

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

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 Material contained herein may, therefore, be superseded by such Board policy, administrative regulation, negotiated agreement, or changes in state or federal law.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 (MSGIA) the Montana Schools Group Insurance Authority. If a teacher has an accident, report it **immediately** to the Superintendent. There is a very short time limit for processing of accident report forms.

Employees of the District are also covered by unemployment compensation.

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]

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.~~ Please follow the clerk's instruction to report and get paid for this hour. 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. Drivers are required to clean the inside of their buses on a regular basis. Drivers must use the unused portion of their 2 hours to clean the inside of their buses. Drivers may accumulate an additional ½ hour of time per day (at activity driving rate) to clean buses along with the rest of their two hours as long as their total time does not exceed 40 hours per week. This will require planning in advance so no routes are left unfilled.

SCHOOL ACTIVITIES

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

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

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 policies.

Employees are not to have unmediated conversations with students electronically.

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.

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 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 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 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]

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

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. -

*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 with a signed work agreement 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 with a signed work agreement 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.

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.

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.

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. 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 Requests

When a non-certified staff member wishes to be absent from work for any reason, a leave request must be discussed with the immediate supervisor and then entered on Time Clock Plus. The supervisor will notify the superintendent for final approval. 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. Instructions for the use of Time Clock Plus is available from the clerk.

Sick Leave

In the case of illness, contact your immediate supervisor or the office as soon as possible into Timeclock Plus. Any absence related to sick leave in excess of two (2) days requires written proof of illness from a physician.

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.

Leave With Out Pay (LWOP)

An employee may request a leave of absence without pay during the first six (6) months of probationary period when vacation is not yet available or if an employee has exhausted all vacation leave. Under special circumstances, such leave may be granted at the discretion of the Superintendent. While mandatory leaves are required by law, voluntary unpaid leaves are completely up to employer discretion and do not offer job protection to their employees.

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. The district will pay the required percent of the employee's gross salary toward Public Employee Retirement System (PERS) or 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 PERS or TRS as prescribed by law. See Clerk for current rates.

A leave request 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.

OVERTIME

Eligibility

At Bainville School all non-exempt employees are eligible for overtime compensation. Exemptions include superintendent, certified staff, extra curricular advisors and coaches under contract. A regular work week for full-time employees consists of [40] hours worked. Overtime pay at a rate of time and one half will be paid for hours worked over and above [40] hours of work time in a workweek. Paid leave (holiday, vacation or sick time) may not be used towards overtime. Extra time worked at the employee's discretion, or without supervisory approval (working through lunch or breaks, arriving early or staying late), may not be used towards overtime.

Procedure

An overtime slip can be found in the front office. Forms shall be filled out prior to overtime and approved/signed by your direct supervisor and the Superintendent.

PAID HOLIDAYS

Non-certified employees with work agreements 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.

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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.

RETIREMENT

Non-certified kitchen and custodial staff will be automatically enrolled in the Public Employees Retirement System (PERS) if working over 960 hours per year. Paraprofessional staff will be automatically enrolled in the Teachers' Retirement System (TRS) regardless of hours worked. Law establishes the employee and employer rates. See clerk for current rates. An employee must have at least five (5) years vested in the PERS or TRS 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 2021 the Board of Trustees adopted the following Salary Matrix and Stipends for the 21-22 school year.

		FY15-16	FY16-17	17-18 & 18-19	19-20	20-21- 21-22
Step 1	1	\$12.90	\$12.90	\$13.15	\$14.00	\$14.00
Step 2	1.02	\$13.16	\$13.16	\$13.41	\$14.28	\$14.28
Step 3	1.04	\$13.42	\$13.42	\$13.68	\$14.56	\$14.56
Step 4	1.1	\$14.19	\$14.19	\$14.47	\$15.40	\$15.40
Step 5	1.12	\$14.45	\$14.45	\$14.73	\$15.68	\$15.68
Step 6	1.14	\$14.71	\$14.71	\$14.99	\$15.96	\$15.96
Step 7	1.2	\$15.48	\$15.48	\$15.78	\$16.80	\$16.80
Step 8	1.22	\$15.74	\$15.74	\$16.04	\$17.08	\$17.08
Step 9	1.24	\$16.00	\$16.00	\$16.31	\$17.36	\$17.36
Step 10	1.3	\$16.77	\$16.77	\$17.10	\$18.20	\$18.20
Step 11	1.32	\$17.03	\$17.03	\$17.36	\$18.48	\$18.48
Step 12	1.34	\$17.29	\$17.29	\$17.62	\$18.76	\$18.76
Step 13	1.4	\$18.06	\$18.06	\$18.41	\$19.60	\$19.60
Step 14	1.42	\$18.32	\$18.32	\$18.67	\$19.88	\$19.88
Step 15	1.44	\$18.58	\$18.58	\$18.94	\$20.16	\$20.16
Step 16	1.5	\$19.35	\$19.35	\$19.73	\$21.00	\$21.00
Step 17	1.52	\$19.61	\$19.61	\$19.99	\$21.28	\$21.28
Step 18	1.54	\$19.87	\$19.87	\$20.25	\$21.56	\$21.56
Step 19	1.6	\$20.64	\$20.64	\$21.04	\$22.40	\$22.40
Step 20	1.62	\$20.90	\$20.90	\$21.30	\$22.68	\$22.68
Step 21	1.64	\$21.16	\$21.16	\$21.57	\$22.96	\$22.96
Step 22	1.66	\$21.41	\$21.41	\$21.83	\$23.24	\$23.24
Step 23	1.68	\$21.67	\$21.67	\$22.09	\$23.52	\$23.52
Step 24	1.7	\$21.93	\$21.93	\$22.36	\$23.80	\$23.80
Step 25	1.72	\$22.19	\$22.19	\$22.62	\$24.08	\$24.08

Additional Stipends above salary	Light Maintenance	\$.30/hour
Boiler Certification \$50 per ½ day	OT Para Certification	\$1/hour
\$100 per full day of work as assigned by	Highly Qualified Para	\$1/hour
Boiler operator of record or superintendent	OT Duties w/o cert.	\$.40/hour
\$375 Year prorated Stipend paid in the December Payroll		

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. Bonus will be paid in January payroll to classified employees with signed work agreements and prorated based on the prior three months' time worked.

An employee who works 2 hours immediately prior and 2 hours immediately post lunch are not required to clock out for eating lunch on the premises. All employees must clock out if they leave the school property for a non-related work reason.

Bus Driver Pay Formula

Bus Driver Pay Formula 21-22	
adopted May 2021	
BASE HOURLY RATE	\$27.00
0-3 Years	\$27.00
4-9 Years	\$27.50
10-14 Years	\$28.00
15-19 years	\$28.50
20-24 years	\$29.00
25-29 years	\$29.50
30-34 years	\$30.00
35-39 year	\$31.50
40-44 years	\$32.00
Hours allotted per route	2
Days in the year	180
Hours allotted	900
Wheelchair Pick-up	\$5 per day
Activities Driver	\$19.50

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 (406)769-2321, Bainville Public School, Box 177, Bainville, MT 59212

SICK LEAVE BANK POLICY

PURPOSE

The intent of the Bainville Public School Sick Leave Bank (BPSSLB), adopted Spring of 2014, 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 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 staff drive for teachers as well as be available in the clerk's office.

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 with the school system's own network of communication. All school district employees who participate in social networking websites, shall not post any school district date, documents, photographs, logo, 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/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. Minor

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 CLOCK

Each employee will use the TimeClock Plus system to maintain a record of hours worked. To approve time worked for the month please log into TimeClock Plus by entering the assigned employee number and pin and checking each time period as approved. This must be done by the 3rd of each month prior to completion of payroll.

If the employee feels something is incorrect on the time clock, he/she may submit an email to the clerk at any time during the month and the changes will be reviewed and adjusted as appropriate.

Every employee must ~~mark his/her time sheet~~ clock in or out accordingly if leaving 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!

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 th Grade	→	Amber Disney
7 th 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
	→ Kallie Clarke	– 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

2021-2022 ATHLETIC CONFERENCE AFFILIATION

Volleyball

1C Conference

Bainville
 Culbertson
 Fairview
 Froid/Medicine Lake
 Lambert/Richey
 Lustre
 Nashua
 North County
 Plentywood
 Westby/Grenora
 Savage
 Scobey
 Frazer

Football

Eastern Division

Bainville

Wibaux

Basketball, Track & Field & Golf

2c Conference

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

Froid/Medicine Lake

Jordan

Savage

Richey/Lambert

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 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

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 Non-Certified Handbook** for the 2020-2021 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**.
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!!