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EDUCATIONAL PHILOSOPHY

Mission Statement: “Preparing our Students Today for the Challenges of Tomorrow”

Statement of Purpose

The Valley R-VI School District affirms that the perpetuation of democracy is dependent upon an educated citizenry, that the public schools contribute to opportunity among our people and that education is the greatest constructive force at the disposal of democratic people for the solution of their problems. The Valley R-VI School District affirms that the purpose of education is the development of each individual for the fullest participation in the American democratic society: those social, civil, economic, and vocational competencies are as important as academic literacy.

Moral, ethical, and spiritual values have been from the first an indispensable and significant part of the program of the American public schools. The Valley R-VI School District shall continue to employ every means possible to instill high moral principles in our children and youth and join with the home, churches, and all other constructive community agencies for this purpose.

EDUCATIONAL OBJECTIVES:

It is the obligation of the Valley R-VI School District to provide the best possible educational opportunities for its children with the limits of our financial ability. These educational opportunities should be broad enough whereby each person in school may:

1. Become aware of his/her own interests, abilities, and potentialities.
2. Evolve a plan whereby his/her own growth in terms of interests, abilities, and potentialities can be assured.
3. Develop and maintain good health, proper health habits, and physical fitness. Develop dress and grooming habits that will not in any way detract from the normal educational process.
4. Become proficient in the areas of language arts, science, social studies, math, and health/P.E.
5. Become equipped for happy and successful living in a vocation for which he/she is well adapted.
6. Be prepared for enjoyable living through the development of an appreciation of art, music, and literature and the development of skills in certain hobbies and recreational activities.
7. Be prepared for and participate in the social, economic, political, and ethical responsibilities as an active American and world citizen.
8. Be trained in our democratic way of life so that he/she will have knowledge of the development of our country, our patriotic leaders, our institutions, our songs, and our American heritage.
9. Develop critical thinking skills/problem-solving skills that will help students adapt and cope in an ever-changing society.

NON-DISCRIMINATION

The Board of Education believes in the right of every student to receive equal opportunities in all educational programs and activities conducted by the district. In addition, the right of every qualified individual to expect fair and equal treatment both as applicants for employment and as employees.

It is the policy of the Board to accord equal consideration and impartial treatment regardless of race, color, national origin, ancestry, religion, socio-economic status, sex, age, handicapping conditions, or organizational memberships. This policy will prevail in all matters concerning the staff, the students, the public, the educational programs and services of the district, and individuals with whom the Board does business.

In keeping with the requirements of federal and state law, this school district strives to remove any vestige of discrimination in employment, assignment, and promotion of personnel; in educational programs, offerings, services, and vocational opportunities offered to students; in the assignment of students to schools and classes; in student discipline; and in the location and use of facilities and educational materials. The Board will designate an individual to act as the district's nondiscrimination compliance coordinator and ensure that the coordinator's name, business address, and telephone number, as well as the statements of nondiscrimination by the district, are published for/distributed to patrons, employees, and students on an annual basis.

The Board shall continue all necessary actions to ensure that discrimination does not occur in the educational program, employment practices, or activities in the school district.

PUBLIC NOTICE

All public schools are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools, beginning on the child's third birthday through age twenty-one (21), regardless of the child's disability. Disabilities include: learning disabilities, mental retardation, behavior disorders/emotional disturbances, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/other health impaired, multi-handicapped, deaf/blind, autism, early childhood special education, and traumatic brain injury.

All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. Parents have the right to file complaints with the U.S. Department of Education or the Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA)

The district has developed a Local Compliance Plan for implementation of Special Education, and this plan is available for public review during regular school hours on the days school is in session in the Office of the Superintendent of Schools.

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty (20) who reside in the district or who parent/legal guardian resides in the district. This census is compiled as of May 1st each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child; parent/legal guardian's name/address; birth date and age of each child; and each child's disability or suspected disability. Should the district fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact your school district.

Mr. Brad Crocker, Superintendent
Valley R-VI School District
#1 Viking Drive
Caledonia, Missouri 63631
Phone: (573) 779-3446



GENERAL INFORMATION & POLICIES

The principal shall be responsible for supervising teachers in maintaining an environment conducive to instruction.

Teachers shall be responsible to principals in matters of general policies, teacher responsibilities, classroom management and control, and other routines necessary for orderly operation of the building.

ASSEMBLIES

School assemblies are held periodically. Programs are varied and consist of both school and commercial talent. Time for assemblies is taken from the regular schedule, alternating as much as possible among the different class periods. All teachers are required to attend assemblies, unless excused for good reason (prep period, etc.), and are urged to sit at various locations in the gym.

Pep assemblies may be held in the gym prior to games.

SUPPLIES AND EQUIPMENT

Most standard supplies are available in the school office.

No supplies/textbooks/workbooks/etc. may be ordered without principal's approval and completion of a Purchase Order. **All Purchase Orders must be typed** (Discuss with principal). When an order is received, an invoice or shipping order must be checked for fulfillment of order or damage. **The invoice or shipping order must then be signed, dated, and returned to the superintendent's secretary.**

INCLEMENT WEATHER

During the winter months and other unforeseen situations, it is often necessary to dismiss school. Whenever possible, teachers will be informed before leaving school. However, alerting the staff is not always possible. A weather chain will be provided to the staff to alert each other of school cancellations. Make sure to call the designated person that is below you on the weather chain. If that person is not available, call the next person on the list so that the chain is not broken. Once the process of the weather chain has been started, an announcement of school cancellations will be given on radio station KTJJ/television channels 2, 4, and 5.

ACCIDENTS

In case of accidents and serious sickness, send the student to the office. If the student should not be moved, alert the office immediately by using the intercom system. In case of an accident, fill out an accident report as soon as possible. Accident report forms are available in the office and in the faculty handbook.

INSURANCE OBLIGATION

It shall be the policy of the Valley R-VI School district to pay group hospitalization insurance and group life insurance for all certified and non-certified personnel up to the amount of \$240.55 per month.

Certified personnel who retire as members of the Valley R-VI staff shall be given the option of maintaining, at their own expense, the group hospitalization insurance as a member of the group

Certified personnel who meet the above guidelines and wish to maintain this coverage must make application to the Superintendent's Office at least 30 days before completion of their contract of this final school year as an active staff member. Payment of the first month's premium must be paid at the time of application. This is to ensure that there will be no interval period of time of non-coverage between the first day of retirement and coverage for hospitalization.

Payment of insurance premiums shall be the responsibility of the retiree wishing such coverage. All such payments shall be

made to the secretary to the superintendent at least 30 days in advance of the premium period. Failure by the retiree to make payment within the specified time, unless in case of extenuating circumstances or prior arrangement with the office of the superintendent, shall be cause for cancellation of coverage and removal of the retiree from the district's current group policy.

TARDINESS (Student)

Tardiness is defined as any unexcused appearance of a student soon after the scheduled time that class begins. Students who arrive late to school for any period must first report to the office before going on to class. A student will be given a blue pass to enter class. Teachers will honor the passes of other staff members, and the tardy will be excused. Teachers should give advance notice, if possible, to the other staff members if they intend to detain a student. Students arriving after the tardy bell (7:59 A.M.) must report to the main office to sign in and obtain a pass before going to class. Arrival after 8:20 A.M. will count as an absence and will require an admit slip for absence. Students must be in their seats and prepared for class when the tardy bell rings. Teachers are to record all tardies by date. When a student reaches the third-tardy limit, that student should be warned of future disciplinary action. Upon reaching the fourth or additional tardies, teachers must record the dates of the tardies on the disciplinary slip for verification.

Teachers must keep accurate attendance records for each class period. Teachers will enter absences on the INOW Program every hour. Teachers are expected to keep accurate records of classroom absences, particularly of the first class period. Students who are participating in a school activity that requires an absence from class will not be counted as absent. These students are encouraged to get assignments in advance, but the absence will be treated as an excused absence.

GRADING SYSTEM

The following is the grading system percents:

96-100= A	80-82= B-	66-69= D+
90-95= A-	76-79= C+	63-65= D
86-89= B+	73-75= C	60-62= D-
83-85= B	72-70= C-	59-0= F

*Junior High students will have grades figured on a yearly basis for retention purposes.

ADJUSTED GRADING SCALE TO BE USED IN THE REGULAR CLASSROOM FOR STUDENTS WITH AN I.E.P./I.A.P./504 Plan

A student whose education is guided by an I.E.P. and who is mainstreamed into the regular classroom will be graded by an adjusted grading scale if the following criteria are met:

1. The student's I.E.P./504 states that his/her grade will be determined by the adjusted grading scale.
2. The student will do the work of which he/she is capable, as determined by his/her I.E.P./504 team.
3. The student will complete homework assignments and tests that are given to all other students in the class(es). Some modifications may be written into the I.E.P.
4. The I.E.P. team members (the student, a parent, teacher, special education teacher, special education coordinator) must agree that use of the adjusted grading scale is justified.

VALLEY HIGH SCHOOL LUNCH/BREAKFAST PROGRAM

Teachers who have first hour classes will be required to take a breakfast and lunch count each morning. Provide an accurate count of the number of students who wish to eat breakfast on the following school day. Breakfast and lunch count can be taken through the INOW program.

BREAKFAST/LUNCH PRICES

Student Breakfast: 5 meals=\$5.00/single meal \$1.00/reduced meal \$.30
 Student Lunch: 5 meals=\$8.75/single meal=\$1.75/reduced meal \$.40
 Adult Breakfast: 5 meals=\$7.50/single meal=\$1.50
 Adult Lunch: 5 meals=\$11.25/single meal \$2.25/ Extra Milk: \$.25

TEACHER RESPONSIBILITIES

CONFIDENTIALITY

All Valley R-VI personnel are required to keep all confidential matters pertaining to and including personal information about students and staff within the confines of the educational institution. A breach of confidentiality regarding the school setting may result in legal action or termination. A confidentiality contract will be signed by all teachers prior to the beginning of the school year.

TEACHER PROFESSIONALISM

Behavior – Teachers must remember that they represent Valley R-VI School District at all times. Therefore, behavior from teachers should reflect this at all times. Teachers should always conduct themselves in a professional manner. Classroom behavior should be a model to the students of professionalism. Teachers should display proper language, gestures, emotional control, and character in their actions and interactions with students, parents, other staff and the population in general.

Dress – While engaged as an agent of Valley R-VI School District, teachers are expected to dress professionally. Dress should coincide with their teaching activity and must also follow student dress code. Unless otherwise advised, blue jeans may be worn on Fridays, spirit weeks, and other announced occasions to be decided upon by the building principal.

PROFESSIONAL STAFF LEAVES AND ABSENCES

The Board believes that the provisions of leaves for the professional staff help to attract and retain faculty who will continue to grow professionally, maintain their physical health and have a feeling of security. The Board believes that can best be accomplished in the following ways:

1. Encourage employees to take necessary time to recuperate from illness.
2. Provide employees with income in the event of illness or accident.
3. Provide a way for employees to arrange for absence in the event of an emergency.
4. Cooperate with the employees in arranging time for the performance of certain obligations or for other personal purposes that can be accomplished only during school time.

SHORT-TERM LEAVES AND ABSENCES

The following leaves with pay will be accorded full-time professional staff employees:

1. **Sick Leave:** Certified staff employees will be entitled to ten (10) days of sick leave. In the situation of an employee only missing a few hours, absences will be recognized on a per hour basis. Unpaid leave shall not be considered sick leave for any purpose. Absences may be charged against sick leave for the following reasons:
 - a. Illness, temporary disability*, or permanent disability of the employee. The building principal, the superintendent, and the Board reserves the right to require a physician's certification attesting to the illness or disability of the claimant and/or inclusive dates of the employee's incapacitation if the absence is for more than ten consecutive days.
 - b. Illness, injury or death of a member of the immediate family**
 - c. A district employee shall not be entitled to use sick days during the period the employee receives Workers' Compensation for time lost or work-related accidents.

The superintendent may temporarily approve additional leave less substitute's pay in cases of prolonged illness where all other leave has been used. This approval is subject to affirmation by the Board of Education at their next meeting. If the Board affirms the approval, any changes in compensation will become effective immediately.

2. **Personal Leave:** Professional staff members may use two (2) days of their sick leave for personal business. Personal leave may not be granted on the day preceding or following a holiday. In cases of unusual circumstances not specifically covered by these regulations, leave shall be approved by the building principal. Appeal of said decisions may be directed to the superintendent. If still unresolved, it may be referred to the Board of Education.
3. **Pregnancy and Childbirth Leave:** The employee shall notify her building principal as soon as she knows she is pregnant. The employee shall continue in the performance of her duties as long as she is able to do so, and as long as her ability to perform crucial duties is not impaired, based on medical opinion.

The employee shall be granted sick leave during periods of pregnancy-related disability; and if necessary, an unpaid leave of absence will begin for the time recommended by her physician. The employee shall return to duty within six weeks after childbirth or adoption or is physically able, based on medical opinion. This paragraph creates no rights extending beyond the contracted period of employment. Any additional time must have a specific statement of disability from the attending physician. The employee may request in writing leave without pay beyond the actual period of physical disability in order to care for the

newborn or newly adopted child.

Pregnant employees shall be treated the same as other employees who are similar in their ability or inability to work for all purposes under this policy.

4. Professional Leave: Teachers may be granted professional leave by notifying the building principal and with subsequent approval of the superintendent.

Professional staff members who are employed on a nine-month basis will have 1/180 of this annual salary deducted for each day of absence not covered by sick, personal, or professional leave. Unusual cases will be discussed by the administration and Board of Education.

LONG-TERM LEAVES OF ABSENCE

The Board of Education recognizes that the personal welfare and the professional growth of its employees may require occasional extended absences from duty. Therefore, the Board may grant the following long-term leave of absence under specified conditions:

A. SABBATICAL LEAVES OF ABSENCE

The Board of Education may grant sabbatical leaves of absence to certified employees for further professional study at the graduate level under the following conditions:

1. The leave of absence shall be based upon a written request by the employee and the recommendation of the superintendent of schools and shall not be granted for a period longer than one year.
2. The employee must have been employed by the district for not less than six consecutive years immediately preceding the request.
3. The employee shall request the leave ninety days prior to the end of the school year preceding the leave period.
4. The Board of Education shall be able to make satisfactory arrangements for the performance of the ordinary duties of the employee during the period for which the leave of absence is requested.
5. The leave of absence shall be without pay by the school district.
6. If the employee has tenure status, the leave shall not affect that status.
7. Upon returning from leave, the employee will be reinstated at the proper position on the salary schedule—losing only that time during which regular duties were not performed.

B. ONE YEAR GENERAL LEAVES OF ABSENCE

The Board of Education may grant a one-year general leave of absence for reasons other than the continuation of professional study. For example, illness, child-rearing, military or other personal reasons. These leaves will be subject to the following conditions:

1. The leave of absence shall be based upon a written request by the employee. It shall coincide with the school year and not be for a period of more than one year. Exceptions may be granted for military service.
2. The employee shall have been employed by the district for not less than six consecutive years immediately preceding the request.
3. The employee shall request the leave ninety days prior to the end of the school year preceding the leave period.
4. The Board of Education shall be able to make satisfactory arrangements for the performance of the ordinary duties of the employee during the period for which the leave of absence is requested.
5. The Board of Education shall determine whether the employee has provided valid reasons for a leave. Also, the number of leaves granted in any one year shall be left to the discretion of the Board of Education.
6. Upon the employee's return to the school system, he/she shall be reinstated at the proper position on the salary schedule-- losing only that time during which regular duties were not performed. The Board of Education retains the right to hire a certified replacement within the teacher's area of certification. A teacher on leave of absence (not to exceed one year) will have first option to fill any position for which they are certified and which is opened for employment for a period not to exceed one year.
7. The leave of absence shall be without pay by the school district.
8. If an employee had tenure status, the leave will not affect that status.

*The Board considers child-bearing a temporary disability. Any professional staff employee requesting a short-term leave for that purpose shall be afforded all privileges and restrictions of this policy.

**The Board defines "immediate family" to include an employee's spouse, parents, children, mother-in-law, father-in-law, grandparents, aunts, uncles, grandchildren, brothers, sisters, brothers-in-law, sisters-in-law, nieces, and nephews.

In cases of advance notice of daily absence, **teachers are to arrange to trade duties with another teacher for their morning/lunch duties.** In cases of no advance notice of daily absence, teachers should notify the principal/secretary of any morning/lunch duties at time of call. A classroom teacher may be required to take a morning or lunch duty. If this is not possible, a substituting teacher will be used. The teacher missing the assigned duty will be required to repay the substituting teacher for the missed assigned duty.

CONTRACTS

All teachers are to have on file with the superintendent the following:

1. An up-to-date transcript of college credits
2. A valid teaching certificate
3. Withholding tax exemption certificate (state and federal)
4. Retirement number
5. Social security number

A suitable replacement must be placed under contract before a teacher may be released from a contract. Breaking the current contract without meeting this requirement may result in serious consequences.

Job descriptions for personnel employed in each curricular area are on file in the principal/superintendent's offices. These are available upon request.

TEACHER ATTENDANCE

Teachers will call the secretary on her cell, if a sick day is to be used and to obtain a substitute. Classroom teachers are on the "firing line" in the business of education. It is in their classes and under their guidance that most of the learning, as taught through the schools, takes place. An optimum amount of originality and independence is desired and encouraged. However, in the operation of any good school, it is necessary to have certain rules and regulations to promote the desired degree of uniformity, order, and systematic performance. Teachers should call their building secretary at home by 6:30 A.M. to obtain a substitute for the day. This must be done when prior notice is not given.

TEACHERS ON MORNING DUTY MUST REPORT TO THEIR POSTS BY 7:30 A.M.

Teachers must be in the building at 7:45 a.m. Teachers should be in their rooms at 7:50 A.M. daily. It is your responsibility to arrive at school at your scheduled time. If you are going to be late for any reason, you must call the office to notify someone so your students will not be left unsupervised. All classroom doors are to be locked until the teacher is able to be in or around the room before school, during lunch, and after school. Teachers are expected to remain at school until 3:15 P.M. daily. Teachers are required to remain at school during school hours, except in cases of emergency. Teachers who must leave early must sign a sign-out sheet in the office. The principal or designee must be notified of any need to leave prior to the end of the school day/report late prior to the start of the school day. Classrooms must not be left unattended. When possible, use the intercom system to request assistance.

TEACHER EVALUATIONS

Building principals shall have the responsibility of evaluating teacher performance. Teachers assigned to one building, but working in another building, shall be evaluated cooperatively by the building principals.

A comprehensive evaluation of each teacher will be conducted each year. In accordance with the District Improvement Plan tenured faculty will receive two scheduled observations every three years. Non-tenured faculty will receive four scheduled observations annually until tenured status is obtained. Visits will be made to each classroom by the building principals. Principals are expected to aid and advise any classroom teacher and to help improve the performance of all teachers. Recommendations will be made to the Board of Education on probationary and tenured teachers based on the results of each teacher's evaluation. (See Professional Development Program Handbook)

COMMUNICATIONS

Scheduling of Activities: A master schedule of activities is kept in the principal's office and all activities must be cleared with the principal to be placed on the school calendar. Sponsors of clubs, organizations, teams, etc. must notify the principal of upcoming monthly activities **one week prior to the beginning of the next month.** The principal will develop and distribute a monthly calendar recording all upcoming events. Annual school activities such as sporting events, musicals, concerts, etc., should be planned well in advance. Due to the many activities, scheduling should not be changed unless it is absolutely necessary.

In any organization of any size, communication between the various facets of the organization is of extreme importance to the efficient operation of the enterprise. One of the jobs as principal is to see that all programs are coordinated and that all teachers are informed current and future activities in the Valley R-VI School District. Therefore, **all activities, curricular and co-curricular, affecting classes other than your own must be cleared through the principal's office and placed on the master calendar.**

COMMUNICATION WITH STUDENTS BY ELECTRONIC MEDIA

Policy 4650

Employee personal communication with students, in all forms including oral and nonverbal shall be appropriate and consistent with Board policy. Personal communication shall be deemed to be inappropriate if such communication is sexual in nature; is sexually suggestive; suggests romantic activity with student or students; or is otherwise inconsistent with Board policy. Violation of this provision will result in disciplinary action up to and including dismissal.

Communications between employees and students will be primarily direct, oral or written in nature. Employee's communication with students and/or teacher's electronic media must be made available to the student's parents/guardians. While the employee need not notify their building principal of the content of the electronic communication, the employee must notify the principal, in writing, of the date and time of the communication and the identity of the student with whom communication occurred. Such notification is not required when the communication is between the teacher and his/her children or siblings.

The District does not have sufficient staff to monitor every communication between employees and students and does not, therefore, commit to monitoring such communication. Nonetheless, where there is reason to believe that an employee has inappropriately communicated with a student(s) they may require the teacher to provide access to the specific communication in question.

The District will provide official electronic media which may be utilized by employees for communication with students for dissemination of school related information (i.e. homework; practice schedules, supplemental instructional material.)

ANNOUNCEMENTS

Announcements should be in the office no later than 4:00 P.M. on the day prior to the announcement being published. Announcements received after 4:00 P.M. will be placed on the next day's announcements. Use of the intercom system for announcements must be limited to absolute necessity to avoid class disruption. **Announcements will be read over the intercom each day at the beginning of first hour.**

STUDENT ACTIVITIES/FIELD TRIPS

Activities that require the absence of students from any class other than your own will require advance notification. **An itinerary must be submitted with the transportation request. Permission slips must be returned at least THREE DAYS prior to the activity and teachers must provide a FINALIZED list of students participating at least three days prior to the activity.**

RECORDS AND REPORTS

Some records and reports are essential in any well-run school. Teachers are required to be very careful and accurate in the preparation of these forms. Accuracy and promptness are important points in successful teaching. Any change in a student's program must be channeled through the principal's office/counselor's office/special services provider.

CLASS RECORD BOOK

Each teacher is provided with a record book in which to record grades and attendance for all classes. These are to be turned in at the end of the year as the property of the school. A final print out from INOW can be placed in the record book for each quarter. **Students are not to put grades in the grade book, as this violates rules for confidentiality.**

GRADE REPORTS AND PROGRESS REPORTS

Report cards are distributed at the end of each quarter – usually a nine-week period. Progress reports for junior high and high school students are distributed by the counselor approximately every three weeks, according to the schedule given to parents and teachers at the start of the school year. Teachers are expected to keep students' grades current and recorded, and are expected to meet progress report deadlines.

TEXTBOOK/WORKBOOK/RESOURCE GUIDE PURCHASES

The textbook committee will survey staff for textbook purchase request in February each school year. This will provide time for teachers to request sample copies from publishers. Textbook requests will be reviewed by the textbook committee and principal by May 1st. Prior to the end of the school year, the textbook committee will meet to approve/deny requests. Upon notification of approval, teachers will complete and submit typed Purchase Orders to the principal. Upon the arrival of the ordered materials, teachers will check order fulfillment/damages and **return a signed and dated invoice or shipping order to the superintendent's secretary.**

Upon approval of the **librarian**, teachers may request **reference materials/videos** that will be run through library funding.

Requests for new/additional texts at the beginning of the school year must be approved by the principal, not the committee. Completion and submission of a typed Purchase Order will be required.

STUDENT EVALUATIONS

Teachers are expected to conduct periodic evaluations of student progress (homework/performance events/tests). A periodic review of student progress in these areas will assist the teacher in determining the effectiveness of the teaching process/student learning. Expectations must be maintained at a high level, but that level must not exceed student ability/knowledge. Numerous deficient grades or incomplete assignments should serve as a signal of an impending problem. A consultation with the principal, mentor teacher, or a colleague may be requested.

No student's grade may be cut for disciplinary measures that are not outlined in the disciplinary code. Repetitious writing of sentences may not be used as a form of punishment.

Secondary classroom teachers must prepare semester finals to be no more than 5% of the student's semester grade.

VIDEOS

Videos are not to be shown in the classroom unless authorized by the principal. These authorized videos must be related to the classroom curriculum and below the PG-13 rating. The principal has complete discretion on the viewing of any movie or video. Prior to showing a video, teachers are required to submit a Video Request form to the principal and receive approval. **A minimum of one day approval time is required.**

CLASSROOM MANAGEMENT

Lesson Plans or plans of study must be turned in the Friday before the week of instruction. The substitute teacher has a difficult task. He/she should be given all the assistance possible. **Clear, definite assignments should be left for his/her use. A seating chart should be available at all times for the substitute teacher.**

No partisan political views shall be presented by any teacher, and no sectarian religious beliefs, practices, or doctrines shall be taught in any form.

Teachers should be in the classroom when the class reports. The teacher will stand at the door during the passing periods (four minutes), except in cases of need. Teachers are to remain in the classroom at all times, except in cases of an emergency. Teachers are to take care of equipment in the room, particularly when rotating/sharing classes.

Teachers should be able to give students information relative to their standing in class work. Students making this request should not expect class time to be taken to meet this requirement. The teacher should perform this duty in a timely manner and communicate this availability to the student.

Prior to writing disciplinary referrals, teachers are expected to issue warnings, contact parents or **determine if notification of the principal is really necessary.**

DISCIPLINE

Teachers will be held responsible for the discipline in the respective rooms and the hall adjoining their rooms. To facilitate passing in the halls between classes, teachers should be in the halls outside the classroom door. Proper supervision in the halls will cut down the number of tardies. Teachers should send students to the office **ONLY** in accordance with established procedures. **Sending students from the room because of inattentiveness or other minor matters destroys disciplinary control.**

It is necessary for teachers to assume responsibility for the orderly conduct of students in classrooms and halls. Be tactful; the right word and a smile at the right time will help in securing cooperation.

It is unwise to make threats, promises, or allegations to students before conferring with the principal. Approval of these plans should be secured prior to obligating oneself to the students.

7/2/2014

Well-planned work presented in such a way as to keep students interested and busy will do much to keep down discipline problems. It has been truthfully said that good discipline is the by-product of good teaching.

Your first source of assistance in emergency discipline situations is your building principal. **Emergency disciplinary referrals should be made immediately to the principal or designee.** In cases of ordinary disciplinary referrals, teachers will complete and submit a Disciplinary Report to the secretary. Students should only be sent from the room in emergency situations, not ordinary discipline problems.

Problems involving instructional matters such as poor schoolwork, lack of student effort, irregular attendance, home problems, submitting a grade, etc. should be referred to the building principal, counselor, special services provider for assistance. Parent/Guardian of the student should be contacted **prior** to referral.

Each teacher should make a consistent effort to maintain a level of student conduct that is conducive to good learning. All teachers should strive to maintain the respect of the students, which is accomplished by being well prepared for classes each day and being respectful, fair, and courteous. In most instances, students will respond to teachers in the same manner in which they are approached.

HOUSEKEEPING

Classrooms/hallways/restrooms: Teachers should see to it that all unnecessary litter and paper is removed from floors and desks at the end of each period. Please keep chairs from the walls. All thermostats are pre-set. Please direct any heating problems to the office. **No sodas/food will be allowed in classrooms during class time without permission of the teacher.** Teachers should report any damage to school property by submitting to the principal a written report detailing the amount or extent of the damage.

TEACHER'S LOUNGE/FACULTY RESTROOMS

It will be necessary to share this room with all teachers. Please do your share and keep the room clean. Do not leave food to spoil in the refrigerator. **The lounge/faculty restrooms are off limits to students.**

LEAVING STUDENTS UNSUPERVISED

Teachers should not leave the class unsupervised!! If an emergency arises, please notify a teacher near you or use the intercom to request assistance from the office. In the event a teacher must change rooms with another teacher, please notify the office of the changes in locations. When leaving your classroom, be sure to securely lock the classroom door. Classroom doors must be locked when a teacher is not occupying the classroom.

Every teacher has the responsibility for the supervision of any student anywhere on the campus or anywhere in any building, **except in the classroom of another teacher.**

CELL PHONE/ELECTRONIC DEVICE

Cell phone use for personal calls is strictly prohibited during instruction time. You should not be using your cell phone in any manner (talking, texting, social networking, etc.) during class time or any time when you have students (morning duty, bus duty, lunchroom duty, tutoring, etc.).