



**Southern Boone County R-I School  
District  
Faculty Handbook**

**2009-2010**

(A copy of this handbook is on the District intranet page. All Southern Boone Policies are accessible from the District's web page under the "Policies and Notices" link.)

**August 5, 2009**

**Mission Statement**

**To educate by challenging each student to reach full potential in preparing for a changing world.**

## Table of Contents

### ALL BUILDINGS

Page 3 Applicable Board Policies  
 Page 4 Prohibition Against Illegal Discrimination and Harassment and Grievance Process  
 Page 10 Technology Usage  
 Page 14 Family and Medical Leave  
 Page 18 Drug-Free Workplace  
 Page 21 Professional Staff Fringe Benefits  
 Page 22 Staff Short-Term Leaves and Absences  
 Page 28 Professional Staff Long-Term Leaves and Absences  
 Page 29 Professional Staff Recruiting and Hiring  
 Page 32 Absences and Leaves  
 After-school clubs and activities  
 Attendance Policy (student)  
 Page 33 Attendance Procedures (students)  
 Blood/Body Fluids (procedures for cleaning)  
 Page 34 Bus Procedures  
 Career Ladder  
 Cash-Collection and Maintenance  
 Certification  
 Child Abuse  
 Conference/Travel Reimbursement Guidelines  
 Page 35 Confidentiality  
 Continuing Education Units  
 Page 36 Copy Machine  
 Crisis Management Plan  
 Cumulative Folders  
 Discipline  
 Page 37 Evaluation of Professional Staff  
 Page 40 Field Trip Policy  
 Page 40 First Aid/Emergency Response  
 Page 44 Free Admissions  
 Gate-Keeper  
 General Maintenance  
 Health Insurance Termination  
 Homework Policy  
 Page 45 Identification Badges  
 Make-up Work  
 Nurse  
 Parent Newsletters  
 Parent-Teacher Conferences  
 Playground Supervision  
 Professional Development Opportunities-Professional Staff  
 Page 46 Professional Relations  
 Promotion and Retention  
 Page 47 Reimbursement for Purchased Items  
 Religion in the Public Schools  
 Report Cards for Transfer Students  
 Requisitions  
 Salary  
 Page 48 School Closing/Unscheduled-- (Emergencies, Weather)  
 School Hours (regular)  
 School Property  
 Staff Conduct  
 Page 49 Student Conduct Code  
 Supervisory Duties  
 Page 50 Telephone  
 Tobacco & Tobacco Derivatives Policy

Tutoring  
 Page 50 Videos  
 Visitors  
 Volunteer Program

### PRIMARY & ELEMENTARY SCHOOL FACULTY GUIDELINES

Page 51 Attendance Procedures; Calendar; Classroom Management; Dress; Emergency Procedures;  
 Page 52 End-of-the-Year Awards Faculty Weekly Meetings; Fundraisers, Field Trips, and Assessing Costs to Students; Grade Cards; Grade Level Meetings; HELPP Meetings  
 Page 53 Instructional Practice; Lesson Plans; Locking of Doors; Monthly Assemblies; Opening & Closing of Classroom  
 Page 54 PBTE-Performance-based Teacher Evaluation Personal Leave, Phone Calls/ Messages; Playground Supervision; Professional Development  
 Page 55 Purchasing and Requisitions, School-Home Communication; Special Classes-Schedules; Staff Absence or Illness; Staying In During Recess  
 Page 56 Student Dismissal; Student Supervision;Substitute Plans, Sunshine Fund; Visitors

### MIDDLE SCHOOL FACULTY EXPECTATIONS

Page 57 Communications; Core Team Instruction Time; Discipline Referrals  
 Page 58 Duties; Expected Attendance for Special Events; Faculty & Staff Attendance, Absences & Leaves  
 Page 59 Fundraisers, Field Trips & Classroom Costs Assessed to Students; Grade Checks; Planning/Conference Time  
 Page 60 Professional Information; Quality Communication; Record Keeping; Teacher Instruction, Assigned Homework and Projects and ZAP

### HIGH SCHOOL FACULTY POLICY

Page 62 Arrival & Departure Times; Attendance Procedures; Calendar; Class Sponsors; Crisis Management Plan; Discipline Referrals  
 Page 63 Dress; Duties; Emergency Exit; Faculty Meetings; Fundraising  
 Page 64 Grading Guidelines; Hall Passes; Instructional Practice; PBTE: Performance-based Teacher Evaluation; PDC; Phone Calls/Messages; Professional Development Plan, Career Ladder, and CEU's;  
 Page 65 Progress Checks; Purchasing & Requisitions; School – Home Communication; Staff Absence/Illness; Student Dismissal; Student Health Concerns  
 Page 66 Student Late Work Policy (Late Work/Projects/ Incomplete Work); Student Supervision; Substitute Plans  
 Page 67 Textbook Checkout; Visitors

### ACKNOWLEDGEMENT OF READING AND UNDERSTANDING BOARD POLICIES AND PROCEDURES

Page 68 Policy Acknowledgement Signature Page

This handbook is intended to provide each staff member with the basic policies and practices of the district. It is divided into three sections. The first section contains a listing of selected board policies. Faculty members are responsible for abiding by board policies. Each of these policies can be viewed in any library or administrative office, and on the District’s web site under “Policies and Notices.” The second section contains several policies and practices that are general to the district. The names of these policies are in bold font in the general list. Finally, expectations and practices specific to each building are contained in the final section.

### **Applicable Board Policies**

<b>AC</b>	<b>Nondiscrimination and Anti-Harassment</b>
AH	Tobacco-Free District
DLB	Salary Deductions
EBB	Communicable Diseases
EBC	Emergency Plans/Safety Drills
ECA	Buildings & Grounds Security
<b>EHB</b>	<b>Technology Usage</b>
<b>GBBDA</b>	<b>Family and Medical Leave</b>
GBCB	Staff Conduct
<b>GBEBA</b>	<b>Drug Free Workplace</b>
GBEBB	Employee Alcohol and Drug Testing
GBH	Staff/Student Relations
GBL	Personnel Records
GBM	Staff Complaints and Grievances
GCBA	Professional Staff Salary Schedule
<b>GCBC</b>	<b>Professional Staff Fringe Benefits</b>
<b>GCBDA</b>	<b>Staff Short-Term Leaves and Absences</b>
<b>GCBDB</b>	<b>Professional Staff Long-Term Leaves and Absences</b>
<b>GCD</b>	<b>Professional Staff Recruiting and Hiring</b>
GCKA	Professional Staff Extra Duty
GCL	Professional Staff Development Opportunities
GCN	Evaluation of Professional Staff
GCPD	Suspension of Professional Staff Members
IGAC	Teaching About Religion
IGAEB	Human Sexuality Curriculum
IGD	District-Sponsored Extracurricular Activities and Organizations
IGDA	Student-Initiated Group Use of District Facilities
IGDB	Student Publications
IICA	Field Trips and Excursions
IK	Academic Achievement
IKE	Promotion, Acceleration and Retention of Students
ILA	Test Security
JFCB	Care of School Property by Students
JFG	Interrogations, Interviews and Searches
JG & JG-R	Student Discipline
JGA	Corporal Punishment
JHG	Reporting and Investigating Child Abuse/Neglect
KK	Visitors to District Property/Events

## **PROHIBITION AGAINST ILLEGAL DISCRIMINATION AND HARRASSMENT**

### **General Rule**

The Southern Boone County R-I School District Board of Education is committed to maintaining a workplace and educational environment that is free from illegal discrimination or harassment in admission or access to, or treatment or employment in, its programs, activities and facilities. Discrimination or harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law is strictly prohibited in accordance with law. The Southern Boone County R-I School District is an equal opportunity employer. Students, employees and others will not be disciplined for speech in circumstances where it is protected by law. The Board also prohibits:

1. Retaliatory actions based on making complaints of prohibited discrimination or harassment or based on participation in an investigation, formal proceeding or informal resolution concerning prohibited discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing discrimination or harassment.
3. Discrimination or harassment against any person because of such person's association with a person protected from discrimination or harassment due to one (1) or more of the above-stated characteristics.

All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute illegal discrimination or harassment.

### **Additional Prohibited Behavior**

Behavior that is not unlawful or does not rise to the level of illegal discrimination or harassment might still be unacceptable for the workplace or the educational environment. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation or perceived sexual orientation.

### **Consequences**

Employees who violate this policy will be disciplined, up to and including employment termination. Students who violate this policy will be disciplined, which may include suspension or expulsion. Patrons, contractors, visitors or others who violate this policy may be prohibited from school grounds or otherwise restricted while on school grounds. The superintendent or designee will contact law enforcement or seek a court order to enforce this policy when necessary or when actions may constitute criminal behavior.

In accordance with law and district policy, any person suspected of abusing or neglecting a child will be reported to the Children's Division (CD) of the Department of Social Services.

## Definitions

*Discrimination* – Conferring, refusing or denying benefits or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law, or based on a belief that such a characteristic exists.

*Harassment* – A form of discrimination, as defined above, that occurs when the school or work environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment.

Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law or a belief that such a characteristic exists: graffiti; display of written material or pictures; name calling; slurs; jokes; gestures; threatening, intimidating or hostile acts; theft; or damage to property.

*Sexual Harassment* – A form of discrimination, as defined above, on the basis of sex. Sexual harassment is unwelcome conduct that occurs when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the district's programs and activities or the conditions of employment. Sexual harassment may occur between members of the same or opposite sex. The district presumes a student cannot consent to behavior of a sexual nature with an adult regardless of the circumstance.

Behaviors that could constitute sexual harassment include, but are not limited to:

1. Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.
2. Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.
3. Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
4. Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.
5. Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.

*Grievance* – A verbal or written report (also known as a complaint) of discrimination or harassment made to the compliance officer.

## **Compliance Officer**

The Board designates the following individual to act as the district's compliance officer:

Assistant Superintendent/Title IX Coordinator  
Southern Boone County R-I School District  
303 N. Main, P.O. Box 168  
Ashland, MO 65010-0168  
Phone: 573-657-2147/Fax: 573-657-5513

The compliance officer will:

1. Coordinate district compliance with this policy and the law.
2. Receive all grievances regarding discrimination and harassment in the Southern Boone County R-I School District.
3. Serve as the district's designated Title IX, Section 504 and Americans with Disabilities Act (ADA) coordinator, as well as the contact person for compliance with other discrimination laws.
4. Investigate or assign persons to investigate grievances; monitor the status of grievances; and recommend consequences.
5. Seek legal advice when necessary to enforce this policy.
6. Report to the superintendent and the Board aggregate information regarding the number and frequency of grievances and compliance with this policy.
7. Make recommendations regarding the implementation of this policy.
8. Coordinate and institute training programs for district staff and supervisors as necessary to meet the goals of this policy, including instruction in recognizing behavior that constitutes discrimination and harassment.
9. Perform other duties as assigned by the superintendent.

In the event the compliance officer is unavailable or is the subject of a report that would otherwise be made to the compliance officer, reports should instead be directed to the acting compliance officer:

Superintendent  
303 N. Main, P.O. Box 168  
Ashland, MO 65010-0168  
Phone: 573-657-2147/Fax: 573-657-5513

## **Public Notice**

The superintendent or designee will continuously publicize the district's policy prohibiting illegal discrimination and harassment and disseminate information on how to report discrimination and harassment. Notification of the district's policy will be posted in a public area of each building used for instruction or employment or open to the public. Information will also be distributed annually to employees, parents/guardians and students as well as to newly enrolled students and newly hired employees. District bulletins, catalogs, application forms, recruitment material and the district's website will include a statement that the Southern Boone County R-I School District does not discriminate in its programs, activities, facilities or with regard to employment. The district will provide information in alternative formats when necessary to accommodate persons with disabilities.

## **Reporting**

All persons must report incidents that might constitute illegal discrimination or harassment directly to the compliance officer or acting compliance officer. All district employees will direct all persons seeking to make a grievance directly to the compliance officer. Even if the potential victim of discrimination or harassment does not file a grievance, district employees are required to report to the compliance officer any observations, rumors or other information regarding discrimination or harassment prohibited by this policy. If a verbal grievance is made, the person will be asked to submit a written complaint to the compliance officer or acting compliance officer. If a person refuses or is unable to submit a written complaint, the compliance officer will summarize the verbal complaint in writing. A grievance is not needed for the district to take action upon finding a violation of law, district policy or district expectations.

Students, employees and others may address concerns directly with the person alleged to have caused harassment or discrimination in an attempt to resolve the issue, but are not expected or required to do so.

## **Student-on-Student Harassment**

Building-level administrators are in a unique position to identify and address discrimination and harassment between students, particularly when behaviors are reported through the normal disciplinary process and not through a grievance. The administrator has the ability to immediately discipline a student for any behavior that otherwise would lead to disciplinary action in accordance with the district's discipline policy. The administrator will report all incidents of harassment and discrimination to the compliance officer and will direct the parent/guardian and student to the compliance officer for further assistance. The compliance officer may determine that the incident has been appropriately addressed or recommend additional action. When a grievance is filed, the investigation and complaint process detailed below will be used.

## **Investigation**

The district will immediately investigate all grievances. All persons are required to cooperate fully in the investigation. The district compliance officer or other designated investigator may utilize an attorney or other professionals to conduct the investigation.

In determining whether alleged conduct constitutes discrimination or harassment, the district will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, past incidents, the context in which the alleged incidents occurred and all other relevant information. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. If, after investigation, school officials determine that it is more likely than not that discrimination, harassment or other prohibited behavior has occurred, the district will take immediate corrective action.

## **Grievance Process Overview**

1. If a person designated to hear a grievance or appeal is the subject of the grievance, the next highest step in the grievance process will be used.
2. Investigation and reporting deadlines are not mandatory upon the district when more time might be necessary to adequately conduct an investigation and to render a decision. When extended, the person filing the complaint will be notified. If more than twice the allotted time has expired without a response, the appeal may be taken to the next level.
3. Failure of the person filing the grievance to appeal within the timelines given will be considered acceptance of the findings and remedial action taken.

4. The district will investigate all grievances, even if an outside enforcing agency such as the Office for Civil Rights, law enforcement or the CD is also investigating a complaint arising from the same circumstances.
5. The district will only share information regarding an individually identifiable student or employee with the person filing the grievance or other persons if allowed by law and in accordance with Board policy.
6. Upon receiving a grievance, district administrators or supervisors, after consultation with the compliance officer, will take immediate action if necessary to prevent further potential discrimination or harassment during the pending investigation.

### **Grievance Process**

1. Level I – A grievance is filed with the district's compliance officer. The compliance officer may, at his or her discretion, assign a school principal or other appropriate supervisor to conduct the investigation when appropriate.

Regardless of who investigates the grievance, an investigation will commence immediately, but no later than ten (10) working days after the compliance officer receives the grievance. The compliance officer will complete a written report within 30 working days of receiving the grievance that 1) summarizes the facts; 2) makes conclusions on whether the facts constitute a violation of this policy; and 3) if a violation of this policy is found, recommends corrective action to the superintendent. If someone other than the compliance officer conducts the investigation, the compliance officer or acting compliance officer will review and sign the report. The person who filed the grievance will be notified in writing, in accordance with law and district policy, regarding whether the policy has been violated.

2. Level II – Within five (5) working days after receiving the Level I decision, the person filing the grievance may appeal the compliance officer's decision to the superintendent by notifying the superintendent in writing. The superintendent may, at his or her discretion, designate another person (other than the compliance officer) to review the matter when appropriate.

Within ten (10) working days, the superintendent will complete a written decision on the appeal, stating whether a violation of this policy is found and, if so, stating what corrective actions will be implemented. If someone other than the superintendent conducts the appeal, the superintendent will review and sign the report before it is given to the person appealing. A copy of the appeal and decision will be given to the compliance officer or acting compliance officer. The person who filed the grievance will be notified in writing, in accordance with law and district policy, regarding whether the policy has been violated.

3. Level III – Within five (5) working days after receiving the Level II decision, the person filing the grievance may appeal the superintendent's decision to the Board by notifying the Board secretary in writing. The person filing the grievance will be allowed to address the Board, and the Board may call for the presence of such other persons deemed necessary. The Board will issue a decision within 30 working days for implementation by the administration. The Board's decision and any actions taken are final. The Board secretary will give the compliance officer or acting compliance officer a copy of the appeal and decision. The person who filed the grievance will be notified in writing, in accordance with law and district policy, regarding whether the policy has been violated.

### **Confidentiality and Records**

To the extent permitted by law and in accordance with Board policy, the district will keep confidential the identity of the person filing a grievance and any grievance or other document that is generated or received pertaining to grievances. Information may be disclosed if necessary to further the investigation, appeal or resolution of a grievance, or if necessary to carry out disciplinary measures.

The district will disclose information to the district's attorney, law enforcement, the CD and others when necessary to enforce this policy or when required by law. In implementing this policy, the district will comply with state and federal laws regarding the confidentiality of student and employee records. Information regarding any resulting employee or student disciplinary action will be maintained and released in the same manner as any other disciplinary record.

***Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.***

Adopted: 05/15/2000

Revised: 08/13/2001; 11/19/2007

Cross Refs: EHB, Technology Usage  
GBCB, Staff Conduct  
GBH, Staff/Student Relations  
GBL, Personnel Records  
GCD, Professional Staff Recruiting and Hiring  
GDC, Support Staff Recruiting and Hiring  
IGBA, Programs for Students with Disabilities  
IGBCB, Programs for Migrant Students  
IGBH, Programs for Limited English Proficient/Language Minority Students  
IGD, District-Sponsored Extracurricular Activities and Organizations  
IICC, School Volunteers  
JFCF, Hazing and Bullying  
JG, Student Discipline  
KK, Visitors to District Property/Events

## **TECHNOLOGY USAGE**

The Southern Boone County R-I School District's technology exists for the purpose of maximizing the educational opportunities and achievement of district students. Research shows that students who have access to technology improve achievement. In addition, technology assists with the professional enrichment of the staff and Board and increases engagement of students' families and other patrons of the district, all of which positively impact student achievement. The district will periodically conduct a technology census to ensure that instructional resources and equipment that support and extend the curriculum are readily available to teachers and students.

The purpose of this policy is to facilitate access to district technology and to create a safe environment in which to use that technology.

### **Definitions**

For the purposes of this policy and related procedures and forms, the following terms are defined:

*Technology Resources* – Technologies, devices and resources used to access, process, store or communicate information. This definition includes, but is not limited to: computers, modems, printers, scanners, fax machines and transmissions, telephonic equipment, audio-visual equipment, Internet, electronic mail, electronic communications devices and services, multi-media resources, hardware and software.

*User* – Any person who is permitted by the district to utilize any portion of the district's technology resources including, but not limited to, students, employees, School Board members and agents of the school district.

*User Identification (ID)* – Any identifier that would allow a user access to the district's technology resources or to any program including, but not limited to, e-mail and Internet access.

*Password* – A unique word, phrase or combination of alphabetic, numeric and non-alphanumeric characters used to authenticate a user ID as belonging to a user.

*Personal Electronic Devices* – Includes, but is not limited to, cellular phones (analog or digital), smart phones, camera phones, MP3 players, portable gaming systems, beepers, pagers, text messaging devices, voice recording devices, and personal digital assistants (PDAs) that are used as telecommunication devices or to transmit text messages or to play music, as well as any other wireless electronic telecommunication devices.

### **Authorized Users**

The district's technology resources may be used by authorized students, employees, School Board members and other persons such as consultants, legal counsel and independent contractors. All users must agree to follow the district's policies and procedures. Unless authorized by the superintendent or designee, all users must have a signed *User Agreement* on file with the district before they are allowed access to district technology resources.

Use of the district's technology resources is a privilege, not a right. No potential user will be given an ID, password or other access to district technology if he or she is considered a security risk by the superintendent or designee.

### **User Privacy**

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources, including e-mail and access to the Internet or network drives. By using the district's network and technology resources, all users are consenting to having their electronic communications and all other use monitored by the district. A user ID with e-mail access will only be provided to authorized users on condition that the user consents to interception of or access to all communications accessed, sent, received or stored using district technology.

Electronic communications, downloaded material and all data stored on the district's technology resources, including files deleted from a user's account, may be intercepted, accessed or searched by district administrators or designees at any time in the regular course of business to protect users and district equipment. Any such search, access or interception will be reasonable in inception and scope and shall comply with all applicable laws.

### **Technology Administration**

The Board directs the superintendent or designee to create procedures governing technology usage and to assign trained personnel to maintain the district's technology in a manner that will protect the district from liability and will protect confidential student and employee information retained on or accessible through district technology resources.

Administrators of computer resources may suspend access to and/or availability of the district's technology resources to diagnose and investigate network problems or potential violations of the law or district policies and procedures. All district technology resources are considered district property. The district may maintain or improve technology resources at any time. The district may remove, change or exchange hardware or other technology between buildings, classrooms or users at any time without prior notice. Authorized district personnel may install or remove new programs or information, install new equipment, upgrade any system or enter any system to correct problems at any time.

### **Content Filtering and Monitoring**

The district will monitor the online activities of minors and operate a technology protection measure ("filtering/blocking device") on the network and/or all computers with Internet access, as required by law. The filtering/blocking device will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography, as required by law. Filtering/Blocking devices are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evasion or disabling, or attempting to evade or disable, a filtering/blocking device installed by the district is prohibited.

The superintendent, designee or the district's technology administrator may disable the district's filtering/blocking device to enable a non-student user access for bona fide research or for other lawful purposes. In making decisions to disable the district's filtering/blocking device, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district.

### **Student Use of Personal Electronic Devices**

The Board of Education desires to promote an educational system that is conducive to a positive instructional and learning environment. Personal electronic devices used by students to communicate with others, listen to music, or to take pictures can interfere with the creation of such an environment and can be disruptive to the learning process. In addition, electronic devices have been used to cheat and to bully or harass others. Therefore, the use of personal electronic devices from the beginning of the school day to the end of the school day is prohibited except when use of a personal electronic device is part of a curricular activity directed by district staff or as set forth in the administrative procedure implementing this policy, EHB-AP.

Parents/Guardians desiring to contact their student during the school day should not use the student's personal electronic device as a means of making that contact. Parent/Guardians should call the

building principal's office to leave a message for their student or, in emergency situations, the student will be allowed to talk directly with the parent/guardian through phones in the building office.

### **Closed Forum**

The district's technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law. The district's webpage will provide information about the school district, but will not be used as an open forum.

All expressive activities involving district technology resources that students, parents/guardians and members of the public might reasonably perceive to bear the imprimatur of the district and that are designed to impart particular knowledge or skills to student participants and audiences are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing and deletion on behalf of the school district for legitimate pedagogical reasons. All other expressive activities involving the district's technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

### **Records Retention**

Trained personnel shall establish a retention schedule for the regular archiving or deletion of data stored on district technology resources that complies with the *Public School District Records Retention Manual* as well as the *General Records Retention Manual* published by the Missouri Secretary of State. In the case of pending or threatened litigation, the district's attorney will issue a litigation hold directive to the superintendent or designee.

The litigation hold directive will override any records retention schedule that may have otherwise called for the transfer, disposal or destruction of relevant documents until the hold has been lifted by the district's attorney. E-mail and computer accounts of separated employees that have been placed on a litigation hold will be maintained by the district's information technology department until the hold is released. No employee who has been so notified of a litigation hold may alter or delete any electronic record that falls within the scope of the hold. Violation of the hold may subject the individual to disciplinary actions, up to and including termination of employment, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

### **Violations of Technology Usage Policies and Procedures**

Use of technology resources in a disruptive, manifestly inappropriate or illegal manner impairs the district's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Any violation of district policies or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. User privileges may be suspended pending investigation into the use of the district's technology resources.

Employees may be disciplined or terminated, and students suspended or expelled, for violating the district's technology policies and procedures. Any attempted violation of the district's technology policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

### **Damages**

All damages incurred by the district due to a user's intentional or negligent misuse of the district's technology resources, including loss of property and staff time, will be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to district technology.

### **No Warranty/No Endorsement**

The district makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides. The district's technology resources are available on an "as is, as available" basis.

The district is not responsible for loss of data, delays, nondeliveries, misdeliveries or service interruptions. The district does not endorse the content nor guarantee the accuracy or quality of information obtained using the district's technology resources.

Adopted: 05/15/2000

Revised: 01/13/2003; 06/16/2008, 11/17/2008

## **FAMILY AND MEDICAL LEAVE**

The district will administer leave that qualifies for Family and Medical Leave Act (FMLA) protection in accordance with federal law. This policy is intended for guidance and shall not be interpreted to expand the district's responsibilities beyond the requirements of the law. The district will post information concerning employees' rights under the FMLA in accordance with law and will provide such information in any employee handbooks that are distributed. For employees who are not eligible for FMLA leave, including employees who have exhausted available FMLA-protected leave, requests for leave and the use of benefits time shall proceed according to the district's established policies.

### **Definitions**

The following definitions apply to FMLA leave:

*Active Duty* – Call to, order to, or retention of duty of members of the uniformed services under federal law during a war or national emergency.

*Armed Forces* – Army, Navy, Air Force, Marine Corps, Coast Guard.

*Child* – A biological, adopted or foster child; a stepchild; a legal ward; or a child of a person acting as a parent if the child is under 18 or 18 or over but incapable of self-care due to mental or physical disability. For military FMLA leave only, "child" is not limited to individuals who are under 18 or over 18 but incapable of self-care due to mental or physical disability.

*Covered Servicemember* – A member of the armed forces, National Guard or Reserves who is undergoing medical treatment, recuperation, therapy, is otherwise in outpatient status, or is otherwise on the temporary disability list for a serious injury or illness.

*Next of Kin* – For the purposes of servicemember family leave, the nearest blood relative other than a spouse, parent, son or daughter, in order of priority as established by federal regulation.

*Outpatient Status* – Covered servicemember assigned to a military medical treatment facility or a unit established for the purpose of providing command and control of members of the armed forces as outpatients.

*Parent* – The biological, adoptive, step or foster parent of an employee or an individual who acted as a parent to an employee when the employee was a child under 18 or 18 or over but incapable of self-care due to mental or physical disability. For the purpose of servicemember family leave, a parent is eligible for leave even if the child is over 18 years of age.

*Qualifying Exigency* – As defined by 29 C.F.R. § 825.126.

*Serious Health Condition* – Illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice or residential medical facility or continuing treatment by a health care provider.

*Serious Illness or Injury* – In the case of a member of the armed forces, including a member of the National Guard or Reserves, an injury or illness incurred in the line of duty on active duty in the armed forces that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating.

*Spouse* – Husband or wife.

*Uniformed Services* – The armed forces, the Commissioned Corps of the National Oceanic and Atmospheric Administration and the Commissioned Corps of the Public Health Service.

### **Eligibility**

To be eligible for FMLA leave benefits, the employee must:

1. Have been employed in the district for at least 12 months (but not necessarily consecutively).
2. Have been employed for at least 1,250 hours of service during the 12-month period immediately preceding the leave (full-time teachers are deemed to meet this requirement).
3. Be employed at a worksite where 50 or more employees are employed by the district within 75 miles of that worksite.
4. Provide the district at least a 30-day notice of an expected absence for foreseeable circumstances, if practical.

An absence may qualify for FMLA protection if it is for one (1) of the following reasons:

1. Birth and first-year care of the employee's child.
2. Adoption or foster placement of a child with the employee.
3. Serious health condition of the employee or the employee's spouse, child or parent.
4. Care of a spouse, child, parent or next of kin who is a covered servicemember (servicemember family leave).
5. A qualifying exigency arising out of the fact that the spouse, child or parent of the employee is on active duty, or has been notified of an impending call or order to active duty, in the armed forces in support of a contingency operation.

### **Leave Use**

For all FMLA purposes, the district adopts a 12-month leave year beginning on July 1 and ending the following June 30.

1. All eligible employees are entitled to leave for a period not to exceed 12 workweeks per leave year for:
  - ▶ The birth and first-year care of the employee's child.
  - ▶ The adoption or foster placement of a child with the employee.
  - ▶ A serious health condition of the employee or the employee's spouse, child or parent.
  - ▶ A qualifying exigency arising out of the fact that the spouse, child or parent of the employee is on active duty, or has been notified of an impending call or order to active duty, in the armed forces in support of a contingency operation.
2. All eligible employees are entitled to servicemember family leave for a period not to exceed 26 workweeks of leave per leave year for the care of a spouse, child, parent or next of kin who is a covered servicemember. This leave is only available during a single leave year.

3. Regardless of the reason leave is taken, no employee shall be entitled to a combined total of more than 26 workweeks of FMLA leave during the leave year.
4. When a husband and wife entitled to FMLA leave are both employed by the district and both wish to use FMLA leave for the same qualifying event, both employees will be limited to an aggregate total of 12 workweeks during a 12-month period in cases where the leave is taken for the birth or first-year care of the employees' child, adoption or foster placement of a child with the employees, or to care for a parent with a serious health condition. Likewise, when a husband and wife are both employed by the district and both wish to use servicemember family leave or a combination of servicemember family leave and leave for the birth or first-year care of their child, adoption or foster placement of a child with the employees, or to care for a parent with a serious health condition, both employees will be limited to an aggregate total of 26 workweeks of leave.
5. When an employee has an absence (taken as paid or unpaid leave) that meets the criteria to be an FMLA-qualified absence, the district will designate such absence as part of the employee's total annual FMLA entitlement. If an employee is on a Workers' Compensation absence due to an injury or illness that would also qualify as a serious health condition under the FMLA, the same absence will also be designated as an FMLA-qualifying absence and charged against the employee's FMLA-protected time entitlement.
6. The district shall apply appropriate paid leave, including sick leave, personal leave and vacation time, to an FMLA absence to the extent allowed by law and policy, giving proper notice to the employee. If an employee's accrued paid leave is exhausted, but an FMLA-qualifying reason for absence persists or a new FMLA-qualifying reason for absence occurs, the resulting absences will continue to be protected FMLA leave until allowable FMLA leave has been used, but such absences will be unpaid.
7. FMLA leave may be taken intermittently as required for the health of the employee or family member or as reduced-schedule leave in hourly increments. Instructional employees may take intermittent leave only when the employee and the district have reached an agreement for how the leave will be used.
8. The district reserves the right to require certification of any FMLA-qualifying event or condition of the employee or employee's spouse, child, parent or next of kin. Employees on FMLA-designated leave must periodically report on their status and intent to return to work. The district may also require that an employee present a certification of fitness to return to work.

### **Instructional Employees**

If intermittent leave or reduced-schedule leave equals more than 20 percent of instructional time, the district may require instructional employees who take such leave due to medical reasons to take block leave or to find an alternative placement for the period of planned medical treatment. When an instructional employee on FMLA leave is scheduled to return close to the end of a school term, the district may elect to use a special rule to prolong the employee's leave until the beginning of the next school term, thus extending the leave beyond the period where an FMLA-qualifying reason exists. In such an instance, the prolonged leave time is unpaid and is not charged against the employee's annual FMLA entitlement. In cases where the special rules for instructional employees apply, the superintendent may apply those special rules or the general FMLA rules as best serves the interest of the district.

### **Leave Protections**

The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of the employee's leave. Eligible employees who are absent for an FMLA-qualifying reason generally may return to the same position or an equivalent position with equivalent pay, benefits and working conditions at the conclusion of the leave, in accordance with law. Eligible employees are entitled to continued participation in the district's health plan as long as they are entitled to FMLA leave

protection; however, an employee who fails to return to work after the expiration of his or her allowed leave time will be expected to reimburse the district for those benefits paid, as required by law.

The FMLA makes it unlawful for any employer to interfere with, restrain or deny the exercise of any right provided under the FMLA. Additionally, it is unlawful for any employer to discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA.

### **Enforcement**

The U.S. Department of Labor is authorized to investigate and resolve complaints of violation of the FMLA. An eligible employee may bring a civil action against an employer for violations. The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state law or local policy that provides greater family or medical leave rights. For additional information, contact the nearest office of the U.S. Department of Labor's Wage and Hour Division.

Adopted: 04/13/2009

## **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.

When it is evident that an employee has consumed alcoholic beverages or controlled substances off school property before or during a district activity, the staff member will not be allowed on school property or to participate in the activity and will be subject to the same disciplinary measures as for possession or consumption on district property.

Staff members will be tested for alcohol and controlled substances if the district has reasonable suspicion that the staff member has violated this policy. In addition, staff members who operate district transportation must submit to alcohol and drug testing as otherwise required by law. All testing will be conducted in accordance with Board policy, administrative procedures and law.

Any employee who violates this policy will be subject to disciplinary action, which may include suspension, termination and referral for prosecution. Employees may be required to satisfactorily participate in rehabilitation programs.

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

The district will take appropriate disciplinary action within 30 days.

The district will institute a drug-free awareness program to inform employees of the dangerous and harmful nature of drug and alcohol abuse in the workplace, of this policy of maintaining a drug-free workplace, of available counseling and rehabilitation, and of the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

The Board of Education recognizes that employees who have a drug abuse problem should be encouraged to seek professional assistance. Although the district will not assume financial responsibility, an employee who requests assistance shall be referred to a treatment facility or agency in the community if such facility or agency is available.

Upon the request of DESE 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. The district shall conduct a biennial review of this policy to determine its effectiveness, implement necessary changes and ensure that the disciplinary sanctions are consistently enforced.

This policy shall be communicated in writing to all present and future employees. Compliance with this policy is mandatory.

Adopted: 05/15/2000

Revised: 10/17/2005

**DRUG-FREE WORKPLACE**  
**(Notice)**

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, alcohol or unauthorized prescriptions 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.

**DRUG-FREE WORKPLACE ACKNOWLEDGMENT FORM**

I, \_\_\_\_\_, have read and understand the Drug-Free Workplace policy, I understand that if I violate the Drug-Free Workplace policy, I will be subject to discipline up to and including termination *or I may be required to participate in a substance abuse treatment program. If I fail to successfully participate in a substance abuse treatment program, I understand I may be subject to discipline up to and including termination. I understand that if I am required to participate in a substance abuse treatment program and I refuse to participate, I may be subject to discipline up to and including termination.* I also understand that if I am convicted of a criminal drug offense committed in the workplace, I must report that conviction to my supervisor within five (5) days of the conviction.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.

Implemented: 05/15/2000

Revised: 11/14/2005

**PROFESSIONAL STAFF FRINGE BENEFITS**

The Board recognizes that fringe benefits are an integral part of the total compensation plan for full-time professional staff members. Employees are eligible to receive fringe benefits in accordance with time worked. Full-time employees will receive full benefits. Part-time employees will receive proportional benefits to time worked.

The Board of Education shall provide fringe benefits to all certificated staff members working ½ time or more by offering participation in a group insurance plan. The contract for insurance will be submitted to competitive bidding at least every three (3) years. Any plan of group health insurance shall include a provision allowing persons who retire, or who have retired, to become members of the plan if they are eligible to receive benefits under the Public School Retirement System of Missouri (PSRS), by paying premiums at the same rate as other members of the group, pursuant to the limitations set forth in § 169.590, RSMo. In addition, the Board shall establish a premium-only cafeteria plan, as permitted under federal law, accessible by employees of the school district.

**COBRA**

At the time of commencement of coverage under the plan, an employee shall be given his or her first notification of rights under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Further notification is contingent upon the occurrence of a qualifying event and, in applicable situations, notification to the district that a qualifying event has occurred, as required by law.

**403(b) Annuity Program**

The district offers participation in a 403(b) annuity program in accordance with law. The Southern Boone County R-I School District has selected Gatekeeper Administration & Consulting, LLC to administer this program. A copy of the district's written plan is available in the central office. Selection and deselection of vendors and funding vehicles shall be in accordance with the policy recommended by Gatekeeper Administration & Consulting, LLC which is incorporated by reference into this policy.

Adopted: 05/15/2000

Revised: 03/18/2002; 07/21/2008; 02/16/2009

## **STAFF SHORT-TERM LEAVES AND ABSENCES**

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 a professional staff member is routinely tardy, frequently absent or is absent for an extended period of time, the learning environment and district operations deteriorate, and the students suffer.

Professional staff employees may be terminated for excessive absences or tardiness. Unless authorized by the Board or the superintendent or otherwise authorized by law, an employee's absence or tardiness is considered excessive if it:

1. Is for a reason not granted as paid or protected leave under Board policy.
2. Exceeds the number of days allotted by the Board for that particular leave.
3. Is for a reason authorized by Board policy but exceeds five (5) days a month, 20 days in a semester or 40 days per school year.

Even if the absence or tardiness is authorized by the Board or the superintendent, if the absence or tardiness occurs for a reason not granted as paid leave under Board policy or if it exceeds the number of days the employee has been granted under a designated leave, the employee's salary will be docked.

No employee will be disciplined or terminated for absences qualifying for protection under the Family and Medical Leave Act (FMLA) or other applicable 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.

The following leaves with pay will be provided to full-time staff employees. All leave will be calculated in **quarter-day** increments. Part-time professional staff employees will receive these leaves on a pro rata basis:

1. **Sick/Bereavement Leave** – Staff employees whose assignments call for 12 months of full-time employment will be entitled to 12 days of sick leave. Staff employees whose assignments call for full-time employment only during the regular school term will be entitled to nine (9) days of sick leave. Unused sick leave days are unlimited. **An absence of up to two (2) hours shall be counted as one-quarter (1/4) day of sick leave. An absence of between two (2) and four (4) hours shall be counted as one-half (1/2) day of sick leave. An absence of greater than four (4) hours shall be counted as a full day of sick leave.**

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

- a. Illness, injury or **incapacity** of the employee. The Board reserves the right to require a physician's certification attesting to the illness or incapacity of the claimant and/or inclusive dates of the employee's incapacitation. FMLA health certification procedures apply to FMLA-qualifying absences, even if such absences are paid sick leave.
- b. Illness, injury, **incapacity** or death of a member of the immediate family. The Board defines "immediate family" to include household members dependent on the employee for support, spouse, parents, children, children's spouses, grandparents, grandchildren and siblings of an employee or employee's spouse. (Note: "Family" for FMLA purposes is more limited.) **The district may require verification of the need for the leave.**

- c. Illness, injury, incapacity or death of other relatives, with permission granted by the administration.
- d. Pregnancy, childbirth, adoption or foster care leave in accordance with this policy.
- e. All staff will be reimbursed for unused sick leave when leaving the district.  
Reimbursement will be based on years of service at Southern Boone County R-I.  
Reimbursement will be based on the following scale:

1-5 years	\$5 per unused day
6-10 years	\$10 per unused day
11-15 years	\$15 per unused day
16-20 years	\$20 per unused day
21-25 years	\$25 per unused day
26-30 years	\$30 per unused day

A district employee may not use sick leave during the period the employee receives Workers' Compensation for time lost to work-related incidents.

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

- 2. **Personal Leave** – A maximum of two (2) days of personal leave will be available per school year. Tenured teachers and support staff who have been with the district for five (5) years may accumulate up to four (4) days of personal leave. Unused personal leave days shall be added to the employee's accumulated sick leave.

Absences may be charged against personal leave for court appearances, unless applicable law requires no leave be charged to the employee, and for leave connected with duty as a volunteer firefighter, member of Missouri-1 Disaster Medical Assistance Team, Missouri Task Force One, or Urban Search and Rescue Team.

Thirty (30) days' notice is required by law if the leave qualifies as FMLA leave and such notice is practical.

A district employee may not use personal leave days during the period the employee receives Workers' Compensation for time lost to work-related incidents.

- 3. **Vacation** – All professional staff employed on a 12-month basis will receive vacation as designated per contract or job description 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.

Unless otherwise provided, the following leaves will be provided to full-time and part-time professional employees.

1. **Holidays** – New Year’s Day, Martin Luther King Day, President’s Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day and the Friday after, and Christmas Day (unless school is in session for any of these holidays).
2. **Professional Leave** – Teachers and other employees may be granted professional leave upon the approval of the superintendent or designee. Professional leave must be arranged well in advance and is not considered personal leave.
3. **Military Leave** – The Board shall grant military leave as required by law.
4. **Election Leave** – Any employee who is appointed as an election judge pursuant to state law may be absent on any election day for the period of time required by the election authority. The employee must notify the district at least seven (7) days prior to any election in which the employee will serve as an election judge. No employee will be terminated, disciplined, threatened or otherwise subjected to adverse action based on the employee's service as an election judge.
5. **Leave to Vote** – Employees who do not have three (3) successive hours free from work while the polls are open will be granted a leave period of three (3) hours for the purpose of voting. Requests for such leave must be made prior to election day, and the employee's supervisors will designate when during the workday the leave should be taken. Any employee who properly requests leave to vote and uses the leave for that purpose will not be subject to discipline, termination or loss of wages or salary.
6. **Jury Duty Leave** – An employee will be granted paid leave for time spent responding to a summons for jury duty, time spent participating in the jury selection process or time spent actually serving on a jury. An employee will not be terminated, disciplined, threatened or otherwise subjected to adverse action because of the employee's receipt of or response to a jury summons.
7. **Leave for Court Subpoena** – If the subpoena is directly related to the employee's school duties, the employee will be released for court appearance without loss of leave. Other court appearances will be deducted from personal leave.
8. **Firefighter Leave** – Employees will be allowed to use personal, vacation and/or unpaid leave for any time taken to respond to an emergency in the course of performing duties as a volunteer firefighter. For the purposes of this section, "volunteer firefighter" includes members of Missouri-1 Disaster Medical Assistance Team, Missouri Task Force One and Urban Search and Rescue Team. Employees covered under this section shall not be terminated from employment for joining a volunteer fire department or for being absent from or late to work in order to respond to an emergency. Employees shall make every reasonable effort to notify the building principal or supervisor if the employee may be absent from or late to work under this section. Employees are required to provide their supervisors with a written statement from the supervisor or acting supervisor of the volunteer fire department stating that the employee responded to an emergency along with the time and date of the emergency.
9. **Crime Victim Leave** – Any employee who is a crime victim, who witnesses a crime or who has an immediate family member who is a crime victim will not be required to use vacation, personal or sick leave in order to honor a subpoena to testify in a criminal proceeding, attend a criminal proceeding or participate in the preparation of the criminal proceeding.

## Unpaid Leave

**Temporary Leave** – A temporary leave of absence shall be defined as any leave other than: (1) sick leave with pay; (2) personal leave with pay; and/or (3) FMLA leave whether paid or unpaid. An employee desiring a temporary leave should request this in writing to the superintendent or designee as soon as possible. All approved temporary leave days will be without pay.

Generally, leaves granted by the Board shall not impair the tenure of a permanent teacher, or impair the years of credit previously earned by a probationary teacher. Temporary leaves shall not prohibit a teacher from advancing on the salary schedule, providing it is not more than 91 days. The Board recommends that the teacher retain one (1) day of sick leave for each remaining month of his/her contract.

### **Pregnancy, Childbirth and Adoption Leave**

This section creates no rights extending beyond the contracted period of employment. FMLA certification and recertification procedures apply to FMLA-eligible employees. An employee must notify the district of the need for and anticipated duration of the leave at least 30 days before leave is to begin, if foreseeable. If 30 days' notice is not practical, the employee must give as much notice as possible. A pregnant employee shall continue in the performance of her duties as long as she is able to do so and as long as her ability to perform her duties is not impaired, based on medical opinion.

Employees eligible for FMLA leave for the birth, first-year care, adoption or foster care of a child will have such leave applied in accordance with the FMLA, as detailed in the following section. The district shall only apply up to six (6) weeks of accrued paid leave to such absences.

Employees who are ineligible for FMLA leave may take up to six (6) weeks of leave for the birth, first-year care, adoption or foster care of a child and may use any combination of accrued sick leave, personal leave, vacation leave or unpaid leave.

Pregnant employees who need more than six (6) weeks of paid or unpaid leave for a pregnancy-related incapacity must provide certification of the medical necessity for such leave.

### **Family/Medical Leave**

Leave that qualifies for Family and Medical Leave Act protection will be administered in accordance with federal law.

#### ***Eligibility***

To be eligible for FMLA leave benefits, the employee must:

1. Have been employed in the district for at least 12 months (but not necessarily consecutively), and
2. Have been employed for at least 1,250 hours of service during the 12-month period immediately preceding the leave (full-time teachers are deemed to meet this requirement), and
3. Be employed at a worksite where 50 or more employees are employed by the district within 75 miles of that worksite, and
4. Provide the district at least a 30-day notice of an expected absence for foreseeable circumstances, if practical.

An absence may qualify for FMLA protection if it is for one (1) of the following reasons:

1. Birth and first-year care of the employee's child.
2. Adoption or foster placement of a child with the employee.

3. Serious health condition of the employee or the employee's spouse, child or parent.

### ***Leave Protections***

Eligible employees who are absent for an FMLA-qualifying reason generally may return to the same position or an equivalent position with equivalent pay, benefits and working conditions at the conclusion of the leave, in accordance with law. Eligible employees are entitled to continued participation in the district's health plan as long as they are entitled to FMLA leave protection. However, an employee who fails to return to work after the expiration of his or her allowed leave time will be expected to reimburse the district for those benefits paid, as required by law.

### ***Leave Application***

For all FMLA purposes, the district adopts a 12-month leave year beginning on July 1 and ending the following June 30. All eligible employees are entitled to leave for a period not to exceed 12 workweeks per leave year. When an employee has an absence (taken as paid or unpaid leave) AND the absence meets the criteria to be an FMLA-qualified absence, the district may designate such absence as part of the employee's total annual FMLA entitlement. If any employee is on a Workers' Compensation absence due to an injury or illness that would also qualify as a serious health condition under the FMLA, the same absence may also be designated as FMLA-qualifying and charged against the employee's FMLA-protected time entitlement.

The district shall apply paid leave, including sick leave, personal leave and vacation time, to an FMLA absence to the extent allowed by law **and as otherwise limited in this policy**, giving proper notice to the employee. If an employee's accrued paid leave is exhausted but an FMLA-qualifying reason for absence persists, or a new FMLA-qualifying reason for absence occurs, the resulting absences will continue to be protected FMLA leave until the aggregate of 12 workweeks of designated FMLA leave has been reached, but such absences will be unpaid.

FMLA leave may be taken intermittently as required for the health of the employee or family member or as reduced-schedule leave in hourly increments. If intermittent leave or leave on a reduced schedule equals more than 20 percent of instructional time, the district may require instructional employees who take such leave due to medical reasons to take block leave or to find an alternative placement for the period of planned medical treatment. When an instructional employee on FMLA leave is scheduled to return close to the end of a school term, the district may elect to use a special rule to prolong the employee's leave until the beginning of the next school term, thus extending the leave beyond the period where an FMLA-qualifying reason exists. In such an instance, the prolonged leave time is unpaid and is not charged against the employee's annual FMLA entitlement. In cases where the special rules for instructional employees apply, the superintendent may apply those special rules or the general FMLA rules as best serves the interest of the district.

The district reserves the right to require certification of the serious health condition of the employee or employee's family member. Employees on FMLA-designated leave must periodically report on their status and intent to return to work. The district may also require that an employee present a certification of fitness to return to work.

### ***Notice***

Information concerning the employee's rights under this act will be posted in accordance with law and will be provided in any employee handbooks that are distributed.

For any employee who is not eligible for the FMLA leave, including any employee who has exhausted available FMLA-protected leave, requests for leave and the use of benefits time shall proceed according to the district's established policies, and the procedural requirements of the FMLA shall not apply where they are not mandated by law.

Adopted: 05/15/2000

Revised: 06/16/2003; 03/14/2005; 07/21/2008

**PROFESSIONAL STAFF LONG-TERM LEAVES AND ABSENCES**

The Board of Education may grant the following long-term leave of absence under specified conditions.

**Military Leaves of Absence**

The Board of Education will grant military leave as required by law and as described in Board policy.

1. Pursuant to federal law, employment and re-employment rights shall be maintained for periods of service up to five (5) years or more as required by statute.
2. Pursuant to state law, employees taking military leave are entitled to up to 120 hours of paid leave for military duty. Pay will only be available for hours of military leave that occur at a time when the employee would otherwise have been required to be at work.
3. Leaves for military service will not be counted as continuous full-time service when computing tenure but shall not impair tenure previously acquired nor affect any credit toward tenure previously earned.
4. After initial employment with the district, time spent on military leave shall be counted in determining placement on the salary schedule.

Adopted: 05/15/2000

Revised: 09/16/2002; 05/14/2007

## **PROFESSIONAL STAFF RECRUITING AND HIRING**

Because an effective educational program requires quality staff members, the Board and the administration of the Southern Boone County R-I School District will make every effort possible to attract and retain the best-qualified personnel. The Board of Education will employ personnel in accordance with law.

The district's hiring procedures will comply with all federal and state laws, including laws prohibiting discrimination. All teachers and administrators must have valid certification to teach in Missouri schools. The district is an equal opportunity employer and hires only citizens of the United States and persons who are legally authorized to work in the United States. The Southern Boone County R-I School District will enroll and actively participate in a federal work authorization program in accordance with law.

### **Recruiting**

Efforts will be made to recruit the best-qualified candidate for the position. New or vacant positions will be posted for at least five (5) business days in the district's buildings and publicized externally by other means as determined appropriate by the superintendent or designee. However, if the superintendent or designee determines that it would be detrimental to wait five (5) business days or that a longer period is necessary, the position will be advertised for as many days as is appropriate. Further, if the same or similar position was recently advertised, the superintendent or designee may utilize applications previously received without re-advertising the position. A position is not considered vacant if the Board, superintendent or designee assigns an existing employee to the position.

Recruitment procedures will not overlook the talents and potential of individuals already employed by the school district. Any current, qualified employee meeting the stated requirements may apply for positions in the district.

All requests for information concerning professional staff vacancies in the district shall be directed to the superintendent or designee. Persons interested in positions in the district must complete a formal application and provide all necessary information requested by the superintendent or designee. The complete and accurate application will be placed on file for consideration when vacancies arise. The applicant should renew the application by writing the superintendent or designee each year on or before March 1, and bring the application up to date or the application will not be considered. The application blank will not be returned to the candidate; however, any information pertaining to the application will be returned if a self-addressed stamped envelope is sent with the request.

The superintendent or designee shall conduct interviews, review references and obtain other information as deemed necessary. The superintendent or designee will conduct background checks on employees and applicants for employment in accordance with law and Board policy.

### **Hiring**

A position other than the superintendent's position will be filled by the Board of Education only after receiving the recommendation of the superintendent or designee. It is the policy of the Board of Education to employ highly qualified teachers with the appropriate teaching certificates. In making recommendations, the superintendent or designee shall give first consideration to applicants who, in addition to proper general education qualifications, have special training and other qualifications for the particular type of vacancy to be filled. If a candidate is not acceptable to the Board, the superintendent or designee should recommend

another candidate.

All applicants will be promptly notified once a decision has been made on the position. As required by law, probationary teachers, principals, assistant principals and other certificated employees in positions ineligible for tenure, except the superintendent, shall be notified in writing concerning re-employment on or before April 15 of the year in which the current contract expires.

A spouse of a Board member will only be hired to fill a vacant or new position if the position has been advertised in accordance with this policy and if the superintendent has submitted a written recommendation supporting the employment of the spouse. If the spouse of a Board member is hired, the names of all applicants for that position as well as the name of the individual hired will be included in the appropriate Board minutes.

The employment of spouses of administrators may interfere with the objective judgment of administrators concerning the performance, assignment, promotion or continued employment of the individual's spouse. In addition, employment of the spouses of administrators may raise public and employee perceptions of favoritism or may influence student discipline. Therefore, effective July 1, 2008, the district will not employ the spouses of existing district administrators. This policy will not affect existing employment of the spouses of administrators, nor situation where an employee is promoted to an administrator position while his or her spouse is already employed by the district.

The Board of Education may employ the parent and the child of a current employee. However, no such person shall be employed in any position requiring the evaluation or supervision of either party by the other.

The district will not accept an application of employment from a Board member, consider a Board member for employment or decide to employ a Board member while the member remains on the Southern Boone County R-I School District Board of Education. Board members who wish to apply for employment in the district must first resign from the Board.

### ***Hiring Retirees***

If the district determines that it has a shortage of certificated teachers, the district may hire retired certificated teachers receiving retirement benefits from the Missouri Public School Retirement System to teach full time for up to two (2) years without loss of benefits to the teacher, if the district meets the requirements set by state law. The district may only hire retired teachers under this program if it has:

1. Made a good-faith effort to fill positions with candidates who have not retired.
2. Not offered early retirement incentives for either of the previous two (2) years.
3. Posted the vacancy for at least one (1) month and solicited applications through local newspapers, other media or teacher education programs.
4. Determined that there is an insufficient number of eligible applicants.
5. Declared a critical shortage of certificated teachers that is active for one (1) year.

The total number of retired teachers hired under this section cannot exceed at any one (1) time the lesser of ten (10) percent of the total teacher staff in the district or five (5) certificated teachers. This provision does not apply to a retired certificated teacher employed as a superintendent.

### **Contracting**

Unless the terms of the contract state otherwise, newly hired employees who receive a written contract must return the contract within 15 calendar days of the receipt of the contract, or the offer of employment will be deemed rejected.

Probationary teachers, principals, assistant principals and other certificated employees in positions ineligible for tenure, except the superintendent, will receive a contract no later than May 15 of the year in which the current contract expires. Once such an employee has received a contract, the employee will have 15 calendar days to sign and return the contract or the contract shall be deemed to have been rejected.

Tenured teachers shall be notified in writing by May 15 regarding the beginning date and length of the next school year and the amount of compensation to be received for the next school year as provided by the salary schedule adopted by the Board. A tenured teacher who does not notify the district of his or her intent to leave the district by June 1 is contractually bound to the district for the upcoming school year.

Adopted: 05/15/2000

Revised: 04/19/2004; 03/14/2005; 11/14/2005; 07/21/2008; 04/13/2009

## DISTRICT INFORMATION

### **ABSENCES AND LEAVES--STAFF**

If a teacher becomes ill and needs a substitute teacher, he/she must notify the principal at the time requested in building policies. Teachers are encouraged to call as soon as they know they will be absent

If teachers need to be absent for reasons other than illness, permission for such absences should be secured in advance.

All absences must be reported by completing a "Request for Leave" form. These forms can be obtained in building offices. Such requests need to be completed prior to leaving.

A substitute folder must be prepared by each teacher and kept in a conspicuous place. The substitute folder should contain at least the following:

1. Detailed lesson plans
2. Class rosters
3. Attendance procedures
4. Seating charts
5. Form to be filled out by substitute concerning the day's activities
6. Emergency instructions

### **AFTER-SCHOOL CLUBS/ACTIVITIES**

Organized after-school clubs and activities for students are encouraged. Stipends may be paid for those activities which meet the required criteria. These must be approved by the building administration if a stipend is being requested. If a staff member is interested in sponsoring an after-school activity, he/she should schedule a meeting with the building administrator. If an after-school activity is being used for career ladder credit, the activity must be approved by the career ladder committee. Teachers may not receive both a stipend and career ladder credit.

### **ATTENDANCE POLICY**

**Philosophy:** It is imperative that students attend school to the extent possible. Valuable education is lost with each absence. Class discussion, group work, and information are difficult or impossible to recover when students are not in attendance. We all realize the importance of education. By requiring good attendance, the importance of school is reinforced.

**Goal:** Each student will be in attendance 97% of the school year (no more than five days missed per year). We realize that students may miss school due to illness or emergency situations. All parents are requested to either call the school or send a note confirming the absence. If the absence is not due to illness or emergency, the building administration should be contacted in advance.

**Administrative procedure to address excessive student absence:** Parents will be notified of student absences through building practices. School districts are required to report educational neglect to the appropriate agency. Educational neglect will be reported when fifteen (15) days of school are missed, if determined necessary by the administrator. Retention will be a consideration for children who miss fifteen or more days. In an attempt to recover education lost due to absence, scheduled Saturdays may be assigned and required.

We want to reward and recognize those students who make school important through outstanding attendance. All levels provide incentives for student attendance. These may include but are not limited to certificates, special recognition, and building level incentives. Additional building level guidelines and procedures regarding attendance can be found in student handbooks.

### **ATTENDANCE PROCEDURES**

Roll and lunch count will be taken immediately following the start of the school day. Students who are either tardy or desire to leave school early for some reason, must first report to the office, without exception. In no case will a teacher release a student to a parent or relative without having first ascertained whether or not that parent or relative has checked with the office.

## **BLOOD AND/OR BODY FLUIDS (PROCEDURES FOR CLEANING)**

Many infectious agents can be found in the blood or body fluids of humans. This includes individuals with no outward signs or symptoms of infection. It is therefore very important that all district personnel adopt routine procedures for handling the clean-up of all blood/body fluid spills. The procedures, as outlined by the Centers for Disease Control, are as follows:

1. If available, absorbent floor-sweeping materials should be used to cover fluids to keep them from spreading.
1. Rubber gloves should be worn, and all spills should be cleaned up with absorbent towels or tissues.
2. All surfaces that have been in contact with the fluids should be cleaned with a disinfectant. Any EPA-approved disinfectant (i.e., Lysol, etc.) can be used. A 1:10 dilution of household bleach can also be used. This solution should not be mixed in advance.
3. If the gloves worn to clean up the spill are reusable rubber gloves, they should be washed with soap and running water prior to removal. Disposable gloves should be removed without soiling the hands and should be disposed of in an impermeable plastic bag.
4. If the person doing the cleaning has any open skin lesions, precautions should be taken to avoid direct exposure of the lesions to the body fluids.
5. After exposure to body fluids, good HANDWASHING should consist of thorough use of soap and water for at least 10 to 15 seconds.
6. It is appropriate to keep a clean-up kit on hand for such spills. The clean-up kit should consist of the following items:
  - Absorbent floor-sweeping material
  - Disinfectant
  - Rubber or plastic gloves
  - Disposable towels or tissues
  - Impermeable plastic bags

All of these materials should be kept together in a central location.

**Contact the administration office to obtain clean-up assistance during the school day.**

## **BUS PROCEDURES**

- Be sure a child knows the number of the bus he/she rides.
- Do not keep a class or children past their bus time. If a child misses the bus because of being kept by the teacher, it is the teacher's responsibility to report to the office and call the parents.
- Discuss proper bus behavior.

## **CAREER LADDER**

A career ladder plan is in place for teachers who meet the eligibility criteria. The plan may be obtained through the building career ladder representative, and it is also available on the District Intranet Page.

## **CASH – COLLECTION AND MAINTENANCE**

All monies collected within the district's schools shall be handled in a proper fiscal manner and prudently safeguarded. Teachers collecting cash or funds should provide adequate receipts.

Money collected for any purpose will be submitted by 2:00 p.m. to the school principal or designee, who will provide for its proper deposit. Money should never be left in a desk or classroom. When a teacher or other school employee collects money from pupils for any purpose, that employee shall be held responsible for that money until the employee turns it over to a person responsible for receiving and depositing money.

## **CERTIFICATION**

It is the responsibility of certified staff members to maintain valid and current certificates of license to teach in the areas and grade levels required by their district assignment. It is also the responsibility of the educator to provide documentation of their license to teach in the form of certificates, transcripts, or other documents requested by the administration.

## **CHILD ABUSE**

As required by law, any suspected physical or emotional abuse of children must be reported. Teachers should notify the nurse, counselor, or principal in any case of suspected abuse for referral to the proper authorities.

## **CONFERENCE/TRAVEL REIMBURSEMENT GUIDELINES**

All conferences and travel must be approved by PDC or administration in advance before expenses will be allowed. PDC information and forms are available on the District Intranet Page.

**REGISTRATION:** Conference registration fees will be reimbursed.

**MEALS:** A maximum of \$30 per day will be allowed for meals other than those provided by the conference. It is understood that meals provided by the conference, even if priced separately, will be considered a part of the conference. Orders for payment of meals must have a receipt attached.

**MILEAGE** Mileage will be reimbursed at a rate suggested by American Automobile Association.  
**The rate for 2009-10 school year will be 50.0 cents per mile.**

**HOTEL** The room and room tax will be reimbursed for the required conference days. Receipts must accompany the order for payment.

## **CONFIDENTIALITY**

Teachers, as professionals, must respect the privacy of our students and families. Information regarding home situations should be held in strictest confidence and discussed privately with only those persons who need to know. Students should never be discussed in the workroom, office or other public areas. Teachers will be informed by the administration of potentially dangerous students.

## **CONTINUING EDUCATION UNITS**

CEU credit is in place to encourage professional growth. In-service opportunities should be opportunities for training, perfecting skills through guided workshops, or exploring new ideas for professional growth. The CEU credit is, in effect, replacing college credit for advancement on the salary schedule, and therefore, should be used on activities, workshops, and training that could be considered equivalent to part of a college course. All full-time and part-time staff, including those on temporary leave of absence, are eligible. The following regulations will guide the administration in making decisions.

### **Regulations:**

1. Consideration for CEU credit must be approved in advance by building administration.
2. Credit will only be given for activities that fall outside the regular school day. School day is defined by contract and building administration.
3. No credit will be given if payment of any type is accepted. (Salary, stipend, career ladder, hourly wage, honorarium etc.)
4. CEU credit shall not be given if regular college hours are received for the course.
5. Teachers who elect to take personal leave are eligible for CEU credit during school hours.
6. CEU credit will not be given for faculty or departmental meetings or for serving on committees.
7. The hours for CEU credit should reflect no increments smaller than a half-hour.
8. Credit will be given only for the amount of time during professional workshop/conference schedules in which the activities are content presentation sessions. Credit will not be given for registrations, business meetings, breaks, exhibits, meals, social activities, travel time, etc. (Total time will be determined by the administration.)
9. Each CEU must represent one full clock hour of participation. Sixteen CEUs equals one hour of credit towards advancement on the salary schedule. CEUs can only be used once for advancement on the salary schedule.
10. Double CEU credit will be given to the staff member who leads a professional growth workshop for peer-to-peer training unless a stipend is accepted. (Stipends may be paid for preparation time if the presentation occurs during the school day.)
11. Each individual shall be responsible for keeping a record of their CEUs and documentation. Upon reaching the point when the CEUs will allow for movement on the salary schedule, the individual shall submit the list of events and hours totaled to the building administrator.
12. Any appeals must follow the grievance policies outlined in the Board Policy Manual.
13. A list of CEUs earned during the school year must be submitted by May 15 to the building administration. To advance on the salary schedule, CEU verification must be submitted to the superintendent's office by the first day of teacher workshop in August.

## **COPY MACHINE**

When using the copy machine, make only the required number of copies. Always consider the curriculum and educational objectives before copying materials. If the machine breaks down or assistance is needed, please see the building secretary. Report any continuing problems to the building office.

## **CRISIS MANAGEMENT PLAN**

Each classroom should have a copy of the Crisis Management Plan. This plan addresses specific procedures that are to be implemented in the event of emergencies or disasters. Staff members should

review this plan carefully and consult with the building principal if there are questions or concerns. Various practice drills are conducted on a routine basis.

### **CUMULATIVE FOLDERS**

**THESE RECORDS MUST NOT LEAVE THE DISTRICT BUILDINGS.** If anything were lost or misused while the files were outside the building, the staff member who removed them would be held personally responsible.

These records have much information about our students. Frequent reference to them is encouraged during the school year. Be sure to notice health problems and custody arrangements. Counselors and teachers are responsible for entering, filing, and placing appropriate information.

### **DISCIPLINE**

Discipline is not a thing apart from a lesson. It is an inherent part of the interest, the challenge and the stimulation afforded by the activity. Teachers cannot force interest nor can they force thinking attention, but they can challenge and interest a pupil to the point that he/she will automatically respond. Respect for the interesting and worthwhile lesson engenders respect for the teacher and will bring the class to a high level of behavior.

Good discipline has as its ultimate objective the development of socially approved self-control with due respect for democratically constituted authority.

Every teacher has encountered behavior problems. It is true, however, that an excellent teacher is a good disciplinarian. Lack of classroom control is a major cause of ineffective teaching.

These are some basic principles, rules and suggestions with which the faculty should become familiar:

1. Desirable discipline and its counterpart, good school morale, are the product of several forces, among which effective teaching and classroom management are the most important.
2. The classroom teacher is responsible for good discipline at all times. Don't make it a frequent procedure to send a pupil to the office for minor infractions of classroom rules. This only weakens the respect of a student for the teacher.
3. Many behavior problems can be settled with only a frown of disapproval or a reprimand. Others may demand the deprivation of privileges or a conference between teacher and student. Occasionally situations will arise whose correction demands the assignment of penalties. Certainty of correction is a better deterrent than severity.
4. Establish classroom principles of discipline early. Let the students know from the beginning what is expected.
5. Don't make rash threats or unenforceable statements, such as, "Leave and don't come back!" Be fair, frank, honest and consistent in dealings with students.
6. The disciplinary and supervisory responsibility of teachers extends beyond the classroom into every facet of school operation.
7. Don't make a practice of punishing an entire class because of the misdeeds of a single offender.
8. Be willing to apologize to a student if you find that you have treated him unjustly.
9. Putting a child in the hall gives a bad impression to visitors and parents and is generally not a good disciplinary technique.
10. It is helpful to confer with other teachers, the counselor, the principal and the student's parents for assistance in dealing with discipline problems.

**A copy of the Student Conduct Code can be found in the student handbook. The student handbook is on the District Intranet Page.**

## **EVALUATION OF PROFESSIONAL STAFF**

To assure high quality professional staff performance and to advance the instructional programs of the Southern Boone County R-I School District, the Board will require a program of comprehensive, performance-based evaluations for each professional staff member it employs. The evaluation shall be ongoing and of sufficient specificity and frequency to provide for demonstrated standards of competency and academic ability.

The primary purpose of a performance-based evaluation is to facilitate and improve instruction that enhances student learning. An effective evaluation system should identify areas of teaching/ administrative strength and weakness and provide direction for maintaining and improving teacher/ administrator skills through professional staff development activities. The secondary purpose is to determine whether performance meets the degree of competency required for continued employment and/ or tenure.

Probationary teachers are expected to perform at the progressing or proficient level on all criteria on the district's performance-based evaluation instrument. Employees who are progressing must demonstrate growth in order to be retained. If growth is not demonstrated or the area of deficiency is deemed critical by the administration, the employee may be released. Failure to maintain a progressing or proficient level of performance is a ground for non-renewal.

The procedures and instruments for professional staff evaluation will be developed by the administration, in consultation with the district's professional staff, and will be approved by the Board. One copy of the completed evaluation form shall be given to the staff member concerned; one copy filed in the employee's personnel file at the office of the Board of Education; and one copy retained by the appropriate administrator/evaluator.

1. The principal is responsible for the administration of the performance-based teacher evaluation system in each building.
2. The principal develops and maintains a schedule for the evaluation of probationary and tenured teachers in his/her building.
3. The district will provide an orientation for new teachers to explain procedures and discuss specific criteria upon which they will be evaluated. New teachers to the district will receive a formal observation prior to October 1 and a summative prior to December 1. A formal observation and a summative will also be completed by March 1.
4. A summative evaluation, to be completed by March 1, shall be conducted for probationary teachers during each year of their probationary status.
5. An evaluation cycle including an evaluation conference shall be conducted for tenured teachers at least every third year. Additional evaluations may occur as deemed necessary by the evaluator.
6. A professional development plan shall be developed and implemented during the two years the tenured teacher is not scheduled for a formal evaluation. (See Professional Development Plan.)

### **Evaluation Procedure:**

1. Pre-observation Conference (formal, scheduled observations)
  - a. The evaluator and the teacher will establish the date, the time and the subject area for the observation.

- b. The teacher will submit a pre-observation worksheet to the evaluator at the pre-observation conference, and they will review it together.
- c. Copies of the pre-observation worksheet will be retained by the teacher and the evaluator.
- d. After the first year of probationary status, the evaluator may waive the pre-observation conference. In that case, the teacher shall prepare the worksheet and present it to the evaluator before the scheduled observation.

## **2. Observation**

- a. At least one formal, scheduled observation will be conducted as agreed upon by the teacher and the evaluator for all teachers being evaluated.
- b. The role of the evaluator is to take notes during the observation and interpret those notes on the evaluation form.
- c. Each observation shall consist of one complete lesson or class period.
- d. A post-observation conference shall be scheduled as quickly as possible.
- e. Unscheduled observations or walk-through observations may be performed at the discretion of the evaluator.
- f. General observations of non-classroom activities are part of the evaluation process as well.

## **3. Evaluation Conference (Summative)**

- a. An evaluation conference will be conducted following the last observation.
- b. The teacher will submit a summative evaluation conference worksheet, to be reviewed at the summative evaluation conference.
- c. Both the evaluator and the teacher will review and sign the evaluation form, indicating that the document has been read and discussed, and each shall retain a copy.
- d. Teachers have the right to appeal the results of the evaluation. The appeal shall be submitted in accordance with Board Policy.

## **4. Professional Development Plan for Tenured Teachers**

- a. Plan can be written for two years but must be updated and revised annually.
- b. The evaluator and/or the teacher will target the criteria to be developed during the evaluation conference conducted following the formal observation.
- c. Professional development plans will be written, jointly reviewed, and retained by the evaluator.

## **5. Professional Development Plan for Non-Tenured Teachers Updated**

- a. Mentors will assist first and second-year teachers to complete and implement this plan.

- b. Plans must be satisfactorily completed annually. Plan may be written for two years but updated and revised annually.
- c. Plans must be on file in the appropriate administrative office.

6. Professional Improvement Plans

- a. Where appropriate, additional personnel may provide assistance to a teacher in completing a professional improvement plan and in improving teaching skills.

While the primary purpose of the performance-based teacher evaluation system is the improvement of instruction, it also serves as the basis for employment decision. When it is necessary to recommend the non-renewal of contract or dismissal, procedures shall be in compliance with Missouri School Law. A copy of the evaluation procedures and forms are available on the District Intranet Page.

## FIELD TRIP POLICY

**Educational:** Educational field trips should include all students. Students may be excluded from educational trips due to behavior concerns, out-of-school suspension, or other unusual circumstances. The parents or guardians of any student excluded will be notified prior to the trip.

**Incentive/Reward:** Students may be excluded from incentive, motivational, and reward field trips. For these trips teachers or the building administrators will create participation expectations and provide notification of the criteria to parents. All students will be given an equal opportunity to participate. No student will be excluded based on ability. The goal of placing these expectations on field trips is responsible, disciplined students.

**Permission:** To attend any field trip students must have written parental permission to leave school grounds.

Only parents who are assigned to chaperone and children in the class taking the field trip are allowed to ride the bus.

**Overnight Trips:** The administrator of each building may approve overnight trips.

## FIRST AID/ EMERGENCY RESPONSE

**Amputated limb:** The severing of any body part is always a serious medical emergency. With small amputations (fingertips, part of ears), major blood loss is usually not a problem. Apply a pressure dressing and transport. With larger amputations, there may be significant blood loss and shock.

First aid measures:

1. Lay victim down with head slightly lowered and severed limb elevated.
2. Control bleeding by applying pressure dressing directly to the wound. Once bleeding is controlled, place several layers of gauze over severed area and bandage firmly. (If bleeding is not controlled, apply pressure to large artery above amputation.)
3. As soon as bleeding is controlled check for and attend to any other problems. Then, pick up the severed limb and wrap in plastic. If possible, pack the wrapped limb in ice.
4. Transport victim and limb to emergency room immediately.
5. Avoid applying tourniquet except as a last resort (may damage tissue).

**Anaphylaxis:** Shock induced by allergic reactions, such as to insect stings or reactions to food and medicine.

Immediate severe reactions:

1. Respiratory – Extreme anxiety, flushed face, wheezing or difficulty breathing, bluish lips/skin followed by fainting or convulsion.
2. Circulatory: Pale skin, rapid and feeble pulse, absent or low blood pressure, extreme weakness followed by fainting or convulsions.
3. Swelling or hives may appear in the area of face, tongue, or lips; may occur within seconds or after 1-2 hours. Can be fatal. Call for help!

Treatment:

Individuals known to be at risk for anaphylaxis should supply school with emergency medications. This will usually be in the form of injectable adrenalin and/or Benadryl. If medication is available, give as ordered by the physician (.2 to 1 ml, --Start small and increase as needed, sub-q). Do not hesitate to give emergency medication while waiting for medical assistance if the above symptoms develop. Use CPR or rescue breathing if needed.

**Asthma:** Asthma is an allergic response of the respiratory tract. Wheezing occurs because air passages become narrowed. Wheezing first occurs with exhalation; as the attack becomes more severe it will also occur with inhalation. The student may complain of tightness in the chest, be wheezing or coughing, and/or have a bluish color to the lips and tissue in the neck and chest area. In a severe attack, there will be marked retractions between the ribs. The absence of wheezing in a student with marked retractions and a long exhalation phase is a sign of a serious condition. GET EMERGENCY HELP IMMEDIATELY.

What to do in an asthma attack:

1. Determine severity of attack.
2. Keep calm and reassure student. (Helps keep the child calm.)
3. Get the student into a comfortable position, usually sitting.
4. Encourage student to breathe deeply and perform relaxation exercises.
5. Encourage student to drink water; this helps thin secretions.
6. Assist student in taking medication if prescribed.
7. Keep in health office until symptoms have been relieved.
8. Notify parents of attack and treatment given.

**Diabetes:** Diabetes Mellitus is a chronic hereditary disease characterized by abnormally high levels of blood sugar. In the child it often has an abrupt onset and is called juvenile diabetes. Children with diabetes are prone to ketoacidosis and are dependent upon insulin for its management. This diabetes is often difficult to control.

What you might observe in the child with undiagnosed juvenile diabetes:

1. Rapid onset: usually over period of a few weeks
2. Major symptoms:
  - a. Increased thirst
  - b. Increased appetite
  - c. Increased urination
  - d. Weight loss or wasting away body mass
  - e. Easy fatigability
3. Minor symptoms:
  - a. Frequent skin infections
  - b. Dry skin

Symptoms of Diabetic Coma (Acidosis)

Early Manifestations: Changes in mental state (lethargic), vomiting, abdominal pain.

Severe Reactions: Acetone odor on breath (fruity), dehydration, rapid breathing, face flushed, lips cherry red, little perspiration, high blood sugar, low carbon dioxide, sugar & acetone in urine.

Emergency Treatment: Immediate medical care; long-term: insulin injections and diabetic diet.

Symptoms of Diabetic Shock (Due to overdose of insulin, reduction of diet, increase in exercise):

Early Manifestations: Pallor, weakness, dizziness, changes in disposition, sweating, tremor, sudden hunger, dilated pupils.

Severe Reactions: Semi-consciousness followed by convulsions, coma, death, low blood sugar, urine sugar-free, acetone absent.

Emergency Treatment: In the case of insulin shock, the child should be given fruit juice, sugar, or something with sugar. The child should carry sugar with him/her, be taught to recognize the symptoms of insulin shock, and take the sugar when he/she recognizes approaching shock. If the child becomes unconscious, he/she should be kept warm. The parents or school nurse should inject glucagons in the amount of 0.5 to 1 mg. IM (Glucagon is normally produced by the pancreas. Its purpose is to increase glucose. The brain must have glucose to function.) When the child regains consciousness, sugar can be given by mouth. If the child does not respond or glucagon is not available, emergency treatment will be needed. Recovery for shock is usually rapid.

**Hypoglycemia:** Hypoglycemia means low blood sugar. It is the opposite of diabetes although people who take insulin may experience this reaction. This disease is rare in people not on insulin. Persons with reactive functional hypoglycemia develop a low blood sugar level two to four hours after eating because of an overactive insulin release from the pancreas, primarily in response to eating carbohydrates (sugars and starches.)

Symptoms: Nervousness, sweating, trembling, drowsiness, pallor, headache, confusion, blurred vision, irritability, inability to concentrate, tingling around the mouth.

Treatment: Diet low in carbohydrates and high in protein.  
Watch for reaction 2-4 hours after meals.  
Good emergency food – candy with nuts but limit candy because it increases the release of insulin and further reduces blood sugar.

**Overexposure to sun and heat:** Overexposure to heat and humidity may lead to heat cramps, heat exhaustion, or more seriously, heat stroke.

Heat cramps: Heat cramps occur as a result of salt and water losses through sweating.

Treatment:

1. Replenish supplies of salt and water.
2. Gently stretch cramped muscle.

Heat exhaustion (heat prostration): Victim will be pale, temperature will be normal or only slightly elevated (up to 102 degrees F), and skin will be damp. There may be nausea, weakness, light-headedness, and in some cases, fainting. Painful cramps may occur after strenuous activity.

Treatment:

1. Move victim to cool, shady, or air-conditioned place and have him/her lie down with feet elevated.
2. Loosen or remove clothing.
3. Administer fluids. If possible, give 1/2 teaspoon salt dissolved in quart of cold (not iced) water or fruit juice, over period of 30 minutes.

Heat stroke (sunstroke): This is a medical emergency that occurs most often in hot, very humid weather. Victim will feel hot to touch and skin will be red and dry. The body's internal cooling mechanism has ceased to function; therefore, there is no sweating, and body temperature is dangerously high (104 degree F or higher). Other symptoms include rapid heartbeat, confusion, agitation, lethargy, stupor, and loss of consciousness. **An ambulance should be called.**

**Osteogenesis imperfecta:** This is a congenital disease characterized by very fragile bones that fracture easily. Many of these children are dwarfed because of multiple fractures of the long bones and compression fractures of the vertebrae. The whites of the eyes of these children are blue.

Treatment:

1. Protect against fracture.
2. Educate classmates and other children to use care when interacting with children with this condition – not to push or shove or play roughly.
3. Educate the child to avoid rough activities or sudden movement.

**Seizures:** A recurrent convulsive disorder marked by sudden and periodic lapses of consciousness and distinctive disturbances in the electrical discharges within the brain. Each teacher should know of any pupil who is subject to seizures and should have learned from the parent any signs the child may show before a seizure, a description of how the child acts during the seizures, and how long the seizure usually lasts. He/she should know of any actions found by the parent to be useful in preventing the seizure, or in handling the child while it lasts.

During a seizure:

1. Keep person lying down where he/she has fallen, unless in hazardous area.

2. Push nearby objects away to prevent person from hurting self.
3. Loosen clothing around neck.
4. Incontinence of bowel or bladder may occur after seizure.
5. Cover lightly with blanket or sheet.
6. **DO NOT** force anything into mouth.
7. **DO NOT** restrain.
8. **DO NOT** pour any liquid into mouth.
9. When body relaxes, turn student to side and check for vomit or injury to tongue.
10. Allow to rest after seizure.
11. Do not be frightened if person seems to stop breathing momentarily during seizure.
12. Advise parent of seizure. Provide with as much description of seizure as possible.
13. **DO NOT** call ambulance unless seizures are continuous or there are other complications:
  - a. If breathing does not resume, give mouth-to-mouth resuscitation and call 911.
  - b. If student remains unconscious, call 911.

**Shock:** Traumatic shock is a serious condition where there is failure of blood to circulate adequately through the body. It generally accompanies all severe injuries such as burns, fractures, serious wounds. There may be loss of blood externally or internally, with internal injuries bleeding into body cavities. Shock is a **MEDICAL EMERGENCY** and should not be confused with simple fainting. Early treatment may save a life.

Signs and symptoms: Skin pale, moist, cool to touch; vacant expression to eyes; nausea; mental confusion; weak, rapid pulse; increased rate of breathing; agitation.

Treatment: Call emergency medical services; give first aid for injuries; keep victim lying down as precaution for head or spinal injury; elevate feet 6-12 inches if no leg or spinal fracture is suspected; give nothing by mouth; handle gently, carefully; keep quiet and reassured; cover victim enough to prevent loss of body heat.

### **FREE ADMISSIONS**

Board members, all employees, and their spouses and children shall be admitted to all school district athletic events free of charge. However, athletic tournaments or activities sponsored by the Missouri High School Activities Association will require all persons to pay admission at the rate determined by the Activities Association.

Any person over the age of sixty-five (65) or any person under the age of sixty-five (65) yet retired may request from the superintendent, either in person or in writing, a pass which when issued will admit the bearer free of charge to all school activities.

7. **Preschool Children:** Preschool children accompanied by parents will be admitted free.
2. **Superintendent's Pass:** The superintendent may issue passes to any persons who, in the superintendent's opinion, have earned a pass.

### **GATE-KEEPER:**

All certified employees will be assigned a gate-keeping duty. They will be paid an hourly rate for this responsibility. Procedures and a list of dates will be distributed before the start of each school year.

### **GENERAL MAINTENANCE**

Work order forms may be obtained in any office. These are to be used at any time there is a request for maintenance. Fill out the form and return it to the office. The work will be scheduled to be completed.

### **HEALTH INSURANCE TERMINATION**

Board-paid insurance or Board-paid annuities (for the staff who are grandfathered for this benefit) will end the last month that the teacher works for the district. The last month that teachers are under contract will be the last month of Board-paid insurance. The last month that the non-certificated staff work for the district will be the last month for Board-paid insurance or annuity. Employees may continue their health insurance after leaving the District for up to eighteen (18) months at the employee's expense.

It is important that staff members notify the central office as soon as they are aware they will not be returning the next year.

### **HOMEWORK POLICY**

Because homework is a day-to-day connection between home and school, it is one of the best opportunities teachers have for positive interaction with parents. Homework has the potential to be a powerful part of a parent involvement program. If teachers want parental support regarding homework, it is important that homework standards are clearly spelled out. Teachers need to develop a homework policy and share it with parents, such as at curriculum night. Possible considerations for a policy include the following:

- Why is homework assigned?
- What types of homework will be assigned?
- What amount and frequency of homework will be assigned?
- What is expected of students and parents?
- How will it be graded?
- Will there be rewards?
- What are the benefits?
  - Reinforce skills
  - Teaching independence
  - Organization and time management
  - Preparation for tests
  - Assuming responsibility

### **IDENTIFICATION BADGES**

All employees are required to wear identification badges during the school day. In addition to employees, all visitors, volunteers, substitutes, student teachers, A+ mentors etc. must wear the appropriate identification. Each employee will be issued identification badges for the year. All temporary badges can be obtained in each building office.

### **MAKE-UP WORK**

Make-up work comparable to that covered by the class may be assigned. If the make-up work is assigned, it must be checked and returned with grade clearly visible to the student. In general, the students should be granted one day for each day they are absent to make up missed work. Exceptions must be approved by the principal.

### **NURSE**

Any student who complains of feeling ill should be sent to the school nurse. The student must have a referral form. The school nurse has the final authority to exclude sick students from school.

Any student who has received a serious blow to the head and has been knocked unconscious should be kept quiet and lying down until examined by the school nurse.

### **PARENT NEWSLETTERS**

All parent newsletters must be approved by the building administration prior to being sent home. Please keep in mind the following points when writing a newsletter: be informative, stress educational objectives, be positive, talk about students and parents. Newsletters are an important link between home and school. Parents appreciate hearing from teachers. They want to know what is taking place in the classroom.

### **PARENT-TEACHER CONFERENCES**

Scheduled conferences will be held with the parents at least once during the school year. Other conferences can and should be held at any time. During the conferences, teachers can emphasize strengths which the pupil has and advance constructive suggestions concerning the ways in which parents can cooperate with the school to stimulate better achievement. Information given by the parent, too, can be of immense value to teachers as they work with the child. Teachers should utilize data obtained during daily class periods and from teacher made information; however, information concerning other students may not be divulged. Also, teachers can report on pupil work habits and social and emotional adjustment.

### **PLAYGROUND SUPERVISION**

Playground rules are made to help recess be safe as well as fun for everyone. There aren't rules to cover every situation, so teachers should encourage common sense and courtesy. The duty teachers must insist on safe and fair play.

### **PROFESSIONAL DEVELOPMENT OPPORTUNITIES – PROFESSIONAL STAFF**

Encouragement shall be given to professional personnel to attend meetings, take courses, belong to organizations, travel, and read literature describing innovative practices and instructional problem solving. Incentives for such improvement are built into the salary schedule and the district in-service program. PDC guidelines are available for all staff on the District Intranet Page.

### **PROFESSIONAL RELATIONS**

All of us are engaged in the same profession and are collectively responsible for the education of the students in our building. Therefore, it is critical that we support each other professionally and work together in sharing responsibility.

As we continue in our efforts to improve our curriculum and instruction with students, parents, and colleagues, conflicts may arise. Conflict resolution should be attempted in a professional manner by following the appropriate chain of command. Initially, a solution should be sought between staff members. If the problem is not resolved, it should be taken to the principal/counselor.

### **PROMOTION AND RETENTION**

#### **Grades K – 8**

1. Students will be promoted to the next grade level if they are meeting grade level expectations as identified by local and State Department of Education core subject objectives.
2. “Double promotions,” acceleration beyond the normal grade placement, are approvable for students who are working at an academic level of more than a year above placement and are sufficiently mature, socially and emotionally, to work with students in the advanced grade. Parent/guardian, teachers and administrators must agree that it is in the best interest of the student under consideration.
3. Building administration shall be notified at any time throughout the year if a child is not meeting objectives and retention is a consideration. This notification should occur prior to the beginning of the fourth quarter. Upon notification:
  - a. A team consisting of teachers, counselor, and administrator will meet to review academic information, test scores, work samples, etc.
  - b. A meeting with the parent/guardian will be scheduled as soon after the review as possible. The parent/guardian will be informed that grade level objectives are not being met and that, unless there is strong improvement, retention may result. Remediation options will be considered.
  - c. A follow-up conference will be scheduled to review student progress prior to a final decision.
4. In recommending promotion or retention, these factors will be considered:
  - a. Academic achievement in all subject areas, especially attainment of grade level objectives, as determined by tests, teacher assignment, grades, and work samples.
  - b. Chronological age

- c. Study habits
  - d. Attendance
  - e. Social and emotional maturity
  - f. Special placement
  - g. Prior retention
  - h. Physical development
  - i. Parent cooperation
  - j. Standardized tests
5. Parent contacts and communication
- a. Teachers should notify parents as soon as problems exist.
  - b. Generally, teachers should not tell parents in the first quarter that retention will take place. Teachers should alert them to problems, describe school-based interventions, and provide strategies and suggestions to remediate.
  - c. It is always better to have frequent contact with parents throughout the year in these situations.
  - d. Documentation should be kept of contacts and discussion.
6. The final decision for retention will be made by the administration. Parents will be notified in writing of the decision.

## **High School – Grades 9-12**

At the high school level, graduation requirements, course objectives, and grades determine whether a student will advance and receive a diploma.

### **REIMBURSEMENT FOR PURCHASED ITEMS**

Starting July 1, 2008 anyone requesting reimbursement for purchases will not be reimbursed for taxes on the purchase. Obtain a copy of the district's tax-exempt letter from the office.

### **RELIGION IN THE PUBLIC SCHOOLS**

From time to time, students, parents and educators have questions about religious issues in the classroom. This is a sensitive area in which educators must follow appropriate guidelines and procedures.

To insure that the proper guidelines and procedures are followed regarding this issue, please contact the building administrator if questions arise. Each building administrator will have on file information regarding religion in the schools.

### **REPORT CARDS FOR TRANSFER STUDENTS**

A student new to the district will not receive a report card unless he/she has been in attendance at least four weeks of the quarter/trimester. Whenever possible, it is requested that the teacher contact the parent to comment on the child's progress when other students are receiving report cards.

A student leaving the district will not receive a report card unless four weeks of the quarter/trimester have passed. Transferring students will be given a letter to carry, describing their current rate of progress and other information the teacher thinks will help the new school. A copy of the letter will be placed in the cumulative folder to be sent with other records.

### **REQUISITIONS**

All requisitions for supplies and equipment must be channeled through the principal's office. Those approved will be submitted to the school secretary for typing on a purchase order. Those denied will be returned to the initiator with a statement citing the reasons for denial.

### **SALARY**

Teachers hired at Southern Boone R-1 Schools may receive credit for a maximum of eleven years' experience on the district's salary schedule. With eleven years' experience, they would begin on Step 12 of the Salary Schedule. Movement across the salary schedule can be a combination of CEUs and college hours. College hours must be earned after the date of the last degree. CEUs can only be used once.

**A copy of the salary schedule can be found on the District intranet.**

### **SCHOOL CLOSING/UNSCHEDULED (EMERGENCIES, WEATHER)**

Decisions to cancel school shall be reported immediately to the designated radio and television stations covering the district. It shall be the responsibility of the teacher to contact the administration when there may be any doubt concerning school dismissal or closings. In case of inclement weather, the following radio stations will carry information concerning the closing of school:

Radio Stations: KCLR 99 FM (Columbia)	KCMQ 97 FM (Columbia)
KJLU 88.9 FM (Jefferson City)	KRES 104.7 FM (Moberly)
KFRU 1400 AM (Columbia)	KBIA; KFAL; KLIK; KWOS

Television Stations: KRCG 13 (CBS), KMIZ 17 (ABC), KOMU 8 (NBC)

A phone tree listing all employees will also be utilized. It is each person's responsibility to keep the chain moving quickly.

### **SCHOOL HOURS (regular)**

Teachers are expected to arrive at school **by 7:45 a.m.** When, in an emergency, a teacher must be late, the principal should be called as early as possible.

Teachers are expected to remain at school until **3:30 p.m.**

**A teacher needing to leave early should notify the administration.**

### **SCHOOL PROPERTY**

Teachers are responsible for the care of furniture, teaching equipment, textbooks and supplies entrusted to them. Each teacher is responsible for keeping his/her room locked whenever the room is not in use, i.e., during assemblies or lunch hour. Before leaving school each day the teacher should lock the windows, close the draperies, turn off lights and fans, and set the lock on the door.

### **STAFF CONDUCT**

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 which include, but are not limited to, the following:

1. Become familiar with, follow, and enforce 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. Make efforts to remain knowledgeable about the employee's position and the developments in that 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. Attend all required staff meetings called by district administration, unless excused.
8. Immediately report all dangerous building conditions to the building supervisor, and take

action to rectify the situation and/or protect the safety of students and others, if necessary.

9. 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.
10. Obey all safety rules, including rules protecting the safety and welfare of students.
11. Submit all required reports or paperwork at the time requested. Employees will not falsify records maintained by the school district.
12. Refrain from using profanity in the school setting.
13. Dress professionally and in a manner that will not interfere with the educational environment.
14. Come to work at the time specified by the employee handbook or by the employee's supervisor. Employees who are frequently late to work or stop working before the scheduled time may be terminated for excessive absences.
15. State law prohibits teachers from participating in the management of a campaign for the election or defeat of a member of Board of Education which employs such teacher.
16. Employees will not use district funds to advocate, support, or oppose any ballot measure or candidate for public office.
17. Employees will not use any time during the working day for campaigning purposes, unless allowed by law.

### **STUDENT CONDUCT CODE**

The mission of the Southern Boone County R-I School District is to provide a safe educational environment that fosters growth and development in an atmosphere of mutual respect and individual responsibility. Given a caring climate with appropriate instruction, all students can learn. To accomplish this mission, parents, students, and staff must cooperate. The Student Conduct Code was designed to help achieve this atmosphere. It is to be a guide for students, parents, and staff, to attain this mission, yet be flexible in order to deal with individual situations.

Refer to each building's student handbook or extra-curricular policy and also JG-R in Board Policy Manual.

### **SUPERVISORY DUTIES**

Routine duties constitute an important part of the classroom teacher's work. They consist of shared administrative and instructional responsibilities.

When you are to appear on duty on a given day, at a given time, it is mandatory that you appear, not late, but on time. There is no time during the entire school day in which we are not responsible for the children entrusted to our care and any laxness on our part may reflect seriously upon our school and upon us as individuals. Duties are just as much a part of the teaching profession as the teaching of a class and may affect the physical well being of a child even more so. Should an accident occur and you are not on duty, the courts could hold you liable by means of negligence.

### **TELEPHONE**

Except in an emergency, teachers are not to receive or use the telephones during class. A message will be taken or voice mail will be accessed.

No child will be permitted to use the classroom or office phone without authorization from the teacher.

### **TOBACCO AND TOBACCO DERIVATIVES POLICY**

Effective July 1, 2006, employees and visitors shall not be permitted to use tobacco or tobacco products on school property at any time.

### **TUTORING**

Tutoring will be available on a yearly basis dependent upon budget. This will be arranged through the administration.

### **VIDEOS**

Prior to any movie video being shown administrative approval must be obtained. Videos may be used for instructional purposes or as a limited reward with approval. At the elementary and primary level only G-rated videos may be approved.

### **VISITORS**

The principal's office is to be notified of any planned guest speakers or other visitors. Clearance should be received from the principal before a speaker is scheduled. All visitors must report to the office before going to the classroom.

### **VOLUNTEER PROGRAM**

Volunteers serve a vital role at Southern Boone. We encourage anyone interested to participate in this program. Anyone wishing to become a volunteer should contact a building office. A copy of the volunteer guidelines may be obtained in any office.

## **PRIMARY AND ELEMENTARY SCHOOL FACULTY GUIDELINES**

### **ATTENDANCE PROCEDURES**

Roll and lunch count should be taken to the office by 8:20 a.m. Students who are tardy or need to leave school early must first report to the office to receive a pass. In no case will a teacher release a student to a parent or relative without having first ascertained whether or not that parent or relative has checked with the office.

### **CALENDAR**

Please notify the office at the earliest possible date of any special events, field trips, parent nights, guest speakers, etc. that have not already been scheduled or need to be changed. **If you will be out of your room for special activities, notify the office.**

### **CLASSROOM MANAGEMENT**

Teachers should try to manage as many of the minor discipline problems as possible. The Primary and Elementary buildings have adopted the behavior expectation matrix as part of the Positive Behavior Support Plan. Teachers will utilize safe seats, buddy rooms, think sheets, and the office as possible solutions for problems before they escalate. Teachers should follow the behavior flow chart when addressing behavior problems in any setting within the school. Behavior data sheets should be completed for all behavior issues in any setting within the school. The belief is that children should take ownership for their behavior and accept the consequences that go along with their choices. Students should be safe, respectful, and responsible learners at all times and in all settings of the school.

### **DRESS**

Name tags must be worn at all times. A teacher's manner of dress should always reflect professionalism and good taste. Casual wear (blue jeans, overalls, tennis shoes, wind suits, etc.) should only be worn on Fridays or the last day of the school week. In order to do this, staff members must pay \$1.00 for each week to wear jeans or dress down. Teachers should pay by trimester or for the entire year. The cost is \$12.00 per trimester, or \$36.00 per year. At the end of the year, the staff will vote on specific charities to donate to, based on the funds accumulated. Pay the office.

### **EMERGENCY PROCEDURES**

Crisis management plans and emergency exit plans are to be posted in each classroom setting and should be reviewed by the teachers and with the students on a regular basis. There will be fire, tornado, and earthquake drills at least twice a year each. Teachers should keep a copy of their students' names and family numbers updated and at hand for emergencies. **Emergency folders should be located next to the door and should include the following:**

- Crisis Management Plan**
- Student roster**
- Name tags**
- A book or other activity**

## **END-OF-THE-YEAR AWARDS**

**Attendance:** Students who meet the district goal of five days or fewer absences will receive an Outstanding Attendance certificate. Students missing zero days of school will receive a Perfect Attendance certificate.

**Reading Circle:** The student must complete the specified number of books per grade level to receive the certificate.

**Other:** Awards may be given for grade level specific activities, memberships in clubs, keyboarding, etc.

## **FACULTY WEEKLY MEETINGS**

Faculty meetings are held on **EACH Monday** of the month unless a holiday interferes. Announcements will be made if the regular dates need to be changed. Meetings will start at 3:30 and last until 4:30 A specific schedule is located in Appendix A. **All staff members are expected to attend unless excused by the principal.**

## **FUNDRAISERS, FIELD TRIPS, AND ASSESSING COSTS TO STUDENTS**

Any faculty member who wishes to hold or conduct a fundraiser, field trip, or assess or pass on costs of an activity to students will first present, in writing, the details and reasons to the principal. Such requests will need to receive approval before information is sent home. Please follow the field trip checklist as a guide to these kinds of events.

## **GRADE CARDS**

Grade cards will be completed at the end of each trimester. Conferences will be scheduled at the end of the first and second trimesters. Mid-terms will be sent home during each of the trimesters.

Grades should reflect the student's knowledge of the objectives being taught. Grades should be given based on overall performance and weighted to reflect the objectives being assessed for the grading period. Grades should be updated in SIS on a weekly basis. Grades should reflect the entire trimester when grade cards are sent to students. Cut-off dates for trimester grades will be established by administration. **A specific schedule of dates is located in Appendix B.**

## **GRADE LEVEL MEETINGS**

It is an expectation that grade levels meet together as a group **weekly, in addition to late start Wednesday activities**, to discuss learning activities, classroom ideas, instructional strategies, assessment methods, lesson plans, etc. Think of this as a common planning time. This would be a great time to include P.E., music, art, and special services in some interdisciplinary unit or thematic planning. A log of the meetings will need to be turned into the principal after each meeting. **Team feedback sheets are located in Appendix C.**

## **HELPP (Help Each Little Precious Person) MEETINGS**

Teachers with a concern about the student's academic, social, or emotional welfare should fill out a HELPP form. The forms are in the teacher workroom. The meetings are designed to generate ideas and strategies. The committee is comprised of the last year's teacher, counselor, special service teacher, and the classroom teacher. The goal is to set up a meeting as soon as the

teacher has a concern. All staff members are encouraged to work on seeking input prior to the meeting and afterwards to ensure that each student is successful.

### **INSTRUCTIONAL PRACTICE**

Effective instruction (with all students engaged in the learning process) should monopolize the majority of the student’s day. Seat work is not best practice unless it is engaging students in higher level thinking skills. Daily literacy instruction should include guided reading instruction (whole group and small group), word work and vocabulary, writing, comprehension, and self-selected reading. Teachers are expected to confer with students frequently to assess growth and instructional needs. **Instructional practice guidelines are found in Appendix D.**

### **LATE START WEDNESDAYS**

Each Wednesday from 7:45 – 8:35 a.m., teachers will meet in collaborative teams. During this time, expectations are that teams will work on curriculum development, data analysis, and other collaborative work to meet the goals of our Building School Improvement Plan (BSIP). Notes from each collaborative session should be turned in to the building administrator by the end of the day on Wednesday.

### **LESSON PLANS**

Lesson plans should follow the district’s curriculum, be made several days in advance, and include Grade Level Expectations. It is expected that learning objectives are posted and discussed in *student language* daily. For example, “I can count to fifteen today,” or “I can multiply two-digit numbers.”

### **LOCKING OF DOORS**

All exterior doors will be kept locked except for the main entrance. If staff members enter through another door, they must make sure that it is secure afterwards. This includes after recess.

### **MONTHLY ASSEMBLIES**

Students will be selected monthly from each classroom to be recognized for good character. Classroom teachers will be responsible for selecting the student(s) chosen from their rooms to receive a Star Student Award. Students receiving this award have consistently exhibited behavior traits related to our **PBS** word of the month.

Students will be selected monthly from each classroom to be recognized for having shown academic excellence or improvement in academics, attitude and/or behavior. Classroom teachers will be responsible for selecting the student(s) chosen from their rooms to receive a Rising to Excellence Award.

It is an expectation that every student should be recognized throughout the year.

### **OPENING AND CLOSING OF THE CLASSROOM**

Primary and Elementary staff members need to be at school before 7:45 a.m. Staff members are expected to remain at school until 3:30 p.m.

Staff members who need to be out of the building during the designated contract times must notify administration. A sign-out sheet is in the office and will be kept throughout the year.

### **PBTE – PERFORMANCE-BASED TEACHER EVALUATION**

Please review the process for evaluating certified teachers outlined in this handbook. The process can also be found on district website.

### **PERSONAL DAY (LEAVE)**

Personal days may be used throughout the year when needed. In order to provide a timely and adequate substitute, requests must be given to the building administrator at least five (5) days in advance of the personal day to be used.

### **PHONE CALLS / MESSAGES**

Personal phone calls will not be sent into the classroom except in emergency situations. Any personal calls that staff members need to make should be done during lunch or individual planning times. Please check your voicemail and email daily for messages before leaving the building. Receiving cell phone calls during classroom time is **unacceptable** except in emergency situations that must be approved by administration. Cell phones should be turned off during school hours. Email should be checked during non-instructional times of the day.

### **PLAYGROUND SUPERVISION**

Playground expectations are created to help recess be safe and fun for everyone. There aren't expectations to cover every situation, so be sure to encourage common sense and courtesy. The duty teachers must insist on safe and fair play. Children may go to the nurse or use the restroom with supervisor's permission. Students are encouraged to go to the restroom before or after recess. Students will not be allowed back into the building to get equipment or take it back. Playground behavior issues should follow the same procedures as in the classroom. Please follow the behavior flow chart, send students to complete a think sheet, or send students to the office for major behavior issues. Please complete a behavior data sheet for all minor and major issues that take place on the playground and submit them to the office for data collection. **Flags for recess are located at the end of the hallways. Please check the flags before going outside on days when weather is questionable; they are updated by office staff.**

**Flags: Red – Inside Recess      Yellow - Blacktop Only      Green – Outside Recess**

### **PROFESSIONAL DEVELOPMENT, CAREER LADDER, AND CEUs**

Teachers seeking to attend a conference must submit the appropriate paperwork to PDC, if necessary, and then to the principal for final approval. Teachers will also be required to submit a copy of their individual professional development plan each year. Principals and teachers will confer regarding plans throughout the school year. Individual plans should reflect goals of the district and building plans. **Building PDC members for the Primary School are Liz Austin and Ashley Angle and for the Elementary, Cheryl DeVore and Stephanie Stokes. Career ladder building representatives are Sandy Nichols, Sally Tracy and Diane Foster.**

All staff members are responsible for maintaining records and watching cut-off dates for professional development plans, career ladder, and CEUs. A log of professional activities is to be kept for state standards, teacher certification, and/or CEU credit.

### **PURCHASING AND REQUISITIONS**

All requisitions for needed supplies are to be made through the office. The requisition should include the name, item number, description of product, where it may be purchased, the name of the teacher, and the cost. **Shipping and handling must be included in the final cost.** Staff members should not telephone in orders and then follow up with the purchase requisitions, or purchase items and request reimbursement without prior approval. If you purchase something without prior approval, it may not be reimbursed. Always keep a copy of anything that is turned into the office.

### **SCHOOL – HOME COMMUNICATION**

We must pride ourselves on consistent and frequent communication with each student's parent/guardian concerning his/her progress. Parents form a vital link in the growth of our students. We need to urge them to contact the school whenever concerns arise to obtain information about their child's progress. Conferences between parents, students, and teachers provide an opportunity to discuss plans for ultimate success. The web site, email, and newsletters are great tools for communication, as well as being a district expectation.

Parents will be given information at the beginning of the year showing the objectives and goals. All parents should receive a positive contact each trimester. These contacts can include Student Success Cards, letters, phone calls, or emails. Teachers should also send concern reports to parents of any student that may be at risk behaviorally or academically. Please log student success and concern cards in the log sheet provided in Appendix E. You will be required to turn these in at the end of the trimester.

### **SPECIAL CLASSES – SCHEDULES**

Classroom teachers must make sure that they are on time in getting their class to and from P.E., music, art, library, computers, etc. It is also essential for the teachers of the "special" subject areas to be prepared and ready to go as well. **A scheduled time has been allotted for each classroom to take part in the special sessions. Please follow this. Any changes in the scheduled times must be approved by the administrator. A schedule is located in Appendix E.**

### **STAFF ABSENCE OR ILLNESS**

Teachers unable to report to school shall notify the principal at the earliest possible date. In case of illness, please report the absence before 6:20 a.m. if at all possible. If it is necessary to be absent on additional day(s), please call the office before 3:00 p.m. so that we may retain the same substitute, if possible. Please refer to Board Policy GCBDA for specifics. Please be sure to always complete the request-for-leave form found in office.

### **STAYING IN DURING RECESS**

Children should always be sent outside with the exception of bad weather. Bad weather shall be defined as any precipitation or when the thermometer reaches 20, including wind chill factor.

Indoor recess shall be supervised by recess duty teachers/staff. Students should not be left without appropriate supervision in classrooms. **Students should not miss more than one recess per day due to missing assignments.**

### **STUDENT DISMISSAL**

If a student must leave during the day, the office will contact the teacher, either through a phone call or by issuing a green pass to the parent. If a parent comes to the classroom without one of those methods of communication, do not release the student. Ask the parent to go to the office. Please make no exceptions. All teachers, students, and parents should follow the procedures for end-of-the-day dismissal as outlined. **ALL students must be escorted to the gym or bus doors by a teacher. Students should walk in an organized, SSS line when exiting the building.**

### **STUDENT SUPERVISION**

Every teacher is responsible for the supervision of students throughout the building. **Do not leave the students unsupervised at any time of the day.** The teacher must walk students to other classes, lunch, library, recess, bus, etc.

### **SUBSTITUTE PLANS**

It is imperative that when there is a substitute teacher, there are more than enough activities to keep the students actively engaged in learning for the entire time period. Lesson plans and a class roster should be readily accessible to the substitute. **Please complete the substitute information sheet found in Appendix G and keep it readily available for a substitute, along with emergency plans.**

### **SUNSHINE FUND**

Flowers/plants will be sent for death of immediate family members only. This includes mother, father, mother-in-law, father-in-law, brother, sister, husband, wife, or children. Special circumstances may be considered. Flowers will be sent to staff members with serious illness or surgery. Cards will be given for deaths of extended family members and for serious illness or surgery of immediate family. In the past, the Sunshine Fund has provided for gifts/cards for Boss's Day, Secretary's Day, and Christmas for office staff. The Sunshine Fund is responsible for baby showers, wedding showers, special recognition/occasions, etc. Annual dues will be evaluated on a yearly basis.

**If there is anyone who prefers not to receive flowers or cards from the Sunshine Fund, please let the Sunshine Fund coordinator know.**

### **VISITORS**

Personal visitors should not be in the classroom when students are present or instruction is occurring, unless the administrator has given prior approval. Parents visiting their child's classroom should limit their time to one hour during the instruction time. Special projects may exceed the recommended one-hour time limit.

## MIDDLE SCHOOL FACULTY EXPECTATIONS

The following list of expectations is provided for guidance but is not necessarily all-inclusive.

### Communications

- Update telephone homework hotlines daily.
- Teams will e-mail a list of homework assignments by 3:30 each afternoon to the technology department so that they may be placed on the school web site.
- Write and submit to school secretary appropriate newsletter items, as requested.
- Maintain a quiet classroom as the daily bulletin is read to students & hold a respectful Pledge of Allegiance during first hour.
- Have a professional voice mail message. Do not allow students to answer the classroom phone or take messages.
- Pass out lunch letters as requested.
- Use passes to release students into the hall.
- Post in your classroom the District Mission Statement, Crisis Plan, and Emergency Evacuation Plans for the classrooms.
- As professionals, frequent and early communication to families of both successes and problems is expected. Communication with the home should be objective, polite, and respectful. If a teacher suspects there may be controversy over a communication, he/she should consult with the administrator before sending written communication home.
- Professional collaboration is an expectation. Collaboration is a systematic process for working together interdependently to analyze and impact professional practice to improve individual and collective results.

### Core Team Instruction Time

- Teams of core subject instructors may restructure the schedule for instructional time and re-divide or reassign students on a temporary basis for various reasons, including re-teaching a needed skill or concept, enrichment activities, large group assemblies, small group instruction, interdisciplinary units, thematic teaching, career exploration, field trips, etc.
- Any changes to the core team instruction time should be approved in **advance** by the building principal. Core teachers are responsible for notifying the office of any temporary changes in student schedules. Permanent changes may only be approved by the principal or counselor and placed into SIS by the office.

### Discipline Referrals

- Teachers are expected to discuss classroom, team, and school behavior expectations with students.
- As much as possible, the classroom teacher should attempt to handle discipline issues with students through means of student conference and parent contact before an office discipline referral is issued.
- When a student needs to be sent to the office for a discipline referral, please fill out a Behavior Report Form and send it to the principal **ASAP** when the misconduct occurs.

## Duties

- Faculty members will be assigned one week of morning duty in the gym approximately twice per semester. During this time, teachers should monitor student behavior, handle morning lunch procedures, and dismiss students for class at the appropriate time. Please be present before the 8:00 bell rings.
- Faculty members will be assigned one week of bus duty approximately once per semester. If you have a last period class, arrange to take your class to a nearby teacher and then report to the area between the bus circle and the walkway between the middle school buildings a few minutes before the release bell for bus riders rings. Appropriate supervision of exiting bus students is the duty.
- Faculty members will be assigned lunch duty once per week. On those days, teachers will accompany their class to the cafeteria a few minutes before the lunch bell rings and have the students line up. Students who have their lunch card should line up at the doors to the kitchen area, and students who do not have lunch cards should form a line on the east wall. One faculty member should stand at the front of the line and release students to the kitchen area while any other faculty members on duty should walk through the cafeteria to monitor student behavior. At the end of the lunch period, faculty members should make sure students clean up their area and throw away all trash before releasing the students to their next class. Remember, active supervision is always more effective than passive supervision. A teacher on his/her feet, moving through the lunchroom, can prevent many potential problems.
- Faculty and staff members should monitor students in the hallway before and after school and between classes as much as possible. Please be a visible presence in the building, especially between classes and during passing times. Failure to provide adequate supervision can result in teacher liability issues and possible disciplinary action.
- Occasionally, teachers will be asked to supervise after-school detention, ZAP detention, or Saturday detention. Students should bring assignments to work on during that time. If the students do not have an assignment, they should bring a book to read. The teacher is expected to provide assistance to students with the assignments, as well as a quiet atmosphere in which students can work. Students should not watch movies, play cards, or participate in non-educational activities during detention.

## Expected Attendance for Special Events

- Faculty members are expected to be in attendance for Open House/Curriculum Night, Parent/Teacher Conferences, Academic Awards Night/8<sup>th</sup> Grade Promotion, and ALL faculty meetings. A list of these dates will be provided at the beginning of each school year.
- Faculty wishing to receive “advanced” or “exceeds” on their PBTE evaluation will be expected to attend school events outside of the normal expectation, such as the holiday band or choir concerts, or the spring band and choir concerts.

## Faculty and Staff Attendance, Absences, and Leaves

- Faculty and staff members are expected to arrive to school no later than 7:45 a.m. and leave no earlier than 3:30 p.m., unless cleared by the building principal.
- Contact the principal immediately if you are ill or need to be gone. Inform the building principal what duties you have that day so that they can be covered.

- If a substitute is needed for your classes due to illness, notify the principal prior to 6:00 a.m.. Please call **ASAP** (including the night before or as soon as you know) when you will be absent.
- Absence for any reason other than illness should be approved in advance by securing a “REQUEST FOR LEAVE” form from the office. This form needs to be completed in advance and submitted to the building principal for approval prior to the absence. Please refer to policies **GCBDA & GCBDB** above.
- During the school workday, any departures (unscheduled by work assignments) by staff or faculty from the building will require notification and **approval** of the principal or office as to the location and expected return time of the staff members. *This is especially important when taking students outside during the school day.*
- Any faculty or staff departure or late arrival over 90 minutes will be charged as one-quarter day of leave.

### **Fundraisers, Field Trips, and Classroom Costs Assessed to Students**

- Any faculty member who wishes to hold or conduct a fundraiser, field trip, or assess or pass on costs of an activity to students will first present, in writing, the details of the activity and reasons to the principal (on appropriate fundraiser request forms, if necessary). He/she will also need to receive approval before sending home any announcements of such an activity.

### **Grade Checks**

- The middle school offers grade checks to parents and students approximately each three weeks. **All middle school faculty** (full-time or part-time) are expected to issue appropriate grade checks on the days designated. A dated list will be provided each school year and is also provided in the student handbook. Each grade check will reflect all assignments and student work up to that date. Appropriate **ZAPs** must be issued to students whose grade checks reflect an incomplete piece of work.

### **Planning/Conference Time**

- Academic teams will regularly for the purpose of planning and organization. One day each week should be designated to review and discuss progress of students who have been identified as at-risk. On this day, the counselor for that grade level or student will be present and participate in the planning and implementation of strategies to assist that student in becoming successful.
- Teachers should have individual planning time each day following team planning so that they may plan their separate classes. Teachers may also choose to use this time to meet with special program instructors or parents. Phone, email, or letter communications with parents may also be made during this time. Copying, filing, and lesson planning are all appropriate uses of this time allocation, provided team business is complete and a parent conference or meeting is not scheduled.

### **Professional Information**

- Faculty and staff members are expected to dress professionally. No jeans are to be worn by faculty members except on designated special days throughout the year. Faculty

members will be notified in advance of those days. **Those days will include school spirit Fridays and Golden Eagle Week incentives.**

- Faculty who wish to attend professional conferences should request funds from the Professional Development Committee. If funds are approved for the conference, please fill out a “REQUEST FOR LEAVE” form from the office. Principal permission to attend is required.
- If teachers complete college hours or have an updated teacher certificate, please give a copy to the Superintendent’s Office at the beginning of the school year (before or during the first teacher workshop day) in order to process any salary changes.
- Handle any changes to home address, phone, insurance data, and/or W-4s through the Superintendent’s Office with the bookkeeper or district secretary.

### **Quality Communication**

- The middle school belief is that the quality of our school is related to the quality of the relationships that exist within our school. It is our expectation that our faculty will communicate with each other, our students, and our community in a professional manner which promotes quality relationships. **Please refer to board policy GBCB.**

### **Record-Keeping**

- Take attendance on the computer within the first ten minutes of each class period. If a student is suspected of truancy, phone the office for confirmation.
- Keep current and accurate grades.
- Print and distribute grade checks on the dates provided by the administration.
- Keep and maintain records of lesson planning.
- Maintain a log of phone conversations with parents and notify the principal of any potential problems.
- Keep accurate records of textbooks assigned to students and assess fees for lost and damaged books.

### **Teacher Instruction, Assigned Homework and Projects, and ZAP**

- Advisory, **which includes sustained silent reading (SSR)**, is to be held each day. **Teachers are expected to model the appropriate behavior for students by reading during the designated time or following the appropriate lesson plan. Writing, grading, computer work, or emailing is unacceptable. Teachers will also be expected to conduct Positive Behavior Support (PBS) lessons assigned by the administrator.**
- Please teach according to the written curriculum. Established lesson plans and activities should be followed based upon **Grade Level Expectations (GLEs)**.
- Homework should be assigned by teachers to reinforce classroom instruction, not as busy work or punishment.
- The **ZAP** plan is in place to reinforce the practice of students completing class work and homework and then returning it to the teacher for evaluation and assessment. Students who do not complete a homework assignment should be assigned a **ZAP** notice from the teacher, and the **ZAP** plan listed in the student handbook should be followed. The **ZAP** plan must be followed before any **ZERO** grades for no work can be assigned.
- Teachers are expected to direct students to list all assignments in their planner.

- Teachers should not assign daily homework assignments over holiday breaks and vacations for Thanksgiving, winter holiday, spring break, Labor Day, and Memorial Day.
- Major projects and assignments should not last in excess of twenty school days and are not expected to extend over holiday breaks unless approved in advance by the building principal.
- All grades for major projects should be included into that quarter or semester grade.

## HIGH SCHOOL FACULTY POLICY

### **ARRIVAL AND DEPARTURE TIMES**

Staff members should arrive at school before 7:45 a.m. Each staff member is to be at his/her assigned area at 7:45 a.m. until the 8:00 bell rings. Staff members are expected to remain at school until 3:30 p.m. Staff members who need to arrive late or leave early should notify the administration prior to doing so. Faculty or staff absences, departures, or late arrivals will be recorded as one-quarter, one-half, or one full day of leave time, as noted in board policy GCBDA, Staff Short-term Leaves and Absences. During the school workday, any departures from the building by staff or faculty (unscheduled by work assignments) will require notification and **approval** of the principal or office as to the location and expected return time of the staff members.

### **ATTENDANCE PROCEDURES**

Attendance will be taken within the first ten (10) minutes of class and entered on the computer hourly. A student who is tardy should be recorded as such. If the tardy is excused, the tardy should not count against the student.

### **CALENDAR**

Please notify the office at the earliest possible date of any special events, field trips, parent nights, guest speakers, etc. that have not already been scheduled or which need to be changed.

### **CLASS SPONSORS**

Duty time as a class sponsor will vary with the class sponsored and the activity involved. Volunteers for sponsors will be taken. If there are not enough volunteers, class sponsors will be assigned with assignments rotating each year. The number of sponsors needed per class is:

Ninth grade:	Three
Tenth grade:	Three
Eleventh grade:	Four
Twelfth grade:	Four

### **CRISIS MANAGEMENT PLAN**

**The district Crisis Management Plan should be placed in each room by the door so that the information is accessible for the teacher and/or substitute.**

### **DISCIPLINE REFERRALS**

Teachers are expected to discuss classroom and school behavior expectations with students, including consequences such as detention, ISS, and OSS. As much as possible, the classroom teacher should attempt to handle discipline issues with students through means of student conference and parent contact before an office discipline referral is issued. **Teachers must carry out disciplinary actions in accordance with school-wide expectations, including the use of other interventions as outlined in the discipline matrix.**

When a student needs to be sent to the office for a discipline referral, please complete the discipline referral on SIS Profile.

## **DRESS**

Name tags must be worn at all times. A teacher's manner of dress should always reflect professionalism and good taste. Casual wear (blue jeans, overalls, tennis shoes, wind suits, etc.) should only be worn on Fridays or the last day of the school week. In order to do this, staff members must pay \$1.00 for each week to wear jeans or dress down. At the end of the year, the staff will award a scholarship to a graduating senior based on the funds accumulated.

## **DUTIES**

Faculty members will be assigned duties per the schedule. During this time, teachers should monitor student behavior. Teachers on parking lot duty should make sure that students do not loiter on the parking lot. Once the students arrive on school grounds, they are to enter the school.

Faculty members will be assigned lunch duty once per week. On the days of assigned lunch duty, the teacher will dismiss his/her class to the cafeteria five minutes before the lunch bell rings and have the students line up. One faculty member should monitor the ala carte line; one should monitor the regular lunch line; and one should remain in the commons to monitor the students who are eating. Once all students have gone through the lunch lines, faculty members should move to the commons area to assist in monitoring the students. At the end of the lunch period, faculty members should make sure students clean up their area and throw away all trash. Remember that active supervision is always more effective than passive supervision. A teacher on his/her feet, moving throughout the lunchroom, can prevent many potential problems.

## **EMERGENCY EXIT**

The emergency exit map should be visibly placed in each room by the door with an arrow indicating the proper exit. Every teacher should have a green/red card to show all students are accounted for during an emergency or drill. A date of scheduled drills is given out at the beginning of the year. All staff and students are to report to the designated areas for emergency drills.

## **FACULTY MEETINGS**

Faculty meetings will be scheduled throughout the school year, usually occurring on Tuesdays. The meetings will be held at 3:30 and will last until 4:30. Teachers will know of meeting dates in advance and are expected to be in attendance at each meeting. All outside obligations should be scheduled around faculty meetings.

## **FUNDRAISING**

Any faculty member who wishes to hold or conduct a fundraiser, field trip, or assess or pass on costs of an activity to students will first present, in writing, the details of the activity and reasons to the principal (on appropriate fundraiser request forms if necessary). They will also need to receive approval before sending home any announcements of such an activity.

## **GRADING GUIDELINES**

The high school offers grade checks to parents and students approximately each three weeks. All high school faculty are expected to issue appropriate grade checks on the days designated. A dated list will be provided each school year and is also provided in the student handbook. Each grade check will reflect all assignments and student work up to that date. It is the teacher's responsibility to thoroughly explain his/her grading system and to keep the SIS grade book current. Teachers should strive to keep grade books current each week but must have the grade books current for each grade check. Please remember that our school patrons can access their student's grades, so teachers are strongly encouraged to keep this information current.

## **HALL PASSES**

All students leaving a classroom for any reason should have a hall pass. The passport section of the student planner is the only acceptable hall pass. No student should be released from your classroom without his/her handbook.

## **INSTRUCTIONAL PRACTICE**

High school teachers must be engaged in bell-to-bell teaching. This means that all students must be engaged in activities directly related to that particular class at all times. Teachers must make a special emphasis on highly engaging activities, stressing active learning and teaching through authentic project work, cooperative learning, hands-on learning, active discussions, etc. While this type of teaching is not feasible 100% of the time, active teacher and student engagement should be prevalent throughout the day.

## **PBTE – PERFORMANCE BASED TEACHER EVALUATION**

Please review the process for evaluating certificated teachers outlined earlier in this handbook. The process and all related paperwork is on the district computer network, on the T drive.

## **PDC**

All staff members are encouraged to engage in professional development activities throughout the year. Staff members are encouraged to attend a professional development activity. A PDC form needs to be completed and turned in to the principal and then PDC committee members for approval prior to the activity. CEU credit needs to be completed prior to the activity.

## **PHONE CALLS / MESSAGES**

Personal phone calls will not be sent into the classroom except in emergency situations. Any personal calls that staff members need to make should be done at lunch or individual planning times. Please check voicemail and email daily for messages before leaving the building. Please do not use your cell phones during class time.

## **PROFESSIONAL DEVELOPMENT PLAN, CAREER LADDER, AND CEU'S**

All staff is responsible for maintaining records and watching cut-off dates for professional development plans, career ladder, and CEUs. Each staff member will have a professional development plan reviewed and updated with the principal each year. A log of professional activities is to be kept for state standards, teacher certification, and/or CEU credit. Individual plans should reflect goals of district and building plans.

## **PROGRESS CHECKS**

Teachers are expected to keep all parties updated on the progress or lack of progress in each class. Parents of any student who is earning a grade of “C” or below must be contacted by the classroom teacher. This correspondence can be through a face-to-face meeting, email, or a telephone call. It would be best practice to use a combination of these means of communication for students who need to be contacted more than once throughout the school year. Teachers are also encouraged to contact parents of student who consistently perform at high levels and parents of students who show significant improvement. Please document these conversations on SIS.

## **PURCHASING AND REQUISITIONS**

All requisitions for needed supplies are to be made through the office. The requisition should include the name, item number, description of product, where it may be purchased, the name of the teacher, and the cost. **Shipping and handling must be included in the final cost.** Staff members should not telephone in orders and then follow up with the purchase requisitions, or purchase items and request reimbursement without prior approval. Always keep a copy of anything turned into the office. Request for reimbursement without prior approval may result in the individual not being reimbursed.

## **SCHOOL – HOME COMMUNICATION**

We must pride ourselves on consistent and frequent communication with each student’s parent/guardian concerning his/her progress. Parents form a vital link in the growth of our students. We need to urge them to contact the school whenever concerns arise to obtain information about their child’s progress. Conferences between parents, students and teachers provide an opportunity to discuss plans for ultimate success. The web site and newsletters are great tools for communication. Any written communication to be sent home to parents should be approved by the building principal in advance.

## **STAFF ABSENCE/ILLNESS**

Teachers who are unable to report to school should notify the building administrator at the earliest possible date. In case of illness, please contact the building principal **no later than 6:00 a.m. on the day of the absence.** The night before is appropriate if a teacher knows that he/she is not going to be able to attend the following morning. If additional days of absence are necessary, please let the office know so substitutes can be contacted. Absence for any reason other than illness should be approved in advance by securing a “REQUEST FOR LEAVE” form from the workroom. This form needs to be completed in advance and submitted to the building principal for approval prior to the absence.

## **STUDENT DISMISSAL**

If a student must leave during the day, the office will contact the teacher, either through a phone call or by issuing to the parent a blue pass. If a student indicates he/she is supposed to leave and doesn’t have a blue pass, please contact the office.

## **STUDENT HEALTH CONCERNS**

A copy of student health concerns will be distributed at the beginning of the year. All information is confidential. All staff should be aware of health concerns that impact the student, including during recess.

## **STUDENT LATE WORK POLICY**

### **Late Work**

Work is considered late if it is not turned in when the teacher calls for it. If a late assignment is turned in the next day, the student will receive full credit for completing the work. If a late assignment is turned in by the next class period (2 days), the student will receive a maximum grade of 70% for completing the work. If an assignment is turned in more than 2 days late, the student will receive a maximum grade of 50% for completing the work.

In accordance with college level expectations, no late work will be accepted in dual credit classes unless arrangements have been made with the teacher.

### **Projects**

- The points possible for a particular project should be low enough that, in the event the student did poorly on the project, the student would not fail the quarter.
- If the project is a group project, it should be broken down so that each member has a specific task to do and should be graded on that task.
- If an overall group grade is given for the project, the number of points should be minimal.
- Projects should have benchmarks along the way where points are awarded for the completion of work at each benchmark.
- The project is due on the due date.
- If a student acquires all or a majority of the possible points at each benchmark and is unable to turn it in on the due date, that student would be able to turn the project in the following morning, prior to the beginning of school, and could receive a maximum grade of 70% on it. This is in line with the late homework policy. Projects would not be eligible to be turned in late except under the guidelines outlined above.

### **Incomplete Work**

- Partially completed assignments may be turned in when due and receive the grade for the work completed.

Exceptions to these guidelines must be submitted to and approved by the administration.

## **STUDENT SUPERVISION**

Faculty and staff members must monitor students in the hallway before and after school and between classes. All staff are expected to be a visible presence in the building, especially between classes and during passing time. Failure to provide adequate supervision can result in teacher liability issues and possible disciplinary action.

Every teacher is responsible for the supervision of students throughout the building. **Do not leave the students unsupervised.**

## **SUBSTITUTE PLANS**

It is imperative that you have a substitute plan that contains more than enough activities to keep the students actively engaged in learning for the entire class period. Teachers should turn into the office a set of black day and red day emergency lesson plans that are to be used just for this – an emergency. If teachers have an appointment or know that they are going to be gone, lesson plans must be prepared in advance.

## **TEXTBOOK CHECK-OUT**

It is imperative that each teacher be responsible for all their books, both those checked out and those left on the shelf. Textbook monies may be declining in the upcoming years. Therefore, we must take care to track all existing books.

The following procedure is required for student check-out and check-in of books:

1. The teacher should place the student's full name, date, and condition of the textbook issued to student on the "Book Checkout List," and the student should sign his/her name acknowledging receipt of the book.
2. Upon receiving a textbook, each student should make a complete list of any and all damages to the textbook on a sheet of paper. This sheet of paper should be collected by the teacher and kept until the book is checked in. Textbook numbers should also be recorded in the teacher's grade book.
3. Books must be checked back in with extreme care. Teachers should check book damage against the list prepared by the student when the book was checked out. If there is any additional damage to the book, a student fine/fee form must be filled out. The same check-in procedure applies whether a student checks out during the school term or at the end of the school year. The student should sign his/her name in the "Returned" column with the teacher initialing that it was returned.

## **VISITORS**

Personal visitors should not be in the classroom when students are present or instruction is occurring, unless the administrator has given prior approval.

**ACKNOWLEDGEMENT OF READING AND UNDERSTANDING  
BOARD POLICIES AND PROCEDURES**

**\*AC Nondiscrimination and Anti-Harassment Policy and Grievance Procedures**

I have read and understand the Southern Boone School District Discrimination and Anti-Harassment Policy, including the procedures for filing a grievance.

**\*GBEBA Drug-Free Workplace**

**DRUG-FREE WORKPLACE ACKNOWLEDGMENT FORM**

I have read and I understand the Drug-Free Workplace policy. I understand that if I violate the Drug-Free Workplace policy, I will be subject to discipline up to and including termination *or I may be required to participate in a substance abuse treatment program. If I fail to successfully participate in a substance abuse treatment program, I understand I may be subject to discipline up to and including termination. I understand that if I am required to participate in a substance abuse treatment program and I refuse to participate, I may be subject to discipline up to and including termination.* I also understand that if I am convicted of a criminal drug offense committed in the workplace, I must report that conviction to my supervisor within five (5) days of the conviction.

**\*GCBDA & GCBDB Long-Term and Short-Term Leave and Absences including the Family and Medical Leave Act (FMLA)**

I have read and understand the Leave and Absence Policies of the Southern Boone School District including my rights under the Family and Medical Leave Act.

**\*EHB Technology Use Policy**

I have read the Southern Boone County R-1 School District Technology Acceptable Use Policy and Regulations and agree to abide by its provisions.

**\*Staff Conduct**

I have read and understand Staff Conduct expectations.

I acknowledge reading and understanding the above policies and expectations. I also acknowledge receiving a Faculty Handbook. (A copy of this handbook is also available on the District Intranet Page.)

---

Signature of Employee

---

Date