

SOUTH HOLT R-1

SUBSTITUTE HANDBOOK

2017-2018



This handbook outlines some of the most commonly used policies/procedures affecting the South Holt R-I teaching staff. It is not all-inclusive. The Board Policy Handbook contains all policies of the South Holt R-I School District and should be referred to for additional information or clarification. The handbook also reflects the administrations philosophies, goals, and expectations. The Student Handbook covers policies/procedures for parents and students. Keep a copy of both handbooks for reference.

Approved July 2017

Table of Contents

<u>Board Policy Links</u>	3
<u>South Holt R-1 Mission</u>	3
<u>General Administration</u>	3-6
<u>Contract Time</u>	3
<u>Compensation & Benefits</u>	3
<u>Employment</u>	3
<u>Staff Conduct</u>	3-4
<u>Dress Code</u>	4
<u>Staff Use of Communication Devices</u>	4-5
<u>Use of District Technology</u>	5-6
<u>Student Welfare</u>	6-7
<u>Reporting Abuse</u>	6
<u>Student Discipline</u>	6-7
<u>Student Supervision</u>	7
<u>General Information</u>	8
<u>Emergency Procedures</u>	8-9

The South Holt R-1 School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Name and/or Title: Mr. Bob Ottman, Superintendent
Address: 201 South Barbour
Oregon, MO 64473
Telephone No.: (660) 446-2282

BOARD POLICY LINKS

The South Holt R-1 School District Board of Education policies are now paperless and on-line at the website: <http://www.southholtr1.com/>.

To access the South Holt R-1 School District Policy Manual:

· Go to the Board of Education (menu on left of screen)

<http://www.southholtr1.com/home/board-of-education>

· Click on Board Policy Table of Contents

SOUTH HOLT R-1 SCHOOL DISTRICT MISSION

The mission of the South Holt R-1 School District in partnership with the citizens of the district have a mission to provide lifelong learning opportunities through a commitment to academic excellence preparing effective, responsible citizens to meet future challenges and to live productive lives in a changing society.

GENERAL ADMINISTRATION

CONTRACT TIME

Substitutes need to be at school as close to the teacher start time of 8:00am if possible and stay until at least 3:16p.m. unless not needed. If the substitute needs to leave the building for any reason during the school day, please notify an administrator first. If unable to reach an administrator, notify a secretary.

COMPENSATION AND BENEFITS

Payday will be the 23rd of each month or on the last school day preceding the 23rd if it falls on a weekend or holiday. Substitutes are provided with a free lunch.

EMPLOYMENT

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

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 all duties in a punctual manner.
17. Maintain student confidentiality pursuant to state and federal law.
18. Follow and implement student IEP under 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.

(Policy 4630)

DRESS CODE

Teachers are to dress in a manner appropriate for a professional. Teachers are models for students. The teachers' mode of dress affects the students' attitude in the classroom as well as the parent's belief that professionals are working with their children. Casual dress (jeans) will be allowed to be worn on 1:00 dismissal days and on the last work day of each week. Casual shorts should not be worn. Physical education teachers may wear a polo or t-shirts and athletic shorts.

STAFF USE OF COMMUNICATION DEVICES

The South Holt R-1 School District encourages district employees to use technology, including communication devices, to improve efficiency and safety. The district expects all employees to use communication devices in a responsible manner that does not interfere with the employee's job duties. Employees who violate district policies and procedures governing the use of communication devices may be disciplined, up to and

including termination, and may be prohibited from possessing or using communication devices while at work. Communication devices may not be used in any manner that would violate the district's policy on student-staff relations.

General Use: The district prohibits employees from using any communication device that interrupts or disrupts the performance of duties by the employee or otherwise interferes with district operations, as determined by the employee's supervisor.

Employees are responsible for keeping communication devices secure and, if possible, password protected. Supervision of students is a priority in the district, and employees who are responsible for supervising students must concentrate on that task at all times.

Employees shall not use communication devices when they are responsible for supervising students unless any of the following conditions occur:

1. The device is being used to instruct the students being supervised at the time.
2. The use is necessary to the performance of an employment-related duty.
3. The use is consistent with a supervisor's guidelines for limited, personal use of communication devices.
4. There is an emergency.

Even when these conditions exist, the employee is responsible for obtaining assistance in adequately supervising students during the approved use so that students are supervised at all times.

USE OF DISTRICT TECHNOLOGY

The computers and other technology in the building belong to South Holt R-1, and are for educational purposes only. Any material that has been accessed on district machines may be inspected by South Holt administrators. The machines themselves will be inspected at random, in keeping with suggestions from our insurance carriers.

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

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

Internet Safety Training- In compliance with the Children's Internet Protection Act, each year, all District students will receive internet safety training which will educate students about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, and cyberbullying awareness and response. Such training will include Internet, cell phones, text messages, chat rooms, email and instant messaging programs. (see also Policy 6116- State Mandated Curriculum-Human Sexuality).

Inappropriate Network Usage- To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors. Policy 6320
Page 2

Supervision and Monitoring- It shall be the responsibility of all District employees to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet protection Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of Superintendent or designated representatives. (Policy 6320)

STUDENT WELFARE

REPORTING STUDENT ABUSE

The Board of Education believes that school staff members are in a unique position to assist children, families, and the community in dealing with the issue of child abuse and neglect. Child abuse is defined as any physical injury, sexual abuse or emotional abuse inflicted on a child other than by accidental means. Neglect is defined as the failure to provide the proper or necessary support, education, nutrition or medical, surgical or other care necessary for the child's wellbeing. Employees making reports of allegations of sexual abuse of a student will be provided immediate unrestricted use of communication technology and will be temporarily released from their work duties to make an immediate report.

STUDENT DISCIPLINE

Discipline begins in the classroom. Each teacher should set enforceable rules which are included in the class syllabus and gone over, with all students, during the 1st day of school. The key to successful discipline is to enforce rules consistently, firmly, and fairly. Use consequences that fit the behavior and call parents to inform them of their child's behaviors. If the situation arises that you need to remove the student immediately, do so and send the referral form as soon as possible. Teachers should be familiar with the Student Code of Conduct and should help to enforce it.

General school rules: Students are expected to behave in an appropriate, orderly manner. The following are general school rules. Please help enforce them.

1. Students will respectfully obey the directions of any teacher or staff member.
2. Students must get permission before leaving a staff member's supervision to go to another location (i.e. restroom, nurse's office, library).
3. There will be no running, disruptive noise, or loitering in the hallways.
4. Students will respect the property and rights of others at all times.
5. Students will help keep the school building and grounds clean and free of trash.
6. Students will speak only as loudly as necessary and using only appropriate language. Profane language/gestures, sexually oriented remarks, name-calling, bullying, and hurtful teasing are not allowed.
7. Unwelcome touch of any kind including touch of a sexual nature, pushing, kicking, hitting, etc. will not be tolerated. Provisions of the Missouri Safe Schools Act will be followed.
8. Tobacco, alcohol, drugs (real or look-alike), weapons (real or toy), ammunition, matches/lighters, and material of a sexual nature are strictly forbidden.

Bullying: The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward District personnel or students on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict physical, emotional or mental suffering on another individual or group of individuals.

Bullying occurs when a student:

- Communicates with another by any means including telephone, writing, cyberbullying, or via electronic communications, intention to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose, or
- Physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require physical touching, although touching may be included.

Students who are found to have violated this policy will be subject to the following consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Consequences: Loss of privileges, classroom detention, Conference with Teacher, parents contacted, conference with Principal, in-school suspension, out-of-school suspension, expulsion and law enforcement contacted.

District employees are required to report any instance of bullying of which the employee has first-hand knowledge. Moreover, the District will provide training for employees relative to enforcement of this policy. (Policy 2655)

STUDENT SUPERVISION

Teachers should not leave the classroom unsupervised except for an emergency. If you must leave notify the office so that a cover can be put in your room until you return. You should be in your classroom no later than 8:15 a.m. Junior and high school teachers should be at their doors in between classes to help monitor the hall. Please remain in your classroom area for a short period of time at the end of the day in case students need to ask questions.

GENERAL INFORMATION

Building Security: Make sure that the building is secure when you leave. Shut off all lights, close windows, and lock doors. If you are going to be out of your room you should lock your door. Most doors are not self-locking. **DOUBLE CHECK!** Do not prop open any doors that open to the outside. Keep your school keys with you at all times, do not copy them or loan them without permission.

Confidentiality: All school staff members have a legal responsibility to maintain the confidentiality of all students' performance, behavior, and records. Open conversation about a student in the teacher workroom or hallway is not appropriate. If something about a student troubles or frustrates you, discuss it privately with a member of our professional staff. Do not discuss these issues out in the community. Our school and staff lose credibility when this happens.

Copy Machines: Copy machine use is limited to instructional materials only. When copying major sections for use as texts, consider copyright laws, binding them, and using them for several years. Copy machines are located in the teacher work areas; office machines may be used for small jobs if necessary. If you have trouble with a machine, report it immediately to the office. Students are not allowed to use the copy machines and should not be asked to make copies for teachers.

Daily Announcements: The daily announcements will be read over the intercom during the first two minutes of 2nd hour. Please make sure that your students are quiet and attentive during the reading of the announcements. Copies of the announcements will be emailed to each teacher and hard copies will be available in the office. If you want an announcement included, please send it to the office secretary the day before or the morning before school starts.

Student Attendance: Take attendance first thing each morning. Use the Spark utility to notify the office of any absences. Send a message even if there are not absences; this way we know if all teachers have reported. If a student arrives after attendance has been reported, he/she must report to the office. High school and junior high teachers should take attendance each hour. If a student leaves school early for any reason he/she must be signed out in the office by a parent or guardian. If parents come directly to your classroom, please refer them to the office.

Telephone Use: The primary purpose of the telephone system is the safety provided by quick two-way communication from the classroom to the office and from the office to the classroom. The phone is for business purposes. Personal calls should be kept to a minimum, and you are responsible for paying for any personal long distance calls. The

only time a teacher should be on the phone with students in the room is when the teacher is communicating with the office. Students are NOT to use the classroom phones for any reason. If a teacher wants a student to call home, that call should be made from the office.

EMERGENCY PROCEDURES

Emergency Drills: Be sure to locate the directions in each classroom which should be located by the door. Review this information at the beginning of the year and periodically throughout the year.

Fire

Alarm: Continuous ring of school bell
Alternate Alarm: Intercom communication
Primary Exit Route: Routes are posted in each classroom.
All Clear: Regular ring of school bell

Procedures to follow when alarm is sounded:

1. Designated students should close windows
2. Notebooks and belongings should remain in room
3. Orderly lines moving quickly and quietly to designated areas
4. Teachers should leave classroom last, close door and take grade book
5. Check roll, report missing students to office staff
6. Re-enter building only after all-clear signal

Tornado or Other Severe Weather

Alarm: Intermittent ring of school bell
Alternate Alarm: Intercom Communication
Primary Shelter areas: Posted in classrooms
All Clear: Regular ring of school bell

Procedures to follow when alarm is sounded:

1. Move promptly and quietly to designated area
2. Teachers leave last, taking roll to account for all students
3. As storm approaches, assume protective position

Intruder in the Building

Alarm: Intercom announcement stating there is an intruder in the building with location if known.
Protective Action: Doors should be locked and lights turned off.
All Clear: Intercom announcement stating all clear.

Procedures to follow when alarm is sounded:

1. Immediately lock your door.
2. Lights should be turned off.
3. Move students out of the way of the door if you have a window in it and keep the students quiet.

SUBSTITUTE EMPLOYEE HANDBOOK ACKNOWLEDGMENT
2017-2018

I acknowledge I have received and reviewed a copy of the Substitute Employee Handbook, and that I have been made aware there is also an electronic version of the handbook available on the District's website. I agree that if there is any policy or provision of the Handbook that I do not understand, I will seek clarification from my principal or direct supervisor.

I acknowledge that this Handbook is not a contract, either express or implied. I understand the District is an "at-will" employer, and, as such, employment is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, at any time, and without prior notice, unless otherwise agreed to by the Board and me in a writing signed by both the Board President and me.

I understand that the policies, procedures and benefits described in this Substitute Employee Handbook are periodically reviewed by the administration and the Board, and may be amended, modified, or deleted unilaterally by the Board at any time. I further acknowledge that the provisions in this Handbook are for informational purposes only and to the extent they differ from Board of Education policy, rules, regulations, or plan documents, the Board of Education policy, rules, regulations or plan documents are controlling.

Disclaimer: The employee handbook does not constitute a contract between the substitute and the District.

Staff Signature

Date