

Shepherd School Teacher Handbook



2026-2027

We Are Shepherd: A safe, respectful, and positive community where our high expectations and emphasis on personal growth support all students in being successful, lifelong learners.

www.shepherd.k12.mt.us

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ADMINISTRATION HANDBOOK FOR TEACHERS

SHEPHERD SCHOOL DISTRICT #37

SHEPHERD, MONTANA

INTRODUCTION

This administrative handbook has been developed for use during this school year. These administrative policies and regulations are intended to implement the regularly adopted Shepherd Public School Policies and provide a basis for operation and decision-making for all members of the teaching staff.

SECTION I is a review of some points of regular school policy that pertain to teachers.

SECTION II is composed of specific policies and regulations set up to help guide you during the current school year. Duties are noted in this section whether they pertain to only one particular building, Elementary, Middle School, or High School.

APPENDIX is composed of related material that a teacher may need during the school year.

SECTION 1

INTRODUCTION

This handbook for teachers is intended to acquaint you with general administrative rules, regulations, and procedures that will be in effect during this school year.

Each year an attempt will be made to add to, delete, revise, and in other ways improve on this handbook. Your suggestions and comments are most welcome.

SCHOOL & CLASSROOM HOURS

School hours for all teaching personnel in Shepherd Public Schools will be from 7:50 A.M. until 4:00 P.M. Monday – Thursday and until 2:45 P.M. on Fridays. Classes will begin at approximately 8:10 A.M. each day.

Teachers are to be in the halls for supervisory purposes when classes are passing in the middle school and the high school.

LEAVING YOUR CLASSROOM AND THE SCHOOL BUILDING

Teachers are required to remain in school during school hours and in the classroom during scheduled classes. Should it be necessary to leave the building on official school business, please obtain permission from your Principal. If you wish to leave the school early for personal reasons, a leave request form is necessary.

ABSENCES AND SUBSTITUTES

Negotiated policy for personal leave will be adhered to concerning all absences. If you intend to be absent, please fill out a request for leave form and submit it to the building principal and superintendent for approval.

SCHOOL TELEPHONE USAGE

Teachers should feel free to use the school telephone for any official school business. Please do not tie up the phones for personal business. Teachers may not be on their cell phones during instruction time.

TEACHING CERTIFICATES

Proper certification is the responsibility of each individual teacher. Every teacher must file a proper teaching certificate in the Superintendent's office and with the County Superintendent of Schools. This should be turned into the business office no later than October 15th. A transcript must be on file in the office of the Superintendent of Schools.

TRANSCRIPTS OF CREDITS

All new teachers in the system must have a complete official transcript of credits sent to the Superintendent's office for filing. As you earn additional credits, a transcript should be filed with the Superintendent to justify claims for additional steps on the salary schedule. All teachers adding credits must turn in notice to the Superintendent by February 1 to move over a lane on the salary schedule.

P.I.R. DAYS (PUPIL INSTRUCTION RELATED DAYS)

PIR Days are scheduled during the year. Note: APPENDIX A - SCHOOL CALENDAR. Absences on P.I.R. days for reasons other than illness, approved annual leave, or official school business shall result in dockage of pay (1/187 of annual salary).

POLICIES OF BOARD OF TRUSTEES

Each teacher will be held responsible for policies of the Board of Trustees. It behooves each teacher to become completely familiar with all policies of the Board of Trustees. A copy is available upon request from the District Office or may be found on the school website at www.shepherd.k12.mt.us

FERPA

Staff will follow all FERPA rules and regulations. Any violations of FERPA rules and regulations will result in disciplinary action up to and including dismissal. See the building principal or superintendent for details.

EXTRA-CURRICULAR ASSIGNMENTS

Extra-curricular duties will be available to all teachers. A salary schedule, where applicable, for these duties will be determined by the negotiated contract. All teachers will turn in a list of rules and regulations as a handbook for their extra-curricular organization to the building principal and/or A.D. The Coach/Advisor is in charge of student behavior on the bus trip.

KEYS

Teachers are furnished the keys that are necessary. Please be careful that you do not lose your keys. If keys are lost, please notify the building principal. Authorization must be obtained from the administration prior to loaning your key to a responsible person in case of emergency.

ACTIVITY NIGHT

Wednesday of each week will be designated as Activity Night. No student-related activities after 6:00 P.M. without prior approval from the Superintendent.

STUDENT BEHAVIOR

Teachers should expect and demand that students in their charge conduct themselves in a reasonable and acceptable manner. Rules and regulations governing behavior should be explicit, understandable, and suitable for the group involved. Ref: Student Handbooks.

ORDERING SUPPLIES, TEXTBOOKS, ETC. FROM DISTRICT FUNDS

Before teachers make purchases, proper procedures and approval must be secured from the building principal and then from the superintendent. Orders that have not been previously approved or bills that are presented to the Clerk that do not follow approved procedures will be the responsibility of the teacher involved.

Procedure for ordering is as follows:

1. Employees must get a purchasing Student Activities or District sheet signed by an administrator prior to checking out at PCard and purchasing items.
2. Shepherd School District #37 uses an online requisition system for purchasing. To use the system, a username and password are required. The Clerk will help with these. Instructions for completing the online requisition are located in your new teacher binder.
3. All requisitions require approval from the building principal and the superintendent before a purchase order can be processed. Incomplete requisitions will not be processed.
4. If the order is a rush, the requisition should so indicate in the note field.
5. Any items that are on preview/approval need to be entered into the requisition system.

SCHOOL CALENDAR

A general school calendar will be distributed setting forth major dates for the entire school year. The current school calendar can be found in Appendix A.

PERMANENT RECORDS

Student permanent report cards are to be maintained in the school office and are the responsibility of the principal. Teachers should receive complete instructions on the proper keeping of these records before making entries from their building principals.

USE OF SCHOOL BUILDINGS AND FACILITIES

All requests for the use of school facilities will be handled in accordance with the Board Policy and must be processed through the Superintendent's office. Teachers shall not assume any responsibility for this matter. There is a Building Use Form that is located on the school website for this purpose.

Students shall not be allowed into the school buildings before or after school hours **unless accompanied or supervised by a teacher or other authorized adult person**. If you require a student to be in the building as part of a class, it is your job to supervise them. As per Board Policy, students will not be in the classroom during the day or night without proper instructor supervision.

CARE OF THE FACILITIES

All teachers are charged with responsibility for the proper care and safeguarding of textbooks, equipment, etc., that is a part of their classroom or department. Checkout systems, complete inventories, etc., should be established to accomplish the necessary safeguards. Items that are inadvertently lost, stolen, or otherwise missing should be reported in writing to the Principal.

FACULTY MEETINGS

Faculty/Principal meetings will be held in each building at the discretion of the principal. There will 1 meeting per month on Fridays from 2:45-4. Since teachers have differences of opinion, ideas, viewpoints, and expression, please ask that these be discussed at teachers' meetings if they deal with school-related concerns.

MONTANA HIGH SCHOOL ASSOCIATION RULES

Teachers in charge of activity groups that fall under the jurisdiction of the M.H.S.A. will be expected to enforce all rules and regulations that are applicable to their particular group.

TEACHERS RETIREMENT SYSTEM

Montana teachers are members of the Teachers' Retirement System. Teachers are covered by Unemployment Compensation and Workers' Compensation.

STAFF DRESS

Employees will dress in a professional manner. Employees of the Shepherd Public School system shall be neatly attired and groomed while discharging their responsibilities to the district. Remember, you are setting an example for your profession. Jeans are to be worn only on the last day of the week. **Jeans with holes are not to be worn at school.**

TEACHER AFFILIATED ORGANIZATIONS

Dues for teachers who belong to organizations **of their choice**, such as Montana Association of Librarians, National Council of English Teachers and any other organization that is not mandated by the District, will be the responsibility of the teacher. School District #37 will not pay dues to any organization either from district or activity funds. You are responsible for your dues.

The administration will review each request to attend professional meetings with the following in mind:

1. Are you a member of the organization?
2. Will your attendance enhance the learning skills of students or enhance your area of expertise?
3. How many meetings do you plan to attend during the school year?

The school district will pay negotiated mileage/cheapest transportation as per the negotiated agreement. No per diem or lodging shall be paid without prior approval from the Superintendent.

The above policy does not pertain to school student-sponsored activities. The District will cover dues which are required and funded by Carl Perkins-funded organizations.

CLASSROOM MANAGEMENT IDEAS

All teachers will be in their respective classrooms before students come into the room for class. This implies that order can be obtained much more easily and the instructional program can proceed without delay if teachers assume control from the beginning of each class. The classroom should be a place of orderly activity. The teacher who is well prepared and who has planned carefully for the use of every minute of the class will undertake their work under conditions favorable to success. Students are not to be out of class without a pass.

1. Move about the room frequently.
2. Use your eyes. Look at all parts of the room regularly.
3. Word questions clearly and insist on clearly stated answers.
4. Allow for supervised study time in class.
5. Make all assignments and explanations clear and definite.
6. Establish classroom regulations by the end of the first week of the semester-what students may do and what they may not do.
7. Have an understanding with the principal about what types of discipline should be sent to the office.
8. Don't make a major issue out of trivial offenses. (You can win a battle and lose the war.)
9. Don't accept impertinence.
10. Don't talk too much, too fast, or too loudly.
11. Avoid group punishment for the mistakes of individuals.

12. Avoid threats you cannot enforce.
13. Look for ways to relieve or prevent tensions in the classroom by varying your methods, e.g., introducing guest speakers, films, and field trips.
14. Remember the Principals and Superintendent are ready to help you. We will consider it a strength if you recognize problems and discuss them with us.
15. Consistency is a most important aspect of good discipline. Avoid "good" days and "bad" days!
16. Teach Bell to Bell from the 1st day through the last day of school.
17. Do not use any foul language in front of students.

SEXUAL/RACIAL HARASSMENT/INTIMIDATION POLICY STATEMENT

The Shepherd Public School is committed to a positive and productive working and learning environment free from discrimination. Discrimination adversely affects morale and interferes with employee and student ability to work and learn. The District prohibits sexual/racial harassment or intimidation of its employees or students, whether committed by a co-worker, supervisor, subordinate, contractor, volunteer, or student, and finds such behavior just cause for disciplinary action. The District will not tolerate such behavior between members of the same or opposite sex. The District will take prompt, effective, and remedial action on complaints, grievances, and reports of sexual/racial harassment or intimidation (including informal reports of inappropriate sexual or gender-directed conduct) which come to the attention of the District.

The District prohibits retaliation against any employee or student because he/she has made a report of alleged sexual/racial harassment or intimidation against any employee or student who has testified, assisted, or participated in the investigation of a report. Retaliation is itself a violation of federal and state regulations prohibiting discrimination and will lead to disciplinary action against the offender.

This policy applies to individuals attending any events on District property, whether or not District- sponsored, and to any school-sponsored events, regardless of location.

A substantiated charge against a student shall subject that student to student disciplinary action including suspension or expulsion, consistent with the District's student discipline policy.

Title IX Coordinator Heather Ekness, HS Counselor, 406-373-5300 ext. 180

Required training will take place once a year.

EMPLOYEE DRUG AND ALCOHOL POLICY

The unlawful possession, use or distribution of illicit drugs and alcohol on school premises or as part of any school activity is prohibited.

Disciplinary sanctions will be imposed on employees violating these standards of conduct up to and including termination of employment and referral for prosecution.

The district will annually notify employees that compliance with these standards is mandatory.

SECTION II

ADMINISTRATIVE POLICIES & REGULATIONS FOR ALL TEACHERS

DATA MANAGEMENT

It is the teachers' responsibility to record and track data related to individual students and school-wide goals, whether it be RtI, Title 1, standards, etc. Data must be entered in a timely fashion as directed by each building

principal.

GOALS

All teachers will develop professional goals as directed by the building principals.

WEEKLY LESSON PLANS

Weekly lesson plans will be made mandatory. Plans should be detailed enough to guide a substitute teacher and to serve as a reference for yourself. The district uses Planbook and teachers are required to keep lesson plans up to date in their Planbook account. If a teacher leaves the District, they will be required to give access to their Planbook account to their building principal.

DISMISSING TIME SCHEDULE

A schedule will be used for dismissing students for early out. The 12:30 dismissal will serve as a Hot Lunch Schedule. This schedule will be set up by the Principals.

MOVIES

Movies shown at Shepherd School must be approved by the Principal prior to showing, and must be tied to the curriculum and subsequent lesson plans.

Movies will not be shown for entertainment purposes. PG-13 rated films shown at Shepherd School will require the student to have parent permission (instructors will provide the permission form), before the student will be allowed to view the movie. If the movie is being shown for a class-related grade, and the student does not acquire viewing permission from their parent/guardian, an alternative assignment will be provided.

CLASSROOM NEATNESS

Every teacher should insist on good housekeeping habits on the part of their students and themselves. Desks should always be in order, papers picked up, etc., before students are dismissed. Teachers should close windows and turn out lights before leaving their classroom.

CARE AND USE OF SCHOOL EQUIPMENT AND FURNITURE

You are responsible to see that students do not sit on desk tops, carve on the furniture, etc. The condition of your room indicates part of your effectiveness as a classroom instructor. Please be alert to this problem. Please do not sit on furniture or desks yourself. Your cooperation with the custodial staff is absolutely necessary to maintain the proper use and care of the room.

TEACHER RESPONSIBILITY

You will be directly responsible to the **building** principal. All matters pertaining to the instructional program, student control, reports, records, lunch program, purchasing, etc., shall be directed to your principal.

Should you feel it necessary to deal directly with the Superintendent of Schools, please feel free to do so after advising the **building** Principal.

TEACHER RESPONSIBILITIES TO THE SUBSTITUTE TEACHER

It is the classroom teacher's responsibility to prepare the students for the substitute teacher. The teacher should explain reasons why substitutes must be called in during the year, and what is expected of the students in ways of class attitude, studying, and behavior.

Teachers are to notify the building secretary and/or designee in the morning when a substitute is needed. In case of an emergency, contact the office as soon as possible. If a teacher knows in advance when a substitute

is needed, they are to let the secretary and/or designee know as far in advance as possible.

Lesson plans and/or Planbook are to be current and available for the substitute. Leave these in your desk, mailbox in teacher's room or preferably in the office with the secretary.

Indicate in your lesson plan book and/or Planbook, students in your classes who may assist the substitute.

If you know in advance that you are going to be gone, go over the lesson plans with the substitute and explain what is expected of the students for that day.

WELCOME THE SUBSTITUTE

Welcome the substitute by introducing yourself and your fellow teachers. If you are familiar with the level or subject area, give as much help as possible to the substitute. Make the substitute's stay as pleasant as possible.

SUBSTITUTE FOLDER

Each teacher is to keep a substitute folder in the building office which will be completed by the second week of school. It is to include the following information:

- a. A list of students in your classes who may assist the substitute.
- b. A seating chart or roll list of students.
- c. A list of students who may have difficulties in class.
- d. A list of students on medication.
- e. A list of students with handicaps, as applied to that specific class.
- f. Fire drill exit schedule.
- g. Class and bell schedule.
- h. Lunch and duty schedule.
- i. Emergency medical information.
- j. Detention policy.
- k. Accident reports - how to fill out reports and what procedure to follow.

MATERIALS TO BE POSTED IN THE CLASSROOM

- a. Class Rules
- b. Class Schedule
- c. Academic Expectation Standards.
- d. Fire Drill Exit Route.

SPECIAL AREA TEACHERS

Library, shop, labs, music and P.E.

- a. Have students assigned to help substitute.
- b. If you know in advance when you will be gone, plan a lesson that a substitute can carry out.

GRADING OF ASSIGNMENTS

Teachers are responsible for correcting and grading daily assignments, unless the substitute is working on an extended basis over five consecutive days.

FIRE DRILL PROCEDURES

Fire drill procedures will be made known to all teachers and students and will be posted in all classrooms. Teachers are responsible for instructing students of procedures and for seeing that they are carried out with speed in an orderly manner.

Do not open any fire escape windows.

The Principal will establish fire drill procedures for the building and instruct each teacher of his/her duties.

The Principal is responsible for conducting drills in accordance with State Law.

LOCK CLASSROOM DOORS

Whenever a teacher is out of his classroom, the door should be locked. This is particularly necessary at noon hour and after school is dismissed. A good rule to follow is - keep your door locked.

GENERAL BEHAVIOR AND DISCIPLINE PROBLEMS

We can improve the general atmosphere of the school if each teacher is aware of and takes care of problems when they arise. Particular attention may be needed in the following areas: in your classroom and the hall area near your classroom before school starts in the morning and after the lunch hour.

BUILDING/CLASSROOM DISCIPLINE

Discipline should be considered as the action necessary to maintain an atmosphere that is conducive to a good learning situation. It shall be the duty of the teacher to handle matters that arise in the classroom. Good planning and a feeling of mutual respect between teacher and students are the keys to success in the matter of student control. Serious cases of misbehavior should be referred to the Principal. You are responsible to instruct your students of your classroom management rules. Rules for your classroom, such as the definition of tardiness, talking, wearing of coats in class, bringing in pencil and paper, etc. are rules of your classroom. Each instructor must inform students of the rules which are set for the specific classroom. Then, please enforce these rules. All rules should be reasonable and to a specific behavior desired.

When a new student enrolls in your room, check their cumulative folder for Special Education, Title I, 504 or custodial issues. Special Education Teachers review IEP and share with your building principal, and share accommodations with classroom teachers.

PUPIL ACCOUNTING PROCEDURES

- A. Absences are to be marked in Infinite Campus at the beginning of the school day and after lunch for Elementary, and each period in the Middle School and High School.
- B. Following a student's absence, call for his/her Admit Slip. The admit slip is to be initiated by each teacher concerned and returned to the student. Do not admit a student to class if he/she does not present an admit slip.
- C. Students who are tardy will be admitted to class. Report these students as tardy in Infinite Campus.
- D. The permit to leave or to enter the building during school hours will be issued by the office. **Do not assume this authority.**
- E. Permission may be granted by a teacher for a student to move from one place to another in the building - by signing a Pass.

STUDENT-LED CONFERENCES

Teachers should always be willing to take the necessary time to arrange for desired conferences with parents, whether it be at your request or the parents' request. Student-Led Conferences are scheduled twice each year.

All parents voicing a complaint about an instructor, Principal, Superintendent, Board of Trustees, etc., are to follow board policy 1700 on filing a grievance. If the parents do not sign a grievance letter, it is to be so noted on the form and placed on file. This letter will not be placed in the employee's personnel file.

FIELD TRIPS

Field trips must be requested **and approved** two (2) weeks in advance **by the building principal**. A request form is to be used and must be turned in to the principal/bus supervisor two weeks in advance of the trip. **You are required to notify all impacted staff: eg., specialist, kitchen staff, school secretaries, etc.** If transportation is not available due to a full bus schedule, the field trip will need to be rescheduled.

SUSPENSION FROM CLASS-REGULAR CLASSROOM STUDENTS

This is the procedure for handling any student who is out of a class for an infraction of rules and regulations:

1. Teachers will follow the building's ~~RHMB~~ behavior and intervention support plans for a suspension from class.

HOT LUNCH PROGRAM AND DUTIES

Two high school teachers will supervise the lunchroom/halls during each lunch period of High School students. Two Middle School teachers will supervise the lunchroom/halls during each lunch period of Middle School students.

On-duty teachers will receive a free meal, which includes 1 milk. A juice or extra milk will need to be purchased.

CARE OF TEXTBOOKS

A record of all textbooks issued to students will be kept by the teacher. The condition of the book should be noted when the book is issued. When books are turned in at the end of the year, the condition should be noted again and a fine levied if the books have been misused. A fine list will be called for during the last week of the school year.

NEWS RELEASES-PUBLICITY

Publicity concerning classroom or general school activities is very desirable. News that a teacher or an organization wishes published using the Infinite Campus Messenger system to groups larger than a class will be submitted to the building principal or superintendent for approval.

ATTENDING SCHOOL FUNCTIONS

In addition to attending activities where you have an assigned duty to perform, teachers are encouraged to attend as many of the school's functions as possible.

BOARD POLICY

A copy of the current Board Policy manual is located on the Shepherd School website.

USE OF SCHOOL FUNDS-DISTRICT & EXTRA CURRICULAR ACCOUNTS

Teachers who are in charge of extra-curricular accounts and teachers who have earmarked District funds for the operation of your department must be particularly careful about not overspending your budget. it is your responsibility to operate within your budget from year to year.

EXTRA-CURRICULAR ACTIVITIES FUNDS

All money earned by student groups in the high school or elementary school must be turned into the Activity Accountant for accounting purposes. All bills must be paid by check from the Activity Account Fund. No money will be issued for any activity unless it is approved through the fundraising process. **ALL PURCHASES MUST HAVE PRIOR APPROVAL FROM ADMINISTRATION IN ORDER TO BE PURCHASED OR A REFUND WILL NOT BE ISSUED.**

1. Turn in money and a receipt will be issued by the Activities Accountant within three business days of purchase.
2. An account for your organization's funds will be set up in the Activity Account Fund.
3. A request for disbursement must be accompanied by an invoice, or other billings - not just a request. We must have supporting vouchers to satisfy auditing requirements.
4. No fund will be overdrawn by order of the State Auditor.
5. No activity will be scheduled without the permission of the AD/Principal.

END-OF-THE-YEAR ACADEMIC PROGRAM

The month of May becomes particularly difficult if normal student workloads are not expected. Keep students busy with classroom instruction until the last day of school.

END-OF-THE-YEAR REPORTS AND RESPONSIBILITIES

At the close of the school year, teachers will be held responsible for the following:

- A. Get rooms, desks, files, etc. in good order to facilitate summer cleaning and maintenance work.
- B. Turning in the following things to the office:
 1. Complete room and special department inventories.
 2. Complete grades in Infinite Campus
 3. Extra-curricular ledger books and files of vouchers.
 4. All school keys - labeled with your name may be kept over the summer if you are returning. Keys are turned off from June 1 to August 1.
 5. Maintenance requests emailed to your building principal.
 6. Teacher Folder
- C. Paychecks will not be issued until checkout is completed.

SECTION III

PROCEDURES FOR HIGH SCHOOL AND MIDDLE SCHOOL TEACHERS

HIGH SCHOOL & MIDDLE SCHOOL SPECIAL DUTY ASSIGNMENTS

- A. **All teachers are expected to be in the halls monitoring students prior to the first bell of the day and between each period.**
 1. Students are to come to their first and fifth period classrooms after taking care of normal business in the office, lavatories, etc.
 2. Each teacher will be responsible for general orderliness in your classroom and in the hall area near your classroom during these times.
 3. Instructors are to supervise any and all assemblies. Please get up and sit with the students when supervising.
- B. Special duty assignments will be made on a weekly basis. If teachers find it necessary to be absent from a duty that is scheduled, it will be their responsibility to find a replacement.

EXTRA-CURRICULAR ACTIVITIES

Organization advisors are to personally supervise all activities of their groups. A meeting will not be considered legal, nor will the action taken be considered legal unless the advisor is present.

Advisors are encouraged to become an active and interested partner in the groups that you advise. Students should be encouraged to do a good job in these endeavors as well as in their classroom endeavors.

ELIGIBILITY RULES

1. Students who are not academically eligible for activities would be able to participate in activities that are class-related and do not miss class to participate. These activities must occur at our school. No traveling privileges will be allowed. Examples would include Industrial Arts Club on Tuesday night; Chorus and/or Band performing at our own concerts; Pep Band that performs at home games but would not travel.

2. Extra-Curricular Eligibility will be based upon grade checks and MHSA requirements. Dates that eligibility will be checked are:

Oct. 6, Nov 3, Dec 8, Jan 19, Feb 23, Mar 23, Apr. 27, May 26

Students who receive one or more Fs on any grade check date will be ineligible until the next grade check date.

3. Entering freshmen students who received one or more Fs during their fourth quarter grade of their 8th grade year will be eligible until the first grade check of their freshman year.
4. Transfer students enrolling at Shepherd High School must meet the above eligibility requirements.
5. If a student is assigned an "Incomplete" during the grade check date period, he/she has NOT received a passing grade and is, therefore, not eligible for any extra-curricular activities until a regular grade is given.
6. Eligibility CANNOT be re-established by taking summer school or online classes.
7. Eligibility for Honor Band will be based upon the sixth progress report.

HIGH SCHOOL CONTROL FUND ACCOUNTING PROCEDURES

As the advisor of an organization or activity, you will be considered as the official treasurer of that organization. An accounting ledger book will be given to you at the start of the year with a balance figure in the account carried forward from the audit report.

Entries in your ledger book will be made only when you have an official voucher (receipt or disbursement) from the office. This will ensure that you have a voucher to substantiate each entry. (The ledger and the file are to be turned in at the end of the school year.)

All money is to be turned into the Activity Accountant daily.

Purchases for your organization must be cleared through the Advisor and Principal. A purchase order must be used to purchase supplies. All purchases must be preapproved before purchasing. All receipts must be returned other the business office within three (3) business days of the purchase or returning from the trip.

SECTION IV

SPECIAL RULES, REGULATIONS & PROCEDURES FOR ELEMENTARY TEACHERS

DAILY PROGRAMS

Grades K-3 will have recess in the morning and afternoon, but times will vary. Pledge of Allegiance will be a minimum of 1 time per day.

SPECIAL DUTY ASSIGNMENTS

Assignments for recess duty, noon playground duty, bus loading duty, concerts, etc., will be made by the Building Principal.

RETURNING FROM RECESS

Classes returning from recess shall be instructed to line up at their entrance door when the bell rings ending the recess period. Teachers shall meet their class and supervise their movement to the room.

SEXUAL HARASSMENT POLICY STATEMENT

No person at Shepherd Schools shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity. Inquiries regarding sexual harassment (sex) discrimination or (sex) intimidation should be directed to the Shepherd Public Schools Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both. The Board designates the following individual to serve as the District's Title IX Coordinator:

Title: Heather Ekness

Office Address: 7842 Shepherd Road, Shepherd, MT 59079

Email: h-ekness@shepherd.k12.mt.us

Phone Number: 406-373-5300 ext. 180

Title IX Coordinator- High School Counselor, 373-5300 ext. 180

UNIFORM COMPLAINT PROCEDURE

The Board establishes the Uniform Complaint Procedure as a means to address complaints arising within the District. This Uniform Complaint Procedure is intended to be used for all complaints except those governed by a specific process in state or federal law that supersedes this process or a collective bargaining agreement. Board Policy 1700 can be found on our website at: <https://www.shepherd.k12.mt.us/Page/895>.

APPENDIX LIST

- A. SCHOOL CALENDAR
- B. TEACHER EVALUATION FORM
- C. HEALTH INSURANCE COVERAGE
- D. ACCIDENT REPORT
- E. EMPLOYEE HEALTH AND SAFETY INFORMATION
- F. TEACHERS' MASTER AGREEMENT

APPENDIX A

SCHOOL CALENDAR

SHEPHERD SCHOOL DISTRICT 2026-2027 School Calendar

July 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
August 2026						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
September 2026						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
October 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
November 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
December 2026						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September	
Sept. 1-3	Teacher In-Service Days
Sept. 2	Open House (4:00-6:00 pm)
Sept. 7	Labor Day (No School)
Sept. 8	First Day of School (Grades 1-6 & 9)
Sept. 9	First Day of School (Grades 7-8 & 10-12)
Sept. 10	First Day of School (Kindergarten)
Sept. 28	Teacher In-Service Day (No School)
October	
Oct. 12	Progress Report (Middle & High School)
Oct. 15-16	Teacher In-Service Days (No School)
November	
Nov. 16	Progress Report (Middle & High School)
Nov. 23-24	Student-Led Conferences
Nov. 25-27	Thanksgiving Break (No School)
December	
Dec. 4	End 1st Trimester (Elementary)
Dec. 14	Progress Report (Middle & High School)
Dec. 21-31	Winter Break (No School)
January	
Jan. 1	Winter Break (No School)
Jan. 22	End 1st Semester (Middle & High School)
Jan. 25	Progress Report (Middle & High School)
March	
Mar. 1	Progress Report (Middle & High School)
Mar. 1-2	Student-Led Conferences
Mar. 4-5	No School
Mar. 5	End 2nd Trimester (Elementary)
Mar. 25-29	Spring Break (No School)
April	
Apr. 5	Progress Report (Middle & High School)
May	
May 3	Progress Report (Middle & High School)
May 17	Teacher In-Service Day (No School)
May 28	End 3rd Trimester (Elementary)
May 28	Last Day of School
June	
June 1	Progress Report (Middle & High School)

First day of school (note grade levels)
Teacher In-Service Day - No School
No School
Student-Led Conferences
End of School Year

January 2027						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
February 2027						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						
March 2027						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
April 2027						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
May 2027						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
June 2027						
S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

APPENDIX B

TEACHER EVALUATION

Domain 1: Planning and Preparation a. Demonstrating Knowledge of Content and Pedagogy Knowledge of Content and the Structure of the Discipline Knowledge of Prerequisite Relationships Knowledge of Content-Related Pedagogy b. Demonstrating Knowledge of Students Knowledge of Child and Adolescent Development Knowledge of the Learning Process Knowledge of Students' Skills, Knowledge, and Language Proficiency Knowledge of Students' Interests and Cultural Heritage Knowledge of Students' Special Needs c. Selecting Instructional Outcomes Value, Sequence, and Alignment Clarity Balance Suitability for Diverse Learners d. Demonstrating Knowledge of Resources Resources for Classroom Use Resources to Extend Content Knowledge and Pedagogy Resources for Students e. Designing Coherent Instruction Learning Activities Instructional Materials and Resources Instructional Groups Lesson and Unit Structure f. Designing Student Assessment Congruence with Instructional Outcomes Criteria and Standards Design of Formative Assessments	Domain 2: The Classroom Environment a. Creating an Environment of Respect and Rapport Teacher Interaction with Students Student Interactions with One Another b. Establishing a Culture for Learning Importance of the Content Expectations for Learning and Achievement Student Pride in Work c. Managing Classroom Procedures Management of Instructional Groups Management of Transitions Management of Materials And Supplies Performance of Non-Instructional Duties Supervision of Volunteers And Paraprofessionals d. Managing Student Behavior Expectations Monitoring of Student Behavior Response to Student Misbehavior e. Organizing Physical Space Safety and Accessibility Arrangement of Furniture and Use of Physical Resources.
Domain 3: Instruction a. Communicating with Students Expectations for Learning Directions and Procedures Explanations of Content Use of Oral and Written Language b. Using Questioning and Discussion Techniques Quality of Questions Discussion Techniques Student Participation c. Engaging Students in Learning Activities and Assignments Grouping of Students Instructional Materials and Resources Structure and Pacing d. Using Assessment in Instruction Assessment Criteria Monitoring of Student Learning Feedback to Students Student Self-Assessment and Monitoring of Progress e. Demonstrating Flexibility and Responsiveness Lesson Adjustment Response to Students	Domain 4: Professional Responsibilities a. Reflecting on Teaching Accuracy Use in Future Teaching b. Maintaining Accurate Records Student Completion of Assignments Student Progress in Learning Non-instructional Records c. Communicating with Families Information About the Instructional Program Information About Individual Students Engagement of Families in the Instructional Program d. Participating in a Professional Community Relationships with Colleagues Involvement in a Culture of Professional Inquiry Service to the School Participation in School and District Projects e. Growing and Developing Professionally Enhancement of Content Knowledge and Pedagogical Skill Receptivity to Feedback from Colleagues Service to the Profession f. Demonstrating Professionalism Integrity And Ethical Conduct Service To Students Advocacy Decision Making

Breakdown for Evaluations

Domain	Component	# Avail.
1	A	3
1	B	5
1	C	4
1	E	3
1	D	4
1	F	4

2	A	2
2	B	3
2	C	5
2	D	3
2	E	2

3	A	4
3	B	3
3	C	4
3	D	4
3	E	3

4	A	2
4	B	3
4	C	3
4	D	4
4	E	3
4	F	5

1st year	2nd year	3rd year
	1,2,3	
2,5	1,3,4	
		1,2,3,4
	1,2,3	
	1,2,4	3
2	1	3,4

1,2		
1,2,3		
2,3,4	1	5
1,2,3		
1,2		

2,3	1,4	
		1,2,3
1	2,3	4
3	1,2	4
	1	2,3

		1,2
1,2,3		
1,2		3
1,2	3	4
	1,2	3
1,2,3,4,5		

32	24	20
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APPENDIX C

HEALTH INSURANCE

PLEASE REFER TO YOUR COPY OF YOUR MANUAL
RECEIVED AT THE BEGINNING OF THE SCHOOL YEAR
COPIES ARE AVAILABLE FOR REVIEW IN THE OFFICE

APPENDIX D
EMPLOYEE ACCIDENT REPORT FORM

EMPLOYEE ACCIDENT INVESTIGATION REPORT FORM

Worker Accident _____ Worker
Incident _____

Automobile _____

Equipment _____

By: _____

Name of injured or involved person (s) _____

Date of Accident/Incident ____/____/____ Location _____

Time of Accident ____:____AM/PM (circle one) Day Work _____ Night Work _____

Lost Time Yes _____ No _____ First Aid Given? _____ When? _____ By Whom? _____

Job Title/Class _____

Tenure in Job _____

Job Location _____

Immediate Supervisor _____ Superintendent _____

Date of this Investigation ____/____/____ By Whom _____

Witnesses: Yes _____ No _____ If Yes, provide the appropriate information below:

Name _____ Address _____ Telephone () _____

_____ Name _____ Address _____

_____ Telephone () _____ Comments _____

ACCIDENT NARRATIVE REPORT

What happened? (Describe what took place or what caused you to make this investigation?)

Why Did It Happen? (Study the job performed and situation involved and answer why, what, when, who, where, and how). Make observations as objective as possible.

Date: ____/____/____

Employee

Signature _____

Date: ____/____/____

Supervisor Signature _____

CORRECTIVE ACTION

Corrective Action to Prevent Recurrences? (Circle the items below that require correction):

<i>Equipment</i>	<i>Materials</i>	<i>People</i>
Selection	Selection	Selection
Arrangement	Placement	Placement
Usage	Handling	Training
Maintenance	Processing	Leading

What Corrective Action Have You Taken?

Additional Comments and Information

Safety Committee's Review

Does the Safety Committee agree with the corrective action to prevent recurrence? Yes____No ____

If not, Why?

What recommendations would the committee suggest?

Was action taken in a timely manner? Yes____No____Do similar Unsafe Acts/Conditions that led to this accident exist elsewhere in the District? Yes____No____If yes, what is being done to prevent a recurrence?

* * * * *

FOLLOW UP NEEDED? Date?____/____/____ By Whom? _____

Management Signatures

Administration

Supervisor

APPENDIX E

EMPLOYEE HEALTH AND SAFETY INFORMATION

EMPLOYEE HEALTH & SAFETY

1. All injuries shall be reported immediately to the person in charge or other responsible representative of the district;
2. It is the duty of all employees to make full use of safeguards provided for their protection. It shall be the employee's responsibility to abide by and perform the following requirements:
 - a. An employee shall not operate a machine unless guard or method of guarding is in good condition, working order, in place and operative;
 - b. An employee shall stop the machine or moving parts and properly tag-out or lock-out the starting control before oiling, adjusting, or repairing, except when such machine is provided with means of oiling or adjusting that will prevent possibility of hazardous contact with moving parts;
 - c. An employee shall not remove guards or render methods of guarding inoperative, except for the purpose of adjustment, oiling, repair or setting up a new job;
 - d. Employees shall report to their supervisor any guard or method of guarding that is not properly adjusted or not accomplishing its intended function;
 - e. Employees shall not use their hands or any portion of their bodies to reach between moving parts or to remove jams, hang-ups, etc. (use hook, stick, tong, jig, or other accessory);
 - f. Employees shall not work under objects being supported that could accidentally fall (such as loads supported by jacks, the raised body of a dump truck, etc.), until such objects are properly blocked or shored;
 - g. Employees shall not use defective tools or equipment. No tool or piece of equipment should be used for any purpose for which it is not suited, and none should be abused by straining beyond its safe working load;
3. Employees shall not remove, deface, or destroy any warning, danger sign, or barricade or interfere with any other form of accident prevention device or practice provided on any machine, tool, or piece of equipment which they are using or which is being used by any other worker;
4. Employees must not work underneath or over others, thereby exposing them to a hazard without first notifying the other employee(s) or seeing that proper safeguards or precautions have been taken;
5. Employees shall not work in unprotected, exposed, or hazardous areas under floor openings;
6. Long or unwieldy articles shall not be carried or moved, unless adequate means of guarding or guiding are provided to prevent injury;
7. Hazardous conditions or practices observed at any time shall be reported as soon as practicable to the person in charge or some other responsible representative of the employer;
8. Employees observed working in a manner which might cause immediate injury to either themselves or other workers shall be warned of the danger;
9. Before leaving a job, workers shall correct, or arrange to give warning of any condition which might result in injury to others unfamiliar with existing conditions;
10. Good housekeeping methods shall be observed in all operations. Materials shall be so handled and stored as to minimize falling, tripping, or collision hazards;
11. Working and storage areas and passageways shall be kept free of unnecessary obstructions. No loose object shall be placed in any area where its presence will necessitate employees crowding between such objects as moving machinery, steam pipes, or other objects with which contact would be dangerous;
12. Any materials which might cause an employee to slip or fall shall be removed from floors and other treading surfaces immediately, or suitable means or methods shall be used to control the hazardous condition;
13. All sharp, pointed, or otherwise hazardous projections in work areas shall be removed or rendered harmless.

APPENDIX F
TEACHER'S MASTER AGREEMENT

SHEPHERD SCHOOL DISTRICT #37
2025-2027

ARTICLE I
RECOGNITION

1. **Section 1 Association Recognition**

The Board hereby recognizes the Shepherd Education Association as the exclusive representative with respect to wages, hours, fringe benefits, and other conditions of employment for teachers during the duration of this agreement of Shepherd School District Number Thirty-Seven.

Section 2 Appropriate Unit

The exclusive representative shall represent members of the appropriate unit which shall consist of all teachers of the school district who are certificated in Class 1, 2, 4, 5 and teachers who are on emergency licenses and whose position calls for or requires such certification, but shall exclude the following: certificated individuals who are not currently under contract to perform classroom teaching, the superintendent, assistant superintendents, principals, assistant principals, directors and assistant directors, administrative assistants, supervisors, coordinators, substitute teachers, any teacher whose employment is of temporary, casual, or seasonal character. The employment of a teacher for less than fifteen (15) hours per week or less than the regular school year or substitute teacher, shall be deemed to be employment of a temporary, casual, or seasonal character and such employees shall not be considered members of the appropriate unit.

Section 3

The appropriate unit will notify the Trustees of School District Number Thirty-seven of their intent to negotiate by December 1 of the school year preceding the negotiations. Negotiations will begin no later than March 1 of the present school year preceding the negotiations agreement year.

ARTICLE II DEFINITIONS

2. Section 1 Terms and Conditions of Employment

Terms and conditions of employment shall mean wages, hours, fringe benefits, and other conditions of employment subject to those limitations defined as management rights and prerogatives by the Montana Public Employees Collective Bargaining Law.

Section 2 School District or School Board

The terms “school board” or “school district” shall mean School District Number Thirty-seven, Shepherd, Montana, its Board of Trustees or its officials and representative(s) as designated by the Board of Trustees.

Section 3 Meet and Confer

Meet and confer means the exchange of views and concerns between the school district and the exclusive representative.

Section 4 Teacher or Employee

The term “teacher(s)” or “Employee(s)” as used herein shall mean a member of the appropriate unit as defined in this Agreement.

ARTICLE III
PROFESSIONAL DUES AND FEES PAYROLL DEDUCTIONS

3. Section 1 Dues Deduction Authorized

The board of trustees agrees to deduct from the salaries of all teachers of the appropriate unit such monies for membership in the Shepherd Education Association as said persons individually authorize the Board to deduct as provided by law. Authorization for dues deduction will be made by individual employees on a form provided by the Association. Once the form is signed, if an employee desires to withdraw dues authorization and drop the union membership, they may do so during the union withdrawal period by following MFPE policy.

Section 2 Other Payroll Deductions

Upon appropriate written authorization from the teacher, the Board may deduct from the salary of any teacher and make appropriate remittance for annuities, credit union, insurance, or any other plans or programs approved by the Association and the Trustees of School District Number Thirty-seven.

ARTICLE IV
SCHOOL DISTRICT RIGHTS

4. Section 1 Inherent Managerial Rights

The exclusive representative recognizes that the school district is not required to and is not permitted to meet and negotiate on matters on inherent managerial prerogatives which include but are not limited to the following: directing employees; hiring, promoting, transferring, assigning and retaining employees; relieving employees from duties because of lack of work or funds or under conditions where continuation of such work be inefficient and non-productive; maintaining the efficiency of government operations; determining the methods, means, job classifications, and personnel by which government operations are to be conducted; taking whatever actions may be necessary to carry out the missions of the school district in situations of emergency; and establishing the methods and processes by which work is performed. The exclusive representative further agrees that all management rights, functions, and prerogatives, not expressly delegated in the Agreement are reserved to the school district.

Section 2 Management Responsibilities

The parties recognize the right and the obligation of the school district to efficiently manage and conduct the operation of the school district within its legal limitations and with its primary obligation to provide educational opportunity for the students of the school district.

Section 3 Effect of Laws, Rules, and Regulations

The parties recognize that all teachers covered by this Agreement shall perform the teaching and teaching-related services prescribed by the school district. The parties also recognize the right, obligation, and duty of the Board of Trustees and its duly designated officials to promulgate rules, regulations, directive and order insofar as such rules, regulations, directives and orders are not inconsistent with the terms of this Agreement, and all provisions of this Agreement are subject to the laws of the State of Montana, Federal laws, and valid rules, regulations and orders of State and Federal Governmental Agencies. Any provisions of this Agreement found to be in violation of any such laws, rules, regulations, directives and orders shall be null and void and without force and effect.

Section 4 Prior Practices

All existing district policies involving terms and conditions of Professional service, matters relating directly to the Board-Teacher relationship and other terms of employment not specifically referred to in this agreement shall be maintained at not less than the present level. All disputes involving prior practices will be resolved through the grievance procedure.

ARTICLE V
TEACHER RIGHTS

5. Section 1

No teacher shall be reduced in compensation, suspended without pay, or dismissed during the term of the teacher's annual individual contract, except for just cause, with the decision of the Board being final and binding.

Section 2

The administration shall, upon written notice by the Association president, meet and confer as soon as possible with representatives of the Association in regard to items of mutual concern to the Association or the Administration. If these items cannot be worked out to the satisfaction of both parties, then the School Board may, upon written notice by the Association president, meet and confer with representatives of the Association.

ARTICLE VI GRIEVANCE

6. Section 1 Grievance Definition

A “grievance” shall mean all allegations by teacher(s) resulting in a dispute or disagreement between the teacher(s) and the school district as to the interpretation or application of terms and conditions contained in this agreement.

Section 2 Representative

The teacher, administrator, or school district may be represented during any step of procedure by any person or agent designated by such party to act in behalf. In the case that the grievant does not choose to be represented by the association, the association shall not assume any responsibility, including any cost, for the grievance.

Section 3 Definitions and Interpretations

Subd. 1 Extension

Time limits specified in this Agreement may be extended by mutual agreement.

Subd. 2 Days

Reference to days regarding time periods in this procedure shall refer to working days. A working day is defined as all week days not designated as holidays by State Law.

Subd. 3 Computation of Time

In computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default for which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted unless it is a Saturday, Sunday or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, a Sunday, or a legal holiday.

Section 4 Filing and Postmark

The filing or service or any notice of document herein shall be timely if it is personally served or if it bears a certified postmark of the United States Postal Service within the time period.

Section 5 Time Limitation and Waiver

Grievance shall not be valid for consideration unless the grievance is submitted in writing to the school district’s designee, setting forth the facts and the specific provision of the

agreement allegedly violated and the particular relief sought within fifteen (15) days after the date of the first event giving rise to the grievance occurred. Failure to file any grievance within such period shall be deemed waiver thereof. Failure to appeal a grievance from one level to another within the time periods hereafter provided shall constitute a waiver of the grievance. An effort shall first be made to adjust an alleged grievance informally between the teacher and the school district's designee.

Section 6 Adjustment of Grievance

The school district and the teacher shall attempt to adjust all grievances which may arise during the course of employment of any teacher within the school district in the following manner:

Subd. 1 Level I

If the grievance is not resolved through informal discussions, the school district designee shall give a written decision on the grievance to the parties involved within ten (10) days after receipt of the written grievance.

Subd. 2 Level II

In the event the grievance is not resolved in Level I, the decision rendered may be appealed to the Superintendent of Schools, provided such appeal is made in writing within five (5) days after receipt of the decision in Level I. If a grievance is properly appealed to the Superintendent, the Superintendent or his designee shall set a time to meet regarding the grievance within fifteen (15) days after the receipt of the appeal.

Within ten (10) days after the meeting, the Superintendent or his designee shall issue a decision in writing to the parties involved.

Subd. Level III

If the grievance has not been resolved at Level II, the grievance may be presented to the Board of Trustees for consideration. The Board of Trustees reserves the right to review or not to review the grievance, but must make that decision within fifteen (15) days after receipt of the written appeal. In the event the Board of Trustees chooses to review the grievance, the Board of a committee or representative(s) thereof shall within fifteen (15) days meet to hear the grievance. After this meeting, the Board of trustees shall have a maximum of fifteen (15) days in which to answer the grievance in writing.

Subd. 4 Denial of Grievance

Failure by the school district to issue a decision within the time periods provided herein shall constitute a denial of the grievance. This shall not negate the obligation of the school district to respond in writing at each level of this procedure.

Subd. 5 Step Waiver

Provided both parties agree in writing, any level of this grievance procedure may be bypassed and processed at a higher level.

Subd. 6 Submission to Arbitration

Effective July 1, 1996 grievances not satisfactorily resolved may be submitted to binding arbitration until such time as the binding arbitration law may be repealed. If the grievance is not satisfactorily resolved in levels I, II, or III, the grievance may be submitted before an impartial arbitrator. The teacher will give notice of intent of action within fifteen (15) days of receipt of the final decision of the District.

Subd. 7 Limitation of Remedy Selection

The grievant may elect various remedies for grievances or subject matter which may constitute a grievance under the Agreement. However, upon selection of and notification to the district of such selection, the plaintiff waives the right to all other remedies. The institution of pursuit of remedy or complaint in any avenue such as court of law, administrative tribunal, federal agency, or any statutory process for which relief may be granted for any matter which has or may result in a grievance under this Agreement has waived any right to pursue a grievance beyond subdivision 4 under this agreement. This section shall not apply to actions to compel arbitration as provided in this Agreement to enforce the award of arbitration.

Subd. 8 Arbitrator Selection

Within ten (10) days after such notice the Superintendent and the teacher will attempt to agree upon a mutually acceptable arbitrator. If the parties are unable to agree to a mutually acceptable arbitrator within the ten (10) day period, a request for a list of five (5) arbitrators will be made to the Board of Personnel Appeals. Within five (5) days of

receipt of the list, each party shall strike two names from the list in alternate order and the name remaining shall be the arbitrator.

Subd. 9 Arbitrator Duties and Powers

The arbitrator shall have no power to alter, add to, or subtract from, the terms of the Agreement but is limited to a decision based on the specific provisions of the Agreement. The Arbitrator shall render a decision which shall be final and binding upon the parties.

Subd. 10 Cost Distribution

Each party shall bare its own cost of arbitration including one half (1/2) of the fees and charges of the arbitrator. The costs of transcript are born by the party desiring a transcript unless both parties desire transcripts and then the costs will be born equally.

ARTICLE VII
STAFF EVALUATION

7. Section 1 Evaluation Instrument

The Association and a Representative from the Board may be involved in the development of a teacher evaluation instrument for use by the administration.

Section 2 Number of Evaluations

Evaluations will continue regularly throughout the teacher's service, although the supervisory burden will naturally be greater in the early years of teaching service. First year teachers will be evaluated by December 1st and may request another formal evaluation by March 1st, and all other non-tenured teachers will be evaluated at least once yearly by March 1.

Section 3 Post-Evaluation Conferences

The evaluator shall hold a conference within ten (10) working days of the evaluation. At this time a copy of the report will be provided to the teacher. The teachers shall be provided an opportunity to write a rebuttal to the evaluator's conclusion to be a part of the evaluating form. The teacher has ten working days to submit a rebuttal.

ARTICLE VIII
WORKLOAD AND CONDITIONS

8. Section 1 Duty-Free Lunch Period

All teachers shall have a duty-free, uninterrupted lunch period of thirty (30) minutes, except in emergency situations, or those who voluntarily wave this work condition. The present rotation recess schedule will be continued unless an increase in enrollment forces additional supervision, in which case the Administration will meet with the Association and attempt to come to a reasonable solution. The administrators will make every effort to plan ahead for the beginning weeks of school.

Section 2 Lunch Room Supervision

One (1) elementary teacher per grade level will be required to supervise students during the student lunch period, but on a rotating basis. Two (2) MS or HS teachers will be required to supervise students during the student lunch period, but on a rotating basis. The MS will be done on a volunteer basis unless they are not filled, then they will be assigned.

Section 3. Substitute Policy

When it is necessary for a teacher to be absent for any period of time, advance notice of one week, except in emergency illness, will be given and a qualified substitute will be employed when possible. Substitutes shall be provided with information regarding school policies prior to their employment. It is the responsibility of the administration to find a substitute to cover a teacher's class even for a partial day, for applied and approved school-related, approved extra-curricular or any other approved leave.

Teachers can volunteer to cover an absent teacher's class at the Curriculum Work rate of compensation with the stipulation that coverage will not exceed three times a year and is only during the covering teacher's planning period.

Section 4 Curriculum Work

All teachers will be compensated \$20/hour for curriculum work done outside of the 8-hour work day at administration request.

Section 5. Work Day

The standard workday for all bargaining unit members shall begin at **7:50 a.m.** and end at **4:00 p.m.**, Monday through Thursday and **7:50 a.m.** and end at **2:45 p.m.**, Fridays,

except for one Friday per month staff meeting from 2:45- 4:00 or unless otherwise specified in this Agreement or mutually agreed upon in writing by the District and the Association.

Section 6 Work Year

The school calendar shall not exceed a total of 1,458 hours. This includes Pupil Instruction Related (PIR) days.

Section 7 Professional Development

All teachers will be required to attend either the MFPE Educator's Convention or the equivalent of 12 hours of professional development. The equivalent hours must occur between June 1 and the end of the next school year. The professional development hours must be approved by the administration.

Section 8 Professional Duties

Recess, lunch duty, and other duties (that are related to the teacher's assignment, students, and profession) outside of the classroom are considered part of the total job of Shepherd School District teachers. In addition to their teaching assignments, teachers shall be required to perform the duties listed below that do not fall within regular work day hours:

- a. Elementary Carnival

The parties agree that during the term of this Agreement, a joint Administration/Association committee shall meet to discuss the possibility of Employees performing extra duty assignments not listed in the contract. The Superintendent shall appoint the Administration members and the Association President shall appoint the Association members of the committee. The committee shall report any recommendations to the Superintendent and the Association President for possible action.

Section 9 Preparation Time

Teachers will be given a minimum of 45 minutes of prep time per day. This time is to be used for preparing for classes, student record-keeping, and professional collaboration.

Section 10 Special Education Work Time

Special education teachers shall have paid professional leave of in-building work time to be used at their discretion for record keeping and special education meetings, at the discretion of the building principal. Teachers shall be relieved of their classroom duties during that time.

Section 11 Involuntary Transfers

Teachers who receive notice and are transferred to another building shall be paid two (2) days at the curriculum work rate or one (1) day at the curriculum rate if the move is within the same building to move their teaching materials. The District shall assist the teacher in moving materials and supplies to the new location.

ARTICLE IX LEAVES

9. Section 1 Annual Leave

Annual leave is defined as sick leave, emergency leave and personal leave. Annual leave shall be ten (10) days at full salary. A teacher may voluntarily donate, anonymously in writing, up to two days of his/her leave for use by fellow teachers in cases of serious personal illness. A teacher may receive no more than ten donated days per year. A teacher receiving days from fellow teachers must have already exhausted his/her own supply of leave days. Annual leave shall be allowed to accumulate to one hundred-twenty (120) days (school days). Upon separation or retirement, the District will pay 1/4 of the leave accumulated in the employee's bank, plus 1/4 of the current unused year at current salary. The District will pay the substitute wage for days not used annually, not to exceed five (5) days per year. Annual leave will not be granted for any teacher who is out of leave time for the year barring extenuating circumstances subject to approval by the building administrator.

Subd. 1 Use or Lose Leave

Each teacher will receive one (1) additional day of leave each year. This day is to be used or teachers will lose it. It will be used as the first day of annual leave taken within the school year. This one (1) day will not roll over to the next year and teachers will not be compensated for it at termination.

Section 2 Professional Leave

With prior approval of the staff member's principal, temporary leave of fifty (50) days at full salary is provided to members of the staff for visitation of other schools, attendance at education conferences, serving on committee meetings, conferences, conventions, assemblies, and coaches clinics and training sessions.

Section 3 Extended Leaves of Absence

Extended leaves of absence without salary may be provided upon application to the Board of Trustees with their decision being final and binding. The School Board agrees to continue to provide insurance for the teacher granted an extended leave of absence. The teacher agrees to return to the District Number Thirty-seven School System to teach for at least one year or reimburse the school system for the amount of insurance paid.

Section 4 Bereavement Leave

Bereavement leave, without loss of salary or utilization of annual leave, shall be granted up to three (3) days with an obituary provided for the death of the teacher's (or spouse's) immediate family, immediate in-law or immediate step-family. This includes spouse, parent or guardian, brother, sister, son, daughter, niece, nephew, aunt, uncle, grandchild, or grandparent. Absences beyond the three (3) days will count as annual leave.

Bereavement leave does not accumulate.

ARTICLE X
REDUCTION IN STAFF

10. Section 1 Procedure

In the event the School District determines to reduce staff the provisions of this Article shall apply.

Section 2 Definitions

Teacher: The term teacher used herein shall refer only to tenured teachers, regularly employed by the School District.

Qualified: Qualified means a tenured teacher who is certified by the State Office of Public Instruction for a position established by the School District.

Subject Matter: Subject matter shall mean such categories as are determined by the State Office of Public Instruction for certification purposes.

Days: Days mean teacher duty days, unless otherwise stated.

Section 3 Seniority

Seniority shall mean the number of days of continuous service of the regular school year (excluding summer session and extended employment), commencing with the first day of actual service in the School District including authorized leave of absences allowed by the School District pursuant to this Agreement.

A probationary teacher shall not acquire seniority until such teacher acquires tenure and upon acquisition of tenure, the seniority date shall relate back to a teacher's first day of continuous service. Continuous service shall include a teacher who is under contract for more than ninety (90) days in a single school year. Long-term substitute service under contract, immediately prior to regular contract service, shall be counted toward a teacher's seniority.

In determining the list of seniority, an employee whose employment has been legally terminated by resignation or terminated but whose employment was subsequently reinstated without interruption, shall be deemed to be continuous service.

In the event that seniority is equal for purposes of layoff, order of seniority shall be determined by lot.

Section 4 Seniority List

By January 1 of each school year, the School District shall cause a seniority list, (by name, date of employment, qualification, and certification), to be prepared from its records. It shall thereupon post such list in an official place in each school building. Any person whose name appears on such list, and who may disagree with the findings of the School District, and the order of seniority on said list, shall have fourteen (14) days from the date of posting to supply written documentation, proof, and request for seniority change, to the School District.

Within fourteen (14) days thereafter, the School District shall evaluate any and all such written communications regarding the order of seniority contained in said list, and make such changes as the School District deems warranted. The final seniority list shall thereupon be prepared by the School District, and shall be posted. Such list shall be binding on the District and all teachers shown thereon. Each year, thereafter, the School District shall cause such seniority list to be updated. Such list shall govern the application of Reduction in Staff, Article IX, until thereafter revised.

Any person disagreeing with the final seniority list, prepared pursuant to 3, above, may pursue the matter through the Grievance Procedure.

Section 5 Order of Layoff

Qualified teachers shall be placed on layoff in inverse order of seniority. The School District retains, consistent with the provisions of this Agreement, the right to assign teachers to positions for which they are certified. The School District shall not be required to transfer a more senior teacher to an assignment requiring different certification in order to accommodate the seniority claim of a teacher proposed for layoff or recall.

In the event of a staff reduction, tenured teachers shall not be placed on layoff if there is a probationary teacher employed in a position requiring the same certification.

If the determined reduction is not accomplished by 1 hereof, then the School District may place on layoff tenured teachers in order of inverse seniority.

Section 6 Recall

No new teacher shall be employed by the School District in a position for which a tenured teacher is licensed. Tenured teachers shall first be recalled to vacant positions in inverse order from that in which said teacher was placed on layoff, providing that such teacher possesses necessary certification for the position.

When placed on layoff, a teacher shall maintain a physical address, email address, and phone number with the school district. If a position becomes available for the teacher on layoff and that teacher is properly endorsed and certified for the position, the school district shall provide written notice by registered mail, return receipt requested. The teacher shall have twenty (20) calendar days from the date of receipt of such notice to accept re-employment in writing and filed with the district clerk. Failure on the part of the teacher to accept re-employment within twenty (20) calendar days of receipt of recall notice, shall constitute forfeiture on the part of the teacher to any further rights of re-employment or reinstatement.

Re-employment rights shall automatically cease twenty-four (24) months from the date of layoff and no further rights to reinstatement shall exist.

Section 7 Effect

Nothing in this Article shall be construed to limit the authority of the School District to determine the number of employees, the establishment and priority of programs, or the right to reduce staff. Therefore, such actions shall not be subject to the grievance procedure provided in this Agreement.

A teacher, however, may grieve concerning the establishment of his/her seniority date, or the order of layoff as provided in this Agreement. It is further understood and agreed by the parties that the termination of teachers is governed by Montana Statutes and nothing herein shall be construed to modify or limit, the School District's statutory rights or the teacher's statutory rights as provided by Montana Law.

ARTICLE XI
PROFESSIONAL COMPENSATION

11. Section 1 Salary Schedule

The basic salaries of teachers covered by this Agreement are set forth in Appendix A at 3% for 2025-2026 and 3% for 2026-2027, which is attached to and incorporated in the agreement. Such salary schedules shall remain in effect during the designated periods.

Subd. 1 New Teachers

New teachers, with 3 years of experience or less, will start at Step 3 on the salary schedule (1, 2, 3) and stay frozen at that level until their fourth contract year when they will continue on the salary schedule as listed. The "teacher base pay" for the district is the pay specified in Step 3, Lane I and is the lowest salary for a beginning teacher under the terms of this agreement and is set to coincide with the definition of

"teacher base pay" in House Bill 252, STARS ACT, 2025 Legislature base pay definitions. The district's teacher base pay shall meet or exceed the amounts and conditions specified in House Bill 252 in its final form to ensure the district obtains the incentive funding under House Bill 252.

Section 2 Recognition for Experience

All teachers shall be given full credit on the salary schedule set forth in Appendix A&B for seven (7) years of outside teaching experience in any school district accredited by a recognized accrediting agency.

Section 3 Recognition for Additional Preparation

Subd. 1 Credits

All courses taken after July 1, 2021, to be used for advancement on the salary schedule require completion of the Course Approval Form (Appendix B) and approval by the Superintendent and SEA representative prior to enrollment in the course. All OPI-accredited training or undergraduate credits taken after July 1st, 2024 to be used for advancement on the salary schedule require completion of the Course Approval Form (Appendix B) and final approval upon accumulation of the equivalent of (10) semester credits. Courses must be accredited by the National Council for Accreditation of Teacher Education (NCATE) or any State Board of Education. Acceptance or rejection of such courses shall be in writing by the Superintendent and SEA representative prior to

enrollment in the course within ten (10) school days of receiving notification. All credits must be in the endorsement/subject area that you are teaching at Shepherd Schools, or pertinent areas such as discipline, curriculum, or technology. The number of credits the teacher wishes to pursue, and the lane change they intend to make must apply to grade level. The Superintendent shall approve the credits. Ten (10) semester credits are needed to move one lane. All OPI accredited trainings shall be approved for credits and lane advancement at a rate of fifteen (15) OPI credits equating to one (1) semester credit for a total of 150 OPI credits. (1.5 quarter credits is equal to 1 semester credit.) OPI credits offered through the District at the District's expense may not be used towards lane advancement. Any combination of OPI credits, quarter credits, or semester credits can be used to obtain a lane change. Only one lane may be attained per school year. Graduate-level courses from any accredited university or college shall be automatically approved in the teacher's area(s) of endorsement(s) or the field of education. Other graduate-level courses not in the teacher's area of endorsement or field of education may also be approved.

Subd. 2 Documentation

Documentation of additional professional preparation, if sufficient to advance the teacher's preparation status, shall be submitted to the Superintendent not later than the first day of February. This documentation may be in the form of a personal letter of intent to attend school. However, the official transcript must be presented by October 15th at which time the increased salary will commence and be paid for the school year.

Section 4 Health Insurance

A comprehensive major medical insurance program with a flexible compensation plan will be provided for each full time employed teacher subject to the limitation of the policy or carrier with the district paying up to \$780.00/month in 2025-2027 toward the full rate, or whichever is less, for a single teacher for the said policy. Upon termination of employment, all board participation and contributions shall cease effective the last day of June.

Section 5 Pay Period

Subd. 1 Salary Payments

Teachers shall receive their contract salary in twelve (12) monthly payments. All on staff coaches will have the choice to be paid monthly during the season or once at the end the season. Non-staff coaches will be paid at the end of the season.

Subd. 2 Salary Issued

Payroll checks shall be issued on the 7th day of each month. If the 7th falls on a Saturday or Sunday, teachers shall receive their payroll checks on the Friday prior to the weekend with the exception of September which will always occur on the 7th of the month regardless of the day of the week.

Section 6 Mileage Allowance

Teachers authorized in the course of their work to drive personal vehicles for school district business shall receive a car allowance equal to the current state reimbursement rate. Teachers must provide proof of insurance prior to use of private vehicle for reimbursement.

Section 7 Ticket Taking

All Elementary, Middle and High School staff must participate in ticket taking at all extracurricular activities. Administration will provide a sign-up sheet on the PIR days at the beginning of each school year. Each Elementary, Middle and High School staff member will sign up for one (1) activity and will be paid \$40 per game worked. Longer events, i.e. high school basketball games, will be split into multiple sessions. Monies will be paid to the fall season ticket takers in December, the winter season ticket takers in April and the spring ticket takers in the June summer check. Signature on ticket taking accounting sheet is required for payment. Any unfilled slots will be assigned to Elementary, Middle and High School staff by the athletics' director's secretary. At least two weeks' notice will be given to any teacher who must do ticket taking after the initial sign up date. If two weeks' notice isn't available because of rescheduling/canceling issues, the next person on the rotation shall be asked to cover and the athletic director's secretary shall request a volunteer if they can't. Staff members will not be required to take tickets during instructional time.

Section 8 Breach of Contract

Teachers, who have signed a contract with the district for the ensuing or current school year, and request to be released from such contract, may be released from the contract under the following conditions:

1. A teacher wishing to be released from this contract from the date in which it is due up until May 30th, will pay 5% of base salary as liquidated damages.
2. A teacher wishing to be released from this contract after June 1st up until school starts will pay 7% of base salary as liquidated damages.
3. A teacher requesting to be released from this contract after the school year starts will pay 10% of base salary as liquidated damages.
4. The parties agree the school district incurs costs that are impractical or extremely difficult to fix when a teacher breaches a contract. Liquidated damages are to cover the impractical or extremely difficult to fix costs.
5. A teacher who is forced to resign for a special circumstance beyond their control will be afforded a personal hearing before the Board of Trustees to determine if the teacher has good cause for release from the contract and shall not be responsible for liquidated damages. Good cause shall include but is not limited to:
 - a. Substantial hardship to the teacher's family due to a change that necessitates a move;
 - b. Illness of a family member of the teacher that necessitates a move for purposes of providing for, caring for, or tending to the ill family member.

Section 9 Finality

The instrument contains all provisions of the agreement between the Board and the Association on all matters negotiable for agreement and neither party shall be required during the terms hereof to negotiate for agreement upon any issue not mentioned herein.

Section 10 Severability

The provisions of the Agreement shall be severable, and if any provisions thereof or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of this Agreement or the application of any provision thereof.

IN WITNESS WHEREOF, the parties have executed this Agreement as follows:

Shepherd Education Association

Shepherd Public Schools

Shepherd, MT 59079

Alasia Steyn
[Signature]
[Signature]

Shepherd School District #37

Shepherd, MT 59079

[Signature]
Julie Horva
[Signature]

Dated this day 15th of October, 25

Appendix A

\$34,876
0.0150

SHEPHERD SALARY SCHEDULE

2024-25 16YEAR

BASE

\$34,361

YEAR	BA	BA+1	BA+2	MA	MA+1
0	\$34,876	35993	37144	38258	39409
1	36167	37423	38678	39897	41153
2	37457	38853	40213	41536	42897
3	38747	40283	41747	43176	44640
4	40038	41712	43282	44815	46384
5	41328	43142	44816	46454	48128
6	42619	44572	46351	48093	49872
7	43909	46002	47885	49732	51616
8	45199	47432	49420	51372	53359
9	46490	48862	50955	53011	55103
10	47780	50292	52489	54650	56847
11	49071	51722	54024	56289	58591
12	50361	53152	55558	57928	60335
13	51652	54582	57093	59567	62078
14			58627	61207	63822
15			60162	62846	65566
16			61696	64485	67310

Appendix B

COURSE APPROVAL FORM

Name: _____ Date Submitted: _____

Name of Course: _____

Dates of Course: _____

Course Information:

Flyer, Brochure, Registration Information, or Other Attached: _____

Website Link Provided: _____

Rationale for taking the course:

Is this course required as part of a Master's program?

Yes _____ If so, please attach your intended plan of study.

No _____

Teacher's Signature: _____ Date: _____

For District Use Only:

Approved _____ Rejected _____

Reason for rejection:

SEA Representative's Signature: _____ Date: _____

Superintendent's Signature: _____ Date: _____

Effective July 1, 2021