



Blue Hill Consolidated School

FACULTY/STAFF HANDBOOK

2019-2020

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www.bhcs.org

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Welcome to Blue Hill Consolidated School!

As a staff member, you may have many questions. Loretta Smith (school secretary), Shelly Schildroth (principal), Derek Perkins (assistant principal), or any teacher or staff person is ready and willing to help.

Any person working at BHCS has been hired because of his/her commitment to students and dedication to the profession of education, whether as a support staff member or teacher. It is the strength of our staff that makes BHCS such an excellent school. It is our hope that this handbook and the student handbook (which all staff members must read) will help both new and veteran staff alike.

Remember to read your negotiated contract. Many questions concerning vacations, meetings, and responsibilities to students and each other are covered in that contract. The contract is unique in the sense that teaching is considered to be a profession. While some contracts spell out the minutes and hours and responsibilities specifically required of the employees, the contract at BHCS reflects the self-governance and rights of professionalism. With that comes the responsibility to honor the intent of the contract to dedicate the time needed to fulfill the educational mission of the school. Generally speaking, staff members arrive at school at least 20 minutes before the first bell of the day to make sure students are well supervised and they allow ample time at the end of each day for staff and team meetings, general meetings with other teachers, impromptu discussions and planning, to help students with academics, and to meet with parents as necessary.

If you have been hired as a teacher, you need to become familiar with our Teacher Professional Growth and Evaluation (TPGE) program. Our School Union #93 Steering Committee believes, "The primary purpose of an effective teacher evaluation system is to foster improvement in teaching practice and student growth. Such a system supports and promotes teacher reflection, professional development, and collaboration across all disciplines and grade levels." This program considers teacher performance and student growth related to the five Core Propositions of the National Board for Professional Teaching Standards (NBPTS).

If you have been hired as support staff, you should look at our Support Staff Evaluation document. This will give you an overview of some of the factors considered significant to our school community.

Professionalism is a top priority at Blue Hill Consolidated School. The focus of the school must be on the students at all times and teachers are expected to consistently

behave with that priority. Though “life happens” and personal issues arise, it is the professional responsibility of every staff member to find appropriate ways to manage these issues so that they do not interfere with the general welfare, teaching, or learning of the students. A healthy climate for our school depends on adults maintaining a mature, positive, and respectful dedication to students and colleagues at all times.

The Student Handbook will give you a wealth of information regarding responsibilities you will have as a member of our school family. Understanding and upholding the policies in the handbook will be essential to your success on this staff. Consistent, fair, and firm application of school rules gives students confidence that school is a safe place where learning can occur for all.

Classroom Procedures

Attendance

Attendance is taken by 8:00 every morning. Attendance and lunch counts are done online using PowerTeacher/PowerSchool. This must be done first thing in the morning so the office and kitchen will have information early. Any student arriving after attendance is taken will need to check-in at the office before going to class and will obtain a tardy pass to bring to class. If a student arrives late to class without a signed tardy pass from the office, they likely did not check-in and should be sent to the office to do so. Anyone leaving early needs to check-in at the office prior to leaving the building.

Behavior Management

The strength of our school depends on the communication and cooperation of its teachers and support staff. Our school uses PBIS (Positive Behavior Interventions and Support) to proactively teach student expectations before problems arise. Our school rules to be safe, respectful, and responsible should be the basis for all classroom rules. School-wide expectations of common areas have been shared with staff and should be upheld by everyone. Teachers should teach and re-teach expectations periodically throughout the school year. Teachers are also strongly encouraged to use a 4:1 ratio of reinforcements to corrections. When minor expectations are not met by students, a classroom intervention policy designed by the student's classroom teacher should be utilized. When major expectations are not met, staff should use the Major Behavior Matrix to determine next steps. Both scenarios may require checking SWIS data to determine the number of previous instances of the same behavior, and any observed problem behavior, major or minor, should be documented via an Incident Recording Form and submitted to the office.

Every staff member contributes to the learning of the students and all staff members are responsible for all students. Every staff member is "on duty" at all times when students are present. Each teacher is responsible for addressing problem student behavior and, as often as possible, acknowledging and commending desired student behavior. Do not send students to the office to see the principal or assistant principal unless the problem behavior is a major behavior that calls for an office referral per the Major Behavior Matrix. More than three problem major behaviors of the same type in a single school year will result in the convening of a meeting of at least one classroom teacher, one parent/guardian, and one administrator to develop an individualized behavior intervention plan to address the problem behavior. Harassment, hazing, and bullying are very serious discipline issues that must be addressed by staff for the safety of all students.

Bus Notes

While taking morning attendance, teachers must have the students turn in any notes they have from home regarding a change in their bus, ride, or pick-up routine. If students are not planning to leave school in the normal fashion, a written note from the parent/guardian to change plans is required. All these notes need to be sent to the office so that the school secretary can put a bus slip together for the driver. It is important to do this first thing in the morning as it can be easily forgotten during the course of the day, which results in holding up the buses at dismissal. In this way, we are sure that parents and students know where the students are going after school!

Home-School Communication

Frequent communication with the parents of your students is expected. Any time you are experiencing serious difficulty with a student, the principal and assistant principal should be informed so we can solve problems collaboratively as a team. The role of the principal and assistant principal is to listen and suggest possible solutions as we brainstorm together. The teacher who has observed a student's inappropriate behavior, however, is responsible for most decisions regarding consequences to be assigned and for contacting the parents.

Lunch and Breakfast Counts

Students should report to the cafeteria for breakfast as soon as they arrive in the morning. Each Monday morning students should bring their money for the week in a sealed envelope with what they want marked on the front. K-2 teachers like to keep a list of the week's purchase. Usually Grade 3-5 teachers take a daily count of lunch. Feel free to ask the school secretary if it is confusing at first. Do not keep lunch money or any other cash in your classroom. You should have a moneybag to send money to the office. The school secretary will take care of accounting.

It is important to remind students that they must know what days they want lunch and breakfast for the week and to bring their money on Monday morning.

2019-2020 Prices	Regular Student	Reduced Student	Adult
Breakfast	\$0.75	Free	\$1.00
Lunch	\$2.65	Free	\$5.40
Extra Milk	\$0.30	\$0.30	\$0.30

Morning Announcements

Each day begins with morning announcements and the flag salute on the public address system after students enter from morning recess. Please have students quiet and listening. Important announcements and "good news" are shared daily. Forward anything you would like shared on the announcements to the principal. If you would like a student to share something on the morning announcements, contact the principal also. Announcements should be brief.

Volunteers

Volunteers are encouraged in classrooms at times the teachers deem appropriate and helpful. All volunteers need to be approved by the principal per school committee policy #1101. This may be done via email. All volunteers must sign-in upon arrival at school and then sign out when they leave. Volunteers are to be supervised by the teacher utilizing them, keeping in mind that most volunteers are not fingerprinted. It is strongly recommended that teachers provide volunteers with expectations for how they can best help in a classroom, on a field trip, etc. prior to the assignment.

Curriculum, Instruction, and Assessment

Accommodations for Students with Learning Disabilities

It is expected that teachers will have assessments and assignments developed in writing well in advance of their planned use. This is especially helpful for the development of accommodations and modifications for mainstreamed special education students and will be shared with special education staff on a weekly basis. Classroom teachers and special education teachers need to determine the best way to meet this expectation (ex: standing weekly meeting or email).

Field Trips

Field trips are encouraged and valued. Pre-teaching and follow-up are essential ingredients to a successful field trip. All school field trips should relate to or reinforce some aspect of the instructional program. (See school committee policy #3101 for more details.) Field trip planning forms must be submitted to the principal for approval and you must secure bus transportation through the school secretary at least two weeks in advance. Permission slips are required if you will be leaving school grounds by vehicle, including buses. Walks in town should be cleared through the office. Some field trips require school committee approval (i.e., outside of the state of Maine, overnights, etc.).

Homework

It is expected that you will lead your students in learning good study habits and that homework assigned will support classroom work. Please abide by the homework policy (school committee policy #6700). Because students in Grades 5-8 work with more than one teacher, some students may require extra support. Teacher teams should coordinate their assignments and project due dates to ensure that students who work with more than one teacher are not given several large assignments that are due at the same time. Teachers are encouraged to provide a quiet, in-school, study time so that students will have a chance to begin their homework assignments and clarify any questions they might have with teacher support and direction.

After, or before, school homework sessions are often helpful and teachers are encouraged to provide these as well. "The Zone" Homework Club is offered to students recommended by teachers, or self-referred by students, in Grades 5-8 on Mondays, Wednesdays, Thursdays, and Fridays after school until 3:45. Please see Jerin Smith (assistant school secretary) in the office for more information on the procedure for referring students to "The Zone."

Instruction

There should be continual focus on the improvement of instruction using reliable best practices. Teachers are expected to teach the applicable Common Core, Maine Learning Results, and Next Generation Science Standards to students using a variety of instructional sources. Emphasis should be placed on differentiation, higher order thinking skills, and integration. Students in different homerooms at the same grade level should have similar educational experiences. This requires frequent planning between team teachers. Specific curricula have been adopted and purchased in most subject areas that serve as the basis for your instruction—a list of these will be provided to you by the principal. Readings related to instruction will be distributed by the principal for your perusal and will be discussed at team or staff meetings.

Lesson Plans

Teachers are expected to follow carefully planned and documented lessons. They can be in a variety of formats depending on personal preferences, but must clearly demonstrate that planning and strategy is being applied. Please have those lesson plans available for the principal to see when she makes frequent visits. They may be daily, weekly, or by unit depending on the nature of the study.

Planning Time

All teachers have time within the school day for instructional planning. Many of these times intentionally coincide with grade level and grade span colleagues to facilitate collaboration. It is also the time for peer-to-peer observations and feedback to improve instruction. Planning times are not “free periods.” Teachers should remain in the school building during planning periods, ensuring availability to students and other staff.

Retention & Double Promotion

It is recommended that all students be promoted if at all possible. A teacher who feels that a student should be retained must notify the principal in writing of the student’s areas of weakness at the conclusion of the second trimester. Please speak to parents as soon as you notice a student is struggling. Please familiarize yourself with the promotion and retention policy (school committee policy #6400). We will be working on a more specific double promotion policy this year, however the same protocol in policy #6400 is used in this rare scenario as well.

Standards-Based Assessments

Our school uses a standards-based approach to curriculum, instruction, and assessment. All teachers need to be thoroughly familiar with the Common Core, Maine Learning Results, and Next Generation Science Standards their students need to achieve and plan their instruction to ensure students meet these standards. Summative

assessments (preferably multiple assessments) are used for all School Union #93 agreed upon Power Goals, and are reported to parents. Any standard given a grade on the report card must have a corresponding summative assessment—see school committee policy #5913 for more information.

Employee Procedures

Absence

It is important that you let the office know as soon as possible if you will not be able to attend school. Teachers, refer to your negotiated contract for numbers of days you are allowed. If sick, call or text the principal, preferably by 6:30 that morning so she can find a substitute. It is your responsibility to have lesson plans in writing for your substitute and a clear schedule and class list for him/her to follow, including duties that you are responsible for that day. Your teaching partner, if you have one, should be notified of your absence. Do not just call school and leave a voicemail message that you will be out. Be sure to talk directly with the principal or school secretary and do not rely on voicemail or email as they may not be received in time.

When using personal days, teachers will be mindful of the importance of maintaining consistent classroom routine and learning. Up to two days per year may be taken for personal reasons with an additional day permitted with principal approval. Notification to the principal shall be made at least three days before taking such leaves, except in emergencies. Please complete the Request for Leave form and submit it to the school secretary. Both the principal and superintendent must sign it. Bereavement leave is for immediate family (please refer to your contract). Ask the principal for permission well in advance to leave early for medical appointments that could not be scheduled after school. Leaves for appointments for auto, home repair, etc. should be avoided and will be considered personal leave if taken. Emergency substitute plans with critical information, such as seating charts, schedules, special accommodations, and class rosters, must be kept. These emergency plans are only in place in case the teacher does not have time to develop more specific plans tailored to the current classroom work being done.

Classrooms and Offices

To aid custodians in the cleaning of your classroom, we ask that you do the following tasks at the end of each day (students can help):

- stack all stackable chairs
- clear the surfaces of desks and/or tables
- pick-up items such as pens, pencils, and pieces of paper from the floor
- put student belongings in cubbies/lockers
- close windows (and lock in first floor rooms)
- turn off lights
- take your keys
- secure and log-out your school-issued laptop and/or iPad

For ease of communication, direct emails to Doug Mangels (head of maintenance) to make specific requests. The head of maintenance arrives around 5:00 every morning and leaves around 2:00, and two night custodians arrive at 2:00 and leave at 10:30 each evening (times may vary after a school event has finished). Please be considerate of the custodians' tasks and leave your rooms ready for cleaning.

Confidentiality

Staff and teachers are expected and required to share confidential information about students in order to assist each other in meeting the needs of all students. It is imperative, as well as federal law (FERPA), that information exchanged is kept confidential on a "need to know" basis and is not discussed outside of school (or in public school areas such as the cafeteria where many people are present.)

Staff members are expected to question and discuss in a collaborative and cooperative mode when school decisions are being made. Once consensus has been met and decisions have been made, it is the responsibility of every member of the school community to support them. As an employee of BHCS, you are always representing the school, whether at ball games, on Facebook and other social media, or in the grocery store.

Dress Code

Student dress code information is in the Student Handbook. Staff members must abide by the student dress code, but are, of course, held to an even higher standard and should dress appropriately for their positions.

Duty Schedule

All teachers will have a duty (recess, lunch, etc.). The administrative team and the team leaders will develop the duty schedule at the start of the year. Teachers are responsible to see that their duties are covered if they are unable to do them. Staff needs to be prompt to ensure proper supervision, and follow the guidelines for Active Supervision while on duty: 1. Movement 2. Scanning 3. Frequent interactions.

Harassment in the Workplace is Illegal

The Maine Office of the Attorney General recognizes the dignity of the individual employee and the right of employees to work in an environment that is free of intimidation and harassment. Such intimidation or harassment based on race or color, sex, sexual orientation, physical or mental disability, religion, age, ancestry or national origin, whistleblower activity, previous assertion of a claim or right under the Maine Workers' Compensation Act, marital status, or genetic information is a violation of State policy. Because such harassment seriously undermines the integrity of the work

place and adversely affects employee morale, it is unacceptable and will not be tolerated. In addition, it is considered grounds for disciplinary action up to and including discharge. Harassment based on race or color, sex, sexual orientation, physical or mental disability, religion, age, ancestry or national origin, whistleblower activity, previous assertion of a claim or right under the Maine Workers' Compensation Act, marital status, or genetic information may also constitute illegal employment discrimination.

Examples of harassment related to race or color, sex, sexual orientation, physical or mental disability, religion, age, ancestry or national origin, whistleblower activity, previous assertion of a claim or right under the Maine Workers' Compensation Act, marital status, or genetic information include the following, which may be a series of incidents or a single occurrence:

- unwelcome sexual advances, gestures, comments, or contact
- threats
- offensive jokes
- subjecting employees to ridicule, slurs, or derogatory actions
- basing employment decisions or practices on submission to such harassment
- refusal to cooperate with employees in performing work assignments
- inequitable disciplinary actions and work assignments

Further examples of sexual harassment include behavior that is verbal and sexual in nature such as, comments about a person's looks, personal inquiries, sexual jokes, use of derogatory sexual stereotypes, uttering sexually suggestive sounds, writing sexual notes, emails, or texts, or use of State computer equipment to send, receive and/or download material of a sexual nature, non-verbal sexual behavior such as, looking someone up and down, staring or leering at someone's body, deliberate blocking of a person's path, displaying sexual visuals, or making sexual gestures, or physical such as, pinching, grabbing, sexual assault, or any physical contact of a sexual nature.

Materials and Supplies

Teachers are responsible for ordering their supplies and materials within the allotted monies assigned. Families may be asked to provide some materials, as well. The principal will inform each staff member after town meeting of the monies available for the following year. Teachers will order materials with final approval being given by the principal.

Newsletter

Each Wednesday you should email news items to the principal to be included in the weekly newsletter. The newsletter is completed by 9:30 on Thursday morning and any paper copies should be sent home that day.

Many parents appreciate learning about things that are happening in classrooms other than those related to their own children. It goes far in sustaining a strong school community so we really appreciate everyone's contributions. Most families and all staff receive the newsletter via email every Thursday. Please check at the first conference to ensure that they are receiving it via email or would prefer a hard copy.

Purchasing and Reimbursements

All purchases must be done by purchase order, including credit cards. The business office has asked that we deny reimbursements or purchases that have not been given prior approval or purchase order. When permission has been given to purchase something and obtain reimbursement, the school office must be provided with a receipt. There will be no charges at Tradewinds, Hammond Lumber, or other local stores.

School Policies and Procedures

It is your responsibility to familiarize yourself with the student handbook so that you can remind students of the rules and regulations in and about the school. You are responsible for enforcing the policies of the handbook and for informing students of your expectations for their behaviors. Consistency and support among staff is expected. If you disagree with a policy or decision, you are to uphold it until you have raised the issue with administration and resolution has been reached.

Sign-Out / Sign-In

If you must leave the school building during the school day, sign the form in the office leaving your phone number and the time in case of a school emergency like a fire drill or accident. When you return, sign back in and note the time. You are expected to come to the office to do this yourself. Do not call and ask the office staff to do it for you.

Staff and Team Meetings

Staff and team meetings are held every alternating Tuesday at 3:00. If you are unable to attend a staff meeting you need to inform the principal. If you are unable to attend a team meeting, see your team leader. Attendance is monitored as we value our time together to learn and make decisions. Schedule appointments at other times. Please offer your input and suggestions and be engaged in the conversation. Meetings are more positive and productive when everyone participates. Teams will meet at least one time a month. Cell phone use during all meetings should be limited in order to fully attend to the discussions or assignments.

Time Sheets

Support staff members are required to submit time sheets bi-weekly on Friday. Please record the actual times, the number of hours, and the totals for each day and the week. Sign the sheet, and have your direct supervisor sign it before submitting it to the office for a final principal signature. The business office is requesting this be done bi-weekly. Overtime is with permission of the principal only. Do not record time that you will make-up later. If you are sick, please record as a sick day.

Health and Safety

Accidents

All injuries must be reported to the office. The staff member in charge must complete a student accident report at the time of the accident. Staff accidents must be reported to the office immediately and proper forms must be filed. Forms can be found in the school nurse's office.

Food for Students

The goals of the wellness policy (school committee policy #5912) will be considered when planning school or classroom parties, celebrations, or events; encouraging healthy food choices and/or exercise as options for celebrations or rewards. Consistent, healthy nutrition messages will be given throughout the school in the classroom, the cafeteria, and school-home communications.

- student organizations are encouraged to engage in fundraising projects that are supportive of healthy eating and student wellness
- administrators and staff members are encouraged to model nutritious food choices and eating habits
- gum shall be allowed in designated areas only and should be considered a privilege
- as educational professionals, it is understood that if a therapeutic professional recommends a particular food, that would be an exception to this policy

Emergency Go-Bags

Every classroom will be provided a Go-Bag to use in case of an emergency. Items inside the bag include:

Classroom / Teacher Kit #6401

Water		
6 - Water Pouches 4.227 Ounces each* <i>Water (5 year shelf life, U.S. Coast Guard Approved)</i>		
First Aid Kit		
34 - Adhesive Bandages, Assorted	2 - Ice Pack, Instant*	
6 - Gauze Pads, Sterile 3"x3"	1 - Gauze Roll, 2"	
1pr - Non-Latex Exam Gloves	1 - Adhesive Tape	
Lighting & Electrical Supplies		
1 - Flashlight w/ Batteries*	3 - Light Sticks 12 Hour*	
Sanitation and Safety Supplies		
1 - Personal Tissue Pack	30 - Pre-Moistened Towelettes*	
2 - Emergency Blanket	1 - Note Pad & Pen	
1pr - Leather Palm Gloves	1 - Lumber Marking Crayon	
1 - Safety Vest	1 - 15" Utility Bar	
1 - Whistle		

Contents of this kit are subject to change when improvements are necessary.
** Items with Expiration Dates*

Information on emergency response will be discussed at the start of each school year. These bags should live in an accessible place in your classroom, have an updated class list inside them, and be brought out during any evacuation drill (including a fire drill).

Locks and Keys

You have been issued keys for your use. Do not lend your keys to students, non-school people, or relatives. You may not duplicate keys. All classroom doors and windows should be closed and locked when you leave at the end of the day. Your classroom door should be locked at all times, but does not need to be closed unless you leave it. Do not leave lights on or exterior doors propped open. This ensures the security of the building. All exterior doors are locked at 8:00 every morning with the exception of the main entrance. Keep your keys with you at all times.

Recess Rules

A key to good student behavior is the maintenance of consistent expectations. To this end, developmentally appropriate recess rules are in place. It is our collective responsibility to enforce them for all students, ensuring that each student is aware of the rules. These rules will be reviewed at team meetings.

Student Health

Teachers who feel that they may need to send students home due to illness should either make the call and notify the office, or send the student to the nurse's office for further consult. Always notify the homeroom teacher if a student is leaving school. Do not leave a student unattended in the lobby to wait for parents—let the office know to keep an eye on him/her. If the student is Grade 2 or younger, please find an adult to sit with him/her. Carefully check the student health and allergies lists provided by the school nurse to be aware of any health issues with your students.

Student Alert List

Each school year, the school nurse compiles a health alert list detailing all known student allergies and medical issues. It will be provided to teachers as soon as possible each year. This list must be kept confidential.

Student Supervision

From the time that students enter the school in the morning until they leave for the day, it is our responsibility to provide adequate supervision to assure their safety. Students should never be left alone either in the classrooms or on the playground. Duty teachers must be prompt in arriving at the duty location or notify the office if they are not able to be on time. If a teacher needs to be out of the classroom momentarily, he/she should notify a neighboring teacher or the office so that someone is able to

cover. Teachers should also not release students to individuals other than the parents/guardians without written or verbal notification from the parent/guardian or the office. Plan to make photocopies during planning periods or before or after school.

Visitors

Any parents or other visitors need to sign-in at the office if visiting during school hours. As a general rule, parents do not visit classrooms without making prior arrangements with the teacher.

Technology

At BHCS, educational technology is used to enhance and supplement the school curriculum. Classroom teachers work with Matt Jurick (technology director) and Tracy Gandy (librarian and media specialist) to integrate technology into their lessons. We are dedicated to the ongoing professional development of our teaching staff and provide regular training with educational technology professionals. We believe in creating a model for success for our students and their use of technology. While at school, appropriate student technology use is at the discretion and supervision of the teaching staff. While at home, parents/guardians accept this responsibility.

Staff members are reminded that use of school-owned technology systems and networks is not private and personal use is discouraged. Additionally, desks, closets, and files at school by law are not considered private.

We have a 1:1 computing program for students in Grades 3-8 and center-based programs for Grades PK-2.

The technology director is responsible for ordering, administering, maintaining, and supervising all technology equipment, services, and usage in the school.

Calendar

All faculty and staff members have the ability and the expectation to post their own events to the shared school calendar. Check the calendar daily. Each Team Meeting will now incorporate a brief time to update and check the calendar as it is one of our best communication tools.

Email and Internet

Faculty and staff members are expected to use school technology in the most professional manner. Please refrain from using cell phones or texting when students are present, as we try to model restraint from excessive media use. Acceptable uses to demonstrate that smartphones are a tool include using the camera, timer, calculator, etc. The use of Facebook or other social media networking is not appropriate while at school during the school day. BHCS staff may not "friend" or follow students in our school. Please keep cell phones in your pockets, school bags, or purses. Storage of personal information on school property is strongly discouraged. Observe the sexual harassment policy.

All faculty are expected to check school email daily. Most written communication from administration and team leaders will be conducted via email. Do not use student names in emails--use initials instead. Never discuss specifics of IEPs through email.

School-Owned Equipment

Faculty and most staff members are assigned school-owned or school-leased equipment in the form of MacBook Airs, iMacs, and iPads. These devices are the custody of the school and should not be considered private or personal property and should be used for personal purposes as little as possible

Faculty and staff are permitted to use their own personal computing devices at school, however access to the school network and related services (Internet, printing, document sharing, etc.) may or may not be permitted, as determined by the technology director based on network safety and integrity.

Personal items not used for teaching should, for the most part, be kept at home. We cannot assume responsibility for any lost or damaged items.

Media Release Forms

Student pictures, voice recordings, and work samples can only be posted on the Internet with parent permission. The technology director will provide teachers with a list of students who do not have parental permission.

Printing and Photocopying

There are four multifunction (printing/copying/scanning) devices in the school; one located in each of the wings (K-2, 3-5, and 6-8 (in the staff room)) and one in the office. We use a print management system called PaperCut to monitor and manage all printing and copying. Access to the machines/print system is restricted to teachers and staff members and requires the use of a printing badge. If you lose your printing badge, see the technology director. Do not task students with operating the machines, as students are strictly prohibited from using these devices, and do not lend out your printing badge to a student or another teacher or staff member. If you notice a machine is experiencing a paper jam, please attempt to clear the jam. If you are unable to clear the jam or the malfunction is more complex in nature, please notify the school secretary or technology director.

Telephones

Teachers and staff members have access to school telephones. The office will transfer all calls to your phone or voicemail inbox. Teachers are discouraged from taking calls or texting when teaching. This pertains to cell phone use, as well. If the school receives

an emergency call on your behalf, the office will notify you immediately. Personal use of phones may occasionally be necessary, but should be seriously limited during work hours.

Please limit student use of school phones. Students may occasionally be given permission to use the phone for forgotten materials (except middle school iPads, which students will be required to call home and request brought to school), homework, etc. Please let the office know if you are trying to reach a parent and have not been able to. Parents who have caller ID may call back and want to know who called.

Students are not allowed to use their cell phones at school during school hours and must deposit them in a container with the homeroom teacher at the very beginning of the day. Please refer to the Student Handbook for this procedure. It is important that all teachers enforce this rule. The school will provide a container for teachers in Grades 6-8 to keep phones in during the day. They can retrieve them at the 2:30 bell.

Website

Our school has a website (www.bhcs.org). We will be overhauling the entire website this fall, stay tuned for more information! If you have any suggestions or comments, please email them to Mr. Jurick.