

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

PURPOSE

The material covered within this staff handbook is intended as a method of communicating to employees general District information, rules, and regulations and is not intended to either enlarge or diminish any Board policy, administrative regulation, or negotiated agreement. Material contained herein may, therefore, be superseded by such Board policy, administrative regulation, negotiated agreement, or changes in state or federal law.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, without 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 guidelines. Access to all policies may be obtained through the District clerk during normal business hours 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 Bainville School office for additional information and/or compliance issues.

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ACCIDENTS

All employees are covered by industrial accident insurance through the Workers’ Compensation and Risk Retention Program (WCRRP) via the state of Montana. If you have an accident, report it immediately either to your immediate supervisor or the office. Employees of the District are also covered by unemployment compensation.

ADMINISTERING MEDICINES TO STUDENTS

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

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

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 re-inspection 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.

ATTENDANCE

Hourly wage employees are expected to be on the job at the specified time as established by their schedule, complete their shift, and leave at the time specified by said schedule. Exceptions will be considered when arrangements have been made in advance and approved by the immediate supervisor or the Superintendent.

BUS DRIVING

At no time will a bus be left unattended by a driver when the bus is running and children are on board.

COMBINING REGULAR BUS ROUTES

Bus drivers who are asked to drive part of a bus route either in the morning or afternoon in combination with their regularly scheduled route, will be paid one additional hour of driving time at the base rate in accordance with the replacement driver's regularly scheduled route.

This one hour will be added to the replacement driver's scheduled hours from his/her regularly assigned route. Please include this extra hour on your monthly time sheet. Bus Drivers who do not make a complete scheduled run either in the A.M. or P.M. must clean

their bus (windows, floors, etc.) or other bus related assignments. If you are being paid for 4 hours, please work your hours.

SCHOOL ACTIVITIES ---TO BE CHANGED

A sign-up sheet is located in the office with a list of activities that will need drivers. The list is generated up to a month at a time and updates may be made daily. These activities are rotated through the regular bus drivers. Please initial the activity on the sign-up sheet in a timely manner for which you are available to drive. Please fill out a purchase order with the hours spent away from the building and return the purchase order to the Superintendent.

Hours of Service will follow the latest Montana School Bus Standards. Interpretation of these standards as pertaining to schools will be done by the OPI. FMCSA rules will be the responsibility of the employee--to know, understand and follow.

CELL PHONES AND OTHER ELECTRONIC EQUIPMENT

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

Employees are not to have unmediated conversations with students electronically.

CLEANING SCHEDULE FOR EXTRA-CURRICULAR ACTIVITIES

A cleaning schedule will be posted assigning clean-up responsibilities to the janitorial staff for after games, dances, banquets, etc. throughout the year. These duties will be rotated through the janitorial staff with the schedule being made by the head custodian and posted in the head custodian's office.

COMMONS AREA RULES

7-12 Commons Area Rules

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/paraprofessionals lock their classroom doors before going to lunch.

COMMUNICATION

All non-certified staff will have a mailbox located in the District office. Please check your mailbox at least once during your shift. A copy of the daily memo will be emailed to you. Additional District information may be placed in your mailbox.

If you are assigned an email address, please check that address twice per day as well.

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 ~~administrative assistant~~ office personnel- will not take messages.

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 pay fees. Contact the Superintendent for more information.

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 are prohibited. Personal laptops and other electronics are not allowed without administrative consent.

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]

CONTACT WITH STUDENTS

Since this work environment is a school, employees should anticipate being in contact with students of all ages. Employees are expected to conduct themselves in a professional manner at all times. An employee's appearance should be appropriate for the job, but should also be neat and clean.

Interact with students in a positive and friendly manner, being respectful of their needs as you would expect them to be respectful of yours. The mission of non-certified staff in a school setting is to support the teaching staff so the teachers may provide the best possible education for students; and to support the students so they may learn in the most conducive environment for learning.

Employees are not to have unmediated conversations with students electronically.

CRIMINAL BACKGROUND CHECK

In accordance with Board Policy 5122, any individual recommended to be employed in a position with the District that will involve regular unsupervised access to students, as determined by the Superintendent, shall submit to a name-based and fingerprint criminal background check before consideration of the recommendation for employment or appointment by the board. Employment will be contingent on the results of a fingerprint criminal background check.

DUTY

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 & Afternoon Duty

Staff members are responsible for supervising common areas before and after school as Common areas duties may be adjusted depending on each year's schedule.

Lunch Duty

Staff members may be assigned lunch and playground duty. 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: **The Lunch supervisor is required to sit with students at the K-1 table.**

Grades 7-12 are allowed to be in the Commons and gym 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, 12:00 P.M.-12:22 P.M. on Fridays, and as assigned on early-out days. No 7-12 students are to be on the playground when elementary students are present.

K-6 Playground Expectations

Show Your PRIDE!

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

Swing Rules

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

Equipment Checkout

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

Winter

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

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

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

*Accident forms are located in the Main Office.

EMAIL

Email is a very effective method of communication. School email should be used for school related/professional reasons only. Staff should remember that they are responsible for the email sent and received and 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]

EVALUATION/PROBATIONARY PERIOD

Non-certified employees new to the District will be subject to a probationary period of six (6) months. Non-certified staff new to the District will be evaluated by their immediate supervisor and the Superintendent within said probationary period. All other non-certified staff will be evaluated once per year either by the immediate supervisor or the Superintendent.

During the probationary period, non-certified staff may accumulate sick and vacation leave but are not able to use either sick or vacation leave until after successful completion of the six (6) month probationary period.

GRIEVANCE PROCEDURE

A uniform grievance procedure is located at the main office. It outlines the levels and procedures used if an individual feels that the Board, its employees or agents have violated their rights guaranteed by state/federal statute, state/federal Constitution, or Board policy. The District will endeavor to respond to and resolve complaints without resorting to this grievance procedure as promptly and equitably as possible.

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.

HEALTH INSURANCE

At this time, the District does not offer health insurance benefits to non-certified employees. However, non-certified employees may participate in the District's health insurance plan provided the employee pays the full monthly premium.

ILLNESS

In case of illness, contact your immediate supervisor or the office as soon as possible notifying them that you are unable to be at work. When you return, fill out a leave slip and return the leave slip to the Superintendent. You may be required to find a substitute, and will be responsible for communicating work plans for the time you are gone.

INVENTORY

Department heads/supervisors are required to keep, update, and submit an accurate and complete inventory of all fixed assets relating to their department. Inventory must be submitted to the administrative assistant on a yearly basis.

JOB REQUIREMENTS/CERTIFICATIONS & LICENSES

Before pay for an area that requires extra certification is awarded, proof of certification, duty assignment or license, as appropriate, must be presented to administration. Examples: certification as a Highly Qualified Paraprofessional, boiler certification, or any other such duty that the board has deemed worth additional compensation.(See Salary Schedule section).

KEYS AND ACCESS CARD

Keys and an access card will be issued to you at the beginning of your employment with the District. You must sign for your keys and a record is kept in the vault. Upon termination of employment, please return the keys and access card that were signed out to you to the Superintendent. If you are returning for another year of employment with the District, but are not working during the summer, you may keep your keys and access card over the summer months.

Should your keys or card become lost or stolen, report this to the office immediately. Allowing unauthorized individuals access and/or use of your keys or card could be grounds for disciplinary action up to and including termination of employment.

LEAVE

Leave Slips

When a non-certified staff member wishes to be absent from work for any reason, a leave slip must be filled out and given to the Principal who will route the slip on to the Superintendent. With the exception of illness, any absence should be pre-approved at least one (1) week in advance whenever possible. Whenever possible, staff members are responsible for arranging for their own substitutes.

Sick Leave

By law, sick leave is accumulated by using the following scale:
Number of hours worked per month x .046 = hours per month of sick leave

Sick leave may be used by an employee if they are sick, hurt, need to see a physician, dentist, optometrist, or need to be admitted for hospital treatment.

Sick leave may be used for spouse and/or children provided they are in the immediate family in the same household, parents, mother-in-law and father-in-law if they are sick, hurt, need to see a physician, dentist, optometrist, or need to be admitted for hospital treatment.

Upon termination of employment, one quarter of any unused accumulated sick leave will be paid to the employee at the employee's regular rate of pay at the time of separation.

A leave slip must be filled out before the absence if possible or upon return and submitted to

the Superintendent. Any absence related to sick leave in excess of two (2) days requires written proof of illness from a physician.

Emergency Leave

The District provides each non-certified employee with three (3) emergency leave days per year based upon regular hours worked per day. These days do not accumulate.

Emergency leave may be used for a funeral involving a family member or good friend, the birth of a child or grandchild, or a family emergency involving sickness, an accident, or surgery.

Vacation Leave

As required by law, vacation leave is based on full-time employment and is figured in hours by using the following scale:

<u>Years of completed service</u>	<u>Scale</u>
0 - 10	no. of hours worked/month x .058 = hours/month of vacation
11 - 15	no. of hours worked/month x .069 = hours/month of vacation
16 - 20	no. of hours worked/month x .081 = hours/month of vacation
20 (+)	no. of hours worked/month x .092 = hours/month of vacation

Upon termination of employment, any unused accumulated vacation leave will be paid to the employee at the employee's regular rate of pay at the time of separation. Accumulated vacation leave may be applied during the school year on days when students do not have school and the staff member is not required to be at work, i.e. Christmas vacation, Easter vacation, Thanksgiving vacation, etc.

In addition, a non-certified employee may request at the end of the school year to be paid all or a partial amount of any unused accumulated vacation leave **with no PERS deduction.**

A leave slip must be filled out in advance and approved by the immediate supervisor and Superintendent before vacation leave will be granted.

Jury Duty Leave

Any employee summoned for jury duty shall be released from work with no reduction in pay or vacation or sick time. When an employee is dismissed from jury duty before 12:00 noon on any given day, he or she shall return to work for the remainder of the school day. The Superintendent will approve jury duty leave upon presentation of the summons, subpoena, or other official certification of service.

PAID HOLIDAYS

Non-certified employees under contract will receive holiday pay based upon their regular

number of hours worked per day for the following holidays:

New Year's Day

*Memorial Day

*Independence Day

Labor Day

Christmas Day

Easter Monday

Thanksgiving Day

Day after Thanksgiving

*You may only be paid for these holidays if you are working during the summer months. The rate of pay for holiday hours will be the regular rate of pay as established by the Board for a regular day of work.

According to Board Policy 5314, substitutes only earn hourly pay for time worked.

PAYMENT OF BUS DRIVERS ON OUT-OF-TOWN TRIPS

Bus drivers who drive for extra-curricular activities to include overnight trips will be paid the hourly activity rate as established by the Board when operating the bus; will be paid the same hourly activity rate when not operating the bus; neither of which, either separately or in combination, shall exceed thirteen (13) hours in any one day. Drivers are asked to keep a log of actual driving time and non-driving time for each day out. This log along with a purchase order will be submitted at the end of each month to the Superintendent before payment is approved.

Hours of Service will follow the latest Montana School Bus Standards. Interpretation of these standards as pertaining to schools will be done by the OPI. FMCSA rules will be the responsibility of the employee--to know, understand and follow.

PAY PERIOD

Non-certified staff members are paid once a month usually on the eighth calendar day of the month. Should the eighth calendar day occur over a weekend, every effort will be made to pay employees on the preceding Friday.

RETIREMENT

Non-certified staff members are enrolled in the Public Employees Retirement System (PERS). The employee will contribute 6.8% of their pre-tax salary to PERS; the District will contribute 7.9% of the employees pre-tax salary to said employees retirement account; the state will contribute .1 % of the employee's pre-tax salary to said employees retirement account. Law establishes these figures. An employee must have at least five (5) years vested in the PERS retirement system in order to be eligible to receive employer and state contributions.

SAFETY TRAINING for STAFF

All employees will complete the on line "General Safety Training" provided by Safe Schools each year. Login and password are available through administration. Assigned courses must

be complete within the first 10 days of the school year or first 10 days of hire with documentation provided to administration by assigned completion date. Additional safety training will be assigned by job description and need throughout the year. Additionally, safety awareness will be addressed through monthly newsletters, safety meetings, and posters. Suggestions for safety training or safety concerns can be addressed through the safety committee. Both administration and Maintenance can be used to report safety concerns or training suggestions.

SALARY SCHEDULE

In May of 2014, the Board of Trustees adopted the following Salary Matrix and Stipends. The FY 15-16 Matrix was adopted in May of 2016 for the school year 16-17. Steps down the matrix were adopted. The 17-18 & 18-19 columns were added in April, 2017.

Board Adopted Salary Matrix
(adopted 5/14/14 for FY14-15 & FY15-16) and 17-18 and 18-19

		0.35		0.25	Same	0.25
		FY13-14	FY14-15	FY15-16	FY16-17	17-18 & 18-19
Step 1	1	\$12.30	\$12.65	\$12.90	\$12.90	\$13.15
Step 2	1.02	\$12.55	\$12.90	\$13.16	\$13.16	\$13.41
Step 3	1.04	\$12.79	\$13.16	\$13.42	\$13.42	\$13.68
Step 4	1.1	\$13.53	\$13.92	\$14.19	\$14.19	\$14.47
Step 5	1.12	\$13.78	\$14.17	\$14.45	\$14.45	\$14.73
Step 6	1.14	\$14.02	\$14.42	\$14.71	\$14.71	\$14.99
Step 7	1.2	\$14.76	\$15.18	\$15.48	\$15.48	\$15.78
Step 8	1.22	\$15.01	\$15.43	\$15.74	\$15.74	\$16.04
Step 9	1.24	\$15.25	\$15.69	\$16.00	\$16.00	\$16.31
Step 10	1.3	\$15.99	\$16.45	\$16.77	\$16.77	\$17.10
Step 11	1.32	\$16.24	\$16.70	\$17.03	\$17.03	\$17.36
Step 12	1.34	\$16.48	\$16.95	\$17.29	\$17.29	\$17.62
Step 13	1.4	\$17.22	\$17.71	\$18.06	\$18.06	\$18.41
Step 14	1.42	\$17.47	\$17.96	\$18.32	\$18.32	\$18.67
Step 15	1.44	\$17.71	\$18.22	\$18.58	\$18.58	\$18.94
Step 16	1.5	\$18.45	\$18.98	\$19.35	\$19.35	\$19.73
Step 17	1.52	\$18.70	\$19.23	\$19.61	\$19.61	\$19.99
Step 18	1.54	\$18.94	\$19.48	\$19.87	\$19.87	\$20.25
Step 19	1.6	\$19.68	\$20.24	\$20.64	\$20.64	\$21.04
Step 20	1.62	\$19.93	\$20.49	\$20.90	\$20.90	\$21.30
Step 21	1.64	\$20.17	\$20.75	\$21.16	\$21.16	\$21.57
Step 22	1.66	\$20.42	\$21.00	\$21.41	\$21.41	\$21.83
Step 23	1.68	\$20.66	\$21.25	\$21.67	\$21.67	\$22.09
Step 24	1.7	\$20.91	\$21.51	\$21.93	\$21.93	\$22.36
Step 25	1.72	\$21.16	\$21.76	\$22.19	\$22.19	\$22.62

Additional Stipends above salary

Light Maintenance

\$.30/hr

Boiler Certification	\$50 per ½ day	OT Para Certification	\$1/hr
\$100 per full day of work as assigned by		Highly Qualified Para	\$1/hr OT Duties
Boiler operator of record or superintendent		w/o Cert.	\$.40/hr

The above matrix shows progression from step to step. Individual places on the matrix will then proceed one step down per year and will proceed one column over per year. The matrix is valid through the 2018-2019 school year. .35 and .25 at the top of the columns show how much money was added to the column.

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 office.

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

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

SICK LEAVE BANK POLICY

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

PURPOSE

The intent of the Bainville Public School Sick Leave Bank (BPSSLB) is to provide an employee additional sick leave when a catastrophic illness or disability occurs that requires extended hospitalization/treatment or home confinement of the employee or members of the employee's immediate family including step-family. The term catastrophic is defined as "a momentous, tragic event ranging from extreme misfortune to utter ruin. Elective surgery or procedures which can be delayed or postponed until the end of the school term and normal pregnancy and delivery are not eligible for BPSSLB use.

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

ELIGIBILITY/JOINING

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

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

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

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

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

GOVERNANCE

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

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

BANK LIMITS

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

USE

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

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

Unused requested days stay in the bank.

APPLICATION/CONTRIBUTION

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

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

Forms will be available on the staff 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/DEPARTMENT MEETINGS

Staff/department meetings will be held primarily by the supervisor of each department on an as needed basis. Occasionally, a school-wide staff meeting may be held for both certified and non-certified staff usually for training purposes. Advanced notification of staff/department meetings will be posted and copies placed in your mailbox or sent via email. Staff and/or department meetings are mandatory and employees will be paid their regular hourly rate while in attendance.

STUDENT DISCIPLINE

Any student who fails to comply with Bainville School rules and regulations will result in a “Office Discipline Referral” form to be completed by any staff member. Administration is responsible for correcting those students whose inappropriate behavior results in a “Major Office Discipline Referral”. Forms may be obtained at the office.

SUPPLIES/PURCHASING

Supervisors/department heads will do the ordering and purchasing of supplies. Each year, usually during the spring, requisitions will be filled out for each department for supplies and equipment needed for the coming year. Employees are encouraged to keep their department supervisors or the Superintendent aware of any supplies and equipment needed to perform their duties effectively and efficiently.

TIME SHEETS

Completed time sheets will be prepared by the business clerk and will be submitted to the Superintendent on the last working day of the month unless otherwise stated. Be sure to sign the bottom portion of the time clock sheet. Be accurate and thorough.

Time sheets will be issued to every noncertified employee and substitute worker who does not record time on the time clock. If the sheet becomes lost or misplaced, notify the business clerk or the supervisor so a replacement sheet can be issued immediately.

Each employee and substitute is responsible for marking his/her own time sheet. No one else may write down hours for an employee on his/her time sheet. Falsifying a time sheet is grounds for dismissal.

All employees must mark his/her time sheet accordingly if they leave the school grounds on business not related to school matters.

WORK SCHEDULE

A work schedule will be established for you either by the immediate supervisor or the

Superintendent. Non-certified employees are expected to follow the schedule they are given.

Please arrive and leave the work place based upon the times listed in your schedule unless prior arrangements have been made.

Have a wonderful school year!

2018-2019 INTRA-CURRICULAR ADVISORS

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

2018-2019 EXTRA-CURRICULAR COACHES

Football	→	Auggie Hollanda	– Varsity
	→	Edy Strickland	– JV and Assistant Varsity
	→	Kellan Standley	-- Junior High Head
	→	Jaden Strickland	– Assistant Junior High
Volleyball	→	Josten Bratcher	– Varsity
	→	Cheryl Graham	– JV and Assistant Varsity
	→	Elizabeth Standley-	Junior High
	→	McKenzie Butikofer	Assistant Junior High
Basketball	→	Todd Krogedal	– Varsity Girls
	→	Alex Nielsen	– Junior Varsity Girls

	→ Jess Romo	– Varsity Boys
	→ Shawn Romo	– Junior Varsity Boys
	→ Shawn Romo	– Junior High Boys
	→ Kellan Standley	– Junior High Girls
	→ Brandy Hansen	– Elementary Girls
		– Elementary Boys
Track	→	– High School Girls and Boys
		-- Junior High Girls and Boys
		-- Elementary Girls and Boys
Golf	→	– High School Girls and Boys

2018-2019 ATHLETIC CONFERENCE AFFILIATION

Volleyball

1C Conference

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

Football

Eastern Division

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

Basketball & Track

2c Conference

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

Golf

No Conference Affiliation-schools w/ Golf

Bainville
 Brockton
 Culbertson
 Fairview
 Froid/MedLake
 Plentywood
 Lambert/Richey
 Mondak

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 my child, as well as written or recorded oral descriptions of my child and their school projects. 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 my child and their projects.

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 NON-CERTIFIED HANDBOOK SIGN-OFF

2018-2019 School Year

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

1. I have received a copy of the **Bainville School Non-Certified Handbook** for the 2018-2019 school year. I have read and understand the policies and procedures as outlined in the handbook, including my responsibility to the hiring process, 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 per board directive, I am not to have **unmediated electronic conversations with students.**

Staff Signature

Date

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

GO BULLDOGS!!