

# Community R-VI Elementary Staff Handbook 2020/2021

On the Ride to Success!





## Community R-VI Elementary School “A Community Committed to Success”

### **OUR VISION**

At Community R-VI Elementary School, our vision is to foster excellence in and out of the classroom for all students while empowering them to demonstrate leadership, inclusion, tolerance, kindness, and respect.

### **OUR MISSION**

Community R-VI Elementary School’s staff, parents, and community are dedicated to the academic, personal, social, and physical growth of students. Our staff recognizes the importance of challenging students through rigorous instruction. By using instructional practices that are both reflective and responsive, students will become independent thinkers and problem solvers.

## **INTRODUCTION**

The purpose of this handbook is to provide information that will help answer questions and pave the way for a successful year. Not all of the Board's policies and procedures are included.

This handbook is neither a contract nor a substitute for the official Board of Education policies. It is a guide to and a brief explanation of some of the Board of Education policies and procedures. Board of Education policies and procedures may change throughout the year; these changes shall supersede any handbook provisions that are not compatible. All Board of Education policies are available and located on our district website, [www.cr6.net](http://www.cr6.net). A master copy of these Board of Education policies is on file at the Board of Education office. These policies contain the guidelines of the entire district. Staff members should familiarize themselves with all Board of Education Policies.

## **PHILOSOPHY OF EDUCATION**

Through the use of its resources, Community R-VI Schools continually facilitate and foster learning, nurture and enhance individual potential, and assist students to believe in themselves through providing opportunities for successful learning experiences and challenges them to become productive citizens of the future.

## **ASSEMBLIES**

Teachers will sit with their homeroom students at all assemblies. Most assemblies will take place in the Cafeteria on the last day of the month of every month at 3:10 p.m. There will be instances when the assemblies or activities will be in various locations at various times. Art, Music, P.E., Library, and Guidance teachers are expected to sit with their students during assemblies, field day activities, farm safety activities, etc. if they are scheduled during their regular time.

## **BOARD OF EDUCATION**

The School Board of Education performs three basic functions in the management of the School District:

### **Legislative**

The School Board shall exercise full legislative rule and management authority for the District by adopting policy and directing all procedures necessary for the governance of District educational and administrative responsibilities.

### **Executive**

The School Board shall delegate to the Superintendent the responsibility of implementing all Board policy.

### **Appraisal**

The School Board shall determine the effectiveness of policy implementation through evaluation of school operations, practices, and program outcomes. The achievement level of students shall be the guiding standard through which all success shall be measured.

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## **BUS**

All students are to be on the bus prior to the classroom teacher checking out with the bus duty teacher. Students who are not riding the bus are to wait in the lobby until the buses leave, unless a parent has already arrived to pick them up. All students are to remain until the bell rings at 3:40 p.m. at which point they will then be escorted to the front doors and released to load the buses. The transportation director has agreed to have drivers waiting on the busses when the 3:40 p.m. bell rings.

## **ALCOHOL AND DRUG TESTING EMPLOYEES**

**Policy Reference: Policy 4870**

No employee may manufacture, use, possess, sell, distribute, or be under the influence of alcohol or drugs in violation of the district's Drug-Free Workplace policy. All employees may be tested for alcohol and drugs if the district has reasonable suspicion that the employee has consumed alcohol or drugs in violation of Board policy. Employees may voluntarily sign up to be a part of a random drug testing program.

## **ACCIDENTS/INCIDENT**

**Policy Reference: Policy 5230**

All employees should take precautions to not put their students, themselves, other staff members, or the public in danger or jeopardy. In the event of an accident, after the necessary emergency actions are taken, the staff member in charge MUST complete an M.U.S.I.C. Accident/Incident Investigation Report. This form is available in the superintendent's office and is to be completed by the employee's principal or district bookkeeper as soon as possible, but no later than 24 hours after the incident.

## **ASSIGNMENT AND TRANSFERS**

**Policy Reference: 4210**

The district recognizes that assigning qualified staff members to positions throughout the district is essential to providing an excellent educational program for all students. Every effort will be made to assign district staff to areas of the greatest need for the benefit of the students. The district will accept requests for transfer from employees, but will only honor those requests when it is in the best interest of the district and the educational program to do so.

## **ACTIVITY COLLECTION FORM**

Any school-related event which uses a moneybox and collects money must complete an activity collection form. This completed form must be turned into the administrator in charge. The money collected and form are returned to the superintendent's secretary who prepares the money boxes.

## **BACKGROUND CHECKS**

**Policy Reference: 4120**

Community R-VI is committed to providing a safe environment for students to learn. As part of this effort, the district will require criminal background checks of employees as well as certain volunteers and others working on school grounds in accordance with policy.

## **BOARD MEETINGS**

The Community R-VI School Board meets once monthly. Meetings are held on the third Wednesday of the month and begin at 7:00 p.m. Board meetings are held in the library. Staff and patrons are invited to attend. Anyone desiring to be on the board agenda should contact their building principal or immediate supervisor, who will then forward the request to the superintendent. Requests to be on the agenda must be received by the superintendent by 3:00 p.m. on the second Wednesday of the month. Any written information to be included in the board meeting packet must be to the superintendent by 8:00 a.m. on the second Wednesday of the month.

### **BUILDING MAINTENANCE**

If you need custodial service in your room or area, please complete a Building Maintenance Request Form noting what services are needed, the room, your name, and date. The form is to be given to your supervisor who will evaluate the request and the custodian will be notified of the action to be taken. Since the custodians are accountable to the administrator, it is important this procedure be followed.

### **CALENDAR REQUEST**

All school activities must be approved by your building level administrator. There is a form on the Teacher Resource page to use when making these requests. Once your administrator approves the request, it will then be scheduled on the District Calendar on the school webpage. Please remember to start by checking the calendar to ensure there are not other things scheduled that might interfere with your event.

### **CELL PHONES**

The use of cell phones, iPads, and similar personal electronic devices during work time presents a significant safety risk, as well as, adversely impacts work time. For safety and educational reasons, the instructional staff and support staff, except as provided in this policy for transportation employees, are not permitted to use such personal electronic devices during work time. Exceptions will be made for bona fide school-related emergencies.

Bus drivers and other employees driving district vehicles and employees driving while on District business are prohibited from using cell phones, iPads, and related electronic devices while driving. If an emergency occurs, the vehicle should be parked and remain parked in a safe location during the use of the electronic device. Bus drivers and employees driving District vehicles should log those work time emergency calls with date, time, call duration, and vehicle location with their supervisor as soon as is practicable

### **CHAIN OF COMMAND**

Following the chain of command is critical, if a school district is to function effectively, efficiently, and correctly. When an individual has a problem or concern they should first attempt to solve the problem with the other party/parties involved. If no resolution or solution is obtained, then the concern is taken to the immediate supervisor. After this, if no resolution is achieved, then the concern should be brought to the attention of the superintendent.

If the concern continues, after it has been taken to the superintendent, then it can be taken to the Board of Education.

Contact your immediate supervisor who will bring the request to the superintendent. The request will be on the earliest possible board meeting agenda.

### **CHILD ABUSE**

#### **Policy Reference: 2710**

All staff members must comply with the child abuse and neglect laws and the mandatory reporting of such neglect and abuse. Any school official or employee who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect or observes the child being subjected to conditions or circumstances, or circumstances which would

reasonably result in abuse or neglect, will immediately report, or cause a report to be made, to the building principal or her/his designee, who will then assist in making a report to the Missouri Division of Family Services as required by law. Any person, who in good faith, participates in making such reports or in any judicial proceeding resulting there from will be immune from civil or criminal liability.

It shall not be the responsibility of the school official or employee who initiated the report to prove that the child has been neglected or abused. Any staff member who suspects child abuse should report the information to her/his administrator.

### **COMMUNICABLE DISEASES**

#### **Policy Reference: 4820**

An employee may be excluded from work if the employee (1) has, or has been exposed to, an acute (short duration) or chronic (long duration) contagious or infectious disease, and (2) is likely to transmit the contagious or infectious disease, unless the Board of Education or its designee has determined, based upon medical evidence, that the employee:

1. No longer has the disease;
2. Is not in the contagious or infectious stage of an acute disease; or
3. Has a chronic infectious disease that poses little risk of transmission in the school environment with reasonable precautions.

School officials may require an employee suspected of having a contagious or infectious disease to be examined by a physician and may exclude the employee from work, in accordance with the procedures authorized by this policy, so long as there is a substantial risk of transmission of the disease in the school environment.

Employees with acute or chronic contagious or infectious diseases have a right to privacy and confidentiality. Only staff members who have a medical reason to know the identity and condition of such employees will be informed. Willful or negligent disclosure of confidential information about an employee's medical condition by staff members will be cause for disciplinary action.

The District will implement reporting and disease outbreak control measures in accordance with the provisions of Missouri Department of Health publication PACH-16, "Prevention and Control of Communicable Diseases: A Guide for School Administrators, Nurses, Teachers and Day Care Operators," a copy of which shall be on file in the office of the Supervisor of Health Services and in the office of each school nurse. January 98

### **COMMUNICATION WITH STUDENTS**

#### **Policy Reference: 4650**

Employee personal communication with students, in all forms including oral and nonverbal, shall be appropriate and consistent with Board policy. Personal communication shall be deemed to be inappropriate if such communication is sexual in nature, is sexually suggestive, suggests romantic activity with student or students, or is otherwise inconsistent with Board policy. Violation of this provision will result in disciplinary action up to and including dismissal.

Communications between employees and students will be primarily direct, oral, or written in nature. Employees may not communicate with district students via electronic media regardless of whether created or maintained by the employee or students. As restricted in this policy the phrase "electronic media" includes but is not limited to social

networks, texting, and emails. This policy does not preclude electronic communication between teachers and their siblings and children who may be district students.

The District will provide official electronic media which may be utilized by employees for communication with students for dissemination of school related information (i.e. homework, practice schedules, supplemental instructional material.)

### **COMPLAINTS AND GRIEVANCES**

**Policy Reference: 4850**

Whenever individuals work together, there will be occasions when misunderstandings, disagreements, or questions arise. The purpose of this procedure is to resolve in a fair and equitable manner all misunderstandings, disagreements, and questions that might arise.

The informal discussion of the problems and the continuous interchange of views between teachers and their principals and between staff members and their immediate supervisors is encouraged. Prompt consideration of the problems of the teachers is basic to the implementation of an effective staff relation program and the maintenance of good morale.

### **COURT-ORDERED WITHHOLDINGS**

The District is required to report the termination of employees that are under court order or writ of withholding for child support or spousal maintenance to the court. Notice of the following must be sent to the court:

- Termination of employment
- Employee's last known address
- Employee's last known telephone number(s)
- Name and address of the employee's new employer, if known

### **CURRICULUM DEVELOPMENT RESPONSIBILITIES**

Stay informed about current local, state, and federal curriculum developments. Develop stated objectives and goals for your curricular area. Follow the Missouri Learning Standards as a beginning for the curriculum and expand upon those by relying on your own expertise and the district guidelines.

*The written curriculum should be the same as your taught curriculum, and that should be the same as the assessed curriculum.*

### **DISCIPLINE OF STUDENTS**

**Policy Reference: 2600**

The Board of Education has affirmed as a desirable procedure the basic structure which is outlined below.

- A. An essential element in successfully educating children is communicating with parents. We cannot discipline children in a vacuum. We should expect to communicate verbally with parents. When a child is disciplined with more than a minor intervention, it is the expectation of the Board that there be verbal contact with the parents if at all possible and that the contact be initiated by school personnel. When there is good communication

between the parent and the teacher, the potential for an appeal to the principal is minimized. In the same manner, when there has been appropriate and timely verbal contact between the principal and the parent regarding more serious disciplinary actions, the potential for disagreement is reduced.

- B. The manner in which the chain of command flows is dependent upon the nature of the misbehavior or infraction being addressed and the disciplinary intervention which is being assigned. Some violations of the discipline code should be referred to and addressed by the building administrator. A classroom teacher may not impose certain disciplinary interventions. A coach or the sponsor of a club or activity should not dismiss a student from the activity without first having consulted with the building principal and having made verbal contact with the student's parent or guardian. The goal of school personnel must be to maximize the student's educational experience through the inclusion of as many students as possible.
- C. If a disciplinary appeal reaches the superintendent and the decision of the superintendent on the matter is different from that of the principal or of the principal and the teacher, the superintendent should meet with the principal and the teacher in order to explain the rationale for the decision.
- D. It should be acknowledged by all, particularly by all school personnel, that the best decisions are made as part of a collaboration in which a resolution acceptable to all is sought.

The Board of Education is interested in assuring that discipline of students is done in an acceptable manner. Within that context, the Board believes that discipline should be applied in a constructive, corrective, and uplifting manner rather than in an angry and punitive context. Because each situation is unique, it is rarely possible to operate exclusively within the confines of the printed word of a policy, handbook, or other written guideline. Some latitude is necessary so that discipline can be as fair and as consistent as possible.

It should be acknowledged by thoughtful professionals that fair is not always consistent and consistent is not always fair. For that reason, the Board chooses to allow teachers and administrators a measure of latitude in dealing with student discipline so that we can achieve our mission of educating students to be responsible and productive citizens.

### **DRESS CODE**

All staff members are expected to dress professionally. Members may wear jeans on Friday or if doing a project which could damage clothing.

### **DRUG FREE WORKPLACE** **Policy Reference: 4870**

Student and employee safety is of paramount concern to the Board of Education. In recognition of the threat to safety posed by employee use or possession of drugs or alcohol, the Board of Education commits itself to a continuing good-faith effort to maintain a drug-free workplace. The Board of Education shall not tolerate the manufacture, use, possession, sale, distribution, or being under the influence of controlled substances, alcoholic beverages, or unauthorized prescription medications by district employees on any district property, on any district-approved vehicle used to transport students to and from school or district activities, off district property at any district-sponsored or district-approved activity, event, or function, such as a field trip or athletic event, where students are under the supervision of the school district, or during any period of time such employee is supervising students on behalf of the school district or is otherwise engaged in school district business.

### **EMERGENCY CLOSING**



Should it become necessary to close school, the superintendent will order the closing. Notification of such closing will be given to the staff, students, and public under a plan of notification developed by the superintendent as outlined in the *District Disaster Plan*.

The superintendent encourages the staff to listen to radio station KXEO-AM 1340 and KWWR FM 95.7 radio stations and/or KOMU (CHANNEL 8), KMIZ (CHANNEL 17), or KRCG (CHANNEL 13) for notification of school closings due to inclement weather. Other media will usually be notified as well, but there is no commitment by the District beyond those listed above.

### **EMERGENCY PLANS**

The superintendent has the responsibility of developing and maintaining the district's emergency plans. Emergency preparedness drills (fire, severe weather, tornado, bomb threat, and civil emergency) will be developed by the superintendent in cooperation with the building principals. See District Disaster Plan.

A sufficient number of drills will be conducted in each building to give instruction and practice in proper actions by staff and students. The decision of calling and executing drills will be the responsibility of the superintendent and/or the building principals.

### **EVALUATION OF PROFESSIONAL STAFF**

**Policy Reference: 4610**

Evaluation of an employee's job performance is a continual process that focuses on improvement. Performance evaluations are based on an employee's assigned job duties and other job-related criteria. To ensure high quality professional staff performance and to advance the instructional programs of the District, the Board will adopt a comprehensive evaluation program. Evaluations will be ongoing and of sufficient specificity and frequency to provide for demonstrated standards of competency and academic ability.

### **FACULTY MEETINGS**

The entire staff is expected to attend the faculty meetings held the first Thursday of every month. The meeting will begin immediately following school, and will conclude around 4:15 p.m.

### **FAMILY AND MEDICAL LEAVE**

**Policy Reference: 4321**

The Board of Education recognizes that leaves of absence are occasionally necessary due to family or medical reasons. The District has adopted detailed procedures to ensure compliance with the Family and Medical Leave Act of 1993 (FMLA). As provided by District regulations, eligible employees are entitled to use up to twelve (12) work weeks of unpaid leave for family and medical reasons. The Board of Education has designated the Community R-VI Superintendent, 35063 Highway BB, Laddonia, Missouri, 855-708-7567, as the district administrator to act as FMLA Compliance Officer. The FMLA Compliance Officer will regularly evaluate the District's FMLA compliance to ensure fair and equitable opportunities for all eligible employees. For further information, see Board Policies, Regulations, and Forms 4321, 4321.1 and 4321.2.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT** **(FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Please see the district website for further information.

## **FIELD TRIPS**

Our Elementary PTO will discuss expenses annually to determine allowable expenses for trips. Once a destination is determined, a trip request form is to be completed and turned in to the office for approval. Requests must be made three (3) weeks prior to the date planned. Permission slips must be turned into the office prior to leaving for the trip. Please check with the nurse prior to leaving to obtain a first aid kit and any medications needed for the students.

## **GRADES**

Grades must be kept up-to-date; if not daily, at least weekly. Our parents deserve the right to know the success of their student(s).

## **HAZING AND BULLYING** **Policy Reference: 2130**

In order to promote a safe learning environment for all students, Community R-VI prohibits all forms of hazing, bullying, and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with the discipline handbook. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official.

In addition, district staff, coaches, sponsors, and volunteers shall not permit, condone, or tolerate any form of hazing or bullying or plan, direct, encourage, assist, engage, or participate in any activity that involves hazing or bullying. District staff will report incidents of hazing and bullying to the building principal. The principal shall promptly investigate all complaints of hazing and bullying and shall administer appropriate discipline to all individuals who violate this policy. District staff who violate this policy may be disciplined or terminated.

## **HEALTH AND SAFETY** **Policy Reference: 5200**

The health and safety of all district personnel is of vital importance to the school district. The Board will seek to provide safe working conditions for all staff members and will give prompt consideration to those conditions that may present a threat to the health and safety of staff members. The District will respond to employee requests for reasonable accommodations when an employee has a disability as defined by Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act (ADA). All employees will receive annual training on universal precautions and the district's communicable disease policy.

## **HOMEWORK**

Teachers are encouraged to assign homework and also to make it a part of your grading process. Homework must always be of value, and the assignment, in your opinion, should be necessary to the attainment of course objectives. It should not be busy-work or used for punishment.

## **INSURANCE**

The School Board pays \$468.00 per month for health insurance for ten, eleven, and twelve-month employees and full time teachers. For more information regarding the insurance contact the insurance company.

## **INTERNET USAGE**

**Policy Reference: 6320**

### **A. Introduction**

It is the policy of the District to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

### **B. Access to Inappropriate Material**

To the extent practical, technology protection measures shall be used to block or filter Internet or other forms of electronic communications and access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

### **C. Internet Safety Training**

In compliance with the Children's Internet Protection Act, each year, all District students will receive internet safety training which will educate students about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, and cyberbullying awareness and response.

### **D. Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called "hacking," and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

### **E. Supervision and Monitoring**

It shall be the responsibility of all District employees to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet protection Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of Internet Usage or designated representatives.

**SHORT TERM**  
**Policy Reference: 4320**

Consistent contact with students and staff is important to the learning environment and district operation and therefore is an essential duty of a professional staff member's position. When a professional staff member is routinely tardy, frequently absent, or is absent for an extended period of time, the learning environment and district operations deteriorate, and the students suffer.

Absences or tardiness from duty of any staff member for any reason is detrimental to the working organization of a school system. Even though substitute teachers are professionally trained and competent, disruption of the continuity of duties and personal associations established by a staff member is not conducive to the best interests of students. For that reason, absences or tardiness should always be kept to a minimum. However, it is recognized that occasions arise that make it necessary for a faculty member to be absent or tardy.

Employees under nine-month contract shall be allowed sick leave during the contract period according to the following formula:

1. Employees who have been with the district 1-5 years – 11 sick days
2. Employees who have been with the district 6-10 years – 13 sick days
3. Employees who have been with the district 11 or more years – 15 sick days

Personal Leave (absence due to personal matters)

1. Employees who have been with the district 1-5 years may use 2 of the sick days as personal leave
2. Employees who have been with the district 6-10 years may use 3 of the sick days as personal leave
3. Employees who have been with the district 11-15 years may use 4 of the sick days as personal leave
4. Employees who have been with the district 16 or more years may use 5 of the sick days as personal leave
5. Unused days of personal leave will not accumulate as personal leave, but will accumulate as sick leave

**LONG-TERM**  
**Policy Reference: 4321**

The Board of Education recognizes that the personal welfare and the professional growth of its employees may require occasional extended absences from duty. This includes any absence over three consecutive days for the same reason.

**LESSON PLANS**

Plans are expected by 10:00 a.m. on the first day of every week. Copies of the plans are retained to plan for classroom visits. ALL teachers including specials, Title programs, and special education programs are required to submit plans to the elementary principal's mailbox.

**LOSS OF PERSONAL PROPERTY**

The District will not assume responsibility for loss of, or damage to, personal property stored, installed, or used on the school premises.

## **LUNCH**

Our cafeteria is managed by OPAA!. There may be changes that occur throughout the year that affect your ability to use the kitchen. Please watch for these and follow them accordingly. Two aides will be assisting with supervision in the cafeteria. Systems have been developed and aligned with PBS to assist the students in being successful in the cafeteria. There will be two lunch shifts: K-2: 10:50-11:15 a.m. and 3-5: 11:00-11:25 a.m. It is IMPERATIVE that you be on time as this affects others!

## **MONEY**

At no time should money be left in the building overnight and/or in an unattended room during the day. No school money should be taken home at night. Be sure to receive a receipt in the correct amount from the secretary, before leaving the office, when turning in money. All money collected in the name of the school must be accounted for by the Board of Education and the board must approve all expenditures of any District money.

## **NON-DISCRIMINATION AND ANTI-HARASSMENT**

**Policy Reference: 1300**

The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion, and contracted service. The District further commits itself to the policy that there shall be no unlawful discrimination against any person because of race, color, religion, disability, age, gender, or national origin. The District's equal opportunity policy extends to prohibitions against unlawful harassment of students or employees because of the individual's race, color, religion, disability, age, gender, or national origin. January 98

## **NONRENEWAL OF PROFESSIONAL STAFF MEMBERS**

**Policy Reference: 4730**

Pursuant to Section 168.126.2, RSMO. (Supp. 1992), the Board of Education may choose to non-renew a probationary teacher's contract for the coming school year or may choose to terminate a probationary teacher's employment during the term of a contract in accordance with procedures outlined in Regulation 4730.

## **PARENT- TEACHER CONFERENCES**

Parent- Teacher Conferences are scheduled for the end of the 1st quarter. Sometimes there will be a need for conferences with the parents of some students at other times and for various reasons. Set up the conference as the need arises and document the conference. The principal will be available to sit-in on conferences with parents if needed. Please check ahead of time to avoid schedule conflicts. Please inform the principal of any conference that may be of significant magnitude. When writing a note to parents, always make a copy for your own files.

## **PERMANENT RECORDS**

Parents are allowed to see their child's records by law. These records are to be kept in the office and are never to leave the building. Anyone looking at permanent records must sign the Student Record Check-Out Form on top of the permanent records filing cabinet. Homeroom teachers are to complete the following items on their students' records:

special placement or disabilities, reading circle certificate earned, attendance, and semester grades. They also need to file a copy of each students' final grade card at the end of the school year.

### **PERSONNEL RECORDS**

**Policy Reference: 4860**

Personnel records on all employees are maintained in the District's administrative offices.

### **PROFESSIONAL QUALIFICATIONS NOTIFICATION TO PARENTS**

In schools receiving Title I funds, the District is required by the No Child Left Behind Act (NCLB) to notify parents at the beginning of each school year that they may request information regarding the professional qualification of their child's teacher. NCLB also requires that parents be notified if their child has been assigned, or taught, for four or more consecutive weeks by a teacher who is not highly qualified.

### **PROFESSIONAL RELATIONSHIPS**

All of us are engaged in the same work; therefore, we must support each other professionally and we must work together and share responsibility. If difficulties or misunderstandings arise, they should be adjusted through proper administrative channels and not be discussed on the outside. Never discuss problems with another teacher, administrator, etc. in the presence of a student.

### **PROFESSIONALISM**

**Policy Reference: 4630**

Educating children is not just a job, it is a career. All people engaged in this career are expected to be professional and businesslike. Set a flawless example at all times for the students. Deal with all staff members in a courteous and professional manner. Be a public relations expert by always sharing positive thoughts in the community and to the staff. Suggestions or changes, for the better, are welcome. Personality difficulties should be worked out confidentially among those directly involved.

As a member of the school faculty, you should always be mindful of your responsibility with regard to confidentiality. It is inappropriate to discuss a student with anyone except that student's parents or another school person with a need to know. Gossiping or complaining about a student or students in general is highly unprofessional. Sharing confidential information about a student inappropriately is a violation of the Family Educational Rights and Privacy Act (FERPA) and Board of Education Policy and may subject you to litigation and/or disciplinary action.

### **PARENT TEACHER ORGANIZATION**

Teachers are expected to attend PTO meetings, special programs involving their students, and any games or club activities for which they are scheduled. Teachers may be called upon to lead activities during PTO meetings. There will be one fundraiser with PTO that will follow the Wellness Plan and Board Policy 2750.

### **REDUCTION IN PROFESSIONAL STAFF WORK FORCE**

**Policy Reference: 4740**

The Board of Education may place as many teachers on unrequested leave of absence as may be necessary due to a decrease in student enrollment, school district reorganization, or the financial condition of the school district. The Board of Education shall be the sole judge that one or more of the above conditions exist.

All district keys, books, property, and equipment must be returned upon separation from employment. Failure to do so may result in delay or forfeiture of an employee's final check.

### **REQUISITIONS AND PURCHASE ORDERS**

**Policy Reference: 3170**

All expenditures of school money for equipment, supplies, or activities must be done by way of a purchase order. To obtain a purchase order, staff must complete a requisition form. The requisition must be completed on the portal and contain all necessary information, including catalog number, description, price, and total amount of the requisition. Be sure to designate if the purchase is to be returned to teacher, faxed, mailed, etc. If the purchase order is to be faxed, include a completed fax cover sheet. Catalogs are available that contain school supplies.

Once a requisition has been completed, it should be submitted to the building principal for approval. Upon approval, the requisition will be given a purchase order number. Requisitions are processed once a week, usually on Wednesday. Completed requisitions should be turned into your supervisor by 3:00 p.m. on Tuesday.

The original requisition and completed purchase order will be returned to the office from which it originated and may be picked up there. Purchase orders will be placed in mailboxes or are ready to be picked up each Friday after they are submitted on Tuesday. **Plan ahead; secure purchase orders ahead of time.**

**Purchases will not be honored, either for school equipment, supplies, or activities, unless it has been approved by the superintendent and a purchase order number has been issued.**

### **RESIGNATION OF PROFESSIONAL STAFF MEMBERS**

**Policy Reference: 4710**

The District encourages teachers to notify the superintendent as soon as the teacher decides not to return or not to accept another contract with the District. Resignations become effective at the end of the school year in which they are submitted unless the district is notified otherwise.

All district keys, books, property, and equipment must be returned upon separation from employment. Failure to do so may result in delay or forfeiture of an employee's final check.

### **RETIREMENT OF PROFESSIONAL STAFF MEMBERS**

**Policy Reference: 4550**

The District encourages teachers to notify the superintendent as soon as the teacher decides to retire with the District. Retirements become effective at the end of the school year in which they are submitted unless the District is notified otherwise.

All district keys, books, property, and equipment must be returned upon separation from employment. Failure to do so may result in delay or forfeiture of an employee's final check.

### **SCHOOL HOURS**

Teachers are expected to be at school no later than 7:40 a.m. and they may leave no earlier than 3:50 p.m. The bell will ring at 7:47 a.m. indicating that students are to be finishing breakfast and moving to the morning meeting corner. ALL teachers are expected to be in the cafeteria for morning meeting at 7:50 a.m. If you have morning duty you are expected to be in the cafeteria by 7:30 a.m.

### **SECURITY**

All exterior doors will remain locked at all times throughout the District. Teachers and staff are encouraged to keep their hallway doors locked and to carry their keys for their doors and the sliding card with them at all times.

### **SMOKING POLICY**

The Board of Education recognizes that the use of tobacco products represents a health and safety hazard. Therefore, the use of tobacco products shall be prohibited in all District buildings, grounds, and vehicles. This policy applies to all employees, students, and patrons attending school sponsored activities and meetings. Adopted: October 16, 2002

The Community R-VI School District Board of Education adopted the above policy which prohibits the use of tobacco products anywhere on school grounds. THIS POLICY APPLIES TO ALL EMPLOYEES AND PATRONS AT ALL TIMES.

Employees are hereby notified that they shall not use tobacco products on school grounds, in school vehicles, or in school buildings at any time, day or night. Those found to be in violation of this policy will be subject to disciplinary action, including possible termination for willful violation of Board of Education policy.

### **SUBSTITUTE TEACHER**

If a teacher needs a substitute, she/he must call the principal prior to 6:30 a.m. If, for some reason, adequate plans were not left at school, the teacher will be responsible for writing them and getting them to school. Sub requests for personal days are to be submitted according to policy and if they are not, they can be denied. If a substitute is needed for a planned absence, complete a sub request form and return it to the elementary secretary as well as complete the needed information on the portal.

### **SUBSTITUTING DURING YOUR PLANNING PERIOD**

The office secretary will no longer keep track of teachers substituting for other teachers. It will be the responsibility of the teacher doing the substituting. This is to be done on a monthly basis. At the beginning of each month, ask for a substituting sheet. You will be paid \$10.00 for substituting during your planning period. Completely fill out the sheet with all the information needed. The secretary will keep track of days/hours absent.



## **SUSPENSION OF PROFESSIONAL STAFF MEMBERS**

**Policy Reference: 4731**

The Board delegates to the superintendent the authority to suspend any staff member for violation of Board policies, for violation of state law, for any other good cause, or to investigate allegations of misconduct in accordance with this policy and law. Action shall be taken when, in the judgment of the superintendent, the best interests of the school will be served by immediate suspension.

## **TECHNOLOGY INFORMATION**

### **Expectations**

The ability to use technology including your computer system, software programs, and other equipment to the maximum largely depends on your knowledge of the system and the programs. It is the expectation of the Community R-VI Board of Education and administrators that all certificated staff members and specific non-certificated staff members will develop and use a wide variety of technology skills.

### **Data/Security**

The purpose of the District's Internet access and other technological resources is to support and enhance learning and teaching by providing students and faculty with the tools necessary to participate in the type of educational activities which will both prepare students for entry into the increasingly complex environment they will enter in the workforce and will ensure that teachers and other staff have access to the latest in research materials.

Because of the far reaching implications of these resources, the Board realizes that parameters must be set to assure that activities which are not appropriate to the learning environment do not take place. Acceptable uses of the Internet are activities resulting from specific tasks and assignments, which support learning and teaching, promote the District's goals and objectives, and advance the mission of the District. Unacceptable uses are those which violate the right to privacy of others, violate copyright law, spread computer viruses, deliberately attempt to degrade or disrupt system performance, and locate, transmit, receive, store, or print files or messages that are profane, obscene, or that use language that is offensive or degrading to others.

The school District is responsible for securing its network and computing systems in a reasonable and economically feasible degree. This responsibility includes informing users of rules and regulations have been and will continue to be developed to help ensure that this informational resource is used in accordance with acceptable guidelines.

Teachers are responsible for teaching proper techniques and standards for participation, for guiding student access to appropriate uses of technological resources, and for assuring that students understand that if they misuse them, they will lose their access.

Students and all other users of the District's computer resources are responsible for respecting and adhering to local, state, federal, and international laws governing usage of the available technology. Any attempt to violate the provisions of the district's rules and regulations governing usage may result in revocation of user privileges, suspension, or other disciplinary action appropriate to the circumstances.

### **Staff Responsibilities**

All staff members using district computer resources will be required to agree to the District's technology usage policies. The signing of a staff contract for computer resources usage indicates the staff person's agreement of compliance of these policies. It is the responsibility of the individual employee to insure that all the components of their computer system are working correctly. If your computer system and/or software is not functioning properly, complete a computer work request form. This form is to be given to the building principal, who informs the technology coordinator of the problem.

### **Software**

Software to be used on a district computer and/or the district network must first be approved by the building principal and technology coordinator. The building principal and technology coordinator will review the information and make a determination. This decision will be conveyed to the individual making the request by the building principal. NO software is to be installed on a District computer without prior written approval from the building principal and technology coordinator.

### **Training**

Computer usage training is provided for all staff members at a variety of times before and during the school year. All staff members are encouraged to attend computer training to enable them to efficiently use the systems and software. District staff members may participate in the evening classes offered by the District at no cost.

### **TELEPHONE**

Work time is not to be interrupted by telephone calls, except for an emergency. The caller will be asked to leave a message, which will be delivered later.

Please restrict outgoing calls to those for business. Personal toll calls must not be charged to the district. Students are to use the telephone only in an emergency. Please use line one (1) for calls to Mexico, Missouri, pre-fixes 581, 582, 473, or 721 (no area code is necessary). **Anyone making personal long distance phone calls must use a calling card.**

**School Phone and Fax Numbers:    Phone: 855-708-7567      Fax: 573-492-6268**

### **TRAVEL**

Approved travel expenses incurred by an employee is reimbursable at \$0.40 per mile. The District car should be used for district travel when possible. **Under no circumstances is a student to provide transportation for a school activity. This includes ballgames, trips, camps, meetings, practices, etc.**

### **WEEKLY NEWSLETTER**

The district will publish and distribute a newsletter on the last day of each school week. These are distributed by the teacher during the last period of the last day of the week. The weekly bulletin includes coming events for the next week, selected announcements, and menus for the next school week. Any information or announcements you would like to have in the newsletter should be turned into the building secretaries. Items need to be submitted by 9:00 a.m. of the day before the last school day of each week. Articles need to be written exactly as they are to appear; they will not be rewritten. All items will run for one week unless otherwise noted.

## **WORKROOM**

The workroom is maintained for faculty, staff, and A+/Cadet Teachers use only. Students are never to use this room; this includes children of the staff. Do not send students into the workroom for any purpose. If you have an A+ or Cadet Teacher, it is your responsibility to teach them prior to sending them down to use the copier or other devices.

**Refrain from discussing students and parents in the workroom.** It is not a place to hold conferences with students or parents.

The workroom contains staff mailboxes, refrigerator, soda, coffee machine, and some supplies. **Please strive to keep the room as neat as possible by picking up after yourself.**