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FACULTY AND STAFF

David Russell	Superintendent
Melanie Elliott	Finance/Administrative Assistant
<u>Teresa Irwin</u>	<u>Secretary/Administrative Assistant</u>
Raylene Wilson	Preschool
Cheta Shelton	Kindergarten
Lynn Blackwell	First Grade
Deborah Barrett	Second Grade
Brittney Kinder	Third Grade
Kim Brannan.....	Fourth Grade
Jody Kimrey.....	Math/Science - Fifth/Sixth/Seventh/Eighth Grade
Rebecca Helm.....	ELA/SS-Fifth/Sixth/Seventh/Eighth Grade
Marlene Amick	Title I Reading
Joshua Kumpula	Art, Music, and Physical Education
Cheryl Frescoln	Counselor
<u>Jennifer Swanson</u>	<u>Special Education</u>
Kaitlyn Stallcup.....	Preschool-Para-Professional
Chellsy Garrett.....	Title 1 Math - ParaProfessional
<u>Sharon Greathouse.....</u>	<u>Special Education - Para-Professional</u>
Wilmer Jackson	Custodial/Maintenance
<u>Jerry Postlewait</u>	<u>Custodial/Maintenance</u>
<u>Kimberely Sperlazza</u>	<u>Head Cook</u>
Dawnita Kuhn	Bus Driver
Bill Nemyer	Bus Driver
<u>Jackie Pinkston</u>	<u>Bus Driver</u>

WELCOME

Welcome to the Success R-VI School District. We are very pleased that you have chosen to spend your life's career bettering the education of the students in our district. At Success, we believe that all children can be successful and that success is dependent on our ability to work together as a team. Together, we can make a difference.

PURPOSE OF HANDBOOK

This handbook has been designed to provide information and should be an easy reference for Success R-VI teachers and staff. It is intended to be a quick source of readily available information. It is not intended to include all materials in the Success R-VI Board Policy Manual. A copy of the Success R-VI Board Policy is located in the central office.

SUCCESS R-VI MISSION STATEMENT

To work cooperatively with families and the community to insure that all students are provided opportunities and experiences which educate, nurture, encourage positive self-worth, promote enjoyment of learning, and inspire good character within an atmosphere which is enthusiastic, disciplined, and caring.

ABSCENSES (STAFF)

The following leaves will be provided to full-time professional staff employees. Part-time professional staff employees will receive these leaves on a pro rata basis:

1. Sick Leave: 8 days
2. Personal Leave: 2 days
3. Vacation: 10 days (12 month employees)
4. Bereavement Leave: 5 days

*See MSBA Policy GBBDA, GCBDA, and/or GDBDA for further information regarding staff leave.

ACCIDENT OR ILLNESS

Teachers who have students that become ill during the day should send those students to the central office. Please respect the secretary's time and do not allow students to abuse the privilege of being seen for possible illness or injury.

Teachers should NOT dispense medicine of any kind. All student medications should be sent to the secretary's office with a medicine authorization form. If a student is injured, contact the central office and request assistance. The teacher/observer needs to fill out an accident form immediately. These may be picked up in the central office.

ANNOUNCEMENTS

Information for the daily intercom announcements must be submitted to the central office by 2:30 p.m. of the previous day. Announcements will be posted through School Email and read over the intercom following the Pledge of Allegiance each morning during Homeroom.

APPLIANCES

Teachers are not to have coffee pots, hot plates, or space heaters in their classroom. Coffee will be available in the cafeteria or any designated area approved by administration. The removal of microwaves and refrigerators (or similar electronic items) in individual classrooms is highly recommended. If observed that these items are becoming a hindrance on students learning or a safety concern, they may be required to be removed on an individual basis. These items will be available to staff in the teacher workroom. Exceptions to this policy must be approved by an administrator.

BUILDING MAINTENANCE REQUEST

Repairs or maintenance items need a building maintenance request form turned in to the central office for approval. If there is a problem in your room, please notify the office as soon as possible so that the problem will not get worse. Heating and air conditioning issues are examples of problems that should be reported immediately. Sample items that need approval (not limited too): Painting (limited colors), new holes in the walls, changing location of technology (SmartBoard), etc.

BULLETIN BOARDS

Bulletin boards are an important part of your classroom. They should be kept current and used appropriately to keep students interested and up-to-date. We also have cork strips in several locations throughout the building to display student work or other information.

CALENDAR

You must submit a proper request to the central office for any item to be added to the district calendar.

CHAIN OF COMMAND

Teacher—Superintendent—Board of Education

CLUB FUNDRAISERS

All fundraisers must be approved by the Superintendent.

CORRESPONDENCE

The Superintendent needs to approve all correspondence with parents before it is sent.

DISCIPLINE

The classroom teacher is the primary disciplinarian. In order for maximum learning to occur, a safe and controlled atmosphere must be obtained. All discipline procedures will be reviewed the first day of classes. Parents should be contacted before a situation becomes a discipline problem, and a student is sent to the office.

Any student referred to the office for a discipline matter should have an electronic discipline referral submitted by the teacher to the central office prior (if possible) to the student being physically sent to the office. Any referrals to the office will be seen as a serious infraction of conduct codes. Minor infractions should be handled by the classroom teacher.

DRESS CODE

The Success R-VI Board of Education recognizes that teachers and other staff members are role models and lead by example. The manner in which teachers and staff present themselves will be reflected in the conduct of the students and the respect given teacher, staff, and the school system by the community. To this end, all staff members must appear neat, clean, and appropriately dressed at all times for a business or professional environment in accordance with the position held by the employee.

As a professional, it is important to portray a level of concern with your appearance. According to reports, teachers are less likely to be respected professionally when they look too casual. Whether inside or outside of the building, teachers are judged as professionals; therefore, being professionals, we are held at a higher standard. The school prefers not to get to the point where every item worn is dictated, but employees are expected to project a professional image.

The superintendent may approve variations for special occasions such as field trips, spirit days, work days, or for those individuals whose responsibilities may necessitate an alternate form of dress, such as the physical education teacher. Reasonable accommodations shall be made by the superintendent for those employees who because of a sincerely held religious belief, cultural heritage, or medical reason (documentation required) request a waiver of a particular part of this policy for dress or appearance.

Fridays will be “spirit” days. On this day only, staff will be permitted to wear blue jeans (no holes/tears/tattered wear), tennis shoes, and a school shirt.

DRUG FREE WORKPLACE

Student and employee safety is a paramount concern to the Board of Education. Employees under the influence of alcohol, drugs, or controlled substances are a serious risk to themselves, to students, and to other employees. Therefore, the Board of

Education shall not tolerate the manufacture, use, possession, sale, distribution, or being under the influence of controlled substances or alcoholic beverages on any school property or on any school approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or is otherwise engaged in school district business. Any employee who violates this policy will be subject to disciplinary action, which may include employment suspension, termination, and referral for prosecution. Employees may be required to satisfactorily participate in rehabilitation programs. Each employee of this school district is hereby notified that, as a condition of employment, the employee must abide by the terms of this policy, and will notify the superintendent of any criminal drug statute conviction for a violation occurring in or on

the premises of this school district while engaged in regular employment. The employee must make such notification to the superintendent in writing no later than five calendar days after conviction. The superintendent will provide notice in writing of such violation to the United States Department of Education, or other appropriate federal agencies within 10 calendar days after the superintendent receives such notification. The district will take appropriate disciplinary action within 30 days.

When it is evident that a staff member has consumed alcoholic beverages or illegal drugs off school property during and/or before a school activity, the staff member will not be allowed on school property, or to participate in school activities. Staff members who violate this regulation will be subject to the same penalties as for possession or consumption on school property.

The Board of Education hereby commits itself to a continuing good-faith effort to maintain a drug-free workplace. This policy shall be communicated in writing to all present and future employees. Compliance with this policy is mandatory.

E-MAIL POLICY

The primary purpose for the school's e-mail and web mail systems is for the business of the school, the business of teaching, and the administrative functions that support this mission. School e-mail should not include personal items which require substantial expenditures of time, personal uses for profit, or personal uses that would violate school time or equipment policies. Such messages become the property of the school and are subject to the same conditions as school e-mail.

Sending e-mail messages which are accusing, judgmental, derogatory, threatening, ridiculing, etc., to which recipient objects may be considered harassment and therefore

are unacceptable. Members of the school community must use the same personal and professional courtesies and considerations in electronic mail as they would in other forms of communications. Sending, saving, or soliciting sexually oriented messages or images are not permitted through the school's e-mail system. Sending chain letters, gambling, or engaging in any other activity in violation of local, state, or federal law are not permitted through school's e-mail system. Mass e-mails to multiple recipients, building wide are not permitted without obtaining approval from your superintendent. Employees are never to click on unsubscribed links and enter their e-mail address, as this alerts the subscription service that the recipient is there and more bulk mailing will occur. Regularly delete your older e-mails which are no longer necessary for retention purposes.

Violation of this policy can result in disciplinary action up to and including termination and/or legal action if warranted.

EMERGENCY INFORMATION

Fire

1. The fire alarm will consist of a series of short, continues rings and an announcement of "fire, fire, fire."
2. Gather your class roster sheet, shut your windows.
3. Students are to remain in classroom groups and under the supervision of their current instructor.
4. Exit the building as designated unless your exit should be blocked in which case you should take the nearest exit.
5. Move your class outside to your designated area.
6. Re-enter the building only on the all clear bell (signal).

Tornado

1. The tornado alarm will consist on a continuous ringing of the bell.
2. Gather your class roster sheet.
3. Move your class to your designated area.
4. Students should be down with their hands over their heads.
5. Return to your classroom only on the all-clear bell.

Earthquake

1. The earthquake alarm will consist of an announcement “earthquake, earthquake, earthquake, take cover.”
1. Crouch under desk or table in the room where you are away from windows or a brick wall.

Tentative Schedule of Drills (Subject to Change)

Type of Drill	Date/Time
Fire	August 28 (Friday) @ 8:45 a.m.
Tornado	September 15 (Tuesday) @ 9:30 a.m.
Lock Down	September 16 (Wednesday) @ 10:15 a.m.
Fire	The week of November 9-13
Earthquake	December 4 (Friday) @ 1:45 p.m.
Lock Down	The week of January 4-8
Fire	The week of February 8-12
Tornado	The week of March 8 -12
Earthquake	The week of April 5 -9

HOSTAGE OR ARMED INTRUDER

Secure classrooms with the intercom and listen for further instructions.

EXTRA-DUTY ASSIGNMENTS

All teachers are required to supervise extra-curricular activities (if needed).

FACULTY SMOKING/TOBACCO USE

State law prohibits smoking, or other use of tobacco products, in any classroom or student occupied elementary or secondary school building or facility or on any school bus used to transport students to or from school or to or from any place for educational purposes.

FIELD TRIPS

All field trips must be approved through the central office and scheduled with the Transportation Director two weeks prior to the event if a bus is needed. Teachers must notify the kitchen so that the lunch count can be adjusted.

GRADES

Individual teachers are responsible for keeping all student grades accurate and up-to-date. Up-to-date means all activities, tests, classroom work, etc. would be included in the grade for each progress report and end of quarter/semester reports.

GRIEVANCE PROCEDURES

See the Board Policy manual located in the Central Office.

GUEST SPEAKERS

Teachers are encouraged to use volunteer speakers for their classes. Any special speakers need to be approved through the Superintendent.

HOT LINE PROCEDURES

If a teacher has any reason to suspect a child is being abused, the counselor must be advised immediately. When the teacher makes his/her report, they are released from any reporting liability. However, the teacher may be contacted for additional information by the counselor, administration, and/or by investigating personnel.

LESSON PLANS

Outlined lesson plans are required by all teachers in Lumens one week in advance. They should be completed by 8:00 a.m. on Monday for the following week. These should include a lesson objective, procedure/method, assignment/assessment, and reference to curriculum. Lesson plans will be reviewed regularly by the building administrator.

TELEPHONE CALLS/CELL PHONE USE

Telephone calls for school business are allowed. Teachers should not use the school phones for personal purposes except for emergencies. Cell phone calls should not be received or made during instruction/class time (this also pertains to text messaging). Cell phones should be on silent mode during the scheduled work day. If someone needs to get

a hold of you due to an emergency during the school day, he or she may contact the central office.

MAIL

Each teacher has a mailbox. Your mailbox should be checked daily before and after school (this includes e-mail).

PARENT/TEACHER COMMUNICATION

Conferences with parents may be held at any time. These conferences should be planned after school, before school, or during your conference period. There will be scheduled parent conferences planned on the school calendar. All teachers are required to attend. Teachers are to keep a list of all parents attending and turn that list in to the office.

PERSONAL COMPUTERS

Due to liability issues, virus problems, and the assumed responsibility for physical safety and repair of equipment, it is recommended that employees do not bring personally owned computers to be used at school. The school will not be responsible for protection, safety, maintenance, or replacement of computers or computer equipment not owned by the school.

PROFESSIONAL COURTESY

Professional courtesy is to use Mr., Mrs., Miss, or Ms. when addressing adults.

PROGRESS REPORTS

It is the teacher's responsibility to notify the parent if a child is having difficulty in a course of study. If a student is in jeopardy of being retained, the teacher must notify the superintendent in a timely manner.

PURCHASING SCHOOL MATERIALS

All purchases for the school must be approved prior to ordering using a requisition form. The requisition form will then be turned in to the secretary. The school will provide purchase orders which will be signed by the school superintendent. Absolutely no items may be charged to the school without a pre-approved purchase order. If orders are received without approval, the person ordering will required to pay the invoice or have

the invoice deducted from their wages. After receipt of an order, immediately notify the office that your item(s) have been received.

REFERRAL PROCESS

Teachers who have concerns about a student relating to special services, and/or alternative learning should consult the counselor and special services personnel. Also, teachers are required to carefully document parent contacts and alternative intervention strategies.

ROOM INVENTORY

List all items in your room on the proper form and return completed form to the central office. This is to be done at the end of the school year, prior to final checkout.

RULES

Typical behaviors teachers should expect from students include the following:

1. Be in class on time
2. Follow instructions
3. Show respect toward the teacher and others
4. Stay in seat
5. Raise hand before speaking
6. Have all necessary materials for class
7. Keep hands, feet, and objects to self
8. No swearing

SALARY SCHEDULE

See Appendix A

SCHEDULE (MASTER CLASS SCHEDULE)

See Appendix B

SEXUAL HARASSMENT OF EMPLOYEES

Sexual harassment is strictly prohibited in the Success R-VI School District. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals;
3. Or, such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Whether an employee voluntarily submits to sexual advances or requests is irrelevant for purposes of this policy. For purposes of sexual harassment and sexual discrimination policies only, an employee includes any person employed by the district, and any student teacher, intern or school volunteer. Employees who witness or are the victims of sexual harassment shall immediately notify their immediate supervisor, or the next level administrator who is not the subject of the complaint, as may be appropriate under the circumstances. There will be no adverse action taken against a person for making a complaint of sexual harassment when the complainant honestly believes sexual harassment has occurred or is occurring or for form of intimidation, reprisal or harassment such as suspension, expulsion, termination, change in working conditions, loss of privileges or benefits or other disciplinary action. Any individual who retaliates against any employee or student who reports alleged sexual harassment or who retaliates against any person who reports, testifies, assist, or participates in an investigation or hearing relating to a sexual harassment complaint will be subject to discipline.

The supervisor or administrator receiving such a complaint shall immediately notify the superintendent and transmit a full written report to the superintendent as soon as possible. The superintendent shall provide for thorough, prompt investigation of the incident and the investigation and written report shall be completed within a reasonable period of time. The district shall take disciplinary action where appropriate, in order to ensure that further sexual harassment does not occur. If the superintendent is the subject of the complaint, all investigations will be conducted by the Board president. Confidentiality will be preserved consistent with applicable laws and the responsibility to investigate and address such complaints.

SOCIAL NETWORKING SITES

Social networking (i.e. Facebook, MySpace, etc.) shall not be utilized at any time during the instructional work day. Social networking shall never take place on school property. Teachers in other districts have experienced problems with inappropriate communications with students, and inappropriate content being posted on their page by themselves or their "friends". In some cases, teachers have been dismissed due to inappropriate content on their personal WebPages.

SUBSTITUTE TEACHERS

If a teacher is not at work, his/her students are not learning. If you must miss school without any notice, you need to contact Mrs. Shelton as soon as possible (preferably before 7:00 a.m.). In addition, you must notify the central office. Mrs. Shelton will place an absence form in your mailbox for your signature. Please promptly sign and return back to Mrs. Shelton. If you are aware of your absence before the date, it is your responsibility to fill out the form, which may be obtained in the central office, and leave it in Mrs. Shelton's mailbox. Please do not disrupt instruction in this process.

TEACHER EVALUATIONS

All faculty and staff of the Success R-VI School District are evaluated daily through performance.

Certified staff will be evaluated using the Missouri Educator Evaluation System. This Evaluation model requires teachers to meet specific requirements. Teachers will receive additional information and training during in-service throughout the school-year. New teachers will have 8 formative observations and one summative. All other teachers will have 4 formative observations and one summative. As the need arises, the administration may employ other methods of evaluation.

TEACHER WORKDAY AND SUPERVISION

Professional workday is from 7:30 a.m. through 3:35 p.m. Teachers assigned supervision duty should be supervising no later than 7:25 a.m. Teachers not assigned to morning supervision duty should be available at school by 7:30 a.m. and are to be in their classrooms and ready for student supervision by 8:00 a.m. Busses will unload students between 7:33 a.m. and 7:45 a.m. Sometimes teachers will be asked to stay after school hours for meeting and for conferences. This is a normal teacher function. Students should never be left unsupervised (including teachers' children). If an emergency arises, the teacher should try to acquire another teacher's help in monitoring the students in his/her absence. If time allows, send a student to the office to obtain supervision for your class.

Teachers are expected to remain on school grounds during the normal school day. If it becomes necessary for a teacher to leave school grounds, this must be cleared through the central office.

TEACHER MEETINGS

Teacher meetings will be announced and held in the school library. Times will be announced.

TEACHER WORKROOM

The teacher workroom is a place for teachers to prepare for their daily instruction (copies, lamination, etc.). Students are not to be in the teacher workroom for any reason. It is the responsibility of all the faculty and staff to keep the teacher workroom in a neat and orderly fashion. Appliances in the workroom may be used for the faculty and staff only.

TEXTBOOKS

The teacher will issue textbooks. The student's name and book number must be recorded for accountability purposes.

VIDEOS

Videos must be previewed and approved by the superintendent. Copyrights must be observed.

VISITORS

All visitors must sign-in at the office and obtain a visitor's pass. This includes non-Success students, parents, sales representatives, friends, guest speakers, etc.

BUT WHAT ABOUT.....?

This is a living document. Any other issues, omissions, or inaccuracies you feel should be addressed in this handbook should be emailed to the central office secretary at your earliest convenience so that they can appear (or be corrected) in next year's handbook.

STAFF CONDUCT

The Board of Education requires all staff members to serve as positive role models for District students. Schools exist to provide quality, cognitive, and affective education for the students. In achieving these objectives, staff members are required to meet certain performance criteria at school and extra curricular activities including, but not limited to the following:

1. Properly prepare for student instruction.
2. Fully utilize instructional time for learning activities.
3. Maintain students under active supervision at all times.
4. Assess student performance in a regular and accurate manner.
5. Modify instructional goals to meet the needs of each student.
6. Comply with administrative directives.
7. Motivate students to achieve learning objectives.
8. Communicate with students in a professional and respectful manner.
9. Maintain a professional modeling relationship with students.
10. Review and comply with Board policies, regulations and procedures
11. Properly operate and maintain district property.
12. Utilize district technology solely for school district business.
13. Maintain required records and submit timely requested reports.
14. Comply with all safety guidelines and directives.
15. Refrain from the use of profane and obscene language.
16. Dress in a professional manner.
17. Attend to all duties in a punctual manner.