

VALLEY VIKINGS

FACULTY HANDBOOK



2023-2024 SCHOOL YEAR

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EDUCATIONAL PHILOSOPHY

Mission Statement:

“Preparing our Students Today for the Challenges of Tomorrow”

STATEMENT OF PURPOSE

The Valley R-VI School District affirms that the perpetuation of democracy is dependent upon an educated citizenry, that the public schools contribute to opportunity among our people and that education is the greatest constructive force at the disposal of democratic people for the solution of their problems. The Valley R-VI School District affirms that the purpose of education is the development of each individual for the fullest participation in the American democratic society: those social, civil, economic, and vocational competencies are as important as academic literacy. Moral, ethical, and spiritual values have been from the first an indispensable and significant part of the program of the American public schools. The Valley R-VI School District shall continue to employ every means possible to instill high moral principles in our children and youth and join with the home, churches, and all other constructive community agencies for this purpose.

EDUCATIONAL OBJECTIVES

It is the obligation of the Valley R-VI School District to provide the best possible educational opportunities for its children with the limits of our financial ability. These educational opportunities should be broad enough whereby each person in school may:

1. Become aware of his/her own interests, abilities, and potentialities.
2. Evolve a plan whereby his/her own growth in terms of interests, abilities, and potentialities can be assured.
3. Develop and maintain good health, proper health habits, and physical fitness. Develop dress and grooming habits that will not in any way detract from the normal educational process.
4. Become proficient in the areas of language arts, science, social studies, math, and health/P.E.
5. Become equipped for happy and successful living in a vocation for which he/she is well adapted.
6. Be prepared for enjoyable living through the development of an appreciation of art, music, and literature and the development of skills in certain hobbies and recreational activities.
7. Be prepared for and participate in the social, economic, political, and ethical responsibilities as an active American and world citizen.
8. Be trained in our democratic way of life so that he/she will have knowledge of the development of our country, our patriotic leaders, our institutions, our songs, and our American heritage.
9. Develop critical thinking skills/problem-solving skills that will help students adapt and cope in an ever-changing society.

NON-DISCRIMINATION

The Board of Education believes in the right of every student to receive equal opportunities in all educational programs and activities conducted by the district. In addition, the right of every qualified individual to expect fair and equal treatment both as applicants for employment and as employees. It is the policy of the Board to accord equal consideration and impartial treatment regardless of race, color, national origin, ancestry, religion, socio-economic status, sex, age, handicapping conditions, or organizational memberships. This policy will prevail in all matters concerning the staff, the students, the public, the educational programs and services of the district, and individuals with whom the Board does business.

In keeping with the requirements of federal and state law, this school district strives to remove any vestige of discrimination in employment, assignment, and promotion of personnel; in educational programs, offerings, services, and vocational opportunities offered to students; in the assignment of students to schools and classes; in student discipline; and in the location and use of facilities and educational materials. The Board will designate an individual to act as the district's nondiscrimination compliance coordinator and ensure that the coordinator's name, business address, and telephone number, as well as the statements of nondiscrimination by the district, are published for/distributed to patrons, employees, and students on an annual basis.

The Board shall continue all necessary actions to ensure that discrimination does not occur in the educational program, employment practices, or activities in the school district.

PUBLIC NOTICE

All public schools are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools, beginning on the child's third birthday through age twenty-one (21), regardless of the child's disability. Disabilities include: learning disabilities, mental retardation, behavior disorders/emotional disturbances, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/other health impaired, multi-handicapped, deaf/blind, autism, early childhood special education, and traumatic brain injury.

All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. Parents have the right to file complaints with the U.S. Department of Education or the Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The district has developed a Local Compliance Plan for implementation of Special Education, and this plan is available for public review during regular school hours on the days that school is in session in the Office of the Superintendent of Schools.

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty (20) who reside in the district or who parent/legal guardian resides in the district. This census is compiled as of May 1st each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child; parent/legal guardian's name/address; birth date and age of each child; and each child's disability or suspected disability. Should the district fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact your school district.

Mr. Jason Samples, Superintendent
Valley R-VI School District
#1 Viking Drive
Caledonia, Missouri 63631
Phone: (573) 779-3446

GENERAL INFORMATION, POLICIES AND PROCEDURES

The principal shall be responsible for supervising teachers in maintaining an environment conducive to instruction. Teachers shall be responsible to principals in matters of general policies, teacher responsibilities, classroom management and control, and other routines necessary for orderly operation of the building.

ABSENCES BY TEACHER

DAILY ABSENCES

Staff are entitled to 10 sick/personal days each year. No more than three personal days may be used consecutively without prior approval from the superintendent. It is important to remember, however, that students benefit from their teacher being present at school and teachers should make every effort to be here.

If teacher is aware of needing to miss work at least 48 hours prior to absence(s), teacher needs to fill out a Request for Substitute Form and turn it into Central Office to be approved or denied by superintendent. The substitute teacher, if needed, will be assigned through the superintendent's office. Upon return from absence, the teacher needs to return to Central Office to sign paperwork.

In the case of a teacher needing to ask off work with less than 48 hours' notice, the request needs to be made with the building secretary. If requesting a sub that day, teachers should call their building secretary at home by 6:30 A.M. to obtain a substitute. If a teacher cannot reach the secretary for any reason, then the building principal should be contacted.

Substitutes—To facilitate order in your classroom during your absence, be sure to furnish the substitute with clear and definite assignments. Also, you need to leave in an obvious place a substitute folder containing the following:

1. Grade book or roster and seating chart
2. Your daily schedule
3. Location of books, equipment needed, breakfast/lunch sheets, etc.
4. All copies of work students are expected to complete
5. General expectations and classroom rules
6. Name and location of a colleague who might help a substitute teacher

In cases of advance notice of daily absence, **teachers are to arrange to trade duties with another teacher for their morning/lunch/afternoon duties.** In cases of no advance notice of daily absence, teachers should notify the principal/secretary of any morning/lunch duties at time of call. A substitute teacher may be required to take a morning or lunch duty. If this is not possible, another teacher will be used. The teacher missing the assigned duty will be required to repay the teacher for the missed assigned duty.

PROFESSIONAL STAFF LEAVES AND ABSENCES

The Board believes that the provisions of leaves for the professional staff help to attract and retain faculty who will continue to grow professionally, maintain their physical health and have a feeling of security. The Board believes that can best be accomplished in the following ways:

1. Encourage employees to take necessary time to recuperate from illness.
2. Provide employees with income in the event of illness or accident.
3. Provide a way for employees to arrange for absence in the event of an emergency.
4. Cooperate with the employees in arranging time for the performance of certain obligations or for other personal purposes that can be accomplished only during school time.

SHORT-TERM LEAVES AND ABSENCES

The following leaves with pay will be accorded full-time professional staff employees:

1. Certified staff employees will be entitled to ten (10) days of sick/personal leave.
2. Sick Leave: In the situation of an employee only missing a few hours, absences will be recognized on a per hour basis. Unpaid leave shall not be considered sick leave for any purpose. Absences may be charged against sick leave for the following reasons:
 - a. Illness, temporary disability*, or permanent disability of the employee. The building principal, the Superintendent, and the Board reserve the right to require a physician's certification attesting to the illness or disability of the claimant and/or inclusive dates of the employee's incapacitation if the absence is for more than ten consecutive days.
 - b. Illness, injury
 - c. A district employee shall not be entitled to use sick days during the period the employee receives Workers' Compensation for time lost or work-related accidents.

The Superintendent may temporarily approve additional leave less substitute's pay in cases of prolonged illness where all other leave has been used. This approval is subject to affirmation by the Board of Education at their next meeting. If the Board affirms the approval, any changes in compensation will become effective immediately.

3. Bereavement Leave- Employees shall be entitled to sick/personal leave in the event of a death in the immediate family (father, mother, brother, sister, wife, husband, son, daughter, step-son, step-daughter, step-mother, step-father, mother-in-law, father-in-law, grandparent, grandchildren) and any death of a person who lives in the employee's home and is under the sole care of the employee. The leave will be for a maximum of three school days (days in session, professional development in-service days, parent teacher conferences and workdays) if requested by the employee. There will be no reduction of leave accumulation of the employee using these three days of bereavement leave. Additional days needed will be deducted from the sick/personal days of said employee. **Effective July 1, 2019.**

4. Personal Leave: Professional staff members may use their short-term leave days as personal days; however, they may not use more than three (3) days consecutively. Personal leave may not be granted on the day preceding or following a holiday. In cases of unusual circumstances not specifically covered by these regulations, leave shall be approved by the building principal. Appeal of said decisions may be directed to the Superintendent. If still unresolved, it may be referred to the Board of Education.

5. Pregnancy and Childbirth Leave: The employee shall notify her building principal as soon as she knows she is pregnant. The 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 crucial duties is not impaired, based on medical opinion.

The employee shall be granted sick leave during periods of pregnancy-related disability; and if necessary, an unpaid leave of absence will begin for the time recommended by her physician. The employee shall return to duty within six weeks after childbirth or adoption or is physically able, based on medical opinion. This paragraph creates no rights extending beyond the contracted period of employment. Any additional time must have a specific statement of disability from the attending physician. The employee may request in writing leave without pay beyond the actual period of physical disability in order to care for the newborn or newly adopted child. *Pregnant employees shall be treated the same as other employees who are similar in their ability or inability to work for all purposes under this policy.*

6. Professional Leave: Teachers may be granted professional leave by notifying the building principal and with subsequent approval of the Superintendent.

Professional staff members who are employed on a nine-month basis will have 1/180 of this annual salary deducted for each day of absence not covered by sick, personal, or professional leave. Unusual cases will be discussed by the administration and Board of Education.

*The Board considers child-bearing a temporary disability. Any professional staff employee requesting a short-term leave for that purpose shall be afforded all privileges and restrictions of this policy.

**The Board defines “immediate family” to include an employee’s spouse, parents, children, mother-in-law, father-in-law, grandparents, aunts, uncles, grandchildren, brothers, sisters, brothers-in-law, sisters-in-law, nieces, and nephews.

LONG-TERM LEAVES OF ABSENCE

The Board of Education recognizes that the personal welfare and the professional growth of its employees may require occasional extended absences from duty. Therefore, the Board may grant the following long-term leave of absence under specified conditions:

1. **Sabbatical Leaves of Absence-** The Board of Education may grant sabbatical leaves of absence to certified employees for further professional study at the graduate level under the following conditions:
 - a. The leave of absence shall be based upon a written request by the employee and the recommendation of the Superintendent of schools and shall not be granted for a period longer than one year.
 - b. The employee must have been employed by the district for not less than six consecutive years immediately preceding the request.
 - c. The employee shall request the leave ninety days prior to the end of the school year preceding the leave period.
 - d. The Board of Education shall be able to make satisfactory arrangements for the performance of the ordinary duties of the employee during the period for which the leave of absence is requested.
 - e. The leave of absence shall be without pay by the school district.
 - f. If the employee has tenure status, the leave shall not affect that status.
 - g. Upon returning from leave, the employee will be reinstated at the proper position on the salary schedule—losing only that time during which regular duties were not performed.
2. **One-Year General Leave of Absence-** The Board of Education may grant a one-year general leave of absence for reasons other than the continuation of professional study. For example, illness, child-rearing, military, or other personal reasons. These leaves will be subject to the following conditions:
 - a. The leave of absence shall be based upon a written request by the employee. It shall coincide with the school year and not be for a period of more than one year. Exceptions may be granted for military service.
 - b. The employee shall have been employed by the district for not less than six consecutive years immediately preceding the request.
 - c. The employee shall request the leave ninety days prior to the end of the school year proceeding the leave period.
 - d. The Board of Education shall be able to make satisfactory arrangements for the performance of the ordinary duties of the employee during the period for which the leave of absence is requested.
 - e. The Board of Education shall determine whether the employee has provided valid reasons for a leave. Also, the number of leaves granted in any one year shall be left to the discretion of the Board of Education.
 - f. Upon the employee's return to the school system, he/she shall be reinstated at the proper position on the salary schedule-- losing only that time during which regular duties were not performed. The Board of Education retains the right to hire a certified replacement within the teacher's area of certification. A teacher on leave of absence (not to exceed one year) will have first option to fill any position for

which they are certified and which is opened for employment for a period not to exceed one year.

- g. The leave of absence shall be without pay by the school district.
- h. If an employee had tenure status, the leave will not affect that status.

Personnel Leave Board Policy 4320

Beginning with the school year 2017-2018 sick leave and personal days will be rolled into the same accumulated account. However, employees are still required to adhere to the following regulations and to mark the appropriate building forms to designate the reason for the absence. All certified and support staff who work 15 or more hours per week shall be granted sick leave/ personal days in accordance with the number of months employed (see below for details of the total amount of paid sick/personal days awarded per year).

9-10 month employees = 10 days

11 month employees = 11 days

12 month employees = 12 days

Paid Sick Leave

Sick leave may only be used for illness of the staff member or the staff member's immediate family. Immediate family is defined as spouse, parent, grandparent, child, sibling, daughter or son-in-law, grandchild, or non-family residing within the staff member's home. The Superintendent/designee may request a physician's statement and/or verification that the employee may return to work regarding an absence of more than three (3) consecutive days or absence immediately preceding or following a school holiday or break in the school calendar (excluding a regular weekend)

Payment for unused sick/personal leave will be at the rate of 50 (fifty dollars) per day. Classified staff may build up a maximum of 60 days and will be paid at the end of each fiscal year for days that are accumulated over the maximum. (e.g. employee "A" ends the fiscal year with 60 days. Beginning with the 17-18 school year they are granted the additional number of days according to the months worked at the end of the 17-18 fiscal year they will be paid to bring them back to the maximum of 60 accumulated days) Certified employees may build up to the maximum of 90 and the same guidelines as for classified. (e.g. employee "B" ends the fiscal year with 90 days. Beginning with the 17-18 school year they are granted the additional number of days according to the months worked at the end of the 17-18 fiscal year they will be paid to bring them back to the maximum of 90 accumulated days.)

Personal Leave

A maximum of three (3) days may be used in any school year for Personal Leave purposes. These days are used at the discretion of the employee for occasions that are not covered under the sick leave policy or one of the other leave policies listed in other sections of this regulation, and cannot be performed before or after school hours. All unused personal leave at the end of each fiscal year will be converted to Paid sick leave for the employee as defined by Paid Sick Leave.

Requests for personal leave immediately preceding or following a school holiday or break in the school calendar (excluding a regular weekend) must have prior approval from their Principal/Direct Supervisor and the Superintendent. Staff must also request prior approval from their Principal/Direct Supervisor and the Superintendent for the usage of more than two consecutive personal leave days. This leave must be requested from the Principal/Direct Supervisor and the Superintendent at least two (2) weeks prior to the date of the paid leave.

If extenuating circumstances occur, the Superintendent of Schools may approve additional usage of accumulated leave as the situation dictates.

Bereavement Leave

A maximum of three (3) days may be used in any school year for bereavement purposes. Use of these days will be charged to personal/sick leave and if insufficient personal leave is available, to sick leave. Bereavement leave is available only upon the death of a member of the employee's immediate family, as that term is defined in the sick leave regulation. Bereavement leave is not accumulative.

Leave for Jury Duty

Employees called for jury duty, for participation in the jury selection process, or subpoenaed to testify in a civil or criminal proceeding will be granted leave with pay. Employees will receive their normal pay less any jury or witness fees received. Employees called for jury selection or service on a jury will not be requested or required to use annual vacation, personal leave, or sick leave for time required in such civic service. (Jury Summons must be provided to Time Keeper with an Absence Slip.)

Military Leave

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

Application for military leave shall be made in advance, as soon as practicable after the employee becomes aware of his/her obligation to report and immediately upon the employee's receipt of official notice to report. A copy of the official orders must be added to the leave application. The Superintendent/designee must approve the application. Emergency mobilization orders shall be dealt with on an individual basis.

The District recognizes that employees who receive notice to report for duty typically are not provided with discretion as to when to report. However, whenever an employee has a choice as to when to report for military duty, the employee's military leave shall be arranged during periods in which school is not in session. When the employee is given a choice as to when to report for duty, the Superintendent/designee may request that the employee seek a change in military orders if such a change appears to be in the best interest of the District.

Employees shall receive leave with pay for the first fifteen (15) calendar days of military leave in each federal fiscal year. Additional military leave shall be without pay, except as required by federal and state law.

Each employee shall furnish a copy of the employee's military payroll voucher to the Superintendent/designee within thirty (30) days of the employee's return to regular assignment so that the necessary salary adjustments can be made.

Employee eligibility for reinstatement after military duty is completed shall be determined in accordance with federal and state laws.

Domestic/Sexual Violence Victim Leave (See Policy and Regulation 4322).

Leave of Absence

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

If leave is approved by the Board, the employee is not paid for the period of the leave. Insurance benefits may be continued by the employee by making all payments to the Payroll Office, one month in advance.

Whenever a leave of absence has been granted by the Board to the end of the school year, the employee must notify the Superintendent in writing by the first day of March of an intention to resume his/her position at the beginning of the next school year. Failure to notify the Superintendent/designee of such intention will be regarded as a resignation.

Upon completion of an approved leave, provided proper notification is given, a teacher will be re-employed by the District unless placed on involuntary leave of absence if tenured; or, if notified of nonrenewal of contract by April 15 if a probationary teacher.

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

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

ACCIDENTS

In case of accidents and serious sickness, send the student to the office. If the student should not be moved, alert the office immediately by using the intercom system. In case of an accident, fill out an accident report as soon as possible. Accident report forms are available in the office and in the faculty handbook.

ANNOUNCEMENTS

Announcements should be in the office no later than 4:00 P.M. on the day prior to the announcement being published. Announcements received after 4:00 P.M. will be placed on the next day's announcements. Use of the intercom system for announcements must be limited to absolute necessity to avoid class disruption. Announcements will be read over the intercom each day at the beginning of first hour.

ARRIVAL/DEPARTURE OF TEACHERS EACH DAY

Staff hours are 7:40 A.M. to 3:20 P.M. Teachers that have morning duty are expected to report to their posts by 7:25 A.M. It is your responsibility to arrive at school at your scheduled time. If you are going to be late for any reason, you must call the office to notify someone so your students will not be left unsupervised. All classroom doors are to be locked until the teacher is able to be in or around the room before school, during lunch, and after school.

Teachers are required to remain at school during school hours unless permission is granted from administration, and should be cases of emergency. Teachers who must leave early must report to administration and work out a plan to cover remaining duties for the day. Classrooms must not be left unattended. When possible, use the intercom system to request assistance.

ASSEMBLIES

School assemblies are held periodically. Programs are varied and may consist of either school or commercial talent. All teachers are required to attend assemblies, unless excused for good reason (prep period, etc.), and are urged to sit at various locations in the gym. Teachers need to actively supervise the students throughout the assembly. Pep assemblies may be held in the gym prior to games.

Student Services: Identification of At-Risk Students (Policy 2812)

The District is committed to identifying students who are at-risk of not being ready for college-level work or not being ready for employment in entry-level career positions. It is essential that such identification occur early enough that our schools can intervene with academic counseling, career counseling, and other intervention services to enhance a student's readiness for post high school academic or employment opportunities.

Identification: Consistent with this District's commitment, at-risk students will be identified by their ninth grade year, including students who transfer into the District during ninth grade. In order to identify such at-risk students, District staff will utilize the following criteria:

1. Student performance in Mathematics and English on the eighth grade Missouri Assessment Program (MAP) tests.
2. The District's will consider comparable statewide assessment performance for students transferring into ninth grade from outside Missouri.
3. The District's reported rate of students taking remedial courses in basic academic subjects of English, Mathematics, and Reading during their initial year of college. In assessing this data, the District will rely on data submitted by the Department of Higher Education pursuant to 173.750 RSMo.
4. The student's attendance rates.

While the above at-risk identifiers are mandatory, the District may consider additional criteria including, but not limited to, review of discipline record; performance more than one grade level below in Reading and/or Math; core subject middle school grades; academic assessment results; contents of Section 504 Plan; ACE score (Adverse Childhood Experience) of 5 or more or other relevant identifiers.

ATTENDANCE RECORDS OF STUDENTS

ABSENCES- Teachers must keep accurate attendance records for each class period. Teachers will enter absences on the Tyler SIS Program every hour, as well as keeping attendance in your red grade book provided to you at the beginning of the school year. Teachers are expected to keep accurate records of classroom absences, particularly of the first class period. Students who are participating in a school activity that requires an absence from class will not be counted as absent. These students are encouraged to get assignments in advance, but in regards to class work, the absence will be treated as an excused absence.

TARDINESS- Tardiness is defined as any unexcused appearance of a student soon after the scheduled time that class begins. Students who arrive late to school for any period must first report to the office before going on to class. A student will be given a pass to enter class. Teachers will honor the passes of other staff members, and the tardy will be excused. Teachers should give advance notice, if possible, to the other staff members if they intend to detain a student. Students arriving after the tardy bell (8:00 A.M.) must report to the main office to sign in and obtain a pass before going to class. Arrival after 8:20 A.M. will count as an absence and will require an admit slip for the absence. Students must be in their seats and prepared for class when the tardy bell rings. Teachers are to record all tardies by date and record the reason. When a student reaches the third tardy for that class in a semester, that student should be given a warning of future disciplinary action. Upon reaching the fourth or additional tardies, teachers must record the dates of and reasons for the tardies on the disciplinary slip for verification. Teachers should keep their own records of tardies so they can refer to them if ever questioned by student, parents, or administration on days of tardiness.

BELL SCHEDULES

DAILY BELL SCHEDULE

| | | |
|------------------------|-----------------------|-------------|
| First Bell | 7:56 A.M. | |
| 1 st Period | 8:00-8:50 | |
| 2 nd Period | 8:54-9:44 | |
| 3 rd Period | 9:48-10:38 | |
| HERO | 10:42-11:06 | |
| 4 th Period | 11:10-12:26 | |
| | 1 st Lunch | 11:10-11:34 |
| | 2 nd Lunch | 11:36-12:00 |
| | 3 rd Lunch | 12:02-12:26 |
| 5 th Period | 12:30-1:20 | |
| 6 th Period | 1:24-2:14 | |
| 7 th Period | 2:18-3:08 | |

EARLY DISMISSAL BELL SCHEDULE

| | | |
|------------------------|-----------------------|-------------|
| First Bell | 7:56 A.M. | |
| 1 st Period | 8:00-8:30 | |
| 2 nd Period | 8:34-9:04 | |
| 3 rd Period | 9:08-9:38 | |
| 5 th Period | 9:42-10:12 | |
| 6 th Period | 10:16-10:46 | |
| 7 th Period | 10:50-11:20 | |
| 4 th Period | 11:24-12:25 | |
| | 1 st Lunch | 11:24-11:42 |
| | 2 nd Lunch | 11:45-12:03 |
| | 3 rd Lunch | 12:06-12:25 |
| | | |

CLUB DAY BELL SCHEDULE(LAST FRIDAY OF THE MONTH)

| | | | |
|------------------------|-------------------------------|----------|----------|
| First Bell | | 7:56 am | |
| 1 st Period | Student of the Month Assembly | 8:00 am | 8:45 am |
| 2 nd Period | FFA | 8:49 am | 9:14 am |
| | ART CLUB | 9:18 am | 9:43 am |
| 3 Period | JH AG | 9:47 am | 10:12 am |
| | FBLA | 10:16 am | 10:38 am |
| | FCCLA | 10:42 am | 11:06 am |
| 4 th Period | | 11:10 am | 12:26 pm |
| | LUNCH 1 | 11:10 AM | 11:34 AM |
| | LUNCH 2 | 11:36 AM | 12:00 PM |
| | LUNCH 3 | 12:02 PM | 12:26 PM |
| 5 th Period | NHS | 12:30 PM | 12:55 PM |
| | Science Club | 12:59 PM | 1:20 PM |
| 6 th Period | DRAMA | 1:24 PM | 1:49 PM |
| | HOSA | 1:53 PM | 2:18 PM |
| | STUDENT COUNCIL | 2:22 PM | 3:08 PM |

BULLETIN BOARDS/HALLWAY DISPLAYS

There are several bulletin boards throughout our school, in our rooms and our hallways. It is the teachers' responsibility to keep these boards looking aesthetically pleasing. The appearance of our displays reflects upon our school. Please be sure that bulletin boards/hallway displays are up-to-date and purposeful. Strive for excellence even in the small areas. Student work may be displayed with their permission, and a scoring guide should also be displayed if this applies.

CELL PHONE/ELECTRONIC DEVICES

Cell phone use for personal communication is strictly prohibited during instruction time. You should not be using your cell phone in any manner (talking, texting, social networking, etc.) during class time or any time when you have students (morning duty, lunchroom duty, tutoring, etc.).

CLASSROOM MANAGEMENT

Classroom management is different than discipline. Effectively managing your classroom is an essential part of maintaining control and discipline. An effective teacher manages a classroom. An ineffective teacher may just discipline a classroom. The number one problem in the classroom is not discipline; it is the lack of procedures and routines. Classroom management deals with the procedures that you must establish at the beginning of the school year. Students must know how you want them to begin the period, turn in late work, sharpen pencils, etc. Procedures must be rehearsed over and over again until the students do them automatically. When this happens, you have a routine.

The keys to maintaining classroom control is respect and consistency. Students must be shown respect from you and you must expect it back from them, and you must be consistent with your expectations and behaviors day by day, and from student to student. A form of respect to a student is to talk with a student individually, instead of humiliating them in front of the entire class. Often an issue can be resolved before the student feels like they have been backed into a corner.

One of the biggest mistakes a teacher can make is getting into a power struggle with a student. **DO NOT ENGAGE!** Arguing or shouting does not solve the issue; it often makes the situation seem more threatening and less likely to be easily resolved. Simply state what it is you want the student to do, then walk away. After a fair amount of time, go back to the student and repeat your expectation. You may also include the consequences the student will choose if he/she chooses not to follow your instructions. Give a choice if possible. That will help the student maintain some form of control over the situation. Example: Instead of, "I need you to work on your assignment," state, "I can see that you are still not working on your assignment like I asked. So you can choose, you can work on it at the desk in the back of the room or at the table on the side of the room."

Any important procedures or class rules should be visible in the classroom. Do not have too many rules but focus on a handful of the most important to you and the class. It may even be beneficial to allow the students to help compile the most important rules to post.

Lesson Plans or plans of study must be turned in the Friday before the week of instruction. The substitute teacher has a difficult task. He/she should be given all the assistance possible. Clear, definite assignments should be left for his/her use. A seating chart should be available at all times for the substitute teacher.

No partisan political views shall be presented by any teacher, and no sectarian religious beliefs, practices, or doctrines shall be taught in any form.

Teachers should be in the classroom when the class reports. The teacher will stand at the door during the passing periods (four minutes), except in cases of need. Teachers are to remain in the classroom at all times, except in cases of an emergency. Teachers are to take care of equipment in the room, particularly when rotating/sharing classes. Teachers should be able to give students information relative to their standing in class work. Students making this request should not expect class time to be taken to meet this requirement. The teacher should perform this duty in a timely manner and communicate this availability to the student.

Prior to writing disciplinary referrals, teachers are expected to issue warnings, contact parents, and determine if notification of the principal is really necessary.

Throughout this entire process, parent communication is a must! No discipline referral should come to the office without first having contacted the parent. The only exception to this rule is violence, sexual misconduct, or other severe behavior. Use your common sense and remember, every time you send a student to the principal, it could lessen your effectiveness in the student's eyes. You should keep record of all the times you communicate or attempt to communicate with parents, including emails, phone calls, or conferences. Consequences should be appropriate to the infraction and should support our philosophy of discipline. We want children to learn from their mistakes as opposed to punishment.

It is the intention of the principal to support every staff member. Make sure that he can support the decisions you make by following the philosophy, policies, and procedures of the school district.

COMMUNICATIONS

Scheduling of Activities: A master schedule of activities is kept in the principal's office and on Google Calendar and all activities must be cleared with the principal to be placed on the school calendar. We have scheduled club days, so sponsors of clubs, organizations, teams, etc. should use these days to meet. However, if a meeting is necessary outside of these scheduled days, supervisors must notify the principal of the meeting one week prior. It is the responsibility of the sponsor to then notify the other teachers of the meeting. The principal will develop and distribute

a monthly calendar recording all upcoming events at monthly faculty meetings. Annual school activities such as sporting events, musicals, concerts, etc., should be planned well in advance. Due to the many activities, scheduling should not be changed unless it is absolutely necessary.

In any organization of any size, communication between the various facets of the organization is of extreme importance to the efficient operation of the enterprise. One of the jobs as principal is to see that all programs are coordinated and that all teachers are informed of current and future activities in the Valley R-VI School District. Therefore, all activities, curricular and co-curricular, affecting classes other than your own must be cleared through the principal's office and placed on the master calendar.

COMMUNICATION WITH STUDENTS BY ELECTRONIC MEDIA

[Policy 4650] Employee personal communication with students, in all forms including oral and nonverbal shall be appropriate and consistent with Board policy. Personal communication shall be deemed to be inappropriate if such communication is sexual in nature; is sexually suggestive; suggests romantic activity with student or students; or is otherwise inconsistent with Board policy. Violation of this provision will result in disciplinary action up to and including dismissal.

Communications between employees and students will be primarily direct, oral or written in nature. An employee's communication with students and/or teacher's electronic media must be made available to the student's parents/guardians. While the employee need not notify their building principal of the content of the electronic communication, the employee must notify the principal, in writing, of the date and time of the communication and the identity of the student with whom communication occurred. Teachers/coaches sending texts to class/team with needed information are encouraged to include the principal when sending text. Such notification is not required when the communication is between the teacher and his/her children or siblings.

The District does not have sufficient staff to monitor every communication between employees and students and does not, therefore, commit to monitoring such communication. Nonetheless, where there is reason to believe that an employee has inappropriately communicated with a student(s), the district may require the teacher to provide access to the specific communication in question. The District will provide official electronic media which may be utilized by employees for communication with students for dissemination of school related information (i.e. homework; practice schedules, supplemental instructional material).

CONFIDENTIALITY

All Valley R-VI personnel are required to keep all confidential matters pertaining to and including personal information about students and staff within the confines of the educational institution. A breach of confidentiality regarding the school setting may result in legal action or termination. A confidentiality contract will be signed by all teachers prior to the beginning of the school year.

CONTRACTS

All teachers are to have on file with the superintendent the following:

1. An up-to-date transcript of college credits
2. A valid teaching certificate
3. Withholding tax exemption certificate (state and federal)
4. Retirement number
5. Social security number

A suitable replacement must be placed under contract before a teacher may be released from a contract. Breaking the current contract without meeting this requirement may result in serious consequences. (Job descriptions for personnel employed in each curricular area are on file in the principal/superintendent's offices. These are available upon request.)

DISCIPLINE

Teachers will be held responsible for the discipline in the respective rooms and the hall adjoining their rooms. To facilitate passing in the halls between classes, teachers should be in the halls outside the classroom door. Proper supervision in the halls will cut down the number of tardies. Teachers should send students to the office **ONLY** in accordance with established procedures. Sending students from the room because of inattentiveness or other minor matters destroys disciplinary control.

It is necessary for teachers to assume responsibility for the orderly conduct of students in classrooms and halls. Be tactful; the right word and a smile at the right time will help in securing cooperation. It is unwise to make threats, promises, or allegations to students before conferring with the principal. Approval of these plans should be secured prior to obligating oneself to the students.

Well-planned work presented in such a way as to keep students interested and busy will do much to keep down discipline problems. It has been truthfully said that good discipline is the by-product of good teaching.

Your first source of assistance in emergency discipline situations is your building principal. Emergency disciplinary referrals should be made immediately to the principal or designee. In cases of ordinary disciplinary referrals, teachers will complete and submit a Disciplinary Report to the secretary. Students should only be sent from the room in emergency situations, not ordinary discipline problems. Problems involving instructional matters such as poor schoolwork, lack of student effort, irregular attendance, home problems, submitting a grade, etc. should be referred to the building principal, counselor, special services provider for assistance. Parent/guardian of the student should be contacted prior to referral.

Each teacher should make a consistent effort to maintain a level of student conduct that is conducive to good learning. All teachers should strive to maintain the respect of the students, which is accomplished by being well prepared for classes each day and being respectful, fair, and

courteous. In most instances, students will respond to teachers in the same manner in which they are approached.

No student's grade may be cut for disciplinary measures that are not outlined in the disciplinary code. Repetitious writing of sentences may not be used as a form of punishment.

DRUG-FREE WORKPLACE

The unlawful possession, use or distribution of illicit drugs and alcohol on school premises or as a part of school activities is strictly prohibited.

Employees under the influence of alcohol, drugs, or controlled substances while on duty are a serious risk to themselves, to students and to other employees. Employees, who display physical manifestations of drug or alcohol use while on duty, may be subject to drug testing. Any employee who violates this policy will be subject to disciplinary action up to and including termination and referral for prosecution. Employees may also be required to satisfactorily participate in rehabilitation programs.

As a condition of employment, all employees must abide by the terms of this policy. Employees who are convicted of a drug offense which occurred on school premises or while on duty must notify the Superintendent of their conviction. Notification must be made by the employee to the Superintendent within five (5) days of the conviction. Within ten (10) days, the Superintendent will provide notice of such violation to the Impact Aid Program, United States Department of Education, or other appropriate government agency.

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

- I. The dangers of drug and alcohol abuse in the workplace.
2. This policy of maintaining a drug-free workplace.
3. Available counseling and rehabilitation.
4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

On the basis of medical certification, employees with the illness of chemical dependency shall qualify for the employee benefits and group insurance coverage that are provided for under group health and medical insurance policies. The confidential nature of the medical records of employees with chemical dependency shall be preserved in the same manner as for all other medical records.

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

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

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

This policy shall be distributed in writing to all present and future employees.

Drug Free Workplace (Policy 4870)

This policy addition prohibits staff from being in possession of; distributing; being under the influence of, and administering marijuana to students. Employees certified for medical marijuana are free to use the drug away from school and away from school activities. However, if the employee tests positive because of a pre-school use, they will be subject to disciplinary action. District employees required by DOT to be tested for drugs and alcohol will not be permitted to use marijuana at any time.

Medical Marijuana (Policy 2871)

This policy prohibits and employee other than the caregiver to their own child from administering marijuana to students. The policy also encourages caregivers to administer the drug at home when it is least likely to affect school behavior.

E-MAIL

E-mail is one of the primary communication sources used at the school. In an attempt to honor teachers' time, the principal at times will send out needed information via e-mail in lieu of having long meetings or too many meetings. Teachers are expected to check their e-mail regularly and respond in a timely fashion when prompted. E-mail is also a good tool to communicate with co-workers and parents. Please remember to always be professional in your communications.

EMERGENCY DRILLS

All emergency procedures should be posted by the classroom door. Teachers should instruct their classes in the proper procedure for emergency drills. It is important to review the procedure throughout the school year. Teachers will normally be alerted when we are planning a test. Remember to take your grade book to count students.

Fire Alarm: One (1) continuous ring of the bell.

Teachers should lead their students from the building when the fire alarm sounds. Take grade books and proceed in an orderly fashion to the designated area. Once there, teachers should take roll and keep their class together pending further instructions.

Tornado: Three (3) short rings of the bell.

Do not leave the building. Leave windows closed and stay clear from them and any glass. Students and staff should exit the classroom and assemble in designated areas for that classroom. Students and teachers should be seated or kneeling facing the lockers or wall and shielding their heads and faces. Teachers are to remain with students, and roll is to be checked as soon as students are safely assembled. Teachers are to take count of serious injuries and refer injured persons to emergency personnel or the proper authorities as soon as possible.

It is also a possibility that junior and senior high students and staff will congregate in the high school gym in the dome for safety. If this occurs, students are to sit in the bleachers unless directed otherwise by teachers or administration. Teachers are the direct authority over the class of students they brought to the gym.

Earthquake: No signal, as earthquakes occur without warning.

Immediately take cover under anything that will provide some measure of protection from falling objects. Immediately after the crisis, calmly evacuate the building, following the procedure for a fire drill. If people are hurt and/or trapped in the room, the first order of business is to get everyone else to safety, then notify the administrator that people are hurt or trapped and their location. Keep your class together pending further instructions. Stay away from power lines, poles, trees, and buildings. Utilities should be shut off, and no one should re-enter the building unless it has been declared safe.

Intruder: Intercom announcement of VIKING ALERT.

All exterior doors should be locked throughout the day. Lock your classroom door, turn off the lights, lower and close blinds over windows and have the students hide in a designated area in the classroom. Students are to remain calm and silent.

END OF THE YEAR CHECKOUT

Before the end of the school year, you will be required to meet with the principal regarding the end of the year checkout. A meeting date will be set and you will need to make sure all items on the End of the Year Checkout Form are completed prior to the checkout meeting. Check out must be completed by the end of the last day of school.

EVALUATIONS/CLASSROOM WALKTHROUGHS

Building principals shall have the responsibility of evaluating teacher performance. (Teachers assigned to one building, but working in another building, shall be evaluated cooperatively by the building principals.) A summative evaluation of each teacher will be conducted each year. Teachers will have a performance growth plan including specific indicators to focus on certain growth areas. These areas of focused growth are included but do not necessarily make up the totality of the evaluations. In accordance with the District Improvement Plan, teachers will use

Student Learning Objectives (SLO) to track student success. The data from these SLO's will be factored into the teacher's summative evaluation at the end of the year.

Principals will make a minimum of eight (8) visits to each teacher's room to make classroom observations. These may include short walkthroughs. Principals are expected to aid and advise any classroom teacher and to help improve the performance of all teachers. Recommendations will be made to the Board of Education on probationary and tenured teachers based on the results of each teacher's evaluation.

FIELD TRIPS/STUDENT ACTIVITIES

All off-campus field trips or activities that require the absence of students from any class other than your own will require advance notification and must be approved by the principal. An itinerary must be submitted with the transportation request and should be turned in a month in advance. Transportation requests need to be completely filled out and three copies need to be turned in to building principal to sign. Permission slips must be returned at least **THREE DAYS** prior to the activity and teachers must provide a finalized list of students participating at least **three days prior** to the activity.

NO student may leave campus without a signed permission slip. A note signed by the parent will suffice as a permission slip as long as it has the date, parent signature, and states that the parent gives permission for the child to go to the specified location.

Field trips and activities are scheduled to be an extension of the school curriculum. All students must ride the school bus to and from the trip. Parents are allowed to attend the field trips, but may not ride the school bus without special permission from administration. Parents and adults who attend a field trip may not bring other children. Parents or adults who attend are expected to follow the direction of the teachers and follow all school rules. No adult should be left alone with a group of students. Please have all groups stay together with the teacher. All adults are to be a model for the students. All adults must stay with their assigned group and no one is allowed to curse, smoke, or drink alcohol on the field trip.

Students should be aware that field trips are an extension of school and therefore all rules apply. There is a great deal of responsibility on the teacher involved with a field trip. If you are concerned about a student attending a field trip, please discuss the matter with the principal. Before a decision is made to exclude a child from the trip, parent contact regarding the student's behavior must have been made and stated that he/she may not be able to attend the field trip if the behavior doesn't improve (give specifics). Students and parents must be given an opportunity to improve before the field trip is taken away. Please be conscious of your responsibilities for supervision on the trip, including the bus.

A COPY OF THE FIELD TRIP PERMISSION SLIP MUST BE GIVEN TO THE BUILDING SECRETARY AND SHOULD CONTAIN THE FOLLOWING INFO:

- Date and Times of Trip including bus departure and arrival to school

- Trip Agenda
- Location and Address of Trip
- Any Other Important Information such as dress, location of lunch, etc.
- Section for parents to remove to send back to school with name of student, signature of parent, date, as well as a place for parents to mark whether their child will be providing their own lunch, eating a school lunch, and will need a white or chocolate milk.

FUNDRAISING

All fundraising projects must be approved by the principal. This includes the sale of items through community organizations. There will be a limit of only two fund raisers per year per organization. (Junior class may request additional fund raising due to need of funds for prom.) Organizations should respect the fundraisers already established by other organizations when starting new fundraisers.

In addition, The Smart Snacks in School standards published by the USDA (United States Department of Agriculture) prohibit at school the sale of foods and beverages that do not meet their nutrition requirements. This means that fundraisers selling food products that can immediately be consumed can no longer be sold at school during school hours. This includes the sale of items such as candy, soda, beef jerky, etc. The standards do not apply during non-school hours, on weekends, and at off-campus fundraising events. Fundraisers that sell pre-packaged items that must be prepared later, such as pizzas, are still permitted to be sold at school.

GRADE BOOK/ATTENDANCE RECORD BOOK FOR CLASSES

Each teacher is provided with a record book in which to record grades and attendance for all classes. Teachers are encouraged to keep this as well as entering grades and attendance in INOW system. A hard copy of grades is to be turned in at the end of the year as the property of the school. A final print out from INOW can be placed in the record book for each quarter.

Students are not to put grades in the grade book, as this violates rules for confidentiality.

GRADE REPORTS AND PROGRESS REPORTS

Report cards are distributed at the end of each quarter (typically a nine-week period). Progress reports for junior high and high school students are distributed by the counselor approximately every three weeks, according to the schedule given to parents and teachers at the start of the school year. Teachers are expected to keep students' grades current and recorded, and are expected to meet progress report deadlines. A teacher should never fall behind more than one week's time while recording grades and keeping them up to date.

GRADING SYSTEM

| | | | | |
|------------|------------|------------|------------|----------|
| 96-100 = A | 86-89 = B+ | 76-79 = C+ | 66-69 = D+ | 59-0 = F |
| 90-95 = A- | 83-85 = B | 73-75 = C | 63-65 = D | |
| | 80-82 = B- | 70-72 = C- | 60-62 = D- | |

ADJUSTED GRADING SCALE

A student whose education is guided by an I.E.P. or 504 plan and who is mainstreamed into the regular classroom will be graded by an adjusted grading scale if the following criteria are met:

1. The student's I.E.P. or 504 states that grades will be determined by the adjusted grading scale.
2. The student will do the work of which he/she is capable, as determined by I.E.P./504 team.
3. The student will complete homework assignments and tests that are given to all other students in the class. Some modifications may be written into the I.E.P./504 plan.
4. The I.E.P. team members (student, parent, teacher, special education teacher, special education coordinator) must agree that use of the adjusted grading scale is justified.

HALL PASSES

Hall passes should be used by all students during class time when not in the classroom. Faculty should continually monitor the use of passes from their classes and students in the hall. Before leaving and upon return to the classroom, students should sign out/in on a clipboard noting the destination (bathroom, library, office, nurse, etc.) and the time signed out and in. If a student shows up to your class or is caught in the hallway without a pass from the teacher, the student should be sent back to that class to obtain a pass. **DO NOT LET STUDENTS LEAVE YOUR CLASSROOM WITHOUT A PASS.**

HOUSEKEEPING

Classrooms/hallways/restrooms: Teachers should see to it that all unnecessary litter and paper is removed from floors and desks at the end of each period. Keep thermostats set on an appropriate setting. Please direct any heating or air problems to the office. No food or drinks will be allowed in classrooms during class time without permission of the teacher. Teachers should report any damage of school property to the office by submitting a report detailing the amount or extent of the damage.

IN-SERVICE WORKDAYS

There may be full days or half days set aside for in-service workdays. Teachers are to attend meetings and use the time for work purposes. Teachers should not leave for the day until the end of their regular workday or released by administration.

INCLEMENT WEATHER

During the winter months and other unforeseen situations, it is often necessary to dismiss school. Whenever possible, teachers will be informed before leaving school. However, alerting the staff

is not always possible. Teachers need to make sure they are signed up on our notification system to receive a text or phone call announcing cancellation of school. Once texts and phone calls are sent out via the notification system, an announcement of school cancellations will be given on radio station KTJJ and television channels 2, 4, and 5. It is wise to check these media outlets as well on days that could bring about school cancellation, because sometimes technology fails us.

INSURANCE OBLIGATION

It shall be the policy of the Valley R-VI School District to pay for health insurance for all certified and non-certified personnel up to the amount of \$280 per month.

Certified personnel who retire as members of the Valley R-VI staff shall be given the option of maintaining, at their own expense, the group health insurance as a member of the group.

Certified personnel who meet the above guidelines and wish to maintain this coverage must make application to the Superintendent's Office at least 30 days before completion of their contract of this final school year as an active staff member. Payment of the first month's premium must be paid at the time of application. This is to ensure that there will be no interval period of time of non-coverage between the first day of retirement and coverage for hospitalization.

Payment of insurance premiums shall be the responsibility of the retiree wishing such coverage. All such payments shall be made to the secretary of the superintendent at least 30 days in advance of the premium period. Failure by the retiree to make payment within the specified time, unless in case of extenuating circumstances or prior arrangement with the office of the superintendent, shall be cause for cancellation of coverage and removal of the retiree from the district's current group policy.

KEYS/ENTRY CODES

Teachers will be supplied with keys to their rooms and to the exterior building doors. All keys will be the responsibility of the teacher. At the end of the year, you may choose to keep your keys if returning the following school year. Upon leaving your employment position at the district, your keys must be returned to the principal.

Along with your keys, it is your responsibility to keep any entry codes or alarm codes a secret. Do not tell other people these codes, and be aware of people, including students, that might be watching as you enter a code

LEAVING STUDENTS UNSUPERVISED

Teachers should not leave the class unsupervised. If an emergency arises, please notify a teacher near you or use the intercom to request assistance from the office. In the event a teacher must change rooms with another teacher, please notify the office of the changes in locations. When leaving your classroom, be sure to securely lock the classroom door. Classroom doors must be locked when a teacher is not occupying the classroom.

Every teacher has the responsibility for the supervision of any student anywhere on the campus or anywhere in any building. However, while in other teachers' classrooms, please respect their authority. Your authority and actions should not supersede them in their own classroom or when they are the designated person in charge.

LATE WORK POLICY

It is up to the discretion of the classroom teacher to create a late work policy. A portion of the assignment may be lost if turned in late, but this needs to be established at the beginning of the year and presented to the students. After a given period after the due date, teachers can present to the student that work will not be taken for earned credit, or even that student must sign up to complete the assignment in the presence of an instructor outside of school hours. Just be aware that there may be circumstances in which the principal needs to request a different course of action.

LUNCH/BREAKFAST PROGRAM

Teachers who have first hour classes will be required to take a breakfast and lunch count each morning. Provide an accurate count of the number of students who wish to eat breakfast on the following school day. The breakfast and lunch count can be entered into the INOW program or, when necessary, sent to the office to be entered.

LUNCH/BREAKFAST PRICES

Student Breakfast: 5 meals - \$7.50 / single meal - \$1.50/ reduced meal - \$.30

Student Lunch: 5 meals - \$13.00 / single meal - \$2.60/ reduced meal - \$.40

Adult Breakfast: 5 meals - \$11.25 / single meal - \$2.25

Adult Lunch: 5 meals - \$17.00 / single meal \$3.40

Extra Milk: \$.50

LUNCH DUTY/PROCEDURE

DISMISS STUDENTS TO LUNCH- We have three lunch shifts. First lunch shift will be dismissed to go to lunch on the first bell ending third hour. Second and third lunch shifts should wait to be dismissed until the second bell rings. This allows those students dismissed from the lunchroom to clear out of the hallway and allows staff time to clean the lunchroom for the next shift.

LUNCH DUTY- Teachers that have lunch duty should take their class to lunch early so that they can be in the lunchroom as the other students arrive. Go ahead and leave when the first bell rings. There will be two teachers on lunch duty to supervise students. All junior high students will eat in the cafeteria. High school students may choose to eat in the cafeteria or in the courtyard outside by the AG room(when completed). One teacher will supervise in the cafeteria and the other will supervise students eating outside in the courtyard (weather permitting). If students need to leave the lunchroom during lunch (to use the restroom, go to the office, etc.), they must sign out and then sign back in. It is the duty teacher's responsibility to know where the students

are. A student should not leave the lunch room without signing out, taking the pass, and signing back in upon return. When the dismissal bell rings, release students out the serving end door. Classes may be lining up for next lunch (if their teacher has lunch duty) at the opposite end, and this will make passage more smoothly. In case of an emergency, use the intercom to contact the office or make sure there is another adult staff member that can supervise if you must leave the scene.

STUDENT BEHAVIOR- Even though lunch is considered a break time for students, they are still expected to act appropriately, and it is the responsibility of the duty teacher to keep order. Students should remain seated unless dumping their trays or other reasonable purpose. Noise level should be kept at a normal level. Students should not yell across the room to another student. No throwing of food or objects. No playing with or messing up food. Students should eat what they want and dispose of the rest in a timely fashion.

MAINTENANCE

Should you have a maintenance issue (repairs, plumbing, a/c, etc.) or know of a maintenance issue, complete the Maintenance Request Form and submit it to the office.

MAKE-UP WORK POLICY

It is the student's responsibility to obtain work when he/she misses school or class, but please work with students that are trying to gather work due to absences. A student should have the same number of days to make up work as the number of days that they were absent.

MEETINGS

FACULTY MEETINGS- It is important to occasionally meet together as a staff. Faculty meetings will typically happen once a month on the first Monday of the Month. If school is not in session, the faculty meeting will take place on the next day school is in session. Staff will be notified in advance of scheduled meetings. If a teacher cannot make it to the meeting, it is the teacher's responsibility to let the principal know the circumstances of the absence and arrange a time to meet with the principal to be informed of any missed information. In lieu of having long meetings or having unnecessary meetings, the principal may inform you of information via email, or may cancel a scheduled meeting. So please check your email.

CLUB/ORGANIZATION MEETINGS- We have scheduled club days, so sponsors of clubs, organizations, teams, etc. should use these days to meet. See the Club Day Schedule in your white teacher binder.

If it is necessary to have a meeting outside of club day, supervisors need to notify the principal in advance, at least one week prior. It is the responsibility of the sponsor to then notify the other teachers of the meeting. No two organizations should be meeting at the same time unless both sponsors approve this. Please respect other classes and organizations and book your time well in advance.

SCHEDULED PROFESSIONAL MEETINGS- There will be other meetings scheduled when needed throughout the year that include but are not exclusive to meetings with parents, IEP meetings, 504 meetings and emergency staff meetings. Certified staff are expected to attend these meetings when needed or provide explanation of why they are not able to attend.

MISSOURI COURSE ACCESS PROGRAM

The Valley R-VI School District participates in the Missouri Course Access and Virtual School Program. The program offers district students the opportunity to enroll in virtual school courses in a variety of grade level and content areas from K-12 grades. If interested in this program, please contact the school counselor, Ashley Jones at ajones@valley.k12.mo.us.

NURSE/INJURIES/HEALTH SERVICES

The office of the school nurse is located in the main office. Cumulative health records are maintained for all students, which include their immunizations, history of diseases, results of testing at school, physical examination results, and other health information. All students sent to the nurse should have a general pass from the classroom teacher, as well as a Nurse Slip. If emergency care is needed, report to the office via intercom or send a student for help. It is better to err on the side of caution than to not take action. Incident Report Forms are available in the nurse's office and should be promptly returned.

Anytime a student or adult is injured, the office should be notified, as well as the nurse. Do not move the student or adult if the injury seems severe. Incident Report Forms are available in the Nurse's Office and should be completed as promptly as possible. It is better to err on the side of caution instead of getting a phone call from a parent asking why we did not do something about this. Send the student to the nurse if you have any doubt. Should a staff member be injured, it will need to be reported immediately.

OPEN HOUSE NIGHT

There will be one Open House Night held on an evening the week school starts. The hours are 5:00-7:00 P.M. You will be given the exact date closer to time. Students and parents can get the student's schedule for the school year and will be able to visit with teachers. All certified staff are expected to attend. Please dress professionally, be on time and use this time to make connections with the parents of the students you will have that year. Be friendly and helpful. Have in mind what you will say and have enough class syllabi to hand to the parents if you desire. Your rooms and hallways should look professional and complete by this night.

PARENT CONTACT/TEACHER CONFERENCES

Teachers should feel free to contact parents on an individual basis. Every parent contact should be documented. This contact can be done through email, conference, student planners and/or phone call. This is over and above what communication you do on Parent/Teacher Conference Night. Teachers should strive for positive parent contact.

In addition to these contacts throughout the year, teachers are asked by the principal to make a positive contact with parents of each student they have in advisory. This opens the door for positive communication at the start of the year between the school and parents of our students. This should be documented and turned in to the principal. In addition, teachers are requested to look for positive behavior from our students. They are to select a minimum of three students a month, write a report to turn in to the principal, and to contact that student's parents to inform them of what the teacher witnessed.

Parent/Teacher Conferences are scheduled in late October and March. These are required conferences and parents will be receiving their child's report card for the first and third quarter during this conference.

TIPS FOR A MORE SUCESSFUL PARENT MEETING

1. **Invite both parents** - Encourage both parents to attend conferences when possible. Misunderstandings are less common if both parents hear what you have to say; you'll be able to gauge the kind of support both parents give the child.
2. **Make contact early** - You'll get your relationship with parents off to a good start if you contact them early in the year. Give parents an outline of what their child will be studying and let them know that you will always be available to meet with them.
3. **Allow enough time** - Don't make the parent feel rushed or feel like you are trying to get to the next parent. Listen and let them know you take the success of their child seriously.
4. **Be ready for questions** - Be prepared to answer specific questions parents may have. Questions may deal with any of the following: ability level, behavior, does my child work up to his/her potential, any special abilities, how can we help, etc.
5. **Plan ahead** - Have a general but flexible outline of what you are going to say.
6. **Greet parents near the entrance they'll use** - You'll alleviate anxiety and frustration and make parents feel more welcome.
7. **Get the name right** - Don't assume the parent's last name is the same as the child's.
8. **Avoid physical barriers** - Don't sit behind a desk. Arrange conference-style seating if possible so you'll all be equal parts together.
9. **Open on a positive note** - Start with a positive statement about the child's abilities or work interests.
10. **Structure the session** - As soon as the parents arrive, review the structure of the conference-the why, what, how and when-so you'll both have an agenda.
11. **Be specific in your comments** - Parents may flounder if you deal only in generalities. Pin down the concern by pointing out specifics.
12. **Offer a suggested course of action** - Parents appreciate being given specific direction. Be sure when offering advice to let parents know you're only making suggestions.
13. **Forget the jargon** - Education jargon can confuse parents. Talk in language that they can understand.

14. **Turn the other cheek-** In routine parent conferences, it's unusual to run into parents who are abusive and hostile. But it can happen. Hear the parents out, in as pleasant a manner as possible, without getting defensive.
15. **Ask for parents' opinion** - Let parents know you are interested in their opinions, are eager to answer their questions and want to work with them throughout the year to help make their child's education the best.
16. **Focus on strengths** - It's easy for parents to feel defensive, since many of them see themselves in their children. You'll help if you review the child's strengths and areas of need, rather than dwelling on criticism or stressing weaknesses.
17. **Use body language** - Nonverbal cues set the mood of the conference. Smile, nod, make eye contact, and lean forward slightly.
18. **Stress collaboration** - Let the parent know you want to work together in the best interest of the child.
19. **Listen to what parents say** - Despite the fact that we spend nearly a third of our lives listening, most adults are poor listeners. You'll get more out of a conference by listening to what the parents have to say.
20. **Ask about the child-** You don't want to pry, of course, but ask the parents if there's anything you should know about the child.
21. **Don't judge** - It may not always be possible to react neutrally to what parents say-their values may be very different from your own-but communicating your judgments of parents' attitudes or behaviors can be a roadblock to a productive relationship with them.
22. **Summarize** - Before the conference ends, summarize the discussion and what action you and the parents have decided to take.
23. **Wind up on a positive note** - When you can, save at least one encouraging comment or positive statement about the student for the end of the conference.
24. **Meet again if needed** - If you feel you need more time, arrange another meeting later rather than trying to rush everything.
25. **Keep a record of the conference** - You may find it helpful later to have a brief record of what was said in the conference.

PLAN OF STUDY

You will submit a Plan of Study to the principal the Friday before your week's lessons via email to your building principal's email. The Plan of Study should include your lesson objectives, brief description of activities, and Missouri Learning Standards. Please follow the format given to you when preparing your Plan of Study.

PLANNING PERIOD

The planning period is designed to permit the teacher an opportunity to prepare for classes and to confer with students, parents, and colleagues. It is very important that the planning period be used and not wasted. Educators are being held more accountable every year. Make good use of your planning time. Teachers are not to leave the building during their planning period unless prior arrangements have been made with the principal.

PROFESSIONAL CONFERENCES

Professional conferences are available for staff to attend. If interested in a conference, please make sure that the conference fits in with your Professional Growth Plan. Any staff member interested in going to a workshop or conference must complete a Professional Development Activity Budget Inclusion Request Form and turn it in to a PDC member. Care must be taken while completing the form as a lot of information is asked. Your request must be approved by the principal and PDC. If it is approved and you require a substitute teacher, you must complete a Request for Substitute form and turn it in to Central Office. After your trip, complete a purchase order for mileage and meal reimbursement, attach your meal receipts to the purchase order, and turn everything in to Central Office.

PROFESSIONALISM OF TEACHER

BEHAVIOR- Teachers must remember that they represent Valley R-VI School District at all times. Therefore, behavior from teachers should reflect this at all times. Teachers should always conduct themselves in a professional manner. Classroom behavior should be a model to the students of professionalism. Teachers should display proper language, gestures, emotional control, and character in their actions and interactions with students, parents, other staff and the population in general.

DRESS- While engaged as an agent of Valley R-VI School District, teachers are expected to dress professionally. Dress should coincide with their teaching activity and must also follow student dress code. Unless otherwise advised, blue jeans may be worn on Fridays, spirit weeks, and other announced occasions to be decided upon by the building principal.

STAFF ETHICS AND CONDUCT- Please remember that the welfare of a child is the first concern of the school district. It is the responsibility of the staff members to support programs and activities when in public. The philosophy for all staff, including administrators, is kids first. At times you may have a concern regarding another staff member. Should you have a concern regarding a staff member, please be sure to follow the chain of command, which first includes addressing your concerns with the individual with whom you have concerns. Talking about staff members behind their backs and/or in the lounge is unacceptable and leads to problems. When making criticism of staff members, committees, or programs, it should be done in a professional manner and to an administrator.

Staff members are to be faithful and prompt in attendance, support, and enforce board and building regulations, turn in reports on time, attend meetings as scheduled by the administration, look out for the safety and welfare of all students, dress professionally, refrain from using language, gestures, and mannerisms that are profane, and use the faculty lounge for its intended purpose.

Cell phone use for personal communication is strictly prohibited during instruction time. You should not be using your cell phone in any manner (talking, texting, social networking, etc.)

during class time or any time you have students. Cell phones should be silenced as not to interfere with the educational environment. Please refrain from making personal phone calls or texting unless it is your break time.

CONFIDENTIALITY- Professional communication of educators requires no discussion of individual students and their problems in non-professional situations. The teachers' lounge and public places are inappropriate locations for these discussions.

PROGRESS REPORTS

A progress report for each student will be sent home approximately every three (3) weeks of each quarter period. Parents and guardians are encouraged to contact the teacher should they have any questions. When sending deficient grades home, please be sure to explain why the grade is low (missing work, low scores, etc.). A parent should never be surprised that the deficient grade is coming home. Be sure to keep in constant communication with parents.

PURCHASE ORDER INSTRUCTIONS

1. Any purchase that you make or order that you place needs to have an approved purchase order form before the order is placed. If you make an order or purchase without an approved purchase order, you may be personally responsible for the payment of that order.
 2. Make sure you fill out the purchase order completely. For example, information to be included should be date, vendor name, vendor address, vendor phone number, vendor fax number, *ship to* information (your name and school address), P.O. number, and program (supplies, textbooks, PDC, etc.). If you are unclear as to whether there is a shipping and handling charge, please call the company for further assistance. Shipping and handling charges should be placed on the purchase order form before approval.
 3. Paperclip the white, yellow and pink copies of P.O. together along with any receipts or order forms. Do not staple the paperwork together.
 3. Please mark on your P.O. if the order has been faxed or phoned in. If you order by phone, please give the vendor the P.O. number on the purchase order form for reference. If it needs to be ordered for you, please attach a note to the P.O. with specific instructions and make sure that all contact information for the vendor is completed.
 4. Keep a copy of the purchase order for your records and forward the original along with the pink and yellow copies through to the principal. Please route all packing slips, invoices, and sales tickets to Central Office as soon as you receive them.
 5. Please return any receipts with the P.O. as soon as possible for payment of the credit accounts, such as Wal-Mart, etc. and any receipts for personal reimbursement. You will not be reimbursed for a purchase unless you have an itemized receipt attached to an approved P.O. that is made out to you.
- Reminder: Reimbursement for meals due to workshops, conferences, etc. is not to exceed \$10.00 for breakfast or lunch and \$15.00 for meals after 4 P.M. You will be responsible for any additional charges.

6. The P.O. needs to be signed by your building principal. Then it needs to be taken to Central Office. The Superintendent will need to sign the P.O. also. Once the Board has approved the expense, payment will be sent out for the P.O. the day following the monthly board meeting. Regular board meetings are held on the third Thursday of each month.

7. If you need the purchase order paid that month, you will need to have the P.O. turned in by the second Friday of each month before the board meeting. Please plan ahead for activities or registrations that may need to be made in advance. Any P.O. received after the second Friday will be paid the following month.

RECORDS AND REPORTS

Some records and reports are essential to the success of running a school. Teachers are required to be very careful and accurate in the preparation of these forms. Accuracy and promptness are important points in successful teaching. Any change in a student's records must be channeled through the principal's office/counselor's office/special services provider.

REPORTING STUDENT ABUSE

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

HOTLINE PHONE NUMBER: 1-800-392-3738

When calling the hotline phone number, be prepared to answer questions about the events being reported, any details given to you by the victim or other concerned persons, and be prepared to provide personal information on the child such as child's date of birth, address, phone number, parents' names, and any other information requested.

If a school employee has a reasonable belief (including a report of abuse) to believe that a student has been or maybe subjected to abuse or neglect, such employee and the Superintendent shall report the information immediately upon receiving the information to the Children's Division. Thereafter, the Superintendent will investigate the allegation for the purpose of making decisions about the accused person's employment. Depending upon the specific facts, the District may place the alleged abuser on paid leave of absence, place the employee in a non-student contact position, initiate dismissal proceedings, or continue the employee in their present position pending outcome of the investigation.

Any school district employee, acting in good faith, who reports alleged sexual misconduct on the part of a school employee will not be disciplined or discriminated against because of such reporting.

The District will annually provide employee training, which will include but not be limited to current information concerning identification of the signs of sexual abuse in children as well as the identification of the danger signals of potentially abusive relationships between children and adults. This training will emphasize the importance of mandatory child abuse reporting, including the obligation to report suspected abuse by other mandated reporters. Employees will receive training on the need for and methods to create an atmosphere of trust so that students believe their school and school employees are available to discuss matters concerning abusive behavior.

SECURITY

The safety of the students and staff is very important. All outside doors will be locked. There will be one access point to the building which is the main door in the front with the buzzer. Parents and visitors will be admitted into the school building by office staff. All doors will be locked and, if exiting the building, you will need to take your keys to re-enter the building. Do not wedge any door open. Do not allow students to wedge doors open. DO NOT OPEN THE DOORS FOR ANYONE. THEY MUST BE BUZZED IN THROUGH THE OFFICE.

SEXUAL HARASSMENT

Sexual harassment constitutes unlawful sex discrimination. It is the policy of the Board of Education to maintain a learning and working environment that is free from sexual harassment.

It shall be a violation for any employee of the School District to harass another staff member or student through conduct or communication of a sexual nature. It shall also be a violation of this policy for students to harass other students through conduct or comments of a sexual nature. Furthermore, it shall be a violation of this policy for any person who is not an employee or student of the District to harass a staff member or student of the District through conduct or comments of a sexual nature while such employee is engaged in the performance of duties for the District or while such student is under District supervision.

PROHIBITION AGAINST HARASSMENT, DISCRIMINATION AND RETALIATION

The District is committed to maintaining an educational and workplace environment that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service.

PROHIBITION AGAINST SEXUAL HARASSMENT AND RETALIATION UNDER TITLE IX

Sexual harassment as protected by law is prohibited in this District. The District also prohibits retaliation against a person who files a complaint of sexual harassment or who participates in an investigation of allegations of sexual harassment under this Regulation.

STUDENT EVALUATIONS

Teachers are expected to conduct periodic evaluations of student progress (homework/performance events/tests). A periodic review of student progress in these areas will assist the teacher in determining the effectiveness of the teaching process/student learning. Expectations must be maintained at a high level, but that level must not exceed student ability/knowledge. Numerous deficient grades or incomplete assignments should serve as a signal of an impending problem. A consultation with the principal, mentor teacher, or a colleague may be requested. Teachers must prepare semester finals to be no more than 10% of a student's semester grade.

No student's grade may be cut for disciplinary measures that are not outlined in the disciplinary code.

STUDENT HANDBOOK

It is your responsibility to become familiar with the information in the Student Handbook. Classroom practices should follow the information contained in the handbook. It is the responsibility of all staff to aid in an effort to ensure students and staff are abiding by our school policies and procedures.

STUDENT SUPERVISION

Students should be supervised at all times. Never leave your class with unsupervised students. **Be** aware of students in areas such as bathrooms and locker rooms. There are ways to supervise what is going on without actually "hanging out" in the room.

Teachers are expected to help supervise students throughout the school. Besides maintaining discipline in the classroom, teachers' supervision duties include the hallways, restrooms, assemblies, after-school activities and games, etc. All teachers are expected to attend assemblies and help supervise. Each staff member is responsible for helping prevent damage to school property and preventing general misbehavior. This can only happen if you are actively supervising the students. All staff members should be vigilant to walk around while supervising. Sitting at your desk or working on other work is not actively supervising.

If an emergency arises or a meeting is scheduled during your duty time, please find someone to cover your supervision. Let's work together as a team and help each other out.

SUPPLIES AND EQUIPMENT

Most standard supplies are available in the school office. No supplies/textbooks/workbooks/etc. may be ordered without the principal's approval and completion of a Purchase Order. All Purchase Orders must be typed (see *Purchase Order Instructions*). When an order is received, an invoice or shipping order must be checked for fulfillment of order or damage. The invoice or shipping order must then be signed, dated, and returned to the superintendent's secretary.

SUSPENSIONS

Students may be suspended from school. This can be an In-School Suspension (ISS) or Out-of-School Suspension (OSS). In both cases, teachers are required to gather all assignments that the student is required to take and submit them to the school office. Students will be required to complete all assignments for a grade for ISS.

TAKING ROLL

Teachers need to take roll each period every school day and enter into the Tyler SIS system.

TEACHERS' LOUNGE/FACULTY RESTROOMS

Remember you are sharing the teachers' lounge with all staff. Please do your share and keep this room clean. Do not leave food to spoil in the refrigerator. The lounge and faculty restrooms are off limits to students.

TECHNOLOGY

No student is allowed to use the teacher computer as it contains private information. Please be safe and log out of your computer before leaving your computer. Do not bring your personal laptops to use at school.

TECHNOLOGY REPAIR REQUESTS

Should you have a technology issue (repairs, problems, questions, etc.), complete the Technology Repair Request Form and submit it to the office. You may also email the technology director, Chat Marler, directly with the issue at cmarler@valley.k12.mo.us, and cc the principal.

TELEPHONE POLICY (STUDENTS)

Students should be discouraged from using the telephone at school. Forgotten homework, books, permission to go home with a friend are not reasons to use the office phone. Teachers should use their own judgment to determine when it is appropriate to send a student to the office to use the phone. DO NOT send students to the office to make after-school arrangements with their friends. STUDENTS SHOULD NOT BE ALLOWED TO USE THEIR CELL PHONES OR OTHER TECHNOLOGY FOR THESE REASONS DURING THE SCHOOL DAY.

TEXTBOOK/WORKBOOK/RESOURCE GUIDE PURCHASES

Textbook, workbook, and classroom resource needs should be submitted to the building principal. Requests should include descriptions of items needed, as well as quotes for the

purchase of the resources. If teachers need help with this, they should ask other teachers that have experience with this or their building principal.

If the request is approved, teachers will need to complete and submit a typed Purchase Order including any quotes to the principal. Upon the arrival of the ordered materials, teachers will check order fulfillment/damages and return a signed and dated invoice or shipping order to the superintendent's secretary.

Upon approval from the Library Media Specialist, teachers may request reference materials/videos that will be purchased using library funding.

TIMESHEETS

Any staff members that are on a time sheet need to access those forms from the secretary. This form is used to calculate the amount of hours you work each week. Your time sheet must be signed by the principal and turned into central office.

TOBACCO-FREE CAMPUS

Federal and state law require public school campuses to be alcohol, tobacco, drug and weapon free. This includes staff as well as students and patrons.

TUTORING

Teachers are requested to make tutoring available to their students who are in need of extra assistance. Teachers need to complete the Tutoring Logs and turn them in to the building principal along with a Tutoring Time Sheet each month for pay. Teachers will receive \$25 per hour for tutoring. All tutoring must be done outside of school hours and cannot be done in conjunction with other duties turned in for pay, such as ASD.

Teachers are also expected to keep record of their tutoring hours, including date, time, subject, and names of students attending, to be turned in at the end of the school year to be submitted to DESE through MOSIS data entry. If you have any questions, please ask your mentor teacher or your building principal.

USE OF TRACKING DEVICES

District employees are prohibited from requiring students to use an identification device that uses radio frequency identification technology, or related technology to identify the student, to transmit information regarding the student, or to monitor or trace the location of the student.

VETERANS' DAY COMMEMORATION

Each District school will devote at least one class period in preparation for Veteran's Day in order to convey the meaning and significance of Veterans' Day. In addition, the Board may annually designate Veterans' Day as a school holiday.

VIDEOS

Videos are not to be shown in the classroom unless authorized by the principal. These authorized videos must be related to the classroom curriculum and below the PG-13 rating. The principal has complete discretion on the viewing of any movie or video. Prior to showing a video, teachers are required to submit a Video Request form to the principal and receive approval. A minimum of one-day approval time is required.

VISITORS

Guests are welcome in our school building. In order for these guests to be received properly, the office should be notified in advance. All guests are required to sign in the office and receive a visitor's pass before reporting to the classroom. BE NICE AND WELCOME VISITORS TO OUR BUILDING! Visitors should not be left alone with the students.

WEAPON-FREE CAMPUS

Federal and state law require public school campuses to be alcohol, tobacco, drug and weapon free. This includes staff as well as students and patrons.

WEBSITE ACCESSIBILITY

The District is committed to providing accessibility of its website for students, parents, and members of the community with disabilities by meeting or exceeding the requirements of Section 508 of the Rehabilitation Act (29U.S.C. 794d), as amended in 1998, Americans with Disabilities Act (ADA), Section 504 and Title II. Section 508 is a federal law that requires agencies to provide individuals with disabilities equal access to electronic information and data comparable to those who do not have disabilities, unless an undue burden would be imposed on the agency.

Information on the District's website will provide access either through modification of its website in conformance of the W3C WAI's Web Content Accessibility Guidelines (WCAG) or by providing the same information in a modality addressing an individual's disability. Students, parents and members of the community who have questions about the accessibility of content used, and/or would like to report barriers to accessing the District's website, please contact the District's Media Liaison, Jennifer Juliette, jjuliette@valley.k12.mo.us or call 573-779-3446, ext. 1. You may also contact a district administrator (Jason Samples, Superintendent of Schools, jason.samples@valley.k12.mo.us, 573-779-3446, ext. 3; Ms. Jamie Warden, JH/HS Principal, jamie.warden@valley.k12.mo.us, 573-779-3446 ext.1; Mr. Caleb Tiefenauer, Elementary Principal, catiefenauer@valley.k12.mo.us 573-779-3446, ext. 2) with detailed information on the location of the page or document you are attempting to access so we can make it accessible. Please include your name, email address and phone number so that we may contact you to provide the information in another format.

The initial complaint or grievance should be made utilizing the procedures set forth in Policy/Regulation 1300- Prohibition Against Harassment, Discrimination and Retaliation. When administration receives the information, they shall immediately inform the designated District official. Once the District has been notified of inaccessible content, effective communication shall

be provided as soon as possible to the reporting party to provide access to the information in a modality specific to the individual's disability condition.

A record of each complaint and grievance made pursuant to this Policy shall be maintained at the District's office. The record shall include a copy of the complaint or grievance filed, report of findings from the investigation, and disposition of the matter.

WELLNESS POLICY

The District promotes healthy schools by supporting wellness, good nutrition, and regular physical activity as part of the total learning environment. The District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. Schools contribute to the basic health status of children by facilitating learning through the support and promotion of good nutrition and physical activity. Improved health optimizes student performance potential. The goals of the District's wellness policy are as follows:

1. Provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors. The entire school environment, not just the classroom, shall be aligned with healthy school goals to positively influence a student's understanding, beliefs, and habits as they relate to good nutrition and regular physical activity. A healthy school environment should not be sacrificed because of a dependence on revenue from high added fat, high added sugar, and low nutrient foods to support school programs.

2. Support and promote proper dietary habits contributing to student's health status and academic performance. All foods available on school grounds and at school-sponsored activities during the instructional day should meet or exceed the district nutrition standards. Emphasis should be placed on foods that are nutrient dense per calorie. To ensure high quality, nutritious meals, foods should be served with consideration toward variety, appeal, taste, safety, and packaging.

3. Provide more opportunities for students to engage in physical activity. A quality physical education program is an essential component for all students to learn about and participate in physical activity. Physical activity should be included in a school's daily education program from grades K through 12. Physical activity should include regular instructional physical education, co-curricular activities, and recess. A goal of 150 minutes per week for elementary students, 225 minutes per week for middle school students, and 2 units for high school students during high school years.

4. The District is committed to improve academic performance. Educators, administrators, parents, health practitioners, and communities should consider the critical role student health plays in academic stamina and performance and adapt the school environment to ensure students' basic nourishment and activity needs are met. To ensure widespread understanding of the benefits to school environments where nutritious foods are provided and where students have an opportunity for physical activity, a public awareness campaign that highlights research demonstrating the positive relationship between good nutrition, physical activity, and capacity of students to develop and learn should be conducted.

5. Establish and maintain a district-wide Nutrition & Physical Activity Advisory Council with the purposes of:

- Developing guidance to this policy

- Monitoring the implementation of this policy
- Evaluating policy progress
- Serving as a resource to school sites
- Revising policy as necessary

Valley R-VI School District
Technology Acceptable Use Policy

I.) Users

A. Student Users - No student will be given "privileged" access to the district's technology resources until the district receives a User Agreement signed by the student and the student's parent(s), guardian(s), or person(s) standing in the place of a parent. Students who do not have a User Agreement on file with the district may be granted permission to use the district technology by the superintendent or designee.

B. Employee Users - No employee will be given "privileged" access to the district's technology resources before the district has a signed User Agreement on file. Authorized employees may use the district's technology resources for reasonable, incidental personal purposes as long as the use does not violate any provision of district policy, regulation or procedure, hinder the use of the district's technology for the benefit of its students or waste district resources. Any use that jeopardizes the safety, security or usefulness of the district's technology is considered unreasonable. Any use that interferes with the effective and professional performance of the employee's job is considered unreasonable. Because computers are shared resources, it is not appropriate for an employee to access, view, display, store, print, or disseminate information via district resources, including e-mail or Internet access that students or other users could not access, view, display, store, print or disseminate, without authorization by the district.

C. Board Member Users - Members of the school Board may be granted user privileges, including a mail address, upon completion of a User Agreement. Board members will set an example of responsible use and will abide by district policies, regulations and procedures. Board members will comply with the Missouri Sunshine Law.

D. External Users - Consultants, counsel, independent contractors, and other persons having professional business with this school district may also be granted user privileges at the discretion of the Superintendent or Technology Director, subject to completion of a User Agreement and for the sole, limited purpose of conducting business with the school. External users must abide by all laws, district policies, regulations and procedures.

II.) 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. 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, employees, students or any other user at any time, without prior notice. Authorized district personnel may load or delete new programs or information, install new equipment, upgrade any system or enter any system to correct problems at any time. The district may examine all information stored on district technology resources at any time. The district

may monitor employee and student technology usage. Electronic communications (email, instant messaging, text, etc.), all data stored on the district's technology resources, and downloaded material, including files deleted from a user's account, may be intercepted, accessed or searched by district administrators or designees at any time.

III.) Violations of Technology Usage Policies and Procedures

Use of the district's technology resources is a privilege, not a right. A user's privileges may be suspended pending an investigation concerning use of the district's technology resources. Any violation of district policy, regulations or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. The administration may use disciplinary measures to enforce district policy, regulations and procedures. Employees may be disciplined or terminated for violating the district's policies, regulations and procedures. Any attempted violation of district policy, regulations 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.

IV.) Damages

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

B. The school district does not warrant that the functions of the system will meet any specific requirements the user may have, or that it will be error-free or uninterrupted; nor shall it be liable for any direct, or indirect, incidental, or consequential damages (including lost data, information, damage to media, etc.) sustained or incurred in connection with the use, operation, or inability to use the system.

V.) General Rules and Responsibilities

A. Using another person's user ID and/or password for any reason is prohibited.

B. Sharing one's user ID and/or password with any other person is prohibited.

C. Deleting, examining, copying or modifying files and/or data belonging to other users without their prior consent is prohibited.

D. Mass consumption of technology resources that inhibits use by others is prohibited.

E. Unless authorized by the district, non-educational Internet usage is prohibited.

F. Making School District computing resources available to individuals not affiliated with the Valley R-VI School District without approval of the administration and/or technology director is prohibited. This includes but is not limited to; wireless access points, direct connections of foreign equipment to the district's network and the sharing of district software.

G. Using proxy servers or trying to bypass the District's Internet filtering in anyway is prohibited.

H. Changes to the computer's operating system in any way is prohibited. This includes but is not limited to changing an IP address, changing display settings and changing any other computer settings.

- I. Connecting any non-district external device to the network such as a laptop, USB drive or router is prohibited.
- J. Use of district technology for soliciting, advertising, fund raising, and commercial purposes or for financial gain is prohibited, unless authorized by the district.
- K. Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The school district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
- L. Accessing, viewing or disseminating information using district resources, including e-mail or Internet access, that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors is prohibited.
- M. Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.
- N. Accessing, viewing or disseminating information using district resources, including e-mail or Internet access, that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g. threats of violence, defamation of character or of a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful school regulations is prohibited.
- O. Any use that has the purpose or effect of discriminating or harassing any person or persons on the basis of race, color, religion, sex, national origin, ancestry, disability, age, pregnancy, or use of leave protected by the Family and Medical Leave Act or the violation of any person's rights under applicable laws is prohibited.
- P. Any unauthorized, deliberate, or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction is prohibited, regardless of the location or the duration of the disruption.
- Q. Users may only use properly licensed software, audio or video media purchased by the district or approved for use by the district. Any other software must be approved by the district and installed by the district's technical staff. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license and approved by the district.
- R. Users are prohibited from uninstalling any software off of the district's computers unless authorized by the administration or technology staff.
- S. At no time will district technology or software be removed from the district premises, unless authorized by the district.
- T. All users will use the district's property as it was intended. Technology or technology hardware will not be lifted, moved or relocated without permission from an administrator. All users will be held accountable for any damage they cause to district technology resources.

U. All damages incurred due to the misuse of the district's technology may be charged to the user. The district will hold all users accountable for the damage incurred and will seek both criminal and civil remedies, as necessary.

VI.) Technology Security and Unauthorized Access

All users shall immediately report any security problems or misuse of the district's technology resources to a Teacher, Administrator, or the Technology Director. No person will be given access to district technology if he/she is considered a security risk by the Superintendent, Technology Director, or designee.

- A. Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.
- B. Use of district technology to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.
- C. The unauthorized copying of system files is prohibited.
- D. Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology are prohibited.
- E. Any attempts to secure a higher level of privilege on the technology resources without authorization are prohibited.
- F. The introduction of disruptive/destructive programs into a school computer, the network, or any external networks is prohibited. Including, but not limited to; computer "viruses," "hacking" tools, scripts, & logic bombs.
- G. Accessing Proxy servers for any reason without permission from the Technology Director is prohibited.
- H. Any attempt to connect to other systems, in evasion of the district security systems, is prohibited.
- I. Any attempt to connect to district resources using equipment not approved by the technology Director is prohibited.

VII.) Online Safety - Disclosure, Use, and Dissemination of Personal Information

- A. All students will be instructed on the dangers of sharing personal information about themselves or others over the Internet.
- B. Student users are prohibited from sharing personal information about themselves or others over the Internet, unless authorized by the district.
- C. Student users shall not agree to meet with someone they have met online without parental approval.
- D. A student user shall promptly disclose to his or her teacher or another school employee any message the user receives that is inappropriate or makes the user feel uncomfortable, in any way.
- E. Users shall receive or transmit communications using only district-approved and district managed communication systems. For example, users may not use web-based e-mail, messaging, videoconferencing or chat services, except in special cases where arrangements have been made in advance and approved by the district. Examples of approved services would include gaggle email for the students and school Gmail accounts for the staff.

- F. All district employees will abide by state and federal law, Board policies, and district rules when communicating information about personally identifiable students.
- G. Employees shall not transmit confidential student information using district technology, unless designated for that use. Employees will take precautions to prevent negligent disclosure of student information or student records.
- H. No curricular or non-curricular publication distributed using district technology will include the address, phone number or email address of any student without permission.
- I. Valley R-VI School District reserves the right to limit access to any materials designated by the administrators and/or Technology Director.

VIII.) Electronic Mail

A user is responsible for all e-mail originating from the user's ID or password.

- A. Forgery or attempted forgery of e-mail messages is prohibited.
- B. Unauthorized attempts to read, delete, copy or modify e-mail of other users are prohibited.
- C. All users must adhere to the same standards for communicating online that are expected in the classroom, and consistent with district policies, regulations and procedures.

IX.) Exceptions

Exceptions to district rules may be made for district employees or agents conducting an investigation of a use that potentially violates the law, district policies, regulations or procedures. Exceptions may also be made for technology administrators who need access to district technology resources to maintain the district's resources or examine and delete data stored on district computers as allowed by the district's retention policy. i.e. Each spring the servers are cleared of data so that they will have storage for the coming year.

X.) Waiver

Any user who believes he or she has a legitimate reason for using the district's technology in a manner that may violate any of the district's adopted policies, regulations and procedures may request a waiver from the Technology Director and the building principal, superintendent, or designees. In making the decision to grant a waiver to a student, the administrator shall consider the purpose, age, maturity, and level of supervision involved.

XI.) Exception of Terms and Conditions

All terms and conditions as stated in this document are applicable to the Valley R-VI School District. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Missouri, and the United States of America.

XII.) Violations and Discipline

Discipline will be applied according to the severity of the offense. Administration shall judge the violation and authorize discipline accordingly. Disciplinary actions taken shall include, but are not limited to the following.

- A. Each violation of the AUP will have a written report of the incident submitted to the building administration explaining the violation.
- B. The offender shall have a conference with the building administrator.
- C. The parent(s)/guardian(s) of the student will be notified of the offense and the discipline to be carried out.
- D. Detention of a set number of days shall be assigned according to the severity of the offense.
- E. Internet and/or network connectivity shall be removed for a set number of days.
- F. Computer access shall be suspended or revoked.
- G. Local and/or state authorities will be contacted and shall be given a report of the incident.
- H. Employee disciplinary action shall be taken up to and including dismissal.
- I. Students may be subject to disciplinary action up to and including expulsion.

Technology Acceptable Use Policy
Student, Faculty and Staff

I _____ (print), have read and fully understand the District's Acceptable Use Policy and the consequences that will result if violated.

_____ (Signature) _____
(Date)

_____ (Parent Signature) _____
(Date)