

NEWTOWN-HARRIS R-III SCHOOL

2026-2027 FACULTY/STAFF HANDBOOK



Newtown-Harris R-III school does not and shall not discriminate on the basis of race, color, religion, (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status in any of the activities or operations.

Board Approve 7/8/2026

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NEWTOWN-HARRIS R-III SCHOOL DISTRICT

2026-2027 School Year Calendar

Start/End Times: 7:40 a.m. - 3:32 p.m.



2026	1st Semester	2nd Semester	2027
AUGUST	(4 student attendance days)	(16 student attendance days)	JANUARY
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Aug Flex work- 16 hrs (2 days) Aug 15-19 Teacher PD Aug 20 Teacher PD 1000-2:00 Aug 20 Open House 5:00-7:00 Aug 25 First Day of School	Jan 4 Teacher PD Jan 5 1st Day of 2nd Semester Jan 15 Martin Luther King Jr. Day Jan 25 Snow Make-Up Day	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
SEPTEMBER	(19 student attendance days)	(16 student attendance days)	FEBRUARY
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	Sep 7 Labor Day Sep 14 Teacher PD Sep 25th SCHOOL IN SESSION	Feb 1 Teacher PD Feb 15 Presidents Day Feb 22 Snow Make-Up Day	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29
OCTOBER	(19 student attendance days)	(15 student attendance days)	MARCH
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Oct 12 SCHOOL IN SESSION Oct 16 End of 1st Quarter (24 Days) Oct 26 Teacher PD 10-2pm Oct 26 Parent-Teacher Conferences 2-4	Mar 1 SCHOOL IN SESSION Mar 5 Snow Make-Up Day Mar 12 End of 2nd Quarter (40 Days) Mar 22 Teacher PD 10-2 Mar 22 Parent-Teacher Conferences 2-4 Mar 26 Good Friday	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
NOVEMBER	(24 student attendance days)	(17 student attendance days)	APRIL
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	Nov 9 Teacher PD Nov 23 and 24 School In Session Nov 25-27 Thanksgiving Break	Apr 5 Teacher PD Apr 12 SCHOOL IN SESSION Apr 19 Snow Make-Up Day	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
DECEMBER	(12 student attendance days)	(12 student attendance days)	MAY
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Dec 7 Teacher PD Dec 15 Early Out 1:00 Dec 15 End of Second Quarter (24 days) December 23-Jan 1 Winter Break	May 3 Teacher PD May 17 School In Session May 20 Early Out Last Day of School (40 Days)	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

First Day of School 8/25
Teacher PD Days
2 Flex days over summer, 8/19, 8/20, 9/14, 10/26, 11/9, 12/7, 1/4, 2/1, 3/22, 4/5, 5/3
Parent Teacher Conferences
2:00-4:00 PM on 10/26 and 3/22
Snow Make-Up Days (if need)
1/25, 2/22, 3/5, 4/19
End of Quarter Dates
10/16, 12/13, 3/12, 4/20
Early Out Days (1:00)
*12/13 and * 5/20
No School
Last Day of School 5/20

Board Approved 5/11/20

WELCOME!

The policies and procedures contained in this handbook are the result of a concerted effort on the part of the faculty, the administration and the Board of Education. This handbook is intended to provide quick access to a number of policies and procedures the district must make you aware of or that might be of high interest. This handbook is NOT a comprehensive listing of all the policies to which employees must adhere. Nor does it absolve staff from being compliant with the expectations found in policies not included in this handbook.

The single best way to protect yourself is to read the policies. Please reach out to Mrs. Hubbard regarding any questions you have reviewing this document.

All board policies are available on the district website under the Board of Education/Board Policies tab. Here is a direct link: <https://www.moconed.com/district/NewtownHarrisRIII/district.php>.

NEWTOWN-HARRIS R-III SCHOOL MISSION STATEMENT

We ensure that our time, energy, and resources are focused on continuous opportunities for student growth and success through the implementation of relevant and standards-based curriculum, utilization of innovative resources and application of high quality instruction, provided by a caring and competent staff

VISION STATEMENT

NEWTOWN-HARRIS SCHOOL



VISION STATEMENT

BOARD OF EDUCATION, ADMINISTRATION, FACULTY + STAFF

2026-27

Stephanie Hubbard, Superintendent

Shannon Bain, Principal

Board of Education

Holly Fairley, President
Katie Coin, Vice President
Justin Oaks, Secretary
Amanda Hague

Dustin Lewis
Kyle Halferty
Donna Todd

Faculty

Preschool.....	Hillary Shahan
Kindergarten/1st Grade.....	Lucinda Small
Second/Third Grade.....	Amanda Hamilton
Fourth/Fifth Grade.....	Samantha Miller
Art/Library/ Music	Stephanie Hickman
Family & Consumer Science	Allison Garcia
English.....	Andrea Luper
History.....	Kera Lewis
Math.....	Camille Preston
Physical Education.....	Ty Stillwell
Science.....	Lindsay Landis
Special Education.....	Josie Hinkle with help from Caleb Fairley and Lynn Shelton
Title	Julie Tucker
Vo-Ag.....	Stephanie Oaks
RootEd.....	Linda Hague

Staff

Bookkeeper.....	Amanda Neff
District Office-Team.....	Linda Hague, Stephanie Hubbard, Shannon Bain, Amanda Neff
Maintenance.....	Kenner DeRyke
Food Service.....	Breanna Truitt
Bus Drivers.....	David Brown, Dave Hartman, Sandy Busick, Linda Hague

NEWTOWN-HARRIS R-III SCHOOL BELIEVES.....

- A. In a school community that provides students and staff the opportunities to strive for academic success, personal and professional excellence, self-motivation, and lifelong learning resulting in productive members of society.
- B. In a school community that models and practices appropriate social, behavioral, and practical/life skills (reading and writing, interpreting analog clocks, etc.) driven by high expectations.
- C. In the importance of ongoing, honest communication as a means to provide a safe, positive, enthusiastic, orderly, and supportive environment predicated on the dignity and respect of each individual.
- D. That all students can and should become self-reflective critical thinkers.
- E. That the positive impact of education is the key to a better life and presents the best hope for the future and that all students must have the opportunity to learn and grow in their own way.
- F. That the school should develop all students' positive view of themselves, their school, and their community by promoting school and civic spirit and pride through recognition for achievements and accomplishments.
- G. That families are - and should be - an integral part of the school community and are essential to our collective efforts for continual growth.

A PHILOSOPHY OF EDUCATION FOR THE NEWTOWN-HARRIS R-III SCHOOL DISTRICT

Public education is a joint responsibility of the profession, the public and their representatives. We realize that the Board of Education, Administrators and Classroom Teachers have a common goal; the best possible education for the students that attend the Newtown-Harris R-III Elementary and Secondary School.

We must recognize that the American Public School System is peculiarly our own; that it was developed to fit our needs. We believe that it must be a flexible system, adaptable to the needs of various localities and able to meet changing conditions. We must recognize that education is not static; that we must keep abreast of changing times, constantly recognizing new needs, constantly seeking new methods of achieving our goals, yet not rushing blindly out on untried pathways.

Due to the increasing mobility of the American people, we must realize that we no longer prepare our children to become citizens of the area in which they grow up. Therefore, we must be prepared to meet at least certain minimum standards on state and national levels. At the same time, we believe that the state and federal governments have a growing responsibility in the support of a school system that will meet our state and national requirements.

We must recognize that the child is the product of his or her home, his or her community and his or her school. All must contribute to his or her development. When one fails, the others must move in to fill the gap. It is the responsibility of the home to see that each child has an upbringing that is healthy, happy and morally and mentally well balanced. It is a responsibility of the community to contribute the means for a child's education, to set high standards for his or her health, safety and moral and civic development. If the school is to fulfill its function, we as teachers and members of the Board of Education in a public school, must pledge ourselves to recognize and abide by the goals of our education system; to do the very best we can with the means at our command. We must recognize that no two individuals are alike; that each child represents a different problem. We must demand that each student develop to his or her fullest capacity. Consequently, we must set high standards of achievement and resist all pressures to lower them, recognizing of course that all children cannot attain the same level of achievement. We must create an environment that will enable each child to develop their capabilities to the fullest extent possible.

Non-Discrimination Statement

Newtown-Harris R-III School does not discriminate on the basis of race, color, creed, religion or sex in services or opportunities provided to its students.

PARKING

Please let the office know if this does not work for you.

Elementary Parking Lot:

Mrs. Hamilton

Mrs. Miller

Mrs. Julie

Mrs. Hinkle

Mr DeRyke

In Front of Elementary

Mrs. Shelton

In Front of Preschool Building: (#1 beginning from the kitchen door)

1 - Breanna

3 - Coach Stillwell

4 - Caleb

5 - Miss Hillary

6 - Ms. Small

7. -Library/Art/Music

In Front of High School Building:

1 - Mrs. Oaks

2 - Ms Luper

3 - Mrs. Hubbard

4 - Mrs. Bain

5 - Ms. Preston

6 - Mrs. Neff

7 - Mrs. Hague

8 - Mrs. Lewis

9 - Mrs. Garcia

10 - Mrs. Landis

****Bus drivers/maintenance: Park in the bus parking lot**

2026-2027 Class Schedule

	1st Hour 7:40-8:28	2nd Hour 8:30-9:18	3rd Hour PAWS 9:20-9:45	4th Hour 9:47-10:35	5th Hour 10:37-11:25	6th Hour/Lunch 11:27-12:40	7th Hour 12:42-1:30	8th Hour 1:32-2:20	9th Hour 2:22-3:10/Home room (3:10-3:32 Homeroom)	Tiger Time/ Homeroom 3:12-3:32
English Ms. A. Luper	English 1 (9th)	American Lit 10-12	Intervention	8th grade	English II (10th)	7th Grade	6th Grade	Plan	English III (11th)	
Ms. Camille Preston Math	Alg II 11-12	Alg. 1 9th A	Intervention	Plan	6th Grade Math	Math 8	7th Grade Math	Geometry 10-12	Pre Alg. B 9th	
Mrs. Landis Science	Plan	6th grade	Intervention	Biology 10	Life Science 7	Chemistry 11/12	Earth Science 8	Physical Science (9)	Ecology 10-12	
Mrs. K. Lewis SS	World History (10)	Psychology 10-12 Dual credit/foreign language	Intervention	SS 7th/6th	8th SS	American History 9	Government 11-12	Publications Current Events 10-12	Plan	
Mrs. S Oaks FFA/AG	Dual credit/foreign language Ag. Science 8 ----- Ag. Science 7th	----- Ag Structures 11-12	Intervention	(Food Science) Conservation 11/12	Crop Science Animal Science 11-12	Greenhouse 11-12	AG. Science 1 9th Grade	Plan	Ag Science II (10)	
Ms. Hickman Art/ Music	JH Art (6) JH Music 6th Grade	JH Art (7/8) JH Music (7/8)	elementary library/ counseling	Music Appreciation 9-12	Elementary Art/Music 10:40	6th grade study hall	Elementary Art/Music 12:46	Plan	Crafts 9-12	
Coach Stillwell PE	Plan	PE 9-12	AD	Health ----- Life Skills 9	Elementary PE 10:40	Weights 9-12	Elementary PE 12:46	PE 6-7-8	PE 9-12	
Mrs. GarciaFacs	7th grade into FACS ----- 8th Grade into FACS	4/5 Grade ----- Intro to Hospitality 10-12	4/5th Grade ----- Intervention	4/5th Grade ----- Child Development 10-12	International Foods 9-12 Dual Credit ----- Dual Credit	Plan	Nutrition I 10-12 ----- Nutrition II 10-12	Personal Finance 11/12 ----- Competition 9-12	6th/7th/8th grade Computer & Study Skills	
Mrs. Hinkle SPED Mrs. Hague Dual Credit				Pre Alg. (SPED)		Hinkle Life Skills	Hague Dual Credit	Hague-Dual Credit	Hague-Dual Credit	

Elementary Specials Schedule–Updated

Elementary PE Schedule	Tuesday	Wednesday	Thursday	Friday
PreK		10:40-11:25 PE	10:40-11:25 PE	
K-1	10:40-11:25 PE			10:40-11:25 PE
2-3	12:45-1:30 PE		12:45-1:30 PE	
4-5		12:45-1:30 PE		12:45-1:30 PE

Elementary Art/Music/Library Schedule	Tuesday	Wednesday	Thursday	Friday
PreK	Art 10:40-11:25		Library/Counseling 9:20-9:45	Music 10:40-11:25
K-1		Art 10:40-11:25	Music 10:40-11:25	Library/Counseling 9:20-9:45
2-3	Library/Counseling 9:20-9:45	Art 12:45-1:30		Music 12:45-1:30
4-5	Art 12:45-1:30	Library/Counseling 9:20-9:45	Music 12:45-1:30	

PreK

Specials	Tuesday	Wednesday	Thursday	Friday
PE		PE 10:40-11:25	PE 10:40-11:25	
Art/Music	Art 10:40-11:25			Music 10:40-11:25
Library/Counseling		Library/Counseling 9:20-9:45		
Lunch/Recess	Lunch 11:30-11:50 Recess 11:50-12:15	Lunch 11:30-11:50 Recess 11:50-12:15	Lunch 11:30-11:50 Recess 11:50-12:15	Lunch 11:30-11:50 Recess 11:50-12:15

K-1

Specials	Tuesday	Wednesday	Thursday	Friday
PE	PE 10:40-11:25			10:40-11:25 PE
Art/Music		10:40-11:25 Art	10:40-11:25 Music	
Library/Counseling				Library/Counseling 9:20-9:45
Lunch/Recess	Lunch 11:35-11:55 Recess 11:55-12:20	Lunch 11:35-11:55 Recess 11:55-12:20	Lunch 11:35-11:55 Recess 11:55-12:20	Lunch 11:35-11:55 Recess 11:55-12:20

2/3

Specials	Tuesday	Wednesday	Thursday	Friday
PE	12:45-1:30 PE		12:45-1:30 PE	
Art/Music		Art 12:45-1:30		Music 12:45-1:30
Library/Counseling	Library Counseling 9:20-9:45			
Lunch/Recess	Lunch 11:45-12:10 Recess 12:10-12:35	Lunch 11:45-12:10 Recess 12:10-12:35	Lunch 11:45-12:10 Recess 12:10-12:35	Lunch 11:45-12:10 Recess 12:10-12:35

4/5

Specials	Tuesday	Wednesday	Thursday	Friday
PE		12:45-1:30 PE		12:45-1:30 PE
Art/Music	Art 12:45-1:30		Music 12:45-1:30	
Library/Counseling				
Lunch/Recess	Lunch 11:55-12:20 Recess 12:20-12:45	Lunch 11:55-12:20 Recess 12:20-12:45	Lunch 11:55-12:20 Recess 12:20-12:45	Lunch 11:55-12:20 Recess 12:20-12:45

Lunch/Recess Schedule

Classes	Tuesday	Wednesday	Thursday	Friday
Preschool	Lunch 11:25-11:50 Recess 11:50-12:15	Lunch 11:25-11:50 Recess 11:50-12:15	Lunch 11:25-11:50 Recess 11:50-12:15	Lunch 11:25-11:50 Recess 11:50-12:15
Kindergarten & 1st	Lunch 11:30-11:55 Recess 11:55-12:20	Lunch 11:30-11:55 Recess 11:55-12:20	Lunch 11:30-11:55 Recess 11:55-12:20	Lunch 11:30-11:55 Recess 11:55-12:20
2nd & 3rd	Lunch 11:45-12:10 Recess 12:10-12:35	Lunch 11:45-12:10 Recess 12:10-12:35	Lunch 11:45-12:10 Recess 12:10-12:35	Lunch 11:45-12:10 Recess 12:10-12:35
4th & 5th	Lunch 11:55-12:20 Recess 12:20-12:45	Lunch 11:55-12:20 Recess 12:20-12:45	Lunch 11:55-12:20 Recess 12:20-12:45	Lunch 11:55-12:20 Recess 12:20-12:45
6-12th	Lunch 12:15-12:40 Recess 12:30-12:40	Lunch 12:15-12:40 Recess 12:30-12:40	Lunch 12:15-12:40 Recess 12:30-12:40	Lunch 12:15-12:40 Recess 12:30-12:40

REGULAR BELL SCHEDULE

1st Hour	7:40-8:28
2nd Hour	8:30-9:18
3rd Hour (PAWS Intervention)	9:20-9:45
4th Hour	9:47-10:35
5th Hour	10:37-11:25
6th Hour/Lunch	11:27-12:40
7th Hour	12:42-1:30
8th Hour	1:32-2:20
9th Hour	2:22-3:10
Tiger Time (Homeroom)	3:12-3:32

EARLY DISMISSAL BELL SCHEDULE

1st Hour	7:40-8:11
2nd Hour	8:13-8:40
3rd Hour (PAWS Intervention)	8:42-9:07
4th Hour	9:09-9:36
5th Hour	9:38-10:05
6th Hour	10:07-10:34
7th Hour	10:36-11:03
8th Hour	11:05-11:32
Lunch (6-8th)/(HS)	11:34-11:59
9th Hour	12:01-12:28
Tiger Homeroom	12:30-1:00

MORNING DUTIES

Morning Duty

2026-2027

August 2026

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Events / Roster

TUCKER
HICKMAN
LEWIS
SHAHAN
SMALL
HAMILTON
MILLER
LUPER
OAKS
LANDIS
GARCIA
STILLWELL
PRESTON
HINKLE

October 2026

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2026

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2026

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2027

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2027

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2027

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2027

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2027

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NEWTOWN-HARRIS R-III SCHOOL

2026-27

BUS DISMISSAL + DUTIES

Bus Dismissal:

- 3:25 Stop signs will be placed at the North and South ends of the School
- 3:30 Dismiss student athletes needing to leave for practice, etc.
- 3:27 Dismiss Elementary bus riders and Elementary walkers (Adjust this time as needed for our younger students)
- 3:32 Final Bell: Student drivers, HS Bus riders, car riders and staff members' children not staying for tutoring will be dismissed

Duties:

Administration/office staff/Kenner DeRyke - Place stop signs at the south end of the school and stop traffic/monitor the student parking lot.

Administration/office staff - Place stop signs at the north end of the school and stop traffic/ outside for bus loading and monitoring student behavior.

Newtown-Harris R-III School
Mentors & Mentees
2026-2027

Mentor

Amanda Hamilton

Julie Tucker

Mrs. Bain

Stephanie Oaks

Mentee

Hillary Shahan

Lucinda Small

Allie Garcia and Kera Lewis

Stephanie Hickman

**NEWTOWN-HARRIS R-III SCHOOL
2026-2027 SPONSOR LIST**

Seniors

Mrs. Kera Lewis
Ms. Andrea Luper

Juniors

Ms. Camille Preston
Mrs. Josie Hinkle

Sophomores

Mrs. Lindsay Landis

Freshman

Mrs. Allie Garcia

Eighth Grade

Mrs. Allie Garcia

Seventh Grade

Mrs. Stephanie Oaks

Sixth Grade

Ms. Stephanie Hickman

Each class (9-12) may do two district approved fundraisers per year. 7th & 8th graders must do one. The fundraiser applications may be picked up in the office and need to be completed and returned to the Principal. **Please make sure to have fundraisers approved and give two weeks notice in order to advertise for the approved fundraiser.**

Class responsibilities:	Seniors:	Concessions (Pop, Candy, Popcorn)
	Juniors:	Concessions (Food in Kitchen)
	Sophomores:	Cake Raffles at home games including Grundy Basketball games
FFA.....	Stephanie Oaks	
Scholar Bowl.....	Amanda Hamiton	

National Honor Society.....	Amanda Hamilton/Kera Lewis
Air Rifle Club.....	Kera Lewis/Allie Garcia
Art Club.....	Library/Art/Music

ROAR ASSEMBLIES

ROAR ASSEMBLIES will be held on the 1st Tuesday of every month. All students will remain seated in the bleachers. ALL FACULTY & STAFF are expected to be in the Gym at this time.

- ★ Fight Song
- ★ Pledge of Allegiance
- ★ Recite School Mission
- ★ Announce Birthdays
- ★ Announce Upcoming Activities
- ★ Recognize students and staff accomplishments

FRIDAY ORGANIZATIONAL MEETINGS

Friday Organizational Meeting Schedule: (Tiger Time-Homeroom)

****This schedule will begin on Friday, September 4th. All students will report to their homerooms unless otherwise directed.**

Students not involved in the organization, will stay in their Tiger Time Homerooms.

Scheduled Set Meetings

- 1st Friday: FFA
- 2nd Friday: National Honors Society
- 3rd Friday: Art Club
- 4th Friday: Class Meetings

The first class meeting will be held on Friday, August 28th. Suggestions: Elect class officers, talk about fundraising ideas, vote on class dues, fines, etc.

If you need to schedule a special meeting for an organization, class, sports, committees, etc please do so at least two weeks in advance. The request should include your name and reason for the special meeting.

Officers, fines, rules & dues must be in writing and a copy turned in to the office.

MEAL PRICES

(Board Policy 5550)

Each student will be assigned a number to input for breakfast & lunch. Elementary students will also be assigned a number and the meal monitor will input the number for them.

BREAKFAST SCHEDULE

Breakfast will be served from 7:15-7:40

	<u>BREAKFAST PRICES</u>		<u>LUNCH PRICES</u>	
	<u>DAILY</u>	<u>X 4 DAYS</u>	<u>DAILY</u>	<u>X 4 DAYS</u>
K-6	\$ 2.20	\$ 8.80	\$ 2.95	\$ 11.80
7-12	\$ 2.30	\$ 9.20	\$ 3.10	\$ 12.40
Adult	\$ 2.85	\$ 11.40	\$ 4.10	\$ 16.40
Reduced	\$.30	\$ 1.20	\$.40	\$ 1.60
Extra Milk	\$.45	\$ 1.80	\$.45	\$ 1.80

Non Discrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339.

Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992.

Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov

BREAKFAST SCHEDULE

Breakfast begins at 7:15 a.m.

Daily Monitors: Mr. Fairley (Breakfast Count) & Admin-Assistant Team

Breakfast Monitors: Please be in the cafeteria by 7:15 am

Gym Monitors: Please be in the gym by 7:15 am.

By 7:35 Elementary Teachers will need to pick up their students from the Gym. Daily Monitors: Mr. Fairley will help have students lined up with all personal items ready to go.

LUNCH SCHEDULE

Lunch Count: Linda Hague

Lunchroom Monitors: Linda Hague and Mr. Fairley

Lunch/Recess Schedule:

Classes	Tuesday	Wednesday	Thursday	Friday
Preschool	Lunch 11:25-11:50 Recess 11:50-12:15	Lunch 11:25-11:50 Recess 11:50-12:15	Lunch 11:25-11:50 Recess 11:50-12:15	Lunch 11:25-11:50 Recess 11:50-12:15
Kindergarten & 1st	Lunch 11:30-11:55 Recess 11:55-12:20	Lunch 11:30-11:55 Recess 11:55-12:20	Lunch 11:30-11:55 Recess 11:55-12:20	Lunch 11:30-11:55 Recess 11:55-12:20
2nd & 3rd	Lunch 11:45-12:05 Recess 12:10-12:35	Lunch 11:45-12:05 Recess 12:10-12:35	Lunch 11:45-12:05 Recess 12:10-12:35	Lunch 11:45-12:05 Recess 12:10-12:35
4th & 5th	Lunch 11:55-12:20 Recess 12:20-12:45	Lunch 11:45-12:10 Recess 12:20-12:45	Lunch 11:45-12:10 Recess 12:20-12:45	Lunch 11:45-12:10 Recess 12:20-12:45
6-12th	Lunch 12:15-12:40 Recess 12:30-12:40	Lunch 12:15-12:40 Recess 12:30-12:40	Lunch 12:15-12:40 Recess 12:30-12:40	Lunch 12:15-12:40 Recess 12:30-12:40

*Teachers have Recess Lunch Duty Daily (Classroom teachers are expected to pick up their students on time from recess daily (In the unexpected event a substitute is not available for the absence of a teacher, the classroom teacher may be asked to resume an additional recess duty)

*All Elementary classroom teachers will take their students to the cafeteria at their designated times. The teacher may either choose to eat with their students, or return to their classroom. Designated lunchroom monitors will resume responsibility for the students.

NEWTOWN-HARRIS R-III SCHOOL

GRADING SCALE

A	95-100	B-	80-82	D+	67-69
A-	90-94	C+	77-79	D	63-66
B+	87-89	C	73-76	D-	60-62
B	83-86	C-	70-72	F	0-59

STANDARD SCALE

A	4.00	B	2.67	D+	1.33
A-	3.67	C+	2.33	D	1.00
B+	3.33	C	2.00	D-	0.67
B	3.00	C-	1.67	F	0.00

WEIGHTED SCALE

A	4.80	B	3.21	D+	1.60
A-	4.41	C+	2.80	D	1.20
B+	4.00	C	2.40	D-	0.81
B	3.60	C-	2.01	F	0.00

GRADUATION REQUIREMENTS

NEWTOWN-HARRIS R-III SCHOOL

30 Units of Credit & 8 semesters of attendance are required for all students in pursuit of an Academic Degree upon Graduation.

26 Units of Credit & 8 semesters of attendance are required for all students who choose the 2 year Vo-Tech Program upon Graduation.

28 Units of Credit & 8 semesters of attendance are required for all students who choose the 1 year Vo-Tech Program upon Graduation.

Total of 13 Electives - Selected with the aid of the teaching staff and the Counselor.

Language Arts/Communication Skills (4 Units from the following)

English I	English IV	World Lit	Mass Media
English II	English 101/102 (Dual Credit)	American Lit	
English III	Speech (Dual Credit)	Creative Writing	

Mathematics (3 Units from the following)

Basic Math	Algebra II	College Algebra (Dual Credit)
Consumer Math	Geometry	Statistics (Dual Credit)
Algebra I	Applied Math	Pre-Algebra

Natural Science (3 Units from the following)

Physical Science	Biology I	Biology II
Chemistry	Zoology	Ecology
Physics	Physiology/Anatomy	

Social Studies (3 Units which must include American History, World History and Government)

American History	Government	Psychology
Geography	American History (Dual Credit)	Economics
World History	Government 101 (Dual Credit)	Current Issues

Fine Arts (1 Unit from the following)

Music Appreciation	Art Appreciation	Choir
Band	Design	Arts/Crafts

Practical Arts (1 Unit from the following)

Accounting	Child Development	Foods
Advanced Computers	Ag Science I	Ag Science II
North Central Career Center		

Physical Education (1 Unit)

Health (1/2 Unit)

Personal Finance (1/2 Unit)

Electives (13 Units) In person & (online options may be available only if necessary)

EOC ___ Biology ___ Algebra I ___ English II ___ Government

Constitution/CPR ___ MO Constitution ___ US Constitution ___ Civics ___ CPR

Under Missouri Law, a student must satisfactorily pass an examination of the rules and principles of the Constitution on the United States and of the State of Missouri. It is expected that all students carry a full load each year if they expect to graduate in four years. The Board of Education or Administration may review individual cases and grant justifiable exceptions, including an excuse from a physician.

GENERAL EXPECTATIONS

- Let your administrators be the first, not the last, to hear of any complaint, concern or suggestion you may have to offer. The office door will always be open to you. Feel free to come in and discuss any problem you may have. We WILL find a solution.
- Carrying out the policies of the board and the Student Handbook is the duty of every teacher.
- Teachers are expected to be at school by 7:15 a.m. each morning. Teachers are encouraged to associate with other faculty members before and after school to build rapport between the staff. However, when the bell rings, each teacher should move to their rooms to supervise. Teachers may leave at 3:45 p.m. unless they have other responsibilities that are not completed.
- All teachers are **expected** to greet their students at the door of their classroom each period and to watch student traffic in the halls between periods. This is how you set the tone for your room and keep students safe between periods.
- In the event a staff member will not be able to come in, put the absence in the new online system. Directions for putting the absence into WebLink: Go to Staff bookmarks –Staff Absences- Web Link–Employee Information–Leaves- Leave Request Entry- Complete the Leave Request Entry. When the absence is unexpected (the night before or day of), please follow up with a call or text to Mrs. Hubbard at 715-360-1991. Please call/text any time, but know that if it is reported between 8:45pm and 4: 45am it will probably not be responded to until the morning. Mrs. Hubbard leaves home around 6:00 am, so a call is more useful than a text at that point.
- We will be operating on a 4-day week schedule. Try to do your best to schedule any appointments on the Mondays we are off.
- **Be prepared for your substitute**. The purpose in asking for daily lesson plans is to ensure that in the event we need to call a substitute, there is an up-to-date guide for the day. If at all possible, give your substitute the guidance needed to be the teacher; include a short video for the sub/students. Avoid "busy work."
Consider the following when planning the day for your substitute to be more productive.
 - Have your substitute folder completed and readily visible.
 - Be sure your grade book or class rosters are easily accessible and up-to-date.
 - Keep a current seating chart with pupils' last name written plainly.
 - List at least one pupil in each class that the substitute can call upon to answer anything concerning procedure.
 - Prepare a full day's schedule of duties and activities for the day concerning the substitute.
 - Plan enough specific activities for the entire day. "Just giving them a study hall" is not an option.
 - Make sure your lesson plans are easily understood and everything needed for the day is accessible.
 - Leave the substitute a bell schedule with your lunch time and lunch procedures.

- There should be a phone directory in case the teacher needs assistance or has a question.
- List another teacher (close by) in case the sub would need assistance.
- Teachers are permitted 10 sick days per year + 2 personal days. Personal leave should be requested in writing at least two days in advance when possible. Unused days can be rolled over up to 70 days.
- Please fill out a sub request if you know you are going to be gone for an appointment, conference, or **a school activity**. These forms may be found on the staff bookmarks. Fill the form out as far in advance as possible. Turn the request form into the **main office** to approve; verbally communicating that you are going to be gone is **not sufficient**, the paperwork must be completed and turned in.
 - If we do not have subs, your request may be denied. We will do our best to cover classes and you will likely be asked to cover during your prep time at some point.
 - If you call in sick or have the day off when assigned morning duty, you are responsible for finding a replacement for your morning duty responsibility.
- Please do not ask to leave the building early or during the school day unless absolutely necessary. As the year proceeds unforeseen needs arise. If you must leave early or during the day, prior approval from the principal is required, and **you WILL need to sign out in the office**. Office secretaries have busy jobs, and if someone comes needing to see you, it helps them remember where you are so they can better assist district patrons.
- Eating breakfast should be done before the Warning Bell rings at 7:35. Neither students nor teachers should be eating in the classroom during class, unless it is a special occasion and or students are being rewarded. If you have students with food in your classroom please address this.
- In order to ensure that all staff are persistently and constantly aware of the students in their care, staff will refrain from unnecessary cell phone usage during the school day. Use of a cell phone during the school day for personal interests (such as Facebook, YouTube, Pinterest, etc.) will be cause for verbal warnings, improvement plans, and - if not addressed - termination. It is encouraged that teachers have calls directed through the office to avoid the appearance of misuse. Your cell phone may be used on your plan time when there are no students in your classrooms. In those times when teachers may need to access their phones out of necessity or for personal reasons, they should communicate with the Administration (the principal first and the superintendent if necessary) beforehand or as quickly as can be done responsibly to ensure consistency.
- As members of the education profession, you are expected to dress accordingly. Shorts, athletic suits, tank tops are not acceptable professional dress (unless you are teaching PE or there is an announced special occasion that calls for special dress attire). This expectation applies to certified and non-certified staff. Shorts will be allowed on outside activity days and field trips but need to be below the finger tips in length. If leggings are worn, shirts coming to mid thigh must be worn so that the front and back will be

covered. You may wear colored jeans. Holes in pants need to be minimal and below the fingertips so that professional attire is maintained

- Casual Fridays: You may wear jeans along with Purple & Gold/Tiger Apparel every Friday by paying \$20.

SAFETY/ SUPERVISION

- Students should not be left unsupervised in any part of the building during the school day. At no time, should a teacher leave their room during class, unless certified personnel are there to replace them. If a teacher is to leave school during the day, do not leave the classroom until the substitute or someone else is there to supervise. This is a liability issue that we don't want to encounter.
- Before leaving the building in the afternoon, be sure all windows are closed, lights are turned off, doors shut, and SMART Board projectors/panels are off. Also check the temperatures the AC or heat in your room is set at, we would like to save money by reducing air conditioner and heater use overnight. If you return at night with a group, make sure all lights are off and the areas are locked. **Teachers should remain until the last student leaves;** they are still your responsibility.
- Teachers should not let students out of class unless it is absolutely necessary. The high school students will be using lanyards with attached passes. If you see students in the hallway, find out their destination. If they don't have a hall pass, **SEND THEM BACK TO CLASS.**
 - Students in the hallway without a pass will receive a warning the first time and consequences for further incidents of being out of their assigned area.
- Accidents (adults and/or students) are to be reported immediately to the office. The supervisor must write a full account of the accident and keep copies on file. Forms are available through the office.
- All students arriving late, leaving early, or going to the elementary building (other than for their scheduled class times) throughout the day must sign in/out through the office.
- Students are not to be in the hallways or in the classrooms during lunch.
- Students should not be sent to the library without teacher permission. Giving the librarian a heads up is always a good idea.
- If you have an A+ cadet, you are responsible for that student the entire hour. If they do not show up, contact the office. Don't let cadets abuse their privileges. If a cadet is assigned to you, you are responsible to supervise that cadet, as well as your assigned classroom. A cadet should not be left alone with students in a classroom. This is a huge reliability.
- Teachers are expected to take interest in the activities of the school. We ask teachers to take time to attend various school activities. Students do notice and it is helpful if

students feel their teachers are interested enough to come see them compete or perform.

- Teachers will be expected to take gate and other duties as assigned throughout the year.
- Weather related announcements will be delivered through Textcaster. If you need help signing up, please contact the office.
- Students should not be on a teacher's computer without good reason or sitting behind their desk at any time.
- Teachers assigned to sponsor a class will be expected to:
 1. Hold/facilitate necessary Class Meetings
 2. Collect/Record/Turn in class dues money
 3. Attend at least one "Student Fun Night" sponsored by the National Honor Society; there may be one activity each quarter

SPECIAL EVENTS

- **All** school events such as assemblies, fundraisers, field trips, dances, etc., must be approved through the principal's office and placed on the official school calendar. **ONLY THE Administration and Secretaries WILL ADD OR CHANGE EVENTS ON THE CALENDAR.** The calendar will eliminate as many conflicts as possible through a pre-arranged method of planning.
- All guest speakers must be approved by the High School Principal and at least two weeks prior to the planned event needs to be given.
- All organizations will meet on a specified and approved date. Each class and organization will have the opportunity to meet once a month, if needed.
- Assemblies - All teachers are to attend the assemblies when the students in their classroom are in attendance. Classes will be assigned areas in which to sit. **Teachers will sit with their class** in the bleachers. Please make sure our students are being safe, respectful, and responsible during this time.
 - We want our students to be involved in assemblies, please model this behavior for them.

TRANSPORTATION

- Requests for any transportation beyond our normal bus routes must be made in advance, or you risk not having transportation for your event as we may not have drivers or vehicles available
- All requests need to go through the office.
 - Call 660-794-2245 or
 - Email Admin-Assistant@nhtigers.k12.mo.us

Transportation Guidelines for Students:

Each student should have a permanent transportation plan on file in the school office. If a student's transportation plans change, the school needs to be notified by 2:00 pm at the latest. Parents/legal guardians can either call at (660) 794-2245 or can email

Admin-Assistant@nhtigers.k12.mo.us with any changes. This gives the office staff time to notify the teachers, students, and the bus drivers of the changes. Please follow the same procedures for changes that are made outside of school hours.

MAINTENANCE NEEDS

- If you have a need during the day or after school hours, a maintenance request should be completed using the [Maintenance Request](#) on our staff bookmarks.
- Please help the custodians by keeping your rooms as neat as possible. At the end of the day, have your students pick-up trash on the floor and place the chairs on the table.
- Remember that food should be kept in the cafeteria. If you have a special occasion, please contact the office and make sure that you clean up after that occasion. Failure to do so will result in no longer being able to have food in your classroom.

TECHNOLOGY

- Teachers should be focused on using the technology that is available daily. With the opportunity of students having Chromebooks, teachers will be expected to implement tools from the Google platform; all teachers are expected to use Google Classroom.
- With the use of Chromebooks, teachers are expected to monitor student use.
- If you have questions or concerns about technology, please feel free to contact QNS or our student computer tech. If you have a PC/Printer/SMARTBoard problem, please submit a ticket to QNS.
 - The red QNS icon in the bottom-right corner of your desktop will automatically open the ticket request
 - On ALL Chromebooks, the QNS ticket can be found in the education folder
 - If your problem isn't resolved with the help of QNS, please contact Mrs. Hubbard.
- To have items placed on Facebook, the website, or have information go out to parents via text message, you must submit a request to the office for approval and submission

INSTRUCTION

- Lesson plans need to be updated weekly. These do not need to be turned into the Principal unless told otherwise; however, their whereabouts should be communicated to the Principal so that they can be found easily.
- Each teacher is required to keep an accurate electronic grade book through Lumen. Every class should have at least two grades posted each week. Each teacher should have their grades updated by Tuesday mornings by 8:00 am

- o You may *choose* to also keep a physical gradebook.

LATE WORK PROCEDURES

Teachers will set a time for all assignments to be due. In the event a student does not complete an assignment by the due date given by the teacher on time, the student will have up to three days to complete the assignment to receive any credit. If the student turns the assignment in one day late the student will receive a maximum grade of 75% on the assignment. In the event the student turns the assignment in two days late, the student will receive a maximum grade of 50%. If the student turns in the late assignment three days late, the student will receive a maximum grade of 25%. Any assignments turned in late after three days of the assignment being due, will receive a 0% for the assignment. All assignments given by the teacher are with the intention to create opportunities for learning and preparation for upcoming tests.

- Homework is a tool to be used for students to practice a specific skill or standard. Assigning homework needs to be for a reason and detailed, **NOT fluff or BUSY WORK!**
- Incomplete grades should be cleared with the principal. Incomplete grades for a quarter's work may be given. Teachers should set a time that such work must be made up by a student receiving the incomplete grade. The student should be told that the work must be completed by the designated date. If the student fails to complete the necessary work to change the incomplete grade by the designated date, the incomplete must be changed to an "F" grade on the grade reporting sheet the next grading period. Incomplete grades shall not be granted for semester work. An incomplete grade for a semester's work will automatically become an "F". Suggested make-up periods might be one day for each day missed up to five days.
- Students who are absent for any reason (except maybe suspension) will be required to make up work missed in each class within a reasonable length of time, usually one day for each day's absence. It is the student's responsibility to obtain all make-up work from his or her teacher immediately upon return to school. Failure to obtain make-up work is no excuse for not doing work missed. Work missed because of suspension from school MAY be accepted, but is not guaranteed. Students who are in OSS are encouraged to continue working on school work to stay on track with learning.

NEWTOWN-HARRIS HIGH SCHOOL TUTORING:

Purpose:

The tutoring program is designed to help Newtown-Harris HS Students complete the following;

- Catch up on incomplete and missing assignments
- Have an adequate place to complete homework/assignments
- Study for upcoming assessments
- Credit recovery or have a 69% or below in a class
- Seat time can be made up during this time

When/Who:

The tutoring days are set for Tuesdays-Thursdays from 3:35 PM - 4:15 PM OR Wednesdays-Fridays from 7:00 AM - 7:40 AM.

Tutoring will begin after the first three weeks of the school year. ASSIGNED STUDENTS: Students with 59% or below in one or more classes will be assigned to stay two tutoring periods per week. Parents will be notified of the student(s) situation and given notice that their student will be staying and the reason why. Students will be placed with a teacher. Students who volunteer to stay will also be welcomed and assisted academically where needed.

Students involved in athletics will have the opportunity to attend morning tutoring sessions to ensure they are able to continue practicing. Two tutoring sessions per week are mandatory for any grades 59% and below. Any student who has a 59% or below has to attend two tutoring sessions and have his or her grade up to a 60% by the next grade check to be eligible to play in the next week's sporting event. The timeline of activities around bringing up a student's grade will be one week behind the activities schedule.

Teachers may voluntarily sign up for tutoring sessions. Teachers could be paid for up to two 40 minute tutoring sessions daily (am and pm).

Elementary Tutoring:

The elementary teachers send out their own weekly grades with each student and will work with the after school program to ensure tutoring in the subjects with a low grade (59% or below) is taking place. The teacher will need to send a copy of grade checks to the Principal weekly.

TUESDAY GRADES

Tuesday grades are taken after the first full week of each quarter. Those with grades falling 59% or below, will be referred to mandatory tutoring before or after school after the third week of grade check. Ineligibility for activities will begin after the 2nd full week of each quarter. Students in 6-12 grades will receive a Tuesday grade for any grade 59% or below. Any student who receives a low Tuesday grade will be required to attend mandatory tutoring before and/or after school with a designated homework instructor.

PROGRESS REPORTS AND GRADE DATES 2026-2027

	Grades due (4:00 PM)	Folders/Deficiencies Sent Home
1st Quarter		
2 week	September 8, 2026	September 9, 2026
5 week	September 29, 2026	September 30, 2026
End 1 st Quarter	October 16, 2026	October 26, 2026
2nd Quarter		
2 week	November 3, 2026	November 4, 2026
5 week	November 24, 2026	November 15, 2026
End 2 nd Quarter	January 4, 2027	January 5, 2027
3rd Quarter		
2 week	January 19, 2027	January 20, 2027

5 week	February 9, 2027	February 10, 2027
End 3 rd Quarter	March 16, 2027	March 17, 2027
4 th Quarter		
2 week	March 30, 2027	March 31, 2027
5 week	April 20, 2027	April 21, 2027
End 4 th Quarter	May 20, 2027	May 28, 2027

INFO ON SCHOOL PHONES

How to Program a Voicemail Greeting

1. To program a new greeting that callers will hear when a call is not answered, press the Envelope Button
2. After the message, press the “0” button for Mailbox Options
3. Press “1” to record your “Unavailable” greeting
4. DO NOT change the voicemail password as the phone will no longer be able to retrieve your messages

How to Retrieve New Voicemails

1. If you have a new voicemail, the red light in the top right hand corner will be blinking
2. To retrieve, press the “envelope” button on the keypad to take you to the voicemail
3. Additional options will be given (Example: Move to next message, delete messages, save message, etc.)



NEWTOWN-HARRIS PBIS MATRIX

	Be Safe	Be Responsible	Be Respectful
All Settings	- Keep hands and feet to self - Stay to the right - Be conscious of your surroundings - Follow the rules	- Give your best effort - Be a problem solver - Make good choices - Clean up after yourself	- Take care of school and others' property - Use kind words - Be courteous to others
Transitions/Travel	- Walking feet - Go with the flow - Stay to the right	- Stay in line facing forward - Clean up after yourself - Stay on task	- Voice level 0/1 - Eyes forward - Inside voices
Bus	- Seated at all times - Enter and exit quietly - Voice level 1	- Follow directions - Keep track of your things - Help keep bus clean - Be on time	- Voice level 1 - Listen carefully - Follow driver's directions - Use kind words
Cafeteria	- Walking feet - Sit with feet on floor - Use utensils with care	- Wait for your turn - Clean your area - Scrape your tray carefully into trash	- Listen and respect adults - Voice level 1 - Take only what you will eat
Restroom	- Wash hands 1 pump soap, 1 paper towel - Use the restroom and leave	- Flush after use - Clean up after yourself - Put the lid down	- Voice level 0-1 - Wait your turn - Respect privacy
Classroom	- Chair legs remain on floor - Use materials appropriately	- Always do your best - Be ready to learn - Come to class prepared	- Listen while others are talking - Give your peers a chance - Be a positive leader
Playground	- Use the equipment correctly - Follow safety rules - Follow directions quickly - Take turns	- Line up quickly and quietly - Take your coat and equipment inside	- Use kind words - Leave nature as is - Listen to your teacher
Gym	Bleachers are for sitting	- Sit in designated area - Watch out for others	- Use level 2 voice - Proper use of equipment and clean up

STUDENT HANDBOOKS

Staff are expected to have reviewed the student handbook and do their part in helping students comply with the expectations within it.

VISITORS

All visitors are required to report to the office upon entering the school building, with the exception of regular vendors during school hours. Visits by students from other schools are not encouraged and there is little in the high school program that will be of interest or benefit to small children. Younger brothers and sisters who are not yet in school belong with parents or babysitters, not at school.

WEATHER REPORT

Please access one or all of the following ways to learn when school may be canceled or dismissed early due to weather:

KTTN 92.3 FM – Trenton

Newtown-Harris Facebook Page

Text Casting (Sign up at onlinefarmersbank.com)

ASSEMBLIES

Each teacher is responsible for the group he/she may have at the time of assembly.

LOST AND FOUND

A lost and found box is located in the Custodian's office.

ADMINISTERING MEDICINE TO STUDENTS

Teachers cannot dispense any type of medication to students. Prescription medicines must be left in the school office and taken there at the prescribed times.

It is generally recognized that some students may require medication for chronic or short term illness during the school day to enable them to remain in school and participate in their education.

With the exception of students in special education programs, the school district is not obligated to supply, dispense or administer medication to children. The district will provide for the administration of medication for any student if the parent/guardian is willing to comply with requests for documentation of need, provision of medication and physician orders outlined.

PRESCRIPTION MEDICATION

1. Written orders from the student's physician must be on file with the school stating the following:
 - a. Student's name
 - b. Name of drug
 - c.. Dosage
 - d. Purpose of medication
 - e. Time of day medication is to be given
 - f. Anticipated number of days medicine is to be given
 - g. Possible side effects
2. The prescription label will be considered an equivalent of the physician's order for short-term medication.

3. The medication must be brought to school in a container appropriately labeled by the pharmacy or physician with storage instructions enclosed.
4. The parent/guardian must provide a written request that the nurse is to comply with the physician's request to give medication.
5. An individual record will be kept of such prescription medication administered by school personnel.

OVER THE COUNTER MEDICATION

1. The Emergency Release Card that has been signed by the parent/guardian obtains permission for administration of over-the-counter medication. General Promotion and Retention Requirements

EMERGENCY MEDICATION

We are equipped with medication to be administered in the event of a severe allergic reaction. This emergency medication and physician's order for such medication is kept in a secure, but easily accessible location to qualified designated personnel.

Medication will be stored in a clean, locked cabinet or container. Any exceptions (asthma inhalers, etc.) to this provision must be specifically stated by the physician on the written form.

ABSENCES (P4320)

The Board of Education has adopted regulations for the following types of leave for District employees:

- Sick Leave
- Personal Leave
- Bereavement Leave
- Leave for Jury Duty
- Military Leave
- Leave of Absence
- Family and Medical Care Leave (Click [HERE](#) for specific information related to FMLA.)

Specific provisions of the various types of District leave are available [HERE](#).

ACTIVITY PASSES

All Board of Education members and their spouses and school age children and all certified and non-certified employees and their spouses and school age children shall be able to attend home athletic activities without charge.

BOARD OF EDUCATION MEETINGS

The Newtown-Harris R-III Board of Education is scheduled to meet on the 2nd Wednesday of each month. Staff members should check the calendar to verify this meeting date and as it may be changed to avoid other school events. Certified staff are expected to sign up to share information at one Board of Education meeting annually. Plan to share what you have accomplished or hope to accomplish this school year. Expect the Board to ask if there is

anything they can do for you. The agenda for all board meetings is posted outside of the district office at least 48 hours in advance of the meeting. Board minutes from previous board meetings can be found [HERE](#).

CALENDARS

The district calendar is available on the school website and is available [HERE](#). A Google calendar indicating school events is available [HERE](#).

CELL PHONE (4873)

Staff use of cell phones should be limited to times in which the employee is not supervising students. If employees choose to have their school email on their phone, the email account must be secured from others who might have access to their phone. The policy related to cell phones can be found [HERE](#).

CHILD ABUSE REPORTING (P2710)

The Board of Education believes that school staff members, school volunteers and school contractors, are in unique positions 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. The status as an unaccompanied youth is not, in and of itself, a sufficient basis for reporting child abuse or neglect unless the child is under sixteen (16) years of age or is an incapacitated person.

All school district employees are mandated reporters and required to report any suspicions of abuse using one of the following methods

- Abuse Hotline at 1-800-392-3738
- Online report at <https://apps.dss.mo.gov/OnlineCanReporting/default.aspx>

The full policy regarding the reporting of student abuse can be found [HERE](#).

COMMUNICATION WITH STUDENTS (P4650)

All communication (both verbal and nonverbal) between employees and students should be appropriate and consistent with board policy. Employees are discouraged from “friending” or “following” students on social media. Policy 4650 outlines communication with student by electronic media and can be found [HERE](#).

CONFIDENTIALITY

It is the policy of the Newtown-Harris R-III School District to respect the privacy, dignity, and confidentiality of all students attending Newtown-Harris R-III Schools. This covers student records, medical information, and other sources of personally identifiable sources of information. Such personally identifiable information should only be viewed or received by School District employees who have a legitimate educational interest in viewing or receiving the information, as well as those officials involved in a supervisory capacity over the school in which the students are enrolled.

The dissemination of personally identifiable information by employees or volunteers to individuals who have neither a legitimate educational interest nor a “need to know” is strictly prohibited. Further, employees or volunteers are not to disclose such personally identifiable information to individuals who are not affiliated with the Newtown-Harris R-III Schools without specific written authorizations for the release of such information.

Employees or volunteers who release personally identifiable information in violation of this policy shall be subject to discipline. Such discipline shall be severe and may include, but not be limited to, termination.

CONTRACTS (P4130)

Employment contracts will be in writing and will be signed by the employee, the Board president and the Board secretary. Contracts will include the amount of annual compensation and the days of service.

Certificated staff members under contract include probationary teachers, permanent teachers and administrative staff. The probationary period allows a teacher to demonstrate, and the District to assess the teacher's competence. Beginning after the initial one (1) year contract, teachers who have demonstrated their competence through performance may be offered additional contracts.

The Board may elect to employ certain certificated individuals on a part-time basis, as needed. Part-time certificated employees will be contracted as a percentage of full-time employment. Part-time employees will not be provided the benefits provided to full-time employees. In addition, part-time certificated employees who do not teach at least 17 hours per week will not be eligible for pension benefits.

Click [HERE](#) for the full policy.

COPYRIGHTED MATERIAL (P6243)

It is the intent of the Board to delineate, enforce, and abide by the provisions of current copyright laws and regulations as they affect the School District and its employees. Click [HERE](#) for the full policy.

DISCRIMINATION AND HARASSMENT (P1300) (P1301)

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.

In its programs and activities, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, disability, age, genetic information, or any other characteristic protected by law and as required by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990, and state law. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups. Further, no person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination based

on the above listed characteristics under a school nutrition program for which the District receives federal financial assistance from the U.S. Department of Agriculture (USDA Food and Nutrition Service).

Click [HERE](#) for P 1300 Prohibition Against Harassment, Discrimination and Retaliation.

Click [HERE](#) for P 1301 Prohibition Against Sexual Harassment and Retaliation under Title IX.

DISTRICT PROPERTY (P4880)

Employees may be provided access to and use of District property including, but not limited to, desks, file cabinets, closets, storage areas and computers for classroom use. These items remain the property of the District and are subject to inspection by District administrators. The full policy can be found [HERE](#).

DRUG AND ALCOHOL USE (P4870) (P4872)

The School District seeks to provide a safe drug-free work place for all employees. Therefore, the manufacture, distribution, possession, use of, or presence under the influence of alcohol, of controlled substances or of substances represented to be such, is prohibited on school premises or at school activities. In addition, the district will not condone the involvement of any employee with illicit drugs, even where the employee is not on District premises. The full policy related to drug and alcohol use can be found [HERE](#).

School bus drivers are subject to random drug and alcohol testing as required by law. The full information related to driver drug testing can be found [HERE](#).

EQUAL OPPORTUNITY EMPLOYMENT (P4110)

The Board of Education of the Newtown-Harris R-III School District is an equal opportunity employer. The Board is committed to providing equal opportunity for all individuals in all areas of recruitment, selection, placement, training, assignment, transfer, compensation, benefits, discipline, retention, and promotion. The Board commits

itself to the policy that there shall be no unlawful discrimination or harassment against any person because of race, color, religion, age, sex, national origin, or disability. All decisions with regard to employment shall be in compliance with applicable state and federal laws. The full policy can be found [HERE](#).

EVALUATION OF STAFF (P4610) (P4620)

Direct supervisors shall orient all employees with the evaluation procedures and standards during the first month of their assignment to their respective building or program. Each employee shall be advised as to who shall observe and evaluate his or her performance. No formal observation shall take place until such orientation has been completed.

Should any deviation from expected work performance develop, the supervisor shall be responsible for discussing it with the employee at the earliest possible time. These discussions shall be constructive in approach and designed to help correct weaknesses.

The policy for Certificated Personnel Performance Evaluations can be found [HERE](#). Teaching standards can be found [HERE](#).

The policy for support staff performance evaluations can be found [HERE](#).

EXTRA DUTY CONTRACTS (P4131)

Employees may be contracted to provide sponsorship and coaching duties as recommended by the Superintendent and approved by the Board of Education. Compensation for such positions will be provided in accordance with a Board approved extra duty salary schedule.

Certificated employees may be contracted for additional days beyond the regular contract period. Compensation for such extended duty will be calculated on the existing salary schedule. The Board may establish a separate salary schedule for summer school assignments.

Assignment to extra duty is for one (1) year only and may be renewed or eliminated annually upon the recommendation of the Superintendent and at the discretion of the Board. The full policy can be found [HERE](#).

HOMELESS STUDENTS (P2260)

The Board of Education is committed to providing equal access for all eligible homeless students to a free, appropriate education in the same manner as is provided to other District students. In carrying out this commitment, the District will identify and assess the needs of the District's homeless students; provide for the placement of its homeless students in the school of best interest; provide access to the District's programs; and appoint a homeless liaison. The full policy can be found [HERE](#).

INSURANCE BENEFITS (P4540)

The insurance program for all school personnel who are eligible shall be determined by the annual school budget as approved by the Board of Education. If the employee elects not to take the Board benefit, the Board is not obligated to reimburse the employee an equal amount of the benefit not taken. The policy related to insurance benefits can be found [HERE](#).

Click [HERE](#) for information about our current insurance benefits.

MEDICAL SERVICES

The district does not have a nurse on staff, but our secretary or other office staff will provide first aid and over-the-counter medications for staff needs during the work day.

MIGRANT EDUCATION PROGRAM (6274)

The Board of Education is committed to the identification, needs assessment and enrollment of migrant students living within the District. The District's Coordinator of Programs for Homeless Students is also responsible for implementation and maintenance of the District's program for migrant students.

Information regarding the instruction of migrant students can be found [HERE](#).

MONEY

All money collected in the name of the school must be accounted for by the Board of Education, and the board must approve all expenditures of any district money. All cash and checks collected should be kept in a secure location and submitted to the District Secretary on a regular basis. Best practice is to submit money to the district office daily, and at no time should keep money longer than one week. Employees are NOT allowed to keep cash from “fundraising” activities to make purchases. All cash that is collected should be deposited into a district account. Checks should be made out to Newtown-Harris R-III.

PAYROLL (P4525)

Monthly pay is issued on the 20th day of each month. If the 20th should fall on a Saturday, Sunday, or holiday, deposits will be made on the last prior workday. Pay stubs will be sent electronically to staff unless electronic means are unavailable. Information regarding required and voluntary salary deductions can be found [HERE](#).

Salary schedules can be found [HERE](#).

PERSONNEL RECORDS (P4860)

Personnel files on all employees will be maintained in the District's administrative offices. It is the intent of the Board of Education to maintain complete and current personnel files, including all information necessary to comply with the Fair Labor Standards Act, for all District employees. The personnel files of an individual employee will be considered confidential to the extent allowed by law. The full policy can be found [HERE](#).

PROFESSIONAL DEVELOPMENT PROGRAM (P4411)

The District supports professional development of its staff through the maintenance of a professional development committee as well as assistance programs for new teachers and resource programs for experienced teachers. The full policy can be found [HERE](#).

PURCHASING

Following the guidelines for purchasing items for the school is crucial. Paper requisition forms are available in the district office and sent to principals and supervisors for approval. Final approval will be made by the Superintendent. Orders should be submitted by the staff member only after the requisition has been approved. Employees will be notified regarding the approval via paper or email. Signed purchase orders are available through the district office as needed.

STAFF MEMBERS ARE NOT TO ESTABLISH DISTRICT PURCHASING ACCOUNTS WITH VENDORS. THIS WILL BE DONE ONLY THROUGH THE OFFICE OF THE SUPERINTENDENT.

TRAVEL AND REIMBURSEMENT P 3440

Faculty and staff are encouraged to use the district purchasing system when obtaining items for the school district. In the case this is not possible, the individuals should receive pre-approval for reimbursement of purchased items.

Faculty and staff members who need to travel to fulfill their job duties will be reimbursed mileage and meals at a rate set by the board of education each year. The reimbursement policy can be found [HERE](#). The reimbursement form can be found [HERE](#).

ITEMIZED RECEIPTS MUST BE SUBMITTED FOR ALL EXPENSES CLAIMED AS REIMBURSABLE.

The following practices will be used to calculate eligible miles:

- If a district vehicle was an option, the employee must take that option or will not be reimbursed.
- In performing travel, employees will use the most direct well-traveled route between any two points.
- Mileage will be calculated based on the shorter of the distance from the school to the event or from the employee's home to the event.
- Claims for mileage reimbursement will be for actual miles driven based on odometer readings or based on a mileage calculation using a mapping website.
- When possible, employees should carpool to reduce expenses to the district.

RELIGIOUS EXPRESSION (P1110)

The District is committed to provide educational services and to maintain a learning environment, which does not limit or deny participation in constitutionally protected prayer or other protected religious expression. Consistent with the provisions of the First Amendment, the District and its employees, who are engaged in official duties, will not sponsor any religious activity or expression. Conversely, the District and its employees, who are engaged in official duties, will not discourage or preclude religious expression that is privately initiated, consistent with this policy and regulation. The full policy can be found [HERE](#).

RESIGNATION OF CERTIFICATED STAFF (P4710) (P4711)

Employees who wish to resign should address a letter of resignation to the Superintendent and the principal/supervisor. The letter should state reasons and an effective date for the resignation.

Employees who have been employed with the district for at least 5 consecutive years who resign or separate from the district can return unused accumulated sick days earned at a rate of \$10 per accumulated day up to \$500 total. Employees who have been employed with the district for at least 10 consecutive years who resign or separate from the district can return unused accumulated sick days earned at a rate of \$15 per accumulated day up to \$750 total.

CERTIFICATED/CONTRACTED EMPLOYEES

Certificated employees who for any reason intend to retire or resign at the end of the current school year are encouraged to indicate their plans in writing to the Board as early as possible, but no later than June 1. Certificated employees who request release from their contract after June 1 will be assessed fees as outlined in the employee contract and in board policy.

The policy regarding certified staff resignations can be found [HERE](#).

SUPPORT STAFF RESIGNATION

Fourteen days written notice is the minimum amount of time for resignation by a support staff member. Policy 4711 regarding this topic can be found [HERE](#).

SAFETY

Newtown-Harris R-III uses a proactive approach to ensure the safety of all employees. Safety training will be provided to all staff members annually. Safety drills will also be practiced throughout the school year.

STAFF CONDUCT (P4630)

The Board of Education requires all staff members to serve as positive role models for district students and community. Staff members should always represent themselves in way which reflects positively upon the school district. It is the responsibility of each staff member to comply with all board policies, regulations, and procedures. The staff conduct policy can be found [HERE](#).

STAFF DISPUTE RESOLUTION (P4850)

If a workplace misunderstanding or dispute should arise, the Board of Education has adopted a formal process for dispute resolution that encourages specified employees to resolve concerns quickly and at the most immediate administrative level. This policy and procedure can be found [HERE](#).

TECHNOLOGY USAGE

The Newtown-Harris R-III School District supports the rights of staff to have reasonable access, in school, to various information formats and believes it is incumbent upon staff to use this educational advantage in an appropriate and responsible manner. Inappropriate use of computers or district technology may result in my loss of their utilization and other possible disciplinary action. Staff members will be required to sign an acceptable use agreement annually.

TERMINATION/NON-RENEWAL OF STAFF

Probationary Teacher (P4730)

Pursuant to section 168.126.2, RSMo. (Supp. 1992), the Board of Education may choose to non-renew a probationary teacher's contract for the coming school year or may choose to terminate a probationary teacher's employment during the term of a contract in accordance with board policy which may be found [HERE](#).

Permanent Teacher (P4731)

Pursuant to state statute, the Board of Education may terminate the contract of a permanent teacher at any time during the teacher's employment for one or more of the following causes:

- Physical or mental condition that renders the teacher unfit to instruct or associate with children.
- Immoral conduct.
- Incompetency, inefficiency, or insubordination.
- Willful or persistent violation of, or failure to obey, the school laws of the state or the published regulations of the School District.
- Excessive or unreasonable absence from the performance of duties.
- Conviction of a felony or a crime involving moral turpitude.

The procedures and rights afforded to the permanent teacher are outlined in the full policy which can be found [HERE](#).

Support Staff (P4720)

Support staff employees are considered at-will employees and can be terminated by the Board of Education. The procedures and rights afforded to support staff are outlined in the full policy which can be found [HERE](#).

WEATHER RELATED CLOSURE

If school is to be canceled due to inclement weather conditions, staff will be notified via the text messaging and calling systems. Maintenance staff will be contacted by their direct supervisor to determine if they need to work on days in which school is closed due to weather. All other staff members will not need to report to the building, unless a unique situation arises.

WELLNESS POLICY

Newtown-Harris R-III is committed to ensuring the physical wellness of students and staff members. The district wellness policy can be found [HERE](#).

WORKERS' COMPENSATION INSURANCE (POLICY 4530)

Employees who suffer an injury caused by an accident or occupational disease arising out of and in the course of employment ("work-related injury") will receive benefits paid by the District according to the Worker's Compensation Law of the State of Missouri ("the law"). The full policy can be found [HERE](#).

If you are injured while working, please notify the district office as soon as possible.

2026-27 Faculty and Staff Computer and Network Usage Policy

The Newtown-Harris R-III School District has worked very hard to secure technology resources for the staff and students of the district. The district must protect the technology it has acquired and insure that it is being used in an appropriate manner. Guidelines for usage are as follows:

- District computers, networks, and other electronic equipment must be used responsibly, ethically, and legally. Failure to adhere to district policies, regulations, and guidelines will result in a revocation of access privileges or more.
- The District recognizes that student groups or members of the public may create social media representing students or groups within the District. When employees, including coaches/advisors, choose to join or engage with these social networking groups, they do so as an employee of the District. Employees have the responsibility for maintaining appropriate employee-student relationships at all times and have the responsibility for addressing inappropriate behavior or activity on these networks. This includes acting to protect the safety of minors online.
- Staff members shall:
 - Report any individual who is treating equipment roughly or is visiting websites that are inappropriate.
 - Keep his/her user IDs and password information private at all times. Each employee will be held responsible for the consequences of intentional or negligent disclosure of this information.
 - Monitor students who are using computers and the district network at all times to ensure that students are following district guidelines on acceptable use.
 - Any email sent from a school account is likely to contain a return address identifying the school district. Thus, sending an email from the school is analogous to an employee using school letterhead. Employees should be careful not to have their own statements mistakenly attributed to the District.
 - Understand that we are role models for our students as when using (e.g., ChatGPT, Claude, Gemini).
- The District reserves the right to review any material on user accounts and/or computers and to monitor file server space in order to determine if specific uses of computers or networks are inappropriate.

- The following actions **will not** be permitted:
 - Using abusive language, including hate mail, harassment or discriminatory remarks;
 - Deliberately accessing inappropriate websites that contain obscene material, including reviewing, downloading, storing or printing files or messages that are obscene, vulgar or sexually explicit, or that use language that degrades others;
 - Copying or using anything as public without the permission of the author.
 - Employees shall not use obscene, profane or vulgar language on any social media network or engage in communications that are harassing, threatening, bullying, libelous, or defamatory or that discusses or encourages any illegal activity or the inappropriate use of alcohol, use of illegal drugs, sexual behavior, sexual harassment, or bullying.
 - No logging onto pages that are not appropriate for K-12 students. If a staff member has done so inadvertently, he or she has the responsibility to contact the principal so that the web address may be blocked.
 - Download or distributing of software or any copyrighted materials from home unless approval is gained through the proper channels.
 - Downloading files from the internet brings with it the risk of viruses or malware. Caution should be used at all times to ensure that the files come from reputable sites and are necessary for educational purposes.
 - Clicking any links within emails from unknown senders **MUST** be reported to the principal **IMMEDIATELY**. Malware can greatly impact not only our school network but the security and safety of our students and staff.
 - Inputting personally identifiable information (PII)—such as student real names, home addresses, phone numbers, or private documents—into public AI models or prompts.

Signature Page

I have read and understood the above 2026-27 Faculty and Staff Computer and Network Usage Policy and will comply with the expectations. I have also reviewed the rest of the 26-27 Faculty Staff Handbook.

Employee Name _____

Employee Signature _____

Date _____