

# *Jefferson C-123 Schools*

## *Faculty/Staff Handbook*

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## PHILOSOPHY AND OBJECTIVES

### ◆ GENERAL STATEMENT

Democracy is the only acceptable way of life to Americans in which the worth and happiness of the individuals are preeminent. Democracy recognized the ever-changing nature of society and it challenges its constituents through individual effort to build toward a more complete life for all.

Democracy is not inherited. It must be earned and learned by each new generation which is to have it. The role of education, therefore, is apparent. It's purpose is preparation for and the preservation and improvement of democracy as a way of life.

All individuals undergo a continuous process of physical, mental and emotional change, generally considered growth. Growth may be at random or it may be directed, and if directed, it is called education. Education, which has as its specific purpose the direction of such growth, is provided by the school. It is the only agency whose chief concern is the development of each individual to the utmost of his social, physical, emotional and spiritual potentialities.

### ◆ SPECIFIC STATEMENT

Since we subscribe to the basic philosophy stated above, we believe that we are obligated to provide a continuously revolving type of educational program where by each student may:

- A. become aware of his/her own interests, abilities and potentialities,
- B. involve a play whereby his/her growth in terms of interests, abilities and potentialities may be assured,
- C. develop and maintain good health, proper health habits and physical fitness,
- D. become proficient in the areas of communications and in the understanding and interpretation of basic areas of knowledge,
- E. make use of creative thinking and abilities to do reflective thinking,
- F. equip themselves for happiness and successful in the practice of daily living,
- G. recognize the universal brotherhood of man and apply basic moral principles in the practice of daily living,
- H. prepare themselves for happy living and development of an appreciation for art, music and literature and by the development of skills in certain hobbies and recreational activities,
- I. prepare themselves for the responsibilities and privileges of family life and
- J. prepare for the acceptance of responsibilities as an American Citizen and World Citizen.

In summary, our aims may be stated as follows:

- A. To offer a broad growth of school programs on levels which will care for the individuals needs, interests, desires and abilities of all students.
- B. To offer a quality of instruction which insures speedy and efficient learning on the part of all students.
- C. To offer a program of guidance and direction that will enable each student to take the greatest advantage of the part of school programs best suited to them.

## SECTION I: GENERAL SCHOOL ADMINISTRATION

### A. SUPERINTENDENT

1. The superintendent shall determine bus routes and supervise the drivers. He/she shall keep himself/ herself posted on the general condition of all buses.
2. He/she shall make recommendations concerning policies pertaining to opening and closing dates of school, teacher conventions, holidays and the school calendar.
3. See Jefferson C-123 Policy Manual for complete Job Description.

### B. PRINCIPALS

1. The principals, under the direction of the Superintendent, shall be responsible for the strict observance of the rules of the board of education which pertain to the management and discipline of the students.
2. The principals shall see that teachers in the school have a daily schedule containing subjects, time and places and one that conforms to the prescribed course of study.
3. The principals shall advise the superintendent as to the competency of each teacher under their supervision. This is to be accomplished through regular classroom visits.
4. The principals may suspend pupils for disobedience of the rules.
5. The principals shall promptly investigate excessive cases of absence or tardiness of pupils and notify the parents.
6. The principals shall be responsible for the following items that apply in their building;
  - textbooks
  - classroom supplies
  - monitoring of grade reporting
  - scheduling and supervising extracurricular activities
  - checking eligibility of students
  - helping to administer and schedule the testing programs
  - writing periodic bulletins
  - preparing a schedule of classes
  - preregistration and registration of students
  - scheduling, planning and implementation of special classes, events and emergency drills
  - disciplining of students
  - evaluation of teachers

## SECTION II CERTIFIED STAFF

### A. General Responsibilities

1. A complete and up-to-date transcript, teaching certificate and health certificate shall be on file in the main office.
2. School day is 7:50 a.m. to 3:20 p.m. or after the first bus leaves.
3. Membership of professional organizations is encouraged.
4. Required reports are to be prepared with neatness and accuracy.
5. Attend one board meeting per year.
6. Principal is to be notified of inability to attend school and given the reason for absence.
7. All teachers and personnel employed by the district are expected to take care of their personal obligations; failure to do so may be cause for dismissal.
8. Attend and supervise all activities under your jurisdiction.
9. Employees traveling for school business are expected to purchase their own auto insurance as the school's insurance does not protect employees using their own vehicles for school business.
10. Employees using their personnel vehicles for school business will be reimbursed at a rate of \$.40 per mile basis per Board approval.
11. Discretion in words and actions and refraining from severe means of discipline is expected.
12. Confer with the principal concerning pupils requiring special discipline as needed.
13. Suggestions for changes or improvements in administrative procedure or policy will be given a fair, courteous hearing by the principal or superintendent. It is recommended to refrain from general outside discussions until the matter is resolved.
14. Class Schedules
  - a. The Special Education and Speech teachers will develop their schedules around the classroom schedules.

#### Elementary Only:

- a. Daily schedule of lunch, recess, music, P.E., art, library and Title I will be prepared the principal.

- b. Each teacher will develop a schedule for their classroom for the major subjects around the special classes.
- c. A copy of the class schedule must be given to the principal.

High School Only:

- a. Class schedule will be prepared by the principal.

#### 15. Lesson Plans

- a. Lesson plans should be maintained by the teacher to ensure quality planned instruction. The plans should be maintained in hard copy or electronic form.
- b. Plans should be detailed enough a substitute would be able to follow them without help.
- c. These plans are not a contract, changes may need to be made at anytime.

Elementary Only:

- a. Daily procedures and plans for the substitute are to be kept in a blue folder. Let the principal know of its location.

#### 16. Building Care

- a. All matters pertaining to the use of school buildings and property, other than for school purposes, shall be under the jurisdiction of the superintendent, in accordance with board rules and regulations. The use of the same during the summer shall be governed by the superintendent in the same manner.
- b. Visual education equipment owned by the district is for the primary use of the teachers for instructional purposes. If loaned for use outside the school, it must be with permission of the principal and only upon the guarantee that it will be used by skilled operators.
- c. Pupils, teachers, custodians are requested not to leave money, jewelry or other valuables in desks, closets or other parts of the building.
- d. Everyone is responsible for the proper care and use of all school properties in their custody.
- e. Custodian is responsible for general cleaning and trash after school.
- f. For emergency clean-ups during the day, send for the daytime custodian.



- g. Conserve energy by closing windows at night and turn lights off when room is not in use. Close blinds before leaving for the day.
- h. Encourage pupils to respect property of all kinds.
- i. Set the alarm if the last to leave the building. Make sure no one else is in the building using the intercom system.

Elementary Only:

- a. Gum chewing is not allowed in the building except for special occasions.

High School Only:

- a. Gum chewing is allowed at the discretion of the teacher.

17. Faculty Meetings

- a. Meetings will be held at least once every month, or as needed. The High School teachers will meet the first Tuesday of every month and the Elementary teachers will meet the first Wednesday of every month.
- b. Teacher's input is encouraged and welcome. Please have items to the office a day ahead of time to be included in the agenda.

18. CTA

- a. Teachers may join Jefferson Community Teachers Association.
- b. Dues are \$5.00.
- c. Teachers are asked to sign up for committees.
- d. CTA meetings are held when necessary.
- e. Election for president, vice-president, secretary and treasurer are held in May.

19. End of the Year Responsibilities

- a. Fill out award certificates for Awards Assembly.
- b. Update inventory list and submit copy to principal. ~~Use computer disk, if possible.~~
- c. Pay outstanding bills.
- d. Box up any material not in a cabinet or desk so custodian can move everything out for summer maintenance.
- e. All reports, inventories, keys and other items deemed necessary for the proper closing of

the school year as determined by the principal shall be turned in and checked or approved by the principal before the employee's final check will be issued.

- f. Year end requisition forms are to be turned into the principal.

Elementary Only:

- a. Final student grades need to be completed in the web based grading program.
- b. Complete student cumulative folders with attainment of Reading Circle.

High School Only:

- a. Final student grades need to be completed in the web based grading program.

## 20. Other Responsibilities

- 1. Attend school sponsored functions for your students such as the Christmas and Spring Concerts, regional math contest, etc.
- 2. Attend and supervise all activities under your jurisdiction.

Elementary Only:

- a. Plan classroom holiday parties except for Halloween when the students go roller skating compliments of PTO.

## B. Hours/Duties - Elementary Only

- 1. Early Duty - 7:50 a.m. to 8:10 a.m.
  - a. Arrive at school no later than 7:50 a.m.
  - b. Students will be in the multi-purpose room, sitting and talking quietly.
  - c. Turn lights off to signal students to line up. Students line up by grade.
  - d. Take students outside, weather permitting.
  - e. Dismiss students by grade.
  - f. Students are to walk down the hallway quietly and slowly, leaving their book bags by their classroom.
  - g. Students line up outside and wait for dismissing to play.
  - h. Students may use playground equipment.

- i. 8:10 line up students to go to classrooms. Dismiss by grades.
  - j. Sixth grade safety patrol will monitor students at all times in the multi-purpose room, in the hallway and outside. They are to move about to watch and correct behavior.
  - k. Students will line up in the hall for the Pledge of Allegiance before entering the classroom.
2. Recess Duty
- a. Kdg, 1<sup>st</sup> & 2<sup>nd</sup> grade teachers share duty.
  - b. 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> & 6<sup>th</sup> grade teachers share duty.
3. Lunch Room Duty
- a. Students are lined up in ABC order. Older students rotate so everyone gets a turn being first.
  - b. Teachers will sit with their students during the first week of school to help them with proper lunch room behavior.
  - c. The secretary will take lunch count and help monitor the students.
  - d. Lunch duty schedule will be provided by the principal.
  - e. Sixth grade clean tables and sweep floors before they leave.
  - f. Teachers of younger students are to come get their students. Older students will be sent to their room.
- C. Hours/Duties - High School Only
- 1. Early Duty - 7:50 a.m. to 8:10 a.m.
    - a. Students should be in the gym or in the library. Students may be studying/working in a classroom if a teacher has given them permission.
  - 2. Lunch Room Duty - 12:12 p.m. - Clean up is finished
    - a. 7<sup>th</sup> & 8<sup>th</sup> grade students are responsible for wiping off tables before they leave.
    - b. Teachers rotate lunchroom duty and are to stay until tables are wiped off. Teachers are to eat in the lunch room when on duty.

## D. Emergency Procedures

### 1. Tornado Drill

- a. Signal - several rings of the bell.
- b. If time allows, go to the gymnasium locker rooms. Follow procedures posted in the room. All students will go to the boys or girls locker room.
- c. In the event of no warning ahead of time, students should get under desks or tables in the room and assume the “take cover” position.

#### Elementary Only

- a. If time allows, Prekindergarten and 4<sup>th</sup> through 6<sup>th</sup> walk single-file on the left side of the hall, Kindergarten through 3<sup>rd</sup> walk on the right, all the way to the gym.
- b. If not, everyone is to move to the hall and line up along the wall to the north of their classroom door.
- c. Face the wall and assume the “take cover” position. Students may take a book to cover their head.

### 2. Fire Drill

- a. Signal - continuous ring of bell.
- b. Everyone is to walk quietly through the hall.
- c. All classrooms should follow the posted procedures. Everyone exit through the designated exit and proceed to the established location.

#### Elementary Only:

- a. Each classroom proceed down hall through the south doors, remaining on the side of the hall your room is located.
- d. One fourth grader and one third grader are to hook the doors open for others to go out. Last one out is to close the door.
- e. Line up by grades as in the morning. Teachers shall call roll at that time.

### 3. Serious Injury or Illness

- a. Faculty/Staff
  - i. Have adult stay at scene until medical personnel arrives

- ii Notify office of emergency needs
- iii DO NOT MOVE patient unless for immediate safety
- iv Document what actions occurred and actions taken

b. Administrator

- i Verify that all medical needs are on the scene or in route and that the school nurse has been notified.
- ii Ensure notification of parent and others necessary as needed.
- iii Assign someone to accompany or meet patient at hospital.
- iv Ensure all follow-up is completed (reports, counseling, etc.)

4. Hazardous Material/Chemical Spill

a. Faculty/Staff

- i Move students into designated areas – off play grounds and out of hallways.
- ii Close all windows and doors. Seal major air flows.
- iii Make sure all students are accounted for
- iv Turn off any appliances having flame

b. Administrator

- i Secure students in designated areas
- ii Call emergency personnel
- iii Ensure custodial personnel have secured all building for verification

\* If evacuation necessary, students only released to parents or emergency designee and a release form signed.

5. Fighting

- a. Take another faculty member with you to the scene, call for principal.
- b. Check for weapons as you arrive.
- c. Yell for students to stop - yell their names, kick a metal trash can or locker until they stop.
- d. Disperse crowd, get other students away.
- e. After – write report (include witnesses).

**Do not place yourself in danger – to use or not to use physical restraint if students refuse to stop is a judgement call for only you to make.**

E. Accidents & Illnesses

1. Accidents

- a. Attend to the injured individual.
- b. Report the incident to the nurse or nurse designee.

- c. Complete proper section on insurance form from the office.
2. Sick Students
- a. If a student becomes ill at school the nurse or a nurse designee may, with the parent's permission, administer Tylenol (or a substitute), take his/her temperature and call parent if the child's condition does not improve.
  - b. A student who is too ill to stay in the classroom may go to the office and lay down in the sick room.
  - c. A student with a temperature one degree over or below normal should be sent home as he/she may be contagious.
  - d. If the child should throw up, the teacher should sprinkle absorption granules over it. Send for a custodian or the principal if unable to clean up.

F. Crisis Intervention Plan

1. Armed Students (Non-threatening)

- a. Faculty/Staff
  - i Notify office immediately, as discretely as possible
  - ii Remain calm
  - iii Wait for administrator or office personnel to call student from the room
- b. Other Faculty/Staff
  - i After receiving notification, close & lock door
  - ii Close windows/blinds
  - iii Place students in the safest possible place in the room that is away from windows and doors, while asking them to remain quiet.
  - iv Verify all students are accounted for
  - v At the teachers discretion, inform students of the situation.
  - vi Remain in room until further notice
  - vii Maintain calm and order
- c. Administrator
  - i Secure other classrooms with appropriate notification by whatever means necessary.
  - ii Call 911
  - iii If safely possible, remove the student from the room and into a safe place. If it is believed removing the student will escalate the situation into a threatening one, then wait for the police to arrive.

\* If evacuation is necessary, students will only be released to parents or emergency designee and a release form signed.

2. Armed Students (Threatening - classroom)

- a. Faculty/Staff
  - i Remove other students from the room if possible
  - ii Notify office
  - iii Try to reassure and calm the student
  - iv Try to keep the student isolated to the current room and not allowed to leave if it is believed their intention is to harm others
  
- b. Other Faculty/Staff
  - i After receiving notification, close & lock door
  - ii Close windows/blinds
  - iii Place students in the safest possible place in the room that is away from windows and doors, while asking them to remain quiet.
  - iv Verify all students are accounted for
  - v Inform students of the situation and the actions they may need to take
  - vi Arm students with whatever objects can be found in the room
  - vii Remain in room until further notice
  - viii Maintain calm and order
  
- c. Administrator
  - i Secure other classrooms with appropriate notification by whatever means necessary.
  - ii Call 911
  - iii Establish command area

\* If evacuation necessary, students will only be released to parents or emergency designee and a release form signed.

### 3. Armed Student/Intruder (Threatening - in office area)

- a. Faculty/Staff
  - i After receiving notification, close & lock door
  - ii Close windows/blinds
  - iii Place students in the safest possible place in the room that is away from windows and doors, while asking them to remain quiet.
  - iv Verify all students are accounted for
  - v Inform students of the situation and the actions they may need to take
  - vi Arm students with whatever objects can be found in the room
  - vii Remain in room until further notice
  - viii Maintain calm and order
  
- b. Administrator
  - i If armed student is in your office and you are able, inform other administrative staff, by whatever means necessary.
  - ii Secure classrooms with appropriate notification by whatever means necessary.
  - iii Call 911
  - iv Establish command area
  - v Assign personnel to specific duties
  - vi Await police arrival

\* If evacuation necessary, students will only be released to parents or emergency designee and a release form signed.

#### 4. Bomb Threat

##### a. Faculty/Staff

- i. Administration will give notification by whatever means possible as to what is taking place and the actions that need to be taken.
- ii. After designated area is secured by school personnel the students will be moved to that area. If you have a phone, take with you.
- iv. Verify students are accounted for
- v. After police arrive a decision will be made whether to move the students off campus.

##### b. Administrator

- i. Try to keep caller on the line - trace call. Ask questions from the Bomb Threat Checklist and document.
- ii. Call 911
- iii. Give the staff a notification as to what is taking place and the appropriate actions that need to be taken.(at this time state the place for evacuation).
- iv. Coordinate securing of designated ~~area~~ and decision made whether to move students.
- v. Verify all students accounted for
- vi. After police arrive coordinate removal of students off campus (see Evacuation Information).

If students are moved off campus, the following procedure will occur.

- i. All parents will be notified immediately using the calling tree.
- ii. Students will be released to parents or emergency designee and a release form will be signed.

### SECTION III: CLASSROOM MANAGEMENT

#### A. Classroom Organization

1. Teacher and students establish classroom rules. These should be posted in the room and a copy should be given to the principal.
2. Special projects are encouraged. Please discuss plans with the principal
3. Students are not to leave school grounds without parental permission.

#### B. Discipline

1. Teachers will handle discipline in room unless they request the assistance of the principal.
2. Discuss any problems with the principal at anytime.
3. If a serious problem occurs, discuss with the principal immediately.



4. Students are to be sent to the office if they violate any area of the discipline policy.
5. Teachers should confer with principals concerning all pupils requiring special discipline.

#### High School Only:

##### 1. Supervision of Ineligible Students

- a. Ineligible students are to be supervised by a teacher before school in the designated class room. All ineligible students should get all materials needed and go to the designated class room immediately upon arriving at school each morning.
- b. While in the room, students are not to visit with anyone except to ask a teacher a question. Students should always have things to work on (either current or make-up assignments).
- c. If an ineligible student is found in violation of the above guidelines, he/she will be given a Saturday Suspension. As stated in the Saturday Suspension Policy, students who fail to report on Saturday or are late will have a 3-day in- or out-of-school suspension at the direction of the administration.

##### C. Classroom Supervision

1. Students should have teacher supervision at all times.
2. Teachers may leave the room unattended for a few minutes only when necessary.
3. Classrooms should never be left unattended for long periods of time. If something should happen such as a student accident, the teacher and school could be held responsible.
4. Teacher aides can help supervise, but should not be left alone with the class for long periods of time.

##### D. Keeping Students After School

1. All students ride the bus to and from school, so arrangements will need to be made ahead of time with parents if a student is to stay after school.
2. Please inform the principal if a student is to stay after school.
3. Students should not be left alone in the room when kept after school.
4. Students tutored after school for the purpose of mediation or reading are to be documented for attendance. Teachers may count the time for Career Ladder or for an hourly wage.

#### E. Release of Students

1. NO student is to leave the school grounds with someone other than the parent or high school age brother or sister unless a note is sent from home. An exception would be a routine the student follows every week.
2. NEVER give the student into the custody of strangers or allowed to talk to company representatives or other business people unless a parent is present.
3. Whenever it is necessary to practice with students at night, only those needed should be admitted at such time. Teachers must not give their school key to students. Arrangements for practice involving students after school hours should be cleared through the principal. Use of the gymnasium, auditorium, or other facilities other than the teacher's designated classroom, must be scheduled far enough in advance to allow pupils to make proper plans.

#### F. Attendance

1. Report absent and tardy students through the web based attendance program when role is taken throughout the day.

#### G. Lunch Count

1. Lunch count is to be taken and submitted electronically by 9:00 a.m. It is to include:
  - a. Number of adults eating a school lunch.
  - b. Number of students eating a school lunch
  - c. Number and names of students/adults requesting an extra main dish.
2. Any other information for the office is to be placed in the classroom outgoing mailbox or submitted electronically.
3. Kindergarten afternoon milk and prekindergarten milk are reported on separate forms and turned in daily.
4. Food Service balance/notice of replenishment are sent as needed to parents, guardians, and school staff via text messaging.

#### H. Grading

1. Grades are issued on a quarterly basis.
2. Teachers are responsible for maintaining accurate records for student evaluations.
3. Kindergarten through third grade have outcomes that require 80% mastery. Fourth through twelfth grades use a grade scale for the core subjects.

4. Report any concern of poor grades to the principal.
5. Progress reports will be sent at mid-quarter and as needed to students in grades K-12.
6. The counselor and principals are responsible for maintaining student cumulative records.

#### I. Parent-Teacher Conferences

1. Conferences for all parents are held at mid-quarter of the first and third quarters. Elementary has scheduled appointments.
2. Special conferences will be scheduled when a parent and/or teacher feels that a conference is needed.
3. If a student is having difficulty, let the parent know in a conference as early as possible in the school year.
4. Inform the principal of any student having problems or if there is a possibility of a student being retained. The principal will attend any conference the teacher requests.

#### J. Reporting Child Abuse

1. If reasonable cause to suspect the abuse or neglect of a child is shown, it must immediately be reported to appropriate personnel.
  - a. The principal will inform the school guidance counselor, school nurse and superintendent.
  - b. The counselor, nurse and principal will make a visual and/or oral confirmation.
  - c. Once a consensus has been reached that abuse has taken place, the ~~building principal~~ reporter will make a report via the Child Abuse Hotline (1-800-392-3837) to the Missouri Division of Family Services.
  - d. Parents should be referred to DFS for information regarding the investigation.

#### K. Field Trips - Extra Curricular Activities

1. Field trips are to be cleared through the principal who will inform the superintendent.
2. Classrooms and/or classes may be combined for a trip.
3. Special occasions may warrant additional field trips.
4. Have all information (admission, lunch, permission note and bus route) ready.
5. The permission note must be checked by the principal before distribution to the students.
6. Room parents are invited to help supervise elementary field trips.

7. Emergency consent forms for all children attending the field trip are to be taken.
8. Transportation for extra-curricular trips shall be by school bus to all activities unless otherwise specified by the administration. If transportation is by car, the car must be driven by an acceptable person. All trips are to have the approval of the administration.
9. Students who are to represent the Jefferson Schools shall use transportation specified. Failure to do so will cause the student to forfeit his right to represent the school.
10. Parents/guardians may take their child home after the field trip after getting permission from the teacher.

L.. Inclement Weather Dismissal

1. When school is called off due to inclement weather, staff members will be contacted through a “calling tree” organized by the superintendent’s secretary.
2. Announcements will be made on area radio, and TV stations, and any other social media used by the administrative staff.
3. If the superintendent decides to dismiss school early due to inclement weather (snow or heat), staff members will be notified. Some parents may need to be notified.

M. Testing Program

Elementary:

Jefferson C-123 uses two types of assessment for students: Grade Level Assessments (GLE) through MAP (Missouri Assessment Program, a state test) and End-of-Year District Assessments. The assessments are used to indicate the success and quality of the district’s education program and to monitor student academic progress. The Board reviews the assessment data to evaluate the effectiveness of the district’s instructional programs. The GLE, which monitors student progress in meeting the Show-Me Standards, is administered in the following subject areas and grades:

1. Math and English Language Arts (ELA), third through sixth grades
2. Science-fifth grade
3. End-of-Year District Assessments are used to test students in grades Kindergarten through second grade.

High School:

Jefferson C-123 uses four types of assessment for students: MAP (Missouri Assessment Program, a state test) and End-of-Course Assessments, ASVAB and ACT

1. State Assessments are administered in the following grades and subject areas:

7<sup>th</sup> Grade - Communication Arts and Math  
8<sup>th</sup> Grade - Math, Communication Arts and Science.

2. End-of-Course tests are administered for students in Algebra I, Biology, Government, and English II. Students who are not enrolled in these courses will take the End-of-Course test when deemed appropriate in their course of studies. In addition, voluntary End-of-Course tests may be administered in English I, Algebra II, Geometry, and American History. Other End-of-Course tests may be appropriate depending on class offerings and changes to the state's testing program.
3. The ASVAB is an aptitude test that predicts abilities in 10 different areas. The ASVAB results are used to help students explore careers and interests.
4. All Juniors will take the ACT test on the state testing date or date selected by the district should it be given online.

#### N. Instructional Materials

1. The Librarian is responsible for audio-visual equipment and materials and the scheduling of these items.
2. Materials in "Special Services" programs must be checked out from the teacher responsible for that specific program.
3. Extra supplies are available in the main office.
4. Art materials are kept in the art room. Check with the art teacher before removing materials.
5. Various duplicating books, games, cut-outs, etc. are available for check-out from the workroom.
6. Any materials purchased with school funds must remain in the school when a teacher leaves the district.
7. Professional magazines and publications are available in the workroom for check-out.
8. Inventories of classroom equipment should be made at the beginning of the year if none are available. Changes in condition or addition of equipment will be shown at the end of the year. No school equipment is to be loaned to outside parties without the superintendent's permission.
9. Changes in condition or addition of equipment will be shown at the end of the year. No school equipment is to be loaned to outside parties without the superintendent's permission.

#### O. Ordering Materials

1. Most instructional materials and supplies are ordered in the spring for the following school year.

2. Staff members are to fill out requisition order forms and give to the principal prior to school being let out in the spring.
3. Materials and supplies may be ordered throughout the school year by getting permission through the principal.
4. No employee shall purchase materials to be paid for by the district without securing the principals' and superintendent's approval as shown by a purchase order.
5. Purchase orders may be mailed, faxed, phoned, emailed or presented to the place of business.
6. Copies of invoice, packing slip and bill must be turned in to the principal and main office.
7. Teachers are to update their inventory of materials at the end of the school year and turn in to the principal.

P. Publicity

1. Each teacher is invited and encouraged to release publicity on special events concerning their particular part of the total program. The principal should check the material.
2. A weekly newsletter from the elementary principal's office is sent home with students on the last day of each week. It contains information of events during the week and of upcoming events.
3. A district newsletter is published by high school students near the first of each month informing the community of school events.
4. Teachers may send newsletters home with their students either weekly or when necessary. A copy must be given to the principal.
5. The school information line is 944-1234. Updates are made each Monday by noon. Information should be given to the secretary by 8:30.

Q. Memos

1. A weekly memo to staff members and high school students is distributed each Monday morning by the building principals.
2. The high school principal distributes a weekly staff memo each Friday morning.
3. Announcement information for the bulletin should be submitted by 8:15 Monday morning.
4. When appropriate, e-mail messages, textcaster messages, and the use of social media are encouraged.

R. Telephone Use

1. Students are not to be excused from class to make or receive telephone calls, except in the case of an emergency.

2. Students must have permission from a teacher/staff member prior to making a call.
3. Personal long distance calls are to be noted on the log sheet kept in the workroom or main office. \$.25 is to be paid at the time the call is made. A \$.50 minimum charge will be applied to any long distance calls that are not paid for at the time the call was made. If a call is more than the \$.25 or \$.50, the caller will be billed the difference.
4. Students are allowed to have and use cell phones in the classroom at the teacher's discretion. They should be used for educational purposes only and not allowed to become a distraction in the learning process.
5. 7-12<sup>th</sup> grade students are allowed to use their cell phones between classes, during lunch and before & after school. Their use is limited to accessing the internet and texting. Taking photos and accessing social media is not acceptable unless given permission from a staff member. Students are still required to ask permission from a staff member to make and receive calls through their cell phones.

#### S. Mail

1. Elementary staff mailboxes are located in the nurse's office. High school staff mailboxes are in the high school principal's office.
2. Check mailbox throughout the day for mail and memos.
3. Outgoing mail should be taken to the main office no later than 11:00 a.m.
4. Postage stamps for school matters or to purchase for personal use are kept in the main office.

### SECTION IV: SPECIAL SERVICES

#### A. Possible programs

1. Special Education services as outlined in the State Plan for Part B of the Individuals with Disabilities Education Act. Examples: learning disabilities, mental retardation, speech and language.
2. Title I (formerly Chapter 1) - Communication Arts and developmental delays.
3. Gifted Program (Wings)

#### B. Referral Procedures

1. Document and date concerns and strategies.
2. Share information with appropriate Special Services teacher.
3. Referrals should be made prior to March 1 with 6 to 12 weeks of documented alternative intervention strategies.

C. Placement Procedures

1. Placement will follow the guidelines from the district Compliance Plan for 91-142 and the Title I guidelines.
2. Teacher referrals and screening will be an on-going process.

SECTION V: SICK LEAVE - OTHER ABSENCES

A. Sick Leave:

1. Any time after the employee has reported for duty, sick leave will be granted upon acceptable evidence presented to the superintendent or principal.
2. A personal illness or visit to the doctor is considered part of sick leave absence.
3. An illness of an immediate family member may also be counted.
4. One sick day per year may be used as a personal day upon the principal's approval.
5. Days absent due to the death of a family member and funeral attendance are counted as sick leave.

B. Other Absences:

1. One personal day is allowed per year (not cumulative). If the personal day is not used it will be rolled over into a sick day.
2. Personnel of the school who attend conventions, workshops or contests which involve the school will not be counted absent.
3. Professional leave is allowed upon approval by the principals.

C. The sick leave policy will be reviewed periodically. Currently, the provisions are:

Certified Staff:

- a. Ten sick days per year with an accumulation up to 60 days.
- b. Severance pay of \$10.00 per day for unused sick days will be paid when a certified employee leaves the system. Sixty days is maximum payable.
- c. \$10.00 per day will be paid for unused sick leave in excess of the cumulative maximum (60 days) at the end of the school year. Maximum of 10 days per year.

Non-Certified Staff:

- a. 12 month employees are allowed 10 sick leave days per year, accumulating up to 50 days.



- b. 9 month employees are allowed 7 days per year, accumulating up to 25 days.
- c. When a 12-month employee leaves the district, severance pay of \$10.00 per day for unused sick leave will be paid, with a maximum of 50 days.
- d. When a 9-month employee leaves the district, severance pay of \$10.00 per day for unused sick leave will be paid with a maximum of 25 days.
- e. At the end of the school year, each 12-month employee will be paid \$10.00 for each day of unused sick leave past the 50 days they have accrued.
- f. At the end of the school year, each 9-month employee will be paid \$10.00 for each day of unused sick leave past the 25 days they have accrued.

D. Procedures for Absences

Certified Staff:

- a. Contact the principal as soon as possible, giving reason for absence. Principal will contact a substitute.
- b. The plan book should be ready with daily plans easy to follow for the substitute.
- c. Have a current seating chart in the plan book or blue folder.
- d. Recess duty and before or after school duty should be noted.
- e. For every absence, whether a full or partial day, the teacher will sign an absence report kept in the principal's office.

Non-Certified Staff:

- a. Contact the principal as soon as possible, giving reason for absence.
- b. Note absence on time sheet.

SECTION XII: PERSONNEL

A. Teacher Evaluations

- 1. Missouri DESE Model Evaluation System is used for all teacher evaluations.
- 2. The teacher and principal will meet to discuss the summative evaluation report.

B. Non-Certified Staff Evaluations

- 1. Building principals and superintendent will evaluate non-certified staff members under their supervision at least once a year.

2. Employees will be given an explanation of duties and responsibilities, and will be provided guidance by their immediate supervisors in performing them satisfactorily.
3. The evaluation will be signed by the principal and the employee. A copy will be given to the employee.

#### C. Dress Code

1. Staff members are professionals in their respective positions and should dress accordingly, yet comfortably.
2. Employees may need to dress according to the days activities.
3. When the weather is hot employees may wear clothing according to comfort.

#### D. Pay and Benefits

1. Pay checks are issued on the 15<sup>th</sup> of each month or the last working day prior to the 15<sup>th</sup>.
2. For 12-month employees, medical insurance is provided by the School Board. The board pays up to \$450.00 of the monthly premium with any remainder taken out of their paycheck. Additional coverage for the cafeteria plan and family members may be purchased if desired.

#### Certified Staff Only:

1. Career Ladder is available all certified staff. Career Ladder will pay \$30 an hour for up to 75 hours of which two thirds (2/3) of those must be direct student contact.

#### Non-Certified Staff Only:

1. 12-month employees are eligible for 8 paid holidays.
2. 9-month employees are eligible for 6 paid holidays.

### SECTION XIII: JOB DESCRIPTIONS - CERTIFIED STAFF

#### A. Counselor

1. The Counselors' primary duties include, but are not limited to:
  - a. administering and interpreting testing program for K-12
  - b. The placement of students
    - i. Vo-tech
    - ii. student Placement Service
    - iii. assisting seniors with college, trade school, work, financial aid and/or scholarship applications
  - c. counseling students concerning occupational, educational and personal-social problems

- d. get to know all students by making an effort to schedule a visit with each student during the school year
- e. by testing and counseling, try to detect and determine and promote educational policies to benefit all students
- f. assist with registration and preregistration of students
- g. working closely with and assist teachers
- h. handling the information service
- i. update and acquire new occupational, educational and personal-social information
- j. help students use the information service and make it available for classroom use
- k. taking charge of the orientation of new students
- l. handling mid-term deficiency reports for grades 7-12
- m. handling quarter and semester grade reports for grades 7-12
- n. publishing honor rolls and figure averages for grades 7-12
- o. determining graduation credits
- p. recording and adding new information to student cumulative files for grades K-12
- q. meeting with college, trade school and prospective employer representatives

#### B. Athletic Director

- 1. Employ athletic officials
- 2. Prepare athletic game schedules
- 3. Prepare athletic work schedules

#### C. Technology/Computer Coordinator

- 1. Must have:
  - a. B.S.E. degree, M.S. preferred.
  - b. Working knowledge of current software
  - c. Be acquainted with Novel and NT Networking

2. Preferred qualifications include:
  - a. Troubleshooting and repairing network errors and computer problems
  - b. Grant writing ability to continue the program, improvements and objectives set by the Board of Education.
  - c. Any additional qualifications/responsibilities the Board of Education or D.E.S.E. may deem necessary.
3. Will report to the Superintendent.
4. Goal is to keep school technology in operating condition, provide educational leadership in technology and provide PR to the community.
5. Will be employed for nine months, plus necessary repair, upgrade and renovation time over the summer. Mileage, class load and after school pay rate to be established by the Board of Education.
6. Performance Responsibilities
  - a. Find and replace equipment, recommend software and equipment for purchase.
  - b. Set-up and make minor repairs to equipment, install and set-up software and find and remove viruses.
  - c. Serve as MOREnet coordinator and a Technology Committee Member.
  - d. Teach specialized computer classes.
  - e. Assist with grant writing to continue the program and maintain improvements.
  - f. Assist teachers with incorporating computer use/programs into their curriculums and assist with teacher in-service when appropriate.
  - g. Troubleshoot computer hardware, software and network problems throughout the school.
  - h. Contact and schedule repair persons for problems that require professional attention.
  - i. Other services and duties which may be deemed necessary by the superintendent.

#### D. Library Media Specialist

1. Qualifications:
  - a. Bachelor's Degree with certification for school library services
2. Reports to:

- a. Building principals and superintendent
3. Job Goal:
- a. To provide resources to support the school district's curriculum
  - b. To provide students & staff guidance in research
4. Performance Responsibilities:
- a. Administration:
    - i. Adopt and implement a media philosophy and library policies.
    - ii. Formulate short and long-range goals and plans to improve library services.
    - iii. Inform both the school and community of media program activities.
    - iv. Maintain professional resources for teachers, inform them about new materials and involve them in purchasing decisions.
    - v. Adopt an efficient system of cataloging, organizing, repairing and storing all media.
    - vi. Coordinate the annual budget for the Media Center with the proper administration.
    - vii. Train and supervise library aides and volunteers.
  - b. Instruction:
    - i. Provide reading guidance and enthusiasm for books and reading through specific activities and individual guidance.
    - ii. Provide orientation and instruction in the use of the library media center resources to staff and students through group and individual instruction.
    - iii. Participate in curriculum planning.
    - iv. Be informed about school curriculum and the total educational program.
  - c. Professionalism:
    - i. Have a working knowledge of national and state legislation affecting the school library media program.
    - ii. Keep educationally and professionally informed by participating in professional organizations, workshops, conferences and by reading professional literature.
    - iii. Attend faculty meetings and other appropriate staff meetings.

SECTION XIII: JOB DESCRIPTIONS - SUPPORT STAFF

A. Paraprofessionals

- 1. Qualifications:
- 2. Reports to:
  - a. Building Principal and Superintendent
- 3. Job Goal:
  - a. Assist certified personnel.

4. Performance Responsibilities:
  - a. Assist students according to documented plans

5. Terms of Employment:

- a. School year

6. Sick & Personal Leave:

- a. 7 sick days, 1 personal day

7. Evaluation:

- A. By supervisor

- B. Superintendent Secretary

1. Qualifications:

- a. Ability to keep confidential informational confidential.
    - b. Good computer skills with a strong working knowledge of relevant computer programs or the willingness to be trained and learn new systems.
    - c. Good organizational skills - able to handle multiple projects with numerous interruptions.
    - d. Good telephone skills.

2. Reports to:

- a. Superintendent

3. Job Goal:

- a. Assist the Superintendent with the running of the school district.

4. Performance Responsibilities:

- a. Payroll, transportation, DESE
      - i. Manage payroll and insurance information for district employees, including retirement, tax information, Medicare, etc.
      - ii. Help with scheduling of buses and substitute drivers.
      - iii. Assist with Federal programs.
      - iv. Assist with DESE program requirement.
    - b. Food Services
      - i. Assist with eligibility determinations
      - ii. Assist with reporting requirements.

- c. Bookkeeping
    - i. Maintain accurate bookkeeping records for the district finances.
    - ii. Assists with preparing for financial audits.
  - d. Other duties as may be assigned.
5. Terms of Employment:
- a. 12 months
6. Sick & Personal Leave:
- a. 10 days of sick leave, cumulative to 50. One or more personal days may be substituted for sick leave upon approval of supervisor and/or superintendent.
  - b. 15 vacation days
7. Evaluation:
- a. Superintendent
- B. Building Secretary
1. Qualifications:
- a. Ability to keep confidential informational confidential.
  - b. Type at least 60 WPM.
  - c. Good computer skills with a strong working knowledge of Microsoft Office applications and Google; as well as the ability to adapt to changing uses of technology.
  - d. Good organizational skills - able to handle multiple projects with numerous interruptions.
  - e. Good telephone skills.
2. Reports to:
- a. Building Principals and Superintendent
3. Job Goal:
- a. Assist the principals in the smooth operation of their buildings.
4. Performance Responsibilities:
- a. Attendance
    - i. provide and collect daily absentee information.

- ii. document daily attendance
    - iii. provide required/requested attendance reports to administration and teachers.
    - iv. report any suspected or potential attendance problems to building administration.
  - b. Food Services
    - i. gather morning meal counts.
    - ii. record/maintain daily meal participation records
    - iii. send out timely meal billings and collections.
  - c. Schedule elementary Parent-Teacher conferences.
  - d. Recruit and assign volunteers for various activities, such as Read Across America.
  - e. Update message on school's telephone information phone line.
  - c. Other duties as may be assigned.
5. Terms of Employment:
- a. 10 ½ months
6. Sick & Personal Leave:
- a. 7 days of sick leave, cumulative to 25.
  - b. One personal day. One or more sick days may be substituted for personal leave upon approval of supervisor and/or superintendent.
  - c. 1 week vacation
7. Evaluation:
- a. By building principals annually prior to contract time.
- C. School Nurse
- 1. Qualifications:
    - a. LPN
  - 2. Reports to:
    - a. Building Principal and Superintendent
  - 3. Job Goal:
    - a. Maintain health of students and staff
  - 4. Performance Responsibilities:



a. Terms of Employment:

- i. School year

b. Sick & Personal Leave:

c. Evaluation:

- i. Building Principal

D. Custodians

1. Qualifications:

- a. Demonstrate an aptitude for successful fulfillment of assigned performance responsibilities.
- b. Such alternatives to the above qualifications as the board may find appropriate and acceptable.

2. Reports to:

- a. Superintendent

3. Supervises:

- a. Assistant custodians (i.e. student custodians, volunteers).

4. Job Goal

- a. Provide students with a safe, attractive, comfortable, clean and efficient place in which to learn, play and develop.

5. Performance Responsibilities:

- a. Keeping building and premises, including sidewalks, driveways and play areas neat and clean at all times.
- b. Regulating heat, ventilation and air conditioning systems to provide temperatures appropriate to the season and to insure economical usage of fuel, water and electricity.
- c. Shoveling, plowing and/or sanding walks, driveways, parking areas and steps as appropriate.
- d. Checking daily to insure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.
- e. Sweeping classrooms daily and dusting furniture.
- f. Cleaning corridors after school each day and during the day when their condition

requires it.

- g. Cleaning all sanitary fixtures and drinking fountains daily.
- h. Washing all windows, inside and out, at least twice each year and more frequently if necessary.
- i. Keeping the grounds free from rubbish.
- j. Performing such yard-keeping chores as grass cutting, tree trimming and the like as necessary to maintain the school grounds in a safe and attractive condition.
- k. Keeping all floors in a clean and attractive condition and in a good state of presentation.
- L. Making minor building repairs of which he/she is capable.
- m. Reporting major repairs needed promptly to the principal.
- n. Maintaining a regular schedule on all motors and other mechanical equipment requiring scheduled servicing.
- o. Reporting immediately to the principal any damage to school property.
- p. Remaining on the school premises during school hours and during non-school hours when the use of the building has been authorized and his/her attendance is required by the principal.
- q. Assuming responsibility for the opening and closing of the building each school day and for determining before leaving that all doors and windows are secured and all lights are off except those left on for safety reasons.
- r. Keeping an inventory of supplies, equipment and fuel on hand and requisition replacements from the superintendent far enough in advance so that they may be delivered in such time as will not hinder them in their duties.
- s. Conducting an on-going program of general maintenance, upkeep and repair.
- t. Moving furniture or equipment within buildings as required for various activities and as directed by the principal.
- u. Complying with local laws and procedures for the storage and disposal of trash, rubbish and waste.
- v. Conducting periodic inspections and tests of all electrical installations in the school to insure their condition.
- w. Checking all heating units on a daily basis, including Saturday and Sunday when the units are operational, checking all heating units and making adjustments as needed each morning school is in session prior to 7:00 a.m.

- x. Complying with starting and ending times for daily work which has been determined by the principal and superintendent for each custodian to insure job requirements are fulfilled.
  - y. Performing specific job activities for each building as maintained by the building principals.
6. Terms of Employment :
- a. Twelve month year. Salary and work year to be established by the Board.
7. Sick & Personal Leave:
- a. 10 sick leave days per year, accumulating up to 50 days.
  - b. One personal day. One or more sick days may be substituted for personal days upon prior approval.
  - c. 5 vacation days
8. Evaluation:
- a. Superintendent
  - b. Job performance will be evaluated annually in accordance with board policy provisions.
- E. Cooks
1. Qualifications:
- a. Demonstrate an aptitude in the field of food services and the preparation, care and serving of meals.
  - b. Such alternatives to the above qualifications as the Board may find appropriate.
  - c. Superior cleanliness standards.
  - d. Certification of good health signed by a licensed physician if deemed necessary by the Board.
2. Reports to:
- a. Building principal and superintendent
3. Job Goal:
- a. Provide nutritious, attractive and appealing meals to the students and staff.
4. Performance Responsibilities:
- a. Preparing nutritious, tasty meals.
  - b. Keeping the cafeteria area clean.

- c. Keeping themselves clean with good personal hygiene.
- d. Ensuring meals are warm when served and in appropriate portions.
- e. Keeping required food service records accurately and submit reports in a timely manner.
- f. Complying with starting and ending times for daily food preparation as determined by the principals and superintendent.
- g. Preparing number of meals estimated to eat as accurately as possible.
- h. Serving seconds to students on first come basis after all students have been served. Seconds are to be served until all the food is gone or students quit returning for seconds.
- i. Reporting immediately to the principal any problem with a student disturbing something in the kitchen or cafeteria.
- j. All full-time scheduled cooks must be able to prepare all dishes.

5. Terms of Employment :

- a. Nine month year. Salary and work year to be established by the Board.

6. Sick & Personal Leave:

- a. 7 days of sick leave, cumulative to 25. One or more sick leave days may be substituted for personal days upon approval of supervisor and/or superintendent.

7. Evaluation:

- a. Superintendent
- b. Job performance will be evaluated annually in accordance with board policy provisions.

F. Bus Drivers

1. Qualifications:

- a. All drivers must meet the qualifications as established by the State Department of Education and outlined in Publication No.73.

2. Reports to:

- a. Building Principals and Superintendent

3. Job Goal:

- a. Get students to and from school in a safe and timely manner.

4. Performance Responsibilities:

- a. Maintaining order on their buses at all times and having authority over the children

on their buses. Profanity, scuffling or other rowdiness is not to be allowed. The bus will be stopped until order is restored.

- b. Maintaining cleanliness of their buses, inside and out. Floors are to be kept clear of litter. Drivers have the authority to require children to pick up everyday and clean if necessary. The outside should be washed as occasion demands.
- c. Perform daily pre-trip inspections, including, but not limited to, checking the oil, radiator, gas, emergency door, signal lights, brakes, signals and other safety devices
- d. Knowing and obeying the state laws regarding speed limit, unloading students, using signal lights, brakes, signal devices, etc.
- e. Making such reports as is required by the superintendent.
- f. Attending meetings and clinics as designed by the Board.
- g. Consulting superintendent before any major repairs are performed on the buses.
- h. Dressing appropriately.
- i. Ensuring that students are left off at regularly designated spots unless notified differently by a parent.
- j. Concluding year's work by thoroughly cleaning inside and outside of bus, making a final report of modifications and repairs needed to put the bus in top condition for the following year.

5. Terms of Employment :

- a. Nine month year. Salary and work year to be established by the Board.

6. Sick & Personal Leave:

- a. None

7. Evaluation:

- a. Superintendent
- b. Job performance will be evaluated annually in accordance with board policy provisions.

SECTION VI: REVISION AND REVIEW

- A. The Board of Education shall review these policies periodically for the purpose of updating them according to prevailing conditions.
- B. Any section of these policies may be changed or amended at any time by a majority vote of the Board of Education.