

# Oak Hill R-1 Raiders

**“Growing capable learners, inspiring lifelong leaders.”**



## Staff Handbook 2025-2026

Approved by the Oak Hill R-I Board of Education – July 20, 2025

## **INTRODUCTION**

The purpose of this staff handbook is to provide information that will help answer questions and pave the way for a successful year. Not all of the Oak Hill R-I Board of Education policies and procedures are included. This handbook is neither a contract nor a substitute for the official Board of Policy Manual. It is not intended to alter the at-will status of employees in any way. It is simply a guide. Oak Hill R-I School District policies and procedures can change at any time. Changes in District policies or procedures may supersede, modify, or eliminate the information summarized in this booklet. For more information, employees may refer to the District's Board Policies that are posted on the school website at <https://district.oakhillr1.k12.mo.us/>.

## **MISSION STATEMENT**

By providing a positive learning environment, Oak Hill R-1 School, in partnership with parents and community, is committed to the academic, physical, emotional, and social well-being of ALL students. Our focus is the implementation of scientifically research-based practices and integration of technology to ensure each individual achieves their fullest potential for lifelong learning.

### **Public Notice**

#### **Nondiscrimination Statement**

##### **Oak Hill R-I School District**

The Oak Hill R-I School 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, 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. 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). The following person is designated and authorized as the District's Non-Discrimination and Title IX Coordinator to coordinate compliance with the laws identified above, including to handle inquiries or complaints regarding the District's non-discrimination policies:

Counselor  
Title IX Coordinator  
6200 South Highway 19  
Salem, MO 65560  
573-729-5618  
[title1@oakhillr1.k12.mo.us](mailto:title1@oakhillr1.k12.mo.us)

For information regarding how to report or file a claim of discrimination, harassment, or retaliation, see Board of Education Regulation 1301. Policy and Regulation 1301 shall govern the grievance procedures, process, and response for complaints and concerns by parents, patrons, employees, or students of the District related to discrimination, harassment, or retaliation on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law. Inquiries or concerns regarding civil rights compliance by school districts should be directed to the local school district's Non-Discrimination and Title IX Coordinator. Inquiries and complaints may also be directed to the Kansas City Office, Office for Civil Rights, US Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; (816) 268-0550; TDD (877) 521-2172.

### **PHILOSOPHY OF EDUCATION**

It is the philosophy of this school district that education is a means of developing in the individual a feeling of self-worth. Each individual has dreams and desires and it is our responsibility to assist in the realization of these positive goals. It is our desire to nurture the development of civic responsibility and the ability to achieve economic independence so that every person can make his/her own unique contribution to the community.

**Beliefs:** We believe:

- ❖ Strongly that parents must have the right to be involved in the learning process and care about their children.
- ❖ Every person is expected to be a responsible and productive member of society
- ❖ That teaching our children ethics and morals are of utmost importance
- ❖ The family is the cornerstone of society
- ❖ That each individual has dreams and aspirations and it is our responsibility to assist in the realization of these positive goals
- ❖ That we should provide a positive learning environment
- ❖ That society is ever changing and the school program should adapt as needed to benefit individual children

### **DRUG-FREE WORKPLACE**

Student and employee safety is of 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 or while engaged in regular employment. Such notification must be made by the employee 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 U.S. Department of Education, or other appropriate federal agency within ten calendar days after the Superintendent receives such notification, if the district receives any federal grants directly from such agency, as opposed to federal grants received through the Department of Elementary and Secondary Education. 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 District will institute a drug-free awareness program, to inform employees of the dangers of drug and alcohol abuse in the workplace, of this policy of maintaining a drug free workplace, of available counseling and rehabilitation, and of the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace. Each employee will receive a copy of this policy. The Board of Education recognizes that employees who have a drug abuse problem should be encouraged to seek professional assistance. An employee who requests assistance shall be referred to a treatment facility or agency in the community if such facility or agency is available. 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. Upon request of the Department of Elementary and Secondary Education or an agency of the United States, the district shall certify that it has adopted and implemented the drug prevention program described in this policy, in the form required by such agency. The District shall conduct a biennial review of this policy to determine its effectiveness, implement necessary changes, and to ensure that the disciplinary sanctions are consistently enforced. (ADOPTED: May 13, 1993)

### **STAFF ETHICS**

The Board of Education expects that each professional and support staff member shall put forth every effort to promote a quality instructional program in the school district. An effective educational program requires professional and support staff services of individuals with integrity, high ideals, empathy and human understanding. All staff members will be expected to adhere to the general staff ethics endorsed by the Board. To maintain and promote these essentials all employees of the school district are expected to maintain high standards in their school relationships by adhering to the following standards:

1. Maintain just and courteous relationships with pupils, parents/guardians, staff members and others.
2. Maintain employee efficiency and knowledge of the developments in the appropriate fields of work.
3. Transact all official business with the appropriate designated authorities of the school district.

4. Establish and maintain friendly and intelligent cooperation between the community and the school district.
5. Recognize that the welfare of children is the first concern of the school district. Thus, appointments to positions and promotions must be based solely on merit. Refrain from using pressure on school officials for appointment or promotion.
6. Refrain from using school contacts and privileges to promote partisan politics, sectarian religious views or self-serving propaganda of any kind.
7. Properly transmit constructive criticism of other staff members or of any department of the school district to the school administrator who has the administrative responsibility for improving the situation.
8. Properly use and protect all school properties, equipment, and materials. (Adopted, 08/14/1997)

#### **School Board of Education**

Nathan Ragsdale, President  
Amanda Sapaugh, Vice-President  
Daniel England, Secretary  
Thomas England, Member  
April Greener, Member  
John Hoodenpyle, Member  
Rhonda Hutsell, Member

#### **Superintendent**

Steve Bryant

#### **Principal**

Breanna Warden

#### **Secretary**

Angela Parker

#### **Bookkeeper**

Shannon Lewis

#### **Faculty and Staff**

Katelynn Wofford, <b>Kindergarten,</b>	Veronica Lato, <b>3<sup>rd</sup> Grade</b>
Ciera Hamilton, <b>1<sup>st</sup> Grade</b>	Emily Brooks, <b>4<sup>th</sup> Grade</b>
Kayla McCarter, <b>2<sup>nd</sup> Grade,</b>	Cindy Cabaness, <b>5<sup>th</sup> Grade</b>
Karen Pace, <b>6-8 Math, 8th Homeroom</b>	Eric Wofford, <b>6-8 ELA, 6th Homeroom</b>
Brian McNamee, <b>6-8 Science, 7th Homeroom</b>	
Linda Richardson, <b>Title I Implementer</b>	
Rockey Wade, <b>Physical Education, Coach/A.D.</b>	
Maria Jessen, <b>Counselor</b>	
Renee Moncrief, <b>Special Education Teacher/Coordinator</b>	
Rachel Privett, <b>Music/Art/Library</b>	
Josiah Beckett, <b>Instructional Aide</b>	
Julie Wood, <b>Instructional Aide</b>	
Kaleb Grimm, <b>Food Service</b>	
Jordan Crain, <b>Maintenance/Custodian</b>	
Dale Head, <b>Bus Driver</b>	Brenda Ragsdale, <b>Bus Driver</b> Chad Sells, <b>Bus Driver</b>

## DAILY SCHEDULE

7:30	Doors open. All students go to the cafeteria.
8:00	School day begins
11:00-11:40	Kindergarten-2nd grade Lunch/Recess
11:35-12:15	3rd-5th grade Lunch/Recess
12:00-12:20	6th-8th grade Lunch
3:35	Dismissal

### Before School Duty

7:30-7:45	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast Supervision	Counselor and Title	Kindergarten and First	Second and Third	Fourth and Fifth	ELA and Math
Bus Drop off Supervision	Josiah	Josiah	Josiah	Josiah	Josiah
Breakfast Check off (7:30-8:00)	Linda	Linda	Linda	Linda	Linda
Open Library (7:30-8:00)	Rachel	Rachel	Rachel	Rachel	Rachel

### Lunch Duty

	Monday	Tuesday	Wednesday	Thursday	Friday
11:00-11:25 K-2 Lunch	Linda Plus K teacher	Linda Plus 1st teacher	Linda Plus 2nd teacher	Linda Plus K teacher	Linda Plus 1st teacher
11:30-11:55 3-5 Lunch	Linda Plus 3rd teacher	Linda Plus 4th teacher	Linda Plus 5th teacher	Linda Plus 3rd teacher	Linda Plus 4th teacher
12:00-12:25 6-8 Lunch	Josiah Plus Julie	Josiah Plus Julie	Josiah Plus Julie	Josiah Plus Julie	Josiah Plus Julie

### Recess Duty

11:25-11:45 K-2 Recess	Title Teacher Plus 2nd Teacher	Title Teacher Plus K Teacher	Title Teacher Plus 1st Teacher	Title Teacher Plus 2nd Teacher	Title Teacher Plus K Teacher
11:55-12:15 3-5 Recess	Title Teacher Plus 5th Teacher	Title Teacher Plus 3rd Teacher	Title Teacher Plus 4th Teacher	Title Teacher Plus 4th Teacher	Title Teacher Plus 5th Teacher

### After School Duty

3:35	Monday	Tuesday	Wednesday	Thursday	Friday
Afternoon Pick Ups	Rachel and Linda	Rachel and Linda	Rachel and Linda	Rachel and Linda	Rachel and Linda
Bus Pick Up Supervision	Josiah	Josiah	Josiah	Josiah	Josiah

## **GENERAL INFORMATION/RESPONSIBILITIES FOR TEACHERS AND STAFF**

**Payroll.** All salaries of employees will be paid on a twelve-month basis. All payroll checks are given on the tenth of each month, unless the tenth falls on a weekend; then checks will be given on Friday. Payroll is completed the first week of each month. All receipts, mileage reimbursements or requests for money need to be turned in by that week. One third ( $\frac{1}{3}$ ) of teachers and 9 month staff's contracted pay will be held in order to receive summer paychecks.

**Tenure.** The tenure law became effective July 1, 1970. The law provides that teachers who have been employed for five or more consecutive years or offered their sixth contract, be regarded as tenured teachers. Teachers employed less than five years are regarded as probationary teachers.

**Insurance.** This school year employees are provided with medical and life insurance that is paid by the District. You have the option to put family members on your policy and the premiums will be deducted from your paycheck each month. Employees are required to report any accidents/injuries to the office. Accident reports need to be filled out for insurance purposes.

**Retirement.** Retirement is withheld from the employee's paycheck each month figured on the employee's gross and remitted by the district with the district matching an equal amount. The employee receives a summary of contributions annually from the system.

**Substitutes.** When you know you are going to need off for Doctor Appointments, workshops, or whatever, it is your responsibility to fill out a "Request for Leave (Blue Slip)" and turn it in to the secretary to find a substitute. Current Board policy requires 48 hours' notice for leave, but if you know sooner, please let us know so a substitute can be found. Sickness cannot be planned, but as soon as you know you will be off due to sickness, the principal asks that you call/message her the night before, if at all possible. **Cell Phone: (573) 453-6305 or Message Breanna Warden on FB Messenger.**

**Paid Time Off (PTO) Leave.** Teachers and nine-month employees receive 12 days of PTO. (Previously it was nine sick days and three personal days for less than five years with the District and four personal days for those with more than five years with the District) per school year. Employees can accumulate up to 180 days of PTO leave. Employees leaving the district before 5 years are completed, lose their PTO days. Twelve-month employees receive 15 or 16 days depending on their year with the District as listed above and abide by the same rules as nine month employees regarding their leave. Leave request slips are required to be filled out prior to days off except in the case of emergencies. Employees' PTO days can be tracked on their paycheck stub. Any differences should be reported to the bookkeeper as soon as possible.

**Bereavement Leave.** A maximum of three (3) days may be used, per occurrence, for bereavement purposes. Use of the three days will not be charged to personal or sick leave. If additional days are needed, days will be charged to sick leave. Bereavement leave is available upon the death of a member of the employee's immediate family, as that term is defined in the district's sick leave regulation. Immediate family is defined as spouse, parent, grandparent, child, sibling, daughter or son-in-law, mother or father-in-law, grandchild, or non-family residing within the staff member's home. Bereavement leave is not accumulative.

**Temporary Disability Leave.** The Administrator may approve temporary disability leave due to employee pregnancy, miscarriage, childbirth, and/or injuring accident, with medical documentation. All sick leave and personal leave days must first be consumed before temporary disability leave is granted. The total period of temporary disability leave cannot exceed more than ten (10) days. The substitute's pay will be deducted from the employee's pay during this leave. Medical certification of fitness to continue or resume work will be required by the Board of Education.

**Open House/Open House Packet Forms.** All teachers are required to be at Open House. Dress professionally. Ensure your classrooms are ready. Open House packets are in the office. This packet contains student and parent handbook and various forms. This will need to be handed out along with your own classroom packets. Remind parents to send in Open House forms that are at the back of the handbook. The office will provide teachers with a checklist. Keep track of these forms and turn them in to the office in alphabetical order. Incentivize so that forms are returned. We need families to turn in free and reduced lunch forms. Inform students that parents need to fill these forms out whether they think they would qualify or not. Our free and reduced lunch percentage help bring in the school grant monies.

**Classroom Procedures/Expectations.** Teachers are required to send home overall classroom procedures, expectations, daily schedule, and other related information at the beginning of the year.

**Dress Code/Physical Appearance.** School personnel should appear well groomed and appropriately dressed at all times. Faculty should dress professionally and in a manner that will not interfere with the educational environment. Casual Day is Friday, but personnel are still required to have a professional appearance. Everyone is expected to dress modestly, decently, and professionally. This is board policy and will be enforced. Business casual is the expectation from Monday to Thursday. Fridays are jean days. Everyone should be well-groomed and presentable. No holes or rips in jeans, no tights or yoga pants/leggings.

**Professionalism.** Everyone is expected to adhere to professionalism. Everyone is expected to be here to perform tasks outlined in job descriptions. Staff should not be discussing personal and adult matters in front of students. Staff should conduct himself or herself positively with students, parents, other staff members, and administrators and maintain professional boundaries with students.

**Duties.** If you have a duty that starts at 7:30, you must arrive early to be on time. In addition to the regular hours of duty, attendance at meetings called by the Superintendent/Principal and voluntary work on professional committees is



considered a part of the teacher's workday. Be on time on all duty assignments. You should be actively up/walking around and watching students during duties. If you can't be there for your duty, it's your responsibility to make sure it's covered. This includes if you call in sick, are on a fieldtrip, or any other school related activity. If you miss, please make every effort to make it up to the person who covered for you. Please remember that good supervision is crucial. **EXTRA DUTY ASSIGNMENTS-** Teachers take turns taking the admission at a ball game during basketball season. The sign-up sheet for this will be posted at the appropriate times. Various committees are necessary and you will be given the opportunity to serve on one of these committees.

**Active Supervision/Personal Cell Phone Use.** Our expectation is for students to not use their cellular phones during instructional time. This is also what is expected of staff when supervising students and during instructional time. This is board policy. Active supervision is paramount!

**Planning Time and Lunch Time.** Please remember that planning time is work time. This is not your personal time. Please use it wisely.

**Weekly Data Meeting.** Ms. Warden will meet with each teacher weekly for a 30 minute duration during your scheduled prep to go over data and for a check in. Please refer to the schedule located in the shared google drive. **We will be intentional with our meetings.**

**Monthly Staff Meetings.** We have all staff meetings after school on the first Monday of the month. This meeting will be directed by Ms. Warden.

**Leaving the Campus.** When employees need to leave the school campus, a sign-out sheet is available in the office for signature. **This should be a rare instance.** Please sign and indicate where you can be reached if an emergency should arise. When coming back on campus, put down the time you arrive. Please understand that the hours you are gone from the building might be counted against your leave days/hours of leaving the school building becomes a habit.

**Leaving at the end of the Day.** All staff must wait until after the buses are gone.

**Job descriptions.** Each teacher is assigned yearly to a position which is under the direct supervision of an administrator to whom he/she is immediately responsible for all aspects of his/her professional behavior. The primary responsibility of all other personnel is to support the instructional efforts of District teaching personnel. The teacher's evaluation criteria is based upon, but not limited to, specified minimum job expectations and responsibilities.

**Supervision.** Do not leave your room unattended. If you must leave the room, ask someone to cover for you. In the presence of students, address each other as Mr., Mrs., Ms. Students should address staff members in the same manner. Teachers are expected to supervise their classes in the halls. No abusive/profane language is allowed on campus. Students are not allowed to have sodas except during classroom teacher-sponsored activities. If an item is taken away from a student by a staff member, the staff member is to give that item to the student's teacher and he or she

will be responsible for returning it to the student. All students and employees should be encouraged to pick up trash on school property when they see it. If we pick it up and not pass it up, then our school will always look its best. **Students are not allowed in the classroom without the presence of an adult!**

**Attendance.** Attendance is taken each morning after the bell rings. If a student arrives late, he or she will stop in the office to be marked as tardy and let the secretary know if they are eating hot lunch. Attendance reports at the end of each quarter will be provided to you by the office for each student to send home with their report card.

**Meal Counts and Monies.** Lunch counts are put on the attendance slips each morning. All meal money should be placed in an envelope with the name of the student and amount enclosed. You should also check your name off if you are purchasing a meal or milk. **Adult meals are \$4.10 for lunch and \$3.10 for breakfast. Student meals are \$2.65 for lunch (.40 for reduced) and \$1.75 for breakfast (.30 reduced). Milk is \$0.35 per carton for everyone.** You can pay for meals in advance, weekly, or monthly.

**Lunch/Recess.** K-2, 3-5, and 6th-8th lunch and recesses should be supervised by two adults. All students are required to go outside during recesses except when the temperature is 32 degrees or below. Ensure students are following cafeteria rules, picking up after themselves. Supervise the trash can when students dump food. Check the duty roster to see cafeteria and playground supervisors for each lunch and recess.

**Outside Bin.** Have students pick up balls and other sports equipment after each recess and place them in the outside bin by the trailer.

**Rules.** Go over the student handbook during the first week of school. Follow PBIS procedures and use PBIS phrases. Sign-up with Ms. Warden what day and time of the first week you intend on doing this. Mrs. Jessen or Ms. Warden will be present to help reinforce the rules. Reviewing the handbook with students is extremely beneficial for you and your students!

**PBIS.** Please refer to PBIS Binder in your classroom.

**i-Ready/STAR/AR/MAP.** i-Ready, STAR, MAP are scheduled for the year. Please refer to the shared google calendar or the hard copy provided when these assessments need to be given.

### **Obstacle Course Rules.**

- Rope Climber- One student at a time.
- Tightrope- Can have two students at a time.
- For 3-5 and 6-8 lunch recess, at least one staff member needs to watch.
- K-1 classes can only use Obstacle Course if supervised by an adult.

**Playground Safety.** Supervision is crucial to avoid accidents. Everyone needs to be

proactive and enforce the following playground rules:

- No twisting, standing, jumping out of, or riding double in swings
- No lower grades on the monkey bars unless supervised by P.E. teacher
- Only three students on the turtle at a time—no standing on turtle
- One person sliding on the slide (sitting) at a time
- No walking up the slide
- Only two people on a teeter-totter at a time (no standing)
- No standing or sitting on top of monkey bars
- No playing on bleachers
- No climbing on backstops or pulling on the wire
- No playing by the school windows
- No wrestling, pushing, or kicking (rough horse play)
- Students not allowed in parking lot or north side of school building
- No running on sidewalks
- Only softball's and softball bats to be used on fields
- No baseballs
- No fighting
- If playing football, only two hand touch is allowed. No tackling.

**Injuries.** Students injured on campus need to be checked by at least one person other than the person on duty at the time of the injury, preferably the counselor. An injury report will be completed and kept on file in the office. In case of very serious injury to a student, care should be taken not to move the child if it is likely that this would result in further injury. The secretary/counselor/administrator will be notified immediately in this case. There is an Automatic External Defibrillator (AED) in the office by the door.

**Grades.** Keep grades up to date and accurate. Teachers need to post at least 2 grades per subject on a **weekly** basis. This is not negotiable. Grading needs to be done daily and posted on Teacher Ease at least once a week so that immediate feedback can be provided to students and parents.

**Mid Quarter Reports/End of Quarter Report Cards/AR Report/ i-Ready Report.** Progress reports are sent home mid quarter and end of quarter. AR and i-Ready reports will be sent home quarterly. Ensure parents receive these reports by requiring students to bring back a signed copy and incentivizing.

**Daily Assignment Check/Missing Work.** Teachers are to keep track of students' missing work on a daily basis. Please communicate with parents early on if there are issues with students not completing assignments. Provide the staff on duty with a list of students with missing assignments. Ensure students bring their work when they leave the classroom for lunch. Check the students handbook on the policy for missing work.

**Daily Schedule.** While there may be times that you alter your schedule, this should be kept to a minimum. Students thrive in a classroom that is structured and consistent.

**Workbooks.** Please do not send entire Math/Wonders workbooks home. Only send the lesson a student is missing or needing to complete.

**Picking Up Your Classroom.** Have students pick-up pencils, pens, papers, etc off the floor at the end of the day. This will help our custodians.

**Chromebooks.** Ensure students are using the chromebook assigned to them and are carrying chromebooks with both hands when transporting. They also need to use a chromebook on a desk. Supervise students especially when taking AR tests so that they aren't taking tests for another student. Ensure chromebooks are charging in the cart at the end of the day.

**Counters/Blinds.** Please ensure that counters are cleared of all items. Door blinds cannot be completely covering the door except during emergency drills. This is board policy.

**Transitioning to Special Classes.** Arrange pick-up points with specials teachers. Please don't leave students unsupervised in the hallways.

**Thermostat.** Please don't change the thermostat settings without first talking to our maintenance person.

**Copies.** Be mindful of wasting copies. Ensure to use Savvas and Wonders workbooks. If you need to print color copies, send it to the office email for printing.

**Jr.High Accelerated Math Classes.** Sixth grade math teacher need to work with the counselor. Refer to the student and parent handbook for guidelines.

**Exploratory Class.** Life skills (cooking, sewing, budgeting, bill pay), child development, speech and debate, drama and theatre, music through the decades, musical instruments, reading music, band introduction, time management, organization, study skills, critical thinking, communication, responsibility, adaptability, self motivation, collaboration. This is a perfect opportunity to use local resources to come in and teach our students a variety of life skills.

**Reading/SS.** Integrate nonfiction reading standards with Social Studies. Fiction standards can be integrated into social studies when you teach myths, cultures, geography, etc. Our goal here is for students NOT to memorize facts but to be able to seek, comprehend, and synthesize information. It takes creative planning but is very doable.

**Language/SS.** Alternate grammar and writing units. Integrate SS in writing and researching activities.

**Spelling.** Ensure spelling units are completed weekly. Spelling lists should be provided to students either on the Friday before or Mondays. Spelling tests should be given on a Thursday or a Friday of each week. This will help avoid confusion.

**Seating Chart.** Seating charts need to be enforced in ALL classes, no exceptions.

**Lockers.** Students are to keep their backpacks in their lockers. Students are NOT allowed to put their ChromeBook in their backpack. Students are NOT allowed to

carry their backpacks from room to room. It must stay in their lockers. Students are to turn off their phones and smartwatch and keep them in their backpack.

**Math.** Teachers are to model how to show work in math on a separate piece of notebook, graph, or box paper (graphing paper works well with decimals) instead of using the pages in the math worksheet. The document camera is an excellent tool in modeling and setting expectations. During independent work, walk around and grade students' papers as they complete the problems to provide immediate feedback. This will help ensure you are able to assess individual student's understanding.

**School Forms.** Forms, such as Request for Leave, Request for Reimbursement, Sack Lunch for Field Trips, Time Sheet for Reimbursement, Maintenance Work Order, etc. are in the workroom by the mailboxes. If you can't find what you're looking for, ask Mrs. Parker.

**Password Logs.** Remember that school email is subject to Sunshine Requests and as such should only be used for school business. Please use work email and your drive account for school business only. Additionally, there is a password log template on the Shared Drive. Complete the log and turn it in to Ms. Warden **today**.

**Students' Passwords.** Please keep students' login and password logs in your substitute teacher binder. This is necessary for substitute teachers.

**Students Reading Levels.** Ensure to provide the Library with students' reading levels. This needs to be done as soon as students finish with STAR testing. This information also needs to go in your substitute teacher binder.

**Substitute Teacher Binder.** All teachers are expected to complete a binder for their substitute.

**Resource Room/IEP/504.** Please meet with our Special Education teacher to go over students' IEP and 504. These are legal documents that must be followed. The Resource Room is off-limits to other students who do not receive special education services.

**Title I Binder.** There is a Title I binder in the classroom. These documents will be uploaded to DESE this school year. Ensure these items are being completed on a regular basis.

**Newsletter.** This needs to be sent home on a regular basis. This is a Title I requirement. It will also help ensure parents are informed with what is going on in the classroom.

**School/Parents/Students School Compact.** Page 50 of the student handbook.

Oak Hill R-I School and its staff will:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating children to meet the Show-Me Standards as follows
  1. Retain highly qualified principals and teachers,

2. Provide instruction, materials, and high-quality professional development which incorporates the latest research, and
3. Maintain a safe and positive school climate.
- Hold annual parent-teacher conferences to –
  1. Discuss the child's progress/grades during the first quarter,
  2. Discuss this compact as it relates to the child's achievement, and
  3. Examine the child's achievement and any pending options at the end of the third quarter.
- Provide parents with frequent reports on their child's progress as follows
  1. Weekly packet from the classroom teacher,
  2. Monthly suggestions from the classroom teacher,
  3. Quarterly grade cards/reports sent home by the school.
- Be accessible to parents through –
  1. Phone calls or person-to-person meetings,
  2. Scheduled consultation before, during, or after school,
  3. Scheduled school or home visits.
- Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities as follows –
  1. Listen to children read,
  2. Help with classroom decorations, art projects, etc.,
  3. Present a program on your culture, a different country, etc., and
  4. Assist with holiday programs or parties, educational trips, etc.

**Counselor/Clothes Bin in the Staff Workroom.** Check with the counselor before sending students to the office if students are needing a change of clothes. Ensure the clothes bins are updated on a regular basis.

**First Aid Kits.** Each classroom has a first aid kit that is located behind the teacher desk on a hook. Please use these for basic first aid instead of sending students to the office. The kits will be checked and stocked quarterly. If you need any supplies before then, please let the office know.

**Blood Borne Pathogen (BBP) Exposure Prevention.** Do not attempt to clean up the spill. Only trained custodial staff using appropriate PPE should attempt to clean up following a potential BBP exposure involving body fluids. If a clean-up is required, send students and staff away from the area and contact custodial staff at once. Contact the office or custodial staff for any questions.

**Sending Students to the Office.** As much as possible, take care of minor misbehavior in the classroom. Be consistent with your management and expectations. Keep students busy and engaged in learning. Down time can lead to misbehavior.

**Chain of Command.** Conflict can happen at any time even between individuals with the best intentions. Settle disputes amongst yourselves first before coming to me. With parents, the first thing I will ask is, "Have you called home?" A phone call is oftentimes more effective than any written communication. I will ask parents the same thing when they bring up issues with me.

**CTA Memberships.** Everyone needs to be a member of CTA. **Oak Hill CTA** has a courtesy fund that is used to purchase flowers and/or cards for staff members and/or their immediate family due to illness, hospitalization, or death. All employees are invited to contribute to this fund. We ask each employee to contribute \$20 per year to this fund. Depending on the number of flowers and cards given each year, we may need to ask for additional contributions. The CTA treasurer keeps all records of money in the CTA account. Any money received and disbursed from this account is discussed at the monthly CTA meeting. The CTA meets once a month and invites all employees to attend the meeting.

**Monthly Potlucks:** CTA will be arranging monthly potlucks.

**Instructional Aides** are to work with students in one-one-one or small group settings. They may provide support during whole group instruction, however, it is to be intentional support, such as to help keep students on task, curb misbehavior, etc. Teachers need to plan and communicate with instructional aides accordingly to ensure small group interventions are provided to students.

**Lesson Plans/Curriculum.** The Board of Education recognizes the need and value of a systematic and on-going program of curriculum review. The Board encourages and supports the professional staff in its efforts to identify and review new curricular ideas, develop and improve existing programs, and evaluate all instructional programs. The Board of Education directs the Superintendent to continuously carry out the curriculum development and implementation process. As used in this Policy, curriculum is the process, attitudes, skills and knowledge that is taught and learned at the appropriate levels in District schools. This year, we will be working on completing Science and will be due in May. Please see attached curriculum format. **Please have curriculum/lesson plans at least a week in advance.** I will be checking lesson plans on Mondays. Lesson planning is to be coordinated and shared with Title I and special services. Indicate modifications necessary on your plans. Data is to be used to determine curricula needs.

**Data Binders/Teacher Evaluation:** Missouri's Educator Evaluation System was founded on general beliefs about the purpose of the evaluation process. Improving student performance is based on the improvement of teaching practices using data and formative evaluations, aligning instruction and assessment to state standards, building a culture of informing practice and promoting learning, and using multiple, balanced measurements that are fair and ethical. Our District's goal is to promote growth in effective instructional practice that will ultimately increase student performance. Teachers will be keeping a binder that will keep data from collaborative works, student formative and summative assessment data, Student Learning Objectives (SLO) form that will be filled out at the beginning of the year, teacher formative evaluation forms (expect at least 6 classroom visits), teacher evaluation summative report, and resources. **I will be sending you a copy of the evaluation form after each visit. Please meet with me after each evaluation as soon as possible so we can go over your formative evaluations.**

**Substitute Binders.** Substitute folders need to be used and kept in a place where the superintendent can find it in the event you don't show up for class the next morning. You should have a current class list, seating chart, and any other items subs would

need coming into your class on short notice. I will be checking Substitute Binders on September 1<sup>st</sup>. It is recommended that plan books do not leave the building. If they do, and the teacher is unable to report for duty the next day, the teacher is responsible for seeing that the plan book is returned to the school. A copy of the daily schedule should be in the plan book, and special duty assignments listed, along with a seating chart for grades K-8. **Confidential information should be marked as such in the binder.** The following information should be in the substitute binder:

- Class list and class schedule
- Forms (attendance, lunch/breakfast count, discipline, nurse)
- Instructional activities for each subject
- Students receiving Title I and special services and schedule
- Helpful students
- Seating chart
- Emergency procedures
- Students' passwords for online resources

**Parent Newsletters.** Communication with parents is vital. Weekly correspondence is preferred, but at the minimum, teachers are asked to provide a monthly newsletter that provides important and relevant information to parents. **This is not negotiable.**

**Mailbox and E-Mail.** Check your email at least once daily. Mailboxes should be at lunch. Your mail, phone messages, and also notices which must be sent home that day will be placed in your mailbox. We can have the notices in the mailbox by lunch, but we have no control over the arrival of the mail. Please keep your mailbox at least halfway empty to allow for more mail. Any information needing to go home and not placed in the box by lunch will be delivered to your classroom for distribution. Personal phone messages taken in the afternoon will be put in your mailbox, so you may want to check it one more time before you leave for the day.

**Telephone.** Staff may use the extra phone in the office to make any calls. This will keep the main line open for school business or emergencies. Please try to limit long distance calls billed to the school.

**Leaving At the End of the Day.** Teachers are free to leave when all students are accounted for at the end of the day (after the buses leave) as long as there is not a meeting. You may leave school when the buses have departed unless you have made prior arrangements with the administrator to leave earlier.

**Supplies.** The office has a storeroom with various supplies. Some supplies are also in the teachers' workroom. If you need something that is not in the storeroom, please let the secretary know what is needed. Other items that you need will have to be approved before being purchased or ordered. All supplies will be purchased on a purchase order unless otherwise arranged with the bookkeeper prior to the purchase. It is the responsibility of each teacher to fill out the purchase order and have the Superintendent sign it before ordering and then submitting it to the bookkeeper. Students should not be sent to the storeroom or teacher mailboxes to retrieve items. There are various organizations that have donated student school supplies to the school. If you have a student who is in need for some supplies, these are located in the cabinets below the mailboxes on the left.



**Textbooks.** are inventoried at the end of each school year using the proper form issued by the office. Workbooks and any new textbooks authorized by the Superintendent for purchase will be listed on these inventory forms. When supplies or books arrive, the packing slip will need to be given to the bookkeeper with the contents checked for receipt to assure proper payment.

**Sodas.** Adults need to use cups/glasses for their sodas since students are not supposed to have sodas on school campus. PLEASE do not have students go get a soda for a teacher. Upon request, students may request use of the microwave. Please be user friendly with the microwave and refrigerator. No one is assigned to clean up these appliances, so we each need to clean up after ourselves.

**Administering Medication.** Only Ms. Warden, Mrs. Jessen, Mrs. Parker, or Mr. Josiah may administer prescription or nonprescription medications to a pupil with parental permission on a medical form kept in her office. Mrs. Jessen must keep a daily log of all medications administered to any student. The medication must have an accompanying parental note stating dosage, specific time, permission to give medicine to student. If medicine is required during the day, it will need to be given to the secretary at the beginning of the day and remain in her possession until the medicine is taken home at the end of the day, or at the end of the school year. All medication shall be in its original container with dispensing directions written clearly on the bottle. The parent/guardian should send a note with their child, signed and dated, to be kept with the medication. Over the counter medicines (aspirin, Tylenol, ibuprofen) must also be administered in the same manner. Paperwork is sent home at the beginning of the year for student health history to be kept in the office. NO MEDICATION IS TO BE GIVEN TO ANY CHILD BY A FACULTY MEMBER OR STAFF.

**Communicable Diseases.** A student or staff cannot attend school if (1) has or been exposed to, an acute (short duration) or chronic (long duration) contagious or infectious disease, and (2) liable to transmit the contagious disease unless the Board or its designee has determined that the staff or student no longer has the disease, is not in the contagious or infectious stage of an acute disease, or has a chronic infectious disease that poses little risk of transmission in the school environment with reasonable precautions. Students with acute or chronic contagious or infectious diseases and their families have a right to privacy and confidentiality. Only staff members who have a medical reason to know the identity and condition of such students will be informed. Willful or negligent disclosure of confidential information about a student's medical condition by staff members will be cause for disciplinary action. The District's policies and regulations regarding students and staff with communicable disease are stated in Board PR 2860 and PR 4820 respectively. These policies and regulations can be accessed at the school's website. A hard copy of Board policies are also available in the office.

### **Complaint Procedures/Chain of Command**

The Oak Hill R-1 School Board recognizes that there may be situations where complaints need to be brought to school administration. The following complaint procedures are to be followed by concerned staff members with questions or concerns regarding the operation of the school district.

1. Staff members should settle the issue between themselves first.

2. Unsettled matters from step 1 should be brought to the attention of the principal/superintendent.
3. If an issue cannot be settled through steps 1 and 2, it should go to the Board of Education. Questions and comments in written form should be brought to the Secretary of the Board for discussion at the next regularly scheduled Board of Education meeting, or an individual hearing if necessary. The Board of Education will have the final decision making authority.
4. Complaints regarding administration of Federal Programs may follow the above schedule and if not resolved may be moved further to DESE or the National Education Department.

**Technology.** It is the policy of the District to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)]. Access to electronic research requires students and employees to maintain consistently high levels of personal responsibility. The existing rules found in the District's Behavioral Expectations policy (Board Policy/Regulation 2610) as well as employee handbooks clearly apply to students and employees conducting electronic research or communication. One fundamental need for acceptable student and employee use of District electronic resources is respect for, and protection of, password/account code security, as well as restricted databases files, and information banks. Personal passwords/account codes may be created to protect students and employees utilizing electronic resources to conduct research or complete work. These passwords/account codes shall not be shared with others; nor shall students or employees use another party's password except in the authorized maintenance and monitoring of the network. The maintenance of strict control of passwords/account codes protects employees and students from wrongful accusation of misuse of electronic resources or violation of District policy, state or federal law. Students or employees who misuse electronic resources or who violate laws will be disciplined at a level appropriate to the seriousness of the misuse.

The use of the District technology and electronic resources is a privilege, which may be revoked at any time. Staff and students are only allowed to conduct electronic network-based activities which are classroom or workplace related. Behaviors which shall result in revocation of access shall include, but will not be limited to: damage to or theft of system hardware or software; alteration of system hardware or software; placement of unlawful information, computer viruses or harmful programs on, or through the computer system; entry into restricted information on systems or network files in violation of password/account code restrictions; violation of other users' rights to privacy; unauthorized disclosure, use or dissemination of personal information regarding minors; using another person's name/password/account to send or receive messages on the network; sending or receiving personal messages on the network; and use of the network for personal gain, commercial purposes, or to engage in political activity.

Students and employees may not claim personal copyright privileges over files, data or materials developed in the scope of their employment, nor may students or employees use copyrighted materials without the permission of the copyright holder. The Internet allows access to a wide variety of media. Even though it is possible to download most of these materials, students and staff shall not create or maintain archival copies of these materials unless the source indicates that the materials are in the public domain. Access to electronic mail (E-mail) is a privilege and designed to assist students and employees in the acquisition of knowledge and in efficiently communicating with others. The District E-mail system is designed solely for educational and work related purposes. *E-mail files are subject to review by District and school personnel.* Chain letters, "chat rooms" or Multiple User Dimensions (MUDs) are not allowed, with the exception of those bulletin boards or "chat" groups that are created by teachers for specific instructional purposes or employees for specific work related communication.

Students or employees who engage in "hacking" are subject to loss of privileges and District discipline, as well as the enforcement of any District policy, state and/or federal laws that may have been violated. Hacking may be described as the unauthorized review, duplication, dissemination, removal, damage, or alteration of files, passwords, computer systems, or programs, or other property of the District, a business, or any other governmental agency obtained through unauthorized means. To the maximum extent permitted by law, students and employees are not permitted to obtain, download, view or otherwise gain access to "inappropriate matter" which includes materials that may be deemed inappropriate to minors, unlawful, abusive, obscene, pornographic, descriptive of destructive devices, or otherwise objectionable under current District policy or legal definitions. Similarly, the use of any District computer to access sites which allow the user to conceal their objective of accessing inappropriate material is not permitted. The District and school administration reserve the right to remove files, limit or deny access, and refer staff or students violating the Board policy to appropriate authorities or for other disciplinary action. In compliance with the Children's Internet Protection Act ("CIPA"), 47 U.S.C. § 254, the District uses technological devices designed to filter and block the use of any District computer with Internet access to retrieve or transmit any visual depictions that are obscene, child pornography, or "harmful to minors" as defined by CIPA and material which is otherwise inappropriate for District students.

Due to the dynamic nature of the Internet, sometimes Internet websites and web material that do not fall into these categories are blocked by the filter. In the event that a District student or employee feels that a website or web content has been improperly blocked by the District's filter and this website or web content is appropriate for access by District students, the process described below should be followed:

1. Follow the process prompted by the District's filtering software (or to remain anonymous, log in under log in name: 123anonymous) and submit an electronic request for access to a website, or:
2. Submit a request, whether anonymous or otherwise, to the District's Superintendent/the Superintendent's designee.
3. Requests for access shall be granted or denied within three days. If a request was submitted anonymously, persons should either attempt to access the

website requested after three days or log back in at 123anonymous to see the status of the request.

4. Appeal of the decision to grant or deny access to a website may be made in writing to the Board of Education. Persons who wish to remain anonymous may mail an anonymous request for review to the Board of Education at the School District's Central Office, stating the website that they would like to access and providing any additional detail the person wishes to disclose.
5. In case of an appeal, the Board of Education will review the contested material and make a determination.
6. Material subject to the complaint will not be unblocked pending this review process.

In the event that a District student or employee feels that a website or web content that is available to District students through District Internet access is obscene, child pornography, or "harmful to minors" as defined by CIPA or material which is otherwise inappropriate for District students, the process described set forth in Regulation 6241 should be followed. Adult users of a District computer with Internet access may request that the "technology protection measures" be temporarily disabled by the chief building administrator of the building in which the computer is located for lawful purposes not otherwise inconsistent with this Policy. The use of District technology and electronic resources is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. All staff members and students who receive a password/account code will participate in an orientation or training course regarding proper behavior and use of the network. The password/account code may be suspended or closed upon the finding of user misuse of the technology system or its resources.

Students and employees are expected to abide by the generally accepted rules of electronic network etiquette. These include, but are not limited to, the following:

1. System users are expected to be polite. They may not send abusive, insulting, harassing, or threatening messages to others.
2. System users are expected to use appropriate language; language that uses vulgarities or obscenities, libels others, or uses other inappropriate references is prohibited.
3. System users may not reveal their personal addresses, their telephone numbers or the addresses or telephone numbers of students, employees, or other individuals during E-mail transmissions.
4. System users may not use the District's electronic network in such a manner that would damage, disrupt, or prohibit the use of the network by other users.
5. System users should assume that all communications and information is public when transmitted via the network and may be viewed by other users. The system administrators may access and read E-mail on a random basis.
6. Use of the District's electronic network for unlawful purposes will not be tolerated and is prohibited.

While the District is providing access to electronic resources, it makes no warranties, whether expressed or implied, for these services. The District may not be held responsible for any damages including loss of data as a result of delays, non-delivery or service interruptions caused by the information system or the user's errors or omissions. The use or distribution of any information that is obtained through the information system is at the user's own risk. The District specifically denies any

responsibility for the accuracy of information obtained through Internet services. The Board recognizes that security on the District's electronic network is an extremely high priority. Security poses challenges for collective and individual users. Any intrusion into secure areas by those not permitted such privileges creates a risk for all users of the information system.

The account codes/passwords provided to each user are intended for the exclusive use of that person. Any problems, which arise from the user sharing his/her account code/password, are the responsibility of the account holder. Any misuse may result in the suspension or revocation of account privileges. The use of an account by someone other than the registered holder will be grounds for loss of access privileges to the information system. Users are required to immediately report any abnormality in the system as soon as they observe it. Abnormalities should be reported to the classroom teacher or system administrator.

The District shall use filtering, blocking or other technology to protect students and staff from accessing internet sites that contain visual depictions that are obscene, child pornography or harmful to minors. The District shall comply with the applicable provisions of the Children's Internet Protection Act (CIPA), and the Neighborhood Internet Protection Act (NCIPA).

Vandalism is defined as any malicious attempt to alter, harm, or destroy equipment or data of another user, the District information service, or the other networks that are connected to the Internet. This includes, but is not limited to the uploading or the creation of computer viruses, the alteration of data, or the theft of restricted information. Any vandalism of the District electronic network or technology system will result in the immediate loss of computer service, disciplinary action and, if appropriate, referral to law enforcement officials. The consequences for violating the District's Acceptable Use Policy include, but are not limited to, one or more of the following:

1. Suspension of District Network privileges;
2. Revocation of Network privileges;
3. Suspension of Internet access;
4. Revocation of Internet access;
5. Suspension of computer access;
6. Revocation of computer access;
7. School suspension;
8. Expulsion; or
9. Employee disciplinary action up to and including dismissal.

**Board Policies and Board Meetings.** All employees must be familiar with, and abide by, board policies set forth and approved by the Oak Hill Board of Education. These policies may be accessed on the Oak Hill R-I website. Board of Education meetings are held on the 2<sup>nd</sup> Thursday of each month. Dates and times are listed on the office window and individual agendas will be posted each month. All staff are welcome to attend. Meetings begin at 6:30 p.m. unless otherwise listed and meet in the cafeteria. Should parents or other interested community members desire to address the Board, they must contact the school office five (5) working days prior to the meeting. If teachers desire an audience with the Board, they should go through the Superintendent a week in advance in case items need to be placed on the agenda.

**Professional Development Days/Data Meetings.** Throughout the year, there are professional development days to provide teachers with growth opportunities as well as opportunities to collaborate. We will use as much of this time as we can to coordinate our instruction with some joint planning time so all of us are working for the improvement of students integrating with all services. We will be working on data and curriculum to make data-driven curriculum and instruction decisions to help students and guide our curriculum. Ms. Warden will meet with teachers individually once a week to review data. These meetings will be 30 minutes during the teachers prep time. The schedule can be found on the “Shared Google Drive”

**Workshops.** Employees should get approval from workshops through the Professional Development committee and administration. Plans should be well developed and duties covered when absent. Please prepare handouts or powerpoints to present with the rest of your team after attending a workshop.

**Purchases.** Clear with the office first before making any purchases.

**Kitchen Area.** The kitchen area is off limits to staff except for kitchen and maintenance staff. Return coolers emptied and rinsed. After field trips, return coolers emptied of food to the kitchen.

**Recess.** Recesses in K-5th are scheduled at the discretion of the classroom teacher and should be no longer than 20 minutes. All other recesses are on the building schedule. Personnel on duty should carry a timer/watch, whistle, and recess binder and adhere to the recess time parameters.

**Cell Phone Use.** Cell phones, calls and/or texting, are not to be used during the work day, unless it is an emergency. This is board policy that was adopted on 7/12/2012.

**Communication with Students by Electronic Media.** Employee personal communication with students, in all forms including oral and nonverbal shall be appropriate and consistent with Board policy. Personal communication shall be deemed to be inappropriate if such communication is sexual in nature; is sexually suggestive; suggests romantic activity with student or students; or is otherwise inconsistent with Board policy. Violation of this provision will result in disciplinary action up to and including dismissal. **Communications between employees and students will be primarily direct, oral or written in nature. Employees may not communicate with district students via electronic media regardless of whether created or maintained by the employee or students.** As restricted in this policy the phrase "electronic media" includes but is not limited to social networks, texting, and emails. This policy does not preclude electronic communication between teachers and their siblings and children who may be district students. The District will provide official electronic media which may be utilized by employees for communication with students for dissemination of school related information (i.e. homework, practice schedules, supplemental instructional material.)

**Personal Information.** It is your responsibility to see that the office has your current address, telephone number and pertinent information needed for accurate processing

of your pay and benefits. Please make sure that the office has your correct social security number, federal and state withholding tax exemption certificates and information for the public school retirement system. If any changes occur throughout the year regarding your personal information, it is your responsibility to see that the necessary changes are made in the office. Each employee has a personnel file in the administrative office. You may request to view your file at any time. If you have any certificates that need to be placed in your file, please leave these with the secretary for filing. Certified personnel shall have a Teacher's certificate and official transcripts of college courses on file in the administrative office before or at the time of reporting for duty. Any additional course certificates should be placed in your personnel file throughout the year.

**Classroom Repairs/Dusting.** It is the responsibility of each teacher to maintain his or her classroom in an orderly manner. Make sure the floor is free of books, personal belongings, and papers before dismissal. It is the responsibility of the teacher to shut and lock windows before leaving for the day. It is also the responsibility of the teacher to keep all school equipment free of dust, i.e. Computers, projectors, etc. It's a really good idea to get some material and cover these at the end of the day. At the end of the year, please have all students clean the top of their desks and also empty the desks of any paper or books. Lockers must also be thoroughly cleaned inside and out. If repairs are needed in the classroom (anywhere on campus that you observe), please report to the office. Immediately report all dangerous building conditions to maintenance and take action to rectify the situation and/or protect the safety of students and others if necessary. **Students are not allowed in the maintenance office.**

**Assemblies.** The entire student body are participants in special assembly activities during the regular school day, unless otherwise instructed. Keep classes together as a group and properly quiet. The students should be seated with kindergarten on the bottom row and then grades 1-8 to follow with the older students seated towards the top. When exiting assemblies the lower grades will exit first. There will be a monthly assembly for student of the month, PBIS, and honor rolls (at the end of each quarter).

**Class Parties.** Parties for grade K-5 are usually held on Halloween, Christmas, Valentine's Day and Easter. **Parties are usually held during the last hour of the day.** Please do not have students wear party accessories during the school day. Parties for grades 6-8 are at the discretion of the teachers.

**Parent/Teacher Conferences** will be held at the end of the first quarter and the grade card is given out at that time. For specific days to send home 2<sup>nd</sup> and 3<sup>rd</sup> quarter grade cards, please check your calendar for mid quarter and end of quarter dates. If it is your opinion that a student needs to be retained, please document this on the retention form, set up a meeting with the superintendent before you notify the parents/guardians. They will need to come to the school for a conference with the teacher during the third quarter with a follow-up conference early/mid fourth quarter.

**Honor Roll.** Minimum requirement for honor roll: All grades must be "A's" or "B's". The core subjects are to be used to determine eligibility. At the **end of the quarter**,

please fill out the form “Honor Roll and Perfect Attendance Report” form on the shared drive and turn in to the office.

**Transfer/Withdrawals.** When students transfer during the year a transfer slip will be initiated by the office for the teachers to complete. Please complete these forms in a timely manner. The next school will be waiting for this information (grades to date). The grade card for that student will need to be sent to the office as well to be placed in their permanent file.

**After School Activities/Sports.** All after school activities, games, practices, clubs, etc. shall be placed on the school calendar with the secretary so that times and places can be scheduled without conflict between groups and information given to parents. It is the responsibility of each group to obtain permission from parents for these activities. A permission slip should be obtained from the parents, prior to first meeting, with people approved to pick up their children and phone numbers (this should include home and emergency phone numbers). You should keep these permission slips on file in your room. When parents are late in picking up their children, you will have the phone numbers on those slips to call them. Student phone numbers are also kept in the office. When the activity is completed, it is the responsibility of the teacher to remain with the students while they are waiting on rides home. The students should understand that arrangements for rides home should be made prior to the day’s meeting. Phone calls home to request permission to stay are not allowed unless you have changed the time and date of the meeting. If phone calls need to be made by the students after the meeting, they should not be sent to the office alone. Students should never be in the office without supervision. **It is the responsibility of the teacher to arrange for locking down the school, if the meeting lasts longer than the scheduled work time of maintenance. It is also the responsibility of the teacher to make sure the place used is cleaned up and ready for the next school day**

**Parent Teacher Club (PTC).** The P.T.C. meets the first Monday of every month in the cafeteria. Teachers are encouraged to join with the parents in activities that help support the school and students. All of the money earned is spent on the students either by way of PTC purchases or monies given to each class for field trips.

**Student Handbook and Discipline.** The student handbook includes the **Student Discipline Policy**, **Discipline Enforcement** information, the **Discipline Code**, a list of **Contraband**, the **Dress Code**, a list of **General School Rules**, other lists of **Rules for Various Occasions**, the **Attendance** policy, **Bullying and Cyberbullying** policy, and more. In the interest of not being redundant, we have opted not to print those items here. Consider the Student Handbook a part of the Teacher Handbook and please familiarize yourself and your class with it. The student handbook contains the school discipline code and policy. Each teacher is expected to use appropriate rules and consequences to manage student behavior in a constructive manner. Make every reasonable effort to deal with problems at the classroom level. In cases of severe discipline problems, the students may be sent to the office. They should bring with them a discipline slip or in the case of immediate removal being necessary, the teacher should follow up with the office as soon as possible. For up-to-date discipline



procedures, please ask your mentor, the discipline committee, or the Principal/Superintendent. **Teachers must keep appropriate discipline records.**

**Crisis Management Plan.** Oak Hill R-I has developed a crisis management plan designed to assist the district in meeting the demands of a variety of crisis situations. It will serve as a resource to the school and will establish pro-active methods of addressing crisis situations. At some point, every school will experience a crisis. The number one concern of school personnel in a crisis is the safety of the students. Administrators, faculty, and staff members must understand their roles and responsibilities in each crisis. **See the Crisis Coordinator to be familiar with the district's crisis management plan.**

**Red Emergency Poster/Emergency Drill Procedures/Red Backpack.** Know all of the emergency plans and the contents of your red backpack. Update the list of students in your backpack. Each room has a floor plan of the school posted on the wall near the exit. This plan designates the area to go to in case of a fire, tornado, earthquake, or an intruder. **KNOW these procedures.** Stress to students that these procedures are important and drills are important as well. Students are not allowed to talk during drills and should be listening for directives during drills. The following bell signals will indicate the type of disaster.

**Fire, Tornado, Earthquake, and School Shut-Down Drills: (RED EMERGENCY POSTER IN THE CLASSROOM MUST BE DISPLAYED BY THE CLASSROOM DOOR.)** Fire, tornado, earthquake, and school shut-down drills will be conducted throughout the school year, as required by law. 1) All students will be instructed on the procedures of these drills before they occur, and what their responsibility is during the drills; 2) There are instructions posted in each room which indicate where students are to go and what they should do during the practice drills. 3) The teachers will explain exactly what students are to do during each drill situation, and students are expected to listen and follow this instruction without question. No unnecessary talking or misbehavior will be allowed during these times. 4) Fire, tornado, intruder, and earthquake drills are very serious. They are preparations for life-threatening situations.

**Restraint of Student.** A staff member of Oak Hill R-I School District may use reasonable physical force against a pupil without advance notice to the administrator when it is essential for self-defense, the maintaining of order, the protection of other persons or the property of the Board of Education. All staff members will be trained by an approved restraint trainer to properly restrain students if needed.

### **ISS POLICY**

**Definition and Position:** The district shall provide a safe, secure, and supervised environment for In School Suspension. The district does not have a full time ISS room, this will be used only at the Principal's discretion, and it will be used sparingly. When a student is assigned ISS by the Principal, the student will be situated in the office in an isolation area where he/she is constantly supervised by personnel, or possibly put in another area for a short time.

**Referral:** Students will be referred to ISS only by the Principal. Teachers will submit a disciplinary form to the Principal and the Principal will make a determination on

ISS at that time. If a student is assigned to ISS, the teacher must send appropriate material and assignments with the student to the room.

**Parent Notification:** Records will be kept in triplicate. One copy will be given to the student for parent/guardian signature, one copy to the administrator, and one copy to the teacher.

**Reasons for Placement:** See the Discipline Code to learn under what circumstances a child will go to ISS.

**Record:** All discipline copies are given to the administration on a daily basis. Logs consisting of student's name, date, time, duration of placement, and name of teacher referring will be kept by the principal.

**District Procedure:** The ISS room is not intended as a permanent alternative to student's behavior problems. Therefore, the district believes that other alternatives should be in place if ISS is not effective with students.

**Field Trips.** Each class is allowed one long field trip per year. This field trip needs to be grouped as K-1, 2-3, 4-5, 6-7, and 8th grade field trips. Local field trips can be taken provided it is planned in advance and depending on availability of bus drivers.

1. Teachers are encouraged to take field trips which are educational in nature and should be planned far enough in advance as to become an integral part of the educational program.
2. **Application.** The teacher who is planning a field trip shall secure the approval of the administrator.
3. **Scheduling.** Teachers are encouraged to schedule field trips throughout the year rather than permit the field trip schedule to accumulate at the end of the year.
4. **Destination.** It is expected that field trips will be within reasonable driving distance of Oak Hill School. There will be no out of state trips. No overnight trips may be taken.
5. **Parental Approval.** Written approval from a parent shall be obtained prior to pupils making the trip. Parent approval forms shall be available to the administrator.
6. **Vehicles.** School buses will be used for field trips. Private vehicles may not be used for school trips unless approved by the administrator.
  - a. Students will not be transported in private vehicles to or from field trip activities without prior approval by the administrator through a signed release of the school district's liability. Students not returning to school with their class must be signed out by their parent/guardian. Oak Hill R-I must have written/or verbal communication from the student's parent/guardian in order for the student to be signed out by anyone other than the student's parent/guardian.
  - b. No students other than those attending Oak Hill R-1 school may attend.
7. **Supervision.** There shall be adequate and proper supervision of students at all times by the teacher. Parents may supervise students on trips under the direction of the teacher.
8. **Teacher Responsibilities:**
  - a. **Scheduling-** As Stated in #3 and an entire trip agenda indicating anticipated times and places. (A copy is to be on file with the administrator BEFORE DEPARTURE).

- b.** The teacher is responsible for complying with and staying on the trip agenda.
- c.** The teacher is responsible for seeing that the bus is clean and free of litter.
- d.** The teacher is responsible for notifying the administrator of any unusual circumstances which develop during the course of the field trip (see student responsibilities).
- e.** The teacher's primary responsibility is the safe keeping of the students under his/her supervision.
- f.** The teacher may not in any way be an agent of the school in assuming fiscal liability or obligating the school to special transportation for a student being detained or held by a law enforcement agency.
- g.** A student being detained by a law enforcement agency is still the responsibility of the teacher/school in that the student's parents must be contacted as soon as possible so that practical specifically the student's parent's responsibility.)
- h.** It is the responsibility of the teacher to inform the cafeteria staff two (2) weeks in advance on any trip.
- i.** It is the responsibility of the teacher to send home a list of responsibilities expected of each chaperone.
- j.** Teachers should take a list of phone numbers that include guardian and emergency contacts.
- k.** Teachers should use a name badge on each student that includes the school name and phone number on any trip that exceeds a school day.
- l.** Teachers must review safety rules with all students that includes what to do if separated from the group.
- m.** Teachers should pick a designated area, when possible, for students to go if separated from the group.
- n.** Permission slips for trips should be made in such a way that the trip information and school phone number can be detached and kept by the parent. Field trips that exceed the school day should include a personal cell number of at least one school employee chaperoning the trip.

## **9. Student Responsibilities**

- a.** All school rules apply during the field trip unless specifically waived by the principal (ie. attire, gum, candy).
- b.** All students will display behavior that reflects the highest goals of our school and community.
- c.** Any student arrested by a law enforcement agency becomes the responsibility of that agency. The teacher in charge of that field trip is to contact the school administrator as soon as possible.

**Grading System.** The grading system represents five levels of achievement. The levels are: A (Superior), B (Above Average), C (Average), D (Below Average), F (Failing). Teachers will use pluses and minuses to more accurately establish the exact performance of students. At the teacher's discretion, a grade of pass/fail may be used in non-core subjects with administration approval.

A = 93-100

B = 82-87

C = 72-77

D = 62-67

A- = 90-92

B- = 80-81

C- = 70-71

D- = 60-61

B+ = 88-89

C+ = 78-79

D+ = 68-69

F = Below 60

**Promotion and Retention of Students.** In order to provide for the best total growth of each child and to secure grade placement where he/she will be able to achieve up to his/her full potential, retention or special promotion is sometimes recommended. Only under certain specific circumstances and after careful consideration, including a case conference, is conditional promotion deemed advisable. The following considerations should be used as a guide:

- Promotion of pupils will be on the basis of ability to do the next grade's work and the welfare of the child concerned. In general, children will be promoted one grade each year.
- Retention or special promotion will be considered only after a case conference has been held with the child's teacher, the administrator, and the parent(s).
- A parent-teacher-administrator meeting will precede retention/acceleration. The final decision rests with the administrator.
- A student ordinarily will not be retained more than once in the same grade.
- In the case of possible retention, the following factors will be considered:
  - ✓ The child's achievement level as determined by his past and present performance, by test results, and by his/her teacher's judgment.
  - ✓ The ability level determined by test results, past performance, and teacher judgment.
  - ✓ The social maturity based upon parent conferences, participation at school, and observation.
  - ✓ The physical development.
  - ✓ The attitude toward retention, determined by pupil-teacher and parent-teacher conference.
  - ✓ The parent's attitude toward retention.
  - ✓ The school, by law, will determine final grade placement after everything else is considered.
  - ✓ The recommendations of special service staff.
- Special consideration shall be given to those handicapped students who are receiving special services per Individualized Education Plan (I.E.P.)

**Child Abuse.** Public Law 587: It is the responsibility of the school to report any child abuse. It will be the responsibility of the teachers to report any child to the administrator and he/she in turn will report this to the Board of Education. Teachers are not relieved by the responsibility to report just by telling the administrator. Teachers are still mandated reporters. Child Abuse Hotline is 1-800-392-3738

## **MISCELLANEOUS INFORMATION**

### **Visitors to the School**

1. All building visitors shall report immediately to the Administrative office to sign in, state their business, and wear a visitor's badge if needed.
2. Vendors who make regular visits to school must stop by the office.
3. A parent or guardian of a student is considered a visitor and shall report to the office upon arrival at the school. A parent may visit his/her child's class while in session without advance notice of scheduling; however, advanced scheduling

is encouraged as the parent will benefit more from a visit if properly planned. If an unscheduled visit would interrupt the classroom activity, such as administering a standardized test, the administrator shall advise the parent of the problem and arrange a future visit.

4. A person who is not a parent of a child attending that school must arrange for a classroom visit in advance. The administrator may waive this rule as his/her discretion.
5. A teacher shall not admit a visitor or previous students to the classroom unless accompanied by the administrator or his representative unless definite arrangements have been made with the teacher.
6. While visiting a classroom, a visitor must not interrupt the class in any way. If a visitor desires to ask questions, he/she shall make arrangements for a conference with the teacher.
7. In order not to unreasonably interfere with the education of the children or the school program, and in order that overcrowd a particular classroom, the administrator shall have the right to determine a reasonable number of visitors to a particular classroom at a given time and shall have the further right to determine reasonable period of time for a visitor to remain in a classroom. In all such determinations, preferences shall be given to parents of children attending the school.
8. The administrator shall have the complete authority to exclude from the school premises any persons whom he/she has reason to believe are disrupting the educational programs in the classroom or in the school, are disturbing the teachers or premises, for whom the administrator believes are on the premises for the purpose of committing an illegal act.

**Immunizations.** As mandated by the Missouri Department of Health, students must have up-to-date immunizations before being permitted to attend classes. Form 2850 provides a chart of immunization requirements by grade level.

1. The District will maintain an individual health record for each student, including an immunization history supplied by the parent/guardian.
2. A complete immunization history will be required upon entrance to school. Satisfactory evidence of immunization is a statement, certificate or record from a physician or health facility that verifies the type of vaccine, the month, day and year of administration. The parent/guardian will be informed that any needed immunizations must be obtained prior to enrollment and attending school.
3. In certain special situations, exemptions or "In Progress" statements may be needed.
  - a. If a student has received all immunizations that are age appropriate but has not completed the minimum required for school attendance, the parent/guardian must obtain an "In Progress" card from a physician or health department that identifies when the next dose is due.
  - b. If the student cannot receive the needed immunization(s) for medical reasons, a medical exemption will be completed and signed by a physician and filed in the student's health record.
  - c. If the parent/guardian objects to immunizations for religious reasons, an exemption must be signed by the parent/guardian and verified by the school nurse. This must be renewed annually. Protection against disease

as a desirable measure for the protection of the student will continue to be emphasized.

4. In the event of an outbreak, students who are exempt from immunizations for any reason will be excluded from school for their own protection and that of other students, in accordance with State Rule 13 CSR 50-101.0412. The only exception will be students exempted by a physician because they have already had the disease and have available laboratory confirmation of immunity.
5. The District will notify the parent/guardian if a student will require any additional doses of a vaccine, giving the date by which the vaccine must be given to remain in compliance with the law.
6. To the extent that the District provides information on immunizations, infectious disease, medications, or other school health issues to parents/guardians, the District will include information that is at least similar to the information provided by the Center for Disease Control and Prevention about influenza and influenza vaccinations.
7. The District will prepare the immunization report (CD 31) for the Missouri Department of Health by the specified date. Any deficiencies will receive follow-up as recommended. Every effort will be made to return excluded students to school as soon as possible. The parent/guardian will be advised of resources available to obtain needed protection. The parent/guardian who does not make an effort to comply with the law in order to return students to school within ten days may be reported to the local juvenile authority for enforcing the truancy law.
8. An ongoing review of immunization records will be made to ensure that entering transfer students, students who are "In Progress," and those needing Td boosters during the school year have adequate protection. Students will be notified in the spring that Td boosters will be due during the next school year. The records of entering transfer students and those due for boosters will be flagged, or a separate file or a line listing of these students will be maintained, to facilitate compliance with the statute. (Board Adopted, November 16, 20017.)

### **COPYRIGHTED MATERIALS**

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. The District will not purchase any videos, computer software, audio tapes, publications or other materials that have been illegally copied or reproduced. Copyrighted materials, whether they are print or non-print, will not be duplicated unless such reproduction meets "fair use" standards, or unless written permission from the copyright holder has been received.

Details about "fair use" will be made available to all teachers. A summary of these standards will be posted or otherwise made easily available at each machine used for making copies.

The Board does not sanction illegal duplication in any form. Employees who willfully disregard the District's copyright position are in violation of Board policy; they do so at their own risk and assume all liability responsibility.

Any materials produced by an employee (or employees) during the time he/she is paid for production of said materials shall be owned by the School District, and any civil rights of authorship are forfeited with payment by the District for production of materials.

**Oak Hill R-1 School District**  
**Official School Calendar**  
**2025-2026**



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<b>AUGUST</b>	<b>12-19 -----TEACHER WORKDAYS</b>
<b>AUGUST</b>	<b>19----- OPEN HOUSE at 6:00PM-7:00PM</b>
<b>AUGUST</b>	<b>20 -----FIRST DAY OF SCHOOL</b>
<b>SEPTEMBER</b>	<b>1 ----- LABOR DAY- NO SCHOOL</b>
<b>SEPTEMBER</b>	<b>15----- NO SCHOOL- TEACHER WORKDAY</b>
<b>OCTOBER</b>	<b>6 -----NO SCHOOL-TEACHER WORKDAY</b>
<b>OCTOBER</b>	<b>24 -----PARENT TEACHER CONFERENCES</b>
<b>NOVEMBER</b>	<b>21-----NO SCHOOL- TEACHER WORKDAY</b>
<b>NOVEMBER</b>	<b>24-28 ----- THANKSGIVING BREAK- NO SCHOOL</b>
<b>DECEMBER</b>	<b>19 -----EARLY DISMISSAL/ 12:30 P.M.</b>
<b>DECEMBER 22 thru JAN. 5</b>	<b>-----WINTER BREAK-NO SCHOOL</b>
	<b>CLASSES RESUME JANUARY 6th</b>
<b>JANUARY</b>	<b>19----- MARTIN LUTHER KING DAY - NO SCHOOL</b>
<b>FEBRUARY</b>	<b>13----- NO SCHOOL- TEACHER WORKDAY</b>
<b>FEBRUARY</b>	<b>16 ----- PRESIDENTS' DAY - NO SCHOOL</b>
<b>MARCH</b>	<b>23-27----- SPRING BREAK - NO SCHOOL</b>
<b>APRIL</b>	<b>3 -----NO SCHOOL</b>
<b>APRIL</b>	<b>24-----NO SCHOOL- TEACHER WORKDAY</b>
<b>MAY</b>	<b>14 -----LAST DAY DISMISSAL AT 3:35</b>

\*\*\*\*School will be dismissed at 3:35 daily.

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**QUARTER ENDS**

<b>1<sup>ST</sup> ---- OCT. 17</b>	<b>Mid Quarter- September 18</b>
<b>2<sup>ND</sup> ---- DEC. 19</b>	<b>Mid Quarter- November 14</b>
<b>3<sup>RD</sup> ---- MAR. 6</b>	<b>Mid Quarter- February 4</b>
<b>4<sup>TH</sup> ---- MAY 14</b>	<b>Mid Quarter- April 15</b>