

Shepherd School Administration Handbook



2020-2021
www.shepherd.k12.mt.us

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ACTIVITY NIGHT

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

TRUSTEE MEETING

The principals are required to attend the trustee meetings August through June and give a building report at that time.

ADULT/CONFERENCE PER DIEM

Breakfast	\$10.00
Lunch	\$12.00
Dinner	\$16.00

SEXUAL HARASSMENT POLICY STATEMENT

Employees of the Shepherd School District #37 are entitled to the opportunity to work in an environment free of discrimination, whether it is based on sex, race, color, religion, national origin, marital status, political belief, age or handicap. Sexual harassment is one form of discrimination that undermines the integrity of the employment relationship, lowers morale, interferes with productivity and adversely affects the careers of Shepherd School District #37 employees. Sexual harassment, which affects employment decisions or creates an offensive working environment, is both a prohibited personnel practice under the Montana Human Rights Act and a violation of Title VII of the Civil Rights Act of 1964. A mutually acceptable relationship can turn into sexual harassment if unwelcome advances are continued. Shepherd School District #37 employees should distinguish mutual, acceptable social relationships which do not encroach on the working environment from sexual harassment. Any deliberate or repeated unsolicited comments, gestures, or physical contact of a sexual nature, which are unwelcome, constitute sexual harassment.

Shepherd School District #37 employment demands from each of us the highest standards of honesty, integrity, and impartiality when carrying out the business of the Shepherd School District #37. Sexual harassment and other conduct which violates these standards will not be condoned or tolerated. It is the policy of Shepherd School District #37 to take direct and immediate action when informed of violations and to enforce the full range of liability and protection created by Title VII and the Montana Human Rights act. Each of us is personally responsible for making this policy work.

TITLE IX

No person at Shepherd High School shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity.

Title IX Coordinator –Elementary Counselor, 373-5516 ext. 112; Middle School Counselor, ext. 150; High School Counselor, 373-5300 ext. 172

EMPLOYEE DRUG AND ALCOHOL POLICY

All Shepherd School employees are responsible to become familiar with the Drug and Alcohol Policy. Please refer to School Board Policy 5228 for the full Drug and Alcohol Policy.

**PRINCIPAL/ ATHLETIC
DIRECTOR/CURRICULUM DIRECTOR JOB
DESCRIPTIONS**

TITLE: ELEMENTARY PRINCIPAL

- QUALIFICATIONS:
1. The Elementary Principal will have earned a Master’s degree.
 2. He/She shall have a valid state certificate to practice as a school principal.
 3. He/She shall have at least three years experience in public school administration and supervision (preferred).
 4. The Elementary Principal shall have at least five years successful experience as a classroom teacher.
 5. The Elementary Principal will meet such alternatives to the above qualifications as the board may find appropriate and acceptable.

REPORTS TO: Superintendent

SUPERVISES: He/She administers all phases of the elementary operation and curriculum offerings as well as staff and student supervision according to established policies of the Board of Trustees and the requirements of the State of Montana. As a line member of management, the Elementary Principal is charged with advising the Superintendent, supervising and coordinating all activities pertaining to the operation and maintenance of the educational program in the elementary school.

JOB GOAL: The Elementary Principal is directly responsible to the Superintendent. Any authority he/she may have is delegated to him/her by the Superintendent. Within the limits of his/her approved program, school district policies, and procedures, laws and regulations, the Elementary Principal is responsible for and has the commensurate authority to accomplish the fulfillment of the duties set forth below. The principal may delegate to members of the staff appropriate portions of assigned responsibilities, together with proportionate authority for their fulfillment, but may not delegate or relinquish overall responsibility for results of accountability.

PERFORMANCE RESPONSIBILITIES:

A. Operation and Activity

1. The Elementary Principal establishes and maintains an effective learning climate in the school.
2. He/She programs classes within established guides to meet student needs.
3. The Elementary Principal maintains proper student conduct and student discipline.
4. He/She plans, organizes, and directs implementation of all school activities.
5. The Elementary Principal initiates, designs, and implements programs to meet specific needs of the school.
6. He/She establishes and maintains favorable relationships with local community groups and individuals to foster understanding and solicit support for overall school objectives and programs; to interpret Board policies and administrative directives; and to discuss and resolve individual student problems.
7. He/She supervises the school's special education programs.
8. The Elementary Principal supervises the school's Federal programs.
9. He/She assumes leadership in the direction of the school's athletic and extracurricular activities.
10. He/She prepares or supervises the preparation of reports, records, lists, and all other paperwork required or appropriate to the school's administration.
11. The Elementary Principal participates in principals' meetings, designated Board meetings, and such other meetings as are required or appropriate.
12. He/She attends special events held to recognize student achievement, and attends school sponsored activities, functions, and athletic events.
13. He/She works with various members of administrative staff on school problems of more than in-school import, such as transportation, special services, and the like.

14. The Elementary Principal conducts staff meetings to keep members informed of policy changes, new programs and the like.
15. He/She conducts fire drills and maintains the safety of students according to school district policies and Montana School Laws.
16. He/She keeps the Superintendent informed of the school's activities and problems.
17. He/She keeps abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field.
18. The Elementary Principal coordinates or supervises the curriculum development and implementation process.
19. He/She supervises the maintenance personnel in the building.
20. He/She coordinates or supervises the school's technology program.

B. Personnel

1. The Elementary Principal supervises the school's teaching process.
2. He/She orients newly assigned staff members and assists in their development as appropriate.
3. He/She coordinates or supervises such support services as maintenance, security, recreational programs, library activities, and the like.
4. The Elementary Principal evaluates all certified staff members regarding their individual performance using established criteria.
5. He/She evaluates all non-certified staff members regarding their individual performance using established criteria.

C. Finance and Budget

1. The Elementary Principal evaluates staff requests for materials and equipment.
2. He/She prepares and approves requisitions for all basic instructional materials for the school.

3. He/She coordinates or supervises the ordering of materials for educational programs within the guides of the budgeting process.
4. He/She administers the school program within the limits of the budget allocation for the Elementary.
5. The Elementary Principal is responsible for accurate accounting of all funds in connection with the school program.
6. He/She maintains and controls the various local funds generated by student activities.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, talk, and hear. The employee is occasionally required to stand, walk, and reach with hands and arms. Specific vision abilities required to do this job include close vision and ability to adjust focus.

TERMS OF EMPLOYMENT: 207 Day contract. The work schedule will be negotiated with the School Superintendent.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Administrative personnel.

APPROVED BY _____ Date _____

REVIEWED BY
AND AGREED TO BY _____ Date _____

TITLE: MIDDLE SCHOOL PRINCIPAL

- QUALIFICATIONS:**
1. The Middle School Principal will have earned a Master's degree.
 2. He/She shall have a valid state certificate to practice as a school principal.
 3. The Middle School Principal shall have at least three years of experience in public school administration and supervision (preferred).
 4. He/She shall have at least five years of successful experience as a classroom teacher.
 5. The Middle School Principal will meet such alternatives to the above qualifications as the board may find appropriate and acceptable.

REPORTS TO: Superintendent

SUPERVISES: The Middle School Principal administers all phases of the Middle School operation and curriculum offerings as well as staff and student supervision according to established policies of the Board of Trustees and the requirements of the State of Montana. As a line member of management, the Middle School Principal is charged with advising the Superintendent, supervising and coordinating all activities pertaining to the operation and maintenance of the educational program in the Middle School.

JOB GOAL: The Middle School Principal is directly responsible to the Superintendent. Any authority he/she may have is delegated to him/her by the Superintendent. Within the limits of his/her approved program, school district policies, and procedures, laws and regulations, the Middle School Principal is responsible for and has the commensurate authority to accomplish the fulfillment of the duties set forth below. The principal may delegate to members of the staff appropriate portions of assigned responsibilities, together with proportionate authority for their fulfillment, but may not delegate or relinquish overall responsibility for results of accountability.

PERFORMANCE RESPONSIBILITIES:

A. Operation and Activity

1. The Middle School Principal establishes and maintains an effective learning climate in the school.
2. He/She programs classes within established guides to meet student needs.
3. He/She maintains proper student conduct and student discipline.
4. He/She plans, organizes, and directs implementation of all school activities.
5. The Middle School Principal initiates, designs, and implements programs to meet specific needs of the school.
6. He/She establishes and maintains favorable relationships with local community groups and individuals to foster understanding and solicit support for overall school objectives and programs; to interpret Board policies and administrative directives; and to discuss and resolve individual student problems.
7. He/She supervises the school's special education programs.
8. He/She supervises the school's Federal programs.
9. He/She assumes leadership in the direction of the school's athletic and extracurricular activities.
10. He/She prepares or supervises the preparation of reports, records, lists, and all other paperwork required or appropriate to the school's administration.
11. He/She participates in principals' meetings, designated Board meetings, and such other meetings as are required or appropriate.
12. He/She attends special events held to recognize student achievement, and attends school sponsored activities, functions, and athletic events.

13. The Middle School Principal works with various members of the administrative staff on school problems of more than in-school import, such as transportation, special services, and the like.
14. The Middle School Principal conducts staff meetings to keep members informed of policy changes, new programs and the like.
15. He/She conducts fire drills and maintains the safety of students according to school district policies and Montana School Laws.
16. He/She keeps the Superintendent informed of the school's activities and problems.
17. He/She keeps abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field.
18. The Middle School Principal coordinates or supervises the curriculum development and implementation process.
19. He/She supervises the maintenance personnel in the building.
20. He/She coordinates or supervises the school's technology program.

A. Personnel

1. The Middle School Principal supervises the school's teaching process.
2. He/She orients newly assigned staff members and assists in their development as appropriate.
3. He/She coordinates or supervises such support services as maintenance, security, recreational programs, library activities, and the like.
4. The Middle School Principal evaluates all certified staff members regarding their individual performance using established criteria.
5. He/She evaluates all non-certified staff members regarding their individual performance using established criteria.

B. Finance and Budget

1. The Middle School Principal evaluates staff requests for materials and equipment.

2. He/She prepares and approves requisitions for all basic instructional materials for the school.
3. He/She coordinates or supervises the ordering of materials for educational programs within the guides of the budgeting process.
4. The Middle School Principal administers school programs within the limits of the budget allocation for the Elementary.
5. He/She is responsible for accurate accounting of all funds in connection with the school program.
6. The Middle School Principal maintains and controls the various local funds generated by student activities.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, talk, and hear. The employee is occasionally required to stand, walk, and reach with hands and arms. Specific vision abilities required to do this job include close vision and ability to adjust focus.

TERMS OF EMPLOYMENT: 207 Day contract. The work schedule will be negotiated with the School Superintendent.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Administrative personnel.

APPROVED BY _____ Date _____

REVIEWED BY
AND AGREED TO BY _____ Date _____

TITLE: HIGH SCHOOL PRINCIPAL

- QUALIFICATIONS:**
1. The High School Principal will have earned a Master's degree.
 2. He/She shall have a valid state certificate to practice as a school principal.
 3. The High School Principal shall have at least three years' experience in public school administration and supervision (preferred).
 4. He/She shall have at least five years' successful experience as a classroom teacher.
 5. The High School Principal will meet such alternatives to the above qualifications as the board may find appropriate and acceptable.

REPORTS TO: Superintendent

SUPERVISES: The High School Principal administers all phases of the high school operation and curriculum offerings as well as staff and student supervision according to established policies of the Board of Trustees and the requirements of the State of Montana. As a line member of management, the High School Principal is charged with advising the Superintendent, supervising and coordinating all activities pertaining to the operation and maintenance of the educational program in the high school.

JOB GOAL: The High School Principal is directly responsible to the Superintendent. Any authority he/she may have is delegated to him/her by the Superintendent. Within the limits of his/her approved program, school district policies, and procedures, laws and regulations, the High School Principal is responsible for and has the commensurate authority to accomplish the fulfillment of the duties set forth below. The principal may delegate to members of the staff appropriate portions of assigned responsibilities, together with proportionate authority for their fulfillment, but may not delegate or relinquish overall responsibility for results of accountability.

PERFORMANCE RESPONSIBILITIES:

A. Operation and Activity

1. The High School Principal establishes and maintains an effective learning climate in the school.
2. He/She programs classes within established guides to meet student needs.
3. He/She maintains proper student conduct and student discipline.
4. The High School Principal plans, organizes, and directs implementation of all school activities.
5. He/She initiates, designs, and implements programs to meet specific needs of the school.
6. He/She establishes and maintains favorable relationships with local community groups and individuals to foster understanding and solicit support for overall school objectives and programs; to interpret Board policies and administrative directives; and to discuss and resolve individual student problems.
7. The High School Principal supervises the school's special education programs.
8. He/She supervises the school's Federal programs.
9. He/She assumes leadership in the direction of the school's athletic and extracurricular activities.
10. The High School Principal prepares or supervises the preparation of reports, records, lists, and all other paperwork required or appropriate to the school's administration.
11. He/She participates in principals' meetings, designated Board meetings, and such other meetings as are required or appropriate.
12. He/ She attends special events held to recognize student achievement, and attends school sponsored activities, functions, and athletic events.
13. He/She works with various members of the administrative staff on school problems of more than in-school import, such as transportation, special services, and the like.
14. The High School Principal conducts staff meetings to keep members informed of policy changes, new programs and the like.
15. He/She conducts fire drills and maintains the safety of students according to school district policies and Montana School Laws.

16. He/She keeps the Superintendent informed of the school's activities and problems.
17. He/She keeps abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field.
18. The High School Principal coordinates or supervises the curriculum development and implementation process.
19. He/She supervises the maintenance personnel in the building.
20. He/ She coordinates or supervises the school's technology program.

B. Personnel

1. The High School Principal supervises the school's teaching process.
2. He/She orients newly assigned staff members and assists in their development as appropriate.
3. He/She coordinates or supervises such support services as maintenance, security, recreational programs, library activities, and the like.
4. The High School Principal evaluates all certified staff members regarding their individual performance using established criteria.
5. He/She evaluates all non-certified staff members regarding their individual performance using established criteria.

C. Finance and Budget

1. The High School Principal evaluates staff requests for materials and equipment.
2. He/She prepares and approves requisitions for all basic instructional materials for the school.
3. He/She coordinates or supervises the ordering of materials for educational programs within the guides of the budgeting process.
4. The High School Principal administers the school program within the limits of the budget allocation for the high school.
5. He/She is responsible for accurate accounting of all funds in connection with the school program.
6. He/She maintains and controls the various funds generated by local student activities.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, talk, and hear. The employee is occasionally required to stand, walk, and reach with hands and arms. Specific vision abilities required to do this job include close vision and ability to adjust focus.

TERMS OF EMPLOYMENT: 207-Day contract. The work schedule will be negotiated with the School Superintendent.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Administrative personnel.

APPROVED BY _____ Date _____

REVIEWED BY
AND AGREED TO BY _____ Date _____

TITLE: ACTIVITIES DIRECTOR

- QUALIFICATIONS:**
1. Valid Teaching certificate.
 2. At least three years of successful coaching.
 3. Such alternatives to the above qualifications as the superintendent and board may find acceptable and appropriate.

REPORTS TO: Superintendent

JOB GOAL: To provide guidance and leadership to the coaching staff and to manage the athletic/activities department.

PERFORMANCE RESPONSIBILITIES:

1. Conduct orientation meetings during fall orientation days with all coaches to review job descriptions, rating forms, and other necessary information.
2. Conduct meetings with various coaches prior to the start of a particular season to discuss rule changes, schedules, games, procedures, and other necessary information.
3. Conduct other meetings at his discretion to disseminate information, discuss problems, receive input from coaches, etc. Recommended to meet at least monthly with the coaches, or as needed.
4. Attend or designate a representative to attend all league meetings and other official meetings which require an athletic representative from Shepherd.
5. Supply officials and workers for all home games, and home meets, including ticket takers and supervisors.
6. Supply athletic inventories to the administration each year by June.
7. Purchase athletic supplies and equipment yearly by requisitions and within the scope of the budget.
8. Evaluate the coaching staff, assist with problems, and make recommendations to the administration.
9. Provide input for the purpose of hiring coaches.
10. Supply schedules to administration and assist in arranging transportation for all away games and meets.

11. Supply practice and game schedules to administration and appropriate coaches when necessary.
12. Be responsible for scheduling all practice sessions, games, and meets for all athletic events.
13. Supply coaches with information concerning location, use, and care of such things as the following: 1) equipment; 2) first aid supplies; 3) schedules and practice times; 4) use of washer and dryer; 5) uniforms; 6) rules and regulations; 7) insurance program; 8) keys; 9) inventories; 10) transportation; 11) safety; 12) physicals; 13) emergency contact forms; 14) other necessary items.
14. Coordinate with maintenance, grounds and supervisor for activity used.
15. Coordinate with principals on all extra-curricular activities.
16. Approve all purchase orders for supplies and equipment and clear them with the Superintendent.
17. Coordinate requisitions and budgeting for boys' and girls' activity programs.
18. Provide expense money for all coaches/advisors prior to travel through the p-card system.
19. Coordinate with Activity Accountant to maintain financial records of accounts.
20. Design and coordinate with the coaches/advisors, the schedule of boys' and girls' interscholastic activity contests. The scheduling, changing or canceling of games is the sole responsibility of the Activities Director in concurrence with the high school principal and the Superintendent. Coaches will be contacted for recommendations but the ultimate responsibility must rest with someone who coordinates the athletic schedule with the total school program.
21. Check athletic/activity facilities to assure safe and adequate conditions.
22. Work with coaching/advisor personnel and administration to maintain training regulations which are uniform for all activities.
23. Ensure that students comply with the Montana High School Association and Shepherd Middle School/High School Activity Training Regulations. The Activities Director will check each student for eligibility during the first week of each sport. Coaches/advisors will submit a list of participants to the Activities Director during the opening week of that activity.
24. Serve as publicity director for all activities.
25. Ensure that insurance forms are filled out by coaches/advisors and that students, parents and doctors are informed of the procedure.

- 26. Request that a trainer and law enforcement be present at athletic varsity events.
- 27. Attend Conference and State Activity Meetings.
- 28. Other activities as they must be done.

TERMS OF EMPLOYMENT: 207-day contract. The work schedule will be negotiated with the School Superintendent

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Boards policy on evaluation of Administrative personnel.

APPROVED BY _____ Date _____

REVIEWED BY
AND AGREED TO BY _____ Date _____

TITLE: DIRECTOR OF CURRICULUM AND INSTRUCTION K-12

QUALIFICATIONS: Valid Montana Teaching Certificate

REPORTS TO: Superintendent

- Planning for improvement of the curriculum and of the curriculum development program
- Provide leadership and direction for the development, revision and continuous improvement of district curriculums
- Provide the Board of Education with ongoing assessments and curriculum data
- Responsible for the development and implementation of federal or state aid programs such as Title I
- Lead the team to prepare and create the school instructional calendar
- Represent the school district in meetings and conferences related to curriculum, instruction and assessment
- Supervise the administration and analysis of all state and local testing programs within the district, including the creation of an annual district wide assessment calendar
- Serve on district wide committees as needed
- Report monthly to the board on all curriculum, instruction, and assessment matters
- Participate in the interview and selection process of the instructional staff as appropriate
- Coordinate the Teacher Induction Program and district orientation programs and activities of new teachers, including classroom observations and conferences
- Cooperate with administration and supervisory personnel on the overall education program

- Attend and actively participate in professional association meetings and conferences at the local, county, state, and national levels
- Keep the Superintendent fully informed of significant matters pertaining to the administration of the schools and consult freely with him/her concerning such matters
- Establish an open line of communications with the community
- Perform any other duties assigned by the Superintendent

TERMS OF EMPLOYMENT: As set by terms of contract. Salary and work year to be according to the current schedule

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on Evaluation of Professional Personnel.

APPROVED BY _____ Date _____

REVIEWED BY
AND AGREED TO BY _____ Date _____

PRINCIPAL EVALUATION FORM

Name of Administrator Evaluated: _____ Date: _____

School: _____ Name of Evaluator: _____ Drea O'Donnell _____

1. A school administrator is an educational leader who promotes the success of all students by *facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.*
2. A school administrator is an educational leader who promotes the success of all students by *advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and professional growth.*
3. A school administrator is an educational leader who promotes the success of all students by *ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment.*
4. A school administrator is an educational leader who promotes the success of all students by *collaborating with families and community members, and mobilizing community resources.*
5. A school administrator is an educational leader who promotes the success of all students by *acting with integrity, fairness, and in an ethical manner.*
6. A school administrator is an educational leader who promotes the success of all students by *understanding, responding to, and influencing the larger political, social, economic, legal, and cultural context.*

Rating System:

5	Principal consistently and significantly exceeded proficiency on the standard of performance.
4	Principal demonstrates proficient, competent performance on the standard.
3	Principal demonstrates adequate growth toward achieving the standard during the period of performance, but did not demonstrate proficiency.
2	Principal did not demonstrate competence in achieving the standard of performance.
1	Principal performs significantly below the standard of performance.

Goals:

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Standard	Score	Comments
<i>Ensures that clear and measurable goals are established regarding overall student achievement at the school level.</i>		
<i>Administrator has the trust of the faculty and staff that his or her actions are guided by what is best for students.</i>		
<i>Provides clear and consistent direction for the school</i>		
<i>Is resourceful in coping with unexpected problems</i>		
<i>Anticipates problems before they arise</i>		
<i>Has a good rapport with faculty</i>		
<i>Maintains a rich, creative school environment</i>		
<i>Evaluates teachers only after sufficient observation</i>		
<i>Seeks to lessen the non-teaching burden of the faculty</i>		
<i>Promotes respect for teachers among others (students, staff, parents)</i>		
<i>Supports the professional judgment of teachers and promotes academic freedom</i>		
<i>Encourages teacher initiative and innovation</i>		
<i>Plans and conducts meaningful faculty meetings only as needed.</i>		
<i>Welcomes criticism and makes good use of it.</i>		
<i>Displays emotional maturity and stability.</i>		
<i>Settles grievances fairly for staff and students</i>		
<i>Respects teacher rights established by law or contract.</i>		
<i>Has established a firm trust level between administration and faculty.</i>		
<i>Sets and maintain realistic discipline standards for pupils.</i>		

<i>Promotes community cooperation and support.</i>		
<i>Gives extra duty assignments without favoritism or inequity.</i>		
<i>Gives recognition of achievements to individual teachers.</i>		
<i>Reprimands teachers only for just cause based on evidence and not hearsay.</i>		
<i>Provides teachers with assistance in becoming competent and successful.</i>		
<i>Promotes an open, welcoming atmosphere among staff.</i>		
<i>Challenges staff by presenting the gap between current student data and a vision for academic success.</i>		
<i>Gets strong staff commitment on a bold, ambitious student achievement target.</i>		

Comments or additions added during the evaluation:

Principal Signature

Date

Superintendent Signature

Date

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.

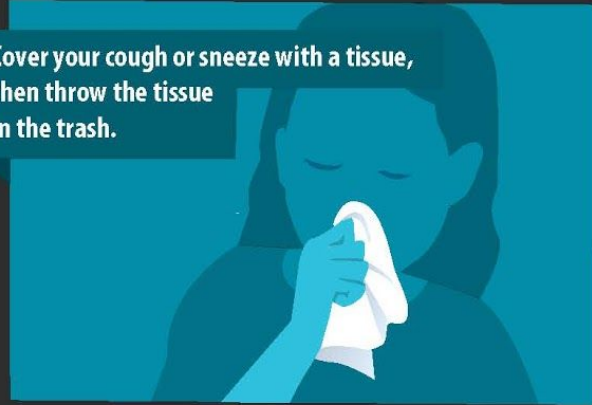
STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.



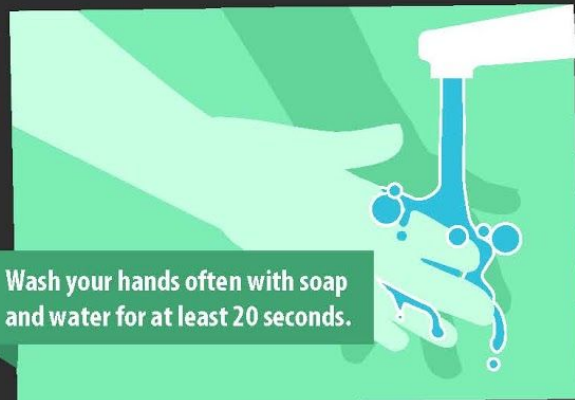
Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



For more information: www.cdc.gov/COVID19