

Richland R-IV School District



Adopted:2021-2022

Faculty and Staff Handbook

Richland Jr./Sr. High School
714 E. Jefferson
Richland, MO 65556
573-765-3241
573-765-5552 (fax)

Richland Elementary School
304 Mildred Ave.
Richland, MO 65556
573-765-3812
573-765-5783 (fax)

The Board of Education of the School District is an equal opportunity employer. The Board is committed to providing equal opportunity for all individuals in all areas of recruitment, selection, placement, training, assignment, transfer, compensation, benefits, discipline, retention, and promotion. The Board commits itself to the policy that there shall be no unlawful discrimination or harassment against any person because of race, color, religion, age, sex, national origin, ethnicity, disability, sex orientation or perceived sex orientation. All decisions with regard to employment shall be in compliance with applicable state and federal laws.

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Mrs. Jenny Dougan, Director of Special Services
Mrs. Kim Latham, Athletic Director
Mr. Tyler Brown, Transportation Director

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Mr. Sam Callis, Principal, Jr./Sr. High School

School Counselors

Ms. Loretta Williams, Elementary School
Mrs. Couri Shepard, Jr./Sr. High School

Support Staff

Mrs. Lisa York, District Administrative Assistant
Mrs. Debbie Bailey, Jr./Sr. High School Administrative Assistant
Mrs. Kim Whittle, Jr./Sr. High School Administrative Assistant
Mrs. Sherry Ancell, Elementary Administrative Assistant

Richland R-IV School District

Mission:

Every child can learn given enough time and opportunity

We Believe:

- ...education should constitute the underlying foundations on which our school system functions
- ...education is both a right and a privilege
- ...recognition of one's liberties is an integral part of the educational process
- ...maintaining discipline protects the learning environment
- ...an atmosphere conducive to learning allows student to be lifetime learners
- ...the image of our faculty and staff is important to student achievement
- ...each individual must have the opportunity to develop socially, morally, culturally, and ethically
- ...each individual should be made aware of the dignity of work
- ...learning involves building relationships
- ...it is our responsibility to provide a safe and educationally sound environment for our students

Foreword

This is an exciting, and unprecedented, time to be in the education field and the Richland School District wants to make it as positive an experience as possible. This employee handbook will serve as a useful guide throughout the school year as you organize your particular assignment. In addition, all school board regulations and policies are available online at www.richlandbears.us

This handbook contains personnel policies, regulations and interpretation, employment benefits, compensation and procedures, and guidelines governing all employees of the Richland R-IV School District. The policies included are summarized; however, the entire manual of regulations and policies are not provided in this document. The School Board will occasionally make changes to the policy manual and will supersede any compatible provisions included in this document. Suggested improvements to the handbook are welcome and may be submitted to the building principal.

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General Policy

Cell Phone

Employees of the district will not make personal phone calls or text unless it is an emergency. Cell phones will not be used in the presence of students unless a cell phone application is being used for an educational purpose (timer, etc).

Classroom Upkeep

When teachers leave the building at the close of the day they should check their rooms

- for open windows,
- adjust the shades,
- stack chair in rows 6 high,
- secure money and valuables in the office,
- turn off all lights,
- and if applicable adjust the thermostats. (73 degrees)
- all food should be stored properly,
- technology is secured,
- all large items and paper picked up off the floor.

Prohibition Against Harrment, Discrimination and Retaliation (P1300)

The District is committed to maintaining an educational and workplace environment that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service.

In its programs and activities, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, disability, age, genetic information, or any other characteristic protected by law and as required by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990, and state law. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups. Further, no person

shall be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination based on the above listed characteristics under a school nutrition program for which the District receives federal financial assistance from the U.S. Department of Agriculture (USDA Food and Nutrition Service).

This Policy governs the District's compliance with the laws identified above, outside of Title IX. The following person is designated and authorized as the District's Compliance Officer to coordinate compliance with the laws identified above (outside of Title IX), including to handle inquiries or complaints regarding the District's non-discrimination policies:

Superintendent Dr. Tina Turner

714 E. Jefferson, Richland MO 65556-8202

573-765-3241

tturner@richlandbears.us

Corporal Punishment (P 2670)

Corporal punishment, as a measure of correction or of maintaining discipline and order in schools, is permitted. However, it shall be used only when all other alternative means of discipline have failed and then only in reasonable form and upon the recommendation of the Superintendent. If found necessary, it should be administered by the principal in the presence of a staff member. It will never be inflicted in the presence of other pupils or without a witness. Parent/guardian contact will be made prior to punishment.

Dress Code

Richland R-IV Schools recognizes the importance of an educator's personal appearance as a part of a positive professional image. To emphasize this position, the school system has established the following guidelines:

All employees are required to present a clean, neat, and well-groomed appearance.

- A. For ladies, dress slacks, skirts, blouses, and dresses are acceptable. Examples of inappropriate dress include footwear in poor repair, halter-tops, low cut blouses, inappropriate T-Shirts, shorts, cut-offs, coveralls, military apparel, sweatpants and skirts of extreme short length. Denim blue jeans can be worn on Friday only.
- B. For men, dress slacks, and dress/sport shirts are acceptable. Examples of improper dress include flip-flops, footwear in poor repair, shorts, overalls, coveralls, military apparel, sweatpants and inappropriate T-Shirts. Denim blue jeans can be worn on Friday only.

- C. Employees should not wear clothing, which advertises or promotes any business that is not appropriate in an educational setting.
- D. These guidelines shall be interpreted and enforced by the administration; individual exceptions may be considered on the basis of job description or school activity.

Emergency Procedures (R 5240)

It is essential for teachers to become acquainted with the procedures to be followed in case of an emergency such as fire, tornado, lockdown, etc. District emergency procedures and routes should be displayed in every classroom. Each teacher should have a copy of the multi-colored emergency procedure handbook.

Fundraising

All money-making projects and fundraisers will be scheduled and pre-approved by the administration.

Inclement Weather (P 4220)

In the event that schools are closed due to snow or inclement weather, teachers are not expected to report for work.

Internet Usage (R 6320)

The use of District technology and electronic resources is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. All staff members and students who receive a password/account code will participate in an orientation or training course regarding proper behavior and use of the network. The password/account code may be suspended or closed upon the finding of user misuse of the technology system or its resources.

Relationship with Students and Others (P4630)

Maintain professional relationships with students. With the exception of students who are immediate family with the staff member, this requirement also includes avoiding situations that could lead to allegations of inappropriate relationships with students, including, but not limited to:

1. Being present in any setting where students are provided or are consuming alcohol or illegal drugs.
2. Inviting students to be alone with a staff member at a staff member's residence, on staff member's private property, or in a staff member's motor vehicle without the prior consent of the building principal.
3. Communicating with students, electronically or in person, about the student's sexual activity or concerning the staff member's sexual or romantic conduct.

4. Being present on District premises alone with a student in a room where the door is closed, the door is locked, or the lights are off, unless required temporarily due to emergency circumstances. Counselors and administrators are exempted from this prohibition in performance of professional duties.
5. Covering the interior window(s) of instructional space and offices with any material that blocks or obscures outside vision into the space, unless required temporarily due to emergency circumstances.
6. Communicating with students about sexual topics outside approved District curriculum, unless done as part of a District investigation into sexual abuse or harassment.
7. Utilizing students to attend to personal errands for the staff member.
8. Allowing students to drive a staff member's vehicle.

Lesson Plans

All teachers are expected to keep daily lesson plans. **Teachers must update lesson plans on a weekly basis and not be more than one week behind at any time during the school year.**

Have objectives in mind, as each lesson is begun. Communicate lesson objectives to the students of all classes daily. Often, making out the test establishes the process of teaching the lesson. Effective teaching is established with the help of clear objectives and desired results. Make plans!

Meal Programs

The lunch hour is closed, in that students may not leave the grounds to secure the same. Each class will be provided with a specific lunch schedule.

The school cafeteria is operated by the district for the convenience of the pupils. The lunch program is self-supporting. Menus are published for the benefit of parents and students.

Meal Prices:

	Lunch account daily	Breakfast
JH/HS (7-12)	2.70	2.00
Reduced	.50	.40
Adults	3.65	2.25
Extra Milks	.40	

Report Cards

At the end of each nine weeks a report of student progress is sent to parents. This report includes student attendance and progress in academic subjects, in personal and social characteristics, and in work and study habits, In addition to the quarterly grade card.

Sexual Harassment (R 4810)

Sexual harassment is strictly prohibited in the Richland R-IV School District. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. Employees who witness, or are the victims of sexual harassment, shall immediately notify their immediate supervisor, or the next level administrator who is not the subject of the complaint, as may be appropriate under the circumstances.

The supervisor or administrator receiving such a complaint shall immediately notify the superintendent and transmit a full written report to the superintendent as soon as possible. The superintendent shall provide for an investigation of the incident and take disciplinary action where appropriate; in order to ensure that further sexual harassment does not occur.

Employees who believe that their complaint has not been satisfactorily resolved may utilize the normal grievance procedure.

Social Network Statement

Social Networking: Perception is a reality. In online social networks, the lines between public and private, personal and professional can be blurred. By identifying yourself as a Richland school's employee, you are creating perceptions about your subject expertise, your colleagues, administrators and about Richland by our parents, students and the general public. Be sure that all content associated with you is consistent with your work and with Richland's values and professional standards.

Sub Files

Each teacher is to have a substitute file prepared. The file shall contain:

Class Rosters	Class Lesson/Assignments	Phone Use Procedures
Special Ed Schedule	Emergency Procedures	Lunchtime Procedures
Restroom Rules & Procedures	Building Maps	Attendance Procedures

Religion (P 6242)

According to the laws of the State of Missouri, no sectarian doctrine shall be taught or inculcated in any of the public schools. The Holy Scriptures, without note or comment, may be used as reference. Sectarian beliefs may be described and discussed in classrooms at all grade levels, but the purpose of public schools is to encourage recognition and respect, not to instill belief.

Student Referral

It is the responsibility of the classroom teacher to be sensitive to individual student progress or needs. Students failing to show progress consistent with their abilities should be brought to the attention of the Building Principal.

Tobacco Free District (P 5250)

The Richland R-IV School District is smoke free. There is no smoking allowed in any school buildings, school buses or contracted transportation. Staff members should refrain from smoking in front of students, and should not smoke at any school sponsored activity.

Compensations and Fringe Benefits

Attendance Privileges for Children of Non-Residence (P 2230)

Nonresident students of District teachers or regular District employees may be permitted to attend school without payment of tuition. Such students will be considered a "resident" student for purposes of state aid.

COBRA

The right to COBRA continuation coverage was created by the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). COBRA continuation coverage is available to you and to other members of your family who are covered under the Plan when you would otherwise lose your group health coverage

Contracts for Teachers (R 4130)

Teachers with no prior teaching experience will receive a probationary contract for each of their first five years of full-time employment or for the corresponding period of part-time service.

Probationary teachers will be notified in writing of the Board's intent to reemploy them for the next school year. This written notice will be provided on or by April 15. Teachers who are not provided a timely notice will be automatically reemployed for the next school year.

Tenured teachers will be provided with an indefinite contract as provided by state statute. Indefinite contracts may be modified by the Board on or before May 15 with respect to the

school year and with respect to annual compensation. Tenured teachers will receive copies of contract modifications within thirty (30) days of Board adoption.

A release from contract would be automatic upon written request on or before May 15th for non-tenured staff and June 1st for tenured staff. After those dates, the Board of Education may release the teacher, However the staff member must pay all penalties before a written request will be taken to the Board of Education for consideration.

Non-Tenured Staff:

May 16th – June 15th	\$1,000
June 16th – June 30th	\$2,000
After June 30th	\$3,000

Tenured Staff:

June 2nd – June 15th	\$1,000
June 16th – June 30th	\$2,000
After June 30th	\$3,000

Frisco League Passes

All employees receive a Frisco League Pass which allows them and immediate family admission into any regular season Frisco League Athletic Event.

Garnishments

All garnishments are processed under the regulations of the Federal and State Garnishment Law.

Health Insurance

Full time employees (30+ hours) have access to district-sponsored health insurance. The Board of Education approved \$450.00 to be applied toward the group insurance. The employee's spouse and other dependents may be added to the insurance program at an additional premium.

Life Insurance

A life insurance policy is provided for each full time (30+ hours) employee. The amount of the policy is \$15,000. Employees have the option of purchasing additional life insurance through a payroll deduction. Coverage will end on the last day of the month in which the employee leaves the district.

Paid Holidays (P4330)

The Board will annually adopt a calendar that will provide for the following holidays: Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, December 24, December 25, Five (5) additional working days during Christmas Break, January 1, Good Friday, and Memorial Day.

Pay Day Schedule

Payday is on (or before) the twentieth (20) of each month.

Prior Teaching Experience

District will give credit for up to 15 years of prior teaching experience in a Public School.

PSRS/PEERS (P 4550)

Retirement provisions for all eligible employees will be in accordance with the provisions of the Missouri Public School Retirement System (PSRS) and the Public Education Employees Retirement System (PEERS).

Social Security & Medicare Plan

Unless they hold Missouri Teacher Certification, all employees must contribute an amount as required by law to Social Security and Medicare.

Vacation for 12 Month Employees

Professional and Classified Staff employed on a twelve month basis shall have vacation as provided:

0-5 years of service- 10 days

5-9 years of service-12 ½ days

10 years of service- 15 days

Worker's Compensation

District procedure requires that all Workers' Compensation injuries be reported immediately to the employee's immediate supervisor. All employees who suffer a Workers' Compensation related injury are required to seek treatment at a medical facility approved by the Superintendent.

Personnel Information

*All employees of the district are responsible for knowing the board regulation and policies. The complete regulations & policies outlined in this handbook can be found at www.richlandbears.us

Absence From Duty

In case of necessary absence, a teacher will notify his/her principal in accordance with established building procedures.

Child Abuse Mandatory Reporting

ALL employees are considered mandatory reporters for suspected child abuse of a minor. If you suspect that a child has been the victim of abuse, you are required to report your suspicions to The Children's Division Child Abuse and Neglect Hotline at **1-800-392-3738**. This is to be followed by notifying the Principal or School Counselor immediately. Once a report is filed, you will receive confirmation of the suspected abuse report. Reports to the Principal or School Counselor are to be made in person or via a written note that is hand-delivered. At no time should a suspected abuse report be emailed.

Confidentiality

As educators, we are responsible for a great deal of personal information about our students and parents. It is paramount that we maintain strict confidentiality in regards to student behavior, academic performance, and any other information deemed personal in nature. Discussion of confidential information in areas where others could hear these conversations or with individuals who have no need to know information is strictly prohibited.

Conflict of Interest (P0342)

An employee will not receive compensation, other than the compensation received from the district, for tutoring students currently enrolled in a class the employee teaches unless authorized by the Board of Education. Any private tutoring of students for a fee on district property is subject to facility usage policies and procedures.

Drug Free Workplace (P4870)

Employees under the influence of alcohol, drugs, or controlled substances while on duty are a serious risk to themselves, to students and to other employees. Employees who display physical manifestations of drug or alcohol use while on duty, may be subject to drug testing. Any employee who violates this policy will be subject to disciplinary action up to and including

termination and referral for prosecution. Employees may also be required to satisfactorily participate in rehabilitation programs.

District employees who are subject to the Transportation Employee Testing Act may not use medical marijuana on work days and may not use marijuana while on District transportation. Transportation employees who test positive for any controlled substance including marijuana are subject to dismissal. Transportation employees who cannot, for medical reasons, comply with this policy may request a transfer to a non-safety sensitive position.

Duty Time (P4220)

The building principal is responsible for setting each teacher's duty time which will consist of 7 hours and 45 minutes. Due to bus schedules, all schools will not begin and end at the same time.

Gifts (R4840)

Employees shall not solicit or receive any payment or thing of value which might influence performance of the employee's duties.

Job Performance

Each employee will have at least one (1) summative job performance evaluation with his/her supervisor yearly, or as many other evaluations as the supervisor determines will be beneficial to the employee and the school district. The results of these evaluations will be placed in the employee's personnel file.

Job Descriptions

Job descriptions will be given to each employee at the beginning of the school year.

Notice of Vacancy

All open positions are posted at the following locations:

- Select Missouri colleges and universities
- Richland R-IV School District website: <http://www.richlandbears.us>
- MOTEACH website: <http://www.moteachingjobs.com>
- Other websites as needed

Loss of Personal Property

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

Copyrighted Materials (P6243)

It is the intent of the Board to delineate, enforce, and abide by the provisions of current copyright laws and regulations as they affect the School District and its employees. The District will not purchase any videos, computer software, audio tapes, publications or other materials that have been illegally copied or reproduced.

Copyrighted materials, whether they are print or non-print, will not be duplicated unless such reproduction meets "fair use" standards, or unless written permission from the copyright holder has been received.

Details about "fair use" will be made available to all teachers. A summary of these standards will be posted or otherwise made easily available at each machine used for making copies.

The Board does not sanction illegal duplication in any form. Employees who willfully disregard the District's copyright position are in violation of Board policy; they do so at their own risk and assume all liability responsibility.

Any materials produced by an employee (or employees) during the time he/she is paid for production of said materials shall be owned by the School District, and any civil rights of authorship are forfeited with payment by the District for production of materials.

Meetings

It is agreed that personnel shall attend such regular and special faculty meetings as may be required by the principals or superintendent. These meetings may occur before or after contract time.

Professional Staff Assignments

Instructional personnel will be assigned on the basis of their qualifications, the needs of the district, and employee's expressed desires. When it is not possible to meet all three conditions, personnel will be assigned first in accordance with the needs of the district; second, where the administration feels the employee is most qualified to serve; and third, as to the expressed preference of the employees in order of seniority in the district, all other considerations being equal. In the case of vacancies in new or existing positions, favorable consideration will be given to qualified applicants among current employees.

Reasonable Physical Force

No staff member should engage in physical contact or physical force with a student without having completed CPI training. Current training certification should be on file with building administration.

Resignation and/or Termination

Employees who resign or retire at the end of a school year will receive payment for any unused health leave remaining at the end of that school year. For purposes of this provision, “the end of the school year” shall mean the last day on which the employee is required by the district to perform the duties of the employee’s position for that fiscal school year (the fiscal year ends on June 30).

Classified staff: Less than 5 years of employment receive \$10.00 per day
More than 5 years of employment receive \$30.00 per day
Certified staff: Less than 5 years of employment receive \$20.00 per day
More than 5 years of employment receive 75% of current substitute pay
Retirees with more than 20 years in district receive 100% of current substitute pay

School Activity (P4220)

It is recognized that professional duties and responsibilities extend beyond the student contact hours to include time for such activities as additional planning and evaluating, meetings, professional growth, parent conferences, sponsoring activities and participation in Open House and PTO meetings, if needed. These professional tasks will be equitably shared so that no staff member is given undue burdens.

School Email

Some of the conditions that require us to use district managed email systems for work-related email:

1) eDiscovery regulation requires the district to preserve electronically stored information, such as email, as we may be requested to produce messages for a lawsuit or investigation. This regulation compels us to archive all work-related email. We cannot archive work-related email unless it is stored on a district managed system.

2) FERPA and HIPAA are also federal regulations that apply to student records and privacy. An email about a student may become a record, and subject to FERPA regulations. Even though the district probably isn’t a HIPAA covered entity--an email that involves a student’s health or well being, may also become subject to HIPAA. For instance, if the message is about a student that presents a danger to self or others, it becomes regulated by HIPAA. The use of third-party email systems by district personnel, such as Gmail, for work-related email, is not compliant with these regulations.

3) We perform backups of our email. At least monthly we have a district user that accidentally deleted messages or folders, only to discover they need it restored. Successful restoration is not guaranteed, but is only possible if a staff member uses district managed email.

From the Board approved Acceptable Use Policy:

Users shall receive or transmit communications using only district-approved and district- managed communication systems. For example, users may not use web-based email, messaging, videoconferencing or chat services, except in special cases where arrangements have been made in advance and approved by the district.

District Policy Doesn't Allow for-Profit Email and Mass Announcements

Please review prohibitions regarding for-profit emails in the Board approved Acceptable Use Policy:

Use of district technology for soliciting, advertising, fundraising, commercial purposes or for financial gain is prohibited, unless authorized by the district.

Users are prohibited from sending unsolicited electronic mail to more than 5 addresses per message, per day, unless the communication is a necessary, employment-related function or an authorized publication.

Please ask your principal for permission for school-wide announcements, and the Central Office for multi-school or District-wide announcements.

Staff Conduct (P4630)

The Board of Education requires all staff members to serve as positive role models for District students. District schools exist to provide quality, cognitive, and effective education for District students in a safe and appropriate setting. In achieving these objectives, staff are required to meet certain performance criteria including, but not limited to:

1. Review and comply with Board policies, regulations, and procedures as well as related building rules and practices.
2. Properly prepare for student instruction.
3. Fully utilize instructional time for learning activities.
4. Maintain students under active supervision at all times.
5. Assess student performance in a regular and accurate manner.
6. Modify instructional goals to meet the needs of each student.
7. Comply with administrative directives.
8. Communicate with students in a professional and respectful manner.
9. Communicate with colleagues, parents and District citizens in a professional manner.
10. Properly operate and maintain district property.
11. Utilize district technology solely for school district business.
12. Maintain required records and submit requested reports in a timely manner.
13. Comply with all safety guidelines and directives.
14. Refrain from the use of profane and obscene language.
15. Dress in a professional manner.
16. Attend all duties in a punctual manner.
17. Maintain student confidentiality pursuant to state and federal law.

18. Follow and implement student Individual Education Programs (IEP) under the Individuals with Disabilities Education Act (IDEA) or plans under Section 504 of the Rehabilitation Act.
19. Maintain and account for District funds in the staff member's possession and control.
20. Maintain professional relationships with students. With the exception of students who are immediate family with the staff member, this requirement also includes avoiding situations that could lead to allegations of inappropriate relationships with students, including, but not limited to:
 1. Being present in any setting where students are provided or are consuming alcohol or illegal drugs.
 2. Inviting students to be alone with a staff member at a staff member's residence, on staff member's private property, or in a staff member's motor vehicle without the prior consent of the building principal.
 3. Communicating with students, electronically or in person, about the student's sexual activity or concerning the staff member's sexual or romantic conduct.
 4. Being present on District premises alone with a student in a room where the door is closed, the door is locked, or the lights are off, unless required temporarily due to emergency circumstances. Counselors and administrators are exempted from this prohibition in performance of professional duties.
 5. Covering the interior window(s) of instructional space and offices with any material that blocks or obscures outside vision into the space, unless required temporarily due to emergency circumstances.
 6. Communicating with students about sexual topics outside approved District curriculum, unless done as part of a District investigation into sexual abuse or harassment.
 7. Utilizing students to attend to personal errands for the staff member.
 8. Allowing students to drive a staff member's vehicle.

Teacher Evaluations (P4610)

The purpose of a performance based teacher evaluation is to facilitate and improve classroom instruction and, thus, to enhance student learning. An effective evaluation system should identify teachers' strengths and weaknesses and provide direction for maintaining and improving teacher skills through professional staff development activities. The Richland R-IV School District uses the NEE Teacher Evaluation program.

Staff Leave and Absences

Administrative Leave (P4750)

The Superintendent is authorized to place individual employees on paid leave of absence whenever the Superintendent determines that such leave is necessary due to the employee's misconduct or to investigate potential employee misconduct. Paid leave of absences will not affect an employee's sick leave or vacation leave.

Armed Forces Leave (R4320)

An employee who is a member of the National Guard, or an organized military service of the United States, and who is required by laws of the United States or the State of Missouri to report for military duty, including training, shall be eligible for a grant of military leave

Bereavement Leave (R4320)

A maximum of three (3) days may be used in any school year for bereavement purposes. Use of more than these days will be charged to personal leave and if insufficient personal leave is available, to sick leave. Bereavement leave is available only upon the death of a member of the employee's immediate family, as that term is defined in the sick leave regulation. Bereavement leave is not accumulative.

Family Medical Leave Act (R4321)

Employees eligible for family and medical leave must:

1. Have been employed for a total of at least twelve (12) months (not necessarily consecutive); and
2. Have worked at least 1,250 hours during the twelve (12) months immediately preceding the commencement of the leave (for non-instructional staff and part-time instructional staff), or have been considered full-time (for instructional employees); and
3. Be employed at a work-site where the employer employs at least fifty (50) employees within a 75-mile radius.

Jury Duty (R4320)

Employees called for jury duty, for participation in the jury selection process, or subpoenaed to testify in a civil or criminal proceeding will be granted leave with pay. Employees will receive their normal pay less any jury or witness fees received. Employees called for jury selection or service on a jury will not be requested or required to use annual vacation, personal leave, or sick leave for time required in such civic service.

Personal Leave (R4320)

Paid personal leave days may only be used for personal business that cannot be transacted in non work hours. Personal leave days cannot be used for work stoppages, vacation or recreation use. Employees desiring to use personal days must schedule a request to the faculty principal at least one week in advance. The Superintendent/designee has the right to deny any request for personal leave that does not conform to the policy or would cause a hardship to students or staff. Employees will be provided with two (2) days of personal leave per year which shall be non-cumulative.

Sick leave may only be used for illness of the staff member or the staff member's immediate family. Immediate family is defined as spouse, parent, grandparent, child, sibling, daughter or son-in-law, grandchild, or non-family residing within the staff member's home. The Superintendent/designee may request a physician's statement regarding an absence and/or verification that the employee may return to work.

Sick Leave (R4310)

Regular attendance is essential in providing District students with a high quality of instruction. Eligible certificated staff will have available 9-12 days of sick leave per school year based upon length of contract cumulative to 50 days. Eligible classified staff have available 9-12 days of sick leave per year based upon length of employment cumulative to 50 days. (One day per month of employment.)

Sick Leave Pool

The primary purpose of this plan is to supplement the sick leave days of staff members in case of personal or immediate family (spouse or child only) catastrophic illness or accident. This sick leave plan excludes intermittent illness, uncomplicated pregnancy, elective surgery, maternity leave, and/or personal business. This pool is not intended for illness/accidents lasting more than one school year. All personnel eligible for teacher and non-teacher retirement system membership at Richland R-IV School District will be eligible for yearly membership in the Voluntary Employee Sick Leave Pool.

The Sick Leave Pool will be formed by the voluntary contribution of one sick leave day contributed per enrolled employee per year. Membership will be effective upon receipt of the completed membership form per employee.

The Sick Leave Pool will have a minimum of 50 days.

Once the minimum has been reached, members from the previous school year will be grandfathered in. Any new members wishing to join the Sick Leave Pool will need to contribute one day in order to be members.

Any time the Sick Leave Pool drops below 50, all members will automatically be assessed one extra day at that time. No member will give more than two days total in any one school year. If a member has no sick leave days remaining, he/she will not be assessed an additional day.

Any employee enrolled in this plan may withdraw at any time by submitting a written request for withdrawal to the Sick Leave Pool committee.

Termination of an employee's services within the district also terminates membership in the Sick Leave Pool. The employee will not receive pay or compensation for unused sick leave in the pool.

Application Process for Sick Leave Pool Access

Employees shall submit an application to the Sick Leave Pool Committee requesting access to the pool, after having used all their own personal/sick leave days.

Application shall include a letter from a doctor stating the nature of the illness/accident

and timeframe the employee will be unable to work. Evidence may include but is not limited to history of sick leave pool usage, physician's statement of present condition, and the anticipated date of return to duty.

Members may apply for 20 sick leave pool days at a time. If more than 20 days are needed, a new application must be filled out each time.

All applications shall be screened by the Sick Leave Pool committee and a recommendation made to the superintendent.

Any unused days given from the Sick Leave Pool shall revert back to the pool upon the employee's return to work unless otherwise noted in the approval.

Any member may appeal a decision to the Richland R-IV Board of Education. The decision of the Board will be final.

Appendix A

Bus Drivers:

Accident Procedures and Protocols

Citations Traffic Tickets

Bus drivers receiving traffic citations (on or off duty) must notify the Director immediately.

Driver Drug Testing (P 4871)

The District recognizes that it shares the responsibility to prevent accidents and injuries resulting from the misuse of alcohol or the use of controlled substances by its employees who operate commercial motor vehicles. The District complies with the provisions of the Omnibus Transportation Employee Testing Act of 1991, which mandates that the District test its drivers who are required to hold commercial drivers licenses under specified conditions. The District will regularly evaluate its policies and procedures to ensure that it remains in compliance with federal regulations.

Appendix B

Richland High School

Administrator on Duty

The school athletic director, the principal, or the designated game/activity supervisor is responsible for supervision at interscholastic contests.

Head coaches/sponsors are responsible for the squad, including managers, etc., during athletic contests.

Problems/complaints should be reported immediately to the contest supervisor.

Responsibilities of the Administrator on Duty include:

1. Being at the event prior to the start of the contest
2. Let our coach know you are present at the contest
3. Introduce yourself to the Administrator of the opposing school
4. Introduce yourself to the officials and letting them know where in the stands you will be
5. Monitor the crowd for “spirit” issues
6. Monitor Richland student behavior
7. Remaining after the event to make sure students are safe, especially if the event is heated
8. Letting the coaches know you are leaving the event

Teachers interested in game supervision must meet the following criteria:

1. Contact the Athletic Director of your interest

2. Complete the Supervision request form
3. Be a Richland School District employee
4. Hold a Masters in Administration
5. Met with the school Superintendent
6. Administrative interns?

The Superintendent may assign/designate a game supervisor at their discretion.

Committee Assignments

From time to time there is a need to establish committees; this is an effort to secure staff input in decisions made by the Richland R-IV Board of Education and the administration. Often they are very specific in concern and require input from a very select group of teachers, e.g. leadership, emergency, attendance, etc.

Discipline Policy

A copy of the discipline policy handbook is provided to all students at the beginning of the school year. Additional copies may be obtained from the principal's office.

Duty Times

Duty times begin at 7:30am in the morning and end at 3:30 in the afternoon.

Game Supervision and Gate Instructions

1. Teachers on duty should arrive at school one hour prior to game time.
2. The following are to be admitted free of charge:

From guest school:

- a. coach, managers, and players
- b. cheerleaders
- c. teachers with MSTA, MNEA, and Frisco league passes
- d. bus drivers
- e. Administrator on duty

From Richland R-IV:

- a. coach, managers, and players
- b. Cheerleaders
- c. board members and spouse (no children)
- d. band members on nights they perform
- e. all full time employees, their spouses, and children
- f. students working concessions
- g. all senior citizens

h. all law enforcement officials

3. Admission to all sporting events: Students - \$2.00 Adults - \$3.00

4. Pick up your cash box after school on the day of the game at the office. When you finish collecting money, count it carefully, fill out the deposit slip and leave it in the box. Give the box to the principal or designated person in charge.

Grade Book

These records are maintained by and in custody of each instructor. After completion of the school year, they are placed in storage under jurisdiction of the building principal. Access is limited to the principal and administrative staff, parents and students.

Teacher grade books are the official record for: attendance, tardies, and grade evaluation. Each grade entry shall be accompanied with the total possible. In short, should there be a question (in later years) as to the proper grade, the entire process could be understood. Teachers must update grades in TeacherEase once a week if not sooner. No outside computer assisted grade books can be used.

For teachers who choose to use printed gradebooks along with TeacherEase, the gradebook must be clear and the grade scale glued into the front of the book. In the event that a cumulative type of grade evaluation is used, the total possible cumulation must be present. Each teacher should use the grade book provided by the district.

Grading Systems

The issuance of grades on a regular basis serves to promote a process of continuous evaluation of student performance in the school district. Grades shall be carefully assigned so as to serve the following important purposes:

- ◆ Provide students with a periodic estimate of progress and achievement
- ◆ Afford a means of transmitting to parents/guardians information concerning the quality of achievement and progress of children
- ◆ Constitute a medium and sometimes a motive for bringing home and school together to work more effectively on the task of promoting learning
- ◆ Serve as an incentive to greater continuous effort in learning on the part of the student.
- ◆ Furnish a system of records for administrative purposes of the school, including occupational information classification, promotion, transfer, entrance to higher educational institutions and occupational information.
- ◆ Supply data upon which experimental studies and interpretations of the relative efficiency of different instructional methods, school organization and instructional material may be evaluated.

The following grading scale will be used in the evaluative procedures appropriate to the

instructional level of the students:

A (95-100), A- (90-94), B+ (87-89), B (84-86), B- (80-83), C+ (77-79), C (74-76), C- (70-73), D+ (67-69), D (64-66), D- (60-63), F (59 and below)

Grading shall not be influenced by pressure from parent/guardian. In addition, grades are not to be used as a disciplinary measure.

Grades will be reported to parent/guardian and students on a 4 1/2 -week basis. Teachers shall maintain records so that there is clear understanding of how grades were derived, should questions arise.

Hall Passes

A student may leave the classroom with your expressed approval. Even though the student is not in the classroom, a teacher's responsibility for that student does not stop at the doorway.

Students outside of the classroom during scheduled class time shall have on their person an appropriate hall pass that designates the time the student left the classroom.

Excessive hall traffic is the responsibility of the teacher.

Students do not have the right to interrupt a classroom to talk to another student. Do not allow students to negate this teacher's responsibility. Class interruption is a detriment to effective teaching. Guard your class time.

Homework

Homework should always be a meaningful activity to the student. This philosophy will have to be adapted and flexed in many ways as each course of study has different implications on homework. The "core" courses should require some assignments and homework due each day. Student efforts should be checked for accuracy, spelling, and proper grammar to be returned promptly to the student for review and correction.

Student Organizations (Non-Curricular)

Secondary schools of the district will provide an opportunity for all student-initiated, non-curricular groups to meet on school premises during non-instructional time.

A group is to be considered a curricular group if the subject matter is or will be taught in a regularly offered class; if the subject matter concerns the body of courses as a whole; if participation in the group is a requirement for a course; or if academic credit is granted for participation in the group.

Student groups will abide by the state rules and regulations governing student conduct in the district. No student group meeting on school premises may be directed, conducted, controlled, or regularly attended by non-school persons. The building principal may request a listing of all non-student attendees, limit the number of non-students in attendance and limit the

number of repeat visits a non-student may make.

Except for incidental building costs, no public funds will be expended for groups under this policy.

Student Publications

The Board recognizes creative student expression as an educational benefit of the school experience. One medium of expression is student journalism. Some student publications, such as annual yearbooks and school newspapers, may be educational devices developed as part of the curriculum to benefit primarily those who compile, edit, and publish them. Faculty advisors will be assigned to guide students engaged in these activities. Any commercial advertisements in these publications will conform to administrative regulations.

Appendix C

Richland Elementary School

Contract Time

The elementary contract time is 7:30-3:15. All staff are expected to be at their assigned duty at 7:30 and be prepared to greet and supervise students at 7:30. All staff are expected to be on school property during their plan time preparing lessons, communicating with parents, analyzing student data, etc. All staff are expected to be on school property until 3:15.

Duties

Classroom teachers are required to walk students to the cafeteria for lunch. Lunchroom duty teachers will walk around the lunchroom during your grade levels lunchtime assisting students, monitoring students and lining the class up for recess. Recess duty teachers will walk students from the cafeteria to the playground and back to class after recess. Recess duty teachers will walk the playground actively monitoring the playground and engaging with students. Duty teachers need to show up on time. If a teacher knows ahead of time that he/she will not be at school on a day with a duty, it is the teacher's responsibility to switch with another teacher. Classroom teachers are required to walk students to the bus each day.

Soda/Snack Machines

The soda machine is provided in the workroom for employees only. Teachers should not send students to the machine to purchase something for the teacher.

Student Discipline

Teachers will be responsible for the conduct of the students. Teachers will use the Student Expectations poster to maintain a school-wide discipline program and will fairly and consistently hold students to these expectations. Teachers will keep accurate and detailed records of discipline problems in the classroom. When it is deemed necessary by the teacher to send a student to the office, a completed discipline form will be sent with the student (unless in an emergency situation).

Appendix D

Complaints/Grievance Procedures

It is the intent of the Board of Education to address staff complaints and grievances at the earliest possible time and at the lowest level of supervision. Complaints will be processed according to the step-by-step procedures outlined below.

A. Working Site Level (Step 1)

1. A complaint will be presented orally and informally to the immediate supervisor. If the complaint is not promptly resolved, it will be reduced to writing and submitted to the immediate supervisor.
2. Within five workdays of receiving the written complaint, the immediate supervisor will render a decision in writing to the complainant and the person or persons originally involved in the complaint.

B. District Level (Step 2)

1. Within five workdays after receiving the decision at Step 2, the complainant may appeal the decision in writing to the superintendent.
2. The superintendent, within ten workdays of receipt of the appeal, investigate and render a decision in writing to the complainant, the principal and to the person or persons originally involved in the complaint.

C. Governing Board Level (Step 3)

1. Within five workdays after receiving the decision at Step 3, the complainant may appeal the decision to the Board of Education. An employee's entitlement to a hearing before the Board, and the details for how that hearing will be conducted, will be determined by Board policy.

Staff Complaints/Grievances Initiation Form

This form provides the opportunity for an employee to question the application of a Board policy, regulation or procedure, or of an employee handbook, employee contract or existing law and to secure at the lowest administrative level an equitable, prompt and satisfactory solution. Complaints relating to discrimination or harassment will be resolved in accordance with school policy.

Grievant Information

Employee name: _____ Date: _____

Home address: _____

Work location: _____ Title: _____

Grievance

Identify the Board policy, regulation or procedure, or employee handbook, employee contract or existing law for which application is at issue. Use full names, dates, exact location and specific occurrence, if appropriate. Use additional sheets if necessary.

What results are you seeking from this grievance initiation? Use additional sheets if necessary.

Signature of Grievant

Date

Grievant Name _____

- ❑ Level One – Immediate Supervisor
- ❑ Level Two – Superintendent

[illegible]

_____ Signature of Grievant	_____ Date
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