

**BAINVILLE  
PUBLIC  
SCHOOL  
CERTIFIED  
STAFF  
HANDBOOK  
2021-2022**

## **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 Material contained herein may, therefore, be superseded by such Board policy, administrative regulation, Certified Teacher Terms & Conditions of Employment, or changes in state or federal law.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.

## Table of Contents

ACADEMIC FREEDOM .....	5
ACCIDENTS .....	5
ADMINISTERING MEDICINES TO STUDENTS .....	5
ATTENDANCE PROCEDURES.....	6
ASBESTOS NOTIFICATION .....	6
BOARD MEETINGS .....	7
CELL PHONES AND OTHER ELECTRONIC EQUIPMENT .....	7
CHILD ABUSE REPORTING.....	8
CLASS/ORGANIZATION ADVISORS .....	8
CLASSROOM EXPECTATIONS .....	10
CLASSROOM SECURITY.....	11
CO-CURRICULAR ACTIVITIES.....	11
COMMUNICABLE DISEASE/BLOODBORNE PATHOGENS/ .....	11
INFECTION CONTROL PROCEDURES.....	11
COMMUNICATION.....	11
COMMUNITY USE OF BUILDING .....	12
COMPLAINTS .....	12
COMPUTER RESOURCES.....	13
CONFERENCES for PARENTS/TEACHERS.....	13
CONTRACTS AND COMPENSATION.....	14
COPYRIGHT.....	14
CRIMINAL RECORD CHECKS/FINGERPRINTING .....	15
DISCIPLINE AND DISCHARGE .....	15
DRUG-FREE WORKPLACE .....	15
DUTY (NOON, RECESS, COMMONS AREA).....	16
EMAIL.....	17
END-OF-YEAR CHECK-OUT.....	17
EVALUATION.....	17
EMERGENCY DRILLS.....	18
FIELD TRIPS/SCHOOL SPONSORED TRIPS .....	18
FINDER’S FEE .....	18
FUND RAISING .....	19
GRADES/GRADING SYSTEM .....	19

HALL PASSES.....	19
HARASSMENT .....	19
HEALTH INSURANCE.....	20
HOMEWORK.....	20
KEYS AND ACCESS CARDS .....	20
LEAVE .....	20
LEAVE-REQUESTS .....	21
LESSON PLANS.....	21
MEA DAYS.....	22
PARTICIPATION IN POLITICAL ACTIVITIES .....	22
PAY PERIODS.....	22
PERSONNEL RECORDS .....	23
PROFESSIONALISM .....	23
PROFESSIONALISM DEVELOPMENT .....	24
RELEASE OF GENERAL STAFF INFORMATION .....	24
RESIGNATION OF STAFF.....	24
RETIREMENT .....	25
RULES FOR <del>SHOWING MOVIES</del> USING MEDIA IN CLASS.....	25
SEXUAL HARASSMENT/DISCRIMINATION .....	25
SICK LEAVE BANK POLICY .....	26
STAFF CONDUCT .....	27
STAFF DRESS AND GROOMING .....	27
STAFF MEETINGS .....	28
STUDENT SIGN-IN/OUT .....	28
SUBSTITUTES .....	28
SUBSTITUTE TEACHER RESPONSIBILITIES .....	28
SUPERVISION OF STUDENTS.....	29
SUPPLIES/PURCHASING.....	29
TEACHER WORK DAY .....	29
TICKET TAKING .....	30
TOBACCO-FREE ENVIRONMENT .....	30
VISITORS/GUESTS .....	30
2021-2022 INTRA-CURRICULAR ADVISORS.....	30
2021-2022 EXTRA-CURRICULAR COACHES .....	31
2021-2022 ATHLETIC CONFERENCE AFFILIATION.....	31
EVALUATION OF A GUEST TEACHER .....	33
STAFF ACCEPTABLE USE POLICY STAFF.....	34

BAINVILLE SCHOOL .....	40
IDENTITY RELEASE FORM.....	40
BAINVILLE CERTIFIED HANDBOOK SIGN-OFF.....	41

## **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 (MSGIA) the Montana Schools Group 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 may not store medicine in their academic or gym lockers.

Students who must take prescription - medication at school, on a - regular basis, must submit a health plan form signed by the provider to the office. Health plan forms can be obtained in the office and must be updated yearly.-Teachers are expected to assist students in remembering when a medication is scheduled to be administered. The district will have some generic over-the counter medications (aspirin, ibuprofen, acetaminophen, etc) available for student use with parental permission.

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. All procedures are applicable in school and on school sponsored events outside of the building.

[For further information, see policy 3416 and 3416F]

## 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” (defined below). That slip with record their tardy for the office and service as an admittance slip for class.

A tardy in the high school/junior high is defined by any student who is less than 15 minutes late for class. After 15 minutes, the student will be counted absent in that class. In the elementary, a student will be counted absent after 10:00 am (9:00 am Fridays) in the morning, and 2:00 pm (1:00 pm Fridays) in the afternoon. If a student is absent for two (2) hours or more between 10:00 am and 2:00 pm Monday –Thursday or 9:00 am to 1:00 pm on Friday, either an AM absence or a PM absence will be recorded.

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.

## **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**

### **Board Policy 5630: Employee Use of Cellular Phones and Other Electronic Devices**

The Board recognizes that the use of cellular telephones and other electronic communication devices may be appropriate to help ensure the safety and security of District property, students, staff, and others while on District property or engaged in District-sponsored activities. To this end, the Board authorizes the purchase and employee use of such devices, as deemed appropriate by the Superintendent.

District-owned cellular telephones and other devices will be used for authorized District business purposes. Personal use of such equipment may be prohibited except in emergency situations.

Use of cellular telephones and other electronic communication devices in violation of Board policies, administrative regulations, and/or state/federal laws will result in discipline up to and including dismissal.

District employees are prohibited from using cell phones or other electronic communication devices while driving or otherwise operating District-owned motor vehicles, or while driving or otherwise operating personally-owned vehicles when transporting students on school-sponsored activities.

### **Emergency Use**

Staff are encouraged to use any available cellular telephone in the event of an emergency that threatens the safety of students, staff or other individuals.

### **Use of Personal Cell Phones and Communication Devices**

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. If such use is determined to have interfered with an employee's obligations and responsibilities, the employee may be disciplined in accordance with the terms of the collective bargaining agreement and Board

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.

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**

\*All class advisors must be present at all pep rallies.

\*Class Advisors are expected to begin at 7<sup>th</sup> grade to raise money for junior and senior expenses. Suggested methods are both concessions and a limited, student council approved, number of fundraisers.

\*Advisors (as well as any activity supervisor) must receive permission from administration before allowing any non-activity student, non-school individuals as riders on activity trips. All fundraisers/activities must be approved by Student Council before they are officially approved.

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 for that assignment 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)  
Coordinate with Mrs. Standley on Martinson's fundraiser. (must still follow proper procedure for getting the fundraiser approved.)

### 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

### 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)

## Music Advisor

Attend annual District 13 music teacher, and District 12 & 13 Honor Festival meetings  
Plan, arrange, and produce annual Winter and Spring Concerts  
Communicate and meet with administration and AD to choose concert dates and arrange festival dates/logistics.  
Plan and coordinate music festivals when Bainville is hosting  
Seek and promote additional opportunities for student achievement and experience in outside prestigious music festivals after seeking board approval  
Supervise students during school concerts, festivals, and honor groups  
Seek, and attend with students, additional performance opportunities in the community (based on student readiness) With administration approval.  
Assist students with auditions and festival preparations outside contract hours and around other intra/extracurricular school events, activities, and practices.  
Supervise pep band members as home basketball games, and tournaments/playoffs for volleyball and basketball.  
If pep band is unavailable or impractical, provide music for all home high school sports events at the discretion of the AD.  
Set up audio/visual equipment (except large projection screen) at assemblies and school events as requested.  
Establish, train, supervise, and assist student leadership within the music department  
Organize, supervise, and assist with concession and other fundraising activities.

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 appropriate 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.

Photographs of classroom parties which include more than the parent's child(ren) are not covered in the identity release, and are therefore not allowed.

## 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~~ office staff 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 home at least weekly. 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 without arrangement with administration.

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 for PARENTS/TEACHERS**

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 once or 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~~ may be assigned lunch and playground duty or other alternative 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.

### **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

*Specific rules for such as equipment checkout and playground equipment use are updated by staff yearly to meet the needs of each age group.*

### *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.

\*Accident forms are located in the Main Office.



Grades 7-12 are allowed to be in the commons area and other, permitted, supervised 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. Grade 7-12 students may be permitted on the playground or in the gym when no elementary students are present.

### 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 check-out 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.

## **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.

## **FIELD TRIPS/SCHOOL SPONSORED TRIPS**

Staff members who are planning field trips must have prior approval from the Superintendent. 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.

Assemblies, whether at the school or at an alternative site, are considered part of the curriculum and school day. Students will not be dismissed from attending.

## **FINDER'S FEE**

Staff who recruit a new teacher who signed a teaching contract will be awarded a finder's fee of \$1000. Half of the bonus will be paid on the first payroll check and the other half will be paid on the last payroll check if the recruited teacher finishes the year. Enacted by Board of Trustees in December of 2018.

## FUND RAISING

Any school-related, fund-raising activity must be approved by the student council and signed off by student council advisor as well as the advisor prior to initiation of fund raising activity. All monies collected shall be receipted in the office 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 midterm, quarter and semester. Administration will let teachers know when grades are due in the office to be mailed home to families. The following is the Bainville Grading Scale for the District:

A = 92-100%      B = 83-91%    C = 74-82%    D = 65-73%    F = 64% and below

Grading scales for K-3 or for weighted classes may impact this scale.

## 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 offers health insurance for certified staff. For details please see the Certified Teacher Terms and Conditions.

## **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. 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.

Up to SEVEN (7) unused annual leave days will be reimbursed by the district at \$100 a day in the final paycheck.

## 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-REQUESTS

When a staff member wishes to be absent from work for any reason, a leave request must be entered on Time Clock Plus. **No leave is granted until final approval from superintendent is given.** With the exception of illness, any absence must be pre-approved. Staff members are responsible for arranging their own substitutes. Instructions for the use of Time Clock Plus are available from the clerk.

## 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 Principal/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.

## **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.

## **PROFESSIONALISM**

The Bainville School District expects its employees to demonstrate the highest values and professionalism. Employees are expected to take responsibility for assuring that their judgment, loyalty, conduct, language, discussion content, teamwork, flexibility, integrity, and job performance are of the highest quality while on the job. Employees must maintain a positive attitude with coworkers and supervisors while being fixers, not finger-pointers. If an employee

can identify a solution to a workplace problem, the employee should bring the solution to the attention of the supervisor. It is the responsibility of each employee to show respect to all students, parents, peers, community, and supervisors. Discourtesy and disrespect towards any other employee, refusal to comply with rules, orders, instructions, or any such conduct with undermines managerial authority or disrupts other employees from carrying out district policies and the procedures designed to implement them, are prohibited act and grounds for disciplinary action, including termination.

## **PROFESSIONALISM DEVELOPMENT**

The Bainville School District offers many opportunities locally and within the state for teachers to take advantage of training. Additionally, the Board of Trustees has authorized up to \$7,500 per year to go toward National or Regional professional development conferences at the discretion of the superintendent. The superintendent is to develop a process for those opportunities, including taking into consideration whether money would available.

## **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 USING MEDIA IN CLASS

The district recognizes the use of media in the classroom can be a valuable tool. Teachers are expected to use profession judgement with respect to using media in the classroom. Age of student, relevance to curriculum, and parent notification are areas teachers should consider before using media. If in any doubt, a conversation with administration prior to showing any media should be held. In K-6, any media that could not be considered a “G” rating is advised to be discussed with administration.

Teachers are ~~to be~~ required to adhere to the following procedures and rules when showing movies or video clips within their classrooms:

- 1.) ~~Movies~~ Media used shown in the classroom must be directly related to the curriculum
- 2.) Movies shown in the classroom must be written into a teacher’s 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/with work agreements 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. All school district employees who participate in the social networking websites, shall not post any school district data, documents, photographs, logos, or other district owned or created information on any website. Further, the posting of any private or confidential school district material on such websites is strictly prohibited. (See Policy 5460).

### **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 scheduled - at 7:45 A.M. Staff will be allowed to leave 10 minutes prior to regular dismissal time on these days. Administration may call special staff meetings as needed. Teachers are also required to attend staff meetings such as assigned for particular circumstances or as assigned in the fall Committee Assignments sheet. These may include, Evaluation and or 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 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 \$75 Student pass \$50

## **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!**

### **2021-2022 INTRA-CURRICULAR ADVISORS**

National Honor Society	➔	Amy Iverson
School Newspaper	➔	David Powell/Amber Disney
Annual	➔	David Powell/Amber Disney
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	→	Ed Zink
Junior Class	→	Sarah Morales
Sophomore Class	→	Wendy Riegler
Freshman Class	→	Kat Batt
8 <sup>th</sup> Grade	→	Amber Disney
7 <sup>th</sup> Grade	→	Brandon Schmidt & PE

## 2021-2022 EXTRA-CURRICULAR COACHES

Football	→	Trustin Holcomb	– Varsity
	→		– JV and Assistant Varsity
	→	Travis Wills	-- Junior High Head
	→		– Assistant Junior High
Volleyball	→	Kallie Clarke	– Varsity
	→	LaRae Romo	– JV and Assistant Varsity
	→	Somer Reidle	- Junior High
	→		-Assistant Junior High
Basketball	→	Brandy Hansen	– Varsity Girls
	→	Carly Bowker	– Junior Varsity Girls
	→	Jess Romo	– Varsity Boys
	→		– Junior Varsity Boys
	→		– Junior High Boys
	→	Brandy Hansen	– Junior High Girls
	→		– Elementary Girls
	→	Kallie Clarke	– Elementary Boys
Track	→		– High School Girls and Boys
			-- Junior High Girls and Boys
			-- Elementary Girls and Boys
Golf	→		– High School Girls and Boys

## 2021-2022 ATHLETIC CONFERENCE AFFILIATION

### Volleyball

#### **1C Conference**

Bainville  
Culbertson  
Fairview  
Froid/Medicine Lake  
Lambert/Richey

Lustre  
Nashua  
North County  
Plentywood  
Westby/Grenora  
Savage

### **Basketball, Track & Field, & Golf**

**2c Conference**

Bainville  
Brockton  
Circle  
Culbertson  
Fairview  
Scobey  
Frazer

Froid/Medicine Lake  
Lambert/Richey  
Savage  
MonDak  
Plentywood

**Football**

**Eastern Division**

Bainville  
Froid/Medicine Lake  
Jordan  
Savage  
Richey/Lambert  
Wibaux



# 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.

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Date

# STAFF ACCEPTABLE USE POLICY STAFF

TERMS AND CONDITIONS FOR USE OF TECHNOLOGY AT BAINVILLE PUBLIC SCHOOLS  
2021-2022 School Year

THIS IS A LEGALLY BINDING DOCUMENT. PLEASE READ THE FOLLOWING BEFORE SIGNING THIS DOCUMENT.

## Introduction

Access to BPS's network is a privilege, not a right. The use of technology whether owned by BPS or devices supplied by the Users entails personal responsibility. It is expected that Users will comply with BPS rules, act in a responsible manner, and will honor the terms and conditions set by BPS.

This Acceptable Use Policy outlines the guidelines and behaviors that all users are expected to follow when using school technologies or when using personally-owned devices on the school campus, including:

- The BPS network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Misuse of school resources can result in disciplinary action up to and including termination of employment.
- BPS makes a reasonable effort to ensure safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies. Every User must take responsibility for his or her use of technology and make every effort to avoid inappropriate types of content.
- Users of the district network or other technologies are expected to alert BPS immediately of any concerns for safety and/or security.

## Technologies Covered

BPS may provide the privilege of Internet access, desktop computers, mobile computers or devices, video conferencing capabilities, online collaboration capabilities, message boards, email, and more.

This Acceptable Use Policy applies to both school-owned technology equipment utilizing the BPS network, the BPS Internet connection, and/or private networks/Internet connections accessed from school-owned devices at any time. This Acceptable Use Policy also applies to privately-owned devices accessing the BPS network, the BPS Internet connection, and/or private networks/Internet connections while on school campus, busses, or events. As new technologies emerge, BPS will seek to provide access to them. The policies outlined in this document cover *all* available technologies now and into the future, not just those specifically listed or currently available.

## **Usage Policies**

All users are expected to use good judgment and to follow the specifics as well as the spirit of this document: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know. A User is defined as anyone, including employees, students, and guests attending school or any school-related activity or are on a school bus.

## **Web Access**

BPS provides its users the privilege of access to the Internet, including web sites, resources, content, and online tools. Access to the Internet will be restricted as required to comply with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Users are expected to respect the web filter as a safety precaution, and shall not attempt to circumvent the web filter when browsing the Internet. The determination of whether material is appropriate or inappropriate is based solely on the content of the material and the intended use of the material, not on whether a website has been blocked or not. If a user believes a site is unnecessarily blocked, the user should submit a request for website review through a report to administration.

## **Email**

BPS may provide users with the privilege of email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies. If users are provided with email accounts, the account(s) should be used with care. Users should not attempt to open files or follow links from unknown or untrusted origins; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

## **Social / Web/ Collaborative Content**

Recognizing the benefits collaboration brings to education, BPS may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally identifying information online.

## **Security**

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If you believe a computer or mobile device you are using might be infected with a virus, please alert BPS administration. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

## **Downloads**

Users should not download or attempt to download or run .exe programs (executable/or installable programs) over the school network or onto school resources without express permission from IT staff. You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for education purposes.

## **Netiquette**

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner. Users should recognize that among the valuable content online there is also unverified, incorrect, or inappropriate content. Users should only use trusted sources when conducting research via the Internet.

Users should remember not to post anything online that they wouldn't want students, parents, teachers, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

## **Plagiarism**

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

## **Personal Safety**

Users should never share personal information, including phone number, address, social security number, birthday, or financial information of yourself or others, over the Internet without permission. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet in real life someone they meet online without parental permission. If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of administration for reference to technology staff.

## **Cyber Bullying**

Cyber bullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber stalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyber bullying can be a crime. Remember that your activities are monitored and retained.

Cyber bullying includes inappropriate communication. Inappropriate communication includes, but is not limited to, the following: obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images typed, posted, or spoken by students; information that could cause damage to an individual or the school community or create the danger of disruption of the academic environment; personal attacks, including prejudicial or discriminatory attacks; harassment (persistently acting in a manner that distresses or annoys another person) or stalking of others; knowingly or recklessly posting false or defamatory information about a person or organization; and communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices. If a student is told to stop sending communications, that student must cease the activity immediately.

### **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.

### **Examples of Acceptable Use**

I will:

- Use school technologies for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully, and alert staff/administration if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member/administration if I see threatening, inappropriate, or harmful content (images, messages, and posts) online.
- Use school technologies at appropriate times, in approved places, for educational pursuits.
- Cite sources when using online sites and resources for research.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.
- Help to protect the security of school resources.

### **Examples of Unacceptable Use**

I will **not** :

Vandalize computers, software or devices (Major Offense)

- Use school technologies in a way that could be personally or physically harmful. (Major offense)
- Attempt to find inappropriate images or content; intent to seek inappropriate images or content is a violation of this Acceptable Use Policy. (Major Offense)

- Create a personal mobile “hot-spot” or utilize a “proxy site” for the purpose of circumventing network safety measures and filtering tools. (Major Offense)
- Use school technologies for illegal activities or to pursue information on such activities. (Major Offense)
- Attempt to hack or access sites, servers, or content that isn’t intended for my use. (Major Offense)
- Engage in cyber bullying, harassment, or disrespectful conduct toward others. (Depending on degree, Major or Minor Offense)
- Try to find ways to circumvent the school’s safety measures and filtering tools; intent to circumvent safety measures and filtering tools is a violation of this Acceptable Use Policy. (Minor or Major Offense depending on severity)
- Agree to meet someone I meet online in real life. (chatting Minor Offense, meeting Major Offense)
- Create, distribute or deploy multi-user servers or gaming software on or within the JCISD network. (Minor Offense)
- Use computer for shopping for nonacademic items Minor Offense
- Use school technologies to send spam or chain mail. (Minor Offense)
- Plagiarize content I find online, including downloads, or printing. (Minor Offense)
- Post or otherwise disclose personally-identifying information, about myself or others. (Minor Offense)
- Use language online that would be unacceptable in the classroom. (Minor Offense)
- Violate rules of net etiquette and common sense (Minor Offense)
- Log onto another user’s account without permission (Minor Offense)
- Alter computer files, desktops or other setting without permission (Minor Offense)
- Download and or install software from internet or home without permission (Minor Offense)
- Access any email program other than school approved without express permission. (Minor Offense)

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

### **Limitation of Liability**

- BPS will not be responsible for damage or harm to persons, files, data, or hardware.
- While BPS employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.
- BPS will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.
- BPS will not be responsible, financially or otherwise, for lost, stolen, or damaged devices.

### **Violations of this Acceptable Use Policy**

Violations of this policy may have disciplinary repercussions, including but not limited to:

- Suspension of network, technology, or computer privileges;
- Notification to parents;
- Detention or suspension from school and school-related activities;
- Employment disciplinary action up to and including termination.
- Legal action and/or prosecution.

**School Assigned Equipment:**

BPS owns any assigned electronic equipment, including Chromebooks, and may access that equipment, search it, or remove it at any time

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]**

## **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

## 2021-2022 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 2021-2022 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.**
5. I understand that per board policy, I am not to use my cell phone for personal business only during non-instructional times.

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date

**PLEASE RETURN THIS SIGN-OFF SHEET TO THE OFFICE BY  
MONDAY, AUGUST 30, 2021. THANK YOU!**

**GO BULLDOGS!!**