

Stewartville C-2

EMPLOYEE HANDBOOK



2019-2020

This handbook outlines some of the most commonly used procedures affecting Stewartville C2 teaching staff. It is not all-inclusive. The Board Policy Handbook contains all policies of the Stewartville C2 School District and should be referred to for additional information or clarification. The handbook also reflects the administration's philosophies, goals, and expectations. The Student Handbook covers policies/procedures for parents and students. Keep a copy of both handbooks for reference.

Table of Contents

Board Policy Links	3
Stewartsville Mission.....	3
General Information.....	3-12
Contract Time	3
Compensation & Benefits	4
Employment.....	4
Performance Evaluation.....	4-5
Staff Welfare	5
Staff Conduct	5-7
Grievance Procedure.....	7-8
Absences, Leave, and Vacation	8-10
Separation	10-11
Instructional Services.....	11-12
Instruction	11-12
Academic & Grade Information	12-14
Absentee Make-up Work	12
Grading	12-14
Student Welfare	14-15
Student Discipline.....	14-15
Student Supervision	15
General Information.....	16-18
Emergency Procedures.....	19
Health Services	20
Financial Matters	20
Employee Handbook Acknowledgement Form.....	21

The Stewartsville C2 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. Michael Stephenson, Superintendent
Address: 902 Buchanan Street
Stewartsville, MO 64490
Telephone No.: (816) 669-3258

BOARD POLICY LINKS

The Stewartsville C2 School District Board of Education policies are now paperless and on-line at the website: <https://www.stewartsville.k12.mo.us/>

To access the Stewartsville C2 School District Policy Manual:

- Go to the District (menu tab on top of the screen)
- Click on Board of Education Policies

STEWARTSVILLE C2 SCHOOL DISTRICT MISSION

The Cardinal Way: Developing the Cardinal Community as Life Long Learners.

GENERAL ADMINISTRATION

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

CONTRACT TIME

The minimum teacher workday is from 7:45 a.m. to 3:20 p.m. Teachers are expected to be in the building at these times. Para-professionals work from 7:55 a.m. until 3:10 p.m. Be available to help students and meet with parents or staff. If a staff member needs to leave the building for any reason during the school day, please notify an administrator first. All staff members must sign out in the office before leaving the building during the school day.

Certified staff members are required to be on duty during the teaching day. In addition to the teaching day, certificated staff members are required to attend scheduled staff meetings, parent conference days, IEP meetings, and other meetings as may be determined by the administration and Board of Education.

COMPENSATION AND BENEFITS

Payday will be the 18th of each month or on the last school day preceding the 18th if it falls on a weekend or holiday. All personnel will be on a twelve-month pay schedule. Paychecks will be directly deposited into personal checking accounts and receipts distributed by the superintendent’s office.

The district will provide access to and contribute toward the cost of the following benefit options for full-time professional staff members:

1. Health insurance or a group health plan	2. Life insurance
--	-------------------

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 sexual orientation. All decisions regarding employment shall comply with applicable state and federal laws.

Employment Procedures: The Board of Education, upon recommendation of the Superintendent, votes on the employment of all staff members. In approving applicants, the Board will be guided by the desire to obtain individuals committed to providing the highest quality education for the District's students.

The Stewartsville C-2 School District is committed to providing a safe environment for students to learn. As part of this effort, in accordance with this policy, the district will require criminal background checks of employees as well as certain volunteers and others working on district property. The Board directs the superintendent or designee to develop procedures and practices consistent with this policy.

PERFORMANCE EVALUATION

Teaching Standards: District teaching standards include, but are not limited to:

1. *Content Knowledge Aligned with the Appropriate Instruction:* The teacher understands the central concepts, structures and tools of inquiry of the discipline(s) taught and creates learning experiences that make these aspects of subject matter meaningful and engaging for all students.
2. *Student Learning, Growth, and Development:* The teacher understands how students learn, develop and differ in their approaches to learning and provide learning opportunities that are adapted to diverse learners and support the intellectual, social and personal development of all students.
3. *Curriculum Implementation:* The teacher recognizes the importance of long-range planning and curriculum development and develops, implements, and evaluates curriculum based on student, district, and state standards data.
4. *Critical Thinking:* The teacher uses a variety of instructional strategies and resources to encourage students' critical thinking, problem-solving, and performance skills, including instructional resources.
5. *Positive Classroom Environment:* The teacher uses an understanding of individual and group motivation and behavior to create a learning environment that encourages active engagement in learning, positive social interaction, and self-motivation.

6. *Effective Communication:* The teacher models effective verbal, nonverbal, and media communication techniques with students, colleagues, and families to foster active inquiry, collaboration, and supportive interaction in the classroom.
7. *Student Assessment and Data Analysis:* The teacher understands and uses formative and summative assessment strategies to assess the learner's progress, uses classroom and standardized assessment data to plan ongoing instruction, monitors the performance of each student and devises instruction to enable students to grow, develop and make adequate academic progress.
8. *Professionalism:* The teacher is a reflective practitioner who continually assesses the effects of choices and actions on others and actively seeks out opportunities to grow professionally to improve learning for all students.
9. *Professional Collaboration:* The teacher has effective working relationships with students, parents/guardians, school colleagues, and community members.

Teacher Evaluations: The district has created formative and summative observation forms to be used to evaluate teachers. At least three formal walkthrough observations will be made during each school year. A conference with the administrator will follow each evaluation. These evaluations are to assist teachers in improving their overall classroom instruction and performance. A summative evaluation will be completed for non-tenured staff before the March Board of Education meeting. A summative evaluation will be completed for all tenured staff before the May Board of Education meeting. The building administrators will be in and out of your classrooms at various times, if they need something specific, they will let you know, otherwise keep teaching.

STAFF WELFARE

Staff Involvement in Decision Making: The Board of Education encourages employees to offer suggested improvements in the working conditions of District employees. Employee groups may propose suggested policies, rules and procedures regarding salaries or other conditions of employment. The Board of Education, through its representatives, will meet and confer with appropriate employee representatives to discuss such proposals. The Board shall retain all powers, duties and rights provided to it established by constitutional provisions, statutes, state regulations, and board of education policies without limitation. The Board specifically retains the right to refuse any and all proposals submitted by employee groups. The Board of Education's bargaining representative or representatives shall be the Superintendent or the Superintendent's designee.

Employees shall have the right to form and join labor organizations and to present proposals regarding salaries or other conditions of employment through a representative of their own choosing. No such employee shall be discharged or discriminated against because of his or her exercise of such right, nor shall any person or group of persons, directly or indirectly, by intimidation or coercion, compel or attempt to compel any such employee to join or refrain from joining a labor organization.

STAFF CONDUCT

The Board of Education expects that each professional and support staff member shall put forth every effort to promote a quality instructional program in the school district. In building a quality program, employees must meet certain expectations that include, but are not limited to, the following:

1. Become familiar with, enforce and follow all Board policies, regulations, administrative procedures, other directions given by district administrators and state and federal laws as they affect the performance of job duties.
2. Maintain courteous and professional relationships with pupils, parents/guardians, other employees of the district and all patrons of the district.

3. Keep current on developments affecting the employee's area of expertise or position.
4. Transact all official business with the appropriate designated authority in the district in a timely manner.
5. Transmit constructive criticism of other staff members or of any department of the school district to the particular school administrator who has the administrative responsibility for improving the situation.
6. Care for, properly use and protect school property.
7. Keep work areas clean and organized.
8. Attend all required staff meetings called by district administration, unless excused.
9. Keep all student records, medical information and other sensitive information confidential as directed by law, Board policy, district procedures and the employee's supervisor.
10. Immediately report all dangerous building conditions or situations to the building supervisor and take action to rectify the situation and protect the safety of students and others if necessary.
11. Properly supervise all students. The Board expects all students to be under assigned adult supervision at all times during school and during any school activity. Except in an emergency, no employee will leave an assigned group unsupervised.
12. Obey all safety rules, including rules protecting the safety and welfare of students.
13. Submit all required reports or paperwork at the time requested. Employees will not falsify records maintained by the school district.
14. Refrain from using profanity.
15. Dress professionally and in a manner that will not interfere with the educational environment.
16. Come to work and leave work at the time specified by the employee handbook or by the employee's supervisor. Employees who are late to work, stop working before the scheduled time or work beyond the scheduled time without permission may be subject to discipline, including termination.
17. School employees, other than commissioned law enforcement officers, shall not strip search students, as defined in state law, except in situations where an employee reasonably believes that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available.
18. School employees shall not direct a student to remove an emblem, insignia or garment, including a religious emblem, insignia or garment, as long as such emblem, insignia or garment is worn in a manner that does not promote disruptive behavior.
19. State law prohibits teachers from participating in the management of a campaign for the election or defeat of a member of the Board of Education that employs such teacher.
20. Employees will not use district funds or resources to advocate, support or oppose any ballot measure or candidate for public office.
21. Employees will not use any time during the working day for campaigning purposes, unless allowed by law.

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 the last work day of each week, special events, or field trips. Physical education teachers may wear polo shirts and athletic shorts.

Drug Free Workplace: Student and employee safety is of paramount concern to the Board of Education. In recognition of the threat to safety posed by employee use or possession of drugs or alcohol, the Board of Education commits itself to a continuing good-faith effort to maintain a drug-free workplace. The Board of Education shall not tolerate the manufacture, use, possession, sale, distribution or being under the influence of controlled substances, alcoholic beverages or unauthorized prescription medications by district employees on any district property; on any district-approved vehicle used to transport students to and from school or district activities; off district property at any district-sponsored or district-approved activity, event or function, such as a

field trip or athletic event, where students are under the supervision of the school district; or during any period of time such employee is supervising students on behalf of the school district or is otherwise engaged in school district business. For more information, see (Policy GBEB A)

Alcohol and Illicit Drugs: The District prohibits all employees from the possession, distribution, or presence under the influence of alcohol and non-prescribed controlled substances while on school premises.

Conflict of Interest: District employees are prohibited from engaging in any activity that would conflict, or raise a reasonable question of conflict, with their responsibilities in the District.

Staff Dispute Resolution: District employees are encouraged to discuss concerns with supervisors and the administrative staff so that issues may be addressed in a timely fashion.

GRIEVANCE PROCEDURE

1. Grievances must be filed within ten (10) days of the occurrence that is the basis of the grievance. The grievance must be in writing, on the forms provided by the district, and include a copy of the provision of the collective bargaining agreement, policy or regulation alleged to be violated or misinterpreted, as well as a statement of the relief requested.
2. Grievances will be processed according to the step-by-step process outlined below, with the following exceptions. If a person designated to hear a grievance is the subject of the grievance, the grievance process will begin at the next highest step. If a grievance is directly based on official Board action, the grievance shall be directed to the Board secretary. The grievance may be heard by the Board at the sole discretion of the Board.
3. No new information may be added and no new claims may be made after Step 1. Each subsequent appeal will address only the facts and issues presented at Step 1.
4. The deadlines established under this policy may be extended upon the written request of the grievant or the supervisor, but the final decision regarding any extension shall be made by the superintendent at his or her sole discretion. Investigation and reporting deadlines will be extended when more time is necessary to adequately conduct an investigation and to render a decision. The grievant will be notified when deadlines are extended.
5. Failure of the grievant to appeal within the timelines given will be considered acceptance of the findings and remedial action taken. The district will not consider late appeals.
6. Once a decision is rendered under this grievance process, the decision is final. Grievance decisions cannot be the subject of a new grievance.
7. Because the point of a grievance is to provide resolution outside the court system, an employee is not entitled to bring an attorney to grievance proceedings. Once an attorney becomes involved in the process, the superintendent or designee will refer the matter to the district's private attorney and the grievance process will end.

Immediate Supervisor (Step 1)

1. Employees are encouraged to informally notify their immediate supervisor of a grievance. If the issue is not resolved, the employee should submit a written grievance, on forms provided by the district, to the immediate supervisor. The written grievance must clearly indicate that it is a grievance and specify which provision(s) of policy, regulation or collective bargaining agreement were allegedly violated.
2. Within ten (10) days of receiving the written grievance, the immediate supervisor will investigate the matter and render a decision in writing. A copy of the decision will be provided to the grievant.

Principal or Designee (Step 2)

This step may be omitted if the principal or designee serves as the immediate supervisor at Step 1 or if the employee's supervisor is not under the direct supervision of a principal.

1. Within five (5) days after receiving the decision at Step 1, the grievant may appeal the decision in writing, using forms provided by the district, to the principal or designee. The appeal must clearly state why the previous decision is erroneous.
2. The principal or designee will, within ten (10) days of receipt of the appeal, review the investigation and render a decision in writing to the grievant and the grievant's immediate supervisor.

Superintendent or Designee (Step 3)

1. Within five (5) days after receiving the decision at Step 2, the grievant may appeal the decision in writing, using forms provided by the district, to the superintendent or designee. The appeal must clearly state why the previous decision is erroneous.
2. The superintendent or designee will, within ten (10) days of receipt of the appeal, review the investigation and render a decision in writing to the grievant, the principal or designee and the grievant's immediate supervisor.

School Board or Board Committee (Step 4)

Within five (5) days after receiving the decision at Step 3, the grievant may appeal the decision in writing, using forms provided by the district, to the Board of Education. The Board of Education, at its sole discretion, may decide to hear the grievance.

ABSENCES, LEAVE, AND VACATION

Consistent contact with students and staff is important to the learning environment and district operation and therefore is an essential duty of a professional staff member's position. When employees are absent more than 10 days in any semester or more than 20 days per school year, their absence is considered excessive. However, the Board recognizes that there are circumstances that require an employee to miss work, and the purpose of this policy is to identify situations where paid and unpaid leave from work are appropriate. The district may require an employee to provide the district verification of illness from a healthcare provider or supply other documentation verifying the absence before the district applies general leave or other applicable paid leave to the absence. In accordance with law, the district may require an employee to present a certification of fitness to return to work whenever the employee is absent from work due to the employee's health.

Unforeseen Absences – Leave requests for illness, injury or incapacity of the employee, an immediate family member for whom the employee is the primary caregiver, any person over whom the employee has legal guardianship, or any person residing in the employee's household. "Immediate family" includes the spouse, parent, biological child, foster child and stepchild. Unforeseen absences also include the birth and first year care of the employee's child or the adoption or placement of a foster child with the employee. The employee must notify their immediate supervisor allowing sufficient time to obtain a substitute. Employees will call their administrators to report unforeseen absences five days a week.

Foreseen Absences – Absences that are going to occur in the future and can be planned for in advance.

- a) Leave requests for foreseen circumstances shall be submitted in writing on a district form to the employee's supervisor at least five work days in advance.
- b) Leave requests for foreseen absences for two or more consecutive work days must state the specific reason and be submitted to the supervisor at least ten work days in advance

The request will be submitted to the building administrator for a decision regarding approval. In general, only absences that are not a consequence of the action or choice of the employee will be approved. Employees will not be compensated for more than two consecutive work days of leave unless additional paid days have been approved by the administrator.

If an employee's application is denied, the employee may file an appeal. To appeal, a written notice of appeal must be submitted to the Superintendent within five days of the denial.

Unauthorized leave may result in loss of contract and shall bring about a dock in pay for the unauthorized day(s) missed. The teacher will be notified in writing and the deduction taken from the appropriate month.

General Leave for foreseen circumstances shall not be available within the first 10 days of the school year, on the work day(s) preceding or following a holiday break or vacation period recognized in the school calendar, including the opening or closing days of the school year. General leave may not be used in any form to extend a break in the school calendar. Whenever possible, it is expected that requests for leave will be made in writing to the designated administrator at least 5 days in advance of the time leave is requested.

The following leaves with pay will be provided to full-time professional staff employees. Regular part-time professional staff employees will receive these leaves on a pro rata basis. This policy does not apply to temporary or substitute staff members unless otherwise note

General Leave – Professional staff employees will receive **13** days of general leave. Unused general leave will be cumulative to 180 general leave days. An absence of over one through four hours shall be counted as a half-day of general leave. Absences may be charged against general leave for the following reasons:

- a. Illness, injury or incapacity of the employee. The Board reserves the right to require a healthcare provider's certification attesting to the illness or incapacity of the claimant and/or inclusive dates of the employee's incapacitation.
- b. Illness, injury or incapacity of a member of the immediate family.
 - a. The Board defines "immediate family" to include:
 - i. The employee's spouse.
 - ii. The following relatives of the employee or the employee's spouse: parents, children, children's spouses, grandparents, grandchildren, siblings and any other family member residing with the employee.
 - iii. Any other person over whom the employee has legal guardianship or for whom the employee has power of attorney and is the primary caregiver.
- c. Illness, injury or incapacity of other relatives, with permission granted by the superintendent.
- d. Pregnancy, childbirth and adoption leave in accordance with this policy.
- e. Tax investigation.
- f. Court appearances, unless applicable law or policy provides for paid leave.
- g. Wedding, graduation or funeral.
- h. Observance of a religious holiday.
- i. Conducting personal business of such a nature that it cannot be performed on a Saturday, Sunday or before or after school hours, including parent-teacher conferences.
- j. Absences under leaves authorized by law, policy or the Board that would otherwise be unpaid
- k. Leave for other purposes as approved by the principal.

Staff members who are ill are encouraged to stay home to promote healing and reduce the risk of infecting others, especially during a pandemic or other significant health event. In the event of a pandemic or other

significant health event, schools may be closed to all staff and students or just students. If schools are closed only to students, staff members are expected to work regular schedules or use appropriate leave.

When a certificated employee leaves the district via resignation or retirement with a minimum of 10 years of service in the district, he or she shall be paid at a rate of \$20 for each day of accumulated sick leave up to a maximum of 100 days (\$2,000), provided the certificated employee does not resign or submit a request to be released from his or her contract until after April 1. Employees who are terminated will not receive payment for any unused sick leave.

Vacation – All professional staff employed on a 12-month basis will receive 10 days of vacation per year. An employee must submit a written request for vacation to the superintendent or designee and receive written authorization before taking vacation days. If the employee's absence may disrupt district operations, the superintendent or designee has the discretion to deny a request for vacation or to limit the time of year the employee may take his or her vacation. A district employee may not use vacation days during the period the employee receives Workers' Compensation for time lost to work-related incidents.

Bereavement Leave – When a death occurs in an employee's immediate family, the employee may take up to four days off with pay to attend the funeral or make funeral arrangements. After the exhaustion of the four days of bereavement leave, the employee may use general leave. Bereavement leave is not accumulative. The district may require verification of the need for the leave.

The Board defines "immediate family" to include:

1. The employee's spouse.
2. The following relatives of the employee or the employee's spouse: parents, children, children's spouses, grandparents, grandchildren, siblings and any other family member residing with the employee.
3. Any other person over whom the employee has legal guardianship or for whom the employee has power of attorney and is the primary caregiver.
4. If death occurs to others, the employee may request to use general leave to attend services.

Holidays – The district will grant paid and unpaid holidays in accordance with the academic calendar adopted by the Board. Holidays may be modified or eliminated as needed when the academic calendar is changed due to inclement weather or for other reasons. Holidays may change from year to year.

Professional Leave – Employees may be granted professional leave to attend classes or conferences, meet with mentors or participate in other approved professional growth activities. Professional leave must be approved by the superintendent or designee, made at least five workdays in advance of the absence and is not considered General Leave. Staff members returning from leave may be requested to share information with fellow staff members.

SEPARATION

Resignation-Certified Staff: In general, professional staff members including, but not limited to, teachers and principals, have a binding contract with the district once the employee and the Board have executed a contract in accordance with law. A tenured teacher has a binding contract with the district for the next school year if the teacher does not notify the district of his or her resignation in writing by June 1.

Employees may notify the district that they will not accept a future employment contract or an extension of an existing contract by submitting a written resignation notice to the superintendent or designee at any time. The resignation is considered accepted once it is approved by the Board. There is a \$500.00 incentive if notice is given prior to November 15th and a \$250.00 incentive if notice is given prior to February 1st.

Employees who seek to resign during the course of a contract or after a contract has been executed, even if performance has not begun, must notify the superintendent or designee in writing of the request to resign. Only the Board has the authority to release an employee from a contract. The Board considers serious illness, transfer of a spouse and military service legitimate reasons for resignation of professional staff, but the Board will consider each resignation on an individual basis. An employee will not be released from a contract unless a suitable replacement is found.

The Board reserves the right to pursue all available legal remedies when an employee breaks a contract with the district including, but not limited to, filing charges to have a teaching certificate or professional license revoked or seeking a monetary judgment. In addition, the district may share with potential employers seeking information about the employee the fact that the employee broke a contract with the district.

Resignation-Support Staff: Any support staff member who desires to resign must submit a written letter of resignation to his or her immediate supervisor. The letter should state an effective date for the resignation. Fourteen (14) days written notice is the minimum amount of time for resignation by a support staff member. A resignation is final upon submission and cannot be withdrawn unless authorized by the supervisor to whom it was submitted. The resignation need not be approved by the Board.

INSTRUCTIONAL SERVICES

INSTRUCTION

Curriculum: Curriculum guides are provided for each teacher and subject area. These guides are to be used by all teachers in lesson planning. Make sure to stress the key skills in all areas, even though only certain grade levels are tested, we all share the responsibility for our students' success on standardized testing. Curriculum revisions will be on going and will require each teacher to update and cross-reference to the state standards.

Textbooks: Each teacher should keep an accurate record of each textbook. Record textbook numbers and the names of the students to whom they were issued. Except in special circumstances, do not give students multiple copies of texts. Require students to take care of textbooks. If a book is damaged or lost, the student or his parents must pay for it.

Lesson Plans: Lesson plans are to be developed in advance and should be readily available. Lesson plans for each subject should include a main objective, text pages/ materials to be used, and any student assignment. They must be such that a substitute or administrator could understand and implement them.

Special Education: Cooperation between special education and regular education teachers is imperative. All students, including special education students, have a right to a free appropriate education in the least restrictive environment. You will receive information about any special education student(s) in your classes. This information is confidential. Be sure to attend all special education staff or IEP meetings for which you receive a notice. If the IEP contains modifications for the regular classroom, you **must** make those modifications. If the IEP contains special grading considerations, you **must** grade accordingly. The special education staff will communicate regularly with you and would appreciate it if you would keep them informed as well. If you believe a student might qualify for special education services use the referral process to identify these special needs. Mrs. Pam Weber is the special education director.

Student Trips/Activities

Any general questions regarding student trips/activities should be directed toward the Principal or Activities Director. Any specific questions can be directed to the specific trip/activity sponsor. Student trips/activities, whether during or after school, must be attended by the sponsor. Organization sponsors must remain at school until all students have gone.

Any staff member requesting a field trip or student activity trip must fill out the proper form (forms are located in the school office) and submit it to the Principal for approval. Teachers should wait for approval from the Principal before announcing the trip or activity to students or before setting up the trip with the cooperating agencies. Any staff member taking a trip should notify, with a list of students, all sources that will be interrupted by the activity, including lunch staff. Sponsors should also notify the secretary in due time so it may be placed on the bulletin. Transportation to all school functions needs to have the approval of the Administration and be in compliance with District Policies (EEA & EEA-AP(1)) Permission slips will be obtained by all sponsors and teachers and should include emergency contact information and the exact means of transportation. If you are requesting use of student cell phones as a means of communication during the trip. (Refer to Board Policy GBH)

Substitute Teachers: Please inform the principal as soon as possible if you are going to miss school due to illness. If you are calling the day that you are sick you need to contact the principal before 6:00 a.m. You may call or text the principal however if the principal has not verified you need for a sub by 6:30 a.m. you need to call. Substituting is a difficult task. Each teacher is required to have an emergency substitute file on file with the principal with detailed lesson plans and general information about your class. The more teachers provide the better job the substitute can do.

ACADEMIC AND GRADE INFORMATION

ABSENTEE MAKE-UP WORK

If a student is absent you will be informed if the parent has made arrangements to pick up the work in the office. Students should be given a reasonable amount of time (not to exceed one day for each day missed) to make up missed assignments and tests.

GRADING

The letter grades of A, B, C, D all carry a half (.5) unit of credit per semester. An "I" receives no credit until a letter grade is achieved. A grade of "F" receives no credit. Students can repeat a class in an effort to raise a grade. For more information, see your counselor.

PURPOSES FOR GRADING

- Should align with mastery of curriculum
- Communicate achievement status to students, parents, and others
- Provide information that students can use for self-evaluation and growth
- Encourage student growth and progress in learning
- Identify students for timely interventions, enrichment opportunities, courses, or programs.
- Evaluate the effectiveness of curricular, instructional, and assessment practices and programs

GRADING GUIDELINES

Electronic grade books will be updated weekly by the teaching staff. Semester grades are cumulative and recorded on the permanent record. First and second semester grades will be mailed home.

School-wide Grading Scale: Stewartsville faculty will use agreed-on performance standards as the reference points when determining grades (A, B, C, D, and F).

A	Advanced 90-100%	D	Below Basic 60-69%
B	Proficient 80-89%	F	0-59%
C	Basic 70-79%		

- Grades will be based on individual, not group achievement.
- Grades will be determined primarily on a combination of assessments (both unit and course) and performance tasks.
- An alternative assessment or task is often needed to provide second chances (retakes) and minimize cheating.
- The **appropriate role of daily practice** is to develop knowledge and skills effectively and efficiently through repetition and feedback that is accurate, helpful, and timely.
- It is critical that students know the important relationship between practice (Homework)-- both guided and independent practice – and performing well on assessments and performances tasks. **Feedback, Feedback, Feedback.**
- No less than 70% of the final grade will be major assessments, projects, products, performances, and participation.
 - Project examples may include essays, artwork, visual representations, models, multimedia, oral presentations, lab experiences, and live or recorded performances.
 - 70% of the final grade should measure understanding and use of knowledge.
 - No more than 20% of the final grade would be independent practice on daily work (daily assignments and homework). Brief progress checks (e.g., short quizzes over multiple lessons; reviews or warm-ups)
 - 10% of the final grade would be the final exam. Finals will be given at the end of each semester. For the following courses, the end of course exam (EOC) may be the final for the second semester: Algebra I, Communication Arts II, Biology, and Government.
- Students need to be given the opportunity to demonstrate their knowledge and skills in different ways.
- Faculty will vary assessment opportunities including the type of assessments, the number of assessment opportunities, time available, and the assessment methods used.
 - When appropriate, assessments should replicate the MAP, EOC, & ACT Exams.
- The practice of providing multiple opportunities does not mean second chances should automatically be given to students for every assessment or performance task. Students must provide evidence that they have completed some type of correctives (e.g., personal study or practice, peer tutoring, study guides, or review classes) before they are allowed second chance opportunities. Any re-teaching, review, or reassessment (retake) should be done at the teacher’s convenience. **The first chance is the only chance for the student to receive a grade of an “A.”** The highest grade a student can earn on a retake during the two-week window is an 85% (B).
- When **second chance opportunities are made available**, they should be made available **to all students** who have met the reassessment (retake) criteria. A student’s score on a reassessment (retake) should not be averaged with the original score, with a preponderance of evidence used as necessary for various scenarios. The student can get a “B” on the second attempt
- **Students must make a valid attempt** on the original assessment to be eligible for a retake. **Faculty will communicate this expectation to students at the beginning of each semester and prior to each assessment.**
- It is a teacher’s discretion whether a student retakes the entire assessment or a portion of the assessment.

- If a student misses' level 1 question(s) but master's level 2 and 3 questions, teachers should look at the student's overall performance to determine a grade. Faculty can consider the preponderance of evidence. If the evidence indicates that the student has mastered the concept, the student should receive the grade that reflects the level of mastery.
- Faculty may lower a student's semester grade for not completing a sufficient number of major assessments & performance tasks, and on extremely rare occasions, may assign incomplete INC when the body of completed work is insufficient to measure the course-level expectations.
- Students who have not completed major assessments or projects by the end of the semester may receive an "F" if the student has failed to demonstrate mastery or basic competency on essential learning goals.
- Use assessments that meet rigorous design criteria (e.g., clear targets, clear purpose, appropriate match of target and method, appropriate sampling, and lack of bias and distortion).
- Include leveled questions (1, 2, and 3) on all assessments. Use Blooms Revised Taxonomy as a guide:
 - Level 1: Remembering and Understanding
 - Level 2: Applying and Analyzing
 - Level 3: Evaluating and Creating
- Students should understand in advance how their grades will be determined.
- Students should be involved in the assessment process, record keeping, and communicating their achievement and progress. **Feedback, Feedback, Feedback.**

STUDENT WELFARE

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.

When dealing with general issues such as talking in class, missing homework, lack of effort, etc., the following guidelines should be followed.

Step One: The student should be reminded verbally of classroom expectations.

Step Two: The student should be asked to stay after class or report to the hall where a one on one conversation should occur to discuss the issue

Step Three: The parent should be contacted and informed that the next infraction will result in an office referral.

Step Four: Office Referral

Faculty and staff should take it upon themselves to uphold the general discipline of the school not only in their classrooms but also in the halls or on school grounds when such is required. Between classes all teachers will step into the hallway to monitor student behavior.

Please oversee that students do not sit or lay on the tables, keep their feet on the floor at all times, do not write or mark on desks or walls, and in general, respect school property. You are responsible for the care of the items

in your classroom. Any damaged items should be reported to the office as vandalism, and the student should be held accountable for the damages. Students should not be allowed to sleep at any time during class. It is a disruption and falls below our expectations. If this is a reoccurring problem, the student should be referred to the office.

Please inform administration of any student who in your estimation is achieving far below his ability level, who is not cooperating in class, or who refuses to do assignments. We are definitely not in favor of letting a student deliberately fail a class. To try and remedy these situations, there are several ideas we can try, from a simple, friendly phone call from the teacher to the parents, to a daily assignment sheet. It is the teacher's responsibility to make contact with the parent. Teachers will not be allowed to issue Fs without proof of parent contact prior to the grading period. There are extreme cases where a student fails to turn in a large project at the end of the grading period, but parents should know in advance of a failing grade and the circumstances leading to it.

Parent contact is required if a student is failing to turn in homework, class work, pass tests, or participate in the class. It is the teacher's responsibility to make contact, not the parents. Please make frequent calls to the parents of at-risk students.

Please refer to the student handbook for a complete description of expectations, discipline consequences, etc.

BULLYING

School employees, substitutes or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident to the building principal or designee for further investigation and action. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building principal or designee as soon as possible, but no later than two school days after the incident.

Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee.

If the bullying incident involves students from more than one district building, the report should be made to the principal or designee of the building in which the incident took place or, if more appropriate, to the principal or designee of the building attended by the majority of the participants in the incident. Bullying reporting forms are available in the office or are also available on the district website at www.stewartsville.k12.mo.us.

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 8:05 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. Do not prop open any doors that open to the outside of the building. Keep your school keys with you at all times, do not copy them or loan them without permission.

Bus Schedules: Teachers and activity sponsors need to make sure that they schedule buses for their activities well in advance. Please use the bus request form, located in the appendix, to do this. Just because an event has been scheduled does not mean that you have a bus, check before assuming.

Cell Phone/Social Media Use: The use of cell phones/social media is prohibited during student instruction time and student supervision (recess duty, lunch duty, morning duty, etc.) If you are expecting a phone call from a doctor or family member due to an emergency, etc., you may keep your cell phone close. School employees should only let students use their cell phones if permission has been gained from the regular classroom teacher and building administrator. Staff members should never give a student access to their cell phone and/or social media accounts. Send students to the office to make calls.

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.

Custodial Duties: Make sure you and your students do your part to keep the school clean and orderly. The custodial staff is hired to clean, not pick up after students and teachers. Please assist them in maintaining a clean school. When you leave your room each day, make sure it is in a state that the custodial staff can effectively do their job. If there is something in your room that needs attention or is not being done, please fill out the Maintenance/Custodial Work Request form and submit the form to the principal.

Daily 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.

District Van: Employees are encouraged to use a district van for needed supplies and small field trips. Employees must have a valid driver's license on file in the office and check out the key during office hours. Employees are responsible for the van as well as the students riding in the van. Sponsors are responsible for picking up after each use. All riders will wear a seat belt at all times, and drivers should abide by all laws including speed limits. Gasoline may be charged at LAWSON'S; and drivers should fill it after use if below a ¼ tank. Sponsors wanting to use a van must check it out prior to use by signing up for it on the calendar in the school office.

Staff members attending professional development will be asked to take a van rather than paying mileage to individuals if a van is available. Employees using the van should complete maintenance logs to be returned to

the office after use. Maintenance logs may be found in the van. This will allow the district to address any mechanical concerns and maintain the van mechanically.

Extra duty assignments: Teachers will be assigned every week to assist with the supervision of students before school, after school, during recess, and lunch. Morning duties require teachers to be in their assigned locations at 7:50 a.m. Teachers will be assigned these duties at the beginning of the school year and will be given a copy before the first day of school.

Faculty meetings: The elementary and junior high/ high school will hold faculty meetings on a as needed basis. Faculty meetings will begin at 3:20 p.m. and take place in the library. Teachers are expected to attend, if for some reason you cannot be present please notify your principal.

Gate Duty

It is also necessary each year to have each teacher take gate money at some of the ballgames. In addition, faculty will be asked to cover gate duty if tournaments are held. Please try to cover the game you have chosen or been assigned. Gatekeepers should arrive one hour ahead of game time to take money and are expected to take money until the halftime of the boys' game unless otherwise directed by the athletic director or administrator.

Stewartville offers free admission to: School Board Members, Teachers, Support Staff, Timekeepers, Coaches, Cheerleaders, and Pep Club Sponsors & Administrators

Professional Development: Employees are encouraged to attend professional development. There is a limited amount of funding for professional development, and the administration will have the final decision in approving or disapproving the cost of a workshop. Employees should request the funds, receive approval, and then complete registration and lodging.

School Closing: In the event of the school closing for some reason, you will receive a text blast notification. If the weather is bad and you haven't been called, assume that school will be in session. Announcements will also be made on our school's social media sites.

School Visitors: . All visitors must sign in at the main office and have a visible visitor's badge, parents are no exception. At no time is a visitor allowed to use inappropriate language, visit classrooms unannounced, or cause disruptions. If you see a visitor in the building, ask if you can help them and then direct them to the office.

Student Attendance: Take attendance first thing each morning and enter it into Lumen. 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.

Student Dress Code: Apparel worn by students must be neat, must adequately cover the wearer and must be in no way distracting or disruptive to the academic process. Popular styles that may be appropriate for summer or weekend wear are often not appropriate for wear at school. Please refer to the student handbook for details of this policy.

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. 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.

Volunteers: Volunteers can be a great asset to any school. As there is not a formal volunteer program in place, you may recruit volunteers if you wish. If a volunteer works directly with students, be sure to make them aware of the rules of confidentiality. Building administrators should be consulted about volunteers in your classroom.

School Counselor: The guidance program will continue with a weekly whole class session, small group meetings, and individual counseling. The counselor will work with you to see how she can best help your students. We have a number of students with special needs at Stewartsville C2 and the counselor will try to help them along. Guidance issues fall into the confidential category.

Master Calendar: An official school calendar is maintained in the Superintendent's Office. To eliminate conflicts and confusion, teachers, sponsors, and students are to schedule events with the Office as soon as possible. All dates must be approved before they are placed on the calendar. No activity or event will be considered official until approved and placed on the Master Calendar.

Parent Communication and Involvement: Research shows that student achievement is greater when parents are involved. Research also shows that most parents want to be involved in their child's education. Parents may not know what their role should be, may not be comfortable talking with teachers about their role, and may be intimidated by the teacher or school setting. If we are to help our students, we must make it easier for parents to help. Be creative in finding ways to bring parents to school, take advantage of any opportunity to communicate with parents by telephone, letter, newsletter, or one on one visits.

EMERGENCY PROCEDURES

FIRE DRILL – 1 Long Continuous

- ✓ Take red and green Cardinal Cards, class roster and Cardinal first-aid bag with you.
- ✓ Leave classroom door open upon exiting.
- ✓ Exit through closest exit door and go to the designated location. Line up by grade level.
- ✓ Hold up Green Cardinal Card to indicate all students are accounted for and red card if you are missing students.
- ✓ Make list of missing or extra students for administrators.

TORNADO DRILL - Weather alert announcement over PA system

Watch: Be prepared to evacuate to tornado area.

Warning: Evacuate to the locker rooms. (K-6 Girls Locker Room / 7-12 Boys Locker Room)

- Take class roster and Cardinal first-aid bag with you. Leave classroom door open.
- Duck & Cover head

INTRUDER DRILL

School Safety Procedures for Outside Threat

- If you notice something is not right make an **ALL-CALL 80#11**
(Lockdown with outside threat – Give Location) **Always err on the side of caution.**
- Secure classroom doors. Move all persons away from the outside doors and windows.
- If safe, take attendance of students in classroom.
 - Prepare a list of missing and extra students in the room.
 - Take list with you when you are directed to leave the classroom.
- Be ready to direct law enforcement to suspect.
- Don't allow anyone but properly identified law enforcement, firemen, and emergency personnel into the building.
- Don't dismiss students without administrative authorization. Students remain in classrooms away from windows and doors with teachers until all clear or further instructions are given by an administrator or law enforcement.

School Safety Procedures for Inside Intruder

- ❖ If you notice something is not right make an **ALL-CALL 80#11**
(Lockdown with intruder – Give Location) **Always err on the side of caution.**
- ❖ Secure classroom doors and turn off lights
- ❖ Move people away from the windows and doors. Keep all students in the safe corner of the room out of sight.
- ❖ Classes that are outside of the building **SHOULD NOT** enter the building. Take your class as far away from the building as possible until emergency personnel have arrived & it is safe to evacuate to a more secure location.
- ❖ **DO NOT** respond to anyone at the door until directed by law enforcement or administration.
- ❖ Be prepared to ignore any fire alarm activation, school will not be evacuated using this method.
- ❖ If safe, take attendance of students in classroom.
 - Prepare a list of missing and extra students in the room.
 - Take list with you when you are directed to leave the classroom.
- Some threats, such as confirmed fire or intruder inside classroom, may override lockdown procedures.
- Lockdowns may be initiated in a non-threatening circumstance to keep people away from areas where there may be a medical emergency or other disturbance.

INTRUDER PRACTICE (Practice Drill Only)

LOCKDOWN DRILL – LOCKDOWN WITH INTRUDER announced over PA.

ALL CLEAR –DRILL COMPLETE announced over PA, followed by All Staff Email.

HEALTH SERVICES

Administering Medication To Students: Students taking prescribed medication must turn the medicine in to the school nurse. The medication will be stored in the nurse's office and administered by the nurse or office personnel.

Confidential Health List: The school nurse compiles and distributes to teacher a confidential list of student health problems. Teachers should be familiar with this list and make special note of any student in their class with special health needs.

Accident Reports: Accident reports must be filled out immediately following the incident. Staff members who are present when an accident happens or become involved by taking care of an accident must fill out an accident report. This report will be followed up by the school nurse and will go on file in the office.

Staff Injuries: An injury to a staff member at school should be report to the office immediately. This should be done before medical treatment by a doctor or doctor's office is administered. This is for workman's comp information required by the insurance company.

FINANCIAL MATTERS

Travel and Reimbursement: It is the policy of the Board to pay reasonable travel expenses for those who travel on District business and whose trip has been approved in advance by the Superintendent/designee. These expenses include registration, transportation, meals, lodging, tolls, and parking charges. Expenses are reimbursed only when properly accounted for by an individual and approved by the Superintendent/designee.

Purchase Orders: No purchases are to be made without a signed purchase order and prior approval from the superintendent. Purchase orders will be issued through the superintendent's office. Without a purchase order, district funds will not be released for payment of the bill.

Other Money Collections: Any money collected for class, project fees, book orders, field trips, fundraisers, etc. is to be paid/turned in to the office and receipted. Money should never be left in a desk or classroom. When a teacher or school employee collects money from students for any purpose, that employee will be held responsible for that money until it has been handed over to a person responsible for receiving and depositing money. Teachers should have any collected money turned into the office by the end of the day.

Fundraising: The building principal must approve all fundraising activities in advance. With the fundraising schedule set as it is it seems the community saturation is under control. Do not add any fundraisers to the present list.

EMPLOYEE HANDBOOK ACKNOWLEDGMENT
2019-2020

I acknowledge I have received and reviewed a copy of the 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 writing signed by both the Board President and me.

I understand that the policies, procedures, and benefits described in this 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 staff member and the District.

Staff Signature

Date