

**BAINVILLE  
PUBLIC  
SCHOOL  
CERTIFIED  
STAFF  
HANDBOOK  
2018-2019**

## **PURPOSE**

The material covered within this staff handbook is intended as a method of communicating to employees regarding general District information, rules, and regulations and is not intended to either enlarge or diminish any Board policy, administrative regulation, or Certified Teacher Terms & Conditions of Employment. Material contained herein may, therefore, be superseded by such Board policy, administrative regulation, Certified Teacher Terms & Conditions of Employment, or changes in state or federal law.

Any information contained in this staff handbook is subject to unilateral revision or elimination, from time to time, with no specific timetable of notice.

No information in this document shall be viewed as an offer, expressed or implied, or as a guarantee of any employment of any duration.

All employees are expected and required to adhere and abide by all Bainville School Board policies and Certified Staff Handbook rules and guidelines. Access to all policies and handbooks may be obtained through the District clerk during normal business hours, on the staff h: drive, or online at <http://www.bainvilleschool.k12.mt.us/>.

Equal employment opportunity and treatment shall be practiced by the District regardless of race, color, national origin, religion, sex, age, marital status, and disability; if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.

The Superintendent has been designated to coordinate compliance with these legal requirements, including Title VI, Title VII, Title IX, and other civil rights or discrimination issues, the Americans with Disabilities Act, and Section 504 of the Rehabilitation Act of 1973, and may be contacted at the District office for additional information and/or compliance issues.

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## ACADEMIC FREEDOM

Academic freedom is the freedom to teach and to learn. Public education is the source of much that is essential to our democratic heritage. No other single institution has so significantly sustained our national diversity, nor helped voice our shared hopes for an open and tolerant society.

Academic freedom is among the strengths of public education. Attempts to deny the freedom to teach and to learn are incompatible with the goals of excellence found in public schools. Therefore, access to ideas and opportunities to consider the broad range of questions and experiences, which constitute the proper preparation for a life of responsible citizenship, must not be defined by the interests of any single viewpoint.

## ACCIDENTS

All employees are covered by industrial accident insurance through the workers compensation and risk retention program (MSGIA) via the Montana Groups Insurance Authority. If a teacher as an accident, report it **immediately** to the Superintendent. There is a very short time limit for processing of accident report forms.

## ADMINISTERING MEDICINES TO STUDENTS

Students who must take prescription and/or over-the-counter medication at school, on a temporary or regular basis, must provide a written request to administer medication, signed by the parent. All medications will be kept in locked storage in the office unless a student must carry medication on his/her person during the school day.

Teachers are expected to assist students in remembering when a medication is scheduled to be administered. If the student refuses to take medication, teachers are expected to notify the parent whenever possible. Attempts to contact parents must be documented for date and time. All procedures are applicable in school and on school sponsored events outside of the building.

## ATTENDANCE PROCEDURES

Elementary (K-6) attendance is taken first period in the morning (8:22 A.M.) and fifth period in the afternoon (12:00 P.M.) on regular days. On early out days, usually Friday, attendance is taken first period (8:22 A.M.) and sixth period (12:13 P.M.). Seventh through 12<sup>th</sup> grade attendance is taken at the **beginning** of each class period every day. Students who are tardy must be sent to the office for a “tardy slip.” That slip will record their tardy for the office and

serve as an admittance slip for class.

Official attendance will be kept and accounted for through the office. Excused and unexcused absences along with tardy students will be accounted for through the office as well.

**Please be as accurate and as timely as possible when keeping attendance.**

## **ASBESTOS NOTIFICATION**

### **ANNUAL ASBESTOS NOTIFICATION TO PARENTS, STUDENTS, AND EMPLOYEES OF THE BAINVILLE SCHOOL/SCHOOL DISTRICT**

(Required by the *Asbestos-Containing Materials in Schools Rule*, §§ 763.84(c) and 763.93(g)(4))

In 1986, Congress enacted the *Asbestos Hazard emergency Response Act (AHERA)* to require public and private, secondary and elementary schools to identify ACBM (asbestos containing building materials) in their school buildings and take appropriate actions to control the release of asbestos fibers. In 1987, the US Environmental Protection Agency finalized a regulatory program which enforces *the AHERA* mandate. These regulations are incorporated within the *Asbestos-Containing Materials in Schools Rule* (40 C.F.R. Part 763, Subpart E).

In compliance with *the Asbestos-Containing Materials in Schools Rule*, Bainville School has its school buildings inspected by an asbestos inspector, accredited by the State of Montana every three years. The most recent re-inspection was completed in June 2018. The purpose of the reinspection is to identify any of suspected ACBM. The type, condition, and location of this ACBM was noted. Samples to confirm the presence or absence of asbestos are taken as needed of some or all of the suspect ACBM. Suspect ACBM not sampled is assumed and treated as if they contain asbestos.

Bainville School has developed an Asbestos Management Plan by an asbestos management planner, accredited by the *State of Montana*. *The Asbestos Management Plan(s) includes a description of the maintained in condition ACBM that will not pose a threat to the health of our students and employees.* This Plan describes past response actions taken to abate ACBM, as well as response actions planned for the future. The Asbestos Management Plan(s) provide information on the periodic monitoring of the condition of ACBM remaining in our school buildings through triennial reinspections, conducted by accredited asbestos inspectors, and through semiannual surveillance, conducted by trained school maintenance staff.

All asbestos within the Bainville School has been properly removed, capped, and disposed of by a state licensed and accredited abatement contractor. The documentation of the project is part of the Asbestos Management Plan.

A copy of the Asbestos Management Plan is available for your review in the School District administrative office during regular office hours.

## **AUDIO-VISUAL/COMPUTER AND OTHER ELECTRONIC EQUIPMENT**

All needs and requests for audio-visual/computer equipment must be made through the office. If students are asked to assist with moving this equipment, please provide supervision, as this equipment is expensive and potentially dangerous.

## **BOARD MEETINGS**

### Regular Meetings

Unless otherwise specified, all meetings will be held in Bainville School.

Regular meetings shall be held at 7:00 P.M. on the second (2<sup>nd</sup>) Wednesday of each month, or at other times and places determined by a majority consensus. Except for an unforeseen emergency, meetings must be held in school buildings or in a publicly accessible building located within the District. If regular meetings are to be held at places other than the place stated above, or are adjourned to times other than the regular meeting time, notice of the meeting shall be made in the same manner as provided for special meetings. When a meeting date falls on a legal holiday, the meeting shall be held on the next business day.

## **CELL PHONES AND OTHER ELECTRONIC EQUIPMENT**

Employees are strongly discouraged from using their personal cell phone during the school days. When necessary, employees may use their personal cell phones and similar communication devices only during non-instructional time. In no event shall an employee's use of a cell phone interfere with the employee's job obligations and responsibilities. For further information, please see BPS Board Policy 5630.

Employees are not to have unmediated conversations with students electronically. \_\_\_\_ Int.

## **CHILD ABUSE REPORTING**

Any staff member who has reasonable cause or reasonable suspicion to believe that any child under 18 years of age with whom he/she has come in contact has suffered abuse or neglect, or that any adult with whom he/she is in contact has abused a child, shall immediately orally report to the Department of Family Services or local law enforcement agency. The Superintendent is also to be immediately informed.

Written documentation of this report must be completed and submitted to the Superintendent. Forms are available in the office.

Failure to report a suspected child abuse is a violation punishable by law and by District

disciplinary action up to and including dismissal.

A staff member who, based on reasonable grounds and in good-faith, participates in the making of a child abuse report shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed as provided by law.

## **CLASS/ORGANIZATION ADVISORS**

The following is a list of various classes and organizations that have advisors. If you are an advisor to one of these groups, a list of basic responsibilities would be:

### **Senior Class**

- Decorate gym for graduation
- Help students order flowers, caps/gowns, announcements, select a speaker, plan ceremony, and pictures
- Hold meetings to select royalty for Homecoming, Winterfest, and Prom
- Organize and supervise concession workers
- Facilitate planning and execution of homecoming responsibilities
- Help students create appropriate skits for community pep rallies (2)

### **Junior Class**

- Organize Prom
- Organize Junior/Senior Banquet
- Hold meetings to select royalty for Homecoming, Winterfest, and Prom
- Organize and supervise concession workers
- Facilitate planning and execution of homecoming responsibilities
- Help students create appropriate skits for community pep rallies (2)

### **Sophomore & Freshmen Classes**

- Hold meetings to select royalty for Homecoming, Winterfest, and Prom
- Organize and supervise concession workers
- Facilitate planning and execution of homecoming responsibilities
- Help students create appropriate skits for community pep rallies (2)

### **Eighth & Seventh Grade Classes**

- Organize and supervise concession workers
- Facilitate planning and execution of homecoming responsibilities
- Help students create appropriate skits for community pep rallies (2)

### **Student Council**

- Organize elections of Officers
- Organize and plan Homecoming
- Organize and plan Winterfest
- Organize in-school pep rallies
- Plan and organize school wide Christmas party
- Help students create appropriate skits for community pep rallies (2)



### Pep Club

Organize community pep rallies (2) to include dinner for both  
Decorate lockers, hallways, commons area  
Provide supervision on pep buses  
Emcee community pep rallies (2)

### FFA

Organize Turkey Party  
Organize FFA Banquet  
Organize FFA week activities  
Help students elect FFA officers  
Organize national trip (every other year)

### "B" Club

Maintain (paint/mow/trim/etc.) the "B"  
Help students elect "B" Club officers  
Organize Awards Ceremony

### BPA

Organize fundraisers  
Organize competitions  
Elect officers  
Publish Community Calendar  
Organize national trip (yearly)

Advisors must provide supervision at all of their group's activities, help with concessions, take care of the proceeds, make schedules, and conduct meetings. Events must be placed on the office calendar. A list of participating students must be provided to the office and affected teachers three (3) days before the event. Changes in participation due to eligibility, etc. must be communicated as available.

## CLASSROOM EXPECTATIONS

Teachers must have clear expectations for students so that effective instruction can take place and a positive learning environment can be maintained. A positive classroom environment praises and rewards positive behavior and provides consequences for inappropriate behavior.

Each classroom must have a set of clearly posted classroom rules. Teachers must provide the office with a copy and place a copy in the "Guest Teacher Folder." Teachers need to review these rules with students at the beginning of the year and periodically throughout the year. It is important that rules be applied consistently and fairly with all students.

Teachers should enlist the help and support of parents by making the appropriate contact either by phone, email, conference, or note as needed, and include the positive behaviors as

well as the negative. Every reasonable attempt should be made in contacting parents.

## CLASSROOM SECURITY

When leaving the classroom, locker room, or other work areas between classes, at noon, or at the end of the day, teachers are expected to turn out the lights and secure all doors. Windows should also be secured at day's end.

All staff is asked to refrain from keeping personal items of value in or about their desks. Purses should never be left unsecured. Students should be instructed to leave valuables at home. The District will not be responsible for the loss of, or damage to, personal property due to such causes as fire, theft, accident, or vandalism.

Teachers whose room has a window to the hall need to seal the window from viewing from the hall.

## CO-CURRICULAR ACTIVITIES

**Attendance at assemblies or other school programs during the school day is required of all staff members.** Teachers are expected to assume responsibility for student behavior and provide adequate supervision. Please sit with your class(es) during assemblies.

## COMMUNICABLE DISEASE/BLOODBORNE PATHOGENS/INFECTION CONTROL PROCEDURES

The District provides for the reasonable protection against the risk of exposure to communicable disease to all staff while engaged in the performance of their duties. Protection is provided through immunization and exclusion in accordance with Montana Code Annotated and the Administrative Rules of Montana. Infection control procedures, including provisions for handling and disposing of contaminated fluids, have also been established through Board policy and administrative regulations for staff and student protection.

All staff shall comply with measures adopted by the District and with all rules set by the Montana State Health Department and the county health department.

Staff members have a responsibility to report to the District when infected with a communicable disease unless otherwise stated by law.

## COMMUNICATION

Standard communication will be through the telephone system or through school email. Please check messages and email twice a day, for the daily memo and other important information.

Each person will be given a mailbox that will have his/her name. Mailboxes are located in the office. Mailboxes should be checked at least twice daily.

Daily announcements are read over the intercom each morning. In addition, these announcements are also in the daily memo that is sent to each staff member via email. If a teacher wishes to have an announcement included in the daily memo, he/she must submit the announcement in writing to the administrative assistant by 3:00 P.M. the day prior.

School telephones should be used for school business. The district reserves the right to ask employees to reimburse the cost of personal phone calls. Each person will have his or her own voicemail-box for messages. The office personnel- will not take messages.

Students should use school phones for emergencies only. In cases like this, teachers should send students to the office immediately. Students will not be called from class to receive a phone call except in cases of emergency.

Business other than school business should be conducted outside of school hours.

## Parental Communication

K-6 teachers will send home graded student work each Monday in an envelope provided for such purposes. Teachers may include additional communication as warranted. Teachers may also inform parents about the option to receive the daily memo to an email address. The front office is in charge of that email list.

The District subscribes to a mass messaging service, One Call, which can be used to communicate with parents. Contact administration for access for classroom application.

## **COMMUNITY USE OF BUILDING**

School facilities are available to the community for education, civic, cultural, and other uses consistent with the public interest, when such use does not interfere with a school program or school-sponsored activities. Use of school facilities for school purposes has precedence over all other uses. Persons on school premises must abide by the District's conduct rules at all times.

Student and school-related organizations shall be granted the use of school facilities at no cost. Other organizations granted the use of the facility may be subject to pay fees and costs. Contact the Superintendent for more information.

## **COMPLAINTS**

### Student/Parent Complaints

The District recognizes that complaints regarding staff performance, discipline, grades, student progress, and homework assignments will be made by students and parents from time to time. Every effort will be made to ensure that such complaints are handled and resolved informally and as close to their origin as possible. Students, parents, and others with complaints will be encouraged to discuss the complaint directly with the staff member. All such meetings should be held in confidence and not in the presence of others.

If the complaint is not informally resolved, staff should advise the complainant that he/she may submit the matter directly to the building Principal, Superintendent, or immediate supervisor, as appropriate. The complainant will be provided with necessary formal complaint procedure guidelines in accordance with Board policy.

When a complaint is made directly to the Board as a whole or to an individual Board member, it will be referred to the Superintendent for appropriate building administrator follow-up.

All staff members should familiarize themselves with Board policy and applicable provisions of administrative regulations and Certified Teacher Terms & Conditions of Employment regarding the handling of complaints.

The Board may employ a third party complaint reporting company such as Lighthouse which may be used to file complaints. Those will be handled as outlined in Board Policies.

### Staff Complaints

Staff member complaints contending a violation, misinterpretation, or inappropriate application of District personnel policies and/or administrative regulations should be directed to the Superintendent for informal discussion and resolution.

If the complaint is not resolved informally, formal complaint procedures may be initiated by staff in accordance with Board policy and administrative regulations.

This complaint procedure may not be used to resolve disputes and disagreements related to the provisions of any Certified Teacher Terms & Conditions of Employment.

## **COMPUTER RESOURCES**

The District has made a substantial investment in computer technology for instructional, informational, and business purposes. Use of these resources is restricted to school business purposes only. Access to wireless networks other than Bainville School is prohibited. Personal laptops and electronics are not allowed.

All staff employed by the District will be asked to sign a user agreement (Acceptable Use Policy at the end of this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action up to and including termination.

[For additional information, see policy 3612 and 5450]

## **CONFERENCES**

Planned conferences between teachers and parents are essential to the District's efforts to further understanding and close cooperation between the home and school.

Parent/teacher conferences are held twice a year, usually in the fall and late winter. Teachers may consult the District calendar for exact days and times. Teacher attendance at parent/teacher conferences is required. The student may be included if the teacher or parent so desires.

Conferences should be treated as an opportunity for constructive, mutual exchange of information and ideas for the welfare and continued academic growth of the student.

Occasionally, teachers or parents may arrange for conferences outside regularly scheduled conference dates, to meet more immediate student needs. Teachers should be prepared to provide after-school or pre-school time to meet with students and parents as necessary.

## **CONTRACTS AND COMPENSATION**

Contracts for certified staff members will be initiated for all new employees when hired.

Salaries, including compensation for intra-curricular assignments over and above the duties associated with a staff member's regularly assigned duties, will be determined in accordance with salary schedules and salary placement guidelines established by the Board and/or policies adopted by the Board which are consistent with salary schedules and salary placement provisions of Certified Teacher Terms & Conditions of Employments.

It is the staff member's responsibility to provide all information necessary for placement on the salary schedule to the office in accordance with timelines established by the District and Certified Teacher Terms & Conditions of Employments.

Each position of the Extra Curricular Activities Salary Schedule has a base salary as set by the board plus 1% of that amount per year of experience in that activity at Bainville and other experience at the discretion of the board.

## **COPYRIGHT**

A variety of machines and equipment for reproducing materials to assist staff in carrying out their educational assignments is available to staff in both the school and home setting.

Infringement on copyrighted material, whether prose, poetry, graphic images, music, audio tape, video, or computer-programmed materials, is a serious offense against federal law, a violation of Board policy (2312 and 2312P), and contrary to ethical standards required of staff and students.

All reproduction of copyrighted material shall be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as “fair use” under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form. Permission forms are available in the office.

## **CRIMINAL RECORD CHECKS/FINGERPRINTING**

Any finalist recommended for hire to a paid or volunteer position with the District, involving regular unsupervised access to students in schools, as determined by the superintendent, shall submit to a name-based and fingerprint criminal background investigation conducted by the appropriate law enforcement agency prior to consideration of the recommendation for employment or appointment by the Board. The results of the name-based check shall be presented to the Board concurrent with the recommendation for employment or appointment. Any subsequent offer of employment or appointment shall be contingent upon results of the fingerprint criminal background check, which must be acceptable to the Board, in its sole discretion.

The following applicants for employment, as a condition for employment, shall be required, as a condition of any offer of employment, to authorize, in writing, a name-based and fingerprint criminal background investigation to determine if he or she has been convicted of certain criminal or drug offenses:

- 1.) a certified teacher seeking full- or part-time employment within the District;
- 2.) an educational support personnel employee seeking full- or part-time employment within the District;
- 3.) an employee of a person or firm holding a contract with the District, if the employee is assigned to the District;
- 4.) a volunteer assigned within the District who has REGULAR unsupervised access to students.
- 5.) substitute teachers

Any requirement of an applicant to submit to a fingerprint background check shall be in compliance with the Volunteers for Children Act of 1998 and applicable federal regulations.

## **DISCIPLINE AND DISCHARGE**

Discipline and dismissal of staff will follow due process, administrative regulation, relevant

provisions of Certified Teacher Terms & Conditions of Employments, and applicable law.

## **DRUG-FREE WORKPLACE**

No staff member engaged in work in connection with a direct federal grant or contract of \$5,000 or more shall unlawfully manufacture, distribute, dispense, possess, or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance or alcohol, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.15.

“Workplace” is defined to mean the site for the performance of work done in connection with a federal grant or contract. That includes any school building or any school premises; any school-owned vehicle, or any other school-approved vehicle used to transport students to and from school or school activities; off-school property during any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school District where work on a federal grant or contract is performed.

Each staff member engaged in work related to a District federal grant or contract must notify his/her supervisor of his/her conviction of any criminal drug statute based on conduct occurring in the workplace, as defined above, no later than five days after such conviction.

## **DUTY (NOON, RECESS, COMMONS AREA)**

Staff members will be assigned duty on a rotating basis. A duty roster will be given to each staff member at the beginning of the school year. Duty is assigned in weekly increments. Staff should arrive to their duty assignment on time.

### **Morning Duty**

Staff members are responsible for supervising common areas before school-

### **Lunch Duty**

Staff members will be assigned lunch and playground duty. The individual(s) who has the assigned duty week will be both in the cafeteria and outside/in the gym. The first twenty minutes are spent in the lunchroom, and the last twenty-five (25) minutes are spent either outside or, when the weather is inclement, indoors.

Grades 7-12 are allowed to be in the Commons and playground areas after they are finished eating lunch. Duty in these areas is from 11:50 A.M.-12:12 P.M. on Monday through Thursday, 11:50 P.M.-12:19 P.M. on Fridays, and as assigned on early-out days. No 7-12 students are to be on the playground when elementary students are present.

## K-6 Playground Expectations

*Show Your PRIDE!*

1. Be **P**ositive
  - a. Follow directions, lend a hand, use encouraging words, include others
2. Show **R**espect
  - a. Be polite, listen to staff, be safe, use clean language
3. Show **I**ntegrity
  - a. Be a role model, take responsibility, be honest, be yourself
4. Be **D**etermined
  - a. Stay active, use time wisely, be a good bystander, stay in designated areas
5. Show **E**mpathy
  - a. Report injuries, help solve problems, lend a hand, include others

### *Swing Rules*

Sit on the swings at all times when swinging. One student per swing at a time. No twisting, jumping, standing, or swinging side to side on the swings. One person may push, but underdogs are not allowed.

### *Equipment Checkout*

There may be a checkout sheet for all new playground equipment. If a student does not return equipment and check it in after recess, the student will lose checkout privileges for one week and be expected to find and return the checked out equipment. If equipment is not returned, fees may be assessed to the student for the replacement of the lost or damaged item(s).

### *Winter*

Students will be outside as much as possible during winter weather. No outdoor recess will be held when the temperature plus wind chill is greater than 15 degrees below zero. The school's weather station will be the official reference for determinations or the closest station available.

If cold weather prevents students from going outside, recess will be in the gym. Students may not dunk or grab the rims on the adaptable basketball hoops. Standing and sliding on icy areas of the playground is prohibited. Students may slide on the ice on their bottoms only.

When outside, only students with boots and snow pants will be able to play in the snow. If students do not have boots, they will be limited to the black top only. Please clean the snow/mud off boots and clothes before entering the building. Upon entering the building, students must take boots off at the boot rack in the entrance before returning to class.

\*Accident forms are located in the Main Office.

## 7-12 Commons Area Expectations

*Show PRIDE in the Commons Area*

1. Respect others' personal space.
2. Be mindful of younger students.
3. Keep language clean and appropriate.



4. Stay in Commons Area unless given permission otherwise.
5. Eat food in the cafeteria only.

Students should be supervised at all times and never left unattended.  
It is recommended that teachers lock their classroom doors before going to lunch.

## EMAIL

Email is a very effective method of communication. School email should be used for school related/professional reasons only. Teachers should remember that they are responsible for the email sent and received the contents therein. Any email sent or received at school is a public document that can be scrutinized at any time.

[For additional information, see policy 3612 and 5450]

## END-OF-YEAR CHECK-OUT

Approximately two weeks prior to the last day of school, teachers will receive in their a checkout form and supply/inventory list either in their mail box or on the staff drive. A teacher should review his/her supply/inventory list and delete any items on the list that are no longer in the room. Also, they need to add any items that were purchased during the school year for the room. On the last PIR day of the year, the supply/inventory list along with grade book, lesson plan book, and other required items listed on the checkout sheet should be returned to the office. If a teacher is returning, he/she may keep his/her keys and/or laptop and iPad or turn them in to the office. **Final checks will not be issued until the check-out process is complete.**

## EVALUATION

Certified staff who are tenured will have a formal evaluation done once per year.  
Certified staff who are not tenured will have two formal evaluations done per year.  
The Superintendent will conduct evaluations for certified staff.

## FIELD TRIPS/SCHOOL SPONSORED TRIPS

Staff members who are planning field trips must have prior approval from the Superintendent. Field Trip requests will be granted on a “first come, first served” basis. Teachers must fill out a "Field Trip Request Form" and “Transportation Request Form” which is available in the office. Transportation will be allocated at the discretion of the administration. The “Field Trip Request Form” also has parent permission and sign-off as part of the procedure. Parent chaperones are welcome but not required. Teachers are required to ride the bus during field trips. Students must have a signed parent-permission slip before they may participate.

Student misbehavior on school-sponsored trips may lead to student suspension from participating in school-sponsored trips. Parents will be notified of any incident concerning their child on a school-sponsored trip by the coach/advisor and/or administration.

Opportunities may occur for junior high students to attend high school co-curricular, intracurricular and/or extracurricular overnight events. Consideration for approval will be made on a case-by-case basis by administration at the request of the advisor or coach. An additional chaperone may be required in the event that junior high and high school students are traveling together overnight. Coaches/advisors/chaperones may do bag checks at any time during a school sponsored trip.

## **EMERGENCY DRILLS**

Emergency and fire drills are required by law and are a very important part of the school's safety procedures. Each room has an emergency procedures flip chart available. Staff should review both the evacuation route and emergency procedures with each class/period at the beginning of the year, and periodically thereafter.

When the fire alarm sounds, or an emergency announcement is made staff should refer to the emergency procedures flip chart and proceed accordingly. All staff are expected to be familiar with the emergency plan, following the procedure outlined in the flip chart for the particular emergency. Teachers must be sure that the lights are off, windows are closed, and the door is closed during evacuations.

## **FUND RAISING**

Any school-related, fund-raising activity must be approved by the Superintendent prior to any money being collected. All monies collected shall be receipted in the office with the administrative assistant and kept in the vault until a bank deposit can be made. Insurance does not cover lost or stolen money from a classroom.

## **GRADES/GRADING SYSTEM**

Grades are due at the end of each quarter and each semester. The Superintendent will let teachers know when grades are due in the office. Mid-term grades are sent home each quarter. The Superintendent will let teachers know when mid-term grades are due.

The following is the grading scale for the District:

A = 92-100%

B = 83-91%

C = 74-82%

D = 65-73%

F = 64% and below

## HALL PASSES

If a student leaves a room for any reason, **he/she must have a pass**. This could be a sticky note with the appropriate information or an object that can be easily handled by a student. Printed hallway passes are available in the office.

## HARASSMENT

Harassment of staff members is strictly prohibited on District property, including non-District property while a staff member is at any District-sponsored, District-approved, or District-related activity or function, such as field trips or athletic events, in which students are under the control of the District or where the staff member is engaged in District business.

Harassment includes, but is not limited to, harassment on the basis of race, color, religion, national origin, age, marital status, disability, and sexual harassment.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. The staff member's submission to the conduct or communication is made a term or condition of employment;
2. The staff member's submission to, or rejection of, the conduct or communication is the basis for decisions affecting employment and assignment;
3. The conduct or communication has the purpose or effect of substantially interfering with an individual's work performance;
4. The conduct or communication has the effect of creating an intimidating, hostile, or offensive working environment.

Other types of harassment may include, but not be limited to jokes, stories, pictures, or objects that are offensive, tend to alarm, annoy, abuse, or demean individuals and groups.

A staff member whose behavior is found to be in violation of Board policy may be subject to discipline up to and including dismissal. A student whose behavior is found to be in violation of Board policy may be subject to discipline up to and including expulsion.

Any staff member who is subject to, or knows of, such harassment is directed to notify the building Principal or Superintendent immediately. If the complaint is not satisfactorily settled, the staff member may file a complaint directly with the Montana Human Rights Commission or with the U.S. Department of Labor, Equal Employment Opportunity Commission. Such complaints may also be filed with the appropriate enforcement agency, in lieu of the District's complaint process, at any time, as provided by law.

There will be no retaliation by the District against any person who, in good faith, reports harassment.

## HEALTH INSURANCE

The District will offer each teacher a single health insurance policy benefit paid through the cafeteria plan plus a sum such that the total does not exceed:

- Single teacher – 100% percent of the medical insurance premium
- Parent/Child(ren) – 65% percent of the medical insurance premium up to negotiated cap
- Two Party- 65% percent of the medical insurance premium up to negotiated cap
- Family – 65% percent of the medical insurance premium up to negotiated cap

## HOMEWORK

The amount of homework is generally left to the discretion of the teacher. Teachers should make sure that the homework given is review or practice of an already learned skill. Homework should not be excessive or punitive in any way. Homework should be collected, graded, and returned to the student as soon as possible.

## KEYS AND ACCESS CARDS

Keys and access cards will be issued at the beginning of the school year. Staff must sign for keys both and a record is kept in the vault. Upon termination of employment, the keys and access cards are to be returned. If teachers are returning for another year of employment with the District, they may keep their keys over the summer months.

Should the keys or access cards become lost or stolen, the loss must be reported to the office immediately. Staff allowing unauthorized individuals access and/or use of their keys could be grounds for disciplinary action up to and including termination of employment.

## LEAVE

### Sick Leave

Sick leave is accumulated at ten (10) days per year with a maximum accumulation of eighty (80) days, and may be taken in increments of 1/8<sup>th</sup> of a day.

- a.) for personal medical needs; to provide care for a family member\* who is incapacitated as a result of physical or mental illness, injury, pregnancy or childbirth; to provide care for a family member as a result of medical, dental or optical examination or treatment.

b) A teacher may use up to three (3) sick leave days for bereavement if no annual leave days remain.

1.)\* "Family member" is defined as a spouse and parents thereof; children, including adopted children, and spouses thereof; parents, brothers, sisters, and spouses thereof; and any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship (taken from the US office of Personnel Management)

b.) A teacher with 7 years or more of service to this school will receive upon termination of employment, a sum of \$50.00 for each day of his/her accumulated sick leave.

## Annual Leave

Annual leave will be granted on a basis of 10 days per year, non-accumulative, in the event of an emergency, professional, or personal matter. If more than 10 days are needed, the teacher will have his/her pay deducted by 1/187<sup>th</sup> of their salary. Allowance for emergency leave when weather conditions do not permit travel is left to the discretion of the Superintendent. Annual leave may be taken in increments of 1/2 of a day increments unless it can be filled in-house where it may be taken at the discretion of the Superintendent at 1/8<sup>th</sup> increments.

## Family and Medical Leave Act

Employees are eligible for benefits under the Family Medical Leave Act when the District has fifty (50) or more employees. The Bainville School District has less than fifty (50) employees, and therefore employees are not eligible for FMLA benefits.

## LEAVE SLIPS

When a staff member wishes to be absent from work for any reason, a leave slip must be filled out and given to the principal to be signed and then passed to the superintendent **for final permission** in order for leave to be granted. With the exception of illness, any absence must be pre-approved. Staff members are responsible for arranging their own substitutes.

## LESSON PLANS

The District will provide a lesson plan book. Teachers may also keep lesson plans on a computer. They must keep a "hard" copy on the desk in case of a substitute. Lesson plans should also be available for review by the Superintendent . They should be written for a week in advance and should be as thorough and accurate as possible.

**Completed lesson plans are to be turned into the principal's office Monday morning**

**for that week.**

## **MEA DAYS**

Each teacher is required to attend professional training/in-service during this time unless prior arrangements with the Superintendent have been made.

The District will pay each teacher \$100 dollars to attend in-service in a surrounding community such as Glendive, Sidney, Poplar, Wolf Point, etc.

Teachers traveling to a more distant site such as Billings, Great Falls, Helena, Missoula, etc. will receive \$300 dollars.

Alternate conferences must be preapproved.

In all cases, proof of attendance must be provided to the Superintendent's office upon return.

## **NEWSLETTER**

Bainville School will send a curriculum-focused newsletter to families every month. Staff will sign up to select the month for their newsletter entry at the beginning of each school year. By the 20<sup>th</sup> of each designated month, certified staff will provide a brief synopsis (1 – 2 paragraphs) of their class(es) to the Principal. The Principal will compile the information into newsletter format. Secondary teachers may choose to focus on one class per month on a rotating basis. Elementary teachers may highlight one curricular area each month rotating throughout the school year.

## **PARTICIPATION IN POLITICAL ACTIVITIES**

Staff members may exercise their right to participate fully in affairs of public interest on a local, county, state, and national level, on the same basis as any citizen in public or private employment and within the law.

Staff members may, within the limitations imposed by state and federal laws and regulations, choose any side of a particular issue and support their viewpoints as they desire, by vote, discussion, or persuading others. Such discussion and persuasion, however, may not be carried on during the performance of District duties.

On all controversial issues, staff members are expected to make clear that the viewpoints they represent are personal and are not to be interpreted as the District's official viewpoint.

No staff member may use District facilities, equipment, or supplies in connection with his/her campaigning, nor may he/she use any time during the working day for campaign purposes.

## **PAY PERIODS**

Certified staff will be paid on a monthly basis on the twentieth (20<sup>th</sup>) calendar day of the month. Should the twentieth day of the month fall on a weekend, certified staff will be paid the Friday preceding the weekend. Should the twentieth day of the month fall on a holiday, certified staff will be paid the last working day prior to vacation.

## **PERSONNEL RECORDS**

An official personnel file is established for each person employed by the District. A staff member's personnel file may contain such information as applications for employment, references, records relative to compensation, payroll deductions, evaluations, complaints, and written disciplinary actions.

All records containing medical-condition information, such as workers' compensation reports and release/permission to return to work forms, will be kept confidential, in a separate file from personnel records.

All personnel records are considered confidential and not open to public inspection. Access to personnel files is limited to use and inspection only by the following or as otherwise required by law:

1. The individual employee. An employee or designee may arrange with the Superintendent to inspect the contents of his/her personnel file on any day the Superintendent is in his/her office.
2. Others designated in writing by the employee;
3. The comptroller or auditor, when such inspection is pertinent to carrying out his/her respective duties, or as otherwise specifically authorized by the Board. Information so obtained will be kept confidential. No files will be removed from their central location for personal inspection;
4. A Board member, when specifically authorized by the Board. Information will be kept confidential. No files will be removed from their central location for personal inspection;
5. The Superintendent and supervisors who currently or prospectively supervise the employee;
6. Attorneys for the District or the District's designated representative on matters of District business.

The Superintendent may permit persons other than those specified above, to use and to inspect employee records when, in his/her opinion, the person requesting access has a legitimate official purpose. The Superintendent will determine, in each case, the appropriateness and extent of such access.

In accordance with federal law, the District is required to release information regarding the professional qualifications and degrees of teachers and the qualifications of aides/paraprofessionals to parents upon request, for any teacher or aide/paraprofessional who is employed by a school receiving Title I funds, and who provides instruction to their child. Release of personnel records to parties other than those authorized to inspect them will be only upon receipt of a court order.

## **RELEASE OF GENERAL STAFF INFORMATION**

A staff member's address and personal phone number will not be released by the District. Such information may be disclosed if a staff member authorizes the District to do so. The District may also disclose information about a former employee's job performance to a prospective employer, under the following conditions:

1. Disclosure of information is upon the request of the prospective employer or Superintendent;
2. Disclosure of information is upon the request of the former staff member;
3. The information is related to job performance;
4. The disclosure is presumed to be in good faith.

The District will not disclose information that is knowingly false, deliberately misleading, rendered with malicious purpose, or is in violation of the staff member's civil rights.

## **RESIGNATION OF STAFF**

Certified personnel will generally be expected to fulfill the terms of their contract unless (1) there are clearly compelling, mitigating circumstances which prevent the certified individual from doing so; and (2) until such time as the Board releases the certified individual from the terms of the contract upon the recommendation of the Superintendent .

The Board authorizes the Superintendent to accept on its behalf resignations from any District employee. The Superintendent shall provide written acceptance of the resignation, including the date of acceptance to the employee, setting forth the effective date of the resignation.

Once the Superintendent has accepted the resignation, it may not be withdrawn by the employee. The resignation and its acceptance should be reported as information to the Board at the next regular or special meeting.

## **RETIREMENT**

The District will pay the required percent of the employee's gross salary toward retirement in the Teachers' Retirement System (TRS) for said employee as prescribed by law. The employee must also contribute the required percent of their gross salary toward retirement in



TRS as prescribed by law. See the clerk for current rates.

## **RULES FOR SHOWING MOVIES IN CLASS**

Teachers are required to adhere to the following procedures and rules when showing movies within their classrooms:

- 1.) Movies shown in the classroom must be directly related to the curriculum
- 2.) Movies shown in the classroom must be written into a teachers lesson plans the week previous
- 3.) Parents must receive notification prior to movies being shown in the classroom. This will include information about the movie (title, rating, content, reasoning)
- 4.) Administration must receive notification prior to movie being shown

## **SEXUAL HARASSMENT/DISCRIMINATION**

Equal educational/employment opportunities shall be available for all staff without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, economic or social conditions, or actual or potential marital or parental status. Any staff member may file a discrimination grievance using the uniform grievance procedure located in the back of this handbook.

Sexual harassment is a form of sex discrimination and is prohibited in the District. An employee or agent of the District engages in sexual harassment whenever he/she makes unwelcome advances, requests sexual favors, or engages in other verbal, non-verbal, or physical conduct of a sexual or sex-based nature. If you feel you have been the object of any form of harassment, please contact the District's Title IX coordinator:

Rhiannon Beery  
Title IX Coordinator  
Bainville Public School  
Box 177  
Bainville, MT 59212  
406-769-2321

## **SICK LEAVE BANK POLICY**

Adopted Spring of 2014 for the start of the 2014-15 school year and beyond.

### **PURPOSE**

The intent of the Bainville Public School Sick Leave Bank (BPSSLB) is to provide an employee additional sick leave when a catastrophic illness or disability occurs that requires extended hospitalization/treatment or home confinement of the employee or members of the employee's immediate family including step-family. The term catastrophic is defined as "a momentous, tragic event ranging from extreme misfortune to utter ruin. Elective surgery or

procedures which can be delayed or postponed until the end of the school term and normal pregnancy and delivery are not eligible for BPSSLB use.

A statement from a physician/medical doctor may be necessary.

### **ELIGIBILITY/JOINING**

Employees who wish to be eligible to draw on the Bainville Public School Sick Leave Bank will contribute one half (1/2) day or four (4) hours per year. Contributions are not refundable.

New employees who wish to join the BPSSLB must do so within 15 days of the beginning date of employment or school year.

Only employees under contract to Bainville Public School are eligible for withdrawals.

Those who have paid in are considered members in good standing for the current fiscal year.

New membership must be active sixty (60) calendar days before a request can be made of the bank.

### **GOVERNANCE**

The employee recognizes the superintendent, clerk, two classified, and two certified staff members as the governing agent for management and disbursement of the SLB. The District Clerk will maintain a record keeping system for the BPSSLB.

At the beginning of each year, the non-certified staff will elect two representatives to the BPSSLB Governing Committee and the certified staff will elect two representatives to the BPSSLB Governing Committee each for a term of one year. All decisions concerning the use of the sick leave bank will be made by the BPSSLB Governing Committee.

### **BANK LIMITS**

The Bainville Public School Sick Leave Bank will have a ceiling of 180 collected days (1440 hours). Individuals may not solicit donation of sick leave days. Any days left in the bank at the end of the year are carried over to the following year. Requests may be limited by the number of days available in the sick leave bank.

### **USE**

Employees must exhaust all of their leaves: sick, annual, emergency, or vacation, before applying to the BBSSLB. An employee is not eligible if he/she is receiving Unemployment Compensation; Worker's Compensation or is eligible for Disability Benefits.

The maximum number of duty days that can be granted per request will be ten (10) days. The number of duty days that will be granted in an one contract year will be one third (1/3) of the days in the bank up to a maximum of sixty (60) days. Each application must be accompanied by a new doctor's note.

Unused requested days stay in the bank.

## **APPLICATION/CONTRIBUTION**

Donation to the SLB must be done on the appropriate form and submitted to the clerk.

Requesting use of the SLB will be done in writing on the form provided and submitted to the superintendent.

Forms will be available on the district drive for teachers as well as be available in the clerk's office.

Employees are expected to maintain high standards of honesty, integrity and impartiality in the conduct of District business.

## **STAFF CONDUCT**

Employees are expected to maintain high standards of honesty, integrity and impartiality in the conduct of District business.

In accordance with state law, an employee should not dispense or utilize any information gained from employment with the District, accept gifts or benefits, or participate in business enterprises or employment which creates a conflict of interest with the faithful and impartial discharge of the employee's District duties. A District employee may, prior to acting in a manner which may impinge on any fiduciary duty, disclose the nature of the private interest which creates a conflict. Care should be taken to avoid using, or avoid the appearance of using, official positions and confidential information for personal advantage or gain.

Further, employees should hold confidential all information deemed to be not for public consumption as determined by state law and Board policy. Employees shall also respect the confidentiality of people served in the course of the employee's duties and use information gained in a responsible manner. Discretion should be employed even within the school system's own network of communication.

## **STAFF DRESS AND GROOMING**

All staff are expected to be neat, clean, and to wear appropriate dress for work that is in good taste and suitable for the job at hand. Teaching as a professional demands setting a good example for students in every possible way. As adults and professionals, teachers are expected to be guided in their grooming habits by what is most generally acceptable in the business and professional world.

## **STAFF MEETINGS**

Staff meetings will be held monthly at 7:45 A.M. Staff will be allowed to leave 10 minutes prior to regular dismissal time on these days. The Superintendent may call special staff meetings as needed. Teachers are also required to attend special staff meetings such as Montana Behavior Initiative (MBI) meetings, Response to Intervention (RTI) meetings,

committee meetings, Child Study Team meetings (CST), Individual Education Plan meetings (IEP), Teacher Assistance Team meetings (TAT) etc. as needed.

## **STUDENT SIGN-IN/OUT**

Students entering or leaving the building at times other than the start and end of the school day must sign-in or sign-out at the office. A sign-in/out book is located on the counter in the office for this purpose. Parents should sign their student in/out in the office before coming to the classroom.

## **SUBSTITUTES**

In case of illness, teachers are responsible for arranging their own substitutes. Contact the office (769-2321) prior to 8:00 A.M. to inform the office of any absence and who the sub will be. Lesson plans are to be complete for the substitute. If not, the substitute will need to phone the teacher before class begins. When the teacher returns they need to fill out a "leave slip" and return it to the Superintendent.

A "Guest Teacher Folder" is required to be provided for the substitute teacher filled with all of the necessary class information (i.e., class roster, class times, seating charts, lesson plans, classroom rules, etc.) for the time in which you will be gone.

Upon return, a "Evaluation of Guest Teacher" form must be completed and turned into the Superintendent.

## **SUBSTITUTE TEACHER RESPONSIBILITIES**

Teachers are asked to provide substituted with information concerning their duties including the following: Substitute teachers are asked to arrive by 8:00 A.M. and leave no earlier than 3:45 P.M. If the regular teacher is scheduled for duty (playground, lunchroom, commons area, etc.) the substitute will be responsible for taking this duty.

Substitutes are asked to follow the teacher's lesson plans as closely as possible, follow the rules posted in the class, correct behavior as needed, pay close attention to attendance, and contact the office if assistance is needed. Substitutes should leave a brief description of how the day went listing any discipline problems, deviations from the lesson plan, attendance, and any other pertinent information. Strict confidentiality of students' records and grades is mandatory.

## **SUPERVISION OF STUDENTS**

Staff members are responsible for the supervision of all students while in school or engaged in school-sponsored activities. Proper supervision must be ensured at all times.

All teachers are expected to be in their classrooms prior to the arrival of students.

**Under no circumstances are classrooms or other areas where students are under the supervision of assigned staff to be left unattended.** Teachers who may need to temporarily leave the classroom or their assigned duties while students are present in an emergency situation are expected to contact the office to arrange for temporary coverage.

No other staff member may leave the assigned group unsupervised except as when, in the case of an emergency appropriate supervision arrangements have been made.

During school hours or while engaged in school-sponsored activities, students may be released only into the custody of parents or other authorized persons.

## **SUPPLIES/PURCHASING**

Each year, usually in the spring, teachers will fill out requisitions for supplies needed in the classroom for the coming school year. General office supplies such as pencils, paper, thumbtacks, and pins may be obtained in the office by asking office staff.

For major supplies or equipment purchases, staff should seek the approval of the Superintendent in advance of the purchase through the use of the requisition form found on the staff drive. If approved, a purchase order or will be filled out and sent to the Superintendent for final approval and signature. Upon final approval, the order will be sent to the company. If ordered on the credit card, a purchase order is not needed. Once the requisition has been approved, the order can be placed and then the P-Card claim form should be completed and signed by the superintendent. The office will track the order until it is delivered.

All staff receiving orders are required to check the packing slip against their requisition form, checking off received items and providing the packing slip, plus the checked off requisition to the office.

All staff should keep a copy of every requisition in order to check in material when it comes.

## **TEACHER WORK DAY**

All staff members are expected to be present by 8:00 A.M. and complete the day at 3:53 P.M. Meetings, conferences, and other school-related activities may require teachers to be here longer. Leave slips must be completed if reasons dictate that a staff member cannot be here during those hours. On Friday, an early out schedule will be observed with staff members free to leave at 2:19 P.M.

## TICKET TAKING

Staff members will be assigned to sell tickets during athletic events (football, basketball and volleyball). The athletic director will make the schedule with assigned dates and times. This will be rotated through the staff. Staff must arrive **45 minutes** prior to the first scheduled game/match. They should be prompt and courteous when taking tickets. Teachers will turn all proceeds into the office. In appreciation for taking tickets, staff members and their families will be allowed to attend all home athletic events free of charge.

Adult pass \$50 Student pass \$35

## TOBACCO-FREE ENVIRONMENT

In order to protect the health of students, staff, and the general public, to provide a healthy working environment, and to promote good health for students, tobacco use is prohibited on all District property, in District-owned vehicles and in all public school buildings.

Tobacco use is defined as the carrying or smoking of any kind of lighted pipe, cigar, cigarette, or any other smoking equipment or material or the chewing or sniffing of a tobacco product.

## VISITORS/GUESTS

Students who wish to bring guests to school must have prior permission by each of their teachers as well as the Superintendent. If the visitor is a student from another school, a permission slip signed by a parent must also accompany the visitor. All visitors, students or adults, must sign-in and sign-out through the office.

Graduates are immediately moved from student to visitor status and must sign in and out of the building.

If you have questions about the information in this handbook, please do not hesitate to ask the Superintendent, Principal, business manager, or administrative assistant for help at 769-2321.

**HAVE A GREAT SCHOOL YEAR!**

## 2018-2019 INTRA-CURRICULAR ADVISORS

National Honor Society	→	Merna Panasuk
School Newspaper	→	Merna Panasuk
Annual	→	Merna Panasuk
BPA	→	David Powell
FFA	→	Kellan Standley
FFA Assistant	→	Elizabeth Standley
“B” Club	→	Tanya Wilson
Student Council	→	Rhiannon Beery
Pep Club	→	
Cheerleading	→	
Music Council Advisor	→	David Wheeler
Senior Class	→	Taylor Stinson
Junior Class	→	Alex Nielsen
Sophomore Class	→	Elizabeth Standley
Freshman Class	→	Niko Theotokis
8 <sup>th</sup> Grade	→	Brandon Schmidt
7 <sup>th</sup> Grade	→	Erin Romo

## 2018-2019 EXTRA-CURRICULAR COACHES

Football	→ A.J. Allard	– Varsity
	→ Auggie Holanda	– JV and Assistant Varsity
	→ Kellan Standley	-- Junior High Head
	→ Joshua Ward	– Assistant Junior High
Volleyball	→ Josten Bratcher	– Varsity
	→ Cheryl Graham	– JV and Assistant Varsity
		- Junior High
Basketball	→ Todd Krogedal	– Varsity Girls
	→	– Junior Varsity Girls
	→ Jess Romo	– Varsity Boys
	→	– Junior Varsity Boys
		– Junior High Boys
		– Junior High Girls
	– Elementary Girls	
	– Elementary Boys	

- Track → – High School Girls and Boys  
 -- Junior High Girls and Boys  
 -- Elementary Girls and Boys
- Golf → – High School Girls and Boys

**2018-2019 ATHLETIC CONFERENCE AFFILIATION**

**Volleyball**

**1C Conference**

- Bainville
- Fairview
- Froid/Medicine Lake
- Lambert/Richey
- Savage
- Culbertson
- Westby/Grenora
- Plentywood

**Basketball & Track**

**2C Conference**

- Bainville
- Brockton
- Circle
- Culbertson
- Fairview
- Froid/Medicine Lake
- Lambert/Richey
- Savage
- MonDak
- Plentywood

**Football**

**Eastern 6 man**

- Bainville
- Ekalaka
- Froid/Lake
- Jordan
- MonDak
- Richey/Lambert
- Savage
- Terry
- Wibaux

**Golf**

**No Conference Affiliation**

**Area Schools With Golf**

- Bainville
- Brockton
- Culbertson
- Fairview
- Froid/Medlake
- Plentywood
- Lambert/Richey
- MonDak



# EVALUATION OF A GUEST TEACHER

Guest Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

Classroom Teacher: \_\_\_\_\_

Please comment below on the performance of your guest teacher and return this form to the Superintendent within three days upon returning following an absence.

Check "Yes" or "No"	<u>Yes</u>	<u>No</u>
1. Lesson plans were followed as directed	_____	_____
2. Procedure for correcting papers followed	_____	_____
3. Problems and/or concern were reported by the guest teacher.	_____	_____
4. Classroom was left in clean, proper order	_____	_____
5. Classroom management was satisfactory	_____	_____

## Overall Appraisal of Guest Teacher

On a 5-point appraisal scale: (#1 Excellent to #5 Poor), please circle the number that best describes the guest teacher's performance.

1      2      3      4      5

Remarks:

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If you have any concerns about the return of this guest teacher to our building, please discuss these concerns with the Superintendent.

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**STAFF ACCEPTABLE USE POLICY**TERMS AND CONDITIONS FOR USE OF ELECTRONIC MEDIA INCLUDING INTERNET  
BAINVILLE PUBLIC SCHOOLS  
2018-2019 School Year

This is a legally binding document. Please read the following before signing this document. Electronic Media access includes computer networks, the Internet, e-mail, and other electronic or wireless devices.

## INTERNET - TERMS AND CONDITIONS

1. **ACCEPTABLE USE** - The use of electronic media (network and Internet) must be in support of the educational goals of the school district. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to:

- ◆ copyrighted material
- ◆ threatening or obscene material
- ◆ material protected by trade secret
- ◆ use for commercial purposes, advertising, or political lobbying
- ◆ material that users, parents, or school personnel consider inappropriate or offensive.

2. **PRIVILEGES** - **The use of the Internet is a privilege, not a right**, and inappropriate use will result in disciplinary action up to and including termination of employment.

3. **NET ETIQUETTE** - You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- A) Avoid offensive or inflammatory speech. Be courteous and polite.
- B) Use appropriate language. Profanity or obscenity is not permitted at any time.
- C) Do not reveal your personal address or phone numbers of students or colleagues. Be suspicious of messages asking for personal information or attempting to arrange meetings.
- D) Electronic mail (e-mail) is **not guaranteed to be private** and is subject to review by network personnel. Messages relating to illegal activities may be reported to authorities.
- E) Do not use the network in such a way that you would disrupt the work of others.
- F) Do not quote or forward personal communication without the author's prior consent.

4. **VANDALISM - Vandalism will result in a cancellation of privileges.** Vandalism is defined as any malicious attempt to harm or destroy hardware or data of another user, Internet, or network. This includes, but is not limited to, the uploading or creation of computer viruses.
5. **SECURITY - Never share your password or account number with anyone.** You may be held responsible for any policy violations that are traced to your account. Report any security problem on the Internet, and do not demonstrate the problem to other users.

**EXCEPTION OF TERMS AND CONDITIONS -** These terms and conditions reflect the agreement of the parties and supersedes all prior oral and written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Montana and the United States of America.

**All acceptable use policy violations are subject to disciplinary procedures up to and including termination.**

**[For additional information, see policy 3612 and 5450]**

**LIST OF MAJOR AND MINOR OFFENSES (INCLUDE, BUT ARE NOT LIMITED TO):**

<b>Major Offenses</b>		<b>Minor Offenses</b>	
<b>1</b>	Use of the network for any illegal purpose.	<b>1</b>	Use of impolite, abusive, vulgar or offensive language.
<b>2</b>	Deliberately download or spread a computer virus.	<b>2</b>	Violate rules of net etiquette and common sense.
<b>3</b>	Vandalize computers, software, or network devices.	<b>3</b>	Alter computer files, desktops or other settings without permission.
<b>4</b>	Knowingly search for obscene, lewd, or harmful information on the Internet.	<b>4</b>	Use of copyrighted materials without permission of the legal owner.
<b>5</b>	Send messages that are racist, inflammatory or demeaning, or that encourage illegal activity.	<b>5</b>	Log on to another user's account without permission.
<b>6</b>	Other major offense as identified by administration.	<b>6</b>	Download and/or print software, music or personal graphics without permission.
		<b>7</b>	Participate in chat rooms.
		<b>8</b>	Use computers for on-line shopping of nonacademic items.
		<b>9</b>	Use the network for downloading or playing games without permission.
		<b>10</b>	Load software from home without permission.
		<b>11</b>	Download or install programs from the Internet without permission.
		<b>12</b>	Use any web mail program other than school approved.
		<b>13</b>	Other minor offense determined by administration.

## **BAINVILLE SCHOOL IDENTITY RELEASE FORM**

I authorize BAINVILLE SCHOOL to create photographs, video, and audio recordings of me, as well as written or recorded oral descriptions of me and in my capacity at Bainville Public School These materials will be used for educational purposes only.

I understand that BAINVILLE SCHOOL may revise, annotate, edit and otherwise alter the recorded material to emphasize certain aspects of me and the projects that may be recorded.

I understand that BAINVILLE SCHOOL owns all copyright to these materials. I hereby release BAINVILLE SCHOOL and its employees from any and all claims of any nature whatsoever which now or may hereafter have in connection with these recorded materials, including but not limited to claims based on defamation, copyright infringement, trademark infringement, or infringement of my right of privacy or of my right to publicity.

I understand that I have the right to request erasure of any part of a recording at the time of its creation or within three days thereafter. A copy of any recording will be made available to me for viewing if requested.

### **\*World Wide Web Special Release Information**

I authorize BAINVILLE SCHOOL to publish photographs, video, or audio of me, as well as written or recorded oral descriptions on the World Wide Web. These materials will be used for educational purposes only and only as part of a specific school-related project. The permission extends through the period of time the original project remains published on the Web.

# BAINVILLE CERTIFIED HANDBOOK SIGN-OFF

## 2018-2019 School Year

My signature on this document verifies my consent and understanding on the following documents:

1. I have received a copy of the **Bainville School Certified Handbook** for the 2018-2019 school year. I have read and understand the policies and procedures as outlined in the handbook and agree to follow and abide by said policies and procedures.
2. I have received a copy of the **Bainville Public School Acceptable Use Policy** and agree to follow and abide by the policies and procedures outlined therein.
3. I have received a copy of the Bainville **School Identity Release Form** and agree to the terms outlined within.
4. **I understand I am not to have unmediated electronic communication with students.**

---

Staff Signature

Date

**PLEASE RETURN THIS SIGN-OFF SHEET TO THE OFFICE BY  
MONDAY, AUGUST 27, 2018. THANK YOU!**

**GO BULLDOGS!!**