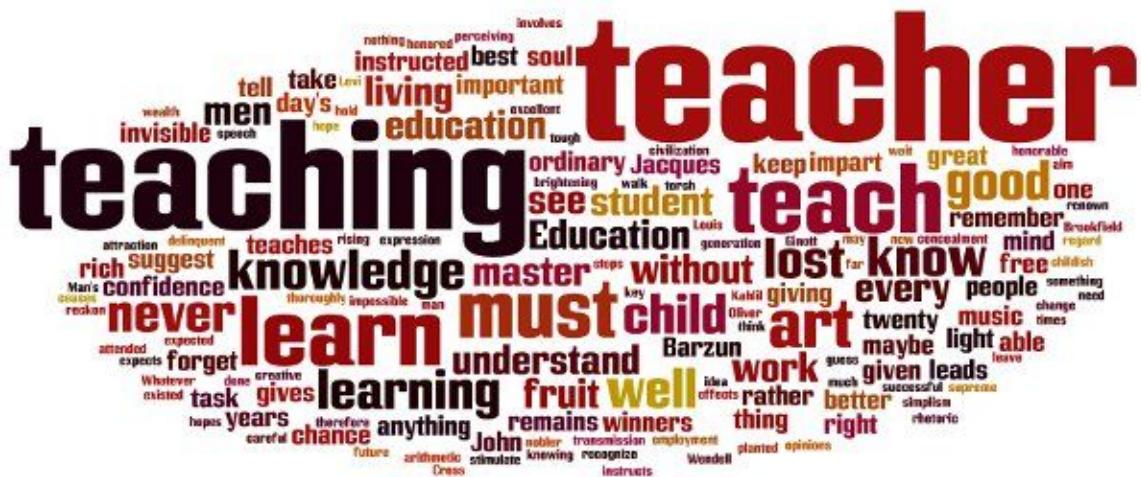


2017-18

Faculty

Handbook



Educational Philosophy/School District Mission

It is our belief that the philosophy of education should constitute the underlying foundations on which our school system functions. We believe that each and every individual shall be given the opportunity to learn and develop his or her intellect to the best of his or her capabilities.

The Richland R-IV School District believes that education is both a right and a privilege. An integral part of the educational process, we believe, is the recognition that one's liberties must be balanced with the rights of others. We believe that it is essential to maintain discipline to protect the learning environment. The district further believes that the foundation for proper discipline at school begins at home.

We believe at the Richland R-IV School District that it is the role of the school to create an atmosphere that is conducive to learning, nurtures and enables the desire in its students to be life-time learners, and supplies the resources necessary to achieve that end.

Inherent in our philosophy is the belief that the image projected by our faculty and staff is extremely important in relation to student achievement. Both the conduct and the positive attitude of all school employees are essential elements of the learning process.

We believe that each individual must have the opportunity to develop socially, morally, culturally, and ethically in order to help perpetuate the best features of the American way of life. The opportunity to survey a wide range of career and vocational professions commensurate with a student's ability and aptitude will be provided to students of the district. It is our belief that each individual should be made aware of the dignity of work; this premise, we believe, may be nurtured at school but begins at home.

Learning, we believe, involves the building of relationships. The school shall make every effort possible to instill in each student a sense of responsibility. It is part of the educational process to help each student realize that his or her knowledge, accomplishments, and awareness developed during his or her school years are the beginning of the student's future. The role of the teacher, parent, and community should be to inspire, to enlighten, to motivate, and to serve as a guide to ensure that each student reaches his or her full potential.

The Richland R-IV School District shall seek to employ all staff, certified and non-certified, of high competence and character to ensure that we provide competent, skilled role models for our students. The employees shall be under the direction of an administrative staff who are competent in management, skillful in leadership, and professional in motivation.

We at the Richland R-IV School District believe that every child can learn, given the time and opportunity. We further believe that it is our responsibility to provide a safe, educationally sound environment for the children of our district.

Richland R-IV Mission Statement

All students can learn given enough time and opportunity.

Professional Requirements

Attendance at the district and state meetings is compulsory when school is dismissed expressly for these meetings

TOBACCO-FREE DISTRICT:

State law prohibits smoking, or other use of tobacco products, in any classroom or student occupant elementary or secondary school building or facility or on any school bus used to transport students to or from school or to or from any place for educational purposes.

However, to promote the health and safety of all students and staff, and to promote the cleanliness of all facilities, the Richland R-IV School District bans the use of all tobacco products in all school facilities, buildings, buses and on all school grounds at all times.

This ban extends to all employees, students and patrons attending school-sponsored athletic events and meetings. The Board issues this ban in a sincere appeal to all employees, students and patrons to cooperate in helping to create within our facilities a truly healthy environment for all concerned..

Legal Refs: §§ 191.765 - .777, RSMo.

P.L. 103-277, Goals 2000: Educate America Act (Pro-Children Act of 1994)

The Richland R-IV School District observes the role of educator as professional and promulgates the following tenets, which enhance the status of the profession and may serve as a guide for appropriate behavior

The educator's highest obligation is to the education of the students in the Richland R-IV School District.

- A. Subject matter should be presented in a complete and interesting manner, with varying points of view where possible.
- B. The educator shall not be prejudiced by race, creed, color, sex, or national origin in such a way as to deny students from participation in or deny him or her benefits under any program, nor grant any discriminatory consideration or advantage.
- C. The educator should make a reasonable effort (acting in loco parentis) to protect the student from conditions harmful to learning or to health and safety.
- D. The educator should maintain professional relationships with students, avoiding relationships with students which are for private advantage.
- E. The educator should conduct professional business in such a way that he does not expose the student to unnecessary embarrassment or disparagement.
- F. The educator should keep in confidence information that has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.

G. The educator should be concerned with the total education of the student, embracing his or her intellectual, physical, social, and career development. This is to suggest among other things, involving the educator in a student's education beyond the classroom

Educators will serve the community by acting in the best interest of the students while functioning as a team working toward common goals.

Educators, in act and conversation, should govern themselves in such a manner that the profession will earn the confidence of the community.

Educators shall work together in the system to improve the status of the profession and to advance the quality of education.

Mutual cooperation should characterize the relationship among members of the profession in an effort to promote positive relationships and honorable efforts to succeed in education goals.

All criticism should be constructive in character and voiced to the proper authority for the purpose of remedying an existing problem. It is important to report to the administration matters that involve the best interest and well being of the school.

It is incumbent upon all educators to secure full and appropriate professional certification for the position which they are contracted, or make advancement toward proper certification, and to work toward improving their knowledge of subject matter and instructional techniques. It is unlawful to misrepresent in any way the educator's professional qualifications.

Educators should not violate a contract or any terms of a given contract including the board policies, which are implied therein. Unless the consent of the school board is obtained releasing the obligation, the contract should be fulfilled.

Educators should avoid using institutional privileges for private gain or to promote political candidates or partisan political activities.

It is recognized that educators have the right of freedom to assembly as guaranteed by the first amendment; however, membership in any professional organization does not confer upon teachers the right to strike nor engage in picketing particularly where it is engaged as a means of supporting a strike; or to demand the board engage in collective bargaining, particularly where such demand is coupled with the threat to strike.

Expectations

A fundamental aspect of establishing and maintaining a smooth operating academic environment is the overall classroom discipline. Each of us as instructors has different personalities; some find it easier to confront students on disciplinary measures than do others. At Richland R-IV High, it is the business of every teacher to develop clear and effective disciplinary procedures as a part of our daily operation. Following are the expectations of faculty and administration.

Expectations on the part of the principal regarding teacher performance in student management:

1. Teachers must enforce each existing policy in a positive and consistent manner.
2. Teachers should get to know their students and show an interest in them as people as well as pupils.
3. Teachers should be prepared for daily classes. Adequate preparation will help prevent many problems.
4. The teacher is expected to take the first step in correcting a student's behavior. If the student fails to respond to the teacher's directions, the principal should be contacted by referral.
5. The teacher is expected to avoid creating unnecessary conflicts.
6. The teacher is expected to exercise his authority over students anywhere on school property and at all school functions.
7. The teacher's expertise is expected to improve with conscientious effort and experience.
8. Teachers should treat students as if their parents were in the room.
9. Teachers should refrain from the use of sarcasm, yelling, or arguing.
10. In most cases, teachers should make the first contact with parents.

What teachers can expect from the administration regarding pupil management:

1. Expect the administration to do all within its power to provide an atmosphere conducive to teaching and learning. Therefore, the majority of rules and procedures designed for students and faculty should be directed toward this goal.
2. Expect the administration to support the teachers in enforcing student discipline. It is understood that the teacher must operate within established district and building policy in order to assume such support.
3. Expect the administration to inform the teacher of the disposition of referrals (especially from class) and provide an opportunity for further communication.
4. Expect the administration to provide periodic opportunity for reviewing policies and procedures relative to students and teachers in order to facilitate changes when appropriate.
5. Expect the principal to be consistent in exercising his administrative responsibility and authority.

There are certain occasions when students should be sent directly to the principal's office automatically. These violations are as follows:

1. Defiance of authority of the teacher (especially before the group.) Includes profanity directed at the teacher.
2. Threats to the teacher
3. Profanity not directed to the teacher (at teacher's discretion).
4. Intentionally defacing property.
5. Fighting (but not mere scuffling - the teacher should handle that.)
6. Tobacco use of any kind on school property.

7. Not reporting or meeting a teacher at a designated time (if this cannot be worked out by student and teacher.)
8. Being in possession of, using, attempting to use, giving or selling to others, or being under the influence of narcotics. Use or possession of drugs without a valid and legal prescription from a medical or osteopathic physician.
9. Being in possession of, using on school property, giving or selling to others, or being under the influence of alcoholic beverages while being transported in any school vehicle or while in attendance at school, or school-sponsored activity.
10. Theft.
11. Cutting class.
12. Shooting firecrackers.
13. Leaving school grounds during school hours without permission.
14. Injuring another student (even though it may not have been intentional).
15. Chronic violation of any school rule (i.e. constant running in the halls, etc.)
16. Pulling fire alarm.
17. Inappropriate or flagrant dress (unless dress is extremely inappropriate, a note to the principal first is preferable to sending the student directly.)

NOTE: Any time a student is sent to the principal's office he should have in his possession a disciplinary form and the office should be notified by intercom.

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 sheet if necessary.

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

Signature of Grievant

Date

Staff Complaints/Grievances Appeal

Grievant Name

This is an appeal of the findings and conclusions at the following level:

- Level One – Immediate Supervisor
- Level Two – Superintendent

The reason for the appeal is:

Attach copies of grievance and all lower-level findings and conclusions.

Signature of Grievant

Date

GENERAL POLICIES

Absences

Sick Leave

Professional staff employees whose assignment calls for twelve month full-time employment will be entitled to 10 days of sick leave, 2 of which may be used for personal leave. Professional staff employees whose assignment calls for full-time employment only during the regular school term will be entitled to 10 days of sick leave; 2 of which may be used for personal leave. Professional staff has the option at the end of the contracted year to carry over any unused sick days; up to 50 days. An absence of over one through four hours shall be counted as a half-day of sick leave. Any time over four hours will be counted as a full day of sick leave. Unpaid leave shall not be considered sick leave for any purpose.

Upon leaving the school district, an employee who has five (5) years or less employment at Richland R-IV shall be paid Twenty dollars (\$20) for each cumulated sick day. Any employee who has been employed more than five (5) years shall be paid seventy-five percent (75%) of substitute pay for each cumulated sick day. Any employee who has worked 20 years or more for the district shall be paid full substitute pay (100%) for each cumulated sick day upon leaving the district or retirement.

Absences may be charged against sick leave for the following reasons:

- a. Illness, temporary disability or permanent disability of the employee. The Board reserves the right to require a physician's certification attesting to the illness or disability of the claimant and/or inclusive dates of the employee's incapacitation if the absence is for more than ten consecutive days.
- b. Illness or injury to a member of the immediate family.
- c. Illness or injury of other relatives, with permission granted by the Superintendent.
- d. A district employee shall not be entitled to use sick days during the period the employee receives Workers Compensation for time lost to work-related accidents.

Any certified employee who is a member of a retirement system shall remain a member during any period of leave under sick leave provisions of the district or under worker's compensation. The employee shall also receive creditable service for such leave time, if the employee makes contributions to the system equal to the amount of contributions, which he/she would have made had he/she been on active service status.

Personal Leave

A maximum of two days of personal leave (2 of the 10 sick leave days) will be available per school year. Unused personal leave will accumulate at sick leave. Absences may be charged against personal leave for the following reasons:

- a. Tax Investigation
- b. Wedding or graduation for family member
- c. Observance of religious holiday which is normally observed by persons of the employee's faith. Additional unpaid leave shall be granted for this purpose if reasonably necessary.
- d. Conduct of business of such a nature that it cannot be performed on a Saturday, Sunday, or before or after school hours.

Leave will not be granted for an employee due to adverse weather conditions.

Whenever possible, it is expected that requests for leave will be made in writing to the designated administrator at least 48 hours in advance of the time leave is requested. The administrator will respond promptly to the employee's written request.

Absence due to court subpoena or jury date will not be counted as personal leave. All other court appearances will be counted as personal leave.

Pregnancy and Childbirth Leave

A pregnant employee shall continue in the performance of her duties as long as she is able to do so, and as long as her ability to perform crucial duties is not impaired, based on medical opinion. However, the employee shall notify her supervisor as soon as she knows she is pregnant.

The employee shall be granted sick leave during periods of pregnancy related disability, and if necessary any unpaid leave of absence, to begin at the time recommended by her physician. The employee shall return to duty when she is physically able based on medical opinion, except that this paragraph creates no rights extending beyond the contracted period of employment.

Bereavement Leave

Bereavement Leave will be paid as follows in addition to sick leave:

- a. Immediate Family--- (Spouse, Children, Parents, In-Laws, Brothers, Sisters, Grandparents, Grandchildren) -- 3 days
- b. For other extended members paid leave of up to 3 days may be used to be subtracted from the employee's accumulated sick leave.

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. text selection.

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

-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.

-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.

-Teachers should not wear clothing, which advertises or promotes any business that is not appropriate in an educational setting.

-These guidelines shall be interpreted and enforced by the administration; individual exceptions may be considered on the basis of job description or school activity.

Meal Programs

The lunch hour is closed, in that students may not leave the grounds to secure 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)	2.30	1.60
Reduced	.40	.30
Adults	2.60	1.85
Extra Milks	.30	

Payday Schedule

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

Procedure for Requisitions

No purchases will be made by individuals or school organizations and charged to the school without a signed purchase requisition.

Staff Hours

Professional Staff Hours

7:45 a.m. – 3:30 p.m. (Monday – Friday)

The working day for professional staff members begins at 7:45 a.m. All teachers are expected to **be in their room or at workstations** at 7:45 a.m. There will be times when a teacher will need to leave at an earlier time. As a matter of courtesy, as well as policy, the principal should know of the situation and **approve** the early departure.

Administrative Staff Hours

7:30 a.m. – 4:00 p.m.

Unless prior arrangements are made with the central office

Support Staff Hours

Determined by central office and signed contract

BOARD OF EDUCATION 2017-18

Jerry Pemberton	President	Carol Schmidt	Member
Richard Latham	Vice President	Mike Williams	Member
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Telephone Use

All telephones at the school are used for business purposes only. Staff members will not be called from classes to receive personal phone calls except in the case of an emergency. No personal calls shall be charged to the school phones. We suggest you obtain a calling card.

PROFESSIONAL STAFF GUIDELINES

Staff Conduct

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 affective 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 to 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.

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.

Documents on File with the Superintendent

1. The Richland R-IV School District requires that all certificated staff have a valid teaching certificate before entering the classroom. The certificate will be on file with the Superintendent the first day of school. This certificate may be a temporary, or other certificate issued by the Missouri Department of Elementary and Secondary Education. Recent graduates may not have their teaching certificate from the state. In this event the Superintendent's office requires the date of the request.
2. Each teacher will have on file a W-4 Form for the Federal Government
3. Each teacher will have on file their insurance forms
4. Teachers are to report the number of years they have been (full-time) employed by any and all school systems.

School Environment

1. Teachers are expected to be in their classrooms at all times that classes are in session. If it becomes necessary to leave the room in an emergency, the office must be advised.
2. In order to eliminate unnecessary noise and confusion between classes, each teacher should be at their door or in the halls. Be alert and correct any improper behavior.
3. Do not permit students to leave classes except ***with the best of excuses*** and only one at a time ***with a student pass***.
4. Demand that students get to class on time. Do not permit them to come in tardy without a slip from the office. (Late buses accepted.)
5. Classes should not be dismissed by the bell, but by the teacher after the bell rings. Classes dismissed after the bell are always more orderly.

6. Faculty meetings will be arranged when the need exists. All personnel are expected to attend.
7. All teachers are expected to keep lesson plans. Your completed weekly plans should be turned into the principal's office each Friday for the following week.
8. Secondary teachers are expected to make current grades available to students on a scheduled basis, and as needed, to assess student progress.
9. Testing and grading are important. Regular testing is expected.
10. All corporal punishment shall be administered through the principal's office.
11. All teachers are responsible for the conduct of all students anywhere in the buildings, grounds, or at school events.
12. Teachers shall be punctual for the start of classes, leaving a class unsupervised is inviting trouble.
13. Instructors are not to be interviewed (salesman) in the building or during scheduled classes unless authorized by the administration.
14. **Teachers are expected to dress appropriately for their profession.**
15. Teachers shall acquire the previous year's inventory from the Superintendent's office and see that the inventory is in their room and updated. At the close of the year a new inventory will be completed as part of the year-end close out.
16. All teachers are urged to belong to and participate in the Community Teachers Association and any other professional group, which the teacher feels will benefit his/her professional growth.

School Facilities

Our custodians have assignments as do our faculty. Their job is the care of the buildings, contents, and grounds. They need faculty cooperation.

There are teacher responsibilities pertaining to usage of school facilities. When teachers leave the building at the close of the day they should check their rooms for open windows, adjust the shades, put chairs up on tables, secure monies and valuables in the office, turn off all lights and if applicable adjust the thermostats. This is to include maintaining the cleanliness of sinks and cabinets in your immediate room area. While we might consider this a custodial task, it is virtually impossible for the custodian to clean all rooms in the building plus do the items mentioned above. When using the facilities after normal school hours, make certain that everything is locked, in order, and all lights are off when leaving.

Teachers are responsible for supervision over their assigned rooms and for the care of furniture, equipment, textbooks, and other contents, as well as a general responsibility to exercise supervision over all school property. Remind students on muddy days to clean feet before coming in the building.

Tables, desks, and chairs should be orderly. All paper should be picked up and properly disposed of at the end of the day. A clean and healthy atmosphere does promote effective learning.

Conflict of Interest

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.

Fundraising

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

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.

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 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 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 (94-100), A- (90-93), 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 ½ -week basis. Teachers shall maintain records so that there is clear understanding of how grades were derived, should questions arise.

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 student.

Teacher grade books are the official record for: attendance, tardies, and grade evaluation. The record 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 grade entry shall be accompanied with the total possible. In short, should there a question arise, (in later years) as to the proper grade, the entire process could be understood. Each teacher should use the grade book provided by the district as well as maintain grades on Teacher Ease. **Teachers must update grades in Teacher Ease at least every two weeks if not before. No outside computer assisted grade books can be used.**

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 responsibility. Class interruption is a detriment to effective teaching. Guard your class time jealously.

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.

Lesson Plans

All teachers are expected to keep daily lesson plans. Your completed week of daily lesson plans need to be entered into the lesson plan portion of our student record system. (**Teacher Ease**). **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!

Performance Based Teacher Evaluation

PHILOSOPHY:

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.

Effective teacher evaluation is an essential part of the total instructional program. Performance based evaluation should be a continuous process which relates directly to on-the-job performance. Performance based evaluation should be a cooperative effort among the board of education, administration and teaching staff. Standards and criteria in a performance based evaluation system should reflect measurable, observable, and definable teacher behavior.

Performance based teacher evaluation should provide a basis for fair, objective decision making by local school districts. The evaluation of teachers is an administrative function.

PROCEDURES:

1. The principal is the person responsible for the administration of the performance based evaluation system.
2. The performance based teacher evaluation system should include a formative evaluation phase. The formative phase should include both scheduled and unscheduled classroom observations. A pre-observation conference should occur prior to scheduled observations. Formative evaluation includes the classroom observations designed to help teachers improve their performance by providing feedback and suggestions regarding their teacher skills.
3. The summative phase of the evaluation process is a composite of information obtained through the formative observations and may serve as the basis for administrative decision making.
4. Conferences concerning a teacher's performance should be conducted when deemed necessary by the building principal or individual teacher. This conference should include a discussion of identified strengths and weaknesses. Professional Improvement Plans (PIP) for maintaining and improving teacher performance should be identified. Responsibilities of both administrator and teacher for achieving objectives as noted on the PIP should be noted.
5. Teachers dissatisfied with their evaluation may file an appeal to the Superintendent.

Reasonable Physical Force

A staff member may use reasonable physical force against a student without advance notice to the principal, when; protecting other students, protecting school property, preserving order, or for self-protection.

Parent/Teacher Conference Suggested Format

Interested parents want to know at least two factors from a parent/teacher conference:

1. the student's grades
2. how does the student compare with the class

Grades:

- ◆ Explain grading system
- ◆ Provide student's grades from various activities
- ◆ Provide samples of student's work
- ◆ Communicate number and or letter grade
- ◆ The parent should leave the conference with a written evaluation of the student's current academic effort
- ◆ Explain the student's academic strengths and weaknesses
- ◆ Provide suggestions for academic improvement
- ◆ Specific recommendations that the parent can do to help
- ◆ Specific recommendations that the student can do to improve
- ◆ Suggestions or opportunities for make-up or extra credit efforts

School Behavior:

- ◆ Explanation of classroom and school discipline policy
- ◆ Provide and explain published discipline policy
- ◆ Identification of the specific behavioral problem
- ◆ Explain consequences for inappropriate in-school behavior
- ◆ Specific suggestions for the parent to help improve student's behavior
- ◆ Specific suggestions for student behavior improvement
- ◆ Establish a date for evaluation feedback to the parent and student

Teacher Responsibilities:

- ◆ Each test should be corrected and returned promptly
- ◆ Each test should be scored and ranked whenever appropriate
- ◆ Some tests may be corrected by the student and returned to the teacher. Incorrect answers corrected with aid of notes and text.
- ◆ Deficiency letters are to be utilized at any time
- ◆ Parent and student should NEVER be surprised with the grade on the grade card. No one likes an unpleasant surprise.
- ◆ A telephone call or a request for a conference is a very effective tool
- ◆ Parents truly appreciate a note that conveys expected classroom achievement
- ◆ Parents are always pleased to hear when their child has done well. When goodwill is established early on, a parental conference is much more pleasant.
- ◆ Nothing gets better results than a personal phone call
- ◆ A communication early in the semester helps to establish improved relationships with parents. Could even be a form letter.
- ◆ No student should receive an "F" that has not been preceded by some form of written and or parent/teacher communication

Promotion and Retention of Students

The Richland R-IV School District is committed to the continuous development of students enrolled in the district's schools, and for a student's achievement of the skills for the current grade assignment to pass to the next higher grade.

Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff, exceptions are in the best educational interest of the students involved. Exceptions will always be made after prior notification and explanation is given to each student's parents/guardians, but the final decision will rest with the school administration.

In evaluating student achievement, each teacher will make use of all available information, including results of teacher-made tests, other measures of skill and content mastery, standardized-test results, and teacher observation of student performance. The principal will direct and aid teachers in evaluations, and will review grade assignments in order to ensure uniformity of evaluation standards.

In grades 7 and 8 failure of more than two of the core or basic courses (English, Math, Social Studies, Science) or any three classes in the student's schedule will result in the automatic retention of the student in that grade for the next school year. Failure of one of the core or basic courses accompanied by grades lower than "D" in two other courses or failure of any two classes in the student's schedule will result in suggested retention of the student. The retention decision will be made at the end of the school year after a parental conference with the principal and other teachers involved in the student's schedule. If a student successfully completes a summer school program that brings him/her in compliance with the retention policy, they will be promoted.

High School Class Promotions

In order to be a member of the freshman class, a student must have successfully completed and be promoted from the eighth grade.

To be classified a sophomore; a student must have earned at least 6.0 credits before the start of the new school year.

To be a junior, the student must have earned at least 12.0 credits before the start of the new school year.

To be a member of the senior class, the student must have earned at least 18.0 credits and be signed up for enough classes in the senior year to meet the requirements for graduation.

Records

Permanent Record

A student's permanent record is the custody of the administrative office under the supervision of the Superintendent and his staff. Contents of these records include courses taken, grades received, attendance, standardized test scores, school honors and activities, personal identification, class rank and grade point average. Access is limited to staff personnel on a need-to-know basis, parent and the student concerned. No other parent,

student or non-approved staff member has the right to access another's records. These records are governed by Federal Law.

Cumulative Record

The cumulative record is in the custody of the student counselor for the primary use of the counselor. The record includes a working copy of materials in the permanent record plus written communication maintained for the understanding of developmental history of the student, record of conferences with both student and parents, copies of correspondence, anecdotal reports, test data, questionnaires, educational planning materials, as well as student academic records received from previous schools attended. Access is limited to the counseling staff, school administration, parents, and student.

Class Record

The record (official grade book) the teacher maintains is the official academic, attendance, and tardy record. The records maintained by the principal's office shall reflect those of the individual teacher.

Discipline Record

This record is in the custody of the principal. It includes record of contacts, reasons therefore and any action taken. Access is limited to the principal, administrative staff, parents, and student.

Health Record

The health record is normally in the custody of the school nurse. If the school does not employ a nurse, they are in the file in the administrative office. These records include personal identification data, inoculation, vision, hearing, and dental examination reports, doctor's notes, and general information. Access is limited to staff on a need-to-know basis, parents and student

Right To Obtain Copies of Student Records

No student records, or part thereof, shall be released to another institution agency or individual without written consent of the parent, guardian, or student (student must be 18 years of age to approve release.)

The Right of Challenge

A student or the parent/guardian of a student, shall have the right to challenge information contained in the student files. They may seek to remove or modify information and/or make attachment of relevant facts or dissenting opinion. The right of challenge shall be in writing and be initiated by a student or a parent with an explanation of why the material in the file is being contested and what changes are being wrought. Such written appeal shall be presented to the administrative office, a conference with the parent and/or student will be arranged within seven (7) days for the purpose of seeking a mutually satisfactory resolution to the problem. If the problem cannot be resolved by the

principal, the parent or student may appeal to the Superintendent following the same general procedure as for the Principal. Appeals of unresolved issues may continue on to the Board of Education for a final decision.

Referrals for Special Services

The Richland R-IV school system has special teachers for all disabilities in accordance with the Individuals with Disabilities Education Act. When a teacher observes a student with difficulties, the Special Education Director will be contacted for suggestions and possible referral for testing and evaluation.

Release From Teacher Contract

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

Tenured Staff:

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

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.

Substitute Procedure

Teachers are to call as soon after 6:00 a.m. when they will be unable to report for work due to illness, etc. If at all possible, notification the day before is appreciated.

Scheduling of substitutes should be done through the building principal. Emergency situations need to be called to Mr. Smith at (573) 280-6599 as soon as possible. If you can not reach Mr. Smith please call Debbie Bailey at (573) 855-0114.

Substitute File

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

Inclimate Weather

Get information from Student handbook

Daily Announcements

Daily announcements will be sent by e-mail to all teachers and staff on weekly basis. We will also post a weekly announcement sheet in the hallways. If you need something mentioned in the announcements, you will need to turn that into the office no later than noon on Fridays. We will also be reading any announcements that need to be read during Bear Time. Also you can expect from time to time your last few minutes of 8th hour to be interrupted due to last minute announcements that need to be sent out.

Conference Period

Teachers are given one conference period for the purpose of preparing lessons, grading papers, helping students and conferring with parents or with the principal. The purpose of the conference is not to provide time to go home or town on a regular basis and teachers should not leave the building unless it is absolutely necessary. Teachers need to sign out prior to leaving campus and sign back in upon return. The sign-out sheet will be kept in the office.

Classroom Upkeep

Each teacher is responsible for the proper ventilation, lighting, and general appearance of their room. Doors and windows should be locked upon leaving the school. Students should not be allowed to remain in the classroom after the teacher has departed. Furniture should be checked regularly in order to prevent defacing. If repairs are needed in your classroom, make a request to the principal. Windows and doors need to be closed if the air or heat is on.

Emergency Evacuations

Teachers should orient the students in each of their classes in regard to fire and tornado drill procedures sometime during the first week of school. Evacuation procedures must be **posted** in your classroom.

Cell Phones

Teachers are permitted to have cell phones at school. However, personal calls should be limited to times of the day when students are not present. We ask that if you bring a cell phone to school that you keep it out of sight of the students and if you keep it on, that you program it to ring silent during school hours.

Teachers Leaving The Classroom

At no time should a teacher leave his or her room during class unless a teacher-supervisor is there to replace the teacher. If arrangements have not been made for a teacher-supervisor replacement, the regular teacher will be held responsible for anything that happens in the classroom just as if he or she were there.

Textbooks

Student textbooks and other materials need to contain the student's name on the inside cover. Books should be numbered and recorded in your grade book.

Internet Usage

Access to the World Wide Web/Internet must be in support of education and research. The use of the Internet Access Network is a privilege, not a right. Everyone is responsible for what he/she says and does on the network. Because communication with thousands of others is so quick and easy, it is important to think before communicating and to show respect for other people and their ideas.

Network administrators will make reasonable efforts to maintain reliable service and user privacy, but they cannot absolutely guarantee that the system will always be available or that files will always be saved, nor can privacy be completely guaranteed.

The smooth operation of the network relies upon the proper conduct of the end users who must abide to the following guidelines.

- Transmission of any material in violation of any US or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening, harassing, obscene or pornographic material, or material protected by trade secret.
- Do not access non-educational sites. (Examples include Facebook, my space and youtube)
- Do not access another individuals materials, information, or files
- Do not access any “free” internet e-mail account on school computers
- Do not transmit chain letters (either creating or passing on)
- Please do not access “chat rooms”.
- Personal devices brought from home are not the responsibility of the school district. Cell Phones, Laptops, Tablets, Etc... are included in this list. It will be at the discretion of the school district whether your personal device will be allowed to access the internet within the district.

Since the computers are school property, administration reserves the right to inspect computer files at any time.

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 a 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 e-mail, 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 Annoucements

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 Central Office for multi-school or District-wide announcements.