

VERONA R-VII SCHOOL DISTRICT



VERONA R-VII SCHOOL DISTRICT FACULTY AND STAFF HANDBOOK

Our mission is to help students:

- Acquire the knowledge, attitudes, and skills necessary to become healthy and productive adults;
- Become life-long learners who are able to manage change;
- Improve the democratic process and have a positive impact on their communities, their country, and the world.

Dear Verona R-VII Faculty Member:

Welcome to Verona R-VII Public Schools! A great deal of planning has been done in preparation for the school year. You can be assured that we have planned for your success this year. This is going to be a great year, but it will not be without its challenges. We will need the contribution that each staff member can make so this year will be a success.

During the upcoming year, you will experience many of the challenges that educators have dealt with successfully for years. We hope you are successful in your educational endeavors this year, and we will help in any way possible to assure your success. We realize that for us to be successful we will need your cooperation; therefore, we ask that you work with us and follow the direct line of communication outlined in this policy book.

This handbook is an attempt to reflect the philosophy and principles of Verona R-VII Schools. Any departure from the guidelines herein contained should first be discussed with the administration. The success of the Verona student body is, to a large extent, dependent upon all of us. By working together and openly communicating we can help our students achieve their goals and have a rewarding year.

We hope that each of you also will find this school year an invigorating and satisfying one.

Good luck!

Mr. Tony Simmons

Mrs. Melody Whitehead

Mr. Ryan Yates

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VERONA'S EDUCATIONAL PHILOSOPHY

A philosophy of education is the foundation on which a School District is built and upon which the product of the school program is evaluated. The philosophy herein subscribed to by the Board of Education shall be a guide in determining the policies, rules, and regulations of the School District.

Recognizing each student as a unique individual, we believe that education should provide an opportunity for the maximum development of each individual within the limitations of his capacities. Through education, it is possible for the individual to discover and endeavor to achieve to the limits of his capacities.

We believe that in a democratic society, education must help the student realize his worth as an individual and should lead him toward becoming a productive member of society. Strong emphasis must be placed upon democratic values, which are important for an effective and satisfying academic personal and social life.

We believe that the role of the teacher in the educational process is to provide opportunities for the individual to achieve at the maximum level of his capacity, to create a learning situation in which individual motivation for learning is the stimulus for achievement, and to promote through teaching and example the principles of the democratic way of life.

We believe that parents/guardians have definite responsibilities in education. They need to have a basic confidence in the school, and they need to impart this confidence to the students. The parent/guardians may do this by cooperating to the fullest with schools, by encouraging the student to give his best efforts to his daily school responsibilities and by participating in school activities.

We believe that the student must have responsibilities in the educational program of his community. Most important of these is attitude. The student is obliged to come with open mind, equipped with all the necessary materials, and ready to fulfill the responsibilities in the learning process. The basic attitude should be that the school is an institution of opportunity, staffed with trained personnel to help the student become a contributing member of society.

It is, therefore, the responsibility of the School District to provide an educational environment for children of the district that will foster and accelerate their intellectual, physical, social and vocational development.

ACCIDENTS OR ILLNESS OF STUDENTS

All employees shall report immediately to the building principal all accidents or sudden illness on the part of a student even though the student does not find it necessary to leave school. If the latter is necessary, the administration or school nurse will make arrangements to get the student home.

ASBESTOS NOTICE

All asbestos containing building material (ACBM) has been addressed in a management plan written according to Federal and State requirements. The purpose of the management plan is to safeguard the health and safety of all building occupants. Warning labels and/or signs have been posted adjacent to ACBM in routine maintenance areas. If you have cause to believe that ACBM is or has been disturbed, please contact your building principal without delay.

ATHLETIC PASSES

Each employee may request a pass to all Ozark 7 athletic contests. This pass provides free admission to Ozark 7 activities. This pass will not, however, provide free admission to tournaments or MSHSAA district activities.

ATTENDANCE AT SCHOOL ACTIVITIES

It is not mandatory that teachers attend all school activities. However, teachers should make an honest effort to attend as many activities as possible. During the year all teachers may be assigned to supervise or sell tickets at athletic contests, dramatic productions, etc. **Attendance at school activities can be directly related to your effectiveness as a teacher.** High School Teachers are expected to attend graduation. Junior High and High School staff will be assigned supervision at dances and socials throughout the school year.

ATTENDANCE

Junior high and High school teachers are to check attendance each class period and take lunch count during first hour. Elementary teachers will take attendance at the beginning of each day. Accurate attendance is extremely important and care should be taken when reporting student attendance. Attendance must be entered into the student records system within the first 5 minutes of class. If a student is absent from your class and his name does not appear on the list provided for an excused school function his name should be on your absentee list. Teachers should contact the office when a student has been counted absent, but reports to class tardy. Students are expected to be in the room when the bell rings ending the passing time between classes. When students report to class late, the student should be counted as tardy unless a signed admit slip is provided excusing the student. Tardiness is defined as any unexcused appearance of a student after the scheduled time of class to begin (please refer to the Student Handbook). When a student is tardy 20 or more minutes, he/she will be counted absent. Please be reminded that any student with nine (9) or more absences per semester may not receive credit for the class. Teachers will be notified if a student drops a class. Students dropping out of school will be handled through the principal.

BOARD-STAFF COMMUNICATIONS

The success of any school system requires effective communication between the Board and the school staff. Such communication is necessary for facilitating proposals for the continuing improvement of the educational program and for the proper disposition of personnel problems that may arise. The main goal of both the Board and the staff is to provide the best possible educational opportunities for our students. To achieve this end, good Board-staff relations must be maintained in a climate of mutual trust and respect. At the same time, the Board in exercising its public trust to provide thorough and efficient public education, cannot dissipate or transfer its responsibilities. In accordance with good personnel practice, staff participation in the development of educational and personnel policies will be encouraged and facilitated. The Superintendent, as professional leader of the staff and the chief executive of the Board, will establish the avenues for Board-staff communication. **All communications or reports to the Board from staff members and staff organizations will be submitted to the Board through the Superintendent.** However, this will not be construed as denying the right of any staff member to appeal any action or decision of the Superintendent to the Board.

CAFETERIA/LUNCHROOM

Teachers are responsible for seeing that students reach the cafeteria and shall remain with the students on assigned duty days. All staff that wishes to eat breakfast in the school cafeteria should do so prior to 7:24 AM.

CARE OF BUILDING AND SCHOOL PROPERTY

All property is inventoried to a certain room and should not be exchanged, traded, etc. without the Principal's approval. Inventories are to be kept up to date. You are responsible for everything in your room. Please notify the office in the event of a loss; all reports must be submitted promptly. Furniture and equipment should be checked the first day of school and periodically thereafter for any damage. Any damage should be reported to the building principal.

CLASSROOM INTERRUPTIONS

It shall be unlawful for teachers to be solicited or contacted by any salesman, agent or representative during regular school hours without the expressed permission of the Superintendent or Principal.

CLASSROOM PROCEDURES

Anytime students are left alone and an accident occurs, negligence is almost certain to be shown; the law is definite about this. **Teachers should recognize their responsibility for student conduct, attitude and appearance in their classroom, and all teachers should encourage desirable habits of dress and decorum.** General rules for students' behavior are listed in the Student Handbook. Teachers sponsoring activities where students perform in public have an additional responsibility to see that students represent the school in a favorable manner. This is a job for all teachers, whether it is in their room or any other part of the building. Do not allow students to damage school property; check your equipment regularly and keep it in good shape. Talking these things over with your students many times proves worthwhile. Correct usage of furniture should be observed and encouraged. Sitting on chair backs, tables or desks should not be permitted. **Such things as seeing that chairs and tables are straightened at the end of each class period, closing**

windows at the end of the day, putting up or stacking chairs, picking up trash, turning out lights, etc., are a teacher's responsibility and help the custodians keep our building in good condition. School equipment that is lost, damaged, or destroyed by students shall be the liability of that student. This also pertains to the building and materials. General repairs that may be needed in your classroom or on the playground should be brought to the attention of the building principal using a maintenance request form available in each office. Think, how would you let students act in your own home, and expect the same behaviors.

CLASSROOM VISITATION

The principal will visit your classes periodically. The purpose of the visits will not only be for evaluation, but more importantly for the purpose of improving instruction. The superintendent may visit classrooms during the year. Any concerns will be expressed to the building principal; however, any teacher is welcome to visit with the superintendent about this visit.

CONFERENCE PERIOD

Teachers are to use scheduled conference periods to prepare for classroom instruction. Frequently this time will be utilized by the superintendent, principals, or other staff members to contact teachers in an effort to confer with them concerning school matters. The use of this period in this manner helps to keep classroom interruptions at a minimum. This is not a time to take care of personal business away from school.

CURRICULAR EVALUATION AND REVISION

Each member of the school staff shall make a planned and continuous evaluation of the effectiveness of the educational program in accomplishing educational objectives. Systematic research and experimentation is encouraged. It shall be the responsibility of the superintendent, assisted by the principals and teachers, to determine the adequacy of the curriculum and to recommend to the Board of Education courses of study or improvements in the organization and requirements as the need arises. Student Handbooks, developed by the principals, annually reviewed and revised, will be made available to all students. The handbooks are subject to Board approval as revised and presented.

DAILY SESSION

- A. **The normal workday for teachers will begin at 7:24 a.m. and be completed at 4:03 p.m.**, subject to change by the Board or administration. The time between 7:24 a.m. and 7:54 a.m. should be used for preparation and/or to provide additional instruction to students in need of assistance. High school teachers will be in classrooms by 7:24 am in order to be available for students in need of further academic assistance unless performing a duty assigned by the building principal. **All teachers will be in the hallway outside of their classrooms by 7:54 am to greet students and monitor student behavior.** Elementary teachers will be in classrooms at 7:24 am ready to receive students in their classroom. There may be some days that teachers would be required to arrive earlier than 7:24 am, or to remain past 4:03 pm to attend meetings or work on special projects; however, adequate notice will be given when possible. If it becomes necessary for a teacher to arrive later than 7:24 am or leave earlier than 4:03 pm, the teacher must secure prior permission from the principal.
- B. The principal or superintendent may assign teachers responsibilities for supervising or directing school activities. This shall be done on as nearly an equal basis as possible.
- C. Teachers' contracts include a specific number of days of service, which includes days other than student attendance days. Teachers are required to be present on all scheduled days; absence will be treated as if it were a regular teaching day. All leave policies shall be in effect during these days.

DISCIPLINE

Classroom discipline is primarily the responsibility of the classroom teacher. More teachers fail because of inability to control students than for any other cause. Without discipline, classroom instruction and teaching become difficult. Being too easy with the students does not win respect for the teacher. The strongest disciplinarians are usually the most respected teachers. Remember you are in charge, and never allow yourself to get into an argument with a student. Many discipline problems arise because students are not kept on task with relevant class work and activities. Teachers should also make an effort to help each student experience success. **It is important to remember that teachers have the**

responsibility of supervision at all times. Teachers should not hesitate to correct a student in the hall or at an activity. If you are constantly experiencing discipline problems, your principal is ready to advise and assist you and may assume some of the problems for you. It is imperative for your own feeling of success and satisfaction that you handle most of your own difficulties. Too much reliance on the principal will weaken you in the sight of your students.

DISCIPLINE CODE

All teachers should review the Discipline Code and the Student Handbook. All disciplinary action must follow these board-approved policies and appropriate state laws.

DISTRICT BOARD POLICIES

A copy of the Verona R-VII District Board Policy Book has been placed in the library, superintendent's office, and principal's office in each building. Employees are encouraged to refer to them. **It is the employees' responsibility to be aware of and to follow District Policy.**

DRUG-FREE WORKPLACE

In compliance with federal requirements regarding drug prevention, standards of conduct for employees shall clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol on school premises or as a part of school activities.

Employees under the influence of alcohol, drugs, or controlled substances are a serious risk to themselves, to students and to other employees. Therefore, the Board of Education shall not tolerate the unlawful manufacture, use, possession, sale, distribution or being under the influence of drugs or controlled substances. Nor shall the Board tolerate the unlawful use of or being under the influence of alcohol by an on-duty employee. Any employee who violates this policy will be subject to disciplinary action, which may include employment suspension, termination and referral for prosecution. Employees may be required to satisfactorily participate in rehabilitation programs. The district maintains the right to give random drug tests to employees.

Each employee of the District is hereby notified that, as a condition of employment, the employee must abide by the terms of this policy, and will notify the Superintendent of any criminal drug statute conviction for a violation occurring in or on the premises of this District, or while engaged in regular employment. Such notification must be made by the employee to the Superintendent no later than five (5) days after the conviction. The Superintendent will provide notice of such violation to the Impact Aid Program, United States Department of Education, or other appropriate government agency within 10 days after the Superintendent receives such notification if the District receives any federal grants directly from such agency, as opposed to federal grants received through the Missouri State Department of Elementary and Secondary Education.

Thirty days following receipt of the above notification, the District will take appropriate disciplinary action, which may include termination or a requirement that the employee participate satisfactorily in a drug abuse assistance or rehabilitation program.

The District will institute a drug-free awareness program to inform employees of:

1. the dangers of drug and alcohol abuse in the workplace;
2. this policy of maintaining a drug-free workplace;
3. available counseling and rehabilitation;
4. the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

The School District recognizes chemical dependence as a treatable illness. District employees who are so diagnosed shall receive the same consideration and opportunity for treatment that is extended to employees with other types of illness. On the basis of medical certification employees with the illness of chemical dependency shall qualify for the employee benefits and group insurance coverage's that are provided for under group health and medical insurance policies. The confidential nature of the medical records of employees with chemical dependency shall be preserved in the same manner as for all other medical records.

The District's responsibility for chemical dependency is limited to its effects on the employee's job performance. If the employee refuses to accept diagnosis and treatment, or fails to respond to treatment, and performance is adversely affected, the employee will be subject to employment action in proportion to the performance problem. Implementation

of this policy will not require or result in any special regulations, privileges or exemptions from the standard administrative practice applicable to job performance requirements.

Upon the request of the Department of Elementary and Secondary Education or an agency of the United States, the District shall certify that it has adopted and implemented the drug prevention program described in this policy, in the form required by such agency. The District shall conduct a biennial review of this policy to determine its effectiveness, implement necessary changes, and to ensure that the disciplinary sanctions are consistently enforced.

EARLY DISMISSAL PRIOR TO VACATIONS

On the last day of school prior to the beginning of Thanksgiving, Christmas and spring vacations, students may be dismissed early. Employees may leave at the time set by the administration.

EMPLOYEE/PUPIL RELATIONS

The employee should be caring, respectful and professional in all relationships. Desirable ethical standards require cordial relations between employee and student, home and school. Great care should be exercised by the employee not to interfere between teachers and student. However, every employee should feel a personal responsibility for the welfare of the students and assist where cooperative discipline is needed.

Every teacher represents a unique personality in the classroom; likewise every teacher should appreciate and respect the individual personality of every student in his or her classroom. **Every teacher is urged to be consistent in requirements of work and discipline.** Remember, you are the adult in these relations and should act as an adult, command respect and be considerate of the problems of your students. An effective teacher can be friendly, helpful and at the same time be accepted with dignity and respect.

EMPLOYEE RESPONSIBILITY

The Board of Education will establish policies, rules and regulations relating to school employees. The acceptance of a position in the Verona R-VII Public Schools is a contract and a pledge to follow all the directions and regulations of the Board, Superintendent and immediate supervisor. It is the duty of each employee to become informed of existing rules, regulations, and policies and to comply with them as a normal condition of employment. Willful neglect of existing rules, regulations and policies may be regarded as sufficient cause for termination.

FACULTY MEETINGS

In most cases, you will be notified in sufficient time so you will be able to plan for teachers' meetings. However, it may be necessary to have an emergency meeting on short notice. **All staff members are expected to attend unless specifically excused by the person calling the meeting.** It may be necessary to hold some teachers' meetings in the morning before school so everyone will be able to attend. Other organizational meetings will be held before or after regular school hours. Teachers' meetings will be scheduled and held as nearly as possible according to a schedule developed by the building principal.

FIELD TRIPS

School buses may be used for educational trips. We encourage class trips within our local area. If possible, out of town class trips will be scheduled one month in advance of departure date. Teachers will secure permission of the principal and approval from the superintendent to make out of town field trips. Students will pay transportation costs for recreational trips. The school will pay the charges for bus transportation when the trip is deemed necessary for normal educational instruction. Parents will sign a permission slip with enrollment forms granting their child permission to attend all field trips and school activities. However, each time a teacher takes students on a field trip or school activity, the teacher must send notice home to parents of the planned activity. Teachers who take students out of school during the school day for an activity must have each student in attendance complete a teacher permission form signed by each of the student's teachers. A list of students must be on file in the school office before departure. Due to increased transportation costs, each field trip will be carefully studied before approval is granted.

FINALS

All teachers will be required to submit final assessments to the principal prior to administering finals at the end of each semester. The principal will determine the date for submission of finals. Finals can only be given on scheduled days set by the principal. No finals will be allowed to be given early. Elementary does not take finals.

FUND-RAISING ACTIVITIES

All fund-raising activities shall be approved by the building principal and superintendent before any class or organization undertakes a project. The building principal must approve agreements with firms providing such services. All fund-raising activities and planning for fundraising shall be done after school hours, unless prior permission is received from the building principal. (Policy 3370)

Annual fund raising activities are scheduled on a rotating basis (one per year per organization except the junior class). Schedules for these activities will be distributed to sponsors during the first week of school. **Cash rewards/incentives for student fund-raisers are prohibited.**

Due to the economic condition of our community and country, all fundraising contacts need to be completed on the fundraising forms provided on the district server v:drive prior to contact. This is to prevent the over solicitation of our generous community. The principals will then review the list to make sure that we are not over burdening any business or organization that donates to the school.

No staff may bring fundraising activities from an outside group into the Verona schools.

GENERAL FIRE AND TORNADO SAFETY RULES

The school will conduct yearly fire and tornado drills. Fire/tornado drill procedures will be given in detail before the first drill, and each room will display instructions reminding you of the route you take in clearing the building. Your group should be quiet and orderly in their exit and should stay together once outside.

All teachers should orient their pupils to the hazards of fire and tornadoes and to the safety precautions that are necessary. All teachers should practice preventive measures in each classroom and should acquaint themselves with the location of the various fire extinguishers. Upon hearing the **fire alarm**, all teachers will immediately close classroom windows and begin evacuation procedures. Students will evacuate to designated areas and the teacher will remain with them until they are directed to return to class by the building Principals. Teachers should carry their grade books and take attendance once the class has reached their designated area outside. Do not re-enter the building until the all-clear signal is given. Upon hearing the **tornado alarm**, teachers and their students should follow evacuation procedures posted in their classrooms.

GUIDANCE

Verona High School and Elementary School employs a full time guidance counselor. Any problems or questions you have pertaining to one of your students should be discussed with the counselor. Some major functions provided by the guidance department include: testing of students, student registration, placement of graduating seniors, helping each student develop an educational program, individual conferences, and career awareness. The elementary counselor spends time in classrooms teaching character education, coordinates testing, counsels special groups and individual students, teaches career awareness and participates in citizenship and other assemblies.

GRADEBOOKS

Grade books are kept in the student records system for each course taught. Grade books should be kept current and all grades for the previous week should be entered in the student records system by the following Monday. Teachers should input a minimum of two grades per week to accurately assess student performance.

GRADING SCALE

The Verona R-VII School District uses an 11-point grading scale for grades 3-12:

Letter Grade	% Points	Letter Grade	% Points		
A	94-100	4.00	C	74-77	2.00
A-	90-93	3.66	C-	70-73	1.66
B+	88-89	3.33	D+	68-69	1.33
B	84-87	3.00	D	64-67	1.00
B-	80-83	2.66	D-	60-63	.66
C+	78-79	2.33	F	0-59	0

Please use your best professional judgment when grading. Final exams (7-12) are to be given at the end of each semester. All classes are required to give semester final exams unless exempted by the principal. A copy of the semester exam is to be turned into the principal.

GRADING SCHEDULE

1. Our reporting of grades is done on a quarterly basis. Grade reports will be done at the end of each nine-week period. The report cards should be ready on the day designated by the Principal.
2. Progress reports are also a part of our system of indicating pupil progress. Grades in the student records system should be entered no later than the date assigned by the principal. Progress reports will be given to students on the scheduled date. Teachers may issue progress reports at other times when deemed appropriate, and does not always need to reflect student deficiencies.
3. Another method of reporting to parents, and the one that best reports the pupil's social and academic progress, is the Parent/Teacher Conference. Conferences with student's parents will be arranged at the end of the first nine-week periods. This may be the closest contact that you have with the parents of your students, and should serve as a means of better understanding the students with whom you are working. Teachers may arrange individual conferences whenever necessary.

HALL DUTY

Teachers have the responsibility to supervise the halls outside their classroom doors before school, between periods and after school. Teachers should also assume responsibility for supervision of all students at all times and at any school function or activity.

HALL PASSES

If a student comes to your class during class time, he or she must have a hall pass. You will be expected to furnish the student with a properly completed Hall Pass if he/she leaves your classroom during class time. Any student outside of a classroom without a properly completed Hall Pass is not being properly supervised, and will be escorted back to class. Passes will be documented daily (doc will be provided) to track students' movements throughout the day.

HOMEWORK

We recognize the value of homework, and we encourage teachers to give homework. We feel it is asking too much for students to do several hours of homework every night. Teachers are encouraged to allow some class time for assignments. Be sure that the assignment is educationally valid. Try not to give homework assignments each night.

HONOR ROLL AND CLASS RANK

GPA (7-12) is determined by adding the total number of points for a grading period and dividing by the number of grades. Pass-Fail courses will be omitted when determining the GPA. The Honor Roll will be figured each quarter. The "A" Honor Roll will include students with no grade below an "A-." The "B" Honor Roll will include students with no grade below a B-.

The method used to arrive at honor students and class rank has been determined by the Board of Education and is

as follows: Class rank shall be determined on the basis of grade point average with marks earned in all courses counted in proportion to the credit given. School personnel are authorized to advise students of their cumulative grade point average, class rank, and credits earned at the time of enrollment.

LEAVING THE BUILDING

High School

Teachers shall not give students permission to leave school grounds. Students leaving school during the school day must have a note from their parents stating the time and reason they are to leave, or the parents may contact the principal or office staff by phone. Students who bring a note from home should bring it to the principal's office before school begins. The student must sign the check-out sheet and check with the principal's office staff before they leave school. Once a student arrives at school - via bus, car, or by walking - and leaves the school grounds without following the above procedure they will be considered truant. (See Discipline Code)

Elementary

Teachers shall not give students permission to leave school grounds. Teachers will be notified by the office if parents are picking up students early.

LOST TEXTBOOK PROCEDURE

Please follow this procedure throughout the school year.

1. When a student reports a lost textbook, the teacher should supply the number of the book to the student from the teacher's master list.
2. The student, after learning the book number, should endeavor to find the book through the use of notices and inquiries.
3. If the book is not found, the teacher should send the student to the office to make payment for the book. We need the following information: publisher, copyright date, name of book.
4. Upon payment of the replacement cost of the text, the student will receive a receipt. The student must show this receipt to the teacher before a new book can be issued to the student.
5. Later, if the book is found, the student will receive a refund. Books damaged, rendering the book unusable or diminishing the books lifetime whether by the student charged with the book or by persons unknown, must be paid for in full by the student to whom the book is issued. If the person who damaged the book can be identified, then that person becomes responsible for payment of the damage. Books are purchased with the intent of being used for a minimum of five years.

MAILBOXES

Mailboxes will be located in the elementary and high school buildings. All personnel should check his/her mailbox at least twice a day - in the morning and after school. Email should be checked at least three times per day during non-instructional time.

MEDIA CENTER/LIBRARY

The following rules should be observed so that the Media Center can serve more efficiently.

1. Books removed from the library must be checked out from the librarian or helper at the circulation desk. Each student and staff member has a bar code number on file in the library circulation computer and will be responsible for all books checked out under that number. Regular books are due two weeks after the date of checkout.
2. Each student may have up to **five** books checked out at a time. Exceptions will be made with the librarian's permission, in individual cases when more books are needed for research purposes.
3. Reference books normally are used in the library, but may be checked out on a limited basis according to the librarian's discretion.
4. Library books used, but not checked out, should be placed on the book truck by the circulation desk for library

staff to shelve. **Patrons should not put books back on the shelves.** Magazines and newspapers used in the library should be returned by patrons to the racks where they are kept.

5. Books which have been checked out should be returned to the slot in the circulation desk or given to the librarian or helper. A class returning numerous books at one time should stack them on the desk.
6. Fines will not be charged for overdue books. Nonetheless, books should be returned in good condition by their due date to make them available for other users and to prevent their loss.
7. Reserved books are restricted to the library, but may be used overnight at the librarian's discretion. Overnight books are due at the beginning of the next school day.
8. Teachers may request that books related to a topic to be put on temporary reserve in the library for use on special projects.
9. Current magazines will be used in the library. Exceptions may be made by teacher request and at the librarian's discretion.
10. Back issues of magazines may be checked out.
11. Grades and transcripts will be held until all books are returned or the school is reimbursed for the cost of lost or damaged books.
12. Students coming individually or in small groups to the library must have a pass stating time, date, and class.
13. Teachers may arrange whole class visits at their convenience. The library schedule is flexible and open, and visits can be accommodated at almost any time, especially with prior arrangement. However, the librarian cannot provide assistance to high school students while teaching elementary classes.
14. The library will be open before and after class hours, to provide extra time for books to be checked out and returned.

MILEAGE

Mileage will be paid for reimbursable trips at the approved rate per mile (currently \$.50 per mile) if the employee is required by the school to attend a meeting and transportation is not furnished. Reimbursement forms are available in the office. Prior approval for such travel must be obtained from the Principal. **See Mileage chart on page 22-23**

MONEY COLLECTED AND PURCHASING

On occasion it may be necessary for the sponsor of an organization to be responsible for the collection of money. It is important that all monies be properly receipted. The sponsor is responsible to see that the monies are collected and turned into the office. **Do not leave money in your classroom; it must be turned in to the office on a daily basis.**

NEWS RELEASES

It is important to keep our patrons informed through the news media. Please feel free to submit to the building principal information for distribution to area radio stations and newspapers about approved school events that are to take place in the near future. Follow-up articles with pictures and the student's names may be provided to the principal. Let everyone know about the good things going on in our school. We will generally forward releases to: The Aurora Advertiser, The Monett Times, The Joplin Globe, The Cassville Democrat, KRMO Radio Station in Monett and KSWM Radio Station in Aurora.

NON-SCHOOL EMPLOYMENT BY STAFF

The Board of Education believes non-school employment that a school district employee pursues must not conflict with his or her obligations to the Verona R-VII School District. In addition, the district expects that the employment accepted by its employees from outside sources will not detract from their effectiveness as school employees. Staff shall not conduct business related to outside employment concurrent with their school district assignments. Extracurricular assignments will take precedence over outside employment.

NOTICE OF NON-DISCRIMINATION

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all employee groups, associations or organizations of the Verona R-VII School District are hereby notified that the institution does not discriminate on the basis of race, color, ancestry, national origin, sex, age, or handicap in admission or access to, or treatment or employment in, its programs and activities. **Any person having inquiries concerning the Verona R-VII School District compliance with the regulations implementing Title IV, Title IX, or Section 504 is directed to the 504 and Title IX Coordinator, Shelley Gatton at the Verona R-VII School District at Box 7, 101 E. Ella Street, Verona, MO. 65769 (#417-498- 6043), who has been designated by the Verona R-VII School District to coordinate the district's efforts to comply with the regulations implementing Title IX, and Section 504.**

PAY DAY

You will be paid on the 12th day of each month or the school day preceding the 12th in the event that the 12th falls on the weekend and/or a holiday. Any exception must be discussed with the Superintendent.

PAYMENT OF ACTIVITY BILLS

From time to time it will be necessary to write checks from the various activity funds. To aid you and your student treasurer in maintaining a set of books, each sponsor will be issued a monthly statement of their account. These should be balanced against activity's/organization's records each month. Sponsors should also keep on file their copies of all purchase orders and deposit slips issued from the principal's office. **All deposits and requests for payment are to be made at the building principal's office. Requests for payment should be made one week prior to the monthly board meeting.**

PERSONNEL RECORDS

It is the intent of the Board to maintain complete and current personnel files for all district employees (Ref: Policy 4860). There shall be one personnel file for the district which shall be maintained in the Office of the Superintendent. The file of an individual employee will be considered confidential information and will be available only to the Board as a whole, authorized administrative personnel, and to the employee. Upon request, and in the presence of the appropriate administrative official, any employee will have the right during regular working hours to inspect his or her own personnel file with the exception of the ratings, reports and records obtained prior to the employment of the individual including confidential placement papers. Information of a derogatory nature will not be entered or filed in the employee's personnel folder until the employee is given notice and an opportunity to review the information and comment thereon. The employee will have the right to append a reply to the statement, which also will be included in the file.

Access to an employee's personnel file may be given to the following persons without consent of the employee:

1. The Superintendent, the teacher's Principal or immediate supervisor and school board members, if such access is related to his duties as a board member;
2. The employee, while a current employee of the district, shall have the right to review, at the convenience of the district, their individual personnel files. No other person shall have access to an employee's file except under the following circumstances:
 - a. A teacher must give written consent to the release of his or her records. The written consent must specify the records to be released and to whom they are to be released. Each request for consent must be handled separately. Blanket permission for release of information shall not be accepted;
 - b. Records subpoenaed or under court order shall be released as appropriate;
 - c. Employees shall have access to his/her file.

PREPARATION

Teachers are expected to be with their assigned class at all times. The day should be well planned so that it is not necessary to use the copy machine, make phone calls, etc., during the time you have students. **Students should never be left unsupervised for any reason.**

PURCHASING

All purchasing is done through the administration using the prescribed procedure (see Summary in Teacher Packet). The only occasion you will have to purchase any item will be on budgetary items that are convenient for you to purchase, and then only with expressed permission of the Superintendent or building administrator. Phone-in orders can be made only by the principals or the superintendent, or at his/her direction. **Prior approval of a purchase and a receipt is necessary for a staff member to be reimbursed for a purchase.**

RECOMMENDING STUDENTS

School personnel may recommend deserving students or graduates for appropriate scholarships, honor, activities or employment as available or requested.

SAFETY STRESSED

All school personnel shall promote and encourage safety in all aspects of the school program and may take necessary action to provide for the safety of students and school property. All building doors have panic bars and remain locked during the day. High School teachers must park in the lot by the gymnasium and enter through the door on the west side of the building. Elementary teachers must park in the parking lot south of the elementary school. All visitors must check in at the building office and wear visitor tags if conducting business at the school outside the office areas. Lock down drills may be performed during the school year.

SCHEDULING AN EVENT

All events are approved and scheduled through the Principal's office. When scheduling activities, conference events will have priority over non-conference events. All activities must be approved by the Principal and put on the school calendar at least five days prior to the activity. If an activity requires transportation, a transportation request form must be completed and submitted to the building principal 5 days prior to the activity. **Transporting students in private vehicles must also receive approval from the building principal.** All activities must have assigned sponsors present. No students outside the Verona student body are to be invited to school parties and dances without prior approval of the Principal.

SCHOOL ACTIVITIES

The following restrictions apply to scheduling school activities:

- A. No school activities shall be scheduled for Wednesday beyond 6:30 p.m. without principal approval B. No school activities, except for graduation, shall be scheduled for Sunday (including dramatic rehearsals, athletic practices, open gyms, etc.) without principal approval.

SCHOOL CLOSINGS/WEATHER-RELATED

The superintendent will have the authority to close school in the event of severe weather. Public announcement of school closing will be made over radio and television stations. Employees will be contacted via telephone through the School Messenger system. When school is dismissed early due to weather, employees may leave at the time set by the administration.

SCHOOL KEYS

Each teacher should have a key to his/her room. Keys should never be given to students. If a student must enter the building after school hours, you as a teacher should accompany him and stay until he/she leaves. Students should not be given the responsibility of turning off lights or locking doors after the sponsor has left. **Sponsors of activities are to be**

the first person to arrive and the last to leave unless the Principal has given special permission. Before keys are assigned to any school employee they shall agree to the terms listed above and to paying the cost of rekeying any locks made necessary due to mishandling of keys. **School keys are NOT to be copied or given out.**

SECRETARIAL PERSONNEL

Secretaries have full-time duties and **are not available to do typing, copy work**, etc. for teaching personnel. Please do not put them in the uncomfortable position of having to tell you "no".

SEXUAL HARASSMENT (refer to Board Policy/Regulation 4810)

Sexual harassment constitutes unlawful sex discrimination. It is the policy of the Board of Education to maintain a learning and working environment that is free from sexual harassment. It shall be a violation for any employee of the School District to harass another staff member or student through conduct or communication of a sexual nature. It shall also be a violation of this policy for students to harass other students through conduct or comments of a sexual nature. Furthermore, it shall be a violation of this policy for any person who is not an employee or student of the District to harass a staff member or student of the District through conduct or comments of a sexual nature while such employee is engaged in the performance of duties for the District or while such student is under District supervision.

SPONSORSHIP OF ACTIVITIES

As organization sponsors, most faculty members will have occasion to need transportation for some student groups. Buses must be arranged through the building principal. All transportation of any kind should be arranged through the office. Sponsors, please refer to the student handbook and discipline code regarding bus behavior.

At the beginning of each year the office makes a list of sponsors. Sponsors should see that their groups are organized and functioning as soon as possible after the school year begins. **All student organization meetings require the presence of the sponsor at all times.**

SPONSOR'S DUTIES

The following guidelines have been prepared to help sponsors avoid problems in supervising activities. 1. Whenever a teacher is in charge of a group of students he/she shall arrive at school well in advance (1/2 hour) of when the students are to arrive, and **remain until they have all left the building.** Securing the building after the activity is the sponsor's responsibility. Coaches and sponsors are to ride to and from the activity with the students.

2. Letter awards are purchased and presented by the school to those who have earned them. All other awards are to be purchased by the students or organization in accordance with the rules of the organization presenting the awards.
3. All bills must be paid promptly. Any purchases by students such as organizational pictures, clothing, shoes, etc., must be paid for in advance.
4. Coaches are to develop their own training rules which must be approved by the Principal and Superintendent each year two weeks before practice begins. Be sure that all athletes understand the rules and know what is expected of them, and then enforce the rules.
5. Any incident or injury which may later cause criticism toward you or the school should be immediately reported to the administration so that the administration will have knowledge of the incident if a complaint is registered. 6. All purchases must be cleared through the administration. Unauthorized purchases may be charged to the teacher. (see Purchasing policy)
7. Schedules of practices as well as games must be written so that students and parents have sufficient notice of times and dates.
8. No practice will be scheduled on Sunday. The only exception to this rule will be to permit practice preceding District or State Contests scheduled for play on Monday, and only with administrative approval.

All Organizations:

1. Supervise the organization's officers in the fulfillment of their offices.
2. Instruct the treasurer and secretary in the fundamentals of their office, (keeping minutes, financial records).
3. Supervise the planning of activities such as parties, banquets, etc.

4. Check monthly financial reports against organization's books. Close books at year's end.
5. Instruct members of organization about policies of making purchases and receiving reimbursements.
6. Attend and supervise all meetings of the group.
7. See that all activities of the organization are cleared by the administration and placed on the calendar.
8. Sponsors should never leave a student under his/her supervision who is waiting for a way home or otherwise "stranded" at school.

STAFF COMPLAINTS AND GRIEVANCES

It is the intent of this procedure that employee complaints will be identified and corrected at the earliest possible time and at the lowest level of supervision. Complaint processing should be viewed as a positive and constructive effort which seeks to establish the facts upon which the complaint is based and come to a fair conclusion. Employees will not be discriminated against nor will reprisal be attempted against an employee because a complaint was filed. **A.**

Definitions

1. Grievance - A claim by a staff member or members that written Board policy or administrative regulation has been violated or misapplied. This policy is not applicable to the content of performance evaluations or to decisions for which statute provides a means of resolving disputes, i.e. non-renewal, termination, reduction in force.
2. Day - When the dispute resolution policy requires certain action to be taken within X days, days means working days and specifically excludes weekends and school holidays. In counting days, the day on which the event initiating the time limit is not counted.

B. Procedure

Informal Resolution

Staff members who believe that a written Board Policy or administrative regulation has been violated, must meet with their immediate supervisor within ten (10) days of the alleged violation. The purpose of this informal conference is to attempt to provide clarification of the issue and, where possible, resolve the dispute.

Formal Resolution

If the dispute is not resolved within four (4) working days of the informal conference, the staff member may initiate the formal procedure by completing a District dispute form and submitting this form to the staff member's immediate supervisor. A completed grievance form must be submitted to the employee's immediate supervisor within ten (10) days of the informal conference.

1. Step One - Immediate Supervisor. Within four (4) days of receipt of the completed dispute form, the immediate supervisor will schedule a meeting with the staff member and the staff member's employee's representative, if desired. Within ten (10) days of this conference, the immediate supervisor will provide the staff member with a written response to the dispute.
2. Step Two - Superintendent's Designee. If the staff member is not satisfied with the resolution at Step One, the staff member may refer the dispute in writing to the Superintendent. To proceed to Step Two, the written dispute reference must be submitted to the Superintendent within four (4) days of receipt of the Step One decision. Upon receipt of the referral, the Superintendent shall designate a District employee to hear the Step Two dispute. Within four (4) days of receipt of the Step Two referral, the superintendent's designee shall schedule a conference with the staff member and the staff member's lay advisor if desired. Within ten (10) days of the conference the Superintendent's designee will provide the staff member with a written response to the dispute.
3. Step Three - Review by the Superintendent. If the staff member is not satisfied with the resolution of Step Three, the staff member may refer the dispute in writing for the Superintendent's direct review. To proceed to Step Three, the written dispute referral must be submitted to the Superintendent within four (4) days of receipt of the Step Two decision. Within four (4) days of receipt of the written referral, the Superintendent shall schedule a conference with the staff member and their lay advisor, if desired. Within (10) days of this conference, the Superintendent will provide the staff member with a written response to the dispute.
4. Step Four - Board of Education Review. If the staff member is not satisfied with the resolution at Step Four, the staff member may refer the dispute in writing for the Board's consideration. To proceed to Step Four, the written dispute referral must be submitted to the Superintendent within four (4) days of receipt of the Step Three decision. At the next regular Board meeting following submission of the Step Four referral, the Board will consider the dispute and determine whether to conduct a formal review of the dispute. If the Board determines that its formal review is not necessary, the decision at Step Three becomes final.

If the Board determines that its formal review is warranted by the dispute, the Board will set a date for formal review. At formal review both parties are entitled to be represented by legal counsel. Procedures or formal presentations of the dispute are determined by the Board at its discretion. Within ten (10) days of the formal review the Board will provide the staff member with its written decision. The decision of the Board is final and binding on all parties.

C. Miscellaneous Provisions

1. Failure of a staff member to comply with the timelines provided in Section B will result in the final rejection of the dispute.
2. Failure of the administrator to comply with the timelines provided in Section B will result in the dispute being advanced to the next step.
3. Neither party to a dispute will be permitted to add witnesses or documentation that was not provided at preceding steps.
4. No staff member will be retaliated against for the good faith submission and processing of a dispute under these regulations.

STAFF CONDUCT AND DRESS

As professionals and role models, teachers are to observe modesty in their attire. Revealing or tight fitting clothing is inappropriate in a classroom setting. Responsibility for acceptable conduct and dress will rest primarily with the employee. However, the administrative supervisor may require acceptable conduct and/or dress on the part of the employee. As a general rule, jeans and shorts are not acceptable in the classroom; however, some work areas and activities may be of such a nature to permit exception to the "jeans/shorts" rule. The building principal should be consulted when a question arises. **The Board expects employees to enforce a standard of personal conduct in the school buildings and at school related functions which shall be above reproach and which shall contribute to a high level of morale in the school and a wholesome school reputation.** Employees of the Verona R-VII School District are expected to be neatly attired and groomed while fulfilling their responsibilities to the district. Grooming and attire shall not affront community tastes and standards. Staff's conduct away from the school, if it affects by reputation the effectiveness of the employee to relate to parents or students may be cause for appropriate disciplinary action. **Your attire should always reflect your status as a professional.**

STAFF ETHICS

An effective educational program requires the services of men and women of integrity, high ideals and human understanding. To maintain and promote these essentials all employees of the Verona R-VII School District are expected to maintain high standards in their school relationships. These standards include the following:

1. Maintain caring and respectful relationships with pupils, parents/guardians, staff members and others;
2. Maintain employee efficiency and knowledge of the development in the appropriate fields of work;
3. Transact all official business with the appropriate designated authorities of the school district;
4. Establish and maintain friendly and intelligent cooperation between the community and school district;
5. Recognize that the welfare of children is the first concern of the school district; thus appointments to positions and promotion must be based solely on merit;
6. Refrain from using school contacts and privileges to promote partisan politics, sectarian religious views or self-serving propaganda of any kind;
7. Properly 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 and then to the superintendent, if necessary;
8. Properly use and protect all school properties, equipment and materials.
9. Be professional in all aspects of dealing with students, staff, parents and patrons.

STAFF LEAVES AND ABSENCES

The Board believes that the provision of leaves for the staff helps to attract and retain employees who will continue to grow professionally, maintain their physical health and have a feeling of security. This is accomplished by:

1. Encouraging the employees to take the necessary time to recuperate from illness;
2. Providing the employee with income in the event of illness or accident;
3. Providing a way for the employee to arrange for absence in the event of an emergency;
4. Cooperating with the employee in arranging time for the performance of certain obligations or for other

personal purposes that can be accomplished only during school time.

Salary deductions will be made for all absences not covered by the various leave policies. A leave not provided as paid leave in policy may be granted as unpaid for exceptional circumstances. Such a leave must be discussed in advance and granted as an unpaid leave, if prior approval is not given the absence may be considered as a breach of contract. Request for such leaves should be made to the building principal with final approval notice from the superintendent. Note: Staff members should review Board policy to determine the type of leave request to make when considering a leave. **Leaves of any type should be discussed with the building principal prior to making plans.**

Personnel Leave - Paid Time Off (refer to Board Policy/Regulation 4320)

Paid Time Off

District employees will be provided with 11 days of paid time off. These days may be used by the teacher as they feel warranted. Unused paid time off days may be accumulated to a maximum of 45 days. Any days accumulated beyond 45 days will be bought back from the employee by the district at the rate of \$25.00 per day to be paid at the end of the school year.

Bereavement Leave

A maximum of four (4) days may be used in any school year for bereavement purposes. Additional days may be granted at the discretion of the superintendent. Use of these days will be charged to personal leave and, if insufficient personal leave is available, to paid time off days. Bereavement leave is available only upon the death of a member of the staff member's immediate family, or as approved by the superintendent. Bereavement leave is not accumulative.

Leave for Jury Duty

Staff members called for jury duty or subpoenaed to testify in a civil or criminal proceeding will be granted leave apart from personal leave. Staff members will receive their normal pay less any jury or witness fees received.

Military Leave

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

Application for Military Leave for training purposes shall be made in advance, immediately upon receipt by the employee of official notice to report from the appropriate military authorities. A copy of the official orders must accompany the application for leave that must be approved by the Superintendent. When possible, military leave for teachers shall be arranged during non-duty periods. The Superintendent may request a change in military orders when it seems to be in the best interest of the school system. Emergency mobilization orders shall be dealt with on an individual basis. The pay status of the teacher on military leave for training purposes shall be in accordance with regulation 4320.

Leave of Absence

An employee of the District may be granted a leave of absence for non-Family Medical Leave Act and Family and Medical Leave Act (FMLA) childcare, education, or other good cause. Such leave is renewable upon written request for one additional year only. Application for leave is to be made in writing to the Superintendent of Schools and must include the period for which the leave is requested and the reasons for the request. The period should be set to least disrupt the education of students. Requests for leave for an entire school year should normally be made in writing before March 1st of the preceding year.

If leave is approved by the Board of Education, the employee is not paid for the period of the leave. Medical, dental, and life insurance benefits may be continued by the employee by making all payments to the superintendent's office, one month in advance.

Whenever a leave of absence has been granted by the Board to the end of the school year, the employee must notify the Superintendent in writing by March 1st of an intention to resume his/her position at the beginning of the next scholastic year. Failure to notify the Superintendent of such intention will be regarded as a resignation. Upon completion of an approved leave, provided proper notification is given, the teacher will be re-employed by the District unless placed on involuntary leave of absence if tenured; or, if notified of non-renewal of contract by April 15th if a probationary teacher.

If desired, and whenever feasible, the employee will be placed in the same or equivalent position to the one held prior to the approved leave.

NOTE: Leave of absence without pay under the provisions of this regulation does not apply as service towards tenure for probationary teachers.

Family Medical Leave Act (See Board Policy/Regulation 4321)

An employee who has been employed by the district for 12 months may be eligible for FMLA. Please refer to the Board Policy/Regulation book for details.

STAFF PROTECTION

The school district will be vigorous in its protection of all employees from physical, verbal and/or psychological abuse. Any employee who is threatened in any way is to immediately notify his or her Principal or Superintendent.

SUBSTITUTE TEACHERS

When you need a substitute for illness, etc., the substitute coordinator should be contacted as soon as possible (by 5:30 am). Appropriate lesson plans and class rosters must be prepared by the classroom teacher anytime he/she is absent.

TEACHING CERTIFICATES

All certificates must be registered with the Superintendent. The certificate must be registered, or evidence of the receipt of the certificate must be available, before a certificated staff member will receive their first monthly paycheck. A copy of the certificate and an up-to-date transcript shall be placed on file in the Superintendent's office.

TEACHING SUPPLIES

A basic supply requisition is prepared at the close of the school year by all teachers in order to guide the purchase of supplies for the following school year. When needs arise after the initial distribution, supplies may be requested through the office of the principal. We maintain a basic line of supplies which may be procured through the administrative secretary. Teachers should realize that all supplies desired cannot be provided and that we have only a limited supply of materials.

TECHNOLOGY

You have at your disposal various forms of technological equipment and services. You are encouraged to include an appropriate balance of technological activities in your planning for the year. **Technology should be used appropriately to support the curriculum.**

TELEPHONE/CELL PHONE USAGE

Telephones in the classrooms are to be used by EMPLOYEES ONLY and only for school business (calling parents, communicating with the office, etc.). Each employee will be assigned an access code number to be used when placing long distance calls. Please do not give this code number to anyone else to use. **Please do not make or receive personal calls (including cell phone) on school time unless it is absolutely necessary (see rules listed below).**

Telephone usage rules:

1. Telephone calls will not be forwarded to the classroom unless it is the teacher's conference period;
2. Telephones shall not be used during scheduled class time unless communicating with the office;
3. All calls should be kept as brief as possible (only one outside line is available for staff use);
4. Cell phone usage (making or receiving calls) should be limited to teachers' conference period;
5. Teachers on playground supervision are not to use their cell phone unless there is an emergency.
6. Students who need to use the telephone may use classroom phones with teacher permission it relates to classroom activities. All other student request for telephone use should be referred to the office. Students should never answer classroom telephones.

TOBACCO ON SCHOOL PREMISES BY STAFF MEMBERS

All Verona R-VII buildings and grounds are tobacco free. Use of any tobacco products is prohibited. Staff shall not leave school grounds during the workday or assigned duties to use tobacco products.

USE OF SCHOOL PROPERTY

No one except the Superintendent has the authority to loan school property or equipment or use of the building to individuals or organizations. Employees will not take property or equipment for personal use without permission.

WEIGHTED GRADES

Students are encouraged to select classes that will be of most benefit to them when they enroll. In order to provide an incentive to students to enroll in challenging academic courses, certain courses offered at Verona R-VII High School will award grades which shall be weighted when the student's grade point average (GPA) is calculated. Thus, the grades in these classes will count slightly more than the grades in classes offering non-weighted grades in the GPA calculation. The student's GPA is used in determination of class rank and in determining eligibility for National Honor Society and any other extracurricular activities. The following calculations will be used in determining the student's Grade Point Average (GPA):

1. An 4-point scale shall be used to determine the student's GPA.
2. Pass/Fail grades are not computed in determining GPA.
3. An exception to the 4-point scale is weighted grades, which shall be earned in advanced academic or college preparation classes. Weighted scale will be A=5.00, A-=4.66, B+=4.33, B=4.00, B-=3.66, C+=3.33, C=3.00, C-=2.66. No weight will be given to grades D+ or below.

Weighted classes are: Trigonometry/Math Analysis, Algebra II, Chemistry, College Prep English, Physics, Calculus, Physiology/Anatomy, Sociology/Psychology, Accounting II, Biology II, Spanish III, and approved dual credit or dual enrollment courses.

WELLNESS PROGRAM

Under the terms of the district's wellness policy (#2750), sale of candy and other sweets on the school premises during school hours is prohibited. Teachers that use food as rewards or treats are to provide foods that are nutrient dense such as whole grain, fruit, vegetables and nuts. Candy (items with any type of sugar listed as one of the first two ingredients

AND is more than 35% of the item by weight) is not to be used in the classroom or be offered during the school day. Soda pop sales to students are prohibited during school hours. At no time may students consume soda pop inside the school buildings during the school day without permission of the building principal. **There shall be no food or drinks in the classroom for students without the building principal's permission.**

WILDCAT TIME

The purpose of Wildcat Time is to guide and direct students toward graduation each year; making sure not one student slips through the cracks in relation to grades, attendance, health, and happiness. This time also gives families a person to directly contact when they are not sure who needs to be involved in their questions. Students are divided into 3 groups per grade level, keeping the groups small will ensure staff has the time to develop strong relationships with students and their families. As of now, the Wildcat groups will rotate each year to maintain these relationships. Juniors and Seniors have the option to leave school grounds when the bell rings at 3:24; however, they must check in daily with their Wildcat teacher. Attendance will be taken for this time frame. Also, they must be in good standing with all teachers and their assignments, and their attendance must be in good standing. If they are participating in school activities directly after school, they are to stay in their Wildcat Time or go to the gym. **Students are not allowed to leave and then come back for practice.**

How will staff use this time:

1. Communicate with families
2. Check grades
3. Check attendance
4. Teach character education (lessons or direction will be provided for this, and this won't be daily)
5. Study Hall

WORKING AFTER-HOURS OR WEEKENDS

The elementary and high school buildings are accessible to teachers beyond the regular school day and weekends. It is the responsibility of the staff member to ensure that doors are secure and alarm is armed.

2023-2024 Mileage Reimbursement		Individual + Activity Trips
6/20/2023	Rate per Mile	\$0.50 + \$1.21
<u>Destination</u>	<u>Miles</u>	<u>Reimbursement + \$9.85 / hr</u>
Aurora	11	\$5.50 + \$13.31
Avilla	74	\$37.00 + \$89.54
Billings	38	\$19.00 + \$45.98
Branson	114	\$57.00 + \$137.94
Carl Junction	118	\$59.00 + \$142.78
Carthage	96	\$48.00 + \$116.16
Cassville	56	\$28.00 + \$67.76
Chadwick	112	\$56.00 + \$135.52
Clever	46	\$23.00 + \$55.66
<u>College of the Ozarks</u>	<u>120</u>	<u>\$60.00 + \$145.20</u>
<u>Columbia</u>	<u>414</u>	<u>\$103.50 + \$500.94</u>
<u>Crane</u>	<u>38</u>	<u>\$18.00 + \$43.56</u>
Crowder College	80	\$40.00 + \$96.80
Dadeville	90	\$45.00 + \$108.90
Diamond	74	\$37.00 + \$89.54
Everton	68	\$34.00 + \$82.28
Exeter	61	\$30.50 + \$73.81
Galena	60	\$30.00 + \$72.60
Golden City	96	\$48.00 + \$116.16
Greenfield	71	\$35.50 + \$85.91
Hurley	49	\$24.50 + \$59.29
Jasper	120	\$60.00 + \$145.20

Jefferson City	352	\$176.00 + \$425.92
Joplin	108	\$54.00 + \$130.68
Liberal	173	\$77.85 + \$209.33
Lockwood	80	\$86.50 + \$96.80
Lodge of the Four Seasons	278	\$139.00 + \$336.38
Marionville	26	\$13.00 + \$31.46
Monett	17	\$8.50 + \$20.57
Mt. Vernon	28	\$14.00 + \$33.88
Osage Beach	264	\$132.00 + \$319.44
Pierce City	28	\$14.00 + \$33.88
Pleasant Hope	122	\$61.00 + \$147.62
Purdy	34	\$17.00 + \$41.14
Reeds Spring	78	\$39.00 + \$94.38
Roaring River	74	\$37.00 + \$89.54

Sarcoxie	52	\$26.00 + \$62.92
Shell Knob	64	\$32.00 + \$77.44
Springfield	74	\$37.00 + \$89.54
Spokane	82	\$41.00 + \$99.22
Southwest Washburn	70	\$35.00 + \$84.70
Tan Tar A	254	\$127.00 + \$307.34
Wheaton	56	\$28.00 + \$67.76
Webb City	108	\$54.00 + \$130.68