



Faculty Handbook
2020-2021

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. Providing clear and concise PreK -12 communication with stakeholders
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. Communication	2. Math & Literacy
<ul style="list-style-type: none">• Cassville mobile phone app• Social Media• School Messenger phone system• District and individual building websites• Strategic Planning meetings• Wildcat Chat newsletter• Parent Teacher Conferences• Routine progress reports	<ul style="list-style-type: none">• District diagnostic assessment tool• Developmental Reading Assessment (DRA) K-5• Daily Math Curriculum• Integrate Missouri Literacy Standards into Content Areas• Missouri Reading Initiative (MRI) PK-12• Reading Recovery• Science, Technology, Engineering, and Mathematics (STEM) Project Lead the Way (PLTW)• Engineering by design
3. Student Needs	4. Student Learning
<ul style="list-style-type: none">• Positive Behavioral Support (PBS) K-5• Cooperative Assistance Team (CAT) PK-8• Response to Intervention Team (RtI) PK-12• Bright Futures• Improved Tutoring at Cassville High School and student success center• Academic/At-Risk Intervention Program• Building Level Interventionist	<ul style="list-style-type: none">• Incorporate Rigor, Relevance, and Relationships into Curriculum• Standards Based Grading PK-8• Common Assessments• Instruction and grades based on Missouri Learning Standards• Consistent Progress Monitoring K-12

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

High School	
Goal 1: Multiple pathways will be provided to help students be successful.	
The high school will continue to offer advanced courses, dual-credit, and college and career ready pathways for students.	
Goal 2: Literacy and numeracy skills will be implemented in all classrooms.	
The high school will focus on implementing strategies to increase literacy and numeracy skills.	
Goal 3: Remediation and tutoring options will be provided for students.	
The high school will continue to provide a built-in tutoring time during 8 th hour and offer after school tutoring in the Student Success Center.	

ADMINISTRATION

Superintendent.....	Richard Asbill
Directors of Learning	Traci Mitchell & Eric White
High School Principal	Keith Robertson
High School Asst. Principal	Nathan Carter
Middle School Principal.....	Jim Barton
Middle School Asst. Principal.....	Darren Rhea
Primary School Principal	Catherine Weaver
Intermediate School Principal	Jeff Swadley
Director of Special Services.....	Amy Stephenson
Director of Transportation.....	Dusty Reid
Athletic Director/Activities Director.....	Doug Martin

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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	Ben Glidewell	Mandy Boone	Derrion Donson
Julie Dillow	Branden Heiden	Nathan Fortner	Loura Etter
Melanie Grossman	Micah Boise	Andrew Hoskins	Erin Flehmer
Briana Kleine	Jennifer McCrackin	Tom Hubbard	Talana Hinson
Anthony Newkirk	Victoria Robertson	Trevor McLaughlin	Jimmy Hinson
Courtney Parnell	Jay Rogers	Ben Reuter	John Littlefield
Lance Parnell	Travis Wells	Marcus Reynolds	Stephanie Mebruer
Jill Poulson	Teall Williams	Janet Starnes	Lauren Reedy
		Scott Stringer	Lisa Reid
			Jessica Trent
			Clay Weldy

ATTENDANCE RECORDING

Beginning August 15, 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. Robertson ASAP.**

It is the student's responsibility to make arrangements with the teacher for makeup work after being absent.

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**

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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.

TENTATIVE 2020-2021 MEETING DATES

Dates

October 14	January 13
November 18	February 10
December 9	March 10
	April 14

ALTERNATIVE MEETING DATES DUE TO INCLEMENT WEATHER

January 20
February 17
March 17

MEETING TIMES

1st Hour:	FBLA TSA	Grossman / C. Parnell Reynolds	Commons Room 502
2nd Hour:	Educators Rising FFA	Cosper Littlefield / Hinson	Room 400 Commons
3rd Hour:	JAG	Fortner	Room 100
4th Hour:	Knowledge Bowl Mask and Gavel NHS	Mebruer / Hall T. Hinson Etter / Hoskins	Room 250 Room 103 Room 307
5th Hour:	STUCO	Kleine / Boone	Library
6th Hour:	Interact Club	Carter	Room 302
7th Hour:	FCCLA	Cosper	Commons

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
EDUCATORS RISING	Samantha Cosper
FBLA	Melanie Grossman / Brandon McCullough
FCA	Erin Flehmer
FCCLA	Samantha Cosper
FFA	John Littlefield / Jimmy Hinson
INTERACT CLUB	Nathan Carter
JAG	Nathan Fortner
KNOWLEDGE BOWL	Michael Hall / Stephanie Mebruer
LIBRARY CLUB	Briana Kleine
MASK & GAVEL	Talana Hinson / Teall Williams
NHS	Loura Etter / Andrew Hoskins
RECYCLE CLUB	Mandy Boone
SADD	Elaine Boles
STREAM TEAM	Jennifer McCrackin
STUDENT COUNCIL	Briana Kleine / Mandy Boone
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.

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Note: The reader is encouraged to review administrative procedures and/or forms for related information in support of this policy area.

Approved: 08/16/2001 Last Revised: 12/12/2002

Legal Refs:" 170.051, 171.011, 182.827, 431.055, .056, 537.525, 542.402, 569.095 - .099, 610.010 - .028, RSMo.

Chapter 573, Revised Statutes of Missouri (*passim*)
 Children=s Internet Protection Act, 47 U.S.C. 254(h)
 Electronic Communications Privacy Act, 18 U.S.C. " 2510-2502
 Family Educational Rights and Privacy Act, 20 U.S.C. ' 1232(g)
 Federal Wiretap Act, 18 U.S.C. " 2511 *et.seq.*
 Stored Communications Act, 18 U.S.C. " 2701 *et.seq.*
Reno v. ACLU, 521 U.S. 844 (1997)
Ginsberg v. New York, 390 U.S. 629 (1968)
FCC v. Pacifica Foundation, 438 U.S. 726 (1978)
Hazelwood v. Kuhlmeier, 484 U.S. 260 (1988)
Bethel Sch. District No. 403 v. Fraser, 478 U.S. 675 (1986)
Sony Corporation of America v. Universal City Studios, Inc., 464 U.S. 417 (1984)
Henerey by Henerey v. City of St. Charles School District, 200 F.3d. 1128 (8th Cir. 1999)
Bystrom v. Fridley High Sch. Ind. Sch. Dist., 822 F.2d 747 (8th Cir. 1987)
Urofsky v. Gilmore, 216 F.3d 401 (4th Cir. 2000)
J.S. v. Bethlehem Area Sch.Dist., 757 A.2d 412 (Pa. Comw. 2000)
Beussink v. Woodland R-IV Sch. Dist., 30 F. Supp. 2d 1175 (E.D. Mo 1998)

Cassville R-IV School District, Cassville, Missouri

CORRIDOR PASS

Students are not to leave the classroom after a class has started except in case of an 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. Teachers should avoid sending more than one student out of class at the same 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, jkelly@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 through Friday 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 possible ISS or OSS. 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. If a student does not appear, he or she will receive an additional detention the next day and suspension thereafter.
4. 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.

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 may 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.

Staff members can be paid for working at athletic events. You may check with the athletic director if you wish to be assigned.

FACULTY MEETINGS

Faculty meetings will be held once a month in the high school conference room. The meetings will be held from 7:00 am to 7:40 am.

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 a 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 back up, 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	KOLR-TV	KOZK-TV	KRLK
KICK	KSPR-TV	KSMU	KXUS
KLFJ	KTOZ-AM/FM	KYTV	KWFC
KLTQ	KTTS-AM/FM	KTXR	KWTO-AM/FM

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. 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, 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 Board Policy GCBA-R

All teachers are to attain eight (8) additional graduate hours. For teachers who have achieved a Master's degree and 15 years experience, the requirement shall be reduced to three (3) graduate hours. The requirement of additional hours of credit will become optional for any teacher who reaches 30 years experience.

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

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

The professional advancement requirements may be met in one of the following:

- 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.
- C. Webinars
1. Must be approved by building administrator
 2. No more than 1/3 of total hours needed may be accrued using webinars within a 5 year period.
- D. Presenting Opportunities
1. Must be approved by building administrator

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.

- E. Mentor/Advisor
1. Must be approved by building administrator

Mentor's will receive 52 credit hours for two-year commitment.
 Advisor's will receive 26 credit hours for one-year commitment.

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

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Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Approved: 04/10/1995

Revised: 01/17/2002; 06/12/2006; 10/11/2007

Legal Refs: §§ 163.172, 168.110 (2), RSMo.

Cassville R-IV School District, Cassville, Missouri

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. Robertson 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. Robertson 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. **It is the**

administrative expectation that teachers redirect and/or conference with students about disruptive behavior. Teachers are also expected to make a parent contact about the student's disruptive behavior prior to an office referral. Teachers are expected to refer any disrespectful, defiant, or dangerous behaviors directly to the office.

SUBSTITUTE FOLDER

If you know that you will be absent, please provide the substitute teacher with class rosters, lesson plans, emergency plans, schedule, lunch times, and 8th 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 28th.**

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 **Nathan Carter @ 417-294-5328. 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 7:40 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.

Cassville
High School