the records are being sent in. Include the Special Education records, if any or requested, with the cumulative file so it be can be mailed together.
2. On the outside of the envelope, paperclip the copy of the PowerSchool permanent record printout (one-pager) and the copy of school record request.
3. Make sure that inside the envelope, there is also a copy of the Power School permanent record printout.
4. If the student has a Medical Blue Card, ensure that the information is in Power School. Send the blue card with the student records.
5. Hand Carry for Parents – copy of immunization records, birth certificate, and transfer form.
6. Keep a log book – when records are sent to Central Reception and where they are going, and log when you receive new records/requests.

Home Schooled Students

- Parents only get copies of the cumulative file.
- School retains the originals.

Procedures for Central Reception

When school records for mailing are received by Central Reception from the schools:

1. Print out the permanent record from PowerSchool, if the school didn't include any.
2. Check inside the envelope to make sure a copy of PowerSchool files are included with records.
3. Send all records via USPS Priority Mail only.

Destroying of Student Records

- **Permanent Card** – NEVER destroy
    - High School – permanent cards are scanned and then sent to Central Reception to be stored at Little Russell
    - Elementary and Middle School – permanent cards are sent to Central Reception.

- **Cumulative File** – Cumulative records shall be maintained for eight (8) years after the student graduates or permanently leaves the District. These need to be approved by the Board for destruction. Central Reception will put the request to destroy student records with the corresponding year that they can be destroyed on the Board Agenda in July of each year . These records are then sent to Central Reception to be destroyed.

NOTICE OF PERSONNEL ACTION (PA)

KEY POINTS When Filling Out A Notice of Personnel Action (PA) Form

- Start and end dates are the day they **start** work or the **last day** they actually work.
- If changing hours in a current position, please list the **actual hours** the employee will be working under hours per day.
- Under the **comment** section, please explain if they are increasing or decreasing hours.

HR can run employee lists for you. For example, if you want to know how many hours each teacher aide is currently assigned, a list can be created for you.

If you have any questions,
please call Human Resources at ext. 6013.

TRANSPORTATION & SAFETY

When entering student addresses into PowerSchool, **please make sure the address is correct and complete**. Student busing eligibility is determined by the residential address entered into PowerSchool.

If you have questions concerning an address, please call Transportation at ext. 6017.

RADIO COMMUNICATION

How to Talk to a Specific School

- To switch to the correct School Zone

1. Press the OK button
2. Use the Arrow Keys to move the cursor and to the correct Zone.
3. Once you find the correct Zone, press the OK button.
4. Turn the Channel Select knob until you see the correct school.
5. You're ready to talk!

NOTE: Make sure you're **NOT** on a TAC Channel

CHANNEL SUMMARY

ELEMENTARY	CHANNEL	SCHOOL/BUILDING
	1	Chief Joseph (TAC)
	2	Giant Springs (TAC)
	3	Lewis and Clark (TAC)
	4	Longfellow (TAC)
	5	Lincoln (TAC)
	6	Loy (TAC)
	7	Meadow Lark (TAC)
	8	Morningside (TAC)
	9	Mountain View (TAC)
	10	Riverview (TAC)
	11	Sacajawea (TAC)
	12	Sunnyside (TAC)
	13	Valley View (TAC)
	14	West (TAC)
	15	Whittier (TAC)

MIDDLE/HIGH SCHOOLS		
	1	EMS
	2	EMS - TAC
	3	NMS
	4	NMS - TAC
	5	GFHS
	6	GFHS - TAC 1
	7	GFHS - TAC 2
	8	CMR
	9	CMR - TAC 1
	10	CMR - TAC 2
	11	PARIS
	12	PARIS - TAC

ADMIN		
	1	District Office
	2	Admin Group
	3	Preschool
	4	Little Russell
	5	Custodians
	6	Street Treck
	7	Warehouse
	8	Techs/IT
	9	Transportation

WAREHOUSE

Do NOT call the Warehouse regarding your supplies.

See Purchasing procedures located on the District website at https://www.gfps.k12.mt.us/Page/217.

FOOD SERVICE

Free and Reduced Meal Online Application is available at https://lunch.gfps.k12.mt.us/.

We will only hand out current school year Free and Reduced applications. Previous year applications are not accepted under program guidelines.

Please see the Food Service Handbook for the following topics:

- Breakfast and Lunch Programs
- Special Nutritional Needs
- Free and Reduced Meal Applications
- Student Accounts
- Meal Payment Options
- Online Meal Payment Services
- Meal Charge Practices
- Refunds
- School Food Service History
- Meal Prices

WEB CALENDAR

On the homepage of the District website, hover your mouse to the 'Calendar' tab to drop-down the list of calendars.
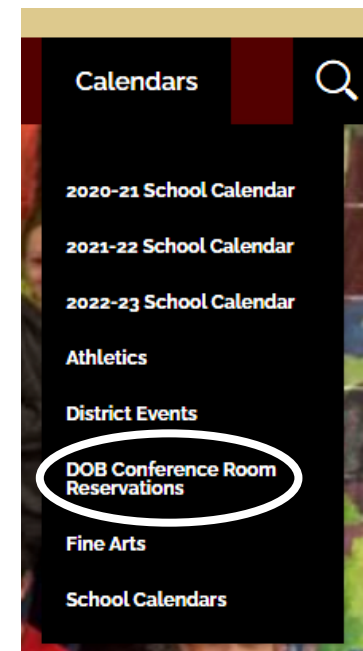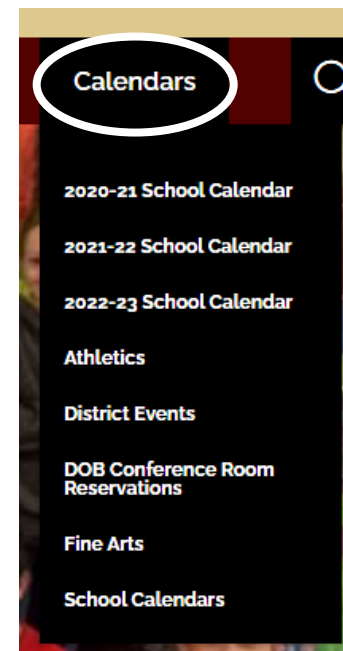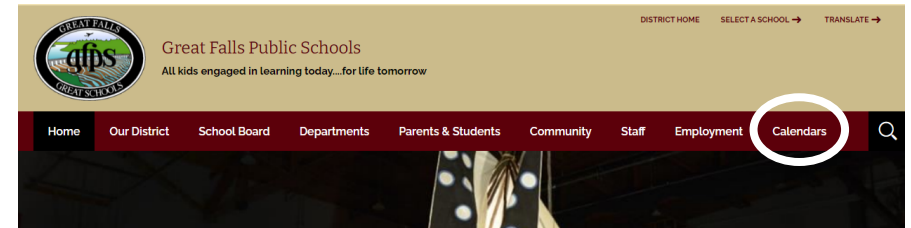
- It is not necessary to be logged in to submit an event, but it will save you time because all your personal information will already be on the system.
- Your username is your full email address and the password you created.
- Please allow a minimum of 30 minutes between meetings for room setup and crowd control.
- It is helpful to our Engineer staff that you include the setup instructions (i.e. physical arrangement, headcount, etc.) when submitting your calendar event. This way, we can plan ahead and provide you with what is needed for your meeting.

If you have any questions about your school's individual calendar, please contact Central Reception at ext. 6054.

TO SUBMIT AN EVENT

- Click Add Event.

- Fill out all General Information, Event Times, and Audience. On the General Information page, please **do NOT change the post date.**

TO ADD A RECURRING EVENT

- Enter the general information as normal.
- Under Event Dates, click Recurrence.

- A new screen will pop up where you can enter in your information on the time of the event, on what days, and if you would like a daily, weekly, monthly, or random recurrence.

WEB CALENDAR

GFPS WEB-BASED CALENDAR GUIDELINES

Rationale for Specific Guidelines

- The Calendar holds a prominent place on our current website. It is one of four main buttons on the front page. In order to make it a reliable source of external and/or internal communication, it needs to be uniformly utilized and updated by all schools.
- A fully deployed and accurate calendar will increase communication efficiency. This would result in fewer phone calls, missed events and confusion.
- Calendar updating supports long-range planning.
- The calendar supports communication with the community and should coordinate with other calendar formats (i.e. GFPS print calendar, school bulletins, etc.).
- There is a fine line between having enough information and having too much information.
- The calendar should reflect a professional approach to internal and external communication.

School Calendar Guidelines

- The school Administrative Assistant or the calendar designee is the "go to" person to ensure consistency.
- These items MUST be put on the calendar:
    - ⇒ Open Houses/ Back to School Nights
    - ⇒ Parent-Teacher Conferences
    - ⇒ Assemblies
    - ⇒ Major PTA Events
    - ⇒ Concerts/Plays/Other Student Presentations
    - ⇒ Athletic Events
        - ◊ High School and Middle School
        - ◊ All Elementary
        - ◊ All District-wide (i.e. track, fitness challenge, etc.)

WEB CALENDAR

GFPS WEB-BASED CALENDAR GUIDELINES
(contd.)

- These events are OPTIONAL on the calendar: PTA meetings, outside group use (e.g. Heisey, Boy/Girl Scouts, Basketball Leagues, etc.)

- These items should NOT be on the calendar:
    - ⇒ Practices/rehearsals
    - ⇒ Community Events

- The following events will be posted on the calendar at the District level:
    - ⇒ Student and school holidays
    - ⇒ PLCT
    - ⇒ Early outs
    - ⇒ PIR days
    - ⇒ First/Last days of school
    - ⇒ End of quarters/semesters, etc.

- Every calendar should utilize the following format for the information:
    - ⇒ Event title must start with school abbreviation
    - ⇒ Include contact name (do not hide)
    - ⇒ Include contact number (do not hide)
    - ⇒ Include location (if there is one)
    - ⇒ Include event description if it is not self explanatory to the public

- Check for spelling and grammatical accuracy.
  Try to limit educational jargon (ex. PLCT).
  Check for duplication before finalizing it to the calendar.

Ideas for schools to fully utilize the calendar more
  - Train teachers and PTA officers on submitting events
  - Project the school calendar at PLCT or staff meetings
  - Utilize the District Meetings and Events Calendar at staff meetings.

RULES AND REGULATIONS

The staff in the District Print Center welcomes you back for the new school year, and looks forward to the rest of the year. If you have any questions, please call ext. 6059 or email print_center@gfps.k12.mt.us.

ELECTRONIC PRINT CENTER ORDERS

The originals for the order must be in PDF form. They are sent as an attachment in an email to the email account set up specifically for the Print Center. (Elementary & Middle Schools – teachers will also fill out the Print Center Order Form and send it in the email with the item to be printed) Someone in the main office will open the email, (High School only - fill out the order form) and send the PDF and the order form to the Print Center via a print command. The Print Center will print out the order form and program the printer to run the order. The printer can NOT view the documents before they are printed; therefore, the only chance for catching errors is before the teachers e-mail the print order.

INSTRUCTIONS FOR PREPARING ELECTRONIC PRINT CENTER ORDERS

1. If you are using an original that is already on your desktop or in a computer file, you need only to save the file as a PDF. This is an option under the file menu on Microsoft Office programs or through Adobe Reader.

2. If you are using an original paper copy or want something out of a book, you will need to create a PDF using the scan and send feature on a copy machine. The new PDF will be sent to your school email address.

3. **Your PDF must contain only what you want printed in the exact order.** The Print Center is unable to move or delete pages.

INSTRUCTIONS FOR PREPARING ELECTRONIC PRINT CENTER ORDERS *(cont'd.)*

4. All Print Center orders should be mailed to the specific school email address. Your PDF should be the attachment. Include the following information in the body of your email:
   A. How many copies you need
   B. When you want the order
   C. Front to back or single sided copies
   D. If your original is landscape, designate it as calendar, (head to toe) or book, (head to head). This designation will effect where the staples will be.
   E. Collated and stapled or grouped
   F. If you want the document 3-hole punched or folded or cut to size.
   G. Color of paper

TIPS FOR MAKING THE SYSTEM WORK SMOOTHLY

5. The PDF that gets sent must be exactly as you want the order. The Print Center cannot remove, enlarge, move, or add pages to a PDF.   You can't order just the first 4 pages or attach two or more PDF's into one order. One PDF – One set of instructions – One Email.

6. If you make a PDF on the copier, you must save it to your desktop and open a new email to send. You can't forward the message. Outlook can lock or alter the PDF.

7. Depending on the program you use, math and scientific symbols don't always transfer to PDF. We recommend using the scan feature on the copier for upper level math and science worksheets and tests. Or for any document that has symbols not commonly found in Microsoft Word.

PREPARING AN ELECTRONIC PRINT CENTER ORDER

Office Staff

- Open the email and pull the two PDF attachments from the teacher to your desktop.
- Open the instruction sheet and check for the date needed and add your order number.
- Save the instruction sheet with appropriate name. Please use 2-digit month, day and year. This is how the orders are sorted and prioritized for completion. Example:
  11_29_12_100E_C_SCHOOL_TEACHER.
- Rename PDF to be printed.
  Example: 11_29_12_100E_P_SCHOOL_TEACHER.
- Open the instruction sheet, click on 'File', click on 'Print', choose 'Canon Print Center' from the drop-down menu, and click on 'Print'. Do the same with the PDF for printing.
- Voila! Make sure the order is deleted from the mailbox.

If you are saving the orders, move them from your desktop to a file. If you are not saving the orders, delete them.

**IMPORTANT UPDATES AND INFORMATION
FOR
ELECTRONIC PRINT CENTER ORDERS**

- **Please review the process you are using for assigning work request numbers on Print Center orders.** Each **new Print Center order** must have a **new work request number**.   Make sure all orders have a separate and distinct work request number.

  - **Save your Print Center Order Form with a new name each time you use it.** When you try and re-use an order form, instructions from the previous order remain intact. You may have wanted the previous order cut to size or stapled but this order is not to be cut or stapled. **Starting out with a new form each order will avoid costly mistakes.**

**IMPORTANT UPDATES AND INFORMATION
FOR
ELECTRONIC PRINT CENTER ORDERS**
(cont'd.)

- **Send only one cover sheet and one PDF for printing. Do not send multiple PDFs for one order.**
  Remember: One set of instructions - one PDF!

- **Your PDF for printing must be exactly as you want it printed.**

  - **Please scan PDFs one-sided only.** You can order front-to-back copies, but your PDF for printing must be scanned one-sided only.
  - **If you need the same image on both sides of the paper,** you must have a 2 page PDF. Both pages will have the same image on them and you will order front-to-back copies. Do not send a one page PDF and ask for the image to be printed on both sides.
  - **If you need copies with multiple pages,** prepare one PDF containing all the pages you need; scanned one-sided. Do not send multiple PDFs for one order. If you need some pages one-sided and some double-sided within the same order, please scan a blank sheet after each page you want one-sided.
  - **You can combine non-collated orders for efficiency. PLEASE READ THIS CAREFULLY:** If you have similar orders requiring the same color paper and same number of copies, you can order these together as one PDF. For example: If you have 10 different single page, front-to-back worksheets and you will be ordering 30 copies of each on blue paper, you can scan all 10 worksheets into one PDF. Remember to scan one-sided. You will order them front-to-back; do not check collate.

PRINT & GRAPHICS CENTER

IMPORTANT UPDATES AND INFORMATION
FOR
ELECTRONIC PRINT CENTER ORDERS
(cont'd.)

The copies will come back grouped by worksheet and separated by a sheet of paper. This doesn't work if you want a different number of copies or a different color of paper for some worksheets. Do not send multiple collates on one PDF. They have to be done separate.

- **If you receive a completed order that is incorrect**, please call the Print Center at ext. 6059. They will let you know if you need to re-send the order or if they still have access to it.
- **Paper supplied** orders must be written by hand. Orders submitted in the summer for the following school year will also be written by hand.
- **The 24 hour rule still applies.** Please do not expect or ask for orders to be returned in less than 24 hours.
- Please make sure to put the correct amount of originals. If you have a 2-sided original, each side is counted as one page.

Print Center - Other

- If you receive a Print Center material that is not yours, please return it to the Print Center as quickly as possible. Also, for any orders printed in error, please return the entire order to the Print Center along with a copy of the original order form.
- **Books** - Please send copies of the pages you wish to print. We will not make copies out of original book. If you send a book to be copied, we **WILL** cut the binding off. Copyrights are your responsibility.
- **Legal size or 11" x 17"** - Make sure you select that paper size under "Settings" before sending to the Print Center. We cannot enlarge copies sent through command workstation.
- When supplying paper to be run, please send good quality paper that's not bent, wrinkled, or torn. Also, send at least 5 extra sheets to allow for paper jams.
- When requesting NCR paper, please indicate number of **SETS** needed, not sheets. If it is to be cut in half, you will get twice the amount, so plan accordingly. Also, NCR pad will glue each individual set together. If you don't mark NCR pad, you will receive the sets loose.
- **Colored Copier Orders** - Orders to be printed in full color can be emailed to print_center@gfps.k12.mt.us <u>by office staff only</u>. Please make sure the order has been approved by your administrator. The e-mail should include 2 attachments: a) Completed order form; and b) Document to be printed.

- **DO NOT SEND PAPER-SUPPLIED** orders electronically.

INFORMATION TECHNOLOGY

<u>Process for purchasing technology that requires technical assistance for installation</u>

This process is now in place for items being purchased that requires technology staff to set up. This includes computers, printers, and any other technology requiring technical staff for installation. This process will help guarantee the fastest and most accurate installation of newly purchased technology.

Process Overview:

1. Collect the necessary information: Get approval to make the purchase from the budget owner and find out where and to whom the technology will go. Only order items in the Tech Warehouse, If not listed in the Tech Warehouse, contact Director of Information Technology for approval.
2. Enter a ticket into the help desk system describing who this technology is for and where it is to go – jot down your new help desk ticket number
3. Enter a requisition request into iVisions - key in your help desk ticket number to the requisition request into the "Reference" field as described below.

How do you know when this process applies?

Use this process whenever a technician is going to be involved with the technology. This includes purchases of:
- Computers
- RAM upgrades, hard drive upgrades, and other internal computer components
- Printers, projectors
- Anything else where a technician IS required to perform the installation or configuration

Technicians don't need to be involved for items that don't require complex installation or configuration. You **DON'T** need to follow this process when purchasing:
- Monitors only - or other "easy-to-install" computer peripherals
- Cameras and Document Cameras
- Keyboards, mice
- Anything else where a technician is NOT required for installation or configuration

PROCEDURES

1. Collect the necessary information

This is a simple step. The technology order should be approved by the owner of the budget to ensure you aren't performing unnecessary work in preparing the requisition. Make sure that the budget owner is in the loop on the purchase. Only order items in the Tech Warehouse, If not listed in the Tech Warehouse, contact Director of Information Technology for approval.

You also need to know exactly what will happen with this new piece of technology and what will happen with the technology that is being replaced (if this is upgrade technology). Generally you will likely require the person requesting the purchase to supply this information.

2. Make sure a Help Desk ticket is entered

The Help Desk ticket system is how the field technical staff keeps track of all of the work going on around the district. By entering a ticket into the system for the new order it will help guarantee the fastest and most accurate installation.

To enter a ticket into the help desk system for newly purchased technology, follow these steps:

- Open your web browser and navigate to **http://support.gfps.k12.mt.us/**

- Enter your Help Desk username and password – if you do not have one or do not remember your password, please contact Ext. 7393 for assistance

- When you log in to the system, you will be presented with a screen to add a new ticket:

On the screen, enter the following information into the corresponding fields:

FIELD	WHAT TO ENTER
Name	The name of the person receiving the technology
Email Address	The email address of the person receiving the technology
Phone	The office phone of the person receiving the technology
Building	The building of the person receiving the technology
Room-Computer Location	The room that the technology will be installed in
Category	Select "*HARDWARE*"
Sub Category	Choose the appropriate subcategory
Subject	Type in a brief description of the item being purchased – such as "*New computer to replace existing teacher machine*" or "*Memory upgrade for student machines*"
Description	Enter the following details: If this is a new computer, enter whether it will replace an older computer and if so which older computer (by Service Tag #) If this is an upgrade component (such as more memory) then what computer is it to be installed in to (by Service Tag #) If this is a new computer to add to the classroom (not to replace a machine), then where does the new computer get set up? If this is a new computer replacing an old computer, what is supposed to happen (in detail) with the old computer? (sent to Little Russell for removal from school, added to a lab as a student workstation, moved to a different room as a student computer, etc) If this is a printer, where it will be installed in the room Any other details that will help the installing technician

At this point, submit the ticket into the system by clicking the blue "Submit" button at the bottom of the screen. When you submit the ticket, it will display the ticket number on the screen. Jot this ticket number down.

3. Enter a Requisition into iVisions

At this point, you are ready to enter the requisition. You will enter a requisition as you normally do with one minor exception
Open http://ivisions and log in as you normally do:

- Create a new requisition
- Enter the requisition information as usual
- In the "Reference:" field of the requisition, enter the word Ticket followed by the help desk ticket number you generated. Examples:

```
Ticket 22334
Ticket 33423
Ticket 99324
```


Complete the requisition as normal.

Thank you for helping make this work!

Advanced Placement Testing:
All students register for AP tests on the college board site and pay for them at the school finance office during the 1st week in November. Testing occurs in May. AP student grades and reports are available online in July.

State Testing (CRT, SBAC, ACT):
Counselor and principal training occurs in February. Testing begins in March and runs until the end of May. Student scores are available in June and sent home to parents in August. See your principal or counselor for full schedule of each building.

Classroom Setups:
Principals provide the next year's classroom openings and closings to Curriculum in April. Principals are given the lists of classroom setup transfers in May. All inventory is to be boxed up and the warehouse will pick up and transfer the classroom setups in June. All inventory must be accounted for in each classroom setup. It is the responsibility of the school who is returning the classroom setup to replace any inventory that is missing.

Student Setups:
Elementary schools return unused student textbooks/materials (to warehouse) and request additional textbooks/materials (from the Curriculum Office through Ivisions "student" warehouse) in August and September (and as needed) as enrollment figures become more final. Middle School and High School check out libraries to students in August and September as enrollment dictates. If additional textbooks are needed for Middle School and High School, those requests are also made through Purchase Orders to the Curriculum Office.

PIR:
Class proposals are due in March and are added to PIR eCentral in April. Teachers sign up for classes in April and May. PIR year runs from after last day of school to end of April. Full time teachers are required to have 18 PIR hours, 6 of those credits must be earned in a District Directed class. Part time teachers, or teachers hired after the first of the year, should go to the website (gfps.k12.mt.us) and click on: District> Department List> Human Resources> Other Info & Links> Prorated PIR Guidelines to see what the prorated requirements are. Teachers' paychecks are adjusted on the last paycheck prior to summer break if they have not completed the required PIR credits for the year.

CURRICULUM

Curriculum Changes:
Any new ideas, courses or textbooks must be reviewed and approved by November 1 by the Board of Directors prior to implementation.

Please contact Curriculum at ext. 6020 for these types of requests.

District Assessment:
District-level assessments, such as end-of semester and unit tests, writing samples or standardized test results, are used to measure student achievement, to set instructional goals, to determine consistency and balance in curriculum coverage, to provide staff development, and to target students needing special assistance. High School and Middle School district assessments are generally given at the end of the semester or school year.

Please contact Curriculum at ext. 6020.

PETTY CASH

Petty Cash - Policy 7329

In May of 2013, the District adopted a Petty Cash Policy that allows individual school buildings to have $200 in cash to be used for individual purchases of supplies and materials **under the amount of Twenty-five Dollars ($25)**. The purpose of this fund is to allow flexibility, at the building level, to address minor purchases without using the cumbersome Purchase Order process. The petty cash account, which is not to be co-mingled with other funds, is managed by the Building Principal and overseen by the Director of Business Operations. Purchases **must have** prior approval by the Building Principal, be less than $25, and original receipts must be kept.

Acceptable Uses include student refunds, postage, minor meeting expenses (excluding mileage), minor emergency purchases, employee purchases that have been approved by Principal and other minor expenses.

Unacceptable uses are personal advances, loans, IOU's, cashing checks, salary/service payments, payments for outside services, travel costs, reimbursements to temporary employees, incremental purchasing – splitting one large purchase into several small purchases, and food.

The Principal is responsible for keeping the up-to-date reimbursement log that tracks the use of the fund.

PETTY CASH

At the end of the school year or if the fund balance gets low during the year, send the Petty Cash fund Reimbursement Log to Accounts Payable for processing. This allows for expenditures made in the school year to be tracked to the appropriate budget for that fiscal year.

The process is diagramed below.

PROCESS TO REPLENISH PETTY CASH

1. Fund custodian determines the balance is low and creates a requisition in Ivisions. Submit reimbursement log form with receipts to Accounts Payable.

2. Accounts Payable processes claim – sends check to the school.

3. School cashes check to replenish cash – balances account.

Also, if you are uncomfortable leaving the funds in the school vault over the summer, send the money to the District Office Building for safekeeping.

RED FLAG REPORTING

What is Reg Flag Reporting?
Why are we doing it and how does it work?

What is it?
Anonymous system for employees to report fiscal improprieties

Why are we doing it?
Most cost effective internal control for schools
Most frauds are found through open channels of communication
Reminds all employees that we are paying attention
Option for those people who are afraid to speak up
Protects your job, protects your co-workers, protects your employer

How does it work?
Reports are filtered by Red Flag
More information can be requested
Information is sent on to District for follow-up

- Anonymous way for employees to safely report fraudulent behavior
- Fraud awareness and prevention seminars
- Pre-recorded training webinars
- Toll-free hotline - available 24 hours a day
- Web portal reporting 24/7/365
- Wallet card for each employee

Awareness

- Communicate
  - ⇒ Do the right thing
  - ⇒ Will not tolerate the wrong thing
  - ⇒ Define illegal and unethical behavior
  - ⇒ "Open door" remains open
  - ⇒ Protecting assets, employees and reputation