



# **Cole R-V School District**

## **2022-2023 Faculty Handbook**

BOARD APPROVED JULY 20, 2022

**COLE COUNTY R-V SCHOOL DISTRICT  
FACULTY HANDBOOK 2022-2023  
Eugene, Missouri 65032**

The purpose of all schools is to provide the best possible education to its students. With this in mind it is very important that we become familiar with our students so that we can develop our classes to meet their needs and interests. With the pace that things change in today's society, it is not an easy task to keep updated on the enormous amount of new information and programs that are being developed. In order for us to process the new information and programs, we must develop an open line of communication between all staff members. The degree of success that we achieve will depend upon our ability to work together to attain our most important goal--to provide the students of the Cole County R-V Schools with an education that will assist them in becoming successful members of society.

We are confident that we will have a successful school year. This will be true because we know each of you is dedicated to do your best to educate the students of the Cole County R-V School District. This handbook has been designed for the purpose of providing all teachers with information concerning school policies.

An informed faculty helps create a good educational atmosphere. Be sure to read a copy of the Cole County R-V Board Policies (on the website) as well as this handbook.

In reviewing this handbook you will find answers to many of your questions concerning daily procedures and policies. However, there may be questions that are not answered by this handbook. Please feel free to ask whenever in doubt, or in the event you cannot find a policy within the Board Policy book. Once again, it is very important that we have an open line of communication between staff members. With everyone's cooperation our chance for a successful year will be greatly enhanced.

Charley Burch- Superintendent  
Mitch Gier - Jr. High/High School Principal  
Sarah Strobel – Elementary Principal  
Mike Kopec – Athletic Director  
Jennifer Statler – Special Education Coordinator/Asst. to the Elementary Principal

### **MISSION STATEMENT**

The mission of the Cole County R-V School District is to create an environment that will raise the performance of all students and to provide the opportunity to maximize physical, emotional, social, and intellectual development. In a climate of mutual respect and cooperation, students will develop as: self-directed learners, effective communicators, problem solvers, collaborative workers and responsible citizens. The motto of the Cole County R-V School District is: **Where Students Come First.**

### **NOTICE OF NONDISCRIMINATION**

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the Cole County R-V School District ("School District") are hereby notified that the School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. In addition, the School District provides equal access to the Boy Scouts of America and other designated youth groups.

Any person having inquiries concerning the School District's compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act of 1990 (ADA) or the Boy Scouts of America Equal Access Act, is directed to the respective Compliance Coordinator listed below, who oversees the School District's efforts to comply with the laws and regulations implementing the laws and regulations cited above.

The School District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The School District's Compliance Coordinator will provide information regarding those procedures upon request.

Any person who is unable to resolve a problem or grievance arising under any of the laws and regulations cited above may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114; telephone (816) 268-0550.

**COMPLIANCE COORDINATOR:**

**Charley Burch, Superintendent of Schools,  
14803 Highway 17 Eugene, MO 65032  
charley.burch@coler5.us 573-498-4000**

## **COMMITMENT TO COMPLIANCE UNDER THE AMERICANS WITH DISABILITIES ACT**

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the Cole County R-V School District ("School District") does not discriminate on the basis of disability against qualified individuals with a disability with respect to the School District's services, programs or activities.

**Employment:** The School District does not discriminate on the basis of disability in its hiring or employment practices. The School District complies with the federal regulations under Title I of the ADA (which governs the application of the ADA in the hiring and employment setting).

**Effective Communication:** The School District will comply with the ADA with respect to providing auxiliary aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in School District programs, services, and activities. These aids and services are designed to make information and communications accessible to people who have impairments, in areas such as speech, hearing, and vision. The School District will not place a surcharge on a qualified individual with a disability, or any group of qualified individuals with disabilities, to cover the cost of providing auxiliary aids/services or reasonable modifications of policy (for example, retrieving items from locations that are open to the public but inaccessible to users of wheelchairs).

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a service, program, or activity of the School District should contact the respective Compliance Coordinator, whose contact information is listed below. Such contact should be made as soon as possible, but not later than 48 hours before the scheduled event (and, preferably, at least five (5) business days before the event).

**Modifications to Policies and Procedures:** The School District will make reasonable modifications to policies and programs to ensure that qualified individuals with disabilities have an equal opportunity to enjoy its services, programs and activities.

The ADA does not require the School District to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

Complaints that a School District service, program, or activity is not accessible to persons with a disability may be directed to the Compliance Coordinator below. In addition, as stated in the School District's Notice of Nondiscrimination, a person who is unable to resolve a problem or grievance arising under Title II of the ADA may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114; telephone (816) 268-0550.

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## **EQUAL EDUCATIONAL AND EMPLOYMENT OPPORTUNITIES**

Parents, applicants for admission and employment, students, employees and other known interested parties, shall be notified of the intentions of the Cole County R-V School District to comply with all requirements and regulations relative to Civil Rights legislation under Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and

Section 504 of the Rehabilitation Act of 1973. The following statement shall be printed on bulletins, catalogs and application forms of the school district:

"The Cole County R-V School District does not discriminate against any individual because of race, color, religion, creed, or political affiliation, in any employment opportunities, admission policy and/or educational programs or activities."

This same notice shall also be posted at readily seen locations at all School locations within the school district.

## **STATUTORY AUTHORITY FOR BEGINNING AND PRACTICING TEACHER-ASSISTANCE PROGRAMS**

Following is the text of the law which requires Missouri school districts to provide professional development programs for beginning and practicing teachers. Programs must include professional development committees to assist all teachers and individual professional development plans for first and second year teachers. These provisions were passed by the Missouri Legislature in 1985 as part of the Excellence in Education Act. They became effective September 1, 1988.

Sections 168.400.4(1)(2) &(5), RSMo. Beginning teacher assistance programs established under this section shall include, but need not be limited to, the following provisions:

(1) Such programs shall require each school district to provide a plan of professional development for the first two years of teaching experience. The professional development plan shall include assistance from a professional development committee, which is hereby established in each school district, which committee shall work with beginning teachers and experienced teachers in identifying instructional concerns and remedies; serve as a confidential consultant upon a teacher's request; assess faculty needs and develop in-service opportunities for school staff; and present to the proper authority faculty suggestions, ideas, and recommendations pertaining to classroom instruction within the school district. The members of each professional development committee shall be selected by the teachers employed by the school district in question. The professional development plan may include guidance from a district-designated faculty member employed at a grade level comparable to the instructional grade level of the beginning teacher, and such other forms of assistance which the school district may choose to offer.

(2) Such programs shall include assistance from the teacher education program which provided the teacher's training if such training was provided in a Missouri college or university. Such assistance from the college or university may include retraining, internships, counseling, and in-service training.

(3) The practicing teacher assistance programs established under this selection shall include, but need not be limited to, programs of professional development established under subsection 4 of the section, and in-service opportunities as provided by the local school district for all practicing teachers.

The Cole County R-V Board of Education and the Administration shall in accordance with Sections 168.400.(1) (2) & (5), RSMo meet all requirements therein. Complete and detailed information in regards to the Professional Development Committee, and a plan for the Cole County R-V School District shall be kept in the Principal's office in the Handbook for Mentor Teachers.

## **EMPLOYEE DRUG POLICY**

In compliance with federal requirements regarding drug prevention, standards of conduct for employees shall clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol on school premises or as a part of school activities.

Effective July 1, 1990, the Cole County R-V Board of Education has designated the school building as a smoke-free facility.

## **DRUG-FREE WORKPLACE**

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 unlawful manufacture, use, possession, sale, distribution or being under the influence of drugs or controlled substances. Nor shall the board tolerate the unlawful use of, or being under the influence of, alcohol by an on-duty employee. Any employee who violates this policy will be subject to disciplinary action which may include employment termination. 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. The employee must make such notification to the superintendent no later than five days after the conviction. The superintendent will provide notice of such violation to the Impact Aid Program, United States Department of Education, or other appropriate government agency within 10 days after the superintendent receives such notification.

Thirty days following receipt of the above notification, the district will take appropriate disciplinary action, which may include termination or a requirement that the employee participate satisfactorily in a drug abuse assistance or rehabilitation program.

## **SEXUAL HARASSMENT**

Sexual harassment is a form of sexual discrimination which is prohibited by law in education as well as in employment. The law defines sexual harassment as: "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature." Depending on the severity and/or frequency of the harassment, punishment may range from simple counseling to termination by the Board of Education.

## **NOTICE OF ARREST, ABUSE COMPLAINT, TRAFFIC CITATION**

Every employee and volunteer who is arrested for a criminal act, felony, or misdemeanor must notify their supervisor in writing within three (3) work days of the arrest. Similarly, every employee/volunteer must notify their supervisor within the same time period of notice of a child abuse complaint against them. Traffic violations related to Driving Under the Influence will be treated as a criminal arrest. In addition to the preceding, transportation employees must notify their supervisors of any moving traffic violations whether or not on work time.

Whenever the District receives a finding of substantiated sexual or physical abuse from the Children's Division against an employee, the employee will be immediately suspended with pay. The employee so affected may be returned to work if the allegation is unsubstantiated, revised or reversed on appeal.

## **AHERA NOTICE**

Under the AHERA (Asbestos Hazard Emergency Response Act) and in compliance with Federal Rules and Regulations 40 CFR part 763 (Asbestos Containing Materials in Schools), the Cole County R-V School District Board of Education maintains a complete updated copy of an "AHERA Management Plan" for each facility under its administrative control.

In addition, schools "shall make management plans available for inspection to representatives of EPA and the State, the public, including parents, teachers, and other school personnel within 5 working days after receiving a request for inspection" (763.93(g)(3)). Furthermore, "the local education agency shall notify in writing parent, teacher, and employee organizations of the availability of management plans and shall include in the management plan a description of steps to notify such organizations, and a dated copy of the notification. In the absence of any such organizations for parents, teachers, or employees, the local education agency shall provide written notice to that relevant group of the availability of management plans and shall include in the management plan a description of the steps taken to notify such groups and a dated copy of the notification" (763.93(g)(4)). The AHERA Management Plan is available for review in the Central Office during normal school hours.

Mr. Burch, in his capacity as a Designated Person, and Roth Environmental Consultants, Inc. as Inspector, Management Planner, Engineer and Consultant to the Cole County R-V School District Board of Education, has advised the Board that it is in compliance with AHERA regulations and meet the General Local Education Agency responsibilities as outlined in Section 763.84 of CFR 40 Part 763.

March 25, 2019

## **LATE START PROCEDURE**

After a survey of our constituents, the Cole R-V School District implemented a Late Start Procedure in the case of inclement weather. There are times that a late start might be called to allow buses, drivers, and staff to have a safer

passage to school. Inclement weather situations would be those of: extreme cold temperatures, forecast of snow early in the morning, and/or road reports that allow for safe travel later in the morning.

Following is the protocol that will be used for late starts:

1. Late starts will only be called the night before and before 9:00pm to allow families to make arrangements.
2. Buses will run exactly two hours later than their normal times.
3. Buildings will open and classes will begin two hours later than their normal times.
4. Breakfast will not be served.
5. The ECC bus will not run.

## **K-12 STAFF INFORMATION**

### **PAYROLL INFORMATION**

All employees will be paid on a monthly basis. Direct deposit is mandated for all full time employees and will take place on the 15<sup>th</sup> of every month. If the 15<sup>th</sup> falls on a weekend or a holiday, then the checks are deposited on the preceding Friday or the day prior to the holiday. Twelve (12) month employees receive their first check in July. Ten (10) and eleven (11) month employees receive their first check in August. Nine (9) month employees receive their first check in September.

### **PAYROLL PROCEDURES**

1. **TIME SHEETS:** Time sheets for part time employees and all substitutes should be turned into the Central Office the first working day of the following month. This includes Before-School and After-School care and any tutoring time sheets.
2. **LEAVE SLIPS:** All leave slips for the week shall be turned in to the building office each **Friday by 9:00 am** so they can be forwarded to the Central Office. All full time employees who are absent for a part of the day (excluding prep period) should fill out a leave slip for the time absent.
3. **EXTRA DUTIES:** Money earned from keeping the gate, the clock, the scoreboard, mentoring, and teacher subbing will be paid twice a year- on December and May payrolls. Logs need to be turned into the Central Office by **12/1** for payment in December and by **5/1** for payment in May. Pay is \$12.00/hour with applicable taxes withheld. Retirement will also be withheld if you are an applicable school employee.
4. **CORRECTIONS:** Any corrections in payroll checks will be made the following month.

### **PAYMENT OF BILLS**

All budgetary expenses will be approved monthly by the Board of Education as part of their regular meeting (3<sup>rd</sup> Wednesday of the month). Employees must submit all payment requests to the district office **by the 5<sup>th</sup>** of the month.

### **SALARY SCHEDULE PLACEMENT, COLLEGE CREDIT, EXPERIENCE, AND CONTRACT CONDITIONS**

#### **A. SALARY SCHEDULE PLACEMENT**

1. Salary schedule placement shall be based on:
  - a. The number of years of allowable service in the Cole County R-V School System.
  - b. Allowance of all years of teaching experience in other public schools.
  - c. The degrees and credits earned. Graduate hours are required for advancement on the salary schedule.
2. Final salary schedule placement for the current contract will be determined prior to September 1 according to the credits and degrees possessed and reported on that date.

#### **B. EXPERIENCE**

1. Teaching and occupational experience in other public systems will be allowed for placement on the Cole County R-V salary schedule.
2. Original placement of personnel will be determined by the Superintendent. Experience will be based on work in related occupations. Experience credit may be granted for occupational experience or skills related directly to the position for which they are employed.

#### **C. CONTRACT CONDITIONS**

1. A teaching period of 174 days is the basis for an annual salary on the schedule.
2. Salary shall be paid on a twelve (12) month basis. The monthly salary is 1/12<sup>th</sup> of the annual salary.

## SUBSTITUTE EMPLOYEE SALARY ALLOWANCE

Allowance of substitute salaries shall be as follows:

Substitute Teacher, Aide, Nurse & Secretary .....	\$100 per day
Custodian.....	based on applicable rate
Teachers substituting on planning time.....	\$12.00 per hour
Long term teachers/substitutes.....	Day 11=\$115/day, Day 30=\$150/day (reference board policy 4150)

## BENEFITS FOR COLE COUNTY R-V SCHOOL PERSONNEL

The Board of Education of the Cole County R-V School District provides the following fringe benefits for personnel of the school district:

### RETIREMENT

1. Teaching Staff: Teachers in Missouri participate in the Missouri Public School Retirement System (PSRS). Each teacher must contribute fourteen and one-half (14.5%) percent of his/her salary toward the teacher retirement fund. The Cole County R-V School District also contributes fourteen and one-half (14.5%) percent of the teacher's salary to the fund. The district matches the Medicare contribution of 1.45% for teaching staff.
2. Non-Teaching Staff: The non-teaching staff of the Cole County R-V School District participates in the Missouri Public Educational Employees Retirement System (PEERS). Each employee must contribute 6.86% of his/her salary toward this retirement fund. The Cole County R-V School District also contributes 6.86% of the employee's salary to the fund.
3. Non-Teaching Staff: The non-teaching staff of the Cole County R-V School District participates in the Social Security Program. The employee contributes 6.2% of his/her salary to the Social Security Program. The district matches the employee's contribution to the Social Security Program. The district matches the Medicare contribution of 1.45% for non-teaching staff.

### PAID LEAVE TIME—PERSONAL/PROFESSIONAL/SICK

1. Nine month faculty members are given 10 days per year paid sick leave and days may accumulate to 75 days or have the option for an unlimited number of days. (Ex: leave time is earned at 1.3 days per month of employment, two days of which is personal.)
2. Personal leave days are 2 per year, accumulative to 7. Staff members will receive one extra half-day personal leave when they have completed 10, 15, 20, and 25 years of service to our district. Personal leave will not be granted until a qualified substitute is contracted.
3. Personal leave requests must be made to the principal in advance. Personal leave time shall not be taken for more than three (3) consecutive days and shall not be granted for any days over what has been accumulated.
4. Days of leave are totaled by hours--thus if you are absent 3 hours, you have used  $\frac{3}{8}$  of one day, etc.

The school district shall pay employees who terminate for unused sick leave time at the rate of twenty-five (\$25) dollars per day up to seventy-five (75) days provided the employee has fulfilled the terms of the current employment contract or has been released from the contract, and has completed their fifth year of employment with the district. The school district shall also pay annually for unused sick leave time which has accumulated in excess of seventy-five (75) days at the rate of twenty-five (\$25) dollars per day. In lieu of annual reimbursement, the employee may apply for unlimited accumulated days.

### BEREAVEMENT LEAVE

Up to three (3) days shall be allowed for immediate family. One (1) day shall be allowed for other than immediate family. The Board of Education defines immediate family to include spouse, children, parents, brothers, sisters, mother-in-law, father-in-law, employee's grandparents or members of the employee's household. (Note: "Family" for FMLA purposes is more limited.) In addition, employees are allowed to use one sick day per year for attending funerals other than immediate family.

### BOARD PAID HEALTH AND LIFE INSURANCE

A group medical insurance program is provided to employees who work 30 or more hours per week which includes hospital, surgical and major medical protection. A \$25,000 term life insurance policy and a long term disability policy are also provided for the staff.

### WORKERS COMPENSATION INSURANCE

All school employees are covered by worker's compensation insurance and are eligible for compensation for an injury incurred in the performance of their job. Any accident resulting in injury, no matter how minor, must be immediately reported to their supervisor, who in turn will notify the Central Office. Central Office will schedule a doctor's appointment if necessary. **It is very important that an employee does not schedule a doctor's appointment for work comp claims on your own.** If immediate emergency attention is

necessary, please go to the Capital Region Medical Center ER located at 1124 Madison Street in Jefferson City. Following any treatment, documents must be submitted to the Central Office.

## **DUTY HOURS**

Teacher's hours are 7:40–3:40 unless retained longer by meetings, parent conferences, or student needs. Hours for workshop days will be from 8:00–3:00 unless otherwise designated by the superintendent.

## **ADULT LUNCHES**

School lunch and breakfast are available to employees at the board approved non-student rate. There are to be **NO** negative lunch balances for district faculty and staff.

## **MONEY**

Occasionally teachers will collect money for field trips, fundraisers, etc. **NO** money shall be left in a classroom overnight, and therefore turned into the building office on a daily basis. Reimbursement of any money left in your room that is lost or stolen will be the responsibility of the teacher who collected the money.

## **PURCHASE ORDERS**

All purchase orders will be done for the following year in May prior to check out for the summer. **IF** there is a reason for a purchase order to be done during the school year, it will be done by the end of October for the first semester and the end of March for the second semester. See purchase order procedures for the specifics on creating and sending a purchase order.

## **PERSONAL PHONE CALLS/INTERNET USE**

Unless it is an emergency, personal phone calls and internet use should be done before or after school, or during planning periods.

## **TEACHER DRESS CODE**

Teachers are expected to dress professionally at all times. Jeans are considered appropriate dress on Friday. T-shirts, sweat pants, shorts, and wind suits are not considered appropriate unless worn for special events pre-approved by the principal or superintendent.

## **CLASSROOM ASSIGNMENTS**

All assignments shall be returned to students within three days of the teacher receiving it. Exceptions will be made for major assignments and projects as approved by the building principal.

## **TEXTBOOK CHECK OUT:**

1. It is imperative that each teacher be responsible for ALL THEIR BOOKS, both those checked out and those left on the shelf.
2. The following is a recommended procedure for student check out of books:
  - a. YOU should place the student's full name and the date in the textbook issued to each student, and immediately record their book number AND THE CONDITION of the book.
  - b. Upon receiving a textbook, each student should make a complete list of any and all damage to the textbook on a sheet of paper. This sheet of paper should be collected by the teacher and kept until the book is checked in. Textbook numbers should also be recorded in your grade book.
3. Books **MUST BE CHECKED BACK IN WITH EXTREME CARE**. You should check book damage against their list given to you when the book was checked out. If there is any additional damage done to the textbook, a damage report must be filled out. The same check-in procedure applies whether a student checks out during the school term or at the end of the school year.

## **COMMUNICATION**

Good communication is vital for educational success. It is expected that regular attempts to communicate with parents regarding student progress occur. **Teachers are expected to keep documentation of parental contact.** Parental involvement is a proven key to success for students. The establishment of good communication among staff and the administrators is also necessary for educational success.

## **CLASSROOM MOVIES, BOOKS, OR OTHER OUTSIDE RESOURCES**

The showing of films, use of outside reading materials, speaker presentations, etc, should be made available in advance for parent viewing (upon request) and with administrative approval only. The teacher should preview any such material before it is utilized in a classroom setting. Copyrights and infringement laws should be strictly adhered to.



The Cole County R-V Board of Education precludes the showing of movies and videos rated R at any grade level and PG-13 at the junior high and elementary grade levels. Parental permission shall be secured before showing any edited R rated movie to high school age students and any edited PG-13 movie to junior high and elementary age students. Written permission to view the film/video must be obtained from the parent on the permission form contained in Form 6244 *Film/Video Opt-In Permission Form*. Parent permission is not required when showing teacher selected excerpts from movies or videos edited for instructional purposes that have been approved by the administration. This policy and its provisions are applicable to any resource regardless of whether it is a school purchased, student provided, or teacher provided resource.

## **ETHICAL PRACTICES**

All staff will speak of co-workers in a positive light. Unfavorable criticism of associates will be avoided except when expressing concerns to the administration. Great care will be taken by the teacher to avoid interference between other teachers and pupils. The responsibility for reporting all matters harmful to the welfare of the school rests upon each staff member. Unethical practices will be reported. Gossip or rumors have no place at school. Refer to Board Policy 4630 for an itemized listing of Staff Conduct Expectations.

## **TECHNOLOGY AGREEMENT**

Staff members are expected to sign and abide by the district technology user agreement. When supervising students, staff must closely monitor student use of the computers.

## **UNEXPECTED ABSENCE**

1. Occasionally emergencies happen which cause an unexpected absence of the teacher. To prepare for these events, teachers shall have materials on hand for a substitute teacher at all times which include: a seating chart for each class, a lesson plan for each class, the attendance book, storm and fire drill procedures, rules and consequences, and classroom procedures.
2. When a teacher finds it necessary to call in absent on the morning of the absence, please make every effort to place the call between 5:30 and 6:30 a.m. If the teacher is "sure" he/she will need a sub the next day, a call the evening before is appreciated.
3. It is preferred that the teachers call the principal, if at all possible, rather than delegating the responsibility to a spouse. Quite often the principal will need to clarify plans/activities for the day--items which a spouse will not typically be able to discuss.
4. Upon returning to school, fill out a leave slip in the office.

# ELEMENTARY SECTION

## STUDENT DISMISSAL FROM CLASS

All student dismissals will be done through the elementary office.

## DAILY SCHEDULE

- Elementary students' hours are 8:11 to 3:25. Please plan to have all elementary students loaded on buses by 3:30, but not before 3:25.
- Teachers are to stand in their classroom doors when students enter the building, to supervise the students in both halls and classrooms. Teachers who gather their students at the bus are exempt from hall duty.

## THURSDAY DETENTION

Parent notification will be done prior to detention. Two teachers will be in attendance. Detentions will be held each Thursday according to the schedule determined by the principal.

1. Students will report to detention room at 3:25 and detention will end at 4:30.
2. Roll will be taken. If tardy, another detention is assigned for the following Thursday.
3. Failure to serve detention results in ISS.
4. School materials are to be brought to read or work on. Sleeping or resting one's head is not permitted.
5. If removed from detention due to disrespect, disruption, defiance, or any other reason, the student's behavior will result in 1 to 3 days ISS at the principal's discretion. Any serious offense will be dealt with automatically.

## GRADING

1. Grades are recorded for each subject and continuously averaged. Progress reports will be sent home with the student at the end of each five week period. Honor Roll will be figured each quarter.
2. Final grades will go home at the end of each semester.
3. The yearly average of grades will be recorded on the students' permanent records by the homeroom teachers.

## DISCIPLINE OF STUDENTS

1. Teachers are teachers all day, not just during class time. Every teacher is directly responsible for general building supervision. This responsibility includes before and after school, lunch periods, and class changes. Do not overlook poor conduct at any time. If the teacher cannot correct the situation, take the student causing the disturbance to the principal's office.
2. Discipline is not just a matter of making students comply with our wishes from a physical point of view. It covers many areas of the learning process. It means helping a student learn to discipline his mind and mental abilities as well as physical actions. There is much more to learn from each teacher than what lies between the covers of a textbook.
3. Show your students that you have a definite goal in mind when you make an assignment. Try to help each student understand why each assignment is necessary and important. Do not give busy work!
4. Be fair with each student regardless of personality conflicts. Never hold a grudge against a student or his/her family.
5. Demand respect from your students for yourself and the profession of which you are a member. Never allow students in the classroom, in the halls, or at school events to address you by your first name. Always put yourself in a position where you can expect respect.
6. Motivate students to complete the work you require. The better you achieve this goal, the fewer discipline problems you will have.
7. Be firm--do not make threats or promises that you do not intend to carry out. The "do as you please" teacher is of little help to any student.
8. Do not discuss a student's problems in front of other students.
9. Be consistent--from the very beginning, let the members of your classes know their limits of freedom. Letting a student do something one day without punishing him/her, and then dealing severely with another the next day for the same act, is an unacceptable practice. Such practices only confuse your students and make your job (and everyone else's) much more difficult.
10. Be careful about sending a student into the hall for punishment. Take him/her outside the classroom to talk with him/her. Close supervision of this child must be provided. Do not use the hall for a place to continually put those that cause you difficulty.
11. If you feel that a student needs to be sent to the principal, please send a note of explanation with the student. If you are in doubt as to whether he/she will make it to the office, provide the necessary supervision.
12. Teachers cannot hold the respect of students unless they act the part. This does not mean that every class is to be all work and no fun. There is a place for laughter in every class. The teacher must set an example before he/she can expect the students to strive for high standards.
13. IN ALL SITUATIONS THE DISCIPLINE IN EACH CLASSROOM IS THE DIRECT RESPONSIBILITY OF THAT PARTICULAR TEACHER. It is imperative that each teacher handles his/her own mild discipline. If students are sent to the office for every minor problem, a teacher does nothing but undermine his/her own position in the eyes of the students. Each teacher should establish rules and consequences they feel necessary to achieve and maintain good classroom discipline. The rules and consequences should be posted in the room and filed in the principal's office. They will be subject to the principal's approval.

When a teacher feels they can no longer be effective in changing a student's behavior, or if the infraction is of a serious nature, then the student should be sent to the principal for discipline. A short note of explanation shall be sent with the student or verbally communicated to the principal. When a student is referred for disciplinary purposes, policies will be followed.

## **SCHOOL FOOD SERVICES**

**MONEY HANDLING PROCEDURE:** Students will bring lunch money to school in the provided envelopes. These envelopes should be turned in to the student's classroom teacher for pick up by central office staff. Each student has an individual lunch account, but parents can write one lunch payment check for all children in the family, as long as they designate the portion going to each student. Our computer program keeps track of all deposits and charges to each child's account, and generates reports as needed.

## **TEACHER DUTIES**

1. Collect money each morning for pickup by the central office.
2. Be in your room to welcome students.

## **DUTIES-REGULAR**

1. The Board of Education expects all students to be under assigned adult supervision at all times when in school, on school grounds, traveling under school auspices or engaging in school sponsored activities. Adult supervision shall not be separated by levels of elementary or secondary personnel, and all students are expected to respect all elementary and secondary personnel in having equal responsibilities in administration of supervision. Supervision is not limited to the classroom, but must extend to the halls and corridors, playgrounds, lunchrooms, parking areas, extra-curricular activities or any place where students gather on school property during the regular instructional or extra-curricular activities program. Teachers will report violations of policies, rules, and regulations by students during the school day, while attending school sponsored activities or when they observe policies, rules, and regulations being violated. Teachers must not ignore the need under the pretext of not having been assigned to a particular supervision, nor should any student expect them to do so. Teachers who need to leave the classroom must arrange for supervision by another teacher, or by the principal.
2. Elementary students are to be escorted by a teacher wherever they go (lunch, recess, Art, Music, P.E., library, bus...etc.)
3. Two teachers per grade level shall be on recess duty.
4. Courteous behavior is demanded of students at all times.

Refer to Board Policy 4640 for an itemized listing of Teaching Standards.

## **DUTIES-EXTRACURRICULAR**

1. Each teacher will be assigned Thursday detentions to monitor, as needed.
2. Two teachers shall be assigned bus duty, one for each end of the bus lane, from 7:45 until the buses unload. All classroom teachers are expected to escort their students to the buses after school.
3. All faculty members are expected to attend the regularly scheduled staff meetings held on Wednesdays. The school principal may call for an emergency faculty meeting when deemed necessary for addressing school issues.

## **INSTRUCTION**

The elementary classes are primarily self-contained. There will be occasions of departmentalization with Principal approval.

The District has systematic assessment procedures in grade 3 to determine the reading level of students. Assessment is also required for students in grades 4-6 who transfer in during the year, unless they have already been determined to be reading at or above grade level. Reading Improvement Plans must be implemented for identified students in grades 4-6.

## **RETENTION PROCEDURES FOR EUGENE ELEMENTARY GRADES K-6**

1. Discussion with the principal and any teachers involved.
2. Notification to the parents that retention is being considered. This will be done by letter written by the principal (January or February).
3. A conference with the parents, teachers, and principal when the final decision is made (April or May). Students may be retained one time in grades K-6 - if they do not meet the grading criteria, or upon teacher recommendation.

Exceptions: Students may be retained more than one time in grades K-6 upon the approval of the classroom teacher, the parents, and the principal. They may also be retained based on state law (outlined below). The teacher will make the final decision with the approval of the principal.

## **ACCOMMODATION PROCEDURE FOR ELEMENTARY STUDENTS**

**DEFINITION OF ACCOMMODATION:** Alteration of educational expectations to best meet an individual student's needs.

**PURPOSE:** To meet the educational needs of students having difficulty with the regular course of study as determined by the classroom teacher.

**WHO WILL BE SERVED:** Students that put forth effort and are still unable to meet minimal requirements, to exclude students that meet state eligibility criteria for special education services.

**PROCEDURE:** When a teacher feels a student requires accommodations, he or she will meet with the elementary principal to explain the accommodations and receive approval. Upon approval, the teacher will schedule a conference with the parents to explain the need for accommodations and how the accommodations will meet the needs of the students.

**DOCUMENTATION OF ACCOMMODATION:**

1. An accommodation plan must be placed in the student's permanent file.
2. Teachers will inform the next year teacher (to include 7<sup>th</sup> grade teachers) to check the student's permanent file to review the student's accommodation plan.

# HIGH SCHOOL SECTION

## DUTY TIME: (other than class time)

1. All teachers must be on duty each day by 7:40 a.m. On duty means that all rooms are to be open for student use with the teacher in the room for the purpose of helping students, with the exception of those teachers on morning duty.
2. All teachers serve as supervisors at all times. General hall areas are to be under close supervision by those having students in the hall.
3. Staff members shall remain on duty each school day until 3:40 p.m. If you have a personal appointment and need to leave on any given day before 3:40 p.m., you must clear leaving early with your supervisor.
4. General faculty meetings will be scheduled for 3:30 p.m. on Wednesdays as needed. Meetings will be kept as short as possible. The school principal may call for an emergency faculty meeting when deemed necessary for addressing school issues.
5. Volunteers will be assigned to take money at the gate for evening activities. If volunteers cannot be found, teachers (with the exception of those involved in extracurricular activities) will be assigned two (2) or more evenings. Faculty members are to arrive ONE HOUR (60 minutes) before the start of the first game, and may leave after TWO MINUTES INTO THE THIRD (3rd) QUARTER of the final game. Faculty members who are unable to work a game must report this conflict TWO weeks in ADVANCE to the building principal and are responsible for finding a sub.
6. Duty time as a class sponsor will vary with the class sponsored and the activity involved. Responsibilities of sponsors are covered on another page in this handbook. Freshman and sophomore class sponsors are expected to help supervise Homecoming dance.
7. All detentions will be assigned on Fridays, and shall run from one to three hours based on the reason for the detention. Detentions will be monitored by staff and all school rules will apply. Assignments not completed or time not served will result in two days of Out of School Suspension (OSS).
8. Every teacher should arrive on time at assemblies and sit with their class, or be close enough to their class to properly supervise them. Teachers on planning time are also expected to attend/supervise assemblies.
9. Each teacher is responsible for their group of students while going to the cafeteria. Students may not run when going to the cafeteria.
10. Teachers are responsible during their class to report any dress code violations to the high school office beginning with the first hour.

## STUDENT DISCIPLINE

1. TEACHERS ARE TEACHERS ALL DAY, NOT JUST DURING CLASS TIME. Every teacher is directly responsible for general building supervision. Before and after school, during lunch, and during class changes are part of this responsibility. Do not overlook bad conduct at any time. If you cannot correct the situation, bring the student causing the disturbance to the principal's office.
2. Discipline is not just a matter of making students comply with your wishes from a physical point of view. It covers many areas of the learning process. It means helping a student to discipline his mind and mental abilities as well as his physical actions. THERE IS MUCH MORE TO LEARN FROM EACH TEACHER THAN WHAT LIES BETWEEN THE COVERS OF YOUR TEXTBOOK.
3. Show your students that you have a definite goal in mind when you make an assignment. Try to help each student understand why each assignment is necessary and important.
4. Be fair with each student regardless of personality conflicts. Never hold a grudge toward a student or his family.
5. Command respect from your students for yourself and for the profession of which you are a member. Never allow students in the classroom, in the halls, or at school events to address you by your first name. Always put yourself in a position where you can expect respect.
6. Motivate students to complete the work you require. The better you achieve this goal, the fewer discipline problems you will have.
7. BE FIRM, do not make threats or promises that you do not intend to carry out. The "do as you please" teacher is of little help to any student.
8. Do not discuss a student's problems in front of other students.
9. BE CONSISTENT from the very beginning. Let the members of your classes know their limits of freedom. Letting a student do something one day without punishing them and then dealing severely with another the next day for the same act is poor teaching. Such practices only confuse your students and make your job much more difficult.
10. Be careful about sending a student into the hall for punishment. Take him or her outside the classroom and talk with him or her. Leave them if you feel it will help to solve the problem, NOT AS PUNISHMENT, but to give him or her a few minutes to calm down before returning to class. ANY STUDENT WHO WOULD NEED TO SIT IN THE HALL FOR PUNISHMENT SHOULD BE SENT TO THE PRINCIPAL'S OFFICE.
11. SENDING STUDENTS TO THE PRINCIPAL'S OFFICE:
  - a. If you feel that a student needs to be sent to the principal's office, fill out a discipline slip and send it with the student or call the office to let them know the student is coming and why. If you are in doubt as to whether the student will make it to the office, write a pass for a responsible student and send him or her along.
  - b. Even if a student is being sent to the principal's office for the purpose of "holding" until the end of the hour at which time the problem will be handled by the teacher, a discipline slip must be filled out or a call made to the

- office.
- c. Each faculty member will have their rules posted in their room and will give each student a copy of their rules. Therefore, each student will know in advance for what infractions he or she may be sent to the office, etc.
  - d. Generally all discipline problems should be handled by the teacher in the classroom, with the help of the student's parents. Therefore, all teachers will make phone calls to the parents to make them aware of issues and to try to find methods of solving the issues. There are always exceptions in which the student should be sent immediately to the office prior to making a call to the parent.
  - e. Consequences received for infractions of school rules and/or policies may result in one or more of the following for a student sent to the principal's office: lecture-discussion, In School Suspension (ISS), Out of School Suspension (OSS) for up to ten (10) days, recommendation to the superintendent for suspension up to 180 school days, or a recommendation to the superintendent and the Board of Education for expulsion from the Cole County R-V School system. The outcome will depend upon the nature of the infraction.

## **TAKING ATTENDANCE**

1. Each teacher shall report and keep an accurate record of all student attendance for each class. Their attendance should be taken at the beginning of each class and recorded on the computer. If a student should come later to your class (within twenty-five minutes) he/she will be counted tardy instead of absent, and this must be recorded as such. A list of students absent along with daily announcements will be given to each teacher for the first hour. This is NOT to be used for roll taking for the rest of the day. The importance of taking an accurate roll each hour cannot be overstressed. Please place the letter A after the student's first and last name in the appropriate hour the student is absent from your class and the letter T for a tardy.
2. After an absence, the student must make up all of the work (or comparable work) missed while absent. Students will be given the same number of days to make up work as they missed. Teachers will grade and return the work in a timely fashion. Work not made up within the time limit shall result in a zero to be entered in the grade book. Exceptions for making up work are made only for disciplinary infractions or detentions after convictions for violation of the law. No work will be counted in this type of situation although assignments may be given by the teacher and checked to aid the student in knowing if the work is being done correctly.

## **EXTRA-CURRICULAR ACTIVITIES**

All students must maintain a minimum of 2.0 points on a four (4) point scale to participate in extracurricular activities. This is to include the letter grade C- for the requirement of maintaining a C average to participate. Participation in extra-curricular activities shall not be limited to sport activities, and students involved in groups, clubs, teams, etc. shall abide by the rules and regulations of the constitution of each individual extra-curricular activity as well as carry the required grade average. Progress reports as well as semester grades may determine eligibility. **Any student having a letter grade of F at any reporting time would be deemed ineligible for any and/or all extracurricular participation until the next grading period.**

## **CLASS MEETINGS:**

1. Class meetings involving the entire class will be held only if the class officers and the sponsors request such a meeting far enough in advance that all faculty members may make allowances for it. Class officers and Student Council members will meet each month unless the sponsors feel there is no need to meet.
2. Special class meetings will be held from time to time for such things as sophomore ring selection, senior announcement selection, etc. All special class meetings that involve money making must be held after school hours.
3. All class events involving use of the school building will have to be scheduled with the approval of the principal and placed on the calendar in the office AFTER APPROVAL IS GIVEN.

## **EXAMINATIONS AND GRADES**

All teachers will give semester exams. The attendance policy will determine who shall be required to take them. Tests will be given on a predetermined schedule or on the days agreed upon by the teacher and principal.

## **GRADING REQUIREMENTS (Teachers are required to have a copy on file in the High School office for each of their classes.)**

1. Each student should receive in writing an explanation of the grading system used to determine semester grades; Example 75% test scores, 20% homework, 5% class participation. 95%-100%=A, 90%-94%=A-, etc. A copy shall be on file in the office. Be sure there is nothing left to doubt as to how grades are derived.
2. Students whose attendance meets the criteria may choose to take their semester exam or not. A list of students who meet the criteria for the semester should be turned into the office. The list should show those who choose to take the exam and those who did not. (PLEASE KEEP IN MIND THAT IT IS IMPORTANT THAT A STUDENT KNOW THEIR PRESENT GRADE BEFORE EXAMS, IF HE OR SHE SHOULD ASK.)

## **EXCUSING STUDENTS WHILE CLASS IS IN SESSION:**

1. Do not dismiss a student to leave the room while a class is in session unless you are notified from the office to do so.

2. If you feel because of personal reasons the student needs to be excused, make sure they have a written hall pass dated and filled out properly indicating the time the student left your supervision.
3. Do not dismiss a student to go to another teacher's classroom unless the student has a hall pass from that teacher stating the time, etc. said student is to come to their class.
4. No teacher can excuse a student from class to leave the school grounds. The student must be excused through the principal's office.
5. In general, never allow a student out of your class (including physical education) without a written pass unless you are able to observe their activities from your classroom and can explain their presence in the hall to a passing teacher or principal.
6. Students are not to be sent to the cafeteria or gymnasium for any reason during class time.

### SPONSORS 2022-2023

FFA .....	L. Bax, B. Prenger
Drama Production .....	S. Cochran
High School Academic Bowl .....	M. Kopec
High School Cheerleading .....	T. Dane
High School Science Club .....	W. Simmons, G. Crouse
Honor Society .....	J. Adrian
Junior High Academic Bowl .....	M. Kopec
Junior High Cheerleading .....	T. Dane
Pep Band .....	C. Stokes
Yearbook .....	K. Niemeier, R. Rasmussen
Seventh Grade.....	T. Helton, S. Cochran, R. Rasmussen, R. Hogard
Eighth Grade .....	W. Simmons, M. Richard, M. Kopec
Freshmen .....	G. Crouse, R. Burkett, C. Stokes
Sophomore .....	T. Randall, L. Battiato, B. Prenger
Junior .....	K. Hoelscher, J. Allen, M. Heidger
Senior .....	K. Luetkemeyer, L. Bax, K. Stegner

### COACHING STAFF

Activity Director. ....	M. Kopec
Baseball .....	T. Helton, M. Richard
Boys Varsity/Junior Varsity Basketball .....	B. Wilde, M. Heidger
Girls Varsity/Junior Varsity Basketball .....	J. Allen
Girls Golf .....	M. Heidger
Boys Golf.....	M. Heidger
Junior High Boys Basketball .....	B. Wilde
Junior High Girls Basketball .....	J. Allen
Junior High/ High School Track .....	G. Crouse, K. Krugerud
Softball .....	M. Richard, J. Adrian
Volleyball .....	R. Leffert, B. Schulte