

# TARKIO

JR/SR HIGH SCHOOL

## **FACULTY HANDBOOK 2017-2018**

Welcome to the new school year and our Tarkio family! This handbook is provided to answer general questions about school policy and procedure. This handbook covers the Jr/Sr High Building. There will be differences between buildings, as dictated by the differing needs of the students. If you have questions not covered in this handbook, please see the building principal. Procedures outlined here are intended to complement Board Policy. For an in-depth look, please refer to the School Board Policies in the Superintendent's Office.

### **PROFESSIONALISM AND CHAIN OF COMMAND**

The smooth operation of our school district requires a high level of professionalism at all times. Use the chain of command to solve problems. Discussion of school problems with outside sources does not help resolve problems. Never discuss school problems with students.

Chain of command is as follows and works in **both** directions:

**Students/Parents –Teachers/Staff—Building Principal—Superintendent—Board of Education**

Communication and problem resolution benefit from following the chain of command. Skipping links in the chain may create friction and delay the resolution.

All communication or reports to the Board from staff members should be submitted through the Building Principal to the Superintendent, all communication to the staff from the Board should be handled through the Superintendent to the Building Principal. This is not to deny communication, rather to ensure that chain of command is respected and that issues are resolved by the closest links in the chain.

### **EMPLOYMENT MATTERS**

#### **Teacher Hours**

All teachers are required to be at school and on duty in the assigned area (classroom, hallway, etc.) by 7:30 a.m. All teachers are to remain at school and on duty until 3:30 p.m. on regular school days. On days of **planned early dismissal**, other than **professional development**, teachers are expected to remain at school for twenty minutes after students are dismissed. Teachers who leave early will be docked personal time. Teachers will be assigned morning supervision in student areas on a rotating weekly basis. Morning supervision begins at 7:30 a.m. and ends when the bell rings at 7:55 a.m.

Efforts will be made to provide lunch – duty free for teachers, but there could be times when teachers are assigned duties during their lunch time. Teachers are expected to remain in the building during their lunch period. On professional development early outs, lunch may be provided for staff; in this case staff is expected to remain at school between student dismissal and the start of the professional development activity. Staff should always be on time for professional development activities.

**Planning periods** are part of the school day for which teachers are contracted and paid. This is not personal time. Planning periods are to be used for lesson prep, teacher collaboration, student evaluation, parental contacts, etc. Teachers may occasionally leave the building during their planning period to take care of business that cannot be taken

care of outside of school time. Mention this to building principal ahead of time. Teachers are required to sign in and out in the HS office.

Faculty meetings will be held on an as needed basis. Faculty meetings will be advertised and will typically be in the a.m. so that all can attend. All teachers are expected to attend scheduled faculty meetings unless prior arrangements have been made with the administrator who called the meeting.

Team meetings involve a smaller group of teachers and will be held at different points in time throughout the school day/year. Discussion from team meetings should be documented and turned in to the building principal.

### **Snow Days - TBA**

#### **Teacher Absences**

Refer to the Board Policy Handbook for the specific policies on leave for certified staff. Following are general guidelines.

Planned Absences: Planned absences include personal leave, professional leave, and other planned absences. Do not expect to use professional development time (early out afternoons or full days) for planned absences. Such requests are likely to be denied. Mrs. Brought has forms to fill out to request planned absences.

- Personal Leave: You must request personal leave from your building principal at least forty-eight hours in advance. All effort will be made to honor personal requests, however sometimes it is impossible to grant personal leave time. Do not make definite plans until your request has been granted.
- Professional Leave: You must request professional leave from your principal well in advance. The PDC has procedures in place to inform principals of approved PD activities, but that does not relieve the individual teacher of responsibility to request leave from the principal.
- Other Planned Absences: Make an effort to keep other planned absences to a minimum.

Unplanned Absences: Notify your building principal as soon as you know you will be unable to report to work, either the night before or between 6:00 and 6:30 a.m. the day of the absence.

#### **Teacher Dress**

There is a correlation between a business–like appearance as educators and a business-like approach to learning by students. Set yourself apart from the students. Teachers are expected to dress in a manner that reflects professionalism and good taste. Specifically ....

1. Jeans may be worn on **Fridays** only. Teachers need to wear Tarkio/East Atchison school shirts or school colors if they wear jeans. Jeans may not be worn simply because it is the last school day of the week. If Tuesday is the last school day of the week on the week of Thanksgiving, jeans are not to be worn (it isn't **Friday**). Jeans are not to be worn on early outs unless the early out is on a **Friday**. Principal discretion may be used for special events/occasions.
2. Ladies skirts, shorts, or dresses may be no shorter than two inches above the knee.
3. Men should wear slacks or Dockers with belt. Shirts should have a collar, unless the style of the shirt is such that no collar is appropriate
4. P.E. teachers will be the only teachers to wear shorts to school. P.E. teachers should still look professional.
5. Rules for student dress apply to teachers. Additionally, teachers should refrain from wearing overly casual clothing (even on Fridays).

#### **Teacher Evaluation**

The Network for Educator Effectiveness (NEE) is a comprehensive system for enhancing the effectiveness of K-12 educators.

NEE is a comprehensive evaluation system based on new Missouri standards for educators and including a web-based platform for storing and managing data on each educator in the building/district.

The Network for Educator Effectiveness (NEE) trains evaluators to make consistent and reliable assessments of educators' professional effectiveness, engagement with students, professional development activities, and achievement of goals. It creates a common understanding among all educators and administrators of the criteria, standards, and rubrics used for evaluation.

NEE focuses on helping educators grow and improve. It assists principals in developing the skills of each teacher from the beginning, first-year instructor through and including mid-career and experienced practitioners. The NEE is a cohesive system helping administrators fulfill their responsibility to improve effectiveness in their buildings and districts. The Network for Educator Effectiveness (NEE) is a collaborative effort of two auxiliary units of the College of Education at the University of Missouri: the Heart of Missouri Regional Professional Development Center (RPDC) and the Assessment Resource Center (ARC).

The District Administrators and your District Leadership Team will determine which indicators will be focused on each year.

## **COMMUNICATION**

### **Telephone/Cellphone Use**

The telephone in your classroom is provided for school use. Personal cell phones should be checked at lunch and during plan time.

### **Email**

Check email before school and again before you leave the building. I will not send you forwards, junk mail, or jokes on the school email, if you receive an email from me – please check and respond ASAP.

### **Daily Announcements**

Information for daily announcements must be submitted to Mrs. Brought by 9:00 a.m. for inclusion. Announcements will be emailed and a hard copy will be brought to your room during third period. Please read the announcements to your class, yes, announcements can be redundant. This is important information, treat it as such. Teachers should ensure that students are quiet so announcements can be heard.

### **Mailbox (for paper mail/memos)**

Each teacher has a mailbox. Check your mail once a day.

### **No Surprises**

I like to be kept informed of what is going on in the building. Almost all things that happen in our school building and community can be a reflection of me. Good things I try to credit to our staff and students, bad things I can shoulder the load, but I don't like to be surprised. Keep me informed and I will do likewise. The calendar is a "big deal" to me, instructional time is the most important thing we have and we want to maximize it. Don't expect me to give approval to activities/trips on last minute notice. Everything on the calendar must be done two weeks in advance, if not more – circumstances arise – but not often.

## **TEACHING/GRADING MATTERS**

### **Lesson Plans**

Proper planning for each class can make an average teacher great or a poor teacher average. Specific learning objective, instructional/learning activity, closure or student assignment is the minimum of an effective lesson plan. Lessons should be geared to the NEE Model of Teaching.

### **Planning for Substitutes**

At the minimum a substitute teacher needs your class schedule, class rosters, seating charts, and lesson plans for each subject. Technology in the classroom is sometimes difficult, because the substitute may or may not know how to run all the equipment. Please be very specific when creating lesson plans for substitutes. Students should be held accountable for any poor behavior exhibited while a substitute is in the building.

### **Homework/Assessments**

Different varieties of assignments and assessments should be used in your classroom. Make sure there are enough grades in a grading period to justify a percentage/letter grade. Evaluate your students work quickly and return it to

them with proper feedback. Grades should be updated on the parent portal of **SIS weekly**. Each teacher may create their own standards for earning a grade in their classroom. Be prepared to communicate and justify your standards for a grade to parents and students.

### **Cheating**

Any student caught cheating on an assignment or assessment will receive a zero for the assignment/assessment. Plagiarism is cheating.

### **Grade Scale**

**A** 96-100, **A-** 90-95, **B+** 87-89, **B** 83-86, **B-** 80-82, **C+** 77-79, **C** 73-76, **C-** 70-72, **D+** 67-69, **D** 63-66, **D-** 60-62, **F** 0-59

### **Progress Reports**

Parents and students need to know how they are progressing in class. **Teachers need to update their gradebook weekly on SIS.** Eligibility is based on two week grade checks. Grades must be entered into SIS for information to be accurate; develop a system and don't get behind in data entry. Teachers are encouraged to contact parents and notify them of progress in the classroom. Don't underestimate the value of a phone call. Never let a parent or guardian say, "No one ever told me." Progress reports from the office will be distributed every four and half weeks of a quarter and the end of each quarter/semester.

### **Grade Books**

A hard copy of grades should be kept as well as your grades in SIS. Your hard copy may simply be your SIS grades printed out and kept in a folder. It is always possible for the data to be lost in the computer system; you don't want to be the one that has not kept a hard copy of grades. A hard copy for the entire school year will be needed for end of year check out.

### **Special Education Placement**

Special education is governed by federal and state law. Simplified, after referral and evaluation, if a student is diagnosed with a categorical disability, they are placed in the least restrictive environment and are educated based upon their Individual Education Plan (IEP). The IEP may call for accommodations in the classroom. Accommodations must be followed or the IEP will be considered out of compliance. Accommodations, IEP's, records, and conversations must be kept confidential so as not to violate the rights of any student. If you believe a student could possibly qualify for special education services, you should contact your building administrator.

### **Textbooks and Equipment**

The classroom teacher is responsible for the equipment and textbooks in their room and involved with their program. Talk to students often about proper care of school property. Be an example to students about care of school property. Students should never sit on chair backs or tables – this demonstrates poor care of equipment and could be a potential safety hazard. New textbooks should be stamped with school stamp. Each text should have a number and the number recorded for each student in class. Each teacher is responsible for an inventory of classroom materials. End of year inventory will be necessary for teacher check out.

### **Classroom Management**

Classroom management is an integral part of an effective teacher's teaching ability. The administration recognizes this and will support you in any way possible. However most of the time quality teachers handle most of the discipline in their classroom. Students respect a teacher that has procedures in place to deal with disruptive behavior. Create a plan and make sure the students are aware of it, then use it. Students that have been warned to correct classroom behavior and choose to continue to disrupt should be sent to the **principal's office**. **Students should not be sent to the ISS room.**

Be consistent when dealing with behavior issues and expect nothing more from a student than you would expect from yourself. **Corporal punishment is never an option. Do not put your hands on a student for any reason. If there is a fight in your room or in the hallway, immediately call the office or send someone to get help. Try to separate students to the best of your ability.**

## OTHER

### **Professional Development**

Your PDC works hard to provide meaningful opportunities based on the input of staff surveys regarding professional development. State funds for professional development have been reduced. Please ensure that any professional development opportunity you attend is directly tied to student achievement. The PD committee has a process for approval of activities. It is preferred the school vehicle be used for transportation, check to see if it is available before driving your own vehicle and requesting reimbursement. Each teacher should keep track of their professional development dates and times for certification purposes.

### **Keys/School Equipment**

Don't loan keys to anyone. Don't make copies of keys. School equipment and keys are only loaned out by an administrator.

### **Food Service**

Please check with our Food Services director for prices on Adult meals. Please keep money in your account. Accounts must be paid in full for end of year check out.

### **Drug Free Workplace**

Staff should be aware of the district's drug-free workplace policy. Tobacco use is allowed only in designated areas and should never occur in the presence of students. There are no designated areas inside instructional buildings; designated areas are outside the west doors of the elementary and inside the maintenance building north of the high school.

### **Crisis Plans**

Staff will need to familiarize themselves with the district crisis management plans and be prepared to implement them for the sake of practice and use in case of emergency. The Crisis Management Plan is located in the Supt. Office. Signs and/or maps should be posted in each room regarding the signal for and plan for fire and tornado. Announced and unannounced drills will be held. Always take a class roster for drills and emergencies.

### **Computer/Internet Use**

Teachers are encouraged to use technology for teaching and learning. Computers are the property of the school district and may/will be monitored for appropriate use. This includes email. Staff members and students must sign an acceptable use policy before using the internet. The district servers have content filtering, but no filter is perfect. If you are able to access, or if you notice students are able to access sites with inappropriate content, you must report that immediately to the technology coordinator.

### **Visitors**

Visitors at school can be distracting to the learning environment. Staff and students should not have visitors. Guest speakers in class should be approved by the principal.

### **Appliances in Classrooms**

Appliances such as coffeemakers, microwaves, toaster ovens, mini refrigerators, etc. are not allowed in individual classrooms. Such appliances are located in common areas such as staff workrooms. If a staff member needs appliances for medical purposes, please talk to your administrator.

### **Classroom Maintenance**

Custodians are here to clean the building, not to pick up after teachers or students. Keep your room free of clutter so the custodians can do their job. You may be asked to have students put chairs on top of desks at the end of a certain class to facilitate cleaning. If you feel your room is being neglected, notify the principal. Repair requests can be obtained from Mrs. Brought and submitted to building principal for approval.

**Assemblies, Pep Rallies, etc.**

Staff is expected to attend all student assemblies, pep rallies, etc. held during school hours. Staff should sit among the students to monitor behavior. Class sponsors should sit with the classes they sponsor.

**School employees are mandated reporters. Contact your building principal if you believe a condition exists that qualifies for mandated reporting.**

**STUDENT MATTERS****Reporting Child Abuse or Neglect**

**Sexual Harassment/Bullying:** Staff should make themselves aware of the district's policies on sexual harassment and bullying. Harassment or bullying reported by a student should never be taken lightly and must be reported. The teacher is report to the building administrator of any sexual harassment/bullying by students or staff towards students or staff. Board policy books can be found in Superintendent's office regarding sexual harassment/bullying.

**Sexual/Physical Abuse/neglect:** Staff should make themselves aware of the district's policies on sexual/physical abuse/neglect. The policies are located in the Superintendent's Office. Sexual/Physical Abuse or child neglect should never be taken lightly and must be reported. **As of July 1st, 2014, all staff at the school district become mandatory reporters.** If you suspect sexual/physical abuse or child neglect, it is your responsibility to hotline the information. Then report it to your building principal immediately.

24hours a day: The toll free number is **1-800-392-3738**

**1-573-751-3448 Outside Missouri**

**Mutual Respect**

Teachers should model appropriate behavior. Fellow teachers and students should be treated with the respect that we believe we deserve. Even when dealing with negative behavior remain in control and model respectful behavior. Student matters should be dealt with according to the Student Handbook whenever appropriate. Teachers should know our policies and follow them in your classrooms. It will be difficult to support you if you are doing something that directly contradicts what the Student Handbook directs.

**Relationships with Students**

Teachers need to develop appropriate relationships with students. Students may want to share concerns or frustrations with teachers, it is not appropriate for teachers to share concerns or frustrations with students. Teachers should never discuss another teacher with a student, direct them to administration or counselor. Teachers should not provide a forum for students to air grievances about other teachers.

**Student Supervision**

Most litigation involving teachers and school districts results from inadequate supervision. Never leave a class unattended, call the office for help if you need to attend to something. Staff should help supervise hallways between classes. Staff will be assigned specific supervision before school, be on time 7:30 a.m., morning supervision ends at 7:55 a.m.

**Hall Traffic**

It is the responsibility of each teacher to keep track of students assigned to them that period. Students should not be in the hallways. Cadets/Student Assistants should not roam the hallways. The best policy regarding student traffic is to simply say "No" when they ask to leave the room. In emergencies, a student should always have a hall pass from the teacher that sent them. Certain students will always want to travel if they feel they can get away with it.

### **Ill Students/Accident Reports**

Students that are ill should be sent to the office first. Mrs. Brought will send them over to the nurse. If a student believes they are going to get sick, get them to the nearest restroom or trash can. If an accident has taken place in your classroom or supervision area, fill out an accident report ASAP and turn in to principal.

### **Attendance/Tardies**

Use the SIS-K12 system to keep attendance. Attendance and lunch count will be taken first thing during first hour. Make sure students know your procedure for finding their assignments they missed if absent. Use the make-up policy found in the Student Handbook for students that have been absent and turn in work from that absence. We want attendance taken for office use each period in every class.

Tardies should be kept in SIS. Do not allow students to be late to class – that will become the expectation. Communicate to students that you have marked them tardy. If you detain a student long enough to make that student tardy to the next class be sure to give that student a pass to the next class. If a student is tardy to first hour they come to the office to check in, any other hour the teacher tracks the tardy in SIS.

### **Errands**

Do not send students off school grounds on errands during the school day.

### **Classroom Parties/Food in Classrooms**

If you would like to give your class a reward or include food as part of learning about a culture, notify the principal before the date. Students will be allowed drink/food in the classroom based on teacher discretion. During the first few weeks or last few weeks of school if the weather is warm, take students to water fountain – as many times as possible. Teachers should use a cup for a beverage in the classroom. Teachers should not “snack” in their room during class time.

## **MONEY MATTERS**

### **Purchase Orders/Requisitions**

Do not order or purchase anything with expectations that the school will pay for it unless you have a **signed and numbered purchase order**. This applies to instructional materials and supplies for activities. Purchase orders are in Central Office. Fill out the PO completely, including shipping and handling. After you fill out the PO, the principal must sign, then the superintendent. Then it will be processed.

### **School Credit**

Credit cards are a method of payment and require the same process as a regular purchase order. Do not charge items at local stores to the school account **without prior approval** from the principal or superintendent. If a charge is made the receipt, must be turned in signed, dated, with an explanation of purchase.

### **Reimbursements**

Do not plan on being reimbursed for something without prior approval. Reimbursements for mileage and meals require a PO, but they should only be for an approved activity and you need to provide a receipt. If you take a school van and use personal funds to purchase gas, you need a receipt and it must be signed, dated, and an explanation. A PO is required to reimburse for gas. “Mileage” is not paid when the school van is used.

Meal reimbursement allowance is \$25/daily - \$5 for breakfast, \$8 for lunch, \$12 for dinner. If all three meals are allowed in one day, you don't have to adhere to the breakdown above, but restrict your total meal expenses to the \$25 per day limit.

Reimbursements forms are available in the Superintendent's office that will need to be filled out.

### **Tarkio R-1/Financial Guidelines/Money Handling**

#### 1 BOARD POLICY 3610

School activity funds are used to finance a program of student activities which supplement but do not take the place of the instructional programs provided by the Board of Education. Whether funds are collected from student contributions, club dues, special activities, or result from admission to events or from other fund-raising activities, all funds will be under the jurisdiction of the Superintendent and building principals. The funds will be expended to benefit students currently enrolled in school. The management of the funds will be in accordance with good business practices, including sound budgetary and accounting procedures, and will be audited in the same manner as District funds. There shall be full disclosure of the sources and expenditures.

- Collection of money for any reason shall be approval by designated administrator. (Field trips, organizational purchases such as t-shirts, bake-sales, etc.)
  - Two options for money collection.
    1. After approval for collection from designated administrator, request a money bag from Mrs. Hogue or Mrs. Burnside. They will put a count sheet together and you will be able to turn the money back in once it all has been collected. We will provide receipts to be distributed to students/staff that have paid. **\*\*\*IF THIS IS YOUR CHOICE, EACH DAY THE MONEY MUST BE GIVEN TO AN ADMINISTRATOR AND/ OR MRS. HICKS/HOGUE. MONEY IS TO NEVER, NEVER STAY IN YOUR ROOMS OVERNIGHT. NON-NEGOTIABLE**
- You will be contacted the next day if this has not happened. Please ensure this is not an issue. **THIS INCLUDES ORGANIZATIONS SUCH AS YEARBOOK, FCCLA, FFA, CAFETERIA, etc.**

2. Inform Mrs. Hogue/Mrs. Hicks of the activity that you will be collecting money for. It is imperative this happens. Students/staff will pay Mrs. Hicks/Mrs. Hogue directly and a receipt will be given to the students. **\*\*On elementary side if the choice is to have students pay directly, we will have Mrs. Hogue make arrangements with staff member to come across the street as to prevent the students from having to walk over here. Or the parent/guardian is welcome to come in and pay directly.**

- Purchase orders must be filled out properly and approved by designated administrator and the Superintendent before purchases or reimbursement will be processed.
- If you are wanting to use a school credit card and/or a sam's club card, etc. An orange PO must be filled out before the card will be given out.
- We will get receipt books for all who are going to collect cash
- Cash never to be kept overnight/Sponsor/Coach will inform administrator and Lanette or Diane the dates cash will be collected.
- If money is not turned in the next day, Lanette will send an email to employee and administrator reminding and expecting it to be turned in asap
- When money is turned in to Diane or Lanette will give you a receipt for the money collected. Keep those filed or make a copy

### **STUDENT ACTIVITIES**

#### **School Calendar**

The master school calendar is located on the wall of the superintendent's office. All dates for school/activities should be cleared with the principal who will check the master calendar for conflicts. If the date is clear, the event will be added to the master calendar. Information will then be shared with the other school offices to avoid conflict. **Do not plan activities without clearing them with the principal.**

**Activity Meetings and Practices**

Sponsors and coaches must get approval from principal in advance for all scheduled meetings and/or practices. Meetings that need to be held during school time should take place during “flex” time on early outs. Keep parents informed of dates and times, do not assume student participants will get the information home. Sponsors/coaches should be the last to leave the meeting or practice – never leave students unsupervised (not even one, who says their ride is on the way).

**Activity or Field Trips**

Teachers, sponsors, and/or coaches may wish to take a class or group on a trip. Trips must be approved well in advance. Purchase orders should be used for expenses related to trips. A list of students to be gone should be emailed to the principal and to all other staff (if the event is on a school day). Students are never to drive themselves. Certain students should not be excluded, if they are a member they are eligible to go. Permission slips are to be used for all academic type trips. Activity sponsors must accompany and supervise on trip. When you return, there should be supervision until the last student leaves. Establish a deadline for permission slips and money for tickets, entry fees, etc. Once that deadline has passed, only order tickets for the students who have paid their way. One trip/teacher is a good rule of thumb. **Please do not schedule any trips during the end of the year testing window. Please see your principal with any questions regarding this. Good practice is to schedule trips before March 1<sup>st</sup>.**

**Activity Funds**

All funds of any organization or activity are to be kept in a school activity account. Money collected is to be deposited with the office, and all bills are to be paid through the office. PO's should be completed for items to be purchased from activity account funds.

**Fundraising**

All fundraising must be approved in advance by the principal. Do not make arrangements for any fundraiser without prior approval. Money collected should be turned in to Diane or Lanette regularly (Please refer back to Board Policy 3610) Get a receipt. **Do not hold checks or keep cash in your classroom.**

**Transportation**

All school bus transportation will be arranged through the principal's office. A request for transportation should be completed and given to principal, who will turn request in to transportation director. Double check on transportation requests. School vans require the same process. Signing up for a school van does not guarantee you the van – student transportation needs will come first.

Administrators will decide on the need to stay overnight on school sponsored trips. The administrator will also decide where the group will stay. Do not assume that a particular trip will be an overnight trip and do not make room reservations on your on your own.

## CONFIDENTIALITY AGREEMENT

### ALL EMPLOYEES, VOLUNTEERS, STUDENT TUTORS, STUDENT TEACHERS, SUBSTITUTES, and EMPLOYEES OF TARKIO SCHOOL DISTRICT

Students and staff members in the Tarkio School District have the right to expect that information about them will be kept confidential by ALL employees, volunteers, student tutors, student teachers, substitutes, and employees of outside agencies. Additionally, the U.S. Congress has addressed the privacy-related concerns of educators, parents, and students by enacting the **Family Educational Rights and Privacy Act** (known more commonly as “FERPA”).

- Each student with whom you work has the right to expect that nothing that happens to him or her will be repeated to anyone other than authorized school district employees, as designated by the administrators at each school. Even when discussing a student with those who are directly involved in a student’s education, such as a teacher, principal, or guidance counselor, you may not share otherwise confidential information with them unless it is relevant to the student’s educational growth, safety, or well-being.
- You may not share information regarding a student even with others who are genuinely interested in the student’s welfare. You must refer all such questions to the school district employees so authorized to do so, typically the student’s teacher or building administrator. The only exception is in the event of an urgent medical emergency, in which confidential information may be necessary for a student’s medical care.
- Parents, friends, or community members may in good faith ask you questions about a particular student. Again, you must refer all such questions to an authorized school district employee. You may not share information about a student even with members of your own family or the student’s family.

\*Before you speak, always remember that violating a student’s confidentiality isn’t just disrespectful, it is against the law.

\*In addition, conversations about, and/or information regarding other staff members must also be kept confidential at all times. Under no circumstance shall any employee of the Tarkio School District discuss confidential information about other staff members to other members of the staff or individuals outside the school district.

A violation of any of these will result in immediate action determined by the administration and/or school board.

**Tarkio High School**

**Acknowledgement of the Tarkio School District's Faculty Handbook Policies/Guidelines 2016-2017 School Year**

I have read through the Tarkio School District's Faculty Handbook Policies/guidelines and understand my roles and responsibilities of being a Tarkio School District faculty member.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_