

FAIR PLAY R-II SCHOOL DISTRICT

EDUCATIONAL PHILOSOPHY:

The Fair Play School District involves students, parent, community members, Board of Education, and staff members working together with high expectations for students to become:

- *Educated
- *Self Sufficient
- *Responsible Citizens
- *Effective team members
- *Cooperative problem-solvers
- *Caring, pro-active adults

MISSION STATEMENT:

Fair Play R-II School District: Building Toward the Future on Today's Successes

DISTRICT GOALS:

- 1. Academic Achievement-** The district will administer assessments required by the Missouri Assessment Program to measure academic achievement and will demonstrate improvement in the performance of its students over time.
- 2. Subgroup Achievement-** The district will demonstrate required improvement in student performance for its subgroups.
- 3. College and Career Readiness-** The district will provide adequate post-secondary preparation for all students.
- 4. Attendance Rate-** The district will ensure all students regularly attend school.
- 5. Graduation Rate-** The district ensures all students successfully complete high school.
- 6. Recruit, attract, develop, and retain-** highly qualified staff to carry out the LEA/District mission, goals, and objectives. (Be competitive with other PCL schools with benefits and salary)
- 7. Provide and maintain-** appropriate instructional resources, support services, and functional and safe facilities.
- 8. Promote, facilitate, and enhance-** parent, student, and community involvement in the district's educational programs.

GENERAL INFORMATION FOR FAIR PLAY R-II CERTIFIED STAFF

ABSENCES:

Absence from duty of any member of the teaching staff inhibits the working organization of the school system. However, the Board of Education recognizes there are times when it is absolutely necessary for a teacher to be absent from duty, and has set up a plan which provides for certain authorized absences without loss of pay.

1. Sick Leave may be used for illness, injury, incapacity, dental appointments, vision appointments, medical appointments of the employee and/or spouse, children, parents, siblings, grandparents, grandchildren or family member living under the same roof as the employee. Sick leave may also be used for additional days for bereavement if they are needed and exceed the number of provided bereavement leave. Nine sick leave days are provided for nine month employees and increasing by one additional sick leave day for each month employed beyond nine months. Maximum accumulation of 70 sick leave days is allowed. Any days left at the end of June will be paid to the employee at a rate of fifteen dollars, per day, after the employee has worked for the district for five years. Each employee will be allowed two personal leave days. If they are not used, will be added into sick leave. Notification must be made to your supervisor/secretary the night before whenever possible. If notice must be given the day of an absence, it must be made by 6:30 am.
2. Bereavement Leave may be used for the death of spouse, children and parents. Bereavement leave does not count against the employee's sick leave. Each employee will be given three days of bereavement leave. Up to five days may be allowed by the building level principal if needed for travel. Additional days will be granted but will be counted against the accumulated sick leave days.
3. Personal Leave may be used to take care of business that can be taken care of outside of the regular school day. Each employee will be given two a year. If the days are not used, they will be rolled over into accumulated sick leave. Personal leave must have prior approval of the building level administrator. Personal leave cannot be taken during the month of May unless an exception is granted by the building level administrator for a specific event that the employee has no control over. Principals may restrict the number of personal days taken on a specific date if substitutes are not available. Those requesting a personal day the earliest will be granted.
4. Vacation Leave will only be given to twelve-month employees. Unless stated otherwise in the staff member's contract, they will be given 10 paid vacation days. The days must be used by June 30th of the year or will be lost. Exceptions will only be allowed with prior approval of the superintendent.

Twelve-month employees who are hired after July 1st, the number of vacation days for the first year of employment will be prorated based on the date of hire.

5. Professional Leave Up to two days each year will be granted to certified personnel for the arrangements of their advanced professional training with the approval of the Professional Development Committee, Building level Principal and/or Superintendent.
6. All Leave must be requested with a staff absence report. If the employee does not indicate the type leave being requested, it will not be approved and the staff member will receive the report back. If on the second submission, a reason is not selected, the staff member will not be paid for the day/s absent.

For more specific information about absences and leave (including Family Medical Leave Act) please see Board Policies 4300's.

ACCIDENT REPORTING PROCEDURES:

The goal of Fair Play R-II is to be accident free, however if an accident should occur on school premises or at a school-sponsored event, a written report must be prepared and turned in to the nurse. The written form shall include the following information: name, grade, date time, name of supervisor/teacher, location, cause of injury, names of witnesses, injuries incurred, treatment given, name of person giving the report, and any additional information that is needed.

In case of a serious injury the building principal and superintendent shall be notified. The superintendent shall notify the board of all serious accidents.

ARRIVAL, DEPARTURE, AND USE OF TIME:

Teachers are to be at school at 8:00 am and may leave school at 3:30 pm. This time may be used profitably for planning, straightening of room and securing needed materials and information for the next day. Teachers are encouraged to contact parents on a regular basis.

Elementary students line up by grade in the cafeteria and may enter their classrooms at 8:10 am. They are dismissed at 3:13 pm from their classes.

High School teachers need to be in their rooms by 8:15 am. High school students will be allowed to go to their rooms at 8:15 am. Classes start at 8:17 am and are dismissed at 3:16 pm.

Students are to eat breakfast from 7:45 am-8:10 am.

Faculty workrooms are located the elementary, middle building and the HS.

Students are not allowed in the Faculty Workrooms. **Teachers cannot give permission to allow any student in the Faculty Workrooms.**

When it is possible, teachers should use their room during their planning time. Teacher planning time should be used for school purposes such as planning work, aiding individual students, meeting or calling or writing to parents.

Teachers may leave the school premises during planning periods if they sign out with the principal for business purposes. This should not be done on a regular basis.

ASSIGNMENTS:

Teachers shall be subject to such assignment or to such change of assignment as the Superintendent of Schools and/or Board of Education shall deem to be for the best interest of the school. The teacher is responsible to keep their certification current. Recommendations for assignments shall be made to the superintendent by the principals. Consideration shall be given in all cases to the convenience and suitability of the assignment to the person involved. Requests for changes in assignment must be made in writing to the Principal who will submit it to the Superintendent.

BUILDING AND GROUNDS:

Teachers should encourage the pupils to take good care of the building, grounds, and equipment. Teachers should make sure our buildings and grounds present a positive school climate. If safety issues are identified they should be given in written form to your Principal immediately. Safety is the number one responsibility of a school district.

Teachers and students should cooperate with our custodians' by keeping waste picked up inside and outside of our buildings. Teachers are responsible for this anytime they are at the school. If your classroom or work area is not being cleaned appropriately you should submit in writing your concerns to your Principal. Your classroom should be picked up and free of clutter at the end of each day.

School property and equipment should be kept and stored on school property. If you need to borrow or use school equipment off site, prior approval must be given by an administrator.

CELL PHONE USAGE:

Staff member's **cell phones should not be used for personal business when their class is in session**. If you are taking your class outside, you should take your cell phone and have it on in case you have an emergency. If there is a family emergency situation where you must use your cell phone for personal business, you need to **inform the principal before school starts that day**. Our reason for being here is to educate the students and that must be our focus. Staff members may use cell phones with students during class time if it for instructional purposes.

CERTIFIED PERSONNEL SEPARATION:

See Board Policies in the appendix.

Refer to your employment contract.

CHILD ABUSE:

Child Abuse/Neglect The Board of Education requires its staff members to comply with the state child abuse and neglect laws and the mandatory reporting of suspected neglect and/or abuse. Any school official or employee who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect, or who observes the child being subjected to conditions or circumstances which would reasonably result in abuse or neglect will immediately report to the Child Abuse Hotline (1-800-392-3738) Missouri Children's Division, as required by law.

The school, as a mandated reporter, will be entitled upon request to the local Child Services Office or to the social worker completing the investigation to information on the general disposition of the report. The information should be shared with the staff member who originated the report, but should not be released to anyone else without written authorization from Child Services. Parents/guardian should be referred to Child Services for information regarding the investigation. Parents/guardians have access to the records after the investigation is completed, except that the identity of the reporter is not released.

When Child Services receives a child abuse report alleging an employee of a school district has abused a student, the report is immediately referred to the school superintendent, or the president of the School Board in situations concerning the superintendent, who will conduct an initial investigation. If the report relates to a spanking by a certificated school employee administered pursuant to written district policy or if it is determined that the sole purpose of the report is to harass a school employee, the superintendent or board president will jointly investigate the matter with the investigator and/or law enforcement. Findings and conclusions will be issues as required by section 160.261 RSMO.

All other reports of any nature will be immediately given to Child Services for investigation, and the superintendent will take no further action. The superintendent/school board president will be considered a member of the multi-disciplinary team, and as such will be involved in the investigation and have access to appropriate information including the outcome of the investigation.

Any person who in good faith participates in the making of such reports, or in any judicial proceeding resulting there from, will be immune from civil or criminal liability, it shall not be the responsibility of the school official or employee who initiated the report to prove that the child has been neglected or abused. The superintendent will prepare and implement procedures as are necessary to accomplish the intent of this policy and of the law.

It is our responsibility to report and their responsibility to investigate. We do not have to make the decision ONLY to report what we see or have been told by the student or parent.

CREDENTIALS:

These items must be present at the Superintendent's Office on or before the first day of school:

- Current Teaching Certificate
- Your complete transcript of college credits
- Tax Forms
- Employment Application (new teachers)
- Family Care Registry Form (new teachers)
- Fingerprints/Background Check (new teachers)

DISCIPLINE:

We believe the teacher is capable of handling a lot of the discipline problems and thereby better gain and maintain the respect and cooperation of the students. The principal will be glad to aid as needed. Trivial cases should not be sent to the office.

Any student that is dismissed from a class shall be brought to the principal's office. The student will be counseled with and a written record made and filed. If the problem is of a more serious nature, further steps may be taken according to school policy. If the consequence involves out of school suspension detail records must be kept including written statements by each party involved. The principal will be responsible for gathering the reports and summarizing a report to the superintendent.

In this school we have but one aim in regard to discipline: To maintain an atmosphere conducive to learning. Although discipline is not our primary objective, it is necessary if we intend to accomplish the goals we do consider important. Please read the Student

Handbook and be knowledgeable of its contents. If your students are not following the behavior policy on a regular basis, then it becomes a teacher issue. Discipline is everyone's responsibility.

DISCRIMINATION-EMPLOYMENT:

See Board Policy in the appendix.

DRUG FREE WORKPLACE:

See Board Policy in the appendix.

If it is evident that a staff member has consumed alcoholic beverages, illegal drugs or is unable to perform their job while taking prescription medication while on school property and/or before a school activity the staff member will not be allowed to participate in school activities. Discipline will be taken up to and including termination.

EVALUATIONS:

Non-Tenured:

Each principal will have a minimum of once a month walk-through for each non-tenured teacher. The principal will provide a report and when needed will conference with the teacher. The Teacher Evaluation will contain at a minimum five formative and one summative evaluation. The evaluation will include at least 1 unit of instruction (the principal may require more). Each teacher will submit a professional development plan during the first semester and will be included in the summative evaluation. The main purpose of evaluations at Fair Play is to improve instruction and will result in improved student performance.

Tenured:

When a teacher receives tenure status with the Fair Play R-II School District, the teacher will have a summative evaluation once every three years. The building principal will keep a schedule of when each tenure teacher receives their summative evaluation. Each principal will have a minimum of five walk-through for each tenured teacher. The principal will provide a report after each walk-through and when needed will conference with the teacher. The evaluation will include at least 1 unit of instruction (the principal may require more). Each teacher will submit a professional development plan during the first semester and will be included in the summative evaluation. The main purpose of evaluations at Fair Play is to improve instruction and will result in improved student performance.

EXCUSING OF STUDENTS:

When the tardy bell rings at the beginning of school, all students and teachers should be in their respective places and ready for instruction. Teachers are responsible for keeping student tardies.

Students should be excused out of the room only when absolutely necessary.

Teachers should dismiss students only when they have a **WRITTEN** request from another teacher. This request will release one teacher from responsibility for the student while shifting the responsibility to the teacher who asked for the student.

Students will not be allowed to leave school unless the parents sign them out or call.

Please make sure all visitors report to the Principal's Office and have a visitor's pass.

Supervision of students in the hallway is the responsibility of everyone.

FACILITIES:

Teachers are required to have their keys on their person at all times. Fair Play School District considers safety to be our most important responsibility and that cannot be done unless each teacher has their keys. If you forget your keys at home you are to notify your building principal for a spare key for the day.

Every staff member is responsible for your classroom, work area and/or equipment. If things are broken or need repair you should report this to your building level principal or supervisor. You are responsible to make sure your equipment/tools/teaching supplies are taken care of and remain secure. Your classroom is for you to use. Do NOT make any permanent changes in your classroom without your principal's permission.

Do not dispose of thing in your classroom without permission from your building level principal. Tradition is important at Fair Play and in the past, some staff members have disposed of things that are of value to the district which were not of value to the employee. To keep this from occurring have your building principal or supervisor check the things you are disposing of before you leave it for the custodians.

If you open a door or a window then it is your responsibility to make sure that window and door is secure at the end of the day. If you are the last person leaving your building you are responsible to make sure all doors are locked and the alarm set. When you do set off the alarm, which happens to us all, you are responsible to contact your building level principal or the superintendent immediately so they can notify the alarm company and

keep emergency responders from being dispatched because it costs the district money. NEVER share your security code with a student.

Your keys are the key to our district's security. If keys are lost or are missing you should notify your building level principal or supervisor immediately. Never allow a student to use your keys unless you are with them where they can be returned immediately.

We have wonderful facilities and together we can keep them nice. When we have to make repairs due to neglect or replace equipment because it wasn't taken care of or secured at the end of the day, it costs the district money. If you see someone has not taken care of their responsibilities, be a team player and help them out. If it is an on-going problem, let someone know so we can get it taken care of. If we are spending wasteful money on facilities and equipment then it keeps us from getting raises. Be smart!

FIELD TRIPS:

Student field trips cannot exceed a total of 12 hrs. in a day. Teachers need to plan leeway to allow for additional stops and students not returning to the bus on time in order to meet the 12 hr. limit. We need to do this to be in compliance with federal transportation law. Exceptions must have principal and superintendent approval prior to presenting it to the students.

FUND RAISERS:

All fundraisers must be approved through the principals' office. All money should be **deposited within TWO weeks of receiving the funds.** You must identify which fund the money is to be deposited. Students are not allowed to participate in any fundraiser for that program/class/club until all money has been received for the prior fundraiser.

GRADES AND GRADING:

Teachers are to observe the following grading system at the end of each quarter as required by the principal:

100%-90% Excellent=A
89%-80% Superior=B
79%-70% Average=C
69%-60% Inferior=D
59%-lower Unsatisfactory=F
Incomplete

Teachers are required to turn in their grades by the grade deadline. This includes 3 week grade checks. Any exceptions must have the principal's PRIOR approval.

An incomplete grade means the grade has been delayed until some missed work has been made up. An incomplete grade is permissible only one quarter. If an incomplete grade has not been removed by the end of the following quarter, then the grade for the quarter will be an F. It is the teacher's responsibility to notify the principal that an incomplete grade has been made-up and what the new grade is. It is recommended that students be required to remove the incomplete work in two weeks except in special cases.

Exams at the end of the quarter should be given the week the quarter ends.

Grade cards will be issued according to the posted school calendar.

No school activities should be scheduled during Parent Teacher Conferences. All teachers will be involved in Parent Teacher Conferences.

Teachers are asked to keep plan books filled out at least one week in advance and provide a good testing program that will leave little doubt as to why a student received a specific grade. Great teaching cannot occur without good planning.

GRIVANCE PROCEDURES:

See Board Policies and Regulations in the appendix.

HEALTH SERVICE PROCEDURE:

Accident Procedures: In case of injury to a pupil, the building principal, the school nurse, or other designated qualified personnel shall be immediately notified. If the principal is unavailable he/she shall be notified of the accident as soon as possible. The principal, nurse, or other designated qualified personnel will contact the parents of the student. If the injury is of nature requiring immediate attention and the school is unable to locate the parents, the building principal, nurse, or other designated qualified personnel shall take the child to the family doctor. If the accident is minor in nature, first aid will be administered by the building principal, school nurse, or designated qualified personnel and the student returned to class.

Illness Procedures: When a child is ill and it is necessary to send her/him home, she/he will be made as comfortable as possible until arrangements for transportation can be made. Parents shall be notified immediately by telephone and instructions requested as to how to proceed.

An ill child must remain at school until proper arrangements can be made. When the parent has no telephone, every effort should be made to find a member of the family, or someone designated by the parent who will assume responsibility for the care of the child.

INSTRUCTIONAL TIME:

The Fair Play R-II Board of Education recognizes the learning value of extracurricular activities and non-structured interaction. However, since the majority of academic learning takes place during planned learning activities in the classroom, every effort will be made to minimize disruption of instructional time. Announcements and pull out programs will be planned to minimize the amount of lost instructional time. Unless it is an emergency, class time will not be interrupted for phone calls. Visitors are not allowed to go to the classroom without first checking in at the office.

The full class period should be devoted to learning. Although there will be times when a lesson finishes early, free time should not be included as a regular part of class.

INSURANCE:

Employees who start at the beginning of the new school year will have insurance coverage as of October 1. Employees who start after the school year had begun will have insurance starting the 1st of the month after 30 days of employment.

Employees who leaving during the school year will end insurance coverage at the end of the month, the last month they have worked. If an employee leaves at the end of the school year, insurance coverage will end on June 30th.

Employees who receive their checks over 12 months MUST notify the district IN WRITING BEFORE June 10th if there will be any changes in their insurance over the summer. The bookkeeper writes the summer checks all in June and must have ANY insurance changes before June 10th. If the employer is NOT notified in writing the employee is relinquishing any overpayments from the district.

LUNCH DUTY:

Staff members who receive their lunch at no cost because they have lunch duty are responsible to provide supervision during that time. Supervision includes the students and the facilities. If students are misbehaving the teacher on duty is responsible for the consequence for the student or if severe enough will send the student to the principal. The teacher on duty should tell the cafeteria cashier who has the duty at the beginning of their shift so she knows who to contact if there is a problem.

All staff members will receive Thanksgiving Lunch, Christmas Lunch and Easter Lunch at no charge as a “thank you” for being at Fair Play.

MEETINGS:

The majority of faculty meetings will be held during STEPS. Occasionally faculty meetings will be held at other times as the need arises. Teachers are responsible for the information provided in the daily bulletins.

Whenever possible, meetings for extracurricular groups should be scheduled outside of school hours. All meetings and activities are to be cleared through the principal's office. You are responsible to make sure the meeting area has been cleaned up and furniture put back in place for the next school day.

Any meeting involving the use of either gym or cafeteria must be cleared through the High School Office.

MONEY:

Teachers should not keep money in their classroom or on their personal property or in a separate checking account. **It is standard accounting practices that all funds must be deposited in the school district's account. NEVER have a student/parent write you a check unless it is made out to Fair Play School District.** Money should be given to the building secretary and kept there until deposited. Checks must be deposited within 2 weeks of the district receiving it. Make copies of checks if you feel you need to have proof of receiving a check.

The district cannot support any staff member when accused of wrong doing if these practices are not followed. These requirements are to protect YOU, the employee.

PROFESSIONALISM:

We are a team at Fair Play. Together there is nothing we can't achieve. As with any team, there will be times when there are misunderstandings or disagreements. These are to be taken care of privately and should never be discussed in front of students, parents or community members. Professionalism for the School Board, administration and each other must always be shown regardless of the location. Students, parents and community members will never show us respect if they see we are not professional to each other. Our behavior must be that of a professional during the school day, at school events and anywhere we are seen as a school representative.

PUBLIC RELATIONS:

We believe that it is good training to require students to address the school personnel by Miss, Ms. Mrs., or Mr. therefore it seems that in the presence of students, it would be appropriate for the school personnel to follow the same practice during school hours.

Teachers are encouraged to attend as many school activities as possible. This is one of the key public relation factors in a school. Nothing reflects the "good school" better than having school personnel present at school activities. Also, students are aware of your presence, which contributes greatly to school spirit and morale. Events that are especially important to attend are the Christmas Program, Homecoming and Graduation.

Sometime family events occur at the same time so let your principal know if you cannot attend these events. "They don't care what you know until they know that you care."

PURCHASE ORDERS:

The **purchase order template is on the network and should be used**. Purchase orders may be typed or handwritten but we want to use the same form throughout the district. There should be ONE COPY of each PO turned in to the Supt. Office. (If a staff member or an administrator wants a copy it is to be made by them). All PO's must have the principal's signature before it is given to the superintendent.

If you are using Student Activity Funds for a purchase, please indicate that on the PO in the upper right hand corner.

If you are using Professional Development Funds for a purchase, please indicate that on the PO in the upper right hand corner.

Accounts are NOT paid only from purchase orders. You must turn in the invoice to the office for the bill to be paid. If you happen to receive a bill, it is your responsibility to get it to the bookkeeper. She cannot pay without an invoice.

Each principal has a school credit card. You may use the credit card **ONCE YOU HAVE RECEIVED A SIGNED PO**. Please write on the purchase order: **PAID WITH SCHOOL CREDIT CARD**. We receive a cash back bonus annually for our purchases on the credit cards.

If you request reimbursement you must complete a purchase order, purchased from should be completed with your name and attach the original ticket. Purchases like these should be limited to situations that cannot be paid any other way at the time. Schools do not have to pay sales tax and when we reimburse an individual, we cannot pay sales tax.

RECORDS:

Teachers are to keep their own attendance and tardies record for each day. A record will be kept in the office from the absentee form completed by each teacher.

Grades are required to be kept current. Please see the section on Grades for further information.

A record is to be kept in the teacher's grade book of all textbook numbers issued to students.

REPORTING TO SCHOOL STAFF:

School administrators shall report acts of school violence to teachers and other school district employees with a need to know. In addition, any portion of a student's IEP that is

related to demonstrate or potentially violent behavior shall be provided to any teacher and other district employee with a need to know.

Teachers and other school district employees who have a need to know will also be informed by the superintendent or designee of any act committed by a student in the district which is reported to the district by a juvenile officer in accordance with state law. The report from the juvenile officer shall not be used as the sole basis for denying educational services to a student.

Any teacher who is aware of an incident in which a person is believed to have committed an act which if committed by an adult would be first, second, or third degree assault, sexual assault, or deviate sexual assault against a student or school employee, while on school property, buses or at school activities shall immediately report such incident to the principal.

The teachers shall inform the principal if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

SAFETY:

Teachers are required to have their keys on their person at all times. Fair Play School District considers safety to be our most important responsibility and that cannot be done unless each teacher has their keys. If you forget your keys at home you are to notify your building principal for a spare key for the day.

The District needs teachers to be vigilant. **If you see any potential safety issue it is your responsibility to report it to the principal. If you see a stranger in the hallway, ask if you may help them as a way of identifying who they are.** Visitors are required to have a visitor's pass.

If you are responsible for an after school activity you do not leave until all students have left.

Fire drills and Tornado Drills are to be done quarterly. On the same day as the drills, every teacher will instruct their students on the importance of "stranger danger", not letting unknown people in locked doors, meanings of "internal lockdowns" and external lockdowns" and how to notify an adult if they see something suspicious.

Safety of our students is our number one responsibility.

SEXUAL DISCRIMINATION:

See Board Policies and regulations in the appendix.

SEXUAL HARASSMENT:

See Board Policies and regulations in the appendix.

SOCIAL MEDIA:

Social Media usage that adversely affects job performance of fellow associates, residents, family members, people who work on behalf of Fair Play School District or violates the HIPPA privacy law may result in disciplinary action up to and including termination.

STAFF CONDUCT:

The Board of Education of the Fair Play R-II School District expects their teachers to conduct themselves as professionals anytime when they are representing the District. We are providing the following guidelines because even the appearance of impropriety may significantly damage an educator's reputation. The best way for educators to protect themselves from false accusations is to avoid behaviors that could be misconstrued.

Remember, always, you are the adult and the students are children. There is NO age where it is allowable for a staff member to EVER cross a line. They are your students and they are not your friend.

Do not remain alone with a student in the classroom outside of the regular school day without informing the principal or another staff member.

Do not remain alone with a student behind a closed door on a regular basis.

Do not make a habit of meeting students outside of school for a meal, a soft drink, or a cup of coffee.

Do not text message, email or use forms of social networking with individual students for any reason. If you are notifying a group about a time to leave or a change in plans for a practice or activity is it acceptable. If a student texts you individually and you feel you must respond then include your assistant coach or administrator in the response.

Do not counsel students in nonacademic matters without notifying another teacher, the counselor or administrator. (If you believe the student is at risk involve others in your discussions)

Do not regularly transport students in your own vehicle or allow students to have access to your vehicle. When you do transport students inform your administrator.

Do not engage students in conversations regarding their romantic or sexual activities on a regular basis or without another adult being aware of the conversations.

Do not entertain students in your home unless it is a school-sponsored activity which involves several students or you have notified the parents/guardians of the students that it is specifically NOT a school sponsored activity.

Do not make sexual comments, make comments about the students' bodies, tell sexual jokes, or share sexually oriented material with students.

Do not touch students in a manner that a reasonable person could interpret as inappropriate.

Staff members are to meet the Dress Code guidelines that is required of the students.

Teachers are required to have their keys on their person at all times. Fair Play School District considers safety to be our most important responsibility and that cannot be done unless each teacher has their keys. If you forget your keys at home you are to notify your building principal for a spare key for the day.

If you see or if you are told by a student of a staff member doing any of these things, you are to report it to your supervisor. It is NOT up to you to decide if there is wrong doing, it is up to you to report it. The safety of the students are our NUMBER 1 priority.

SMOKING AND USE OF TOBACCO:

Faculty, staff and students are not to smoke or use tobacco on school grounds or buses. This includes smokeless tobacco.

SUPERVISION:

Classroom visitation and supervision will be for the purpose of helping the teacher. Please feel free to discuss your teaching plans, testing methods, problems, etc. with the principal at any time.

Elementary students are not to remain after school or stay in the classroom during recess unless the teacher for whom they are working remains to supervise.

All teachers are to serve as building supervisors and have charge of all pupils at all times. (This item is the key to having a smooth operating school.) Students will not be allowed to talk in the halls to avoid disturbing classes. Disciplining students in the hall is everyone's job.

Field trips require written approval. Written permission to go on a field trip must be received for each student before the student is allowed to go. Trip applications must be completed seven days before a proposed trip. Forms are available in either the principal or superintendent's office. Field trips should be educational. (See Transportation Section for more information)

All fund raising requests should be made in writing to the principal. The principal is responsible to make sure fund raising is appropriate for the students and for the district. Parents should not feel overwhelmed with a multitude of fundraisers.

Each teacher is responsible for the students moving through the halls and rooms in an orderly fashion. Teachers and principals are to be in the halls and available during the breaks, before school, and during the noon period. They should correct any shouting, running, scuffling, etc. There should be no loitering in the corridors or bathrooms. Teachers should not leave students alone and unattended in the classroom. If the teacher must leave the students for any reason, the principal or another teacher should be notified to watch the class.

Teachers are asked to correct and/or report any items that are not in line with school policy to the Principal.

Teachers must enforce the cell phone policy. Students violating the policy are to be sent to the principal's office.

The first week of school should include instructions on such things as proper use of the library, buildings, textbooks, rules, fire drills procedures, tornado drill procedures, etc. Also, encourage older and more capable students to aid younger and less capable students.

Teachers should encourage:

- a. Neatness in papers turned in. (Do not accept untidy papers.)
- b. Courtesy to all staff members and other students.
- c. Promptness.
- d. Cleanliness.
- e. Correct spelling and grammar.
- f. Proper use of books. (Students will be fined for improper use or loss of school-owned books.)

Elementary teachers are expected to supervise the students as they are boarding the buses, unless excused from the duty by the principal.

Teachers will supervise the fire, storm drills. There will be at least a fire drill the first week of school and each quarter thereafter, 2 storm drills per year with at least one in March. There will be at least 2 bus evacuation drills each year.

SUPPLIES:

Some teaching supplies are kept in the school offices. Teachers should take only what they need. These supplies may be checked out from the secretaries.

Personnel permitted in the school's vault include only the superintendent, principals, and secretaries.

Equipment may be reserved and checked out through the librarian and or the Director of Technology.

In the library: Please try to secure all books and materials needed before the tardy bell rings. Not only is it important for teachers to be on time to class, but this will avoid interrupting other teachers and classes.

DVD/VCR/TV: Technology provides many opportunities for students to experience a variety of subjects. However, use of the TV other than for educational use should be rare. Please check with the principal before using TV time for activities that are non-educational.

Copier: If the copier breaks down, please ask either the secretary, or principal to look into fixing the machine.

TRANSPORTATION REQUESTS:

Transportation requests must be completed a minimum of 7 days before the date needed. No more than 2 additional buses can be used on any given date if the trips conflicts with regular bus routes. Requests will be filled in the order received. There should be 4 copies: one for the one making the request, one for the principal, one for the bookkeeper and one for the Transportation Director.

Teachers are to ride the bus on activity trips. If you cannot you must have prior permission from your principal.

TEACHING PRACTICES:

Teachers are encouraged to stay aware of current educational trends. They should explore new and innovative teaching methods and techniques. Implementation of new methods and techniques will be encouraged.

Teachers shall use textbooks and ancillary materials that will not discriminate on the basis of gender or race, but will provide disability awareness and will be multi-cultural in scope.

TECHNOLOGY:

See Board Policy. When the Technology Director needs to have everyone off of the network in order to address a district-wide issue, EVERYONE is to comply with the directive. Do not bring flash drives and other storage devices from home computers/equipment and use on district's computers without the Technology Director's approval.

Any material placed on a district computer belongs to the district and is subject to district approval and monitoring. This is not meant to restrict ANY normal and appropriate use of the district's technology or equipment. This provides us with the authority to address and stop any inappropriate use of the district's technology or equipment.

USE OF THE TELEPHONE:

Staff member's **cell phones should not be used for personal business when their class is in session**. If you are taking your class outside, you should take your cell phone and have it on in case you have an emergency. If there is a family emergency situation where you must use your cell phone for personal business, you need to **inform the principal before school starts that day**. Our reason for being here is to educate the students and that must be our focus. Staff members may use cell phones with students during class time if it for instructional purposes.

WORKMAN'S COMP:

If you are injured at work you must notify your principal or supervisor immediately. If something happens and you wait awhile before you know there is truly an injury, notify your supervisor immediately upon realizing the injury is on-going. All reports should be made within three days of the incident at a maximum.

The district will not be responsible for injuries where the employee has not followed sound safety judgment.

APPENDIX