

CASSVILLE R-IV SCHOOL DISTRICT

FACULTY HANDBOOK



2016-2017

### Cassville R-IV School Administration

Superintendent	Dr. Richard Asbill
Assistant Superintendent	Jill LeCompte
Director of Facilities and Operations	Dusty Reid
Director of Special Services	Amy Stephenson
Athletic Director	Doug Martin
High School Principal	Jeff Swadley
Assistant High School Principal	Keith Robertson
Middle School Principal	Jim Barton
Assistant Middle School Principal	Ron Hudson
Intermediate Principal	Eric White
Primary Principal	Catherine Weaver

### Board of Education

Carolyn Bowen
David Haddock
Rebecca Henningson-Vice Pres
Jon Horner-Treasurer
Jeremy Marple
John Sullivan-President
Chad Yarnall





# CASSVILLE R-IV SCHOOL DISTRICT 2016-2017 SCHOOL CALENDAR

JULY—	AUGUST—11	SEPTEMBER—20	OCTOBER—19	NOVEMBER—18	DECEMBER—15
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JANUARY—21	FEBRUARY—19	MARCH—20	APRIL—18	MAY—11	JUNE
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## SCHEDULE OF EVENTS

**AUGUST—11 DAYS**  
 New Teacher Orientation—August 9 & 10  
 Back-to-School Workshops—August 12, 15, & 16  
 First Day of School—August 17

**SEPTEMBER—20 DAYS**  
 Labor Day Break—September 5  
 Professional Learning—September 26 (No Students)

**OCTOBER—19 DAYS**  
 End of 1<sup>st</sup> Quarter—October 21  
 Parent/Teacher Conferences—October 25 & 27  
 Fall Break—October 28  
 Professional Learning—October 31 (No Students)

**NOVEMBER—18 DAYS**  
 Thanksgiving Break—November 23, 24, 25, and 28  
 Professional Learning—November 28

**DECEMBER—15 DAYS**  
 End of Semester—December 21 (1:00 Dismissal)  
 Christmas Break—December 22, 23, 26, 27, 28, 29, and 30

**JANUARY—21 DAYS**  
 New Year's Break—January 2  
 School Resumes—January 3

**FEBRUARY—19 DAYS**  
 Professional Learning—February 10 (No Students)

**MARCH—20 DAYS**  
 End of 3<sup>rd</sup> Quarter—March 17  
 Trout Break—March 1, 2, & 3  
 Parent/Teacher Conferences—March 21 & 23

**APRIL—18 DAYS**  
 Easter Break—April 14 & 17 (April 17 Make-up Day 10)

**MAY—11 DAYS**  
 End of School—May 15 (1:00 Dismissal)(Based on Snow Days)  
 Graduation—May 21  
 Professional Learning Day—1<sup>st</sup> Day after Last School Day (TBD)

## Make-Up Day Schedule

Day 1—May 16  
 Day 2—May 17  
 Day 3—May 18  
 Day 4—May 19  
 Day 5—May 22  
 Day 6—May 23  
 Day 7—May 24  
 Day 8—May 25  
 Day 9—May 26  
 Day 10—April 17

- PROFESSIONAL LEARNING—NO STUDENTS
- ⊗ SCHEDULED BREAK—NO SCHOOL
- MAKE-UP DAY—NOTE SCHEDULE ABOVE
- ★ START AND END OF SEMESTER

Cassville R-IV Board of Education may  
 amend the calendar as the need arises.

**CASSVILLE R-IV SCHOOLS BOARD OF EDUCATION  
PLANNING, ASSESSMENT AND EVALUATION TIMETABLE**

**2016-2017**

**July**

Tax Rate Hearing Notice  
Student Tuition Rate  
Set Lunch and Breakfast Prices

**August**

Tax Rate  
Transportation Program  
Summer Maintenance Projects  
Status of Grants  
Summer School Program

**September**

Assessment Plan  
Enrollment  
Media Programs  
School Safety  
Fall Sports

**October**

Special Education Program  
Federal Programs  
Early Childhood Services  
Clubs and Organizations

**November**

Filing Dates for Board Candidates  
Instructional Effectiveness  
Math Curriculum  
School Audit

**December**

Budget  
Preliminary Evaluation of Certified Staff  
Communication Arts Curriculum  
Foreign Language Program  
Winter Sports

**January**

Fine Arts Program  
Employ Superintendent and Administrators  
Technology

**February**

Student Demographics  
Dropout and At Risk Program  
School Calendar Public Hearing

**March**

Spring Sports  
Professional Development Program  
Health Care Program  
Food Service Program  
Career Education Programs—FFA, FBLA, TSA & FCCLA

**April**

Board Election Results  
Organization of New Board of Education  
Evaluate/Employ Certified Staff  
Approve Summer School

**May**

Capital Projects  
School Publications  
Summer Projects

**June**

Attendance/Enrollment Summary  
End of Year Building's Summary Report  
Preliminary Budget for FY 2016/2017  
Evaluate Wellness Program  
Salary Schedules, Extra Duty Assignments, Benefits  
Review Mission, Philosophy and Goals  
School Improvement, Planning and Collaboration

# 2016-2017 CERTIFIED STAFF SCHEDULE

Cassville R-IV School District 2016-2017 Certified Salary Schedule															
Inc Across	\$450	\$450	\$450	\$450	\$450	\$450	\$450	\$450	\$450	\$450	\$450	\$450	\$450	\$450	\$450
Inc. Down	BS	BS+8	BS+16	BS+24	BS+32	MS	MS+8	MS+16	MS+24	MS+32	Spec	EdD			
Steps	\$35,750	\$36,200	\$36,650	\$37,100	\$37,550	\$39,200	\$39,800	\$40,400	\$41,000	\$41,600	\$43,250	\$44,850	\$46,500	\$48,150	\$49,800
\$1,000	\$36,200	\$36,650	\$37,100	\$37,550	\$38,000	\$39,650	\$40,250	\$40,850	\$41,450	\$42,050	\$43,700	\$45,350	\$47,000	\$48,650	\$50,300
	\$37,100	\$37,550	\$38,000	\$38,450	\$38,900	\$40,550	\$41,150	\$41,750	\$42,350	\$42,950	\$44,600	\$46,250	\$47,900	\$49,550	\$51,200
	\$37,550	\$38,000	\$38,450	\$38,900	\$39,350	\$41,000	\$41,600	\$42,200	\$42,800	\$43,400	\$45,050	\$46,700	\$48,350	\$49,950	\$51,600
	\$38,000	\$38,450	\$38,900	\$39,350	\$39,800	\$41,450	\$42,050	\$42,650	\$43,250	\$43,850	\$45,500	\$47,150	\$48,800	\$50,450	\$52,100
	\$39,000	\$39,450	\$39,900	\$40,350	\$40,800	\$42,450	\$43,050	\$43,650	\$44,250	\$44,850	\$46,500	\$48,150	\$49,800	\$51,450	\$53,100
	\$39,900	\$40,350	\$40,800	\$41,250	\$41,700	\$43,350	\$43,950	\$44,550	\$45,150	\$45,750	\$47,400	\$49,050	\$50,700	\$52,350	\$54,000
	\$40,350	\$40,800	\$41,250	\$41,700	\$42,150	\$43,800	\$44,400	\$45,000	\$45,600	\$46,200	\$47,850	\$49,500	\$51,150	\$52,800	\$54,450
	\$40,800	\$41,250	\$41,700	\$42,150	\$42,600	\$44,250	\$44,850	\$45,450	\$46,050	\$46,650	\$48,300	\$49,950	\$51,600	\$53,250	\$54,900
	\$42,250	\$42,700	\$43,150	\$43,600	\$44,050	\$45,700	\$46,300	\$46,900	\$47,500	\$48,100	\$49,750	\$51,400	\$53,050	\$54,700	\$56,350
	\$42,700	\$43,150	\$43,600	\$44,050	\$44,500	\$46,150	\$46,750	\$47,350	\$47,950	\$48,550	\$50,200	\$51,850	\$53,500	\$55,150	\$56,800
				\$44,050	\$44,500	\$46,150	\$46,750	\$47,350	\$47,950	\$48,550	\$50,200	\$51,850	\$53,500	\$55,150	\$56,800
				\$44,500	\$44,950	\$46,600	\$47,200	\$47,800	\$48,400	\$49,000	\$50,650	\$52,300	\$53,950	\$55,600	\$57,250
				\$44,950	\$45,400	\$47,050	\$47,650	\$48,250	\$48,850	\$49,450	\$51,100	\$52,750	\$54,400	\$56,050	\$57,700
\$1,000				\$46,400		\$48,050	\$48,650	\$49,250	\$49,850	\$50,450	\$52,100	\$53,750	\$55,400	\$57,050	\$58,700
						\$48,500	\$49,100	\$49,700	\$50,300	\$50,900	\$52,550	\$54,200	\$55,850	\$57,500	\$59,150
						\$48,950	\$49,550	\$50,150	\$50,750	\$51,350	\$53,000	\$54,650	\$56,300	\$57,950	\$59,600
						\$49,400	\$50,000	\$50,600	\$51,200	\$51,800	\$53,450	\$55,100	\$56,750	\$58,400	\$60,050
						\$49,850	\$50,450	\$51,050	\$51,650	\$52,250	\$53,900	\$55,550	\$57,200	\$58,850	\$60,500
						\$50,850	\$51,450	\$52,050	\$52,650	\$53,250	\$54,900	\$56,550	\$58,200	\$59,850	\$61,500
						\$51,300	\$51,900	\$52,500	\$53,100	\$53,700	\$55,350	\$57,000	\$58,650	\$60,300	\$61,950
						\$51,750	\$52,350	\$52,950	\$53,550	\$54,150	\$55,800	\$57,450	\$59,100	\$60,750	\$62,400
						\$52,200	\$52,800	\$53,400	\$54,000	\$54,600	\$56,250	\$57,900	\$59,550	\$61,200	\$62,850
						\$52,650	\$53,250	\$53,850	\$54,450	\$55,050	\$56,700	\$58,350	\$60,000	\$61,650	\$63,300
\$1,000						\$54,250	\$54,850	\$55,450	\$56,050	\$56,650	\$58,300	\$59,950	\$61,600	\$63,250	\$64,900
						\$54,700	\$55,300	\$55,900	\$56,500	\$57,100	\$58,750	\$60,400	\$62,050	\$63,700	\$65,350
						\$55,150	\$55,750	\$56,350	\$56,950	\$57,550	\$59,200	\$60,850	\$62,500	\$64,150	\$65,800
						\$55,600	\$56,200	\$56,800	\$57,400	\$58,000	\$59,650	\$61,300	\$62,950	\$64,600	\$66,250
						\$56,600	\$57,200	\$57,800	\$58,400	\$59,000	\$60,650	\$62,300	\$63,950	\$65,600	\$67,250
+31 Years	BS	BS+8	BS+16	BS+24	BS+32	MS	MS+8	MS+16	MS+24	MS+32	Spec	EdD			



### MISSION

Embrace knowledge, respect tradition, and foster community

### VISION

Graduation for every student...Success for every graduate

### PRIORITY

Our priority is to develop college and career ready students by:

1. Provide a 21<sup>st</sup> century learning environment
2. Focusing on math and literacy for all students grades K-12
3. Strategically respond to address student's individual needs
4. Developing grading practices that reflect student learning

#### 1. 21<sup>st</sup> Century

- 1 to 1
- Technology Specific Learning Opportunities
- Project Based Learning
- K-12 Instructional Technology Standards
- Emphasis on Learning Targets
- Transformational not substitutional
- Technology Instructional Coach
- Production Centers and elearning
- STEM
- Digital Citizenship

#### 2. Math & Literacy

- Assessment: STAR Reading, Math & Early Literacy
- DRA K-5
- Daily Math Curriculum
- Integrate Missouri Literacy Standards into Content Areas
- MRI PK-12
- Reading Recovery
- STEM/PLTW

#### 3. Student Needs

- Positive Behavioral Support (PBS) K-12
- Cooperative Assistance Team (CAT) PK-5
- Response to Intervention (RtI) PK-12
- Bright Futures
- Improved Tutoring at CHS
- Academic/At-Risk Intervention Program
- Building Level Interventionist

#### 4. Student Learning

- Incorporate Rigor, Relevance, and Relationships into Curriculum
- Standards Based Grading PK-8
- Common Assessments
- Consistent Progress Monitoring K-12
- Grading Based on Missouri Learning Standards
- SLO driven instruction

**Comprehensive School Improvement Plan / Strategic Planning Document  
2016-2017**

**District Performance Standards**

<b>Academic Achievement</b>	The district administers assessments required by the Missouri Assessment.
<b>Subgroup Achievement</b>	The district demonstrates required improvement in student performance for its subgroups.
<b>College and Career Readiness</b>	The district provides adequate post-secondary preparation for all students.
<b>Attendance Rate</b>	The district ensures all students regularly attend school.
<b>Graduation Rate</b>	The district ensures all students successfully complete high school.

**Building Level Goals**

**Eunice Thomas Elementary**

**Goal 1: 90% of students will be reading at or above grade level as measured by the DRA, STAR, and classroom assessments.**

Through the utilization of a greater variety of leveled text, specific/targeted assessments, diagnostics, increased intervention strategies and personnel we will be affording students more differentiated reading instruction and success.

**Goal 2: Through implementation of Balanced Literacy and the incorporation of Readers' and Writers' Workshop strategies, teacher's instructional practices will change to allow for greater student achievement.**

The teaching process itself will change to allow for greater small group targeted student instruction. Reading collections allow for greater diversification in reading material selection. Teachers will focus on the Missouri Learning Standards through the implementation of the Missouri Reading Initiative (MRI) utilizing leveled readers.

**Intermediate**

**Goal 1: 90% of students will be at or above grade level in grade level math facts as measured by the STAR, and classroom assessments.**

Through the identification and utilization of learning targets, specific and targeted assessments and diagnostics, and increased intervention strategies we will afford students more differentiated math instruction and success.

**Goal 2: By developing a balanced literacy approach, using the MRI (Missouri Reading Initiative) model students will show growth annually through grade level assessments and progress monitoring.**

Using MRI instructional strategies, students will be successful through small group, targeted instruction. Teachers will use multiple resources to focus on Missouri Learning Standards for reading and writing.

**Middle School**

**Goal 1: By year's end, 80% of students will be reading at or above grade level as measured by the STAR and scoring proficient or advanced in ELA reading learning targets.**

CA data team will meet regularly to evaluate STAR and in-class assessments of essential learning standards to plan and implement interventions based on student needs.

**Goal 2: By mid-year, grades 6-8 will incorporate, follow, and adhere to our K-12 writing plan (TAGS).**

All teachers in our building will reinforce the same vocabulary and have the same expectations of students regarding their writing activities assigned in class. Writing quality will improve with adherence to a common set of expectations.

**Goal 3: By years end, 80% of students will be at proficient and advanced on districts new math curriculum grade level standards.**

Math data team will meet regularly to evaluate in class assessments of essential learning standards to plan and implement interventions based on student needs. All departments will incorporate STEM based activities.

**High School**

**Goal 1: Each teacher will have 80% of students show mastery on each learning target for each course.**

We will progress monitor every student on each learning target to be able to work on interventions for students not being successful. Teachers will use our ACES tutoring time as well as an intervention specialist to help students achieve mastery.

**Goal 2: Incorporate differentiated instruction in the classroom.**

We will focus on differentiating instruction using SLO data and progress monitoring to drive instruction.

**Goal 3: Continue to implement technology into instruction for students grades 9-12.**

We will use a technology coach and student-led professional development to educate our staff on different methods that are available and what they can use to help our students become better equipped to enter into a 21<sup>st</sup> century environment.

## **IDEA PUBLIC NOTICE**

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Cassville R-IV School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Cassville R-IV School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Cassville R-IV School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri 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 Cassville R-IV School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed in the Special Services Office from 8:00 am to 4:00 pm Monday-Friday, please call 417-847-4008 to set up an appointment.

This notice will be provided in native languages as appropriate.

## **FEDERAL IDEA STATUTES**

<http://idea.ed.gov/>

## **504 PUBLIC NOTICE**

The Cassville R-IV School District, as a recipient of federal financial assistance from the United States Department of Education and operates a public elementary or secondary education program and/or activity, is required to undertake to identify and locate every qualified person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parents or guardians of the District's duty.

The Cassville R-IV School District assures that it will provide a free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that (i) are designed to meet



individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and (ii) are based on adherence to procedures that satisfy the requirements of the 504 federal regulations.

The Cassville R-IV School District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed in the Special Services Office on Monday-Friday from 8:00 am through 4:00 pm, please call 417-847-4008 to set up an appointment.

This notice will be provided in native languages as appropriate.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

### **Homeless Children and Youth Definitions SEC. 725**

For purposes of this subtitle: (1) The term 'enroll' and 'enrollment' include attending classes and participating fully in school activities. (2) The term 'homeless children and youths' (A) means individuals who lacked a fixed, regular, and adequate nighttime residence (within the meaning of section 103(a)(1)); and (B) includes (i) children and youths who are sharing the housing of other persons due to the loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement; (ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 103(a)(2)(C)); (iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and (iv) migratory children (as such term defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii). (3) The terms 'local education agency' and 'State educational agency' have the meanings given such terms in section 9101 of the Elementary and Secondary Education Act of 1965. (4) The term 'Secretary' means the Secretary of Education. (5) The term 'State' means each of the 50 States, the District of Columbia, and the Commonwealth of Puerto Rico. (6) The term 'unaccompanied youth' includes a youth not in the physical custody of a parent or guardian.

### **BOARD POLICIES**

- |              |   |
|--------------|---|
| <b>EBB</b>   | COMMUNICABLE DISEASES<br><a href="https://eboard.eboardsolutions.com/ePolicy/policy.aspx?PC=EBB&amp;Sch=16&amp;S=16&amp;RevNo=1.01&amp;C=E&amp;Z=P">https://eboard.eboardsolutions.com/ePolicy/policy.aspx?PC=EBB&amp;Sch=16&amp;S=16&amp;RevNo=1.01&amp;C=E&amp;Z=P</a>        |
| <b>EHB</b>   | TECHNOLOGY USAGE<br><a href="https://eboard.eboardsolutions.com/ePolicy/policy.aspx?PC=EHB&amp;Sch=16&amp;S=16&amp;RevNo=1.01&amp;C=E&amp;Z=P">https://eboard.eboardsolutions.com/ePolicy/policy.aspx?PC=EHB&amp;Sch=16&amp;S=16&amp;RevNo=1.01&amp;C=E&amp;Z=P</a>             |
| <b>GBBDA</b> | FAMILY AND MEDICAL LEAVE<br><a href="https://eboard.eboardsolutions.com/ePolicy/policy.aspx?PC=GBBDA&amp;Sch=16&amp;S=16&amp;RevNo=1.11&amp;C=G&amp;Z=P">https://eboard.eboardsolutions.com/ePolicy/policy.aspx?PC=GBBDA&amp;Sch=16&amp;S=16&amp;RevNo=1.11&amp;C=G&amp;Z=P</a> |
| <b>GBCB</b>  | STAFF CONDUCT   |

<https://eboard.eboardsolutions.com/ePolicy/policy.aspx?PC=GBCB&Sch=16&S=16&RevNo=1.01&C=G&Z=P>

- GBCBC** STAFF ABSENCES AND TARDIES  
<https://eboard.eboardsolutions.com/ePolicy/policy.aspx?PC=GBCBC&Sch=16&S=16&RevNo=1.01&C=G&Z=P>
- GBCC** STAFF USE OF COMMUNICATION DEVICES  
<https://eboard.eboardsolutions.com/ePolicy/policy.aspx?PC=GBCC&Sch=16&S=16&RevNo=1.01&C=G&Z=P>
- GBEBA** DRUG-FREE WORKPLACE  
<https://eboard.eboardsolutions.com/ePolicy/policy.aspx?PC=GBEBA&Sch=16&S=16&RevNo=1.01&C=G&Z=P>
- TOBACCO-FREE ENVIRONMENT: In compliance with H.B. 348, Cassville R-Iv Board of Education prohibits the use of tobacco or tobacco products in all indoor facilities housing students. Other non-student facilities are exempt.
- GBH** STAFF/STUDENT RELATIONS  
<https://eboard.eboardsolutions.com/ePolicy/policy.aspx?PC=GBH&Sch=16&S=16&RevNo=1.01&C=G&Z=P>
- GBM** STAFF GRIEVANCES  
<https://eboard.eboardsolutions.com/ePolicy/policy.aspx?PC=GBM&Sch=16&S=16&RevNo=1.01&C=G&Z=P>
- GCBA-R1** PROFESSIONAL STAFF SALARY SCHEDULES  
<https://eboard.eboardsolutions.com/ePolicy/policy.aspx?PC=GCBA-R1&Sch=16&S=16&RevNo=1.11&C=G&Z=A>
- GCBDA** PROFESSIONAL STAFF SHORT-TERM LEAVES  
<https://eboard.eboardsolutions.com/ePolicy/policy.aspx?PC=GCBDA&Sch=16&S=16&RevNo=1.11&C=G&Z=P>
- JGF** DISCIPLINE REPORTING AND RECORDS  
<https://eboard.eboardsolutions.com/ePolicy/policy.aspx?PC=JGF&Sch=16&S=16&RevNo=1.01&C=J&Z=P>
- JGGA** SECLUSION, ISOLATION AND RESTRAINT  
<https://eboard.eboardsolutions.com/ePolicy/policy.aspx?PC=JGGA&Sch=16&S=16&RevNo=1.01&C=J&Z=P>

### **ATTENDANCE RECORDING**

Attendance is to be recorded accurately on Lumen by the end of each class period. It is imperative that all teachers get into a routine of taking roll **every day, every class period.**

First hour attendance is the most important. It sets the tone for the whole day. Only the students that are absent need to be marked. Tardies should also be recorded in Lumen.

If an absence is excused, the student should be expected to make up the work missed for which he/she may receive a grade. Work will be allowed to be made up for unexcused absences. An exception would be the unexcused family absence policy as stated in the Student Handbook.

### **ASBESTOS COMPLIANCE**

Attention Cassville School Patrons:

This letter serves as an update on Cassville R-IV School District's standing with AHERA (Asbestos Hazard Emergency Response Act).

The High School campus is asbestos free. The fourteenth and main campus has only non-friable in some floor tile and window panes, and some friable contained in a wall in the Middle School/Primary wing. Through proper management this will be maintained in place, so we will continue to provide a safe learning environment for our students.

A copy of our management plan is available for review at any of our administrative offices. If you have any questions concerning this matter, contact me at school between 8:00 a.m. and 3:00 p.m. at 847-2221.

Respectfully,

**Dusty Reid**

Dusty Reid

Director of Facilities and Operations

Designated Person

### **DRESS CODE**

Students are quick to observe the appearance of their teachers. Teachers should use good taste in clothes and make the "best impression" possible. Teachers will be required to dress professionally and abide by the same dress code as the students. Jeans and crewneck shirts are not acceptable. Teachers in particular academic areas (i.e. Vo. Ag., P.E. and etc.) should dress in attire suitable to the activity. Such attire should be restricted to that particular classroom or area of instruction. Friday can be an exception to the rule of no jeans; teachers will be allowed to wear jeans of good taste and shirts of school colors to show school spirit.

### **EXTENDED CONTRACTS**

Counselors, coaches, and any sponsors who have extended contracts will be required to submit a summer month schedule. This schedule will be formulated and approved in conjunction with appropriate building principal. Utilizing a calendar format, this outline will include work days, daily hours and a brief description of duties.

### **FACULTY ASSIGNMENTS**

Faculty assignments at school affairs are necessary at various times throughout the year. Teachers are usually notified in advance when they are expected to service in this capacity.

The individual teacher is responsible for carrying out these assignments. In the event a teacher cannot serve as requested, he/she should notify the principal to see if it would be acceptable to make arrangements with another teacher to substitute. Such substitutions should be reported to the principal prior to the time of the activity being supervised.

Teachers wishing to work at athletics events can do so for reimbursement. You may check with the athletic director if you wish to be assigned.

### **INCLEMENT WEATHER**

If it becomes necessary to dismiss school due to inclement weather, the announcement will be broadcasted on the stations listed below. A phone message will be sent out to all District employees and students informing them of any inclement weather cancellations as well. If for some reason you do not hear or have questions, check with your principal. Dr. Asbill will check road conditions. We will try to get the announcement, when school will not be in sessions, to the news media as soon as we can.

The Cassville R-IV School will announce school cancellation due to inclement weather on the following radio and TV stations, as well as Facebook & Twitter:

#### Networks and Radio Stations:

KDEB-TV	KSPR-TV
KICK	KTOZ-AM/FM
KLFJ	KTTS-AM/FM
KLTQ	KTXR
KORL-TV	KWFC
KOZK-TV	KWTO-AM/FM
KSMU	KXUS
KYTV	KRLK

### **LEAVING CLASS OR CAMPUS**

Teachers:

It is sometimes necessary to leave the campus during the school day; however, such trips should be necessary and their frequency kept to a minimum. The principal should be notified if you are going to leave campus and the teacher needs to sign out in the office prior to leaving. Of course, pupils are not to be left attended. **Classes are never to be left unattended unless an emergency occurs in which case the principal is to be notified immediately.**

### **MEDICATION**

If a student must take a prescribed drug or medication that would affect normal manner, dexterity, or coordination, he/she shall have a signed statement to that effect from his/her physician, parent, or guardian. The school nurse shall administer this medication.

### **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences are not allowed when you should be conducting a class. Parents will be asked to visit with faculty during the teacher's conference hour. Every effort should be made to conduct the conference in a friendly, understanding and business-like manner. It is the responsibility of each teacher to give as fair an evaluation of the child's work and progress as possible. Use this opportunity to point out any weaknesses that the child may have and offer some suggestions for corrective measures. Hopefully, you can mention positive aspects of the child. Positive benefits can be derived from an understanding between the parent and teacher.

## **CONFERENCE PERIOD**

The period that you are not teaching is provided so that you may use the time in preparation for your classes. **It is not a free period.** You have an obligation to the students and school during your preparation period, just the same as any other period during the day. You may be asked to cover another teacher's class if the need arises.

## **PROFESSIONAL STAFF LEAVES AND ABSENCES**

1. Sick Leave - Each teacher under contract with the school district for less than five years shall be granted 10 days sick leave each school year. Each teacher under contract for five years or more shall be granted 15 days sick leave each school year. Unused sick leave will cumulate to 90 sick leave days.

An absence of one through four hours shall be counted as a half day of sick leave.

Absences may be charged against sick leave for the following reasons:

- a. Illness or disability of the employee
  - b. Illness, injury, or death to a member of the immediate family.
  - c. Illness, injury, or death of other relatives, with permission granted by the superintendent.
2. Personal Leave - Three days of personal leave will be available per school year. All personal leave days must be approved by the principal by **May 1** of the present school year.
  3. Emergency Leave - A maximum of five days emergency leave shall be granted without loss of pay.
  4. Pregnancy and Childbirth Leave - The employee shall be granted sick leave during periods of pregnancy related disability, and if necessary an unpaid leave of absence, upon recommendation of a physician. The employee shall return to duty when she is physically able based on medical opinion.
  5. Family and Medical Leave Rights - Employers are required to provide up to 12 weeks of unpaid leave for certain family and medical reasons. Eligible employees are those who have Worked for more than one year. Unpaid leave may be granted for any of the following reasons:
    - a. To care for a child after birth, or placement for adoption or foster care.
    - b. To care for the employee's spouse, son or daughter, or parent who has a serious health condition.
    - c. For a serious health condition that makes the employee unable to perform his or her job.The employee is required to provide advance leave notice when the leave of foreseeable.
  6. Professional Leave - Teachers may be granted professional leave upon approval of the superintendent.

## **PURCHASING GUIDELINES**

The following guidelines will be followed in purchasing items;

1. All purchases, not matter how small, are to be requested by the sponsor to the building level principal.
2. Sponsors are to control all purchases of their class or organization.
3. **\*\*No purchases are to be made without a requisition issued by the Principal's office. The school will not be responsible for paying for any item for which a requisition has not been issued. Sponsors should make this clear to their organization.**
4. All bills shall be paid after approval by the Board of Education.
5. **EXCEPTIONS: NONE!!!**

## **SCHOOL TRIPS**

Trips made by classes or organizations away from school are to be limited to one school day. Expectations will be made for the state and national meetings and contests if such are a part of approved and official school-sponsored events.

All such trips shall be planned and approved well in advance by the designated administrator and shall be adequately chaperoned. **A list of students participating in the activity must be turned in to the high school office and emailed to all faculty, or put in their mailboxes, as soon as plans for the trip are completed.** Travel must be by school bus or other school transportation and must conform to state of Missouri Laws and Cassville Board of Education policies.

Written parental permission must be obtained before allowing a student to go on a school trip extending overnight. Sponsors are to check roll prior to departure and notify the office of any absences.

## **VISITORS TO THE CAMPUS**

In today's society, visitors to campus must be screened carefully. Persons wishing to talk with a student of staff member, regardless of the reason, should be directed to the Principal's office for further instruction. It is rare that non-relatives are allowed to visit with students. Building administration will make the decision. If you are expecting a guest or visitor, please notify the office. Former students wishing to visit teachers must have prior permission from the teacher. It is best for former students to visit faculty/staff after school dismisses. In order to protect our students and their rights as minors, unauthorized people entering campus must check in at the office and be issued a dated visitor's pass.

## **SEXUAL HARASSMENT OF EMPLOYEES**

Sexual harassment is strictly prohibited in the Cassville R-IV School District. Sexual harassment is defined as unwelcome sexual advances, requests for favors, or other verbal or physical conduct of a sexual nature. Sexual discrimination policies include any person employed by the district, any student teacher or school volunteer. If an employee believes that he or she is being sexually harassed, the employee is encouraged to bring the concern to the attention of the employee's supervisor. If the employee feels that such contact with the supervisor would be inappropriate, the employee should contact the Title IX coordinator of the school district.

## **PROFESSIONAL STAFF CONTRACTS**

Individual contracts will be issued to all certified employees. All teachers new to the district will be employed on a probationary contract for one year, and will continue on one-year probationary contracts until qualified for and awarded indefinite contract status. On or April 15, the Board shall notify in writing probationary teachers whose contracts will not be renewed. Probationary teachers not notified before April 15 shall be employed for the next school year under the terms of the contract for the preceding year. Probationary teachers who are informed of reelection by written notice shall be tendered a contract on or before May 15, and shall provide written notices of acceptance or rejection within 15 days of receiving contract. Failure to provide notice within this period is a rejection of the offer.

## **PROFESSIONAL STAFF MEETINGS**

Faculty meetings will be held the second Wednesday of each month, district wide, beginning on September 14th, 2016. Meetings will begin at 3:30 pm and will last for approximately thirty minutes. All called, and regularly scheduled, meetings are mandatory and shall be considered a part of each teacher's professional contract. The only reason to miss a faculty meeting in a school-related activity. If it is impossible for you to attend these designated meetings, you will be required to inform your building principal prior to missing the meeting and attend a makeup meeting the following morning at 7:00 am in the principal's office.

## **PROFESSIONAL STAFF DEVELOPMENT OPPORTUNITIES**

Teachers are encouraged to attend meetings, take courses, belong to organizations, travel and read literature describing innovative practices and instructional techniques. Incentives for such improvement are built into the salary schedule and the district in-service program. A district professional development plan and guidelines are given to each staff person and are located in their district guideline notebook.

## **EVALUATION OF PROFESSIONAL STAFF**

Teachers will be evaluated on a regularly scheduled basis by their immediate supervisor or designee. A performance-based evaluation shall be ongoing and of sufficient specificity and frequency to provide for demonstrated standards of competency and academic ability.

<https://cassville.tedk12.com/>

## **PROFESSIONAL ORGANIZATIONS**

Teachers are encouraged to become active in professional organizations to stimulate professional growth. Several organizations are represented district-wide. Payroll deductions are made through the central office for membership fees.

## **STAFF PROTECTION**

Insurance coverage for the Cassville R-IV School District staff will be as follows.

- Medical Insurance
- Liability Insurance
- Worker's Compensation Insurance
- Unemployment Compensation Insurance
- Medicare Coverage

## **FUNDRAISERS**

The principal must approve all fundraising projects by any student group in advance.

All school groups are limited to one fundraiser per school year. No candy or food will be sold during the school day. Individuals or non-school groups may not sell items at school without permission from the principal.

## **EVACUATION AND/OR TRANSPORTATION TO AN ALTERNATE SHELTER**

In certain situations, during or after a crisis, it may be necessary to move students to a shelter area in another building or location. The administration will communicate with teachers to notify them when this is necessary.

In some situations, instructors will be asked to walk students from their shelter or assembly areas to another location on campus. In this instance, instructors should take their grade book with them and check roll upon arrival. Office personnel should take a listing of daily absentees and the records showing family information as well as check-out forms.

## **TRANSPORTATION FROM ONE BUILDING TO ANOTHER BY FOOT**

When elementary and middle school students are required to be moved to the high school facility they will be escorted by their teachers from their shelter area or assembly area in the following manner to the high school. Students will be led in single file by a student and followed by the teacher through the middle school gym parking lot and onto Crystal View Drive. Students should be led down Crystal View Drive to Partridge Drive and across the field to the south entrance of the high school. Students should be led down the hallway through the cafeteria and into the gym. Students in the intermediate school will be seated in the west bleachers on the north end. If additional seating is needed for intermediate students they will be seated in the west bleachers on the north end. Students in middle school will be seated in the west bleachers on the south end. Students will remain seated in these areas and supervised by all teachers until it is clear to return to the other campus or until parents are given permission to check students out. Administration, staff, and faculty will coordinate the check-out procedure.

When high school students are required to be moved to the middle school facility they will be escorted from their shelter area or assembly area in the following manner to the middle school. Students will be led in single file by a student and followed by the teacher out the south exits across the field to the gate leading to Partridge Drive. Students should be led up Crystal View Drive until reaching the end of this street and across the right of way into the middle school gym parking lot. Students should proceed across the parking lot and enter the gym through the double doors and proceed in the building into the gymnasium. Ninth and tenth grade students will be seating on the south side in the bleachers. Eleventh and twelfth grade students will be seated on the north side of the gym in the bleachers. Students will remain seated in these areas and supervised by all teachers until it is clear to return to the other campus or until parents are given permission to check students out. Administration, staff, and faculty will coordinate the checkout procedure.

## **TRANSPORTATION FROM ONE BUILDING TO ANOTHER BY BUS**

1. When elementary and middle school students are required to be moved to the high school facility and the conditions or weather requires they be transported by but the following procedures will be used.

The transportation department will drive two buses to the football parking lot. The two buses will be left and transportation employees will return to the bus barn. The employees will take two buses to 14th street. These two buses will be left and



transportation employees return to the bus barn to get two more buses, which will be taken to the parking lot outside the Superintendent's office. After leaving these buses will return to get two more buses to use. All additional buses will be taken to the area where they are needed the most. This will be determined by communication between transportation employees and school administration. Additional buses will be retrieved two or three at a time depending upon the availability of drivers until all students are transported to their destination.

Teachers will load three classrooms of students per bus as buses arrive at their pick up point. One of the classroom teachers will drive the bus while the other two will monitor seating and students. The youngest students at each location will load available buses as long as this is convenient. Upon arrival at the destination, two supervising teachers will unload all students and escort them to their waiting area. The teacher driving the bus will return to the same loading area to pick up students and will continue to do so until all students are transported.

2. When conditions make it necessary to transport high school students to the middle School Gymnasium the following procedures will be used.

The transportation department employees will deliver buses to the circle drive of the high school facility. They will leave buses and will return to the bus barn to get additional buses.

Additional buses will be delivered to the high school circle drive until all students are transported to the middle school gym.

The same delivery method will be used to transport high school students as was with the elementary/middle school schools. The youngest students will be transported first with three classes being loaded on a bus together. One teacher of these three classes will drive the bus while the other two monitor the ride. All students will be unloaded by the two teachers at the middle school gym and will be taken inside and seated. The driver will return to the circle drive of the high school to pick up students until all students are transported.

When this process is completed the buses will be parked at the destination for use in the Transporting of students back to their school.

## **TRANSPORTATION FROM SCHOOL TO ALTERNATIVE SITE**

In a crisis situation where it is determined that all school facilities must be evacuated the facilities at the First Baptist Church will be used as a staging area for students until it is decided they can safely be returned to their school or can be transported home. Procedures similar to those listed for transporting students from one school building to another will be used for transporting students to this off campus site.

Transportation department personnel will deliver the first two or three buses to the parking lot at the football field, the second round of buses to 14th street, the next group to the high school, and the next group to the parking lot by the Superintendent's Office. They will continue to retrieve more buses until all are in use. Communication by two-way radio will be necessary to direct the additional buses and returning buses to



3. It may be necessary to take secondary routes to the assembly area if the fire exit is too crowded or blocked.
4. Plan on the unexpected. Remain calm.
5. Call roll and list students who are not present.

3. Response following an earthquake:

- A. Handle most important tasks.
  1. Attend to injuries
  2. Account for all students
  3. Extinguish small fires
  4. Check for damage, hazardous materials or unsafe conditions.
  5. **Calm & reassure frightened students.**
- B. Your first responsibility is to your students. If everyone does their job your family will be in good hands.
- C. Keep records of students released to parents or guardians.
- D. Establish communication with emergency assistance and school district officials.

4. MAINTENANCE CREW WILL:

- A. Turn gas and power off.

5. NURSE:

- A. Nurse has major first-aid kit. Small kits will be on each bus. Secretaries and aides will have small kits.

6. BUSES:

- A. Will be taken to lower playground if a quake is felt in our area. Elementary children will be placed on buses. Signs will show which teacher's children on each bus.

### **TORNADO DRILL**

All classes report to FEMA 1. Primary classes enter the doors facing the football field and position themselves inside the building on the far right side.

### **EMERGENCY CODE**

If there is an emergency that could create a dangerous situation for Primary students, the following code will be used by means of the intercom:

**“It is silent reading time. It is silent reading time.”**

Upon hearing that message, every classroom door should be shut, and all children within the building should either read silently from library books or other texts or be read to by their teacher. **All staff and children would be required to remain within the classrooms until an all clear is given.** The all clear message will be as follows:

**“Silent reading is over. Silent Reading is over.”**

## **INTRUDER OR IRRATIONAL PERSON PROCEDURE**

- Upon hearing the alarm, the teacher should proceed with lock-down procedures.
- Teacher should be sure all doors are locked and shut. As teachers check doors, they need to check the hall to gather unsuspecting students into their rooms.
- Assemble students on the floor, away from windows and doors and proceed with silent reading time. Teachers can either read to the students or allow them to read books the teacher has brought to the area.
- The teacher must do whatever is necessary to keep the intruder out.
- Should an evacuation be necessary, teachers should follow the evacuation procedures for fire and bomb threat.

## **WEAPONS**

In order to maintain the safety of the educational community, the district will strictly enforce Necessary disciplinary consequences resulting from the use or possession of weapons on school grounds, buses, or at school activities.

Possession or use of any instrument or device, other than those defined in 18 U.S.C. 921 or \*571.010, RSMo, which is customarily used for attack or defense against another person.

First Offense: In-school suspension, 1-180 days out of school suspension, or expulsion, and possible documentation in student's discipline record.

Subsequent Offense: 11-180 days out-of-school suspension, or expulsion, and documentation in student's discipline record.

In accordance with federal and state law, any student who brings or possesses a firearm as defined in 18 U.S.C. 921 or a device defined in \*571.010, RSMo, on school property or at any school activity will be suspended from school for at least one (1) calendar year or expelled and will be referred to the appropriate legal authorities.

A weapon is defined to mean one or more of the following:

1. A firearm as defined in 18 U.S.C. 921
2. Any device defined in \*571.010, RSMo, including blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, or switchblade knife.
3. Any instrument or device customarily used for attack or defense against an opponent, adversary, or victim; or any instrument or device used to inflict physical injury or harm to another person.

Possession or use of a firearm as defined in 18 U.S.C. 921 or any instrument or device defined in \*571.010, RSMo.

## **SAFE SCHOOLS ACT**

<http://dese.mo.gov/governmental-affairs/legislation/safe-schools-act>

# *CASSVILLE* **WILDCATS**



FORMS

2016-2017



## Cassville R-IV School District Advanced Degree Verification Form

Date Form Submitted	/ /
Your Name	
Building	<input type="checkbox"/> Eunice Thomas Elementary <input type="checkbox"/> Intermediate <input type="checkbox"/> Middle School <input type="checkbox"/> High School
Type of Degree	<input type="checkbox"/> Master's <input type="checkbox"/> 2 <sup>nd</sup> Master's <input type="checkbox"/> Specialist <input type="checkbox"/> Doctoral
Program of Study	
College/University attending	
Date to begin:	/ /
Estimated date of completion:	/ /
Delivery method of courses	<input type="checkbox"/> Classroom <input type="checkbox"/> Online <input type="checkbox"/> Both <input type="checkbox"/> Other:
Signature of Teacher:	
I acknowledge that approval of this course of study may not indicate approval for advancement on the pay scale. Individual courses will however be considered for advancement on the pay scale. _____ (Initial)	
<i>This Section is for use of District Administration</i>	
Signature of Principal	
Signature of Superintendent or Assistant Superintendent	



## Cassville R-IV School District Board Credit Form

**A request for approval of workshop credit should be filed in writing by the teacher with the building principal prior to taking the workshop.**

**To be completed prior to workshop.**

Name	
Building Employed	<input type="checkbox"/> ETE <input type="checkbox"/> IN <input type="checkbox"/> MS <input type="checkbox"/> HS
Date of Learning Opportunity	/ /
Time/Hours in Session	
Opportunity Title	
Opportunity Description	
Mark One:	<input type="checkbox"/> In-service <input type="checkbox"/> Workshop <input type="checkbox"/> Class <input type="checkbox"/> Conference <input type="checkbox"/> Seminar <input type="checkbox"/> Webinar
Date of Principal Approval	/ /

**To be completed at the conclusion of the learning opportunity.**

Attendance will be certified by presenter and certification filed by the teacher with the building principal by June 1<sup>st</sup> of the school year in which the hours were accumulated.

Teacher must have instructor signature or attach a copy of Certificate of Completion.

Instructor Signature	Date: / /
Certificate Attached	<input type="checkbox"/> Yes <input type="checkbox"/> No
Teacher Signature	Date: / /
Principal Signature	Date: / /

**\*Once complete please make a copy for your records and turn into your building principal.**

**Central Office Use Only**

Superintendent's Signature	Date: / /
One (1) semester hour will be given for each 16 clock hours for out of contract workshop time. Credit will be calculated by Central Office Staff.	
Credit Hours Received	



## Cassville R-IV School District FEMA Event Center Use Form

Date Form Submitted	/ /
Your Name	
Building	<input type="checkbox"/> Eunice Thomas Elementary <input type="checkbox"/> Intermediate <input type="checkbox"/> Middle School <input type="checkbox"/> High School
Event	
Date(s) of Event <small>Dates Reserved should allow for set-up between the hours of 8:00 am to 3:00 pm.</small>	/ / - / /
Options <small>(mark all that apply)</small>	<input type="checkbox"/> Risers <input type="checkbox"/> Monitors <input type="checkbox"/> Area microphone <input type="checkbox"/> Shell <input type="checkbox"/> Speakers <input type="checkbox"/> _____ microphone <input type="checkbox"/> Stage Lights <input type="checkbox"/> Podium <input type="checkbox"/> Tables: <input type="checkbox"/> 8 ft rectangular # needed (up to 8) _____ <input type="checkbox"/> 6 ft round # needed (up to 30) _____ <input type="checkbox"/> Chairs: # needed (up to 300) _____

**Policies:**

This form must be approved by your Principal before it goes to Central Office.

Please ensure your dates include a time for setup of the stage, lights, etc...

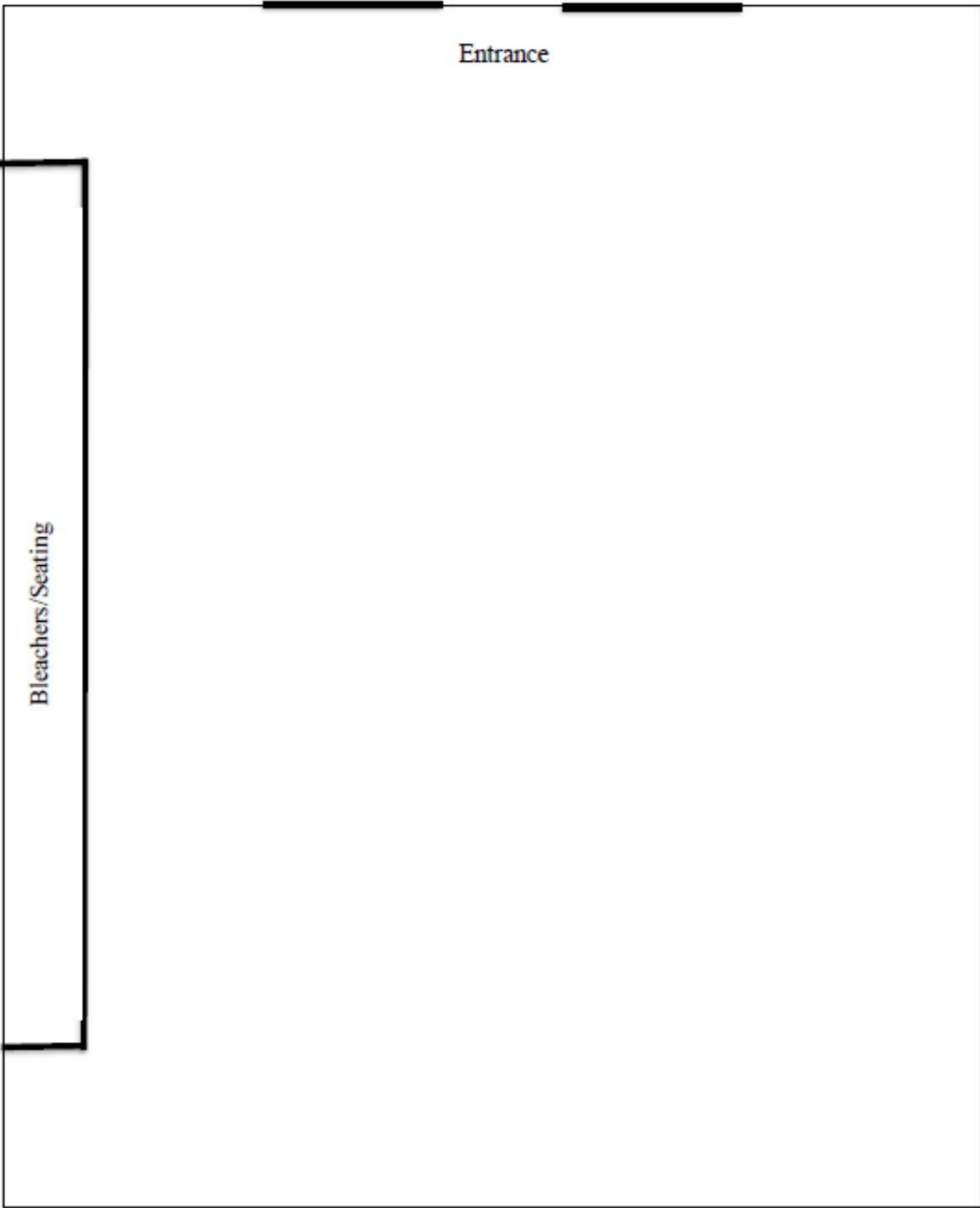
Please give consideration to other events that may cause a parking conflict.

Glitter and confetti are prohibited from being used in the Event Center or on any of our stages.

Once form is approved by building principal, form should be scanned and emailed to Dayna Barber in the Central Office.

*On the back of this form please illustrate set-up/design*





Signature		Date: / /
Signature of Principal		Date: / /

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## Cassville R-IV School District Mandated Reporter Form

<b>Hotline number: 1-800-392-3738</b>	
Date Filed	/ /
Time of Call	: <input type="checkbox"/> am <input type="checkbox"/> pm
School Staff Member Name	
Hotline Intake Staff Member Name	
Worker ID#	
<b>Information forwarded to the Child Abuse Hotline (Child Information)</b>	
Child's Name	
Name of Parent(s)/Guardian(s)	
Current Family Address	
Phone	(    )    -
Child's Age/DOB	
Child's Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Child's Race	
Name(s) of other children in the home (if known)	
Brief description of alleged allegation	
<b>Information forwarded to the Child Abuse Hotline (Perpetrator Information)</b>	
Name of alleged Perpetrator	
Age/DOB	
Address	
Phone	(    )    -
Is the child in a life-threatening situation now?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Information forwarded to the Child Abuse Hotline (Additional Information)</b>	
Were there other witnesses and how can they be contacted?	Name: Phone: (    )    - Name: Phone: (    )    -
Hotline Coded As	<input type="checkbox"/> Referral <input type="checkbox"/> Investigation <input type="checkbox"/> Assessment
Additional Comments	



## Cassville R-IV School District Professional Learning Opportunity Checklist

Forms must be completed and turned in at least two weeks prior to workshop for approval.

Please complete the following in order to request Professional Learning money for conferences and workshops. (Staff members using Professional Learning funds may be requested to present an in-district mini-workshop. If 3 or more workshops are attended staff members will be required to present on at least one topic.)

<input type="checkbox"/> Step 1.	COMPLETE the Professional Learning Opportunity form (pg. 16)
<input type="checkbox"/> Step 2.	COMPLETE the Registration form for the workshop or conference
<input type="checkbox"/> Step 3.	COMPLETE a Requisition Form for the workshop/conference registration fee(s) <i>If there is more than one staff member from the building attending the same conference, please use one purchase order. PLC funds do not pay for food, lodging, or mileage unless approved by the building principal.</i>
<input type="checkbox"/> Step 4.	SUBMIT the above three forms to your building Principal and PLC representative. Approval or denial will be determined by the representative and principal; signatures will be obtained at this time. If approved, your requisition will be sent to the central office and paperwork will be mailed. <i>*Remember, the teacher is responsible for registering and/or confirming workshop registrations. In addition, you may want to retain a copy of your request before you submit the information.</i>

**If requesting Board Credit:**

<input type="checkbox"/> Step 5.	REQUEST and SUBMIT for approval the form for Board Credit to your principal (example pg 16)
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**After you have attended:**

<input type="checkbox"/> Step 6.	You must complete the Professional Development Opportunity Evaluation Survey on-line. In order to attend additional PLC workshops you must have completed all previous workshop evaluations.
<input type="checkbox"/> Step 7.	Central office will request confirmation of attendance, respond in writing. (ex. "I have attended - O.K. for payment" or "Cancel - I did not attend". Turn in original to the central office.

**Note:** If unable to attend the scheduled workshop the teacher is responsible for finding alternate person to attend the workshop or canceling the registration and notifying the central office. If the district is charged and the meeting was not attended, staff member will be responsible for all charges.



## Cassville R-IV School District Professional Learning Opportunity Form

**Complete this form minimum of two weeks prior to the registration deadline.**

Name	
Building Employed	<input type="checkbox"/> ETE <input type="checkbox"/> IN <input type="checkbox"/> MS <input type="checkbox"/> HS
Date of Learning Opportunity	/ /
Opportunity Title	
Opportunity Description	
Expenses	Activity Cost: Substitute Pay: (\$90/day sub   \$100/day retired Cassville R-IV teacher)
Mark One: <input type="checkbox"/> In-service <input type="checkbox"/> Workshop <input type="checkbox"/> Class <input type="checkbox"/> Conference <input type="checkbox"/> Seminar <input type="checkbox"/> Webinar	
Comprehensive School Improvement Plan (CSIP):	
District Priority	
District Performance Standard	
Building Level Goal(s)	
How will this activity be implemented into your classroom instruction?	
How do you plan to share this information with other staff members?	<input type="checkbox"/> District Mini-workshop <input type="checkbox"/> Faculty Meeting <input type="checkbox"/> Department/Grade level meeting
Teacher's Signature	
Date:   /   /	
Building PLC Member Signature	
Date:   /   /	
Principal's Signature	
Date:   /   /	
Budget Number	



Cassville R-IV School District  
T.E.A.M.S. Application Form

Ttoring Effectively And Motivating Students

School Year 2016-2017

Name	
Building	<input type="checkbox"/> ETE <input type="checkbox"/> IN <input type="checkbox"/> MS <input type="checkbox"/> HS
Area Teaching	
Semester of Participation	<input type="checkbox"/> Fall <input type="checkbox"/> Spring
Estimated Number of Tutoring Hours	
Explain how this responsibility relates to your building improvement goals:	
Specific Action to be completed for designated responsibility:	
Explain the parental contact portion of your tutoring	
Are you tutoring in a building to which you are not assigned? (Note: Building level principal approval must be obtained from each building involved in tutoring plan)	<input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, what building: <input type="checkbox"/> ETE <input type="checkbox"/> IN <input type="checkbox"/> MS <input type="checkbox"/> HS
I understand that my tutoring plan will be completed during non-contracted hours during the 2016-2017 school year and will be aligned with the tutoring guidelines. My plan will be approved by my building principal and any revisions to my plan must be approved by the building principal.	
Teacher Signature	
Date	/ /
Administrator's Signature	
Date	/ /
Additional Administrator's Signature (if applicable)	
Date	/ /

**Transportation Request (link)**

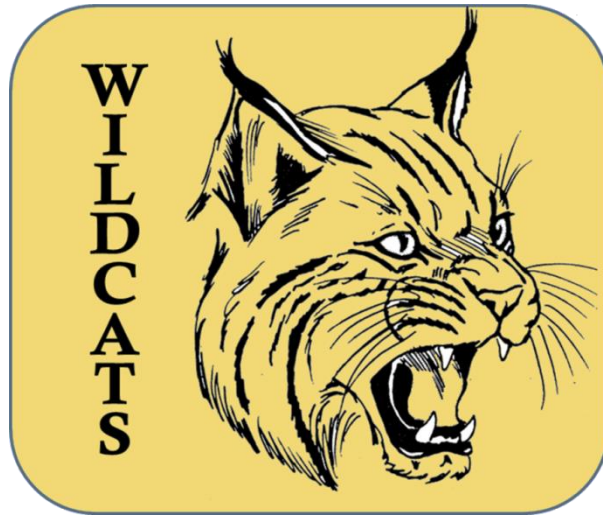
<http://cassville.k12.mo.us> Under the faculty tab, click on transportation request and complete the required form then submit.

**The following District Handbooks can be found in building level documents on the P: Drive:**

- Assessment Plan
- Bus Policies and Procedures
- Strategic Planning Document
- Mentor Handbook
- Professional Learning Handbook
- TEAMS Program Guidelines
- District Staff Handbook
- Middle School/High School Student Handbook
- Primary/Intermediate School Student Handbook

# CASSVILLE PRIMARY SCHOOL

2016 – 2017



**Catherine Weaver, Ed. S.**

Primary School Principal

# **I Am a Teacher**

I was born the first moment that a question leaped from the mouth of a child.

Throughout the course of a day I am called upon to be an actor, friend, nurse and doctor, coach, finder of lost articles, money lender, psychologist, substitute parent, and a keeper of the faith.

I am the most fortunate of all who labor. I know that what I build with love and truth, will last forever. I am privileged to see that life is reborn each day with new questions, ideas, and friendships.

And who do I have to thank for this wonderful life I am so fortunate to experience?

You, the public and the parents who entrust to me your greatest contribution to eternity, your children.

I have wept for joy at the weddings of former students, laughed with glee at the birth of their children, and stood with head bowed in grief and confusion by graves dug too soon for bodies far too young.

I have a past that is rich in memories. I have a present that is challenging and fun because I am allowed to spend my days with the future.

## **I Am a Teacher and I Am Thankful for It Every Day!**



# STAFF ASSIGNMENTS

Kindergarten Teachers	First Grade Teachers	Second Grade Teachers
Dixie Henry Lisa Hoffman Victoria LeCompte Mandi Lyall Michelle Ramaeker Dionne Wilson	Michelle Alder Courtney Beagle Julie Brewer Jill Crawford Connie Rose Jennifer Willis	Julie Chappell Maggie Cornell Evelyn Gieseke Jenna Shaffer Natalie Ward Donna Yongblood Sarah Sandoval
ADMINISTRATOR: Catherine Weaver, Ed. S., Principal		
ART TEACHER: Charla Curry		
COUNSELOR: Kristie Preddy		
CUSTODIAL SUPERVISOR: Frank Georgen		
CUSTODIANS: Stan Boyd and Katherine Long		
ENRICHMENT: (Gifted Program) Melissa Vollenweider		
EDUCATIONAL POLICE OFFICERS: Troy Wenzel and Colt Beck		
ESOL/ MIGRANT: Telisha Padilla		
LIBRARIAN: Savannah Essary		
MUSIC TEACHERS: Micah Boise, Shelby Long and Judy Starchman		
NURSE: LaDon Vanzandt		
OFFICE SECRETARIES: Lisa Cooper and Tracy Hagan		
PARENT EDUCATOR: Challie Allison		
PHYSICAL EDUCATION TEACHER: Josh Schmitt		
PRESCHOOL TEACHERS: Angela Brown, Stephanie Marple and Pam Ralls		
SPECIAL SERVICES DIRECTOR: Amy Stephenson		
SPECIAL EDUCATION TEACHERS: EMH: Sally Knight L.D: Leisa Lasley Speech Pathologist: Sheryl Fuchs		
KINDERGARTEN INSTRUCTIONAL ASSISTANT: Lori Wilks		
TITLE I READING INTERVENTIONEST: Janna Hightower, and Lisa Schell		
INTERVENTION SPECIALIST: Suzy Parnell		

# PRIMARY SCHOOL DAILY TIME SCHEDULE

- 7:00 – 7:40 A.M..... Early Room
- 7:40 - 8:05 A.M..... Breakfast in Large Cafeteria  
Grade Level Early Rooms
- 7:45 A.M..... All staff on campus
- 7:45 A.M..... Each teacher in his/her classroom unless assigned to another location.
- 8:00 A.M..... **CLASS BEGINS**
- 8:10 A.M..... Tardy Bell Rings/Announcements
- 2:55 P.M. .... Walkers picked up for K-1 cafeteria.
- 2:55 P.M..... Car riders picked up for 2-5 cafeteria.
- 3:03 P.M. .... All K-5 teachers will lead their bus students to their designated buses. Once all students are taken to their appropriate places of departure, these teachers may return to the building.
- 3:00 - 3:30..... Staff will remain on campus.

**NOTE:** Staff may leave campus each **Friday at 3:20 p.m.** unless otherwise notified.

## MONTHLY WEDNESDAYS

- |                                 |                                     |
|---------------------------------|-------------------------------------|
| 1 <sup>st</sup> Wednesday.....  | Professional Learning Opportunities |
| 2 <sup>nd</sup> Wednesday. .... | Faculty Meetings                    |
| 3 <sup>rd</sup> Wednesday.....  | CCTA Meetings                       |
| 4 <sup>th</sup> Wednesday.....  | DISTRICT-WIDE staff meetings        |

## DUTIES FOR DAILY SUPERVISION

*It is very important that all personnel be in their assigned positions on time. Our children will be moving about the building and supervision is needed.*

<b>A.M. Duties</b>		
<b>Assignment</b>	<b>Staff</b>	<b>Time</b>
K-2 Early Early Room	Kristie Preddy	7:00-7:40
Crosswalk	Suzy Parnell	7:45-8:15
1 <sup>st</sup> Grade Early Room #94	Kristie Preddy	7:40-8:00
Kindergarten Early Room #97	Lisa Schell	
2 <sup>nd</sup> Grade Early Room #74	Joshua Schmitt Charla Curry	
Bus Unloading	Sheryl Fuchs Telisha Padilla Tammy Wilks Janna Hightower	7:45-8:05
Primary/M.S. Lobby Area	Savannah Essary	7:50-8:10
M.S Gym Lobby Area	Tiffany Miner	7:50-8:10
M.S. Band Hallway	Sara Robertson	7:50-8:10
Breakfast Ticket Takers	Lori Wilks Sundra Hilburn	7:35-8:00
Breakfast Supervision	Melissa Vollenweider Leisa Lasley	7:40-8:10
<b>P.M. Duties</b>		
<b>Assignment</b>	<b>Staff</b>	<b>Time</b>
Large Cafeteria Supervisors	Kristie Preddy Charla Curry	2:50-3:10
Large Cafeteria –K	Suzy Parnell	2:50-3:10
Large Cafeteria -1 <sup>st</sup>	Lisa Schell	2:50-3:10
Large Cafeteria-2 <sup>nd</sup>	Janna Hightower	2:50-3:10
Pick-up K-1 students to go to large cafeteria	Lisa Schell Suzy Parnell Janna Hightower	2:55
Pick up K-2 aftercare students and walk them to the music room	Sara Robertson	3:00
Main Street Crosswalk	Val Periman	2:50-3:10
Walk ECSE Students to buses	Sundra Hilburn	2:45-3:05

# Cassville Primary School

## Special Class Schedule

2016-2017

		Monday	Tuesday	Wednesday	Thursday	Friday
8:10-9:00	Art	Henry	Lyall	RTI	Hoffman	LeCompte
	Music (L)	Gieseke	Cornell			
	Library	Lyall	Henry	LeCompte	Open	Ramaeker
	P.E.	RTI	Hoffman	Ramaeker	LeCompte	Lyall
	Tech	Hoffman	LeCompte	Henry	Ramaeker	Wilson
	Music (B)	LeCompte	Ramaeker	Lyall	Henry	Hoffman
9:00-9:50	Art	Cornell	RTI	RTI	RTI	Gieseke
	Library	Open	Gieseke	Open	Open	Cornell
	P.E.	Shaffer	Sandoval	Gieseke	Cornell	Youngblood
	Tech			Cornell	Gieseke	
9:50-10:40	Art	RTI	RTI	Beagle	Rose	RTI
	Library	Open	Rose	Open	Open	Open
	P.E.	Rose	Beagle	Allder	Willis	Brewer
	Tech	Beagle	Brewer		Allder	
10:40-11:30	Art		<u>Kindergarten</u>	<u>1<sup>st</sup> Grade</u>	<u>2<sup>nd</sup> Grade</u>	
	Music (S)	C		Collaboration	Vollenweider	C
	Library	A		Art, Library, PE	and Preddy	A
	P.E.	T			On Thursdays	T
	Tech				And when needed	
11:30-12:30	Art			Lunch		
	Library			and		
	P.E.			Plan		
12:30-1:20	Art	Plan	RTI	Crawford	Brewer	Allder
	Music (S)	Allder		Brewer		Willis
	Library	Brewer	Allder		Crawford	Open
12:20-1:10	P.E.	RTI	RTI	RTI	RTI	Plan
	Tech					Crawford 12:20-1:10
1:20-2:10	Art	Ramaeker	Willis	Wilson		RTI
	Music (S)	Crawford		Rose	Wilson (L) 1:10-2:00	Beagle
	Library	Willis	Wilson	Hoffman	Beagle	Open
1:10-2:00	P.E.	RTI	RTI	RTI	RTI	RTI
	Tech			Willis	Lyall	Rose 1:10-2:00
2:10-3:00	Art	Ward	Youngblood	Shaffer	Sandoval	Chappell
	Music (L)	Chappell	Ward	Youngblood	Shaffer	Sandoval
	Library	Sandoval	Chappell	Ward	Youngblood	Shaffer
	P.E.	Wilson	Crawford	Chappell	Ward	Henry
	Tech	Youngblood	Shaffer	Sandoval	Chappell	Ward

Reading:

K= 9:30-11:10  
 1<sup>st</sup>= 8:10-9:50  
 2<sup>nd</sup>= 12:30-2:10

Recess:

K= 9:10-9:30, 12:40-1:00  
 1<sup>st</sup>= 2:10-2:40  
 2<sup>nd</sup>= 12:00-12:30

Lunch:

K= 11:58-12:25  
 1<sup>st</sup>= 11:42-12:08  
 2<sup>nd</sup>= 11:30- 11:56

# DUTIES

## K-2 CAFETERIA SUPERVISION

11-30-11:56: 1 Baseroom Teacher  
2<sup>nd</sup> Grade 2 PreK IA's

11:42-12:08: 1 Baseroom Teacher  
1<sup>st</sup> Grade 1 Group B

11:58-12:25: 1 Baseroom Teacher  
Kindergarten 1 Group A  
Preddy\*

### Group A

Curry

Essary

Fuchs

Knight

Schmitt

### Group B

Hightower

Parnell

Schell

Vollenweider

Robertson

*All personnel will rotate on a weekly basis - frequency of rotation dependent on the number of people in the group – with the exception of Preddy who will assist daily.*

## Daily Lunch Duty

**11:40-12:30.....Tickets~** Lines 1 & 2, Allison  
Line 3, Wilks  
Line 4, Cooper/ Hagan (rotating weeks)

## RECESS SCHEDULE

9:00-9:20, 12:40-1:00.....Kindergarten

2:10-2:40....1<sup>st</sup> grade

12:00-12:30....2<sup>nd</sup> grade

***All duty personnel must walk about and position themselves in different areas of the playground.*** Teachers must walk with their students as they exit the building. Duty teachers will walk the students as they re-enter the building. All students are to stop talking as they re-enter the building. If this is taught in K-1, it is understood in the upper grades.

**RECESS BEHAVIORS** - There are several rules for the playground area. These rules should be enforced for the safety of all children.

The recess schedule should be followed so the number on the playground is at a safe supervision level. Teachers will follow the following guidelines for recess supervision:

1. One teacher will remain in with any children who for illness or other reasons do not go out. Children will not come back inside during recess time unless an emergency occurs. (No child is to be left alone and unsupervised.) **Teachers must situate themselves so that all students are monitored at play.**
2. If the recess schedule needs revision, see Mrs. Weaver. **Please plan no recess activity beyond 2:40 p.m.** This will help eliminate injuries at the end of the school day.
3. Try to keep the practice of having students walk laps at recess to a minimum.
4. Protect our instructional time. **DO NOT EXCEED SCHEDULED RECESS TIMES.**
5. **For the safety of our children NO DOOR PROPS!! Doors must remain securely closed at ALL TIMES.**

**2016-2017**  
**BUILDING COMMITTEES**

<p style="text-align: center;"><b><u>Business as Partners</u></b></p> <p>Ch- Maggie Cornell Sheryl Fuchs Jenna Shaffer Dionne Wilson Lisa Hoffman Courtney Beagle Stephanie Marple Connie Rose Pam Ralls</p>	<p style="text-align: center;"><b><u>School Climate</u></b></p> <p>Ch. Jenna Shaffer Michelle Alder Julie Chappell Lisa Hoffman Jill Crawford Connie Rose Stephanie Marple Dionne Wilson Evelyn Gieseke Sara Robertson Donna Youngblood Angela Brown</p>	<p style="text-align: center;"><b><u>PBS –Tier 1</u></b></p> <p>Co. Chair – Janna Hightower/Melissa Vollenweider Dionne Wilson Charla Curry Natalie Ward Julie Brewer Jen Willis Sarah Sandoval Joshua Schmitt</p>
<p style="text-align: center;"><b><u>FFF</u></b></p> <p>Co. Chair- Savannah Essary/Julie Chappell Mandi Lyall Melissa Vollenweider Michelle Ramaeker Victoria LeCompte Sarah Sandoval Donna Youngblood Pam Ralls Dixie Henry Angela Brown Jill Crawford Jen Willis</p>	<p style="text-align: center;"><b><u>Attendance</u></b></p> <p>Ch.- Michelle Alder Mandi Lyall Courtney Beagle Evelyn Gieseke Julie Brewer Dixie Henry Michelle Ramaeker Maggie Cornell Sally Knight Joshua Schmitt Charla Curry</p>	<p style="text-align: center;"><b><u>Principal’s Advisory Committee/Tier 2</u></b></p> <p>Ch.- Catherine Weaver Board Members-Carolyn Bowen/Chard Yarnall Courtney Beagle Natalie Ward Victoria LeCompte</p>
<p style="text-align: center;"><b><u>Technology</u></b></p> <p>Savannah Essary Sara Robertson</p>	<p style="text-align: center;"><b><u>PBS Tier 2</u></b></p> <p>Sheryl Fuchs Sally Knight Kristie Preddy</p>	<p style="text-align: center;"><b><u>Response to Intervention (Rtl) K/1</u></b></p> <p>Coordinator- Suzy Parnell Kristie Preddy Lisa Schell Janna Hightower Catherine Weaver</p> <p style="text-align: right;">*Additional staff to be determined</p>

# FIRE DRILLS: EVACUATION PROCEDURE

In case of fire drill or fire warning...

TEACHER	PROCEDURE	TEACHER	PROCEDURE
Youngblood Sandoval Chappell Shaffer Gieseke Cornell Ward	Use south side of hallway and exit south doorway from lobby by cafeteria. <b>Exit F</b>	Curry Brown/Marple/ /Ralls Nurse Station	Use North side of hallway and exit right front doorway by cafeteria. <b>Exit B</b>

**Walk children in line to center mall in front of school.**

Allder Brewer Willis	Use South side of hallway and exit right front doorway by art room. <b>Exit A</b>	Crawford Beagle Rose	Use North side of hallway and exit left front doorway by art room. <b>Exit A</b>
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**Walk children in line down sidewalk in front of the art room and continue to playground area below structures.**

LeCompte Hoffman Knight Henry	Exit left doorway at North end of the 1 <sup>st</sup> grade wing. <b>Exit E</b>	Preddy Fuchs Schell Parnell Hightower	Exit doorway at West side of hallway directly behind office. <b>Exit C</b>
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**Walk children in line out to the fence by the football field.**

Ramaeker	Exit right doorway at West end of kindergarten wing. <b>Exit D</b>	Lyall D. Wilson	Exit left doorway at West end of Kindergarten wing. <b>Exit D</b>
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**Walk children in line to area by the slide.**

1. Make sure your children understand the procedure
2. Once the class is out of danger and in the assigned area, the teacher is to take roll.
3. Mrs. Weaver and any staff member who is not assigned children at that time will check all restrooms and classrooms.
4. Return to the building only after the "all clear" signal, which will be three short rings of the bell.



# GENERAL INFORMATION

## CLASSROOM

Your classroom is a home away from home for you and your children. It should be clean, well-organized, and attractive. Children are eager to help care for their room and room duty is a "**must**" in the primary school.

- Take time in the afternoon before dismissal to clean up your room. Children are not usually neat. Desks should be cleaned out often. Teacher's desks should be straightened and neat and children's desk tops should be cleared of materials.
- Use lights as needed. **Be sure lights are turned off when you are not in the room.**
- **All doors will be shut and locked when students are in the room.**
- Check your coat closet or coat hooks to be sure outerwear is taken home. All closet doors should be kept closed. If items are to be left at the end of the day, be certain they are put away.
- **When you leave your room at night, be sure your window shades are even, the floor is picked up, and desks are cleared.** Chairs should be stacked neatly to allow for floor cleaning.

## CONTROL

- **KEEP YOUR CONTROL - This cannot be overemphasized.** No matter how great your store of knowledge and how long your preparation; if you do not have the attention of the class, no learning will take place.

## FACULTY ABSENCES

- If a teacher is ill, she/he should call (847-3981) by 6:30 a.m. If you have a preferred substitute, let me know at that time.
- Call school by 2:30 p.m. that afternoon to let the substitute know if she is needed another day if you are sure you will not be returning the next day.
- "Notice of Absence" forms are in the primary office and must be completed and submitted to Mrs. Weaver at least **3 days** in advance of scheduled absences.
- Requests for a personal day needs to be made **one week** in advance and must **be approved before it is taken.** Due to time restraints at the end of the year, you are highly encouraged to take personal days prior to May 1<sup>st</sup>. The abundance of end-of-year activities may hinder the ability to take personal days at the end of the year.
- **Certified staff have a maximum of three days of personal leave available per school year/classified staff a maximum of two days of personal leave available per school year.**
- ***Quarterly perfect attendance for certified staff will be rewarded with a \$100.00 gift certificate from Central Office.***

## SUBSTITUTE PLANS

To assist the substitute teacher in following your lesson plan book, please include the following items:

1. Daily schedule.
2. A class roster - separate from your grade books. Also be sure to indicate lunch card numbers.
3. A schedule of your extra duty assignments.
4. The names of several students who would be good helpers.
5. The name of a co-teacher who would be a good helper.
6. Lists of all children who will be attending special education or remedial classes and their scheduled class times.
7. An explanation of routinely used abbreviations found in lesson plans - i.e. T.E. for teacher's edition, explanation of how to play SPARKLE.
8. Additional papers for filler activities if needed.
9. Any health problems that could need **special attention**.

10. CLASS RULES
11. Stacking teacher manuals in the order of use is also a great help.
12. A note saying "**THANKS!**"
13. **Emergency Code Procedures MUST be left with your plans.**

### HALL SUPERVISION

In order for learning to occur at its highest level in the classroom, the following hall supervision must be enforced:

1. Children must walk in two single file lines, without talking or running.
2. Teachers will need to accompany their children to and from P.E., music, art, library, lunch, and recess.
3. Only two children per class should be allowed to be out for drinks and restroom breaks unless the class goes as a unit with the teacher supervising. Anytime a child is excused to go to the restroom it is a good idea to have another child accompany as monitor.

Please keep check on the children who leave your classroom for drinks or restroom breaks. They should know they have a time limit. If you have a child who abuses this privilege, s/he should not leave the room unaccompanied.

**NOTE:** Each teacher is responsible for behavior not only in the classroom, but in the hall, in the restrooms, on the playground, and at school events. Stopping undesirable behavior before it gets out of hand can save time as well as prevent accidents.

### LESSON PLANS/GRADING/HOMEWORK

- LESSON PLANS – *Weekly lesson plans need to be placed in a folder in the teacher's mailbox or emailed/shared with Mrs. Weaver prior to leaving on Fridays.* Plans will be made for the upcoming week by the Friday prior to the week's beginning. (Weekends are for your family! Planning periods are to develop lesson plans.)
- SPEND MUCH TIME IN PREPARATION OF DAILY LESSONS - There is no substitute for this on the road to success. Many persons fail because of poor preparation. Even the experienced must prepare.
- SPECIAL CLASSES - A schedule for students to attend special education, remedial classes, or learning disabilities will be developed the first week of school.
- GRADING SYSTEM
  1. Record plenty of observations and grades - One of the hardest tasks is grading your pupils. You will want to do this fairly and professionally. Teachers should endeavor to take frequent scores or running records in core subject areas.
  2. We use SBG (standards based graded) Be sure you are tracking your students' progress

Parents will be given the math and reading grade level skills for student learning outcomes at Stop, Drop, & Go in August. This process will allow the parents to see the grade level SLO's that need to be mastered at their child's grade level. They can be aware of the specific rate of achievement and mastery level of their child.

**\*\*Let Mrs. Weaver know if a given student is far below grade level expectations.  
Parents need to be notified of the struggles on or before the first quarter conference.**

· **STUDY THE CUMULATIVE FOLDERS OF YOUR STUDENTS** - Get to know your boys and girls from personal observation. This is vital. However, you need to know the characteristics, achievements, capabilities, problems, and other data concerning your pupils. Make yourself acquainted with this information. The stronger your background knowledge, the greater your chance of success. Just a word of caution: These records are not meant to be instruments of prejudice. Use the information objectively. Check with Mrs. Stephenson and Mrs. Preddy for evaluation and diagnostic information.

## **HOMEWORK**

Homework is necessary for the development of initiative, responsibility, and self-reliance. However, it should not be recorded as a score for grading purposes. It may be reflected in citizenship scores though.

## **TYPES OF HOMEWORK**

- \*\* Practice or drill to improve basic skills
- \*\* Work assigned to increase pupil understanding
- \*\* Experiments, T.V. programs, research
- \*\* Creative-building models, writing assignments, and reading
- \*\* Completion of assignments.

## **NEWS ARTICLES**

Any news article that you plan to put in the local newspaper concerning a project or highlighting students for special recognition, **must be given to Mrs. Weaver for approval** the Monday before it is to appear in the paper. Our children do many wonderful things here and we need to be sharing them with the public.

## **PARENT CONTACT**

**TAKE ADVANTAGE OF EVERY OPPORTUNITY TO MEET PARENTS** - Parents can be a very big help. They have a great deal of information concerning the child that is very helpful to the teacher. Do not wait for trouble to arise. Get to know these people before any problems arise.

## **STUDENT ASSISTANCE**

- **COUNSELING** - Counseling sessions will be set by Mrs. Preddy in cooperation with the classroom teachers.
- **Response to Intervention** - If a child is experiencing a great deal of difficulty academically, behaviorally:
  1. Contact the Rtl chairperson or Mrs. Weaver to schedule a meeting of the Response to Intervention.
  2. The team will suggest intervention strategies and meet periodically to determine if the strategies have been helpful. If so, the meetings will be discontinued, and the child's progress will be monitored.
  3. If the activities have not assisted the student, additional strategies may be employed and if necessary, referral will be made.

## **STUDENT RELEASE/WITHDRAWAL**

**EARLY RELEASE--**Parents who wish to take a child from class early on any given day, must sign the child out in the office. Unless written permission is received, students will only be released to parents or legal guardians. Due to state regulations, a child **must be counted absent for any part** of a school day in which he/she is not present.

Parents will wait in the office for a child who is leaving early. Office personnel will send for or go to the room for the child.

**STUDENT WITHDRAWAL** forms will be sent from the office for all students leaving our school system. Please be sure to complete all information and return to the office promptly after receiving one.

## **CLASSROOM MANAGEMENT PLANNING**

Each classroom should have displayed the building-wide set of rules. These rules should be discussed in-depth with the students and may have to be reviewed often. For unacceptable behavior teachers should refer to our discipline handbook for interventions and suggestions. Whenever possible, teacher initiated contact with the student's parent should be made prior to sending the student to the office. Students should be referred to the office only in case of extreme or excessive behavior.

When sent to the office for misconduct, the following procedures will be followed:

- Ø Conference with student
- Ø Consequence given
- Ø Note and/or phone call to the parent (if other than 1<sup>st</sup> visit or severe behavior)

## **CONSEQUENCES**

Consequences include, but are not limited to the following:

- |                        |                             |                          |
|------------------------|-----------------------------|--------------------------|
| * Time Out             | * Parent Note               | * Parent Phone Call      |
| * Writing Assignment   | * Loss of Special Privilege | * Expulsion              |
| * In-school Suspension | * Out-of-school Suspension  | * After School Detention |

## **DISCIPLINE**

Discipline is training students to make appropriate choices in a variety of environments. It involves clearly defined school rules and classroom limits with incentives and consequences consistently provided. We are a Violence-free/Drug-free school. We respect ourselves, authority, and the rights & property of others.

### **OVERALL EXPECTATIONS:**

- Use things appropriately
- Keep hands, feet, and other objects to yourself
- Listen to and follow directions
- Use quiet voices
- Always tell the truth
- Keep your area clean

### **PROHIBITED BEHAVIORS**

1. Assault – verbal or physical threat or action against another person.
2. Profanity
3. Talking back to those in authority
4. Deliberate classroom disruption
5. Fighting
6. Drug possession
7. Theft – stealing property of another person or the school
8. Threaten or intimidate students or staff members
9. Bus misconduct
10. Sexual harassment

11. Vandalism of school or private property
12. Possession of weapons on school grounds or on school bus.  
(See weapon policy)

**PROHIBITED ITEMS:**

Roller blades, skates (including those built in to tennis shoes), scooters, electronic games, trading cards and backpack on wheels are prohibited.

**RECESS & PLAYGROUND RULES:**

1. Follow school rules in halls while going to and from recess.
2. Do not throw sand, sawdust, rocks, or sticks.
3. No running or pushing on any of the playground equipment.
4. Shoes on at all times.
5. No skates, skateboards, scooters, roller blades, skate shoes, weapons, or bicycles allowed on playground.
6. No child will **walk up** the slides.
7. Children will play in the area assigned to them by the teachers on duty.
8. No more than 2 children on a tire swing. Stand outside the circle of tires if not swinging.
9. Children are not to climb on top of "support" ties at the top of structures.
10. No tackle football.
11. No playing tag or chase.
12. No chasing, running, or racing on the structure. Pushing is prohibited at all times.
13. Each class is to enter the building in an orderly manner.
14. **NOTIFY THE OFFICE WHEN SOMETHING NEEDS REPAIR!**

## Substitute Teacher Information

Welcome to our school! We're glad to have you with us today. Below you will find information we believe will be helpful to you as you spend your day here with us. Please note the information carefully as it includes procedures and policies for various events.

Catherine Weaver

- I. Be sure and stop by the office to sign-in and pick up your substitute teacher's identification badge. We will also need you to check-in before leaving at the end of the day. This will give you an opportunity to touch base with us and let us know if you had any concerns or special occurrences throughout the day.
- II. Follow the teacher's lesson plans to the best of your ability. If you have any questions, ask another teacher at that grade level. They are great at deciphering codes and abbreviations!
- III. Here is a list of **never** do's for our young children. Please make sure you follow these carefully.
  1. Never leave your class unattended. Our young children cannot be left alone without an adult even for a short time – i.e. restroom break!
  2. Never give a student medicine – even if s/he says mom said it was okay to do so. (**All** medicine goes directly to our school nurse.)
  3. Never *send* the children to lunch, recess, or special class. Walk in front of them and adhere to the **no** running, **no** talking, and **no** playing in the hallway rules.
  4. Never dismiss your class from the room or even at the beginning of the bus line-up. Walk your class in line to EACH of the buses. Be sure to make visual confirmation that each child gets on the correct bus.
  5. Never let a child leave campus early with someone unless the office calls for that student first.
- IV. Here is a list of some **always** do's. These will help you have a safe and successful day with students.
  1. Always keep the students' safety and well-being in mind.
  2. Always follow the plans and schedule left by the teacher.
  3. Always ask a fellow teacher, staff member, or office if you don't understand something about your assignment.
  4. Always check your extra duties. Chances are you will have recess or lunch duty.
  5. Always require a tardy slip from any child who comes in late. If s/he doesn't have one send him/her up to the office.
  6. Always turn in all lunch and milk money, plus attendance records to the office by 9:00 a.m.
  7. Always ask when you have any questions! We're more than happy to help!
  8. Always send the child home the way s/he normally goes **unless** you have a note from the parent or the office. If a child is insistent that s/he is going home a different way that day, contact the office as soon as you are aware of the discrepancy and we'll double check with the parents.
- V. Emergency Procedures: All emergency situations will be announced by the ringing of alarms and announcements from the office. Alarms will sound announcing fire, tornado, and intruder alerts.

Fire: Fire/emergency exit procedures are posted by the classroom doors. Take a few moments when you first arrive in a classroom to familiarize yourself with the particular exit route. Hopefully it won't be needed, but would be critical to know if it were. Also, take a class list with you when you exit the building as well as

your red and green emergency book hanging by the classroom door. It will be necessary for you to check the roll to make sure you have all students present and/or accounted for.

Tornado: Take your class roster as well as your red and green emergency book hanging by your classroom door. Proceed to FEMA 1 located to the left of the rear parking lot. Enter the doors facing the football fields and position your class on the right hand side of the building with the other primary classes. Take attendance, if all students are present except for those who are absent or with an intervention teacher (i.e. Speech or special services) show the green side of your book. If a student was sent to the bathroom, office, for extra milk, etc. and is not with your class show red.

Intruder: If there is an emergency within our building that could create a dangerous situation for our children, the following code will be announced over the intercom:

“It is silent reading time. It is silent reading time.”

Upon hearing that message, every classroom door should be checked to be sure it is shut and locked. When checking the door be sure to have any students near your room in the hallway immediately enter your classroom and remain with you until the all-clear message has been sounded. Students should be positioned away from the outside windows and out of sight from the door windows. Students may read silently from anthologies, AR books, library books, or read to quietly by their teachers. All staff and children are required to remain within the classrooms until the all clear is given – no exceptions. At no time should the door be opened to anyone. The all-clear message will be issued over the intercom when the situation is resolved and school may return to normal. The all-clear message, which will be announced over the intercom, is:

“Silent reading is over. Silent reading is over.”

This message will only be used if there appears to be a dangerous situation within the building and will only be given by Mrs. Weaver, Tracy, or Lisa.



# CASSVILLE INTERMEDIATE SCHOOL

2016 – 2017



**Eric White**

Principal

## INTERMEDIATE SCHOOL DAILY TIME SCHEDULE

7:00 – 7:40 A.M. ....	Intermediate Early Room
7:40 – 8:00 A.M. ....	Early Room (per grade level)
7:40 – 8:05 A.M. ....	Breakfast
<b>7:50 A.M. ....</b>	<b>All staff on campus</b>
8:00 A.M. ....	Each teacher in his/her classroom <u>unless assigned to another location</u>
8:10 A.M. ....	<b>CLASS BEGINS</b>
8:10 A.M. ....	Tardy Bell
8:10 A.M. ....	Principal’s daily announcements
3:05 P.M. ....	Walkers & car riders dismissed
3:08 P.M. ....	All 3-5 teachers will <b>lead</b> their bus students to the designated buses. Once all students are taken to appropriate places of departure, teachers may return to the building.

**\*\*\* All teachers must walk students outside for afternoon bus loading. \*\*\***

3:05 – 3:30 ..... Staff will remain on campus

**NOTE:** Staff may leave campus each **Friday at 3:20 p.m.** unless otherwise notified.

### Monthly Meetings

- 1<sup>st</sup> Wednesday ..... PD
- 2<sup>nd</sup> Wednesday.....Staff
- 3<sup>rd</sup> Wednesday .....CCTA
- 4<sup>th</sup> Wednesday.....District

3<sup>rd</sup> Lunch 11:00-11:25

4<sup>th</sup> Lunch 11:30-11:55

5<sup>th</sup> Lunch 11:55-12:20

3<sup>rd</sup> Recess 2:15-2:45

4<sup>th</sup> Recess 1:45-2:15

5<sup>th</sup> Recess 1:15-1:45

## 2016-17 Intermediate Special Class Schedule

		Monday	Tuesday	Wednesday	Thursday	Friday
<b>8:10-9:00</b>	<b>Art</b>	<b>Title I</b>	<b>Title I</b>	<b>Title I</b>	<b>Title I</b>	<b>Title I</b>
	<b>Music</b>	<b>Primary</b>	<b>Primary</b>	<b>Primary</b>	<b>Primary</b>	<b>Primary</b>
	<b>Library</b>	<b>OPEN</b>	<b>OPEN</b>	<b>OPEN</b>	<b>OPEN</b>	<b>OPEN</b>
	<b>PE</b>	<b>Title I</b>	<b>Title I</b>	<b>Title I</b>	<b>Title I</b>	<b>Title I</b>
	<b>Tech</b>	<b>Primary</b>	<b>Primary</b>	<b>Primary</b>	<b>Primary</b>	<b>Primary</b>
<b>9:00-9:50</b>	<b>Art</b>	Harvey 1/5 Craig	Wilson 1/5 Craig	Farwell 1/5 Craig	Varner 1/5 Craig	Hanson 1/5 Craig
	<b>Music</b>	Wilson 1/5 Craig	Varner 1/5 Craig	Hanson 1/5 Craig	Farwell 1/5 Craig	Harvey 1/5 Craig
	<b>Library</b>	Varner 1/5 Craig	Hanson 1/5 Craig	Harvey 1/5 Craig	Wilson1/5 Craig	Farwell 1/5 Craig
	<b>PE</b>	Farwell 1/5 Craig	Harvey 1/5 Craig	Varner 1/5 Craig	Hanson1/5 Craig	Wilson 1/5 Craig
	<b>Tech</b>	<b>Primary</b>	<b>Primary</b>	<b>Primary</b>	<b>Primary</b>	<b>Open</b>
	<b>Tech 5<sup>th</sup> MS</b>	Hanson 1/5 Craig	Farwell1/5 Craig	Wilson1/5 Craig	Harvey1/5 Craig	Varner 1/5 Craig
<b>9:50-10:40</b>	<b>Art</b>	Hall	Massa	Art	Art	ARt
	<b>Music</b>	Phillips 4	Swofford 4	<b>Primary</b>	<b>Primary</b>	<b>Primary</b>
	<b>Library</b>	<b>OPEN</b>	<b>OPEN</b>	<b>OPEN</b>	Phillips 4	Swofford 4
	<b>PE</b>	PE	PE	Phillips 4	Swofford 4	PE
	<b>Tech</b>	<b>Primary</b>	<b>Primary</b>	Swofford 4	<b>Primary</b>	Phillips 4
<b>10:40-11:30</b>	<b>Art</b>	Swofford	Phillips	Morris	San Paolo	Ulmer
	<b>Music</b>	Massa 4	Morris	San Paolo	Ulmer	Hall
	<b>Library</b>	Morris 4	San Paolo	Ulmer	Hall	Massa
	<b>PE</b>	San Paolo 4	Ulmer	Hall	Massa	Morris
	<b>Tech</b>	Ulmer 4	Hall	Massa	Morris	San Paolo
<b>11:30-12:20</b>	<b>Art</b>	Lunch/Plan				
	<b>Music</b>					
	<b>Library</b>					
	<b>PE</b>					
	<b>Tech</b>					
<b>12:20—1:10</b>	<b>Art</b>	Jackson	Littlefield	Art	Art	Truman
	<b>Music</b>	Truman	<b>Primary</b>	<b>Primary</b>	<b>Primary</b>	Jackson
	<b>Library</b>	<b>OPEN</b>	<b>Truman</b>	Littlefield	Jackson	<b>OPEN</b>
	<b>PE</b>	Littlefield	PE	Jackson	Truman	PE
	<b>Tech</b>	Cupps	Jackson	Truman	Littlefield	<b>Primary</b>
<b>1:10-2:00</b>	<b>Art</b>	Art	Cupps	Art	Nickols	Ewing
	<b>Music</b>	Ewing	Nickols	Cupps	<b>Primary</b>	Littlefield
	<b>Library</b>	<b>OPEN</b>	<b>OPEN</b>	Ewing	Cupps	Nickols
	<b>PE</b>	PE	PE	Nickols	Ewing	Cupps
	<b>Tech</b>	Nickols	Ewing	<b>Primary</b>	<b>Primary</b>	<b>Primary</b>
<b>2:00-2:50</b>	<b>Art</b>	<b>Title I</b>	<b>Title I</b>	<b>Title I</b>	<b>Title I</b>	<b>Title I</b>
	<b>Music</b>	<b>Primary</b>	<b>Primary</b>	<b>Primary</b>	<b>Primary</b>	<b>Primary</b>
	<b>Library</b>	<b>OPEN</b>	<b>OPEN</b>	<b>OPEN</b>	<b>OPEN</b>	<b>OPEN</b>
	<b>PE</b>	<b>Title I</b>	<b>Title I</b>	<b>Title I</b>	<b>Title I</b>	<b>Title I</b>
	<b>Tech</b>	<b>Primary</b>	<b>Primary</b>	<b>Primary</b>	<b>Primary</b>	<b>Primary</b>
<b>2:50-3:08</b>		Specials Remainder of Plan				

Lunch 3<sup>rd</sup> 11:00-11:25

Recess 3<sup>rd</sup> 2:15-2:45

Lunch 4<sup>th</sup> 11:30-11:55

Recess 4<sup>th</sup> 1:45-2:15

Lunch 5<sup>th</sup> 11:55-12:20

Recess 5<sup>th</sup> 1:15-1:45

3 <sup>rd</sup> Grade		4 <sup>th</sup> Grade		5 <sup>th</sup> Grade	
8:10-9:30	Math	8:10-9:50	Protected Reading	8:10-9:00	Reading-WIN
9:35-10:55	Protected Reading	9:50-10:40	Specials	9:00-9:50	Specials
11:00-11:25	Lunch	10:40-11:30	Specials	9:50-10:50	Reading/Math
11:30-12:20	SS/SC	9:50-10:40	M,W,F -Reading	10:50-11:50	Reading/Math
12:20-1:10	Specials		T,Th - Math	11:55-12:20	Lunch
1:10-2:00	Specials	10:40-	M,W,F -Reading	12:20-1:10	SS/SC
12:20-1:10	M,W,F -Reading	11:30	T,Th - Math	1:15-1:45	Recess
	T,Th - Math	11:30	Lunch	1:50-2:50	SS/SC
1:10-2:00	M,W,F -Reading	12:00-1:30	Math	2:50-3:05	Snack
	T,Th - Math	1:30-1:45	Snack		
2:00-2:15	Snack	1:45-2:15	Recess		
2:15-2:45	Recess	2:15-3:05	SS/SC		
2:45-3:05	Writing				

Intermediate Staff Birthdays	
<b>JANUARY</b> Eric White - 1 Michelle Harvey-21	<b>JULY</b> Priscilla Craig - 7 Amy Massa - 15 Tonya Varner - 22 Jewel Farwell - 25 Patty Ewing - 29
<b>FEBRUARY</b>	<b>AUGUST</b> Misty Truman-3 Mardi Dodson - 11 Geri Wilson - 11 Kristi Pinckard - 26 Sarah Ulmer - 28
<b>MARCH</b> Shelby Long - 9	<b>SEPTEMBER</b> Talisha Padilla -1 Robin Stockton - 2 Brenda Russell - 5 Sheila Littlefield - 29
<b>APRIL</b> Michelle Parsons - 4	<b>OCTOBER</b> Kim Hall - 14 Janet Fisher -23 Tina Jackson - 24 Kim Cupps - 26 Joyce Ennis - 27
<b>MAY</b> Tammi Wilkes - 1 Cindy Thomas - 17 Cathy Nunley - 28	<b>NOVEMBER</b> Jill LeCompte - 14 Melody Phillips -17 Maria San Paolo - 23
<b>JUNE</b> Shelley Sparkman - 6 Ann Dalton - 14 Nola Nickols - 25 Jennifer Hanson - 29	<b>DECEMBER</b> Jacque Morris - 2 Kami Willis - 3 Miranda Cupit - 9 Tammy Wilson - 27 Wilma Swofford - 19 Sandy Fitzpatrick - 28 Janice Allen - 29

## 2016-2017 INTERMEDIATE SUPPORT COMMITTEES

<p><b><u>INTERMEDIATE RTI</u></b> Eric White (Chair) Miranda Cupit Cathy Nunley Kari Asbill</p>	<p><b><u>ATTENDANCE</u></b> Priscilla Craig (Chair) Michelle Harvey Sandy Fitzpatrick</p>	<p><b><u>SPELLING BEE/MCTM MATH CONTEST</u></b> Maria San Paolo (Chair) Wilma Swofford Jewel Farwell</p>
<p><b><u>PBS-Tier I</u></b> Eric White Anne Dalton Tammi Wilkes Jennifer Hanson Tina Jackson Priscilla Craig</p>	<p><b><u>PBS-Tier II</u></b> Eric White Anne Dalton Shelley Sparkman Cathy Nunley Miranda Cupit</p>	<p><b><u>Advisory Council</u></b> Shelley Sparkman Michelle Harvey Patty Ewing</p>
<p><b><u>Standard Based Grading</u></b> TBA</p>	<p><b><u>Data</u></b> TBA</p>	<p><b><u>Technology</u></b> TBA</p>

## INTERMEDIATE CURRICULUM COMMITTEES

<p><b>Math</b> Maria San Paolo Geri Wilson Cathy Nunley Kim Cupps Tonya Varner Telisha Padilla Misty Truman Sheila Littlefield</p>	<p><b>Comm Arts</b> Jennifer Hanson Jewel Farwell Kari Asbill Amy Massa Jacque Morris Sandy Fitzpatrick Anne Dalton Kami Willis</p>	<p><b>Science</b> Michelle Harvey Melody Phillips Priscilla Craig</p>
<p><b>Social Studies</b> Tina Jackson Wilma Swofford Miranda Cupit Tammy Wilson Kim Hall</p>	<p><b>Health/PE</b> Cindy Thomas Kristi Pinckard</p>	<p><b><u>FINE ARTS</u></b> Tammi Wilkes</p>

# INTERMEDIATE STAFF ASSIGNMENTS

## **Baseroom Teachers**

Priscilla Craig	Fifth Grade Teacher
Kim Cupps	Third Grade Teacher
Patty Ewing	Third Grade Teacher
Jewel Farwell	Fifth Grade Teacher
Kim Hall	Fourth Grade Teacher
Jennifer Hanson	Fifth Grade Teacher
Michelle Harvey	Fifth Grade Teacher
Tina Jackson	Third Grade Teacher
Sheila Littlefield	Third Grade Teacher
Amy Massa	Fourth Grade Teacher
Jacque Morris	Fourth Grade Teacher
Nola Nickols	Third Grade Teacher
Melody Phillips	Fourth Grade Teacher
Maria San Paolo	Fourth Grade Teacher
Wilma Swofford	Fourth Grade Teacher
Misty Truman	Third Grade Teacher
Sarah Ulmer	Fourth Grade Teacher
Tammy Wilson	Fifth Grade Teacher
Tonya Varner	Fifth Grade Teacher

## **Instructional/Other Assistants**

Janice Allen	Instructional Assistant
Mardi Dodson	Instructional Assistant
Brenda Russell	Instructional Assistant
Robin Stockton	Instructional Assistant

## **Support Staff**

Miranda Cupit	Transition Instruction
Anne Dalton	Special Education Teacher-LD
Telisha Padilla	ELL Instructor
Shelley Sparkman	Counselor
Cathy Nunley	Title I Reading Interventionist
Kari Asbill	Title I Reading Interventionist
Kami Willis	Special Education-Speech
Geri Wilson	Special Education Teacher-LD

## **Fine Arts / PE Teachers / Shared Staff**

Tammi Wilkes	Art Teacher
Sandy Fitzpatrick	Librarian
Kristi Pinckard	Physical Education Teacher
Shelby Long	Music Teacher
Melissa Vollenweider	Enrichment (Gifted Program)
	Educational Police Officer
Cindy Thomas	Nurse

## **Administrative Staff**

Eric White	Intermediate Principal
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## **Secretaries**

Joyce Ennis	Intermediate Office
Michelle Parsons	Intermediate Office

## DUTIES FOR DAILY SUPERVISION

*It is very important that all personnel be in their assigned positions on time. Our children will be moving about the building and supervision is needed.*

<b>A.M. Duties</b>		
<b>Assignment</b>	<b>Staff</b>	<b>Time</b>
Early Room	Amy Massa Jacque Morris	7:00-7:40
3-5 Early Room	3 <sup>rd</sup> -Pinckard/Willis 4 <sup>th</sup> -Nunley/Asbill 5 <sup>th</sup> -Cupit/G. Wilson Sub: Sparkman	7:40-8:00
Bus Unloading	Tami Wilkes-M,W, F Shelby Long-T, Th	7:45-8:10
Library	Sandy Fitzpatrick	7:45
Breakfast Ticket Takers	Janice Allen	7:35-8:00
Breakfast Supervision	Shelley Sparkman-M,W,F Mardi Dodson-(T,Th 1 <sup>st</sup> Sem.—M,W,F (2 <sup>nd</sup> Sem) JoNell Corn- M,W,F (1 <sup>st</sup> Sem—T,Th (2 <sup>nd</sup> Sem)	7:40-8:10
<b>P.M. Duties</b>		
<b>Assignment</b>	<b>Staff</b>	<b>Time</b>
Circle Drive Student Pick-up	Anne Dalton Miranda Cupit Kari Asbill Sub: Shelley Sparkman	3:00-3:15
Walk students to primary cafeteria	Cathy Nunley JoNell Corn Mardi Dodson	2:50-3:15
Crosswalk-Main Street	Kamilla Willis Sub: Joyce Ennis Sub: Michelle Parsons	2:50-3:15
Bus Duty (Rotation with PR & MS)	Joyce Ennis Michelle Parsons	2:50-3:00

# CAFETERIA SUPERVISION

## Grades 3<sup>rd</sup>-5<sup>th</sup>

11:00-11:25 3<sup>rd</sup> Grade:

Monday-Friday

Eric White-1 Grade Level Teacher  
POS=Michelle Parsons

11:30-11:55 4<sup>th</sup> Grade:

Monday-Friday

2 Grade Level Teacher  
POS=Shelley Sparkman

11:55-12:20 5<sup>th</sup> Grade:

Monday-Friday

1 Grade Level Teacher  
POS=Janice Allen

\*Let Michelle know if you will be gone or unable to do a duty so she can cover it for you. Shelley Sparkman as needed for supervision/POS.

**When you have completed ticket scanning please assist w/lunch duty.**

**\*\*Teachers in the event of staff absences you may be called upon to fill in a lunch duty.**

## GENERAL INFORMATION

**LESSON PLANS** - Weekly lesson plans are to **be emailed to Mr. White by Friday.** Plans will be made for the upcoming week by the **Friday** prior to the week's beginning. (Weekends are for your family!) **Planning periods are to develop lesson plans. Stay Prepared!**

**SPECIAL CLASSES** – Schedules for Special Services classes and Title I classes are available.  
**Be on time!**

**They don't go to buses**

**YOUR ROOM** – is a home away from home for you and your students. It should be clean, well-organized and attractive. Students are anxious to help care for their room and a room duty is a "**must**" in the intermediate school.

- ❖ Take time in the afternoon before dismissal to clean up your room. Students are not usually neat. Desks should be cleaned out often. Teacher's and students' desk tops should be cleared of materials.
- ❖ Use lights as needed. **Be sure lights are turned off when you are not in the room.**



- ❖ Check your coat closet or coat hooks to be sure wraps are taken home. All closet doors should be kept closed. If items are to be left at the end of the day, be certain they are put away.
- ❖ Playground equipment should be kept in a box.
- ❖ When you leave your room at night be sure: the floor is picked up, and desks are cleared. Chairs should be placed on top of tables and/or desks.

**KEEP YOUR CONTROL** – **This cannot be overemphasized.** No matter how great your store of knowledge and how long your preparation, if you do not have the attention of the class, no learning will take place.

**FACULTY MEETINGS** – (**You are required to attend all faculty meetings**). We will have faculty meetings as needed. If a meeting is scheduled, plan to be in the meeting room immediately after the buses depart. Grade level/departmental meetings will be held once monthly. Additional meeting will be called only as needed.

**STUDENT WITHDRAWAL** – If a student is leaving our school, notify the office as soon as possible. A Student Release form will be sent to you when we have notification the student has enrolled in another school. Fill it out and bring it to the office ASAP, plus student file and any of the student's work you feel should be sent to his/her new school. Students must be marked absent on Lumen until the office withdraws them.

**NEWS ARTICLES** – Any news articles that you plan to put in the local newspaper concerning a project or highlighting students for special recognition, **must be given to Mr. White for approval** the Monday before it is to be "In the News".

**PARENT CORRESPONDENCE** – Any correspondence you send to parents must be approved by Mr. White.

**STUDY THE CUMULATIVE FOLDERS OF YOUR STUDENTS** – Get to know your students from personal observation. This is vital. However, you need to know the characteristics, achievements, capabilities, problems, and other data concerning your pupils. Make yourself acquainted with this information. The stronger your background knowledge, the greater your chance of success. Just a word of caution: These records are not meant to be instruments of prejudice. Use the information objectively. Check with Mrs. Stephenson, Mrs. Sparkman, and Mrs. Preddy for evaluation and diagnostic information.

**TAKE ADVANTAGE OF EVERY OPPORTUNITY TO MEET PARENTS** – Parents can be a very big help. They have a great deal of information concerning the student that is very helpful to the teacher. Do not wait for trouble to arise. Get to know these folks before any problems come up.

**COUNSELING** – Counseling sessions will be set by Mrs. Sparkman or Mrs. Preddy in cooperation with the classroom teachers.

**RESPONSE TO INTERVENTION TEAM** – If a student is experiencing a great deal of academic/behavioral difficulty:

1. Contact the RTI chairperson or Mr. White to schedule a meeting of the RTI.
2. The team will suggest intervention strategies and meet periodically to determine if the strategies have been helpful. If so, the meetings will be discontinued, and the student's progress will be monitored.
3. If the activities have not assisted the student, a referral will be made.

Intermediate RTI Chairmen: Kami Willis, Shelley Sparkman, Cathy Nunley, Melody Phillips

**HOMEWORK** – Homework is necessary for the development of initiative, responsibility, and self-reliance.

Make homework meaningful and no new skills.

**TYPES OF HOMEWORK:**

- Practice or drill to improve basic skills
- Work assigned to increase pupil understanding
- Experiments, TV programs, research
- Creative-building models, writing assignments and reading
- Completion of assignments
- Incomplete daily work--contact parents after 2 times
- Reading
- **Limit Amount of homework for Wednesday's.**

**SPEND MUCH TIME IN PREPARATION OF DAILY LESSONS** – There is no substitute for this on the road to success. Many persons fail because of poor preparation. Even the most experienced must prepare.

**HOMEWORK AS OUTLINED IN PARENT HANDBOOK:**

Homework is necessary for the development of self-reliance, initiative, and responsibility.

Teachers may send assigned homework on certain evenings. This homework will be practice of a given skill that was taught in class. However, there is no better way to enhance and improve reading, writing, or math computation than through practice. *If you will ensure your student has fifteen minutes of reading, fifteen minutes of writing or spelling and fifteen minutes of math practice each evening you will see an improvement in his/her school performance and in his/her assuming of responsibilities.*

## **FACULTY ABSENCES**

1. If a teacher is ill, she/he should call **Joyce Ennis 342-7653 by 6:00 a.m.**  
**Joyce's cell # 342-7653**
2. Call school by 2:30 p.m. that afternoon to let the substitute know if she/he is needed another day if you are sure you will not be returning the next day.
3. A personal day **must be approved before it is taken**. Please read the school policy manual regarding regulations for personal days. Due to time restraints at end of year, you are highly encouraged to take personal days prior to May 1. The abundance of end of the year activities will hinder the ability to take personal days at the end of the year
4. Quarterly perfect attendance for certified staff will be rewarded with a \$100 gift card from Central Office each quarter.

**SUBSTITUTE PLANS** – *To assist the substitute teacher in following your lesson plan book, please include the following items:*

1. Daily schedule
2. A class roster
3. A schedule of your extra duty assignments
4. The name of several students who would be a good helper
5. The name of a co-teacher who would be a good helper
6. Lists of all students who will attend class with Willis, Dalton, G. Wilson, Title, etc. and their scheduled class times. Do Not list student's disabilities.
7. Any health problems that could need **special attention**
8. CLASS RULES
9. Leave the "EMERGENCY CODE" information for the substitute

**\* BE SURE YOUR SUBSTITUTE GETS THE FOLLOWING INFORMATION \***

# CASSVILLE MIDDLE SCHOOL

2016 – 2017



**Jimmy Barton**  
Principal

**Ron Hudson**  
Assistant Principal

## EQUAL OPPORTUNITY EMPLOYMENT

The Cassville R-IV School District is an equal opportunity employer. It is the policy of this district to afford equal employment opportunities to qualified individuals regardless of their race, color, national origin, ancestry, religion, socioeconomic status, marital status, sex, age, disability or memberships in legally constituted organizations, to the extent required by law. This policy applies to all aspects of the employment relationship, including recruitment, selection, placement, training, assignment, promotion, transfer, compensation, benefits, and termination.

## CONFIDENTIALITY

### *Laws Concerning Confidentiality Applicable to Schools*

#### FEDERAL LAW

- Public Law 105-17, The Individuals with Disabilities Education Act (IDEA), Amendments of 1997 – Confidentiality of Information: “Information collected, maintained or used by the district regarding your child must be kept confidential.”
- Public Law 90-247, Title IV, Family Educational Rights and Privacy Act (FERPA): “The purpose of this law is to set out requirements for protection of privacy of parents and students.”

#### STATE LAW

- The Safe Schools Act of 1996: “Any person who violates the privacy rights of a student as provided in this subsection is guilty of class B misdemeanor, and parent can bring lawsuit to recover attorney fees, costs, and damages for violation of law.”

## STAFF CONDUCT

The Board of Education expects that each professional and support staff member shall put forth every effort to promote a quality instructional program in the school district. In building a quality program, employees must meet certain expectations that include, but are not limited to, the following:

1. Become familiar with, enforce and follow all Board policies, regulations, administrative procedures, other directions given by district administrators and state and federal laws as they affect the performance of job duties.
2. Maintain courteous and professional relationships with pupils, parents/guardians, other employees of the district and all patrons of the district.
3. Keep current on developments affecting the employee's area of expertise or position.
4. Transact all official business with the appropriate designated authority in the district in a timely manner.
5. Transmit constructive criticism of other staff members or of any department of the school district to the particular school administrator who has the administrative responsibility for improving the situation.
6. Care for, properly use and protect school property.
7. Attend all required staff meetings called by district administration, unless excused.
8. Keep all student records, medical information and other sensitive information confidential as directed by law, Board policy, district procedures and the employee's supervisor.
9. Immediately report all dangerous building conditions or situations to the building supervisor and take action to rectify the situation and protect the safety of students and others if necessary.
10. Properly supervise all students. The Board expects all students to be under assigned adult supervision at all times during school and during any school activity. Except in an emergency, no employee will leave an assigned group unsupervised.
11. Obey all safety rules, including rules protecting the safety and welfare of students.

12. Submit all required reports or paperwork at the time requested. Employees will not falsify records maintained by the school district.
13. Refrain from using profanity.
14. Dress professionally and in a manner that will not interfere with the educational environment.
15. Come to work and leave work at the time specified by the employee handbook or by the employee's supervisor. Employees, who are late to work, stop working before the scheduled time or work beyond the scheduled time without permission may be subject to discipline, including termination. Work hours are 8:00 – 3:30. Be on time.
16. School employees, other than commissioned law enforcement officers, shall not strip search students, as defined in state law, except in situations where an employee reasonably believes that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available.
17. School employees shall not direct a student to remove an emblem, insignia or garment, including a religious emblem insignia or garment, as long as such emblem, insignia or garment is worn in a manner that does not promote disruptive behavior.
18. State law prohibits teachers from participating in the management of a campaign for the election or defeat of a member of the Board of Education that employs such teacher.
19. Employees will not use district funds or resources to advocate, support or oppose any ballot measure or candidate for public office.
20. Employees will not use any time during the working day for campaigning purposes, unless allowed by law.

\*\*\*\*\*

Adopted: 01/17/2002      Revised: 01/13/2005      Cross Refs: AC, Nondiscrimination and Anti-Harassment  
 DCB, Political Campaigns, JFG, Interrogations, Interviews and Searches, JO, Student Records, KI, Public Solicitations/Advertising in District Facilities      Legal Refs: §§ 115.646, 167.166, 168.114, .130, RSMo  
 Cassville R-IV School District, Cassville, Missouri

**Note: If you need clarification on any of these policies, see your principal or see FILE: GBCB in the Board Policy handbook.**

## STAFF CELL PHONE USE

The Cassville R-IV School District encourages district employees to use technology, including cell phones, to improve efficiency and safety. The district expects all employees to use such devices in a responsible manner that does not interfere with the employee's job duties. Employees who violate district policy and procedures regarding cell phone use may be disciplined, up to and including termination, and may be prohibited from possessing or using a cell phone while at work. Cell phones may not be used in any manner that would violate the district's policy on student-staff relations.

### **Definitions**

*Cell Phone* – All portable devices except laptops that send or receive calls or text messages, allow the retrieval of e-mail or provide access to the Internet.

### **General Cell Phone Use**

The district prohibits any employee cell phone use that interrupts or disrupts the performance of duties by the employee or otherwise interferes with district operations, as determined by the employee's supervisor. This prohibition applies regardless of whether the cell phone used is owned by the employee or provided by the district.

Supervision of students is a priority in the district, and employees who are responsible for supervising students must concentrate on that task at all times. Employees shall not use a cell phone when they are responsible for supervising students unless any of the following conditions occurs:

1. There is an emergency.
2. The use is necessary to the performance of an employment-related duty at that particular time and cannot be avoided.
3. The employee has received specific and direct permission from a supervisor. Supervisors shall limit such permission to unusual circumstances such as communication regarding a family birth or surgery.

Even when these conditions exist, the employee is responsible for obtaining assistance in adequately supervising students during the approved use so that students are supervised at all times.

### **Use in Vehicles**

Regardless of other provisions of this policy, unless there is an emergency, employees shall not use cell phones when:

1. Driving district-provided vehicles.
2. Operating a vehicle in which a student is being transported on district property.
3. Supervising students who are entering or exiting a vehicle, crossing thoroughfares or otherwise safely reaching their destinations.

Even in emergency situations, employees should first take all possible safety precautions before using cell phones.

### **Technology Safety**

To protect district technology, the district does not allow personal cell phones to be synchronized with the district's network. Employees should contact the district's technology director for alternative methods of synchronization, if feasible.

### **Use of District-Provided Cell Phones**

The district may provide cell phones and service to some employees to assist them in carrying out their employment-related duties on and off district property. Use of a district-provided cell phone is a privilege. The superintendent or designee has sole discretion as to which employees will be provided cell phones and may recall any previously issued cell phone. Employees do not have any expectation of privacy in district-provided cell phones or any information stored on them, and such phones may be confiscated and searched at any time.

Employees are expected to exercise reasonable care to protect district-provided cell phones from damage or theft and must report any such incidents immediately. The district may require employees to reimburse the district for any damage or theft that was the result of the employee's negligence. Users of district-provided cell phones must abide by any use limitations included in the district's service contract.

### ***Personal Use of District-Provided Cell Phones***

Personal use of district-provided cell phones is permissible as long as the use does not exceed the limits of the applicable plan. However, personal use of a cell phone is not permitted if the phone or service is paid for under E-Rate. An employee whose use exceeds plan limitations will be required to reimburse the district for all expenses beyond those covered by the plan and may have privileges suspended or revoked unless the employee can show that all use was for employment-related duties and the phone was not used for personal reasons.

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Adopted: 06/10/2010

Cross Refs: AC, Prohibition Against Illegal Discrimination and Harassment  
EHB, Technology Usage

Legal Refs: U.S. Const. amend. IV

## COMPUTER USAGE

### ***Violations of Technology Usage Policies and Procedures***

Use of the district's technology resources is a privilege, not a right. A user's privileges may be suspended pending an investigation concerning use of the district's technology resources. Any violation of district policies, regulations, or procedures regarding technology usage may result in temporary, long-term, or permanent suspension of user's privileges. The administration may use disciplinary measures to enforce district policies, regulations and procedures. Employees may be disciplined or terminated, and students suspended or expelled, for violating the district's policies, regulations and procedures. Any attempted violation of district policies, regulations or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

### **Damages**

All damages incurred by the district due to the misuse of the district's technology resources, including the loss of property and staff time, will be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to district technology.

### **General Rules and Responsibilities**

The following rules and responsibilities will be followed by all users of the district technology resources:

1. Applying for a user ID under false pretenses is prohibited.
2. Using another person's user ID and/or password is prohibited.
3. Sharing one's user ID and/or password with any other person is prohibited. A user will be responsible for actions taken by any person using the ID or password assigned to the user.
4. Deleting, examining, copying or modifying files and/or data belonging to other users without their prior consent is prohibited.
5. Mass consumption of technology resources that inhibits use by others is prohibited.
6. Unless authorized by the district, non-educational Internet usage is prohibited.
7. Use of district technology for soliciting, advertising, fundraising, commercial purposes or for financial gain is prohibited, unless authorized by the district.
8. Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.
9. Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The school district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
10. Accessing viewing or disseminating information using district resources, including e-mail or internet access that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous pervasively indecent or vulgar, or advertising any product or service not permitted to minors is prohibited.
11. Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.
12. Accessing, viewing or disseminating information using school or district resources, including e-mail or Internet access, that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race,



religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful school regulations is prohibited.

13. Any use that has the purpose or effect of discriminating or harassing any person or persons on the basis of race, color, religion, sex, national origin, ancestry, disability, age, pregnancy or use of leave protected by the Family and Medical Leave Act or the violation of any person's rights under applicable laws is prohibited. See policy AC and regulation AC-R.
14. Any unauthorized, deliberate or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction is prohibited, regardless of the location or the duration of the disruption.
15. Users may only install and use properly licensed software, audio or video media purchased by the district or approved for use by the district. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license and approved by the district.
16. At no time will district technology or software be removed from the district premises, unless authorized by the district.
17. All users will use the district's property as it was intended. Technology or technology hardware will not be lifted, moved or relocated without permission from an administrator. All users will be held accountable for any damage they cause to district technology resources.
18. All damages incurred due to the misuse of the district's technology will be charged to the user. The district will hold all users accountable for the damage incurred and will seek both criminal and civil remedies, as necessary.

## **Technology Security and Unauthorized Access**

All users shall immediately report any security problems or misuse of the district's technology resources to a teacher or administrator. No person will be given access to district technology if he or she is considered a security risk by the superintendent or designee.

Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.

Use of district technology to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.

The unauthorized copying of system files is prohibited.

Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology are prohibited.

Any attempts to secure a higher level of privilege on the technology resources without authorization are prohibited.

The introduction of computer viruses, hacking tools, or other disruptive/destructive programs into a school or district computer, network or any external networks is prohibited.

## ***Online Safety—Disclosure, Use and Dissemination of Personal Information***

1. All students will be instructed on the dangers of sharing personal information about themselves or others over the Internet.
2. Student users are prohibited from sharing personal information about themselves or others over the Internet, unless authorized by the district.
3. Student users shall not agree to meet with someone they have met online without parental approval.
4. A student user shall promptly disclose to his or her teacher or another school employee any message the user receives that is inappropriate or makes the user feel uncomfortable.
5. Users shall receive or transmit communications using only district-approved and district-managed communication systems. For example, users may not use web-based e-mail, messaging videoconferencing or chat services, except in special cases where arrangements have been made in advance and approved by the district.
6. All district employees will abide by state and federal law, Board policies and district rules including, but not limited to, policy JO and regulation JO-R when communicating information about personally identifiable students.
7. Employees shall not transmit confidential student information using district technology, unless designated for that use. Employees will take precautions to prevent negligent disclosure of student information or student records.
8. No curricular or non-curricular publication distributed using district technology will include the address, phone number or e-mail address of any student without permission.

## ***Electronic Mail***

A user is responsible for all e-mail originating from the user's ID or password.

1. Forgery or attempted forgery of e-mail messages is illegal and is prohibited.
2. Unauthorized attempts to read, delete, copy or modify e-mail of other users are prohibited.
3. Users are prohibited from sending unsolicited electronic mail to more than three (3) addresses per message, per day, unless the communication is a necessary, employment-related function or an authorized publication.
4. All users must adhere to the same standards for communicating online that are expected in the classroom and that are consistent with district policies, regulations and procedures.

## **Exceptions**

Exceptions to district rules will be made for district employees or agents conducting an investigation of a use that potentially violates the law, district policies, regulations or procedures. Exceptions will also be made for technology administrators who need access to district technology resources to maintain the district's resources or examine and delete data stored on district computers as allowed by the district's retention policy.

## **Waiver**

Any user who believes he or she has a legitimate reason for using the district's technology in a manner that may violate any of the district's adopted policies, regulations and procedures may request a waiver from the building principal, superintendent or their designees. In making the decision to grant a waiver to a student, the administrator shall consider the purpose, age, maturity and level of supervision involved.

## **No Warranty/No Endorsement**

The district makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides. The district's technology resources are available on an as is, as available@ basis.

The district is not responsible for loss of data, delays, nondeliveries, misdeliveries or service interruptions. The district does not guarantee the accuracy or quality of information obtained from the Internet or use of its technology resources. Access does not include endorsement of content or the accuracy of the information obtained.

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### SEXUAL HARASSMENT OF EMPLOYEES

Sexual harassment is strictly prohibited in the Cassville R-IV School District. Sexual harassment is defined as unwelcome sexual advances, requests for favors, or other verbal or physical conduct of a sexual nature. Sexual discrimination policies include any person employed by the district, any student teacher, or school volunteer. If an employee believes that he or she is being sexually harassed, the employee is encouraged to bring the concern to the attention of the employee's supervisor. If the employee feels that such contact with the supervisor would be inappropriate, the employee should contact the Title IX coordinator for the school district

### PROFESSIONAL STAFF CONTRACTS

Individual contracts will be issued to all certified employees. All teachers new to the district will be employed on a probationary contract for one year, and will continue on one-year probationary contracts until qualified for and awarded indefinite contract status. On or before April 15, the Board shall notify in writing probationary teachers whose contracts will not be renewed. Probationary teachers not notified before April 15 shall be employed for the next school year under the terms of the contract for the preceding year. Probationary teachers who are informed of reelection by written notice shall be tendered a contract on or before May 15, and shall provide written notices of acceptance or rejection within 15 days of receiving contract. Failure to provide notice within this period is a rejection of the offer.

### PROFESSIONAL STAFF SALARY SCHEDULES

#### **FILE: GCBA-R**

The following operational plan shall serve as implementing guidelines for the professional staff salary schedule adopted by the Board of Education:

#### **General Guidelines**

1. The professional staff will be employed by the Board based on the recommendation of the superintendent.
2. Maintenance of the salary schedule is dependent on the local levy approvals and continued state financial support.
3. The minimum contract period for all full-time certificated personnel will be determined annually by the school district.
4. The professional salary schedule does apply to extended contracts or extra-duty contracts.
5. All beginning teachers will begin on the first step of the salary schedule.
6. Teachers may advance on the schedule one yearly step only after each year of service in Cassville School District.
7. A full year will be given for up to 15 years of public school experience starting with the 2006-2007 school year. The salary a teacher will receive will be determined at the time the teacher contracts with the district or by June 1 for tenured teachers. A teacher cannot progress on the salary schedule after entering into a contract for a school year, unless authorized in the contract.
8. Each teacher will be assigned one or more activities to sponsor without an increase in salary.
9. In order to advance on the salary schedule for completion of additional college graduate hours, professional staff must receive approval by the administration prior to enrolling in the course.

#### **Salary Classification**

Salary classification shall be made for each approved eight (8) hours earned by teachers between the Bachelor's and including the Master's Degree.

Teachers new to the district may receive credit on the salary schedule for attainment of college credit up to a Master's Degree prior to being issued a teaching certificate if the coursework between the Bachelor's Degree and the Master's Degree was in the teacher's major teaching field at the district.

Salary advancement shall be made for each approved eight (8) graduate hours earned by teachers between the Master's and including the Specialist's Degree.

Teachers will be allowed to obtain a second Master's Degree and be placed on the Specialist's column of the salary schedule.

### **Hours Beyond Certification**

Hours beyond certification or the B.S. degree, whichever came last, shall be upper level, undergraduate, or graduate hours between the B.S. and M.S. degrees. Any undergraduate course must be approved by the superintendent and/or principal before the credit will allow for an increase on the salary schedule. The M.S. degree or hours toward a second Master's Degree for educational level advancement must be in the teacher's major teaching field or in related and supportive areas. Once the M.S. degree in the second Master's Degree has been achieved, the additional hours must be in the area of the teacher's assignment, certification, or toward an advanced degree.

The superintendent must be informed by March 1 if one anticipates going to the next step (horizontally) the next year.

### **Professional Advancement**

No teacher is entitled to an increment advancement or base increase on the schedule unless said teacher has met the Board's requirement for professional advancement during the preceding five (5) years as outlined below. A transcript must be on file with the superintendent showing the completion of these requirements.

### **Requirement for Professional Advancement**

All teachers are to attain six (6) additional graduate hours within each five-year period. For teachers who have achieved a Master's degree and 15 years experience, the requirement shall be reduced to three (3) graduate hours in each five-year period. The requirement of additional hours of credit will become optional for any teacher who reaches 30 years experience. Failure to do so will cause a teacher to hold constant within the salary schedule of that school year without the benefit of any advancement in base salary or increment.

The professional advancement requirements may be met in one of the following ways within the five-year period for each individual:

- A. College Credit
  - 1. Graduate credit from an accredited institution of higher learning.
  - 2. Undergraduate credit as defined above.
- B. Workshops
  - 1. Sponsored by the Cassville R-IV School District for Board approved credit.
  - 2. Professional organization workshops which contribute to specialization in the teaching assignment.

One (1) semester hour will be given for each 16 clock hours of out of contract workshop time.

A request for approval of workshop credit should be filed in writing by the teacher with the building principal prior to taking the workshop. A statement of approval or lack thereof will be sent to the teacher by the principal.

Workshop attendance will be certified by workshop presenter and certification filed by the teacher with the building principal by June 1<sup>st</sup> of the school year in which the hours were accumulated.

A salary schedule is annually adopted by the Board of Education. The salary schedule shall have a salary for those beginning in the system, which will be at or above the minimum salary established by state statute and annual increments for each school year of successful experience.

The superintendent, in cooperation with staff, shall prepare salary schedules for approval of the Board of Education. The salary schedule shall be on file in the office of the superintendent.

**General Guidelines**

1. Maintenance of the salary schedule is dependent on the local levy approvals and continued state financial support.
2. The minimum contract period for all full-time certificated personnel will be determined annually by the school district.
3. The professional salary schedule does apply to extended contracts or extra-duty contracts.
4. All beginning teachers will begin on the first step of the salary schedule.
5. A full year will be given for each year of teaching experience to a maximum of ten (10) years. The salary a teacher will receive will be determined at the time the teacher contracts with the district, or by June 1 for tenured teachers. A teacher cannot progress on the salary schedule after entering into a contract for a school year, unless authorized in the contract.
- 6.

**PROFESSIONAL STAFF LEAVES AND ABSENCES**

1. Sick Leave -- Each teacher under contract with the school district for less than five years shall be granted 10 days sick leave each school year. Each teacher under contract for five years or more shall be granted 15 days sick leave each school year. Unused sick leave will cumulate to 90 sick leave days.

An absence of one through four hours shall be counted as a half day of sick leave.

Absences may be charged against sick leave for the following reasons:

- a. Illness or disability of the employee.
- b. Illness, injury, or death to a member of the immediate family.
- c. Illness, injury, or death of other relatives, with permission granted by the superintendent.

2. Personal Leave -- Three days of personal leave will be available per school year. All personal leave days must be approved by the principal by May 1 of the present school year.

Absences may be charged against personal leave to conduct business that cannot be performed on a Saturday, Sunday, or before or after school hours. Leave will not be granted for an employee due to adverse weather conditions.

3. Emergency Leave -- A maximum of five days emergency leave shall be granted without loss of pay.
4. Pregnancy and Childbirth Leave -- The employee shall be granted sick leave during periods of pregnancy related disability, and if necessary an unpaid leave of absence, upon recommendation of a physician. The employee shall return to duty when she is physically able based on medical opinion.
5. Family and Medical Leave Rights -- Employers are required to provide up to 12 weeks of unpaid leave for certain family and medical reasons. Eligible employees are those who have worked for more than one year. Unpaid leave may be granted for any of the following reasons:

- a. To care for a child after birth, or placement for adoption or foster care.

- b. To care for the employee's spouse, son or daughter, or parent who has a serious health condition.
- c. For a serious health condition that makes the employee unable to perform his or her job.

The employee is required to provide advance leave notice when the leave is foreseeable.

6. Professional Leave -- Teachers may be granted professional leave upon approval of the superintendent.

### **PROFESSIONAL STAFF MEETINGS**

Faculty meetings will be held the second Wednesday of each month. Meetings will begin at 3:30 pm in the Middle School FACS room #22 and will last for approximately one hour. All called, and regularly scheduled, meetings are mandatory and shall be considered a part of each teacher's professional contract. The only reason to miss a faculty meeting is a school-related activity. If it is impossible for you to attend these designated meetings, you will be required to attend a make-up meeting the following morning at 7:00 am in the Middle School office.

### **PROFESSIONAL STAFF DEVELOPMENT OPPORTUNITIES**

Teachers are encouraged to attend meetings, take courses, belong to organizations, travel and read literature describing innovative practices and instructional techniques. Incentives for such improvement are built into the salary schedule and the district in-service program. A district professional development plan and guidelines are given to each staff person and are located in their district guideline notebook.

### **EVALUATION OF PROFESSIONAL STAFF**

Teachers will be evaluated on a regularly scheduled basis by their immediate supervisor or designee. A performance-based evaluation shall be ongoing and of sufficient specificity and frequency to provide for demonstrated standards of competency and academic ability.

### **PROFESSIONAL ORGANIZATIONS**

Teachers are encouraged to become active in professional organizations to stimulate professional growth. Several organizations are represented district-wide. Payroll deductions are made through the central office for membership fees.

### **STAFF PROTECTION**

Insurance coverage for the Cassville R-IV School District staff will be as follows:

- Medical Insurance
- Liability Insurance
- Workers' Compensation Insurance
- Unemployment Compensation Insurance
- Medicare Coverage

### **DRUG-FREE WORKPLACE**

Student and employee safety is of paramount concern to the Board of Education. Employees under the influence of alcohol, drugs, or controlled substances are a serious risk to themselves, to students, and to other employees. Therefore, the Board of Education shall not tolerate the manufacture, use, possession, sale, distribution, or being under the influence of controlled substances or alcoholic beverages on any school property or on any school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored activity, event or function where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district. Any employee who violates this policy will be subject to disciplinary action, which may include employment suspension, termination, and referral for prosecution.

## **COMMUNICABLE DISEASES**

An employee of the school district shall not work in a school setting if the employee is known to be afflicted with any contagious or infectious disease, or while liable to transmit such a disease after being exposed, unless the Board or its designee has determined, based on medical evidence, that (1) the employee is no longer infected or liable to transmit the disease, or (2) the employee is afflicted with a chronic infectious disease which poses little risk of transmission in the school environment with reasonable precautions.

## **PROCEDURES FOR CLEANING BLOOD OR BODY FLUIDS**

Many infectious agents can be found in the blood or body fluids of humans. This includes individuals with no outward signs or symptoms of infection. If a custodian is unavailable to clean up a blood/body fluid spill, it is very important that all district personnel adopt routine procedures for handling the cleanup. The procedures, as outlined by the Centers for Disease Control, are as follows:

1. If available, absorbent floor-sweeping materials should be used to cover fluids to keep them from spreading.
2. Rubber gloves should be worn and are available in the office. Keep a pair in your room. All spills should be cleaned up with absorbent towels.
3. All surfaces that have been in contact with the fluids should be cleaned with a disinfectant. Any EPA-approved disinfectant (i.e., Lysol, etc.) can be used. A 1:10 dilution of household bleach can also be used.
4. After any exposure to body fluids, good hand washing should consist of thorough use of soap and water for at least 10 to 15 seconds.

## **STAFF COMPLAINTS AND GRIEVANCES**

Employee complaints will be identified and corrected at the earliest possible time and at the lowest level of supervision. Employees will not be discriminated against nor will reprisal be attempted against an employee because a complaint was filed. A complaint may be filed if an employee feels he or she is adversely affected by a violation, misinterpretation or misapplication of a district policy, regulation or procedure, or of an employee handbook, contract, or by any other action that affects the employee's performance of assigned job responsibilities. Complaints will be processed according to the procedures listed below:

- A. A complaint will be presented orally and informally to the immediate supervisor. If the complaint is not promptly resolved, it will be reduced to writing and submitted to the immediate supervisor.
- B. Within five workdays of receiving the written complaint, the immediate supervisor will render decision in writing.
- C. Within five workdays after receiving the decision, the complainant may appeal the decision in writing to the superintendent.
- D. The superintendent will, within ten workdays of receipt, investigate and render a decision in writing.
- E. The complainant may appeal the superintendent's decision to the Board of Education.

## **FACULTY ASSIGNMENTS**

Faculty assignments at school affairs are necessary at various times throughout the year. Teachers are usually notified in advance when they are expected to serve in this capacity.

The individual teacher is responsible for carrying out these assignments. In the event a teacher cannot serve as requested, they should notify the principal to see if it would be acceptable to make arrangements with another teacher to substitute for them. Such substitutions should be reported to the principal prior to the time of the activity being chaperoned.

Teachers wishing to work at athletic events will be reimbursed for such duty.

### LEAVING CLASS OR CAMPUS

It is sometimes necessary to leave the campus during the school day; however, such trips should be **necessary and their frequency kept to a minimum**. The principal or her secretary should be notified if you are going to leave campus. **Of course, pupils are not to be left unattended.**

Classes are never to be left unattended unless an emergency occurs; in which case, the principal is to be notified immediately.

### PREPARATION PERIOD

The period that you are not teaching is provided so that you may use the time in preparation for your classes. It is not a free period. You have an obligation to the students and school during your preparation period, just the same as any other period during the day. You may be asked to perform other duties as needed by the school during this period.

### WORKING HOURS

Teachers are expected to be on duty each morning by **7:50 a.m. and are expected to remain on duty until 3:30 p.m.** Any exception to this must be cleared by the principal. Teachers may leave after the buses leave on Fridays unless instructed otherwise.

### CHECKING ROLL

Roll is to be taken accurately at the **beginning** of each hour of the day. **Record attendance and tardies in Lumen at the beginning of each hour.** Keep an accurate record of attendance in your grade book. Be extremely careful as you record absences or tardies. If a student shows up to class after he has been marked absent, immediately change it in Lumen or let the office know so they can make the change. Accurate attendance is important, as parents will have the capability to instantly check and see if their student made it to school. If your computer is not working, please post your absences outside your door and an office aide will pick them up. You can also email the office with your absences and they can be posted for you.

**You are to require an absentee slip of all students entering your class after being absent.** If the absence is excused, the student should be expected to make up the work missed for which he may receive a grade. Work may not be made up for unexcused absences except when approved by the principal. Teachers are encouraged to check attendance history in Lumen to see if a student has an excused or unexcused absence.

### STUDENT PASSES

Teachers should not give a student permission to leave class to work on other projects, programs, or events. Teachers are not to send a student from the campus without prior permission from the principal.

Any teacher who sends a student from class on an errand will assume the responsibility of that student's conduct and safety. If a student is permitted to leave a class, the teacher must sign the student's hall pass or issue an individual corridor pass. The pass should include the time the student left the class and the time returning to class. Sending students on trips or errands should be kept to a minimum.

Students should not be excused for class during the first 15 minutes of class unless it is a visible or known emergency. \*\*Each teacher shall create their own hallway pass and shall have their name clearly on it.

### TARDINESS

Students arriving late to class will be counted tardy. Teachers should record the tardy in Lumen, (**Q=excused tardy, T=unexcused tardy**). Any student who arrives late to school should sign in at the office and a note will be sent with the student. All teachers who keep students after class should send notes with those students to excuse their tardy.



## LESSON PLANS

Teachers will complete weekly lesson plans. These plans will be available electronically upon administrative request. Lumen contains a lesson plan organizer if so chose to use or you may use a version of your choice.

## SUBSTITUTE TEACHERS

The procedures for securing a substitute are as follows:

1. For illness: Please call or text Jim Barton (816-716-6363) **no later than 6:00 a.m.** Leave a message if no answer. Also call CMS at 417- 847-3136 and leave a message on the main line.
2. For doctor appointments, school business trips, and other absences where you have advance notice, please fill out a written form and leave it in Jim Barton's mail box and let Netta know at school as soon as possible. Personal leave absences will not be approved with less than one week's prior notice.
3. For requests for personal leave a written form is secured from the school office, completed by staff person, and turned into principal. After the request is approved, a copy of the signed request will be placed in your mailbox. Final approval will be only after a substitute is secured. Due to time restraints at the end of the year, you are highly encouraged to take personal days prior to **May 1st**. Personal days will be approved after **May 1** upon consideration and circumstances.
4. Please make every effort possible to not take days off within 2 days before, or after, a holiday. If you would like to take time off around holidays, please visit with an administrator well in advance to discuss.

## SUBSTITUTE FOLDER

*A substitute folder is to be on file and kept up to date for the substitute's use. The folder shall consist of: Class Roll, Room Assignment, Planned Activity, Student Discipline Form, Seating Chart, and Absentee Forms. (Office aides will pick up absentee slip each hour when you have a substitute). This is for an emergency that does not allow for a regular sub plan. The substitute folder will need to be shared with administration and secretaries on Google drive so we are able to print them off for the sub when need.*

## SCHOOL TRIPS

Trips made by classes or organizations away from school are to be limited to one school day unless approved by the principal. Trips shall be planned and approved by the designated administrator and shall be adequately chaperoned. Travel must be by school bus or other school-provided transportation. Requests must be made on the proper form a minimum of two weeks in advance. **SPONSORS are to check roll prior to departure and notify the office of any absences.**

## LUNCH DUTY

Cassville Middle School staff and administration place much emphasis on appropriate student behavior and safety. The teaching staff does an excellent job of managing classroom behavior. It is very important to monitor student behavior at all other times during the day. Teachers must supervise students between classes and during lunchtime. All teachers and teacher assistants will have lunch duty on a rotating basis.

The first lunch shift will be from 10:42 – 11:05. Second shift will be from 11:07 – 11:30. The third shift will be from 12:27 – 12:49 Teachers will be notified which lunch they are on.

All students must go to the lunchroom. Students are to remain in the lunchroom until dismissed by a faculty member on duty or by a bell. Two to three faculty members are assigned to lunch duty each day. Inappropriate behavior should be corrected and extreme problems should be referred to the principal's office.

## ASSEMBLY CONTROL

**Teachers are expected to be present at all assemblies and sit with their class in the bleachers.** Teachers should escort their students to and from assembly area. Teachers should also be alert to misconduct and reprimand students on the spot. If necessary, they should be reported to the principal.

## WILDCAT EXPECTATIONS

The Cassville R-IV School District expects classroom teachers to effectively manage students. In an effort to assist teachers, Cassville Middle School has devised a common set of expectations for all school settings using a common language. It is expected that all staff refer to these posted expectations when correcting student behavior. Additional training in using Tier 1 of these Wildcat Expectations will be ongoing this year. A summary of these expectations are shown below and is also shared on the Google Drive.

## IN-SCHOOL SUSPENSION

Middle school students may be assigned in-school suspension (ISS) as a result of behavior problems. Students may be assigned ISS for a period of one to ten consecutive days; however, they may also be assigned ISS during the middle of a school day.

Mr. Hudson will be requesting ISS assignments. Assignments need to be submitted promptly. Be sure to assign **adequate** work for each student per day. The ISS instructor will return completed assignments to each teacher's mailbox at the end of the day. All work must be meaningful and used as part of the student's grade.

It would be an advantage for the ISS teacher to have a copy of each textbook used in your classes as well as extra reference books you might have.

Students in ISS may be ineligible for activity participation; at the discretion of each coach or sponsor. Sponsors should check the ISS list and inform participants of their policies.

## PROCEDURE FOR CHECKING OUT TEXTBOOKS

A standardized check-out sheet is to be used. It has a place for book number, student name, condition, and value. Record the condition of the book on the place provided on the label prior to the time they are checked out. If new books, record "new" under condition.

In checking out textbooks please use the following procedure:

1. As you check out the textbook, place the student's name, written in ink, in the place provided on the textbook label.
2. Record the number of the textbook, condition, and the student to whom it is checked out in the proper column on the standardized check-out sheet.
3. Record the value, at the time of issue, in the proper column.

## RECORD OF GRADES

Teachers' record of grades should be kept up-to-date at all times in Lumen. Teachers should use every precaution to insure that the Lumen record book is treated as the important record it is. Parents also have immediate access to their student's current assignments and grades through Lumen, so it is important to keep Lumen up-to-date. Teachers should print a copy of grades every 10 days to keep on file. (If grades are kept in a record book in addition to Lumen, a paper copy is not necessary.) Teachers are to notify parents at least 2 additional times other than midterms on student progress per quarter.

This year we will be importing mid-quarter grades. Your Lumen grade books must be set up correctly in order for this to work properly. The office will print mid-term grade reports each quarter on dates to be determined. Enrichments/Rtl teachers will give their reports to students and parents will be notified.

### **EXTENDED CONTRACTS**

Counselors, coaches, secretaries, and any sponsors who have extended contracts **will be required to submit a summer work schedule**. This schedule will be formulated and approved in conjunction with appropriate building principal. Utilizing a calendar format, this outline will include work days, daily hours, and a brief description of duties.

### **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences are not allowed when you should be conducting a class. Parents will be asked to visit with faculty during the teacher's preparation period. Every effort should be made to present the situation in a friendly, understanding, business-like manner. It is the responsibility of each teacher to give as fair an evaluation of the child's work and progress as possible. **BE POSITIVE.**

### **GRADING**

#### **Standards Based Grading**

At Cassville Middle School, we are dedicated to evaluating students based on their knowledge of the content being assessed. In order to effectively evaluate students' content knowledge, Cassville Middle School uses Standards Based Grading (SBG). All teachers are expected to submit, to building level administration, their learning goals and proficiency scales prior to September 11<sup>th</sup>. Below, is an example of a standards based grading scale we use.

Advanced	4.0	Student is performing above grade level
Proficient	3.5 – 3.0	Student is performing at grade level
Basic	2.5 – 2.0	Student is working to perform at grade level
Below Basic	1.5 – 1.0	Student is not able to perform at grade level

In addition a student may receive a grade of Pass or Fail in an area of study.

*Grade cards will be given out each quarter. Progress reports may be sent out when a student is having difficulty in the class. You may be expected, on a semester basis, to enter grades of A, B, C, or F for each of your students, into Lumen to accommodate DESE core data.*

### **FUNDRAISERS**

**The principal must approve all fundraising projects by any student group in advance.**

*All school groups are limited to one fundraiser per school year. No candy or food will be sold during the school day. Individuals or non-school groups may not sell items at school without permission from the principal.*

***Education is the product of expectation and accountability.***

# EMERGENCY PROCEDURES

## Tornado Shelter Areas

- Teachers are to remain calm and immediately have students position themselves as instructed below. Insist that children remain in this position until “all clear” announcement is made.

ROOM	SHELTER AREA
Rooms 1 and 2	Go into room 3 with the students already there and face the interior walls.
Rooms 4, 6, 7	Go into room 5 and face the interior walls.
Rooms 8 , 9, 10	Go into the girls’ restroom.
Rooms 11, 12, 15, 17, 19, 21, 23, 25, 28, 29, 31, 32, 33, 46, 47, 48, 49, 50, 51, 52, 53	Go to the interior wall of the classroom.
Rooms 13, 16, 18, 20, 22, 24, 26	Go to the hallway and kneel facing the west wall.
Room 27, 30	Go into the boys and girls restroom beside the room.
Room 31	Go to the faculty restrooms across the hall and use room 33 if additional space is needed.
Room 35	Move to the interior walls of the large dressing area and the downstairs office area.
Room 36	Move to the east/south interior walls of the classroom.
Gym	Go into the locker rooms and face the interior walls.
Hallways	Evacuate out of the hallway into the nearest classroom.
Cafeteria	Evacuate out of the cafeteria into the nearest 6 <sup>th</sup> grade or elementary classroom.

## Exit Procedures for Fire or Bomb Threat

- Teachers will remain calm, collect grade books, and lead students single file through escape routes.
- Assemble in the areas listed below and call roll.
- If you encounter smoke or heat, get low to the floor and crawl if necessary.
- Primary and secondary exits and assembly areas are listed below.
- Return to the building only after the “all clear” signal.

<b>ROOM #</b>	<b>PRIMARY EXIT</b>	<b>ASSEMBLY AREA</b>	<b>SECONDARY EXIT</b>	<b>ASSEMBLY AREA</b>
1	Exit T	South Parking Lot	Exit U	West Parking Lot
2 4	Exit T	South Parking Lot	Exit V	West Parking Lot
3 5 6 7 8	Exit V	West Parking Lot	Exit U	West Parking Lot
9 10 11 12 Office	Exit R	South Parking Lot	Exit Q	West Parking Lot
13 14 15	Exit Q	West Parking Lot	Exit P	South Parking Lot
16 17 18 19	Exit P	South Parking Lot	Exit Q	West Parking Lot
20 21 22 Counselor	Exit O	South Parking Lot	Exit N	North Parking Lot
23 24 25 26 27 28	Exit N	North Parking Lot	Exit O	South Parking Lot
30 31 32	Exit L	North Parking Lot	Exit M	South Parking Lot
33	Exit K	North Parking Lot	Exit L	North Parking Lot
34	Exit K	North Parking Lot	Exit Y	North Parking Lot
35 36	Front Door	North Parking Lot	Front Door	North Parking Lot

# Exit Procedures for Fire or Bomb Threat

(Continued)

- Teachers will remain calm, collect grade books, and lead students single file through escape routes.
- Assemble in the areas listed below and call roll.
- If you encounter smoke or heat, get low to the floor and crawl if necessary.
- Primary and secondary exits and assembly areas are listed below.
- Return to the building only after the “all clear” signal.

<b>ROOM #</b>	<b>PRIMARY EXIT</b>	<b>ASSEMBLY AREA</b>	<b>SECONDARY EXIT</b>	<b>ASSEMBLY AREA</b>
46 47 48 49 50 51 52	Exit I	Football Field	Exit L	North Parking Lot
53	Exit H	Football Field	Exit G	South Parking Lot

## Intruder or Irrational Person Procedure

- Upon hearing the alarm, the teacher should proceed with lock-down procedures.
- All classroom doors should be locked.
- Some teachers have a responsibility to lock exterior doors.
- Upon completion of these chores, the teacher should require students to move away from the door and windows. Students should sit on the floor or under desks.
- The teacher must do whatever is necessary to keep the intruder out.
- Should an evacuation be necessary, teachers should follow the evacuation procedures for fire and bomb threat.
- Email secretary on status of room, students, etc.

### Shelter Area for Students Not in a Regular Classroom

ROOM	SHELTER AREA
Gym or Physical Education	Instructors should take students to the locker room and lock doors.
Hallway	Students will immediately proceed to the nearest classroom and identify themselves.
Restrooms	Students will immediately proceed to the nearest classroom and identify themselves. If classroom doors are locked, proceed to the nearest office.
Library	Follow same lock down procedures as for baserooms.
Cafeteria	Remain in cafeteria. Teachers on duty will lock doors.

# MIDDLE SCHOOL FEMA BUILDING EVACUATION PLAN

## Evacuation and/or Transportation to an Alternate Shelter

In certain situations, it may be necessary to move students to a shelter area in another building or location. The administration will notify staff when this is necessary. Staff will be asked to walk students from their location to an alternate site. Instructors will take their grade books and check roll upon arrival. Primary and intermediate instructors will take student records and emergency check-out rosters. Middle school and high school office personnel will take a listing of daily absentees, records showing family information, as well as check-out forms.

Middle School Room #	Shelter Area	
1,2,3,4,5,6,7,8,9,10,16,18,20,22,24,26,27 Middle School Office, Food Service Office	FEMA	Walk to the end of the Hall connecting to Intermediate. Exit "LL" to FEMA Exit 1 to Exit 5
11,12,14,15,17,19,21,23,25,30,31	FEMA	Exit "L" to exit 2 to Exit 5
32,33,34,M.S.Gym,45,46,47,48,49,50,51,52,53,54	FEMA	Exit "K" to exit 2 to Exit 5
36 Shop	FEMA	Exit to exit 1 to Exit 5

## WALKING TO AN ALTERNATE SHELTER

Elementary and middle school students will be escorted by staff to the high school.

### 6<sup>th</sup> Grade, Choir, Art, Band, Gym:

- Students will walk as a class through the north parking lot (middle school gym parking lot) and onto Crystal View Drive.
- Students will proceed down Crystal View Drive to Partridge Drive and across the street onto the high school soccer field.
- Students will walk across the field to the east parking lot located at the back of the building.
- Primary students will enter the gym at Exit I and be seated in the southeast quadrant.
- Intermediate students will enter the gym at Exit H and be seated in the northeast quadrant.

### 7<sup>th</sup>/8<sup>th</sup> Grades and Intervention:

- Students will go out the nearest exit using the north doors (Exits N and L), west door (Exit Q), or band room door. Students will walk through the preschool lot, turn east on Spring Street, merge onto Crystal Drive, go across Partridge Drive, and onto the high school field.
- Students will continue across the field to the south entrance of the high school.
- Students will enter the gym and be seated in the west bleachers or floor area on the south end.

Students will remain seated in these areas and supervised by staff until it is clear to return to the other campus or until parents are given permission to check students out. Checkout procedures will be coordinated by administration.

### High School:

When high school students are required to evacuate to the middle school facility, they will follow fire exit procedures.

- Teachers will escort classes across the field to the gate leading to Partridge Drive.
- Students will cross Partridge Drive and proceed down Crystal View Drive.
- Students will walk across the north parking lot entering the middle school gym through the double doors.
- Ninth and tenth grade students will be seated on the south side in the bleachers or floor area.



- Eleventh and twelfth grade students will be seated on the north side of the gym in the bleachers or floor area.

Students will remain seated in these areas and supervised by staff until it is clear to return to the other campus or until parents are given permission to check students out. Checkout procedures will be coordinated by administration.

## **TRANSPORTATION FROM ONE BUILDING TO ANOTHER BY BUS**

### **Elementary and Middle Schools**

When it is necessary to move elementary and middle school students to the high school gym by bus, the following procedures will be used:

The transportation department will drive two buses to an assigned location, leave them, and return to the bus barn to repeat the process until all students have been transported. Assigned locations in order of sequence are:

- North parking lot (football field)
- 14<sup>th</sup> Street (circle drive)
- West parking lot (superintendent's office)

Three classrooms of students will load on each bus at the assigned pick-up point. One classroom teacher will drive the bus while the other two teachers monitor the students. The youngest students will be transported first, if possible. Upon arrival at the destination, students will unload and be escorted to their waiting area by the two supervising teachers. The teacher driving the bus will return to the same assigned location to continue picking up students until all students are transported.

### **High School**

When it is necessary to move high school students to the middle school gymnasium by bus, the following procedures will be used:

The transportation department employees will deliver buses to the circle drive of the high school facility. They will leave the buses and return to the bus barn to get additional buses. Buses will be delivered to the high school circle drive until all students are transported to the middle school gym.

Three classrooms of students will be loaded on each bus at the circle drive. One classroom teacher will drive the bus while the other two teachers monitor the students. Upon arrival at the destination, students will unload and be escorted to the middle school gym by two supervising teachers. The teacher driving the bus will return to the circle drive to continue picking up students until all students are transported.

When this process is completed, the buses will be parked at the middle school gym parking lot to be available to transport students back to the high school.

## **TRANSPORTATION FROM SCHOOL TO THE FIRST BAPTIST CHURCH**

When it is determined that all schools are to be evacuated, the facilities at the First Baptist Church will be used as a staging area. Procedures listed for transporting students from one school building to another will be used for transporting students to the off-campus site.

The transportation department will drive two buses to an assigned location, leave them, and return to the bus barn to repeat the process until all students have been transported. Assigned locations in order of sequence are:

- North parking lot (football field)
- 14<sup>th</sup> Street (circle drive)
- High school (circle drive)
- West parking lot (superintendent's office)

Three classrooms of students will be loaded on each bus at the assigned pick-up point. One classroom teacher will drive the bus while the other two teachers monitor the students. The youngest students will be transported first, if possible.

Upon arrival at the destination, students will unload and be escorted to designated areas.

- High school students unload at the front entrance to the church and assemble in the worship center.
- Middle school students will unload on 6<sup>th</sup> Street and assemble in the fellowship hall.

- Elementary students will unload on 7<sup>th</sup> Street and assemble in the Family Life Center.

The teacher driving the bus will return to the same assigned location to continue picking up students until all students are transported. Communication by two-way radios will direct the additional buses and returning buses to the needed locations. All buses will remain at First Baptist Church for use in returning students to school or to their homes. Teachers will take their grade books and check roll upon arrival. Primary and intermediate instructors will take student records and emergency check-out rosters. Middle school and high school office personnel will take a listing of daily absentees, records showing family information, as well as check out forms.

## Supervision 2016-17

### Morning Cafeteria 7:40 am - 8:05 am

<u>August</u>	<u>Sept</u>	<u>October</u>	<u>Nov</u>	<u>Dec</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>
McCullah	Johnson	Henry	Forste	S. Rhea	McCullough	Barbee	Boise	Post	Lawson
Ketchum	Curnes	Pendergraft	Lasley	Nickle	Bredeson	Ellis	Judd	Harris	Martin

### Other Morning Responsibilities

<u>Crosswalk</u>	<u>Crosswalk</u>	<u>6<sup>th</sup> Early Room</u>	<u>7<sup>th</sup> Early Room</u>	<u>8<sup>th</sup> Early Room</u>	<u>Library</u>
D. Rhea	Artherton	Seymour	Craig	Shore	Haynes

### Lunch

	<u>1st lunch</u> (10:42 - 11:05)	<u>2nd lunch</u> (11:07 - 11:30)	<u>3rd lunch</u> (12:27 - 12:48)
<b>Monday</b>	Artherton	Johnson	Lawson
<b>Tuesday</b>	Martin & Haynes	Judd & L. McCullough	Nickle & S. Rhea
<b>Wednesday</b>	K. McCullah & Ketchum	Forste & Pendergraft	Post & Gorman
<b>Thursday</b>	D. Rhea & Lasley	Craig & Henry	Harris & Bredeson
<b>Friday</b>	Barbee & Ellis	Shore & Curnes	Seymour & Boise

**\*\* IF YOU ARE GOING TO HAVE A PLANNED ABSENCE, IT IS YOUR RESPONSIBILITY TO FIND A SUBSTITUTE.**

### **AFTER SCHOOL DUTY ASSIGNMENTS AND LOCATIONS:**

**ALL TEACHERS, NOT OTHERWISE ASSIGNED, SHOULD STAND IN THE HALLWAY OUTSIDE THEIR CLASSROOMS UNTIL THE HALLS ARE CLEARED AND ALL STUDENTS HAVE EXITED THE BUILDING, UNLESS OTHERWISE NOTED BELOW:**

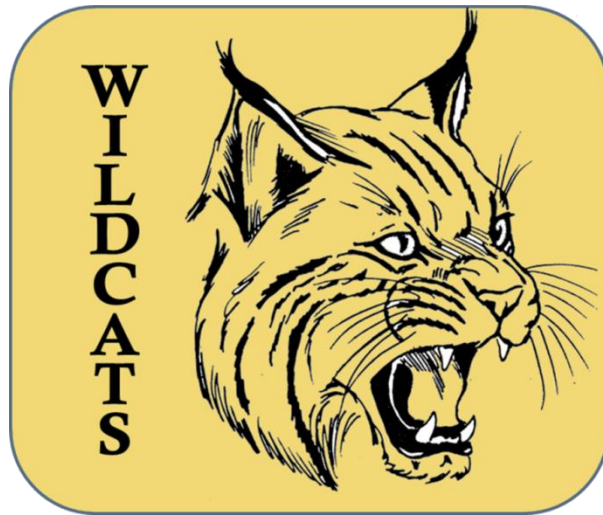
**SHORE AND HENRY:** STAND IN HALLWAY JUST OUTSIDE THE GYM (WHEN IN ATTENDANCE AT THE END OF THE DAY).

**ARTHERTON:** JUST OUTSIDE THE SHOP...MONITORING THE SIDEWALK BETWEEN THE SHOP AND MAIN BUILDING.

**CURNES, JOHNSON, GORMAN, and BOISE:** MONITOR EXIT TO COMMONS AREA AND COMMONS AREA.

# CASSVILLE HIGH SCHOOL

2016 – 2017



**Jeff Swadley**  
Principal

**Keith Robertson**  
Assistant Principal

## ACADEMIC ACHIEVEMENT

Parents/Guardians are to be informed regularly, as to the progress their children are making in school and will be alerted and conferred with as soon as possible when a student's performance or attitude becomes unsatisfactory or shows marked or sudden deterioration. Parent phone numbers and/or e-mail addresses may be obtained in the Lumen system. When possible, distinctions will be made between a student's attitude and academic performance. When grades are given, the school staff will take particular care to explain the meaning of the marks and symbols to students and parents/guardians.

## ASSEMBLY CONTROL

Each teacher should read carefully the following recommendation:

1. **Teachers are expected to be present at all assemblies and sit in your assigned seat.**
2. Students will be assigned seating according to the type of assembly scheduled.
3. Teachers should be alert to misconduct and reprimand students on the spot. If necessary, they should be reported to the principal.
4. If a student is not a member of the teacher's group, the teacher should find out where he/she belongs and see that he/she sits with his/her proper group.
5. Any inappropriate behavior (whistling, yelling, and disturbing action) on the part of students should be stopped immediately by any teacher observing such behavior.

## ASSEMBLY SEATING CHART

FRESHMAN	SOPHOMORE	JUNIORS	SENIORS
Samantha Cospers	Mary Hagens	Mandy Boone	Hinson/Littlefield
Bob Deffenbaugh	Michael Hall	Marcus Reynolds	Loura Etter
Julie Dillow	Branden Heiden	Andrew Hoskins	Talana Hinson
Gayle Green	Nathan Fortner	Janet McNeill	Stephanie Mebruer
Melanie Grossman	Jennifer McCrackin	Kyle Ogle	Tina Mills
Donna Lawson	Barrett Milleson	Chris Randolph	Mary Richmiller
Brandon McCullough	Jay Rogers	Ben Reuter	Brandon Cobb
Jill Poulson	Travis Wells	Mary Jane Siefken	Kyla Walnofer
	Teall Williams	Scott Stringer	Clay Weldy

## ATTENDANCE RECORDING

Beginning August 17, roll is to be recorded accurately on Lumen by the end of each class period. It is imperative that all teachers get into a routine of taking roll **every day, every class period**. First hour attendance is the most important. It sets the tone for the whole day. Only the students that are absent need to be marked. Tardies should also be recorded in Lumen. **If any teacher has a question on how to input their attendance in Lumen they should see Mr. Swadley ASAP.**

If an absence is excused, the student should be expected to make up the work missed for which he/she may receive a grade. Work will be allowed to be made up for unexcused absences. An exception would be the unexcused family absence policy as stated in the Student Handbook.

## BUS TRANSPORTATION REQUEST

Request for school bus transportation shall be made well in advance to the transportation supervisor through the principal. Last minute requests for transportation most likely will be denied. This form is available on the Google drive in the **“Teacher Forms and Information Folder.”** The principal must approve all requests.

## CLASS SPONSORS

Those listed will serve the same class for four years. The sponsors serve as a planning committee and may feel free to call on any other teacher to assist in class activities. \

**Each grade level will have one activity to supervise and help plan.**

**Freshman --Homecoming Dance**

**Sophomores – Tip Off Dance**

**Juniors – Prom**

**Seniors – End of the Year Activity**

<b>FRESHMAN</b>	<b>SOPHOMORE</b>	<b>JUNORS</b>	<b>SENIORS</b>
Samantha Cospers	Mary Hagens	Mandy Boone	Hinson/Littlefield
Bob Deffenbaugh	Michael Hall	Marcus Reynolds	Loura Etter
Julie Dillow	Branden Heiden	Andrew Hoskins	Talana Hinson
Gayle Green	Nathan Fortner	Janet McNeill	Stephanie Mebruer
Melanie Grossman	Jennifer McCrackin	Kyle Ogle	Tina Mills
Donna Lawson	Barrett Milleson	Chris Randolph	Mary Richmiller
Brandon McCullough	Jay Rogers	Ben Reuter	Brandon Cobb
Jill Poulson	Travis Wells	Mary Jane Siefken	Kyla Walnofer
	Teall Williams	Scott Stringer	Clay Weldy

## JOB DESCRIPTION FOR CLASS SPONSORS

Class sponsors primarily have certain duties that contribute to the welfare of the students. Assuming sponsorship of a class can be very rewarding. There are several projects and activities that have been undertaken in the past. Traditionally some of those activities have included fundraising, planning the prom, preparing for graduation, sponsoring dances, etc.

Class sponsors may solicit help from others when the need arises. Class sponsors should let the students have input in their projects and should encourage several students to get involved, not just the “chosen few.” Wise sponsors will delegate responsibility and continue to follow through with the students so that the project can be a success.

Class sponsors should meet with the principal and plan the activities for each class. Sponsors then may want to assign responsibilities to individuals to help carry out each project.

### CO-CURRICULAR MEETING DAYS

Co-curricular meetings will be held as per the schedule provided. The following schedule indicates the day each group will meet. Students are to be excused to go to the meetings only if their names are included on the list. Should there be no club that day, an announcement of such should be made. Students should report to class for roll before going to club meetings.

MEETING DATES	ALTERNATIVE MEETING DATES DUE TO INCLEMENT WEATHER
August 24 September 14 October 20 November 16 December 7 January 18 February 15 March 15 April 19	January 25 February 22 March 22

### MEETING TIMES

Hour	Club	Sponsor	Location
1 <sup>st</sup> Hour	FBLA	Grossman/McCullough	Commons
	Interact Club	Robertson	400 Lab
2 <sup>nd</sup> Hour	FTA	Hagens/Boone	Room 310
3 <sup>rd</sup> Hour	FFA	Littlefield/Hinson	Commons
4 <sup>th</sup> Hour	Knowledge Bowl	Mebruer/Hall	Room 250
5 <sup>th</sup> Hour	International Lang. Club	Siefken	Room 308
	NHS	Hall/Mebruer	Room 311
6 <sup>th</sup> Hour	STUCO	Poulson/Cosper	Room 210
7 <sup>th</sup> Hour	FCCLA	Cosper	Commons
	TSA	Reynolds	Room 502

## NON-CURRICUAR CLUBS

Non-curricular clubs will not hold meetings during the school day. These clubs will be required to meet either before or after school.

Approved non-curricular clubs include: Faith Foundation, Library Club, SADD and FCA.

### CLUB SPONSORS

The club sponsors at Cassville High School shall be directly responsible to the principal for the sound operation and supervision of the club they sponsor. They shall provide mature leadership and guidance to the membership as outlined below. They shall be responsible for interpreting the philosophy of the extracurricular program to the members of the club. They shall be responsible for maintaining behavior of all members at club meetings and club-sponsored activities and shall make appropriate recommendations regarding good conduct at club functions. They shall maintain a cooperative spirit with other members of the faculty.

CLUB	SPONSORS
ART CLUB	Teall Williams
FAITH FOUNDATION	Gayle Green
FBLA	Melanie Grossman / Brandon McCullough
FCA	Tina Mills / Ben Reuter
FCCLA	Samantha Cosper
FFA	John Littlefield / Jimmy Hinson
FRENCH CLUB	Loura Etter
FTA	Mary Hagens / Mandy Boone
INTERACT CLUB	Keith Robertson
KNOWLEDGE BOWL	Michael Hall / Stephanie Mebruer
LIBRARY CLUB	Donna Lawson
MASK & GAVEL	Talana Hinson / Teall Williams
NHS	Michael Hall / Stephanie Mebruer
SADD	Gayle Green / Elaine Boles
INTERNATIONAL LANGUAGE CLUB	Janie Siefken
STREAM TEAM	Jennifer McCrackin
STUDENT COUNCIL	Jill Poulson / Samantha Cosper
TSA	Marcus Reynolds

## **MAJOR TASKS OF CLUB SPONSORS**

1. Help organize, approve and attend all club meetings with prior approval from the principal.
2. Furnish a list of members to the principal's office ASAP, along with creating a roster in the Google Drive in the folder named "Club Roster."
3. Keep current files on the club constitution, all paperwork for club activities, minutes of meetings, etc.
  4. Enforce constitutional rules and regulation.
  5. Supervise all club activities.
6. Schedule all club functions on the school calendar in the principal's office.
7. See that school facilities used in the course of club activities are left clean and in good order.
  8. Be familiar with guidelines for club sponsors contained in this handbook.

## **COMPUTER USAGE**

### ***Violations of Technology Usage Policies and Procedures***

Use of the district's technology resources is a privilege, not a right. A user's privileges may be suspended pending an investigation concerning use of the district's technology resources. Any violation of district policies, regulations, or procedures regarding technology usage may result in temporary, long-term, or permanent suspension of user's privileges. The administration may use disciplinary measures to enforce district policies, regulations and procedures. Employees may be disciplined or terminated, and students suspended or expelled, for violating the district's policies, regulations and procedures. Any attempted violation of district policies, regulations or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

### **Damages**

All damages incurred by the district due to the misuse of the district's technology resources, including the loss of property and staff time, will be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to district technology.

### **General Rules and Responsibilities**

The following rules and responsibilities will be followed by all users of the district technology resources:

1. Applying for a user ID under false pretenses is prohibited.
2. Using another person's user ID and/or password is prohibited.
3. Sharing one's user ID and/or password with any other person is prohibited. A user will be responsible for actions taken by any person using the ID or password assigned to the user.
4. Deleting, examining, copying or modifying files and/or data belonging to other users without their prior consent is prohibited.
5. Mass consumption of technology resources that inhibits use by others is prohibited.
6. Unless authorized by the district, non-educational Internet usage is prohibited.
7. Use of district technology for soliciting, advertising, fundraising, commercial purposes or for financial gain is prohibited, unless authorized by the district.
8. Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.
9. Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The school district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
10. Accessing viewing or disseminating information using district resources, including e-mail or internet access that is pornographic, obscene, child pornography, harmful to minors, obscene to



- minors, libelous pervasively indecent or vulgar, or advertising any product or service not permitted to minors is prohibited.
11. Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.
  12. Accessing, viewing or disseminating information using school or district resources, including e-mail or Internet access, that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful school regulations is prohibited.
  13. Any use that has the purpose or effect of discriminating or harassing any person or persons on the basis of race, color, religion, sex, national origin, ancestry, disability, age, pregnancy or use of leave protected by the Family and Medical Leave Act or the violation of any person's rights under applicable laws is prohibited. See policy AC and regulation AC-R.
  14. Any unauthorized, deliberate or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction is prohibited, regardless of the location or the duration of the disruption.
  15. Users may only install and use properly licensed software, audio or video media purchased by the district or approved for use by the district. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license and approved by the district.
  16. At no time will district technology or software be removed from the district premises, unless authorized by the district.
  17. All users will use the district's property as it was intended. Technology or technology hardware will not be lifted, moved or relocated without permission from an administrator. All users will be held accountable for any damage they cause to district technology resources.
  18. All damages incurred due to the misuse of the district's technology will be charged to the user. The district will hold all users accountable for the damage incurred and will seek both criminal and civil remedies, as necessary.

### **Technology Security and Unauthorized Access**

All users shall immediately report any security problems or misuse of the district's technology resources to a teacher or administrator. No person will be given access to district technology if he or she is considered a security risk by the superintendent or designee.

Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.

Use of district technology to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.

The unauthorized copying of system files is prohibited.

Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology are prohibited.

Any attempts to secure a higher level of privilege on the technology resources without authorization are prohibited.

The introduction of computer viruses, hacking tools, or other disruptive/destructive programs into a school or district computer, network or any external networks is prohibited.

***Online Safety—Disclosure, Use and  
Dissemination of Personal Information***

1. All students will be instructed on the dangers of sharing personal information about themselves or others over the Internet.
2. Student users are prohibited from sharing personal information about themselves or others over the Internet, unless authorized by the district.
3. Student users shall not agree to meet with someone they have met online without parental approval.
4. A student user shall promptly disclose to his or her teacher or another school employee any message the user receives that is inappropriate or makes the user feel uncomfortable.
5. Users shall receive or transmit communications using only district-approved and district-managed communication systems. For example, users may not use web-based e-mail, messaging videoconferencing or chat services, except in special cases where arrangements have been made in advance and approved by the district.
6. All district employees will abide by state and federal law, Board policies and district rules including, but not limited to, policy JO and regulation JO-R when communicating information about personally identifiable students.
7. Employees shall not transmit confidential student information using district technology, unless designated for that use. Employees will take precautions to prevent negligent disclosure of student information or student records.
8. No curricular or non-curricular publication distributed using district technology will include the address, phone number or e-mail address of any student without permission.

***Electronic Mail***

A user is responsible for all e-mail originating from the user's ID or password.

1. Forgery or attempted forgery of e-mail messages is illegal and is prohibited.
2. Unauthorized attempts to read, delete, copy or modify e-mail of other users are prohibited.
3. Users are prohibited from sending unsolicited electronic mail to more than three (3) addresses per message, per day, unless the communication is a necessary, employment-related function or an authorized publication.
4. All users must adhere to the same standards for communicating online that are expected in the classroom and that are consistent with district policies, regulations and procedures.

**Exceptions**

Exceptions to district rules will be made for district employees or agents conducting an investigation of a use that potentially violates the law, district policies, regulations or procedures. Exceptions will also be made for technology administrators who need access to district technology resources to maintain the district's resources or examine and delete data stored on district computers as allowed by the district's retention policy.

### Waiver

Any user who believes he or she has a legitimate reason for using the district's technology in a manner that may violate any of the district's adopted policies, regulations and procedures may request a waiver from the building principal, superintendent or their designees. In making the decision to grant a waiver to a student, the administrator shall consider the purpose, age, maturity and level of supervision involved.

### No Warranty/No Endorsement

The district makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides. The district's technology resources are available on an as is, as available@ basis.

The district is not responsible for loss of data, delays, nondeliveries, misdeliveries or service interruptions. The district does not guarantee the accuracy or quality of information obtained from the Internet or use of its technology resources. Access does not include endorsement of content or the accuracy of the information obtained.

\* \* \* \* \*

### CORRIDOR PASS

**Students are not to leave the classroom after a class has started unless in case of emergency.**

The individual teacher is to interpret whether a request is an emergency or not. If a student is permitted to leave a class, he/she must have a signed & dated note from their teacher. **Under no circumstance will two or more students be permitted to congregate or meet in the halls, the restrooms, or anywhere else during the class period. At no time is there to be more than one student excused from the classroom at a time, other than going to the library.**

### DAILY BULLETIN & ANNOUNCEMENTS READ OVER THE INTERCOM

**Teachers are responsible for their students being attentive during the announcements.** We will also run announcements in the commons area during the day. Teachers will have a copy of the bulletin on email. Announcements must be turned in or emailed to jkennedy@cassville.k12.mo.us, jkelley@cassville.k12.mo.us, lsanders@cassville.k12.mo.us, in the office by 2:30 p.m. the day prior, to be included on the daily morning bulletin. The staff member must indicate which days the announcement is to be run. The principal or assistant principal must approve announcements concerning anything other than school business. However, overnight extra-curricular results may be given to the office prior to the start of school and read over the intercom. **The intercom is an interruption of the teaching process and will only be used when considered a necessity or emergency (with permission by principal or assistant principal).**

### DETENTION

Detention is held Tuesday, Wednesday and Thursday each week from 7:10 to 7:55 a.m. in room 210. Failure to report to detention will result in additional detention time and then some type of suspension. The following rules must be observed:

1. Student must bring academic work to do while in detention.
2. Student will serve multiple detentions on a consecutive daily basis with the detentions being served in the same order they were assigned.
3. School will not be responsible for student's transportation home following detention.
4. If a student does not appear, he or she will receive an additional detention the next day and suspension thereafter.

5. If the student talks or disrupts the detention room in any manner, he or she will be assigned extra detention and/or more severe consequences. If a student does not appear on the “added” day, he/she will receive some type of suspension.

Students are allowed to serve detention in other classrooms, as long as this has been pre-approved by the teacher and the detention supervisor.

### **DISTRIBUTION OF MATERIALS**

Disbursement of materials through teacher mailboxes must be cleared through the building principal - a sample should be given to the principal for prior approval.

### **DRESS CODE**

Students are quick to observe the appearance of their teachers. Teachers should use good taste in clothes and make the “best impression” possible. Teacher will be required to dress professionally and abide by the same dress code as the students. Jeans and crewneck shirts are not acceptable. Teachers in particular academic areas (i.e. Vo. Ag., P.E. and etc.) should dress in attire suitable to the activity. Such attire should be restricted to that particular classroom or area of instruction. Fridays can be an exception to the rule of no jeans; teachers will be allowed to wear jeans of good taste and shirts of school colors to show school spirit. I want to be able to tell the teachers from students.

### **EXTENDED CONTRACTS**

Counselors, coaches, and any sponsors who have extended contracts will be required to submit a summer month schedule. This schedule will be formulated and approved in conjunction with appropriate building principal. Utilizing a calendar format, this outline will include work days, daily hours, and a brief description of duties.

### **FACULTY ASSIGNMENTS**

Faculty assignments at school affairs are necessary at various times throughout the year. Teachers are usually notified in advance when they are expected to serve in this capacity.

The individual teacher is responsible for carrying out these assignments. In the event a teacher cannot serve as requested, he/she should notify the principal to see if it would be acceptable to make arrangements with another teacher to substitute. Such substitutions should be reported to the principal prior to the time of the activity being supervised.

Teachers wishing to work at athletic events can do so for reimbursement. You may check with the athletic director if you wish to be assigned.

### **FACULTY MEETINGS**

Department head meetings will be held once a month in the high school conference room. The meetings will be held from 7:00 am to 7:50 am. The department head or designee is required to be in attendance.

## **FAMILY AND MEDICAL LEAVE ACT OF 1993**

FMLA requires **covered** employers to provide up to 12 weeks of unpaid, job-protected leave to “eligible” **employees** for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles.

**REASONS FOR TAKING LEAVE:** Unpaid leave must be granted for any of the following reasons:

- to care for the employee’s child after birth, or placement for adoption or foster care; to care for the employee’s spouse, son or daughter, or parent, who has a serious health condition; or for a serious health condition that makes the employee unable to perform the employee’s job.

At the employee’s or the employer’s option, certain kinds of paid leave may be substituted for unpaid leave.

**ADVANCE NOTICE AND MEDICAL CERTIFICATION:** The Employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met.

- The employee ordinarily must provide 30 days advance notice when the leave is “foreseeable.”
- An employer may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer’s expense) and a fitness for duty report to return to work.

**JOB BENEFITS AND PROTECTION:**

- For the duration of FMLA leave, the employer must maintain the employee’s health coverage under any “group health plan.”
- Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.
- The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

**UNLAWFUL ACTS BY EMPLOYERS:** FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA;
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

**ENFORCEMENT:**

- The U.S. Department of Labor is authorized to investigate and resolve complaints of violation.
- An eligible employee may bring a civil action against an employer for violation FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

**FOR ADDITIONAL INFORMATION:** Contact the nearest office of the Wage and Hour Division, listed in most telephone directories under U.S. Government, Department of Labor.

## **GRADE BOOKS**

All student grades are to be kept in the Lumen Grade Book. Grade books should be kept up to date at all times. Grade books should include daily grades, test grades and other information pertinent to student grades. There should be a minimum of two (2) grades per week recorded for each student. Hard copy grade books are recommended as a backup, but not mandatory. If any teacher has a question on how to use the Lumen Grade Book, they need to see Mrs. Henderson as soon as possible.

Lumen Grade Books are not classified information, and should never be treated as if they contain top-secret information. A student is entitled to see the grades that you have recorded for him/her in the record

book, provided he/she has made proper arrangements in advance to see his/her grades. It should be used in conducting parent-teacher conferences to indicate the progress the student is making.

### **INCLEMENT WEATHER**

If it becomes necessary to dismiss school due to inclement weather, the announcement will be broadcasted on the stations listed below. A phone message will be sent out to all District employees and students informing them of any inclement weather cancellations as well. If for some reason you do not hear or have questions, check with your principal. Dr. Asbill will check road conditions. We will try to get the announcement, when school will not be in session, to the news media as soon as we can. The Cassville R-IV School will announce school cancellation due to inclement weather on the following radio and TV stations:

#### Networks and Radio Stations:

KDEB-TV  
KICK  
KLFJ  
KLTQ  
KOLR-TV  
KSMU  
KYTV

KSPR-TV  
KTOZ-AM/FM  
KITTS-AM/FM  
KTXR  
KWTO-AM/FM  
KXUS  
KRLK

School patrons and students should listen to any of the above stations when the weather is inclement.

Please do not contact school officials unless it is an emergency. If school will not be in session, the information will be relayed by these stations. The information will be made available as soon as possible when school closing is necessary.

### **LEAVING CLASS OR CAMPUS**

#### Teachers:

It is sometimes necessary to leave the campus during the school day; however, such trips should be necessary and their frequency kept to a minimum. The principal should be notified if you are going to leave campus and the teacher needs to sign out in the office prior to leaving. Of course, pupils are not to be left unattended. **Classes are never to be left unattended unless an emergency occurs in which case the principal is to be notified immediately.**

#### Students:

Teachers should not give a student permission to leave class to work on other projects, programs, or events. Any teacher who sends a student from class on an errand will assume the responsibility of that student's conduct and safety until he/she returns. Student must sign out in the office and have parental permission on file in the office in order to leave. Teachers are not to send a student from the campus without prior permission from the principal.

### **LESSONS PLANS**

New teachers will work closely with the principal in keeping lesson plans for two weeks in advance. Teachers who are absent are responsible for furnishing their substitute teacher with extensive lesson plans. Emergency lesson plans need to be kept on file in the office and updated as needed.

## LUNCH DUTY RESPONSIBILITIES/PARKING LOT DUTY

Teachers on cafeteria or hall duty during lunch hours should correct any behavior such as cutting in line, loud talking, running, leaving trays, wasting food, buying food for peers, leaving a messy table, etc. It is best to correct the behavior when it happens. However, if you feel it is of a serious nature, refer these students to the office for discipline. Teachers on parking lot duty should monitor any student arriving or departing from campus and check for permission to be in that area. **If a teacher is unable to fulfill his/her duty assignment, he/she is responsible for securing a replacement.**

## LUNCH ROOM

**Students:** Students who eat a cafeteria-prepared lunch will do so in the cafeteria. Classrooms, hallways, lobbies, and grounds will be off limits for students to eat lunch. Soft drink machines are unavailable and sodas may not be purchased and consumed in the cafeteria.

**Students shall not go to their cars during the lunch period or any other time of the school day.** Only part-time students and students with permission from the principals may do so. Students are reminded that their vehicles should be locked while they are on campus.

**Teachers:** **Students are not to be in your classroom during lunch hour unless you are present.** You should **lock** your door if you are not planning to stay in your room during this time. Students may study in the library, or in the lobby area, if they desire.

## MEDIA CENTER

The Cassville High School Media Center will provide leisure reading and resource materials for the needs of students, teachers, and staff. Cooperation and courteous behavior is expected. Not returning materials/equipment, destroying items, and stealing resources may lose patrons the right to use the library media center.

The center is open before and after school, during lunch, and almost always, throughout the school day. Students using the media center during a class period must come with their student ID and signed agenda. *Teachers: If you are sending a student to the library to take an exam please inform one of the librarian ahead of time.*

All fiction and non-fiction books may be checked out for two weeks; reference materials may be checked out one day; magazines may not be checked out, but a copier is available for article reproductions. Copies on the plain paper copier are 10 cents each.

If materials are lost or destroyed, the original purchase price will be charged for each item. If materials are overdue or charges are not paid by the end of a quarter, the student responsible will not receive a grade card until the problem is resolved. Diplomas will not be issued to seniors if there is an outstanding balance due to the Media Center.

## MEDICATION

If a student must take a prescribed drug or medication that would affect normal manner, dexterity, or coordination, he/she shall have a signed statement to that effect from his/her physician, parent, or guardian. The school nurse shall administer this medication.

## NEWS ITEMS

Teachers shall be responsible for submitting appropriate news items to Mindi Artherton. News releases should be accurate, in simple terms, and shall be made available to all local news media. Photographers will be permitted to take pictures requested by the sponsor and desired by the news media on Monday afternoons between 2:40 and 3:00. Individual sponsors should be organized and available to assist the photographer.

## PARENT-TEACHER CONFERENCES

Parent-teacher conferences are not allowed when you should be conducting a class. Parents will be asked to visit with faculty during the teacher's conference hour. Every effort should be made to conduct the conference in a friendly, understanding and business-like manner. It is the responsibility of each teacher to give as fair an evaluation of the child's work and progress as possible. Use this opportunity to point out any weaknesses that the child may have and offer some suggestions for corrective measures. Hopefully, you can mention positive aspects of the child. Positive benefits can be derived from an understanding between the parent and teacher.

## PREPARATION PERIOD

The period that you are not teaching is provided so that you may use the time in preparation for your classes. **It is not a free period.** You have an obligation to the students and school during your preparation period, just the same as any other period during the day. You may be asked to cover another teacher's class if the need arises.

## PROFESSIONAL STAFF LEAVES AND ABSENCES

1. Sick Leave -- Each teacher under contract with the school district for less than five years shall be granted 10 days sick leave each school year. Each teacher under contract for five years or more shall be granted 15 days sick leave each school year. Unused sick leave will cumulate to 90 sick leave days.

An absence of one through four hours shall be counted as a half day of sick leave.

Absences may be charged against sick leave for the following reasons:

- a. Illness or disability of the employee.
  - b. Illness, injury, or death to a member of the immediate family.
  - c. Illness, injury, or death of other relatives, with permission granted by the superintendent.
2. Personal Leave -- Three days of personal leave will be available per school year. All personal leave days must be approved by the principal by **May 1** of the present school year.

Absences may be charged against personal leave to conduct business that cannot be performed on a Saturday, Sunday, or before or after school hours. Leave will not be granted for an employee due to adverse weather conditions.

3. Emergency Leave -- A maximum of five days emergency leave shall be granted without loss of pay.
4. Pregnancy and Childbirth Leave -- The employee shall be granted sick leave during periods of pregnancy related disability, and if necessary an unpaid leave of absence, upon recommendation of a physician. The employee shall return to duty when she is physically able based on medical opinion.



5. Family and Medical Leave Rights -- Employers are required to provide up to 12 weeks of unpaid leave for certain family and medical reasons. Eligible employees are those who have worked for more than one year. Unpaid leave may be granted for any of the following reasons:

- a. To care for a child after birth, or placement for adoption or foster care.
- b. To care for the employee's spouse, son or daughter, or parent who has a serious health condition.
- c. For a serious health condition that makes the employee unable to perform his or her job.

The employee is required to provide advance leave notice when the leave is foreseeable.

6. Professional Leave -- Teachers may be granted professional leave upon approval of the superintendent.

## PROFESSIONAL STAFF SALARY SCHEDULES

**FILE: GCBA-R**

The following operational plan shall serve as implementing guidelines for the professional staff salary schedule adopted by the Board of Education:

### **General Guidelines**

1. The professional staff will be employed by the Board based on the recommendation of the superintendent.
2. Maintenance of the salary schedule is dependent on the local levy approvals and continued state financial support.
3. The minimum contract period for all full-time certificated personnel will be determined annually by the school district.
4. The professional salary schedule does apply to extended contracts or extra-duty contracts.
5. All beginning teachers will begin on the first step of the salary schedule.
6. Teachers may advance on the schedule one yearly step only after each year of service in Cassville School District.
7. A full year will be given for up to 15 years of public school experience starting with the 2006-2007 school year. The salary a teacher will receive will be determined at the time the teacher contracts with the district or by June 1 for tenured teachers. A teacher cannot progress on the salary schedule after entering into a contract for a school year, unless authorized in the contract.
8. Each teacher will be assigned one or more activities to sponsor without an increase in salary.
9. In order to advance on the salary schedule for completion of additional college graduate hours, professional staff must receive approval by the administration prior to enrolling in the course.

### **Salary Classification**

Salary classification shall be made for each approved eight (8) hours earned by teachers between the Bachelor's and including the Master's Degree.

Teachers new to the district may receive credit on the salary schedule for attainment of college credit up to a Master's Degree prior to being issued a teaching certificate if the coursework between the Bachelor's Degree and the Master's Degree was in the teacher's major teaching field at the district.

Salary advancement shall be made for each approved eight (8) graduate hours earned by teachers between the Master's and including the Specialist's Degree.

Teachers will be allowed to obtain a second Master's Degree and be placed on the Specialist's column of the salary schedule.

### **Hours Beyond Certification**

Hours beyond certification or the B.S. degree, whichever came last, shall be upper level, undergraduate, or graduate hours between the B.S. and M.S. degrees. Any undergraduate course must be approved by the superintendent and/or principal before the credit will allow for an increase on the salary schedule. The M.S. degree or hours toward a second Master's Degree for educational level advancement must be in the teacher's major teaching field or in related and supportive areas. Once the M.S. degree in the second Master's Degree has been achieved, the additional hours must be in the area of the teacher's assignment, certification, or toward an advanced degree.

The superintendent must be informed by March 1 if one anticipates going to the next step (horizontally) the next year.

### **Professional Advancement**

No teacher is entitled to an increment advancement or base increase on the schedule unless said teacher has met the Board's requirement for professional advancement during the preceding five (5) years as outlined below. A transcript must be on file with the superintendent showing the completion of these requirements.

### **Requirement for Professional Advancement**

All teachers are to attain six (6) additional graduate hours within each five-year period. For teachers who have achieved a Master's degree and 15 years experience, the requirement shall be reduced to three (3) graduate hours in each five-year period. The requirement of additional hours of credit will become optional for any teacher who reaches 30 years experience. Failure to do so will cause a teacher to hold constant within the salary schedule of that school year without the benefit of any advancement in base salary or increment.

The professional advancement requirements may be met in one of the following ways within the five-year period for each individual:

A. College Credit

1. Graduate credit from an accredited institution of higher learning.
2. Undergraduate credit as defined above.

B. Workshops

1. Sponsored by the Cassville R-IV School District for Board approved credit.
2. Professional organization workshops which contribute to specialization in the teaching assignment.

One (1) semester hour will be given for each 16 clock hours of out of contract workshop time.

A request for approval of workshop credit should be filed in writing by the teacher with the building principal prior to taking the workshop. A statement of approval or lack thereof will be sent to the teacher by the principal.

Workshop attendance will be certified by workshop presenter and certification filed by the teacher with the building principal by June 1<sup>st</sup> of the school year in which the hours were accumulated.

\* \* \* \* \*

### PURCHASING GUIDELINES

The following guidelines will be followed in purchasing items:

1. All purchases, no matter how small, are to be requested by the sponsor to Mr. Swadley or Mr. Martin.
2. Sponsors are to control all purchases of their class or organization.
3. **\*\*No purchases are to be made without a requisition issued by the Principal's office. The school will not be responsible for paying for any item for which a requisition has not been issued. Sponsors should make this clear to their organization.**
4. All bills shall be paid after approval by the Board of Education.
5. **EXCEPTIONS: NONE!!!**
6. **All requisitions need to be turned in to Jaclyn Kennedy in a timely manner. If a requisition needs to be signed immediately, you will need to note this to Jaclyn when turning it in or see Mr. Swadley or Mr. Martin in person.**

### SCHOOL TRIPS

Trips made by classes or organizations away from school are to be limited to one school day. Exceptions will be made for the state and national meetings and contests if such are a part of approved and official school-sponsored events.

All such trips shall be planned and approved well in advance by the designated administrator and shall be adequately chaperoned. A list of students participating in the activity must be turned in to the high school office and emailed to all faculty, or put in their mailboxes, as soon as plans for the trip are completed. Travel must be by school bus or other school provided transportation and must conform to state of Missouri Laws and Cassville Board of Education policies.

Written parental permission must be obtained before allowing a student to go on a school trip extending overnight.

Sponsors are to check roll prior to departure and notify the office of any absences.

## SEMESTER EXAMS

All students will be given a semester exam at the end of each semester. The principal schedules the days and hours to give semester exams. **Teachers are expected to follow this schedule and to submit a copy of their semester exam to the principal's office 2 weeks prior to the testing date.**

## STUDENT AIDES

Student aides should be assigned work that may be done in the classroom. **The attendance and tardy policies apply to the aides also.** Please record their absences and turn them in to the office. **Teachers are responsible for keeping their aides in their classroom.** **In case of absence, substitute teachers are to be notified of teacher aides and policies.**

## STUDENT DISCIPLINE

Teachers should exercise the flexibility and options available for in-class discipline. All teachers should formulate and utilize a classroom management plan approved by the principal. Teachers are expected to refer any disruptive or disrespectful student to the office. Only principals will assign detentions, ISS or OSS.

## SUBSTITUTE FOLDER

If you know that you will be absent, please provide the substitute teacher with class rosters, lessons plans, emergency plans, schedule, lunch times, and 8<sup>th</sup> hour instruction. **Please leave your lesson plans where the substitute can find them.** If a certain activity or lesson is planned and there is a possibility that circumstances might cause a cancellation or postponement (equipment, weather, etc.) have an alternate or backup activity planned.

An emergency substitute folder is to be on file and kept up to date for the substitute's use. The folder shall consist of: class roll, room assignment, planned activity, Classroom Management Plan, and seating chart. It is suggested that one or two students be assigned the job of assisting the substitute in locating materials, texts, and other items, as well as reminders of special classes and events that the substitute may not be aware of. This folder must be turned in to Lisa by **Friday, August 26<sup>th</sup>.**

## SUBSTITUTE TEACHERS

Substitute teachers are authorized for the following purposes:

1. When the teacher is ill.
2. When the teacher is away from school in the line of duty, sponsoring a group of our students.
3. When the teacher has been granted permission to attend a professional conference.
4. When granted leave for personal business.

The procedures for securing a substitute are as follows:

1. A ***Request for Day of Absence*** form which can be found on the Google drive in the "**Teacher Forms and Information Folder**" should be filled out and given to Lisa for the principal's signature. Lisa will obtain a substitute **during school hours.** If you need a substitute **after school, nights, and weekends** please call **Keith Robertson @ 417-529-5531. No calls after 6:30 a.m. Please do not text or email!**

2. Request for personal leave forms can be found on the Google drive in the “**Teacher Forms and Information Folder**” and must be approved by the principal/assistant principal at least 24 hours prior to the absence.
3. All absences, school and non-school related, will be recorded during the school year.

### **TARDIES**

Students arriving late to class will be counted tardy. **Any student who arrives at school after 8:10 a.m. must sign in at the office.** The exception would be a note from another teacher or administrator. Please close your doors when the tardy bell rings. All students showing up tardy should be recorded in Lumen by the teacher. (Please refer to the tardy policy in the student handbook.)

### **TEACHERS’ LOUNGE**

The teachers’ lounge is provided as a place for you to relax, work, or have refreshments. It is not intended as a place for you to be when you have other responsibilities.

All teachers should make a special effort to keep the lounge clean. Things such as food, newspapers, magazines, cups, cola cans, etc. should be taken care of each day. Teachers should not send students to the cafeteria for their lunch or to bring coffee or tea to them. **The door to the teachers’ lounge is to be kept closed. Students are never allowed in this room.**

### **TEXTBOOK PROCEDURES**

A standardized check-out sheet is to be used. This form is available on the Google drive in the “**Teacher Forms and Information Folder.**” It has a place for number of book, name, condition, “in” and “out.” Record the condition of the book on the place provided, prior to the time they are checked out. If the books are new, record “NEW” under condition. If a textbook is still being used and it is extremely worn, tattered, or torn, please indicate the condition of the book. For example: Water damage, back torn, etc.

Check out textbooks during the opening class session. Use the following procedure:

1. As you check out the textbook, have the student’s name and signature written in ink in the place provided on the textbook label.
2. Record the number of the textbook, the student to whom it is checked out, and the condition of the book in the proper column on the standardized check-out sheet.

### **TOBACCO FREE ENVIRONMENT**

In compliance with H.B. 348, Cassville R-IV Board of Education prohibits the use of tobacco or tobacco products in all indoor facilities housing students. Other non-student facilities are exempt.

### **VISITORS TO THE BUILDING**

In today’s society, visitors to campus must be screened carefully. Persons wishing to talk with a student or staff member, regardless of the reason, should be directed to the Principal's office for further instruction. It is rare that non-relatives are allowed to visit with C.H.S. students. Building administration will make that decision. If you are expecting a guest or visitor, please notify the office. Former students wishing to visit teachers must have prior permission from the teacher. It is best for former students to visit faculty/staff after school dismisses. In order to protect our students and their rights as minors, unauthorized people entering campus must check in at the office and be issued a dated visitor’s pass.

## **WORKING HOURS**

Teachers are expected to be on duty in their classroom each morning by 7:50 a.m. and are expected to remain on duty until 3:30 p.m. (except Fridays). Any exception to this must be cleared by the principal.

Teachers may leave after the buses leave on Fridays unless instructed otherwise.

**STUDENT COUNCIL 2016-17**

**STUDENT BODY**

President..... Camille Holman  
Vice President..... Cameron Irwin  
Secretary..... Yesenia Riveria

**SENIOR CLASS**

President..... Ashley Ray  
Vice President..... Hope Boston  
Secretary..... Monse Fierro  
Female Representative..... Brenna Pendergraft  
Male Representative..... Riley Fletcher

**JUNIOR CLASS**

President..... Josie Lone  
Vice President..... Grace Schell  
Secretary..... Hailey Mathew  
Female Representative..... Jesse Edie  
Male Representative..... Miah Fisher

**SOPHOMORE CLASS**

President..... Shannon Haney  
Vice President..... Callie Beagle  
Secretary..... Brianna Hemphill  
Female Representative..... Adrian Lee  
Male Representative..... Reilly Nichols