**Hardeman R-X**

**Employee Handbook**

**2022-2023**



Dear Staff:

Welcome! We are anxious for a new and wonderful school year and I am looking forward to all of us building new relationships and supporting one another.

Our door is almost always open so please feel free to stop in when you have questions. While we may not know the answer, we will do our very best to find out and get back with you. Email is an excellent way to correspond with us so please familiarize yourself with your school email; ninety-nine percent of correspondence from the offices comes via email.

Let’s have fun, be inspiring to one another and our students, and educate each of our kiddos to the very best of their potential.

Mrs. Johnson and

Mrs. Forrester

**Mission Statement**

**“To provide a quality education that prepares all children for a successful future.”**

**Hardeman Board of Education**

Isaac Christy-President

Kelly Boyer-Vice President

Derek Davis-Treasurer

Nathan Boggs

Shane Christy

Mike Jewell

Hannah Meyer

**Faculty and Staff**

Carey Johnson

Kristy Forrester

Michelle Whyte

Kendi Deal

Hadley Sims

Jodi Blumhorst

Ashley Hubbard

Jeanne Parkhurst

Heather Sanchez

Joshua Hubbard

Derrian Fletcher

Rayetta Leimkuehler

Steven Stewart

Jamie Hagerman

Steve Weekley

Cindy Imhoff and Megan Parkhurst

**Important Dates**

Please refer to the school website for the monthly calendar, yearlong calendar and activities calendar to date.

**General Information**

**Staff Hours- 7:15-3:00 or 7:30-3:15 dependent upon position, meetings, extra duties schedule. Whichever time you choose must stay consistent. This applies to all full time certified teaching staff and to some full time non-certified staff as well. Late start will require staff be in the building at 9:15. Students may enter at 9:30 with class beginning at 9:45. Breakfast will not be served. Music program evenings, all homeroom staff must be in their rooms promptly 30 minutes before program begins, which typically means 6:30.**

**Expectations- To see students engaged in learning activities and to see staff engaged in their positions. This applies to all teaching staff. It is expected that all administrative directives will be adhered to and followed. All staff, with the exception of the bus drivers, are expected to check their school email accounts at least one time each day when on duty. Email is the preferred method of communication for the administration to correspond a variety of things that staff need to be aware of. It is also expected for you to follow the daily schedule and the school calendar. This is not an inclusive list as there are many expectations. Bus drivers correspondence is usually verbal from the secretary or notes left outside her door.**

**Day off Request- If you know in advance that you need a day off, you must fill out the form that is hanging on the bulletin board in Mrs. Leimkuehler’s office and put it in my principal mailbox (no exceptions). Mrs. Leimkuehler will arrange for subs when there is advance notice. If you need a sub the evening before or the morning of, please contact me and I will make the sub arrangements. You may not have days off before or after holiday breaks and before and after the first and last day of school. If there is an emergency situation administration will take it into consideration on a case by case basis. This applies to all staff.**

**Time off Sheets- Submit to Mrs. Forrester on or before the 10th of each month. It is imperative that you always turn this in, even if we didn’t get you a sub for your time off, because this is what we use to deduct your time. It is also imperative, as these forms are what we use to double check ourselves in order to ensure that all subs are properly paid. Also be sure that every day off is accounted for, even if for a meeting or conference.**

**Supervision- Faculty are “on duty” at all times when students are present.**

**Attendance- Homeroom teachers will do attendance each morning utilizing the Teacher Ease/Common Goals system.**

**Grading System- Students grades and progress must be kept current. Grades should be entered at least weekly into the Teacher Ease/Common Goal system. This applies to all teaching staff that are a part of this system.**

**Lesson Plans- Lesson planning should always be completed before you exit the building each Friday for the upcoming week. Math and ELA objectives need to be aligned to the MLS. Lesson plans are due every other week (dates already established). I also request that you turn in two days of emergency plans to me towards the end of September. Due dates were listed in your in-service itinerary.**

**Curriculum- Teachers will implement Missouri Learning Standards in all areas. Preschool will implement the Missouri Early Learning Standards in combination with Project Construct curriculum. For all other areas staff will utilize the curriculum that is on the shared server in combination with other resources that are aligned with best practices.**

**Conferences- All homeroom teachers will conduct conferences for ALL students during first quarter conferences. Third quarter conferences will be scheduled upon request of the teacher or the student’s family. However, the preschool parents should be asked to conference about their preschooler at some point during third quarter. Sessions will be 20 minutes sessions each. Special education teacher will attend all special education students conference. We will offer Zoom, phone call and in-person conferences.**

**Discipline- Please handle discipline on your own by following the Love and Logic philosophies and techniques. Please note- we are learning more about Positive Behavior Supports and will be educating ourselves on the benefits of both techniques. You will also use our rewards system. If you have a student, whether from your homeroom or someone that you only have for one core class, it is YOUR responsibility to leave work for them to complete in the event they are not eligible for a school outing.**

**Field Trips and Other Events- Must be planned in advance and approved by the administration and ready for the board to approve with the monthly calendar. Board meetings are normally the 4th Monday of the month-please ask office for certainty. We will no longer utilize the standard permission slips as we have in the past unless it is not one on the list of standard field trips. We will simply send information with details regarding the trip as well as Mrs. Leimkuheler will place it on the school website. Field trips and out of classroom activities should relate to the curriculum. If the field trip or event is for the entire student body, Mrs. Leimkuehler will work directly with you in planning some of the checklist items on the field trip form. If it is not for the entire student body, you are responsible for all the planning and items on the checklist.**

**Emergency Drills- Make sure emergency exit procedure/exit signs are posted by your door(s). We will practice drills each semester. Take your student listing, emergency kit/bag and stop/go sign with you to the assigned area. Take roll and report any missing students immediately. This applies to ALL offices, classrooms and kitchen. Emergency drill dates were sent out with the itinerary.**

These are the emergency procedures for the 22-23 school year. The warnings will be announced via intercom. Please familiarize yourself with the maps in your classroom or office. It advises you where to go for given emergency situations. In the event that we have to exit the building and cannot return, please get yourself and anyone else with you to the reunification point, which is Hannah and Eric Meyer’s residence. This address is 20642 Highway AA Marshall. This is located approximately ¼ mile from the school and is situated on the left hand side of the road if you are going towards Sappington Cemetery from the school.

**Fire Alert: FIRE, FIRE, FIRE!!!**

1. Evacuate the building via diagram on the wall and get to secure distances from the building.
2. Contact authorities if possible.
3. Secure first aid bag that contains supplies, student contact information and stop/go sign, and take roll upon arrival at safe destination and hold up stop/go sign

**Tornado Alert: TORNADO, TORNADO, TORNADO!!!**

1. Go to appropriate location (room 203 or to various office or girls restroom).
2. Secure your door upon departure.
3. Secure first aid bag that contains supplies, student contact information and stop/go sign, and take roll upon arrival at safe destination and hold up stop/go sign

**Intruder Alert: OFFICE WILL SAY THERE IS AN INTRUDER AND TELL WHAT THEY ARE WEARING AND WHERE THEY ARE HEADING AND/OR LOCATED**

1. Use your best judgment about fleeing and/or fighting. Do not underestimate the heinous capabilities of an intruder.
2. Notify authorities and office as soon as you are able.
3. If it is best for you and your students to remain in your classrooms, please lock and barricade the classroom/hallway doors. Have your students pick up any possible/potential projectile such as textbooks, tape dispensers, staplers, chairs, or anything that will cause the intruder to be off balanced while you and/or other students try your best to thwart them to the ground and take their weapon.
4. Students should remain out of vision, but not all in one area as this allows a greater potential for more deaths and/or injuries.
5. Evacuate the building by any means possible as you and or students are able. Breaking windows, doorways or anything is permissible.
6. We are approved to go to Karen and Steven Stewarts, The Country Store (if in operation) and the Vogl’s. Please take yourself and students to these locations if you can safely do so and/or in the event that harm is being inflicted or the event in which a situation has the potential to become dangerous.
7. If outside, go to above listed (neighboring house or country store).
8. From here, please get yourself and any students to the Boyer residence.
9. Get students quiet and help them to remain calm and not visible or audible to perpetrator.
10. Do not attempt to be a hero by going back to a dangerous scene.
11. ALWAYS REMEMBER TO MAKE DECISIONS FOR THE GREATER GOOD!

**Earthquake Alert: I’M SURE YOU WILL KNOW AS SOON AS THE OFFICE DOES SO THERE MOST LIKELY WILL NOT BE AN OFFICE ALERT.**

Know What to Do When the Shaking BEGINS

1. DROP, COVER, AND HOLD ON! Drop under a sturdy desk or table, hold onto the desk or table with one hand, and protect the back of the head with the other hand. If there’s no table or desk nearby, kneel on the floor against an interior wall away from windows, bookcases, or tall furniture that could fall on you and protect the back of your head with one hand and your face with the other arm.
2. If ordered by Site Coordinator, evacuate and if possible secure first aid bag that contains supplies, student contact information and stop/go sign, and take roll upon arrival at safe destination and hold up stop/go sign
3. DO NOT return to building.
4. Keep a safe distance from any downed power lines, trees, and do not get under anything heavy.
5. Site Coordinator will issue further instructions.

- If you are outdoors, find a clear spot away from buildings, trees, and power lines. Drop to the ground.

**Inventory- Keep a complete inventory of all items in your room/office. These are saved to the server and must be updated before the end of the school year. Remember to add items purchased throughout the year. If something has been discarded, please delete it. If it goes to a different room, make sure it is changed and corrected to reflect the room it is moved to. This is due the week prior to the last week of school. This applies to ALL offices, classrooms and kitchen.**

**Permanent Records- These are to be completed by homeroom teacher on or before the last day of school. Please notify me when this is completed. The list of what should be included is taped to the file cabinet drawer in my office. This applies to all homeroom teachers (except preschool).**

**Purchases/Requisitions- Please turn in a requisition and/or get approval before making a purchase. If there is something you need for you room/office please let me know and I will do what I can to approve the purchase. I might ask that you demonstrate a need prior to approval.**

**Reimbursement-PTO generally allows $50-$100 per classroom/grade level for classroom supplies. The school administration is also gracious about approving purchase requests. In the event that you need to make a purchase using the school card, the card MUST be checked out and back in with the secretary. If it is an online purchase of ANY kind, please print off the printable receipt and put on the desk tray in office with a notation of who the purchase was made by and for what purpose along with date and company if that information is not identified on the receipt. If it is an actual physical purchase from a store with a regular receipt, please attach a notation with the receipt of who made the purchase and for what purpose.**

**In the event that you use your own personal money and make a reimbursable purchase, please use the form hanging in office my mailboxes to request reimbursement. Receipt must be attached (except for mileage reimbursements).**

**PDC Reimbursement Procedure - Teacher will request reimbursement to the school administrator with documentation that shows the name of the conference, attending date, cost of conference and mileage if appropriate. This can be in the form of receipts or a copy of the registration form. Meal price maximum reimbursement is $10 for breakfast, $15 for lunch and $25 for supper. If the conference provides a meal then that meal will not be reimbursed by the district.**

**Professional Dress- This year we are trying something new and we would like to leave it up to the staff to dress professionally. We will reevaluate at the start of the next school year.**

**Room /Office Standard- Your room and closets must be kept neat and orderly. Have students put chair on desks at the end of the day and pick up papers and trash around the room. You will be responsible for dusting your furniture from time to time and for blowing out the computers in your rooms. You will also be responsible for sanitizing your desks/tables in the event that the students will be eating off them during snack time. All classroom teachers (including specials) are required to update their school website within the first month of school.**

**Recycling- Please recycle all #1 & 2 plastics, aluminum and metal cans, cardboard, paper and glass (as long as it is bagged separately). It will be a student’s job to take the recycling to the proper dumpster.**

**PDP’s- All certified staff are required to update and submit the PDP’s. Initial one is due within the first month of school, with a revision due at the beginning of January and the final copy due at the end of the school year.**

**Mentoring- All beginning service teachers are required to fulfill a minimum of two years of a mentor/mentee program. The forms and handbook for the mentoring program are on the shared server. Observations and forms are due one time per quarter. The mentors should assist their mentees with the following to include, but not limited to:**

 **\*Setting up lesson plans with MLS inclusion**

 **\*How to do morning and after school duties**

 **\*How to do benchmarks and how to document for self and for data meetings**

 **\*How to progress monitor and how to document for self and for data meetings and how to provide necessary instruction per student progress or lack thereof**

 **\*Assist with setting up their webpage and making desired changes throughout the year**

 **\*Assist with getting information organized and ready for parent/conferences**

 **\*Assist with any initial parent communication (email, hard copy, phone calls, etc)**

 **\*Filling out their Professional Development Plan three times per year and how to access it on server**

 **\*Assist them with their artifacts and SLO’s**

 **\*Creating their two days of Emergency Lesson Plans (may use last years and update as necessary). Please have specific procedures and details lined out for your subs regarding your arrival and especially your dismissal routine. These will be due in September (TBA)**

 **\*Emergency first aid kit/bag, student information sheets, stop/go sign and detailed list of times students are with them and special considerations for days and times that certain students are prescheduled to be elsewhere for OT, Speech, Title reading/math or other services.**

 **\*Updating classroom/office inventories and how to access it on server**

 **\*Completion of permanent records**

 **\*UN and PW’s for all teacher sites and how to use the sites (Teacher Ease for grades and attendance, Easy CBM for benchmarking and progress monitoring, DESE’s site for standards and other info, Discovery Education for great videos and lessons for all areas, Brain Pop and Brain Pop Junior for great videos and lessons for all areas, Reading A-Z, Kahoot for making interactive and immediate feedback quizzes, etc.**

**Student Handbooks- Two student handbooks on the shared server; one specific to preschool and one for kindergarten through eighth grade. Even though we will go over these, please familiarize yourself with any that are pertinent to you.**

**Assessments- All students will be benchmarked three times each year using the Easy CBM. Students in grades 3-8 will also be given the MAP in the spring. RAZ Kids and Fundations may also be used dependent upon grade level. These should be done two to three times per year. You are to update the learning data inventories for ELA and Math three times per year with a final submission completed on or before the last day of school. This applies to homeroom teachers, except preschool, and applies to the special education teacher. All kindergarten-third grade students will be screened for Dyslexia. First-third graders will be screened within the first 30 days of school and kindergarten will be screened by January 31st.**

**FYI-** Here is word for word what the training module says regarding use of accommodations for IEP students and the Easy CBM.  In my opinion, this applies to benchmarks and progress monitoring.  However, it also seems to me like it is very limited use of accommodations

The Reading Comprehension, Vocabulary, and Mathematics measures are designed to be group-administered by computer. The first step in administering these measures is to make sure they are displayed for students. Do this by selecting the "Display for Students" option on the Measures tab for each measure you want to administer.

Have students go to the easyCBM website and enter your user name when prompted. Have them select their group, then their name, then the measure they are going to take. Make sure that all students have the correct name and measure selected prior to having them start the test.

Only one student per computer. Students should be provided all accommodations allowable on their IEP; however, it is important to point out that scores might be artificially inflated if you allow students to use a calculator on the mathematics measures or if you define a word for them on any of the reading measures. Thus, please encourage students to do their best and refrain from giving them clues that might give away the answers on the test. Students ARE allowed to use scratch paper on the math measures.

For students who prefer to work out their answers on paper first, you may print copies of the measures in advance and let them use the paper copies during the test.

Administering EASY CBM Benchmarks:

Special education staff will assess special education students in ELA and math and regular classroom teacher will assess non-sped ELA and math.

Putting their answers into the Easy CBM system if given by hard copy:

Special education staff will assess special education students in ELA and math regular classroom teacher will assess non-special education ELA and math

Putting this data into the learning data inventory on the shared system:

Classroom teacher will be responsible for all students, including IEP and 504, data input

How often to Progress Monitor:

Minimum Standards:

Tier 2 and Tier 3-Every two weeks (4 times per quarter)

Administering EASY CBM Progress Monitoring:

Special education and regular classroom staff will do sped kids for ELA and math, **but you all must communicate with one another to ensure this happens!**

Putting their answers into the Easy CBM system if progress monitoring is given by hard copy:

Whoever administers the test to their particular student(s).

Who prints off Easy CBM progress report charts:

Homeroom teacher will print off ALL their homeroom students reports.

**Printing and Copying- Please keep all student and staff printing to a minimum. Always print to Ray’s office when possible and print two sided when possible. *Always approve students print jobs prior to allowing them to print; this is especially true for color printing.* I’m picky about color prints as we will be charged for each one. Do not send students to use the copier unless it is a student that you have personally trained and know for sure they know what they are doing. Mrs. Leimkuehler has her own job to do and cannot stop to print things for you. You should always be prepared at the beginning of each day and have your necessary copies made. However, I know there are circumstances which require a last minute copy being made. If you or a student hit print and it doesn’t print, please do not continue to hit print. QNS it please and put a sign on the computer that it isn’t printing.**

**\*Please remember to HOLD PRINT when printing confidential items.**

**Technology Issues- Please submit QNS a work order when you are experiencing any technical difficulty with the desktop and laptop computers, printers, server, etc. Remember to include the number on the computer tower or laptop and to print off the work order and tape it to the computer monitor.**

**Morning Duty and Morning Procedures:**

\***Be at the front door by 7:15. At 7:18 wave at the bus drivers so they know to let students off the buses (both buses should be here at this time). Do not let students stop at lockers. They may go back with permission from you after everyone is settled in gym.**

**\* Lead the students to the gym. The students should stop at the gym door and wait for you to enter first.**

**\*Go open back door to gym and allow kids that are dropped off by their parents in.**

**Do not let a student open the door.**

**\*Door should be unlocked. If not, let me know as something is wrong with the system.**

**\*Students are assigned certain places to sit on bleachers and places for bags and jackets.**

**\*Sit on bottom two rows (Preschool-2nd grade)**

**\*Stevie will tell you when breakfast is ready. Get the clipboard and check off on the sheet. Help little ones and ask an older student to help you and give them a reward of some sort.**

**\*We let students up to play around 7:25-30 depending on how many eaters there are. 3rd-8th grade on one end and pk-2 on the other. 3rd-5th and 6th-8th rotate getting to get up and play. If it is not their day to play they need to stay sitting on the bleachers.**

**\*Promptly at 7:40 (use wall phone for time) kids to line up for pledge even if homeroom staff aren’t down there. Pick a group or individual to begin pledge. Teachers should be in the gym to take their homeroom class.**

**After School Duty and Dismissal Procedures:**

**\*2:35 Everyone should be back in their homeroom classroom. Ray will send a dismissal sheet with changes to any students after school plan.**

**\*At 2:40 all classes will go to the gym and sit in assigned places.**

**\* Walkers will be dismissed starting at 2:43 by the teachers in charge.**

**\* Bus riders will be dismissed at 2:45 by the teachers in charge.**

**\*Teacher with after school duty will monitor the students that are staying for basketball or cheerleading.**

**\*On early out days same procedure just different times.**

**Please have specific procedures and details lined out for your subs regarding your arrival and especially your dismissal routine. This information should also be included in your emergency plans as well.**

**School Dismissals Relative to Weather- Listen to KMMO (102.9 FM) This should be announced by 6:30 am. You should also sign up for the text alerts through Mrs. Forrester.**

**Dates and Things to Know and Do Checklist**

**Staff Meeting Dates:**

Don’t forget that on early out for PD we will stay until 4:00.

 **September 14**

 **October 12**

 **November 9**

 **December 14 (if needed- could do staff party)**

 **February 8**

 **March 8**

 **April 5**

 **May 3**

**1st Semester Emergency Drill Dates:**

 **Fire Drill- Sept 21 at 10:00**

 **Tornado Drill- Sept 30 at 12:15**

 **Bus Evacs- Oct 5 at 2:15**

 **Intruder Drill- Week of October 17**

 **Earthquake Drill- Oct 21 at 10ish**

**Lesson Plan Due Dates:**

Out on your desk every day

**Emergency Plans: (Due Wedneday, Sept 14 after teacher meeting)**

Just give us the “good stuff” - make sure an unfamiliar person can come in and run your room and know the needs of your students, especially those with the greatest needs.

 Michelle Hadley Josh

 Kendi Jodi

 Ashley Derrian

**Transcripts: (Due Monday, Sept 26)**

**Update Web Page: (Due Monday, Sept 26)**

 Michelle Hadley

 Kendi Jodi

 Kim Josh

 Ashley Derrian

**Secret Pal Forms: (Do we want to do it?)**

**Professional Development Plan: (TBA)**

 Michelle Hadley

 Kendi Jodi

 Kim Ashley

 Derrian Josh

**Easy CBM Benchmark and Spreadsheets for ELA and Math:**

 **September 6- September 30 December 1--15 April 17-May 8**

 Kim Kim Kim

 Kendi Kendi Kendi

 Hadley Hadley Hadley

 Jodi Jodi Jodi

 Ashley Ashley Ashley

 Jeanne Jeanne Jeanne

**Dyslexia Screening:**

 **Sept 30 -Grades 1-3**

 **Jan 31 *-* K and Grades 1-3 risk students**

 **May 8***-* **K-3 risk students**

**Easy CBM and Dyslexia Progress Monitoring:**

**Tier II and III (every two weeks)**

**October 6 and 20**

**Nov 10**

**Dec 1 and 15 (maybe not on 15th)**

**Jan 19**

**Feb 2 and 16**

**March 2 and 23**

**April 13**

**Mentor Mentee Checklist/Forms Due Dates:**

 **1st Quarter- Oct 31**

 **2nd Quarter- Jan 3**

 **3rd Quarter -Mar 8**

 **4th Quarter-May 3**

**Last Week of School:**

 -Make awards

 -Do permanent records (put copy of grade card in perm record)

 -Ashley/Hadley- scan and save 8th grade perm files and health records

 -Turn in office and classroom inventories on server

 -Send home grade cards with EasyCBM results with letter from me and progress reports
 -Clean out rooms/offices

**Lock Out Trainings:**

**Whyte, Deal, Hubbard**

Complete this twice during 1st quarter and once during 2nd, 3rd & 4th quarters. Put date you

conducted the training in the appropriate box.

 **Whyte Deal Hubbard**

|  |  |  |
| --- | --- | --- |
| 1Q | 1Q | 1Q |
| 1Q | 1Q | 1Q |
| 2Q | 2Q | 2Q |
| 3Q | 3Q | 3Q |
| 4Q | 4Q | 4Q |

**Sims, Blumhorst, and Fletcher**

Complete this once during 1st quarter and once during 2nd quarter. Put date you

conducted the training in the appropriate box.

 **Sims Blumhorst Fletcher**

|  |  |  |
| --- | --- | --- |
| 1Q | 1Q | 1Q |
| 2Q | 2Q | 2Q |

**General Need to Knows (especially for new staff):**

 - How to log in to computers/server

 -Difference between kforrester and shared parts of server and how to save to both

 -How to manage files and folders

 -How to print to office copier and lab

 **ALWAYS ALWAYS ALWAYS** print to main office copier unless it is a special circumstance in which you need color. And **ALWAYS ALWAYS ALWAYS** print and copy two sided to save on paper when printing to main office copier. And, most importantly, **please always approve everything your students print.**  There is nothing morewasteful than a student printing off a whole website that is 20 pages long when they could have copied and pasted only the necessary parts into a word document and printed it. Also, **if you or a student hits print and nothing happens, please DO NOT continue to hit print.** Obviously something is wrong so QNS it and print off the work order and tape it to monitor so other students that use that station know not to hit print.

 **Lanier in main office:**

 -Printing one sided, one sided to two sided, two sided to two sided, how to collate and sort for packet purposes, shrink and enlarge copies

 -Using colored paper in main office (remember to take out extra paper)

 -When printing from computer to main office- how to hold print and how to print two sided

 -How to access email (send and receive)

 -How to access Mrs. Forrester’s important file on shared server- It includes staff evaluation forms and district goals, PDP plan and forms, Mentor/Mentee forms and other important documents

 -How to update school webpages

 -How to add pictures to our shared server folders

 -How to QNS a technology work order for any and all tech issues whether it be your computer, email, pop-ups, printer issue, etc.

 -UN and PW’s for all teacher sites and how to use the sites (Teacher Ease for grades and attendance, Easy CBM for benchmarking and progress monitoring, DESE’s site for standards and other info, Discovery Education for great videos and lessons for all areas, Brain Pop and Brain Pop Junior for great videos and lessons for all areas, Kahoot for making interactive and immediate feedback quizzes, Learning Ally for struggling readers to be able to listen to books)

 -How to use key card

 -How to use phone in Ray’s office or in mine and in kitchen and how to use intercom /all call from all rooms

**Staff Handbook Policy Requirements**

**\*Indicates policies covered during “Required Staff Training” portion of staff in-service**

**For a list of mostly complete policies, regulations, and forms, click on the following link:** [**http://www.moconed.com/policy.php**](http://www.moconed.com/policy.php) **(The 4000 section incorporates all personnel information and the 2000 section incorporates all student information. These are the two sections that are most relevant to you as a staff member)**

**P 0510 POLICY DEVELOPMENT, ADOPTION AND REVIEW**

**The development and adoption of policies to govern operation of the School District are the responsibility of the Board of Education. In developing policy, the Board may solicit input from the community, staff and other professionals.**

**At any meeting of the Board, policies governing the schools may be enacted, amended or repealed by a majority vote. The formal adoption of policies shall be recorded in the minutes of the Board. Only those written statements so adopted and so recorded shall be regarded as official Board policy.**

**Implementation-**

**The Superintendent of Schools is assigned the responsibility for insuring that all Board policies, rules and regulations are implemented. The Board authorizes the Superintendent to develop administrative guidelines in order to implement Board policy. The Superintendent shall notify all employees and students of their need to abide by Board policies and regulations. Administrators shall prepare staff, student and parent handbooks that interpret Board policies and state rules and regulations that affect each population set. The handbooks shall be revised annually and distributed within the first month of the school term.**

**Review-**

**The Board shall review written policies on a continuing basis to ensure consistency and legality of Board action and administrative decisions. Policies shall be reviewed and revised as a result of newly enacted state and/or federal legislation, court decisions, as a result of research and/or policy development as presented by state and/or national organizations and agencies, or for other reasons as determined by the Board.**

**Posting Board Policies and Student Handbooks-**

**During periods of time in which the District maintains a District web site, the Board's policies and regulations along with student handbooks will be posted on the web site.**

**Last modified: January 01, 2003**

**\*1300 PROHIBITION AGAINST SEXUAL HARASSMENT AND RETALIATION UNDER TITLE IX**

**Sexual harassment as protected by law is prohibited in this District. The District also prohibits retaliation against a person who files a complaint of sexual harassment or who participates in an investigation of allegations of sexual harassment under this Regulation. This Policy governs the District's compliance with Title IX of the Education Amendments of 1972. The following person is designated and authorized as the District's Title IX Coordinator, with the responsibility to identify, prevent, and remedy unlawful harassment and retaliation under Title IX in the District:**

**Kristy Forrester**

**21051 Highway D**

**Marshall, MO 65340**

**(660)837-3400**

**kforrester@hardeman.k12.mo.us**

**A complaint regarding sexual harassment or related retaliation of a student or employee under Title IX and that is alleged to have occurred on or after August 14, 2020, should be filed in accordance with the procedures outlined in Regulation 1301. A complaint by students, employees, parents, and patrons of the District alleging harassment, discrimination, or related retaliation based on a protected classification under the laws identified above (outside of Title IX) should be filed in accordance with the procedures outlined in Regulation 1300. A complaint regarding the identification, evaluation, educational program, or placement of a child with a disability under Section 504 should be filed in accordance with the procedures outlined in Regulation 2110.**

**Last modified: August 12, 2020**

**\*PR 1301 PROHIBITION AGAINST SEXUAL HARASSMENT AND RETALIATION UNDER TITLE IX**

**Sexual harassment as protected by law is prohibited in this District. The District also prohibits retaliation against a person who files a complaint of sexual harassment or who participates in an investigation of allegations of sexual harassment under this Regulation.**

**This Policy governs the District's compliance with Title IX of the Education Amendments of 1972. The following person is designated and authorized as the District's Title IX Coordinator, with the responsibility to identify, prevent, and remedy unlawful harassment and retaliation under Title IX in the District:**

**Kristy Forrester**

**21051 Highway D**

**Marshall, MO 65340**

**(660)837-3400**

**kforrester@hardeman.k12.mo.us**

**A complaint regarding sexual harassment or related retaliation of a student or employee under Title IX and that is alleged to have occurred on or after August 14, 2020, should be filed in accordance with the procedures outlined in Regulation 1301. A complaint by students, employees, parents, and patrons of the District alleging harassment, discrimination, or related retaliation based on a protected classification under the laws identified above (outside of Title IX) should be filed in accordance with the procedures outlined in Regulation 1300. A complaint regarding the identification, evaluation, educational program, or placement of a child with a disability under Section 504 should be filed in accordance with the procedures outlined in Regulation 2110.**

 **Last modified: August 12, 2020**

**P 4870 DRUG FREE WORKPLACE**

**The unlawful possession, use or distribution of illicit drugs and alcohol on school premises or as a part of school activities is strictly prohibited.**

**Employees under the influence of alcohol, drugs, or controlled substances while on duty are a serious risk to themselves, to students and to other employees. Employees who display physical manifestations of drug or alcohol use while on duty, may be subject to drug testing. Any employee who violates this policy will be subject to disciplinary action up to and including termination and referral for prosecution. Employees may also be required to satisfactorily participate in rehabilitation programs.**

**As a condition of employment, all employees must abide by the terms of this policy. Employees who are convicted of a drug offense which occurred on school premises or while on duty must notify the Superintendent of their conviction. Notification must be made by the employee to the Superintendent within five (5) days of the conviction. Within ten (10) days, the Superintendent will provide notice of such violation to the Impact Aid Program, United States Department of Education, or other appropriate government agency.**

**The District will institute a drug-free awareness program to inform employees of:**

**-The dangers of drug and alcohol abuse in the workplace.**

**-This policy of maintaining a drug-free workplace.**

**-Available counseling and rehabilitation.**

**-The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.**

**On the basis of medical certification, employees with the illness of chemical dependency shall qualify for the employee benefits and group insurance coverages that are provided for under group health and medical insurance policies. The confidential nature of the medical records of employees with chemical dependency shall be preserved in the same manner as for all other medical records.**

**The District's responsibility for chemical dependency is limited to its effects on the employee's job performance. If the employee violates this policy, refuses to accept diagnosis and treatment, or fails to respond to treatment, and performance is adversely affected, the employee will be subject to employment action in proportion to the performance problem. Implementation of this policy will not require or result in any special regulations, privileges or exemptions from the standard administrative practice applicable to job performance requirements.**

**Upon the request of the Department of Elementary and Secondary Education or an agency of the United States, the District shall certify that it has adopted and implemented the drug prevention program described in this policy, in the form required by such agency. The District shall conduct a biennial review of this policy to determine its effectiveness, implement necessary changes, and to ensure that the disciplinary sanctions are consistently enforced.**

**It shall be a violation of this policy for any employee to possess, use, manufacture, distribute, or be under the influence of medical marijuana in any manner inconsistent with Missouri state law and applicable regulations. Additionally, employees may not be under the influence of marijuana while they are (i) acting in the scope of their employment, whether on District property or off, or (ii) present at any school- or District-sponsored or sanctioned event such as athletic events or conferences. Employees may seek reasonable accommodations related to medical marijuana under the District’s policies and procedures addressing the Americans with Disabilities Act.**

**Transportation Employees**

**District employees who are subject to the Transportation Employee Testing Act may not use medical marijuana on work days and may not use marijuana while on District transportation. Transportation employees who test positive for any controlled substance including marijuana are subject to dismissal. Transportation employees who cannot, for medical reasons, comply with this policy may request a transfer to a non-safety sensitive position.**

**The information in this policy will be distributed to all present and future employees.**

**Opioid Antagonists**

**The District does not maintain NARCAN or other opioid antagonists to be admitted in emergency situations by a trained school nurse. (See Policy 2874 - Administering Opioid Antagonists).**

**Last modified: January 13, 2020**

**RF 4871 DRIVER DRUG TESTING**

**The District recognizes that it shares the responsibility to prevent accidents and injuries resulting from the misuse of alcohol or the use of controlled substances by its employees who operate commercial motor vehicles. The District complies with the provisions of the Omnibus Transportation Employee Testing Act of 1991, which mandates that the District test its drivers who are required to hold commercial drivers licenses under specified conditions. The District fully complies with the provisions of the “Commercial Driver’s License Drug and Alcohol Clearinghouse.” The District will regularly evaluate its policies and procedures to ensure that it remains in compliance with federal regulations.**

**Last modified: January 13, 2020**

**Misuse Prevention and Testing Program Information:**

[**http://www.moconed.com/regulation.php?action=ind&polID=1805&catID=5**](http://www.moconed.com/regulation.php?action=ind&polID=1805&catID=5)

**PRF 4321 FAMILY AND MEDICAL LEAVE**

**The Board of Education recognizes that leaves of absence are occasionally necessary due to family or medical reasons or in certain circumstances associated with servicemembers' service in the Armed Forces. The District has adopted detailed procedures to ensure compliance with the Family and Medical Leave Act of 1993 (FMLA). As provided by District regulations, eligible employees are entitled to use up to twelve (12) workweeks of unpaid leave for family and medical reasons (up to 26 workweeks for covered events related to those serving in the Armed Forces). The Board of Education has designated a District administrator to act as FMLA Compliance Officer. As part of its compliance program, the District will notify each employee of the name, address and telephone number of the District's FMLA Compliance Officer and will provide a statement of commitment to adhere to FMLA regulations. The FMLA Compliance Officer will regularly evaluate the District's FMLA compliance to ensure fair and equitable opportunities for all eligible employees. For questions and assistance please contact district administration.**

**\*PR 6320 INTERNET USAGE**

**A. Introduction**

**It is the policy of the District to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].**

**B. Access to Inappropriate Material**

**To the extent practical, technology protection measures shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.**

**C. Internet Safety Training**

**In compliance with the Children’s Internet Protection Act, each year, all District students will receive internet safety training which will educate students about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, and cyberbullying awareness and response. Such training will include Internet, cell phones, text messages, chat rooms, email and instant messaging programs. (See also Policy 6116 – State Mandated Curriculum – Human Sexuality).**

**D. Inappropriate Network Usage**

**To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called "hacking," and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.**

**E. Supervision and Monitoring**

**It shall be the responsibility of all District employees to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet protection Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of district administration or designated representatives.**

**Last modified: September 15, 2015**

**\*P 4630 STAFF CONDUCT**

**The Board of Education requires all staff members to serve as positive role models for District students. District schools exist to provide quality, cognitive, and affective education for District students in a safe and appropriate setting. In achieving these objectives, staff are required to meet certain performance criteria including, but not limited to:**

**-Review and comply with Board policies, regulations, and procedures as well as related building rules and practices.**

**-Properly prepare for student instruction.**

**-Fully utilize instructional time for learning activities.**

**-Maintain students under active supervision at all times.**

**-Assess student performance in a regular and accurate manner.**

**-Modify instructional goals to meet the needs of each student.**

**-Comply with administrative directives.**

**-Communicate with students in a professional and respectful manner.**

**-Communicate with colleagues, parents and District citizens in a professional manner.**

**-Properly operate and maintain district property.**

**-Utilize district technology solely for school district business.**

**-Maintain required records and submit requested reports in a timely manner.**

**-Comply with all safety guidelines and directives.**

**-Refrain from the use of profane and obscene language.**

**-Dress in a professional manner.**

**-Attend to all duties in a punctual manner.**

**-Maintain student confidentiality pursuant to state and federal law.**

**-Follow and implement student Individual Education Programs (IEP) under the Individuals with Disabilities Education Act (IDEA) or plans under Section 504 of the Rehabilitation Act.**

**-Maintain and account for District funds in the staff member’s possession and control.**

**-Maintain professional relationships with students. With the exception of students who are immediate family with the staff member, this requirement also includes avoiding situations that could lead to allegations of inappropriate relationships with students, including, but not limited to:**

**-Being present in any setting where students are provided or are consuming alcohol or illegal drugs.**

**-Inviting students to be alone with a staff member at a staff member’s residence, on staff member’s private property, or in a staff member’s motor vehicle without the prior consent of the building principal.**

**-Communicating with students, electronically or in person, about the student’s sexual activity or concerning the staff member’s sexual or romantic conduct.**

**-Being present on District premises alone with a student in a room where the door is closed, the door is locked, or the lights are off, unless required temporarily due to emergency circumstances. Counselors and administrators are exempted from this prohibition in performance of professional duties.**

**-Covering the interior window(s) of instructional space and offices with any material that blocks or obscures outside vision into the space, unless required temporarily due to emergency circumstances.**

**-Communicating with students about sexual topics outside approved District curriculum, unless done as part of a District investigation into sexual abuse or harassment.**

**-Utilizing students to attend to personal errands for the staff member.**

**-Allowing students to drive a staff member’s vehicle.**

**Last modified: September 15, 2015**

**\*P 6243 COPYRIGHTED MATERIALS**

**It is the intent of the Board to delineate, enforce, and abide by the provisions of current copyright laws and regulations as they affect the School District and its employees. The District will not purchase any videos, computer software, audio tapes, publications or other materials that have been illegally copied or reproduced.**

**Copyrighted materials, whether they are print or non-print, will not be duplicated unless such reproduction meets "fair use" standards, or unless written permission from the copyright holder has been received.**

**Details about "fair use" will be made available to all teachers. A summary of these standards will be posted or otherwise made easily available at each machine used for making copies.**

**The Board does not sanction illegal duplication in any form. Employees who willfully disregard the District's copyright position are in violation of Board policy; they do so at their own risk and assume all liability responsibility.**

**Any materials produced by an employee (or employees) during the time he/she is paid for production of said materials shall be owned by the School District, and any civil rights of authorship are forfeited with payment by the District for production of materials.**

**Last modified: January 01, 2003**

**RETURN TO PLAY PROCEDURES**

**The following link is a concussion information sheet from the Center for Disease Control. This is especially meant for coaches and physical education teachers, but can be useful to all staff members:**

[**https://www.cdc.gov/headsup/pdfs/youthsports/Parent\_Athlete\_Info\_Sheet-a.pdf**](https://www.cdc.gov/headsup/pdfs/youthsports/Parent_Athlete_Info_Sheet-a.pdf)

**FORM 5260 Safety, Security and Communications**

**Safety Standards**

**In order to promote safety and to reduce the occurrence of injuries to the employee; to the employee’s colleagues, students and visitors to our schools, the following requirements are mandated by the Board.**

**These requirements are not intended to be exclusive, but to be illustrative for measures required to**

**promote safety. Moreover, these requirements are in addition to all relevant requirements of federal and state law, as well as, Board policy. Employees will be required to review, sign and return this policy on an annual basis. These requirements are:**

**1. All accidents are to be reported, in writing, to your supervisor on the date they occur.**

**2. All unsafe conditions are to be reported to your supervisor immediately.**

**3. No running or horseplay is permitted.**

**4. The use of alcohol or non-prescribed drugs during work hours is strictly prohibited. The use of prescribed drugs is permitted subject to the limitations imposed by the prescribing physician.**

**5. Standing on chairs, desks, boxes, or any object other than a ladder or step stool is prohibited.**

**6. When using chemicals, all appropriate safety equipment must be used. If the appropriate safety equipment is not available, the absence of same should be reported to your supervisor**

**immediately.**

**7. If your duties require you to drive, the use of a seatbelt is mandatory. The use of a cell phone for phone calls or texting is prohibited in a moving vehicle.**

**8. The use of employer provided safety devices is mandatory.**

**By signing below, I acknowledge that I have read and understand all of the General Safety Requirements. I further acknowledge that I understand that these requirements are not all inclusive. Additions can be made by the location I am working at, the supervisor I am working under, the specific job I am working on, and/or local, state or federal law. Failure to comply with one or more of these requirements will result in disciplinary action.**

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**



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