

**BAINVILLE
PUBLIC
SCHOOL
GUEST
TEACHER
HANDBOOK
2018-2019**

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TO OUR GUEST TEACHERS

Welcome to Bainville Public School! We appreciate your help in working with our students while their regular teacher is away. Please use this handbook as an easy reference for standard questions. If, however, you still have questions, feel free to contact a neighboring teacher or the Administration. We want to make your time with us successful—for you and your students.

NOTIFICATION OF GUEST TEACHERS

All guest teachers will be approved by the Bainville School Board and will be placed upon the Guest Teacher list pending a background check. Preference in hiring a guest teacher will be given to substitutes who are currently certified in the area that needs to be filled. If a teacher with a current certificate is unavailable, consideration will be given to those on the list who were certified at one time, but have let their certificate elapse. In the case that there is no one available under these two categories, a substitute with the best background, in the area needed, will be hired. A name may be removed from the list at any time by the Administration. There is no guarantee that you will be called on a routine basis.

Classroom teachers are responsible for arranging their own substitutes. In cases of emergency, sickness, or special situations the administrative assistant or Administration will arrange for a substitute.

REPORTING PROCEDURES FOR GUEST TEACHERS

You will be expected to work at 8:00 A.M. when arrangements have been made prior to the day you are needed to substitute teach. If you are called for an emergency substitution you are asked to report in a timely manner. Please report directly to the main office and complete any needed paperwork. At this time you may receive instructions and information concerning:

- 1) Your assignment for the school day.
- 2) Any particular bulletins/announcements for the day.
- 3) Any departures from the normal schedule.
- 4) Any other information pertinent to the position.

GENERAL INSTRUCTIONS

- 1) Check the teacher's mailbox (located in the main office) for notices, plans, notes, etc.
- 2) Tell the class your name; you may wish to write it on the whiteboard.
- 3) Learn the students' names as quickly as possible.

- 4) Follow established routines. Report attendance (1st and 5th Periods in the elementary and every period in the high school) to the main office.
- 5) Classroom control is very important. Students will follow your lead. Face the class with quiet confidence. The first ten minutes in a room can set the stage properly or ruin your chance for success.

State your expectations; model your expectations; practice your expectations. If the students know your expectations in desired behavior upfront the day will flow more smoothly.

- 6) Follow the teacher's lesson plans as closely as possible, The "Guest Teacher Folder" will contain information concerning the classroom seating charts and the daily class program. Avoid having to be a "baby-sitter" by not turning the class period into a study hall. At the end of the day please leave information for the teacher concerning what was covered as well as any problems that may have arisen during the day (especially discipline).

PROFESSIONAL DEVELOPMENT

Montana rules mandate three (3) hours of training each year for substitute teachers ([Administrative Rules of Montana 10.55.716](#)). Bainville Public Schools offers a free self-paced course through the Montana Learning Hub on OPI's website. The course must be completed each year unless the district provides alternate training.

SCHOOL'S EXPECTATIONS OF GUEST TEACHERS

- 1) Arrive on time (8:00 A.M.) and remain on duty until 15 minutes following the conclusion of the last class period.
- 2) Familiarize yourself with the routine of the school, Student Handbook (enclosed), and Certified Handbook (enclosed).
- 3) Keep the atmosphere of the classroom pleasant and conducive to good work habits.
- 4) Use misbehavior as a chance to re-teach proper behavior.
- 5) Perform the regular duties of the teacher in maintaining good housekeeping and leave the room in a neat and proper order
- 6) Enforce classroom rules—do not stray. Handle a majority of the discipline problems that occur in the classroom.
- 7) Notify the main office in case of accident or severe problem.
- 8) Be responsible for every child in the room during an emergency and/or fire drill.
- 9) Confer with the Superintendent/and or regular teacher when advisable.
- 10) Assume the duties of the regular teacher which may include:
 - a) hall supervision
 - b) recess/noon duty
 - c) correction of pupil work (limited)
 - d) collection of homework
- 11) Attend staff meetings if employed for a continuous week or more.
- 12) Study curriculum guides and textbook materials in order to become as familiar as possible with our educational programs.

- 13) **MAINTAIN A STRONG CODE OF ETHICS**- Be professional in the kind and nature of comments that you make to students; make outside of school and to the parents who come to the school. **Confidentiality is a must!** You represent our entire school when you are out in public; please represent us well.
- 14) Take an active interest in the classroom and do an effective job teaching.
- 15) Keep accurate records and make accurate reports of happenings in the classroom.
- 16) Be neat, well groomed and dress appropriately for the subject you will be instructing. Speak in a firm, and yet friendly, well-modulated voice when on school grounds.
- 17) **Do not leave students unattended in the classroom for any reason!!!**

WHAT GUEST TEACHERS MAY EXPECT

A. Regular Classroom Teacher

- 1) Will leave the following on top of the teacher's desk:
 - a) Guest Teacher Folder- will include:
 - Daily schedule with times - including supervisory duties
 - Pupil seating chart(s)
 - Classroom rules and consequences
 - List of students in various activities and programs such as Resource Room, Title I, etc.
 - Fire drill plans and map of exit route
 - Worksheets and materials with the lesson plans
 - b) Lesson Plan Book
 - c) Home/Cell phone number
- 2) The teacher will be asked to completed a Guest Teacher Evaluation Form upon return to the classroom

B. Students

- 1) May be somewhat reserved and quiet at first with a new teacher.
- 2) Attempting to "try you out" the first day to see what you will allow.
- 3) Cooperating with you and being very helpful, with a few who will try to dominate and show off (especially the elementary levels).
- 4) Displaying respect for self, other, and property (remember to model this as well).
- 5) Producing high standards of work under your supervision.
- 6) Adjusting to the new situation within a short time period.

GUEST TEACHER EVALUATION

The performance of the guest teacher will be rated by the regular classroom teacher. A copy of the form is at the end of this handbook. The evaluation will be completed and turned into the

building Superintendent for review. Guest teachers will be notified by the Superintendent if his/her work is deemed unsatisfactory. Techniques for improvement will be discussed at that time.

OTHER DUTIES OF GUEST TEACHER

Instructional Supplies: If you have a need for instructional supplies not available in the classroom, check with the office personnel. They will aid you in securing needed supplies.

Recording Attendance and/or Tardies: You will be responsible for taking attendance. Students are to be in the classroom when the tardy bell rings. Students arriving after the tardy bell are tardy unless they have a note from another teacher or the office. Report all tardies and absences to the main office immediately.

Admit Slips/Check-out Slips: You may be required to sign an admit slip for a student returning to class after an absence. Check the lesson plan book for the missed assignments and write them on the slip for the student. If a student is scheduled to check-out (ex. for a doctor's appointment), make sure they have a note or check-out slip permitting them to do so. If you are unsure about a student leaving class call the main office for confirmation.

Student Passes: Hall passes are required for ALL students entering and leaving the classroom after the bell rings. *No student should be in the hall during class time without a hall pass from a teacher.* Use hall passes sparingly. **A STUDENT CANNOT LEARN IF HE/SHE IS NOT IN THE CLASSROOM.**

Emergency/Fire Drills: Emergency and fire drills will be held regularly. A drill plan has been worked out for you. Please visit with administration, or another teacher in the area for detailed instructions concerning your responsibilities during a drill. Take the drills seriously. These are to prepare you in case of an actual emergency.

Remember to close all windows, turn-off the lights, bring your grade book and close the door after ensuring that all students are out of the classroom. Once students reach the designated area take roll call to account for all students.

Student Removal from Class: If a parent or person not affiliated with the school seeks information about a child and wishes to take the child from the classroom, please direct that person to the main office. The Superintendent will then be responsible for the decision of whether or not to excuse the child and will notify you of that decision.

Meet and Greet System: Be visible in the hallway or doorways during passing classes or breaks. Take this opportunity to not only monitor transitional behavior; but to also *positively* set the tone for each class period. *Visit with your students; let them see you smile.*

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. All substitutes 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. ***Administration will see that each Guest teacher is assigned a username and password.***

[For additional information, see policy 5450 & 3612]

HINTS FOR SUCCESSFUL CLASSROOM MANAGEMENT

- 1) Start the day out quickly, firmly, and concisely. Be pleasant. Appear confident. Let the students know that you are aware of the classroom rules and will be enforcing them. You will gain respect with your actions including giving respect to the students.
- 2) Get the students actively involved in the learning process right away and keep them actively involved.
- 3) Problems may be eliminated if questions are phrased so that only one student will answer. or so that the children will raise their hands. For example:
 - a) “Raise your hand if you can tell me where...”
 - b) “Johnny, where are the math books kept?”
- 4) Specific praise goes a long ways! (i.e. “I really like how Suzy...”)
- 5) Put things at the appropriate age level.
- 6) In the primary grade...
 - a) allow for movement between activities
 - b) break activities with songs, games, etc.
 - c) allow for group interaction when appropriate
 - d) educational games like “spell downs” work well to fill in extra time
- 7) Smile, be friendly, show enthusiasm, show respect.
- 8) Know the students’ names! Involve the “active” student by having them help you with classroom tasks.
- 9) Remain calm and relaxed. Don’t lose your “cool” (especially in a crisis situation).
- 10) Maintain established routines as much as possible.
- 11) Be positive!
- 12) Firmness is important. Students need to know that you can command the situation and will.
- 13) NEVER degrade a student in front of the other students!
- 14) Handle problems as they arise.
- 15) Deal with the individual student, not the group, when corrections are necessary. Be sure to have all of the facts. Listen to both sides of the story. Focus attention on the problem.
- 16) If you need to send a student to office, call the office so the Superintendent may come to escort them to the office.
- 17) If you anticipate problems, let the Superintendent know in advance.
- 18) Be consistent with our rules, regulations and expectations.

IMPORTANT REMINDERS

- ALWAYS issue a pass for a student to leave the room. Only do this when absolutely necessary.
- Use given login information for computer use
- Lunch is available to you for \$3.50
(See the administrative assistant for details)
- Take attendance and call the office 1st and 5th period if subbing in the elementary and each period if subbing in the junior high or high school. Make a note of every period for the teacher
- If a student needs to be removed to the office, call immediately and when possible the Principal/Superintendent will come to the room to remove them.
- Be in the hallways between classes
- Lock the classroom door when you leave (lunch, etc.)
- Duty (Recess or Lunch): when on duty report to the appropriate areas on time
- Correct any papers that are within reason for the teacher during Prep times
- Monitor student computer usage CLOSELY. They only get 5 minutes to check Gaggles email and only when given permission. They may NOT stream videos or music unless necessary for school work or projects that are being worked on. Surfing the net is not allowed unless for a specific project.
- Absolutely NO ELECTRONIC DEVICES during instructional time unless indicated by teacher that the lesson calls for devices to be used. That will be indicated in the notes left for you.
(cell phones, iPods, mp3 players, tablets, etc.)
- If you have questions about procedures or policies either for yourself or for students that may be in either Board Policy, or a handbook, please ask for direction at the office.

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.

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:

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

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):

Major Offenses		Minor Offenses	
1	Use of the network for any illegal purpose.	1	Use of impolite, abusive, vulgar or offensive language.
2	Deliberately download or spread a computer virus.	2	Violate rules of net etiquette and common sense.
3	Vandalize computers, software, or network devices.	3	Alter computer files, desktops or other settings without permission.
4	Knowingly search for obscene, lewd, or harmful information on the Internet.	4	Use of copyrighted materials without permission of the legal owner.
5	Send messages that are racist, inflammatory or demeaning, or that encourage illegal activity.	5	Log on to another user's account without permission.
6	Other major offense as identified by administration.	6	Download and/or print software, music or personal graphics without permission.
		7	Participate in chat rooms.
		8	Use computers for on-line shopping of nonacademic items.
		9	Use the network for downloading or playing games without permission.
		10	Load software from home without permission.
		11	Download or install programs from the Internet without permission.
		12	Use any web mail program other than school approved.
		13	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 GUEST TEACHER 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 Guest Teacher 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 that I am not to have **unmediated electronic communication** with students.

Guest Teacher Signature

Date

**PLEASE RETURN THIS SIGN-OFF SHEET TO THE OFFICE PRIOR TO
YOUR FIRST DAY OF EMPLOYMENT.**

GO BULLDOGS!!