

***2020-2021
Climax Springs R-IV School
Faculty/Staff Handbook***



***Caleb Petet, Superintendent
Misti Maples, PK-12 Principal***

Home of the Cougars

Climax Springs R-IV Schools

571 Climax Ave., Climax Springs, Missouri 65324-2535

Phone: (573) 347-3905 Fax: (573) 347-9933



Dear Faculty and Staff Members:

Welcome Back! We are anxious to begin this school year. Hopefully you have had the opportunity to recharge and are ready to dig in! Our students will be excited to see us after the extended break last spring. They deserve our best everyday, and that will be our priority. Please join us in kicking off the theme centered around living our vision:

PROGRESS
RESPONSIBILITY
INNOVATION
DETERMINATION
EXCELLENCE

These words will be our focus each day, and we will strive to make academic gains and build a culture focused around lifelong success for students.

This handbook contains most of what you will need to know and should provide information you will find helpful. Please take the time to read it carefully. As employees of the Climax Springs R-IV District, you are expected to be familiar with its contents. In addition, please read and follow the "Student/Parent Handbook," as it is filled with more detailed information. It clearly sets forth our expectations for students. If there are any questions on any section please contact a member of the administrative team.

LET'S GET STARTED!!

GO Cougars!!

Mr. Caleb Petet, Superintendent
Ms. Misti Maples, PK-12 Principal

Mission Statement

Climax Springs R-IV Schools, in partnership with the community, strives to create an environment where every student is empowered and held accountable, with high expectations in regards to academics, core values, and citizenship.

Vision Statement

Progress, Responsibility, Innovation, Determination, Excellence

DISTRICT GOALS

Climax Springs R-IV students will achieve at proficient levels in order to graduate with the skills and confidence necessary to be successful citizens.

Climax Springs R-IV will attract, develop, and retain quality personnel.

Climax Springs R-IV will provide and maintain appropriate instructional resources, support services, and functional, safe facilities.

Climax Springs R-IV students will create an effective learning environment where teachers, students, parents, and the community are involved and where each has a sense of belonging.

Climax Springs R-IV Board of Education will govern in an effective and efficient manner providing leadership and representation to benefit students, staff, and patrons of the district.

Climax Springs R-IV School District does not discriminate on the basis of sex, race, color, national origin, handicap, or age in admission, or access to, or treatment of employment in its programs or activities. Any questions regarding the Board's compliance with Title VI, Title IX, or Section 504 including information about the existence and location of services, activities, and facilities that are accessible to and usable by disabled persons may be directed to the Title IX Coordinator/ Superintendent of Schools at (573) 347-3905 ext. 3, Climax Springs R-IV District Office, 571 Climax Avenue, Climax Springs, MO 65324, or to the Assistant Secretary for Civil Rights, U.S. Department of Education.

Students eligible for enrollment and participation in any and all classes and activities being offered at his/her grade level with inquiries concerning the application of this policy, grievance procedures, or other matters pertaining to Title IX, Title VI, and/or Section 504 may contact Title IX Coordinator/Superintendent of Schools at (573) 347-3905 ext. 3, Climax Springs R-IV School District, 571 Climax Avenue Climax Springs, MO 65324.

BOARD OF EDUCATION

The Board of Education is a representative body elected by the registered voters of the district. It is the purpose and the role of the Board to exercise general supervision over the school and to ensure that it is maintained as provided by the state statutes, the rules and procedures of the Missouri State Board of Education and/or the Missouri Department of Elementary and Secondary Education, and the policies, rules, and procedures of the district. In addition, the Board is accountable to the electorate, and shall be responsive to the educational needs and the imposed financial constraints of the district. School Board Policies may be found at www.cspringsr4.org and in the Superintendent's Office.

Climax Springs R-IV Board of Education

Josh Wolfe – President
Carly Townsend – Vice President
RaShell Burke- Member
Ashley Butterfield- Member
Michael Cundiff- Member
Shannon Hodges- Member
Adam Roberts- Member
Carol Hare- Board Secretary

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Faculty/Staff Roster 2020-2021

<u>Administration</u>		<u>Staff</u>	
<i>Caleb Petet</i>	<i>Superintendent</i>	<i>Carol Hare</i>	<i>Superintendent's Secretary</i>
<i>Misti Maples</i>	<i>K-12 Principal</i>	<i>Michele Hatmaker</i>	<i>K-12 Administrative Assistant</i>
<i>Kyla Roberts</i>	<i>Instructional Coach</i>	<i>Darlene Baumhoff</i>	<i>K-12 Nurse</i>
<i>Ashley Gardner</i>	<i>Instructional Coach</i>	<i>Shelly Parrack</i>	<i>Elem. Aid</i>
<i>Michelle Oostveen</i>	<i>K-12 Counselor</i>	<i>Patricia Hodges</i>	<i>Para-Educator</i>
<i>Tim Thebeau</i>	<i>Sped Ed. Coordinator</i>	<i>Rhonda Wolfe</i>	<i>Para- Educator</i>
<i>Laura Jost</i>	<i>Food Service Director</i>	<i>Katherine Long</i>	<i>Para-Educator</i>
<u>Faculty</u>		<i>Brooke Wolfe</i>	<i>Para-Educator</i>
	<i>HR / Bookkeeper</i>	<i>Lindsay Noell</i>	<i>Math Para-Educator</i>
<i>Tanya Willis</i>	<i>Pre-K Teacher/PAT</i>	<i>Angie Davis</i>	<i>Distant Learning</i>
<i>Rebecca Petet</i>	<i>Kindergarten</i>	<i>Allison Smith</i>	<i>PK Aide</i>
<i>Joene Hayes</i>	<i>1st Grade Teacher</i>	<i>James Butterfield</i>	<i>Coach</i>
<i>Nicole Morgan</i>	<i>2nd Grade Teacher</i>	<i>Renee Flowers</i>	<i>Coach</i>
<i>Ciara Todd</i>	<i>3rd Grade Teacher</i>	<i>Ron Rhodes</i>	<i>Coach</i>
<i>Stephanie Jackson</i>	<i>4th Grade Teacher</i>	<i>Mindy Arnett</i>	<i>FoodService</i>
<i>Stephanie Phillips</i>	<i>5th Grade Teacher</i>	<i>Cathy Hertzog</i>	<i>Food Service</i>
<i>Deborah Bowling</i>	<i>6th Grade Teacher</i>	<i>Terri Proctor</i>	<i>Food</i>
<i>Belinda Cundiff</i>	<i>Title I Coordinator</i>	<i>Service Jordan Hanson</i>	
<i>Charles Cole</i>	<i>Mathematics</i>	<i>Maintenance/Custodian Steve Casto</i>	
<i>Tori Frisbee</i>	<i>Mathematics</i>	<i>Maintenance/Custodian Dirk Oostveen</i>	
<i>Kylie Woods</i>	<i>Social Studies</i>	<i>Maintenance/Custodian</i>	
<i>Hope Degan</i>	<i>Elem. Sped Ed. Teacher</i>		
<i>Joshua Foulk</i>	<i>English</i>	<u>Transportation</u>	
<i>Peggy Laue</i>	<i>English</i>	<i>Ronnie Dake</i>	<i>District Mechanic</i>
<i>Angie Madsen</i>	<i>Family and Consumer Science</i>	<i>Christina Jinks</i>	<i>Bus Driver</i>
<i>Joni Fields</i>	<i>Ag Education</i>	<i>Glenda Lang</i>	<i>Bus Driver</i>
<i>Maj-Brit Shaw</i>	<i>Science</i>	<i>William Walker</i>	<i>Bus Driver</i>
<i>Florence Minor</i>	<i>Art</i>	<i>Melissa Giboney</i>	<i>Bus Driver</i>
<i>MJ Wilson</i>	<i>Music/Band</i>		
<i>Janet Bayless</i>	<i>Library Media Specialist</i>		
<i>Jacob Moore</i>	<i>Physical Education</i>		

BELL SCHEDULE

1st Hour	7:50 - 8:45
2nd Hour	8:49 - 9:44
3rd Hour	9:48 - 10:43
4th Hour	10:47 - 11:42
Lunch: PK - 4th	10:50 - 11:15
Lunch: 5th - 8th	11:46 - 12:11
Lunch: 9th - 12th	12:46 - 1:11
5th Hour	11:46 - 1:11
6th Hour	1:15 - 2:10
7th Hour	2:14 - 3:09
8th Hour (Pride)	3:13 - 3:37

Finals Bell Schedule- Finals schedule will be determined by the building Principal.

Absence: Staff absences need to be reported to AESOP as soon as it is determined that an absence is required. Procedures set out by AESOP will be followed. Staff members are never to directly contact substitutes and offer work. Staff are to submit their leave in the SIS Portal immediately upon return from leave. Classified staff are to put their leave requests in the Timeclock. Failure to do so could result in not receiving pay for your leave if you have a leave balance.

Assemblies: Unless granted permission by an administrator, all teachers are to attend assemblies and supervise students.

Assessments: Climax Springs School District has various assessments on the school calendar, which are preserved as a number one priority. This will preclude field trips, professional development opportunities, etc. We have the following district assessments: Discovery Assessments K-12, DIBELS K-6, and Star Reading K-12, EOC's, and finals. Each teacher in his/her content areas will give pre- and post-assessments. As professionals, Climax Springs R-IV trusts that teachers will do everything in their power to be present on important dates for our students and district. Assessment data will be used to drive curriculum and classroom instruction. EOC-tested classes will be tested the year in which they are taught.

Attendance: Student attendance is to be taken accurately and reported promptly through the SIS program.

High School teachers enter attendance within the first five minutes of each class period.

Elementary teachers enter attendance before students go to breakfast.

Attire: Staff members are expected to set an example of neatness and professionalism because the manner in which staff members dress and conduct themselves at school has a tremendous effect on the general dress and behavior of the students.

Audio/Visual Equipment: Audio/Visual equipment can be checked out through the library.

Background Checks: Background checks will be required on all new employees at time of probationary hire. Final hire is based upon a positive background check and Board approval.

Behavior Agreement: Please read the student Behavioral Agreement in the student/parent handbook.

Behavior Management: Students will be expected to behave in a positive manner at all times. Students who fail to meet teacher expectations will be directed to the Principal for disciplinary action.

Benefits: In addition to basic salary, health and life insurance are provided. To obtain additional information contact the District Human Resource office for a full description of all benefits.

Bulletin Boards: The arrangement of a teacher's room and work area tells much about what kind of instruction that is going on in class. Bulletin boards should be kept up to date.

Bullying: Any employee who witnesses an act of bullying must report the act to the principal or his or her designee within two school days and the principal or designee will begin the process of investigating the incident. The investigation must be completed within 10 school days. Cyberbullying that occurs off the school grounds, but makes its way to the school community and causes a substantial disruption, must be rated 8 or more on a scale of 1 to 10.

Cancelation/Dismissal: The onset of cooler weather may create the possibility of hazardous road conditions. The cancellation or dismissal of school in cases of snow or hazardous roads will primarily be made using the *School Messaging System*. In addition, this may be announced over the local media outlets. The unique geographic nature of the District presents challenges when trying to determine when to dismiss or cancel school. Road conditions vary markedly depending on the bus route. While it may seem perfectly clear in one part of the district, the roads may be impassable in other parts. The decision to dismiss or cancel school will always be based upon safety considerations for all the students in the district.

Check-Out: A final check-out form will be completed at the end of each school year by staff members.

Child Abuse: Any staff member having reason to suspect a child has been injured as a result of physical, mental or emotional abuse, neglect, or sexual abuse shall report it to the Division of Family Services (DFS) at 1-800-392-3738 within 24 hours of acquiring such information. In addition, an administrator must be notified immediately; if an employee has any reason to believe another employee is sexually involved with a student, that person must notify their supervisor immediately or face disciplinary action up to termination.

College Credits: College credits earned by staff members need to be reported to the administration by August 1st to adjust their pay scale for the school year. The evaluation of credit hours will be conducted by the administration, and adjustments will occur once per year in August.

Communication: A variety of methods are used to communicate with staff members such as material delivered to mailboxes, announcements, and electronic messages. It is important that all staff members remain informed of activities and possible schedule changes. Check both the district calendar on the web page for scheduled events and check mailboxes daily.

Computer Lab (mobile): In order to prevent schedule conflicts, teachers should use the Google calendar and sign up with their name and number of students involved. If plans change, as a courtesy, teachers should remove their names so others can use the lab.

Computers: Computers are located within each classroom. If a problem arises, the teacher should report computer problems via the computer help desk online. Computers are district property and are not for personal use of employees. The district retains the right to randomly check employee computers and to discipline employees for non-compliance with this policy.

Concession Stand: Home game concession stands are used as fundraisers. Teachers who sponsor activities are responsible for the concession stand orders, collection of money, management of money according to school policy, cleanup, signing students up to work, and keeping record of who worked.

Conduct: All staff members are to immediately notify their direct supervisor if they are ticketed for DUI or are charged with child abuse from any source. Bus drivers must notify the Transportation Director immediately if ticketed for any offense.

Confidentiality: All Climax Springs R-IV staff members are bound by confidentiality. All conversations, especially those about students, are to remain professional at all times. Grade books should never be left where those entering a classroom may view them. The secretaries' desks are confidential, and teachers should refrain from sitting at them or reading any information on them. Lunchroom conversations about students or staff must be avoided.

Copy Machines: The copy machines throughout the building are to be operated by staff members or aides only. Please do not operate copy machines without having the proper training. If an operational problem occurs, faculty members need to consult a secretary.

Corporal Punishment: Corporal punishment will not be used as a form of punishment for any reason. Corporal punishment is defined as striking, shaking, pushing, or any other aggressive action taken against a student. It is highly recommended all staff members refrain from touching students in any situation that could be construed as confrontational. Unfortunately, there might be situations when student safety is involved and staff members may have to intervene. In such cases, the goal is to prevent students from injury, and the least amount of contact is the course of action to take.

Daily Schedule (Elementary): A copy of each elementary level faculty member's daily schedule should be on file within the first week of school. Any changes from this schedule should be noted with the secretary.

Demographic Information: Please make sure the secretary has been notified of any changes in address or telephone numbers. It is the staff member's responsibility to keep the SIS Portal updated with changes in personal information.

Detention: Students may be assigned a Wednesday school for missing work or poor classroom behavior. If Wednesday school is assigned by the teacher, please notify the front office.

Discipline: Disciplinary forms need to be filled out and turned in to the school office. Effective discipline needs to be firm, yet fair throughout the District. Discipline should follow the policy as printed in the “Parent/Student Handbook.” Focus should be on long-term correction of behavior, not on what the student deserves.

Drug-Free School: The possession, use, or distribution of drugs or alcohol by school employees on school premises, or as part of any school activity, is prohibited. All staff members shall immediately report to the administrator’s office the name of any student who sells, possesses, uses, or transfers a controlled substance, alcoholic beverage, or substance represented to be controlled or alcoholic on school premises.

Electronic Communication: In accordance with MSBA policy GBH_C.1D, Staff communications must be professional, and student communications must be appropriate. Staff members may only communicate with students electronically for educational purposes between the hours of 6:00 a.m. and 10:00 p.m. Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose. A staff member's supervisor may authorize a staff member to communicate with students using the staff member's personal telephone numbers, addresses, webpages or accounts (including, but not limited to, accounts used for texting) to organize or facilitate a district-sponsored class or activity if the communication is determined necessary or beneficial. Staff use of any electronic communication is subject to the district's policies, regulations and procedures including, but not limited to, policies, regulations, procedures and legal requirements governing the confidentiality and release of information about identifiable students.

Eligibility: Eligibility check dates will be printed in the announcements. All grades must be submitted by 6 pm Tuesday before eligibility grade checks.

Emergency Procedures: Each teacher has an emergency notebook and a set of emergency note cards with the emergency procedures outlined. It is the responsibility of the teacher to insert a copy of the rosters for each class/homeroom. These must be kept current and remain in the tray just inside classroom doors. Certain teachers in each hallway will also have a red emergency bag that should be taken with them to drills or an emergency situation.

Extra Duty: Elementary/high school teachers will have certain additional duties assigned (breakfast, bus, detention, hallway, gate, gym, lunch, programs, and recess). Please be at the designated place in a timely manner.

Facility Use: To secure the use of the gymnasium, cafeteria, testing room, or conference room, proper signup is needed. These facilities will be used, first-come, first-serve, unless deemed differently by administration.

Faculty Meetings: All faculty members (including paras) will be required to attend faculty meetings. If a faculty member has a schedule conflict the principal needs to be notified.

Field Trips: All field trips need to be submitted to the office as early as possible via Frontline Central. Teachers requesting field trips must check the district calendar for open dates and get administrative approval. The following will need to be completed by the classroom teacher at least two weeks prior to the event:

- fill out bus request, itinerary forms and application with class objectives
- notify cooks of absence/need of sack lunches
- notify school nurse to receive the “need to know list” of student medical needs
- email all teachers affected, including Vo-Tech

Finals: Semester tests are administered the last two days of each semester to all students in grades 7-12. All students will take finals during finals designated times. Finals will account for 10% of the semester grade. EOC’s may serve as the final. Teachers have discretion in deciding if a final is cumulative or not, unless it is an AP or Dual credit class with their own College Board mandated requirements. If a teacher chooses to alter the time or format, from assigned time or traditional format, it needs to be approved by administration.

Grade Books/SIS: The use of both formative and summative assessments is crucial to effective instruction. Grades should be taken frequently and used to shape instruction. Student grades are considered identifying information and must be kept confidential. Students are not to view a teacher’s grade book or computer, nor to enter grades, or check grades. Grade books/SIS may be periodically checked by the principal. Parents have portal access to the SIS program, so grades need to be uploaded and kept current.

Grading Policy: Teachers are expected to have updated grades on a weekly basis. Bi-weekly grade/attendance checks will be conducted by administration, and it is expected that teachers will make these grade checks reflective of students’ performance level in the class room and indicative of final grades.

Hallway Supervision: 7-12 teachers should monitor the halls outside their classroom doors during passing periods and prior to first hour.

Hotline: The safety of every student and staff member is a top priority. If teachers or staff become aware of a situation that jeopardizes the safety of anyone at school, immediately notify an administrator or the Missouri School Violence Hotline at 866-748-7047.

Inventories: Classroom inventories are completed at the beginning and end of each school year. Faculty members need to review these carefully to ensure they have the equipment assigned.

Injuries: Staff members must immediately report any injury to the office. A written report must be made to the office for every injury suffered by a student or staff member. Report forms are available from the nurse or the office or staff drive. Contact the school nurse and administrator immediately if any injury or illness is serious.

Leave: Employees may be terminated for excessive absences or tardiness in accordance with policy GBCBC-C.1A. Following policy GCBDA and GDBDA, Category I employees are entitled to 80 hours of leave per school year. Category II employees are entitled to leave based upon the number of days worked. Leave must be requested in advance through the SIS portal or the TimeClock, and once approved, the employee will enter the absence in AESOP to request a substitute. If the leave is unscheduled due to sudden illness or emergency, the leave should be entered into AESOP immediately and submitted via the portal upon return to work. Employees requesting leave through the Family Medical Leave Act (FMLA) should contact the Human Resources office for the US Department of Labor Form WH-381, Notice of Entitlement. Leave is a Board benefit not to be sold, bartered, or donated; doing so may result in disciplinary action.

Leaving the Building: All staff members must notify the school office or immediate supervisor before leaving the building and when they have returned.

Library Policy: Staff members may check out an unlimited number of books. Staff members may place an unlimited number of holds. Staff holds will take priority over student holds. Staff is not allowed to remove books or materials without checking them out. Staff may access the “Destiny Catalog” from the school website. Teachers should use Discovery streaming when selecting materials to show in the classroom. Movies shown in the classroom are expected to relate to curriculum content.

Lunch Charges: Staff members should keep lunch accounts up to date. Balances can be checked on SIS. Teachers will not be allowed to charge amounts in excess of \$10.

Lunch Count: Elementary lunch count will be taken before breakfast via SIS.

Food: During school hours, ALL snacks will be under 200 calories and the first ingredient will be Wheat Flour (when applicable) (as required by the USDA Food Service Program) such as: baked chips, fruit snacks, granola bars. As a district/school, there are only three exceptions per year which will be decided by administration upon request

Maintenance/Technology Requests: Maintenance and technology request forms are available online. In order for any maintenance work to be performed, all staff members making requests need to complete the forms online. Staff members are not permitted to request any maintenance from outside sources. If the requested maintenance cannot be performed, the Director of Maintenance will initiate all actions. The building custodians are responsible for the general cleaning of the school building. Keep in mind, they may not have the chance to dust or do some of the smaller tasks as often as one would like them to be done. Please assist by having each class pick up any trash on the floor before departing between periods. Report any damage to your room immediately to the principal.

Mentor Teachers: Each beginning teacher in his/her first year of service will be assigned a mentor teacher. The mentor teacher will be paid a stipend of \$200 at the end of the year upon completing assigned tasks at the New Teacher Academy.

Mileage Reimbursement: All mileage reimbursements must be turned in by the 1st of each month via Frontline Central. All Professional Development Committee (PDC) mileage must be approved prior to the PDC activity, and the reimbursement form can be submitted to the PDC chair.

Nurse: All injuries to either students or staff members need to be reported to the nurse immediately. All student medications must be in the nurse's office at all times. Due to potential allergic reactions, over-the-counter medication is not to be provided to students by any staff member other than the nurse.

Parent Correspondence: Faculty members are directed to provide a syllabus for their classes that will be posted on the district website for parents and patrons. Teachers are expected to make regular contact with families and keep a log of such contacts, particularly prior to grading periods, to help students be successful and accountable. 7-12 PRIDE teachers will be required to call their PRIDE students regularly.

Parent/Teacher Conferences: It is important to make positive parent contact in the first week of school in order to develop cooperative working relationships with parents. Because parents are our partners, parent/teacher conferences are an excellent opportunity to meet parents and discuss their child's academic progress. Parent sign-in sheets are provided to document participation in conferences.

Playground: Careful playground supervision is critical. The playground can be a common place for bullying and injuries. Supervising staff should be scattered across the playground and not bunched together in one area. Hand held-radios are available for staff use.

20/20 Policy: Teachers 7-12 will not allow more than one student out of class at a time during instruction. Students are expected to use the restroom and take care of other matters of a private nature during passing time, or to ask as soon as they enter the classroom. Once classes start, learning starts; therefore, no one will be allowed to leave until after the first twenty minutes of class and before the last twenty minutes of class except in emergencies. Certainly, there will be medically-excused exceptions and emergencies; daily occurrences are not by definition an emergency. They are by definition a medical concern and parents and students should consult a physician if medical problems exist. This will allow for modifications to be made that will not interrupt the educational process.

Professional Development: On-going, high quality professional development is critical to improving student achievement. Professional development is currently focused on academic rigor and effective assessment using professional learning communities to meet goals. Teachers are required to be at all professional development activities unless otherwise excused by administration. As is stated in your contract, do not schedule outside appointments on professional development days, all certified staff are expected and contractually obligated to be present on Professional Development days.

Professional Responsibilities: As with all professional fields of employment, teachers and substitute teachers also are responsible for maintaining their certification at all times.

Progress Reports: Home-to-school communication is essential to student achievement. Parents should be notified by the teacher personally as soon as possible if a student's grade falls below a C. Mid-term reports will be issued for all students.

Purchasing: All purchases must be requested through the administration using the purchase request process. If assistance is needed, please see the office secretary. All purchases require prior approval, so it is important to plan ahead. If a purchase must be made using a District Credit Card, the purchase request must be submitted with an approximate amount identified and advance notice given to the District Bookkeeper to ensure the availability of the card. A Purchase Card Agreement must be on file and can be completed via Frontline Central. Once the purchase is approved, the credit card may be signed out from the District Bookkeeper. Accompanying receipt must be turned in when the credit card is returned; if there is no receipt, the employee may be held responsible for the expenditure. Activity Sponsors are to use an Activity Fund Expenditure request form, via Frontline Central. The payment of activity funds for various clubs and organizations can only be completed when the activity funds form is completed and signed by the activity club sponsor and the principal. Activity funds shall operate in the black. Expenditures are not to be made until money is deposited in the appropriate account. Employees who make purchases without prior authorization will be responsible for the cost.

Reporting Incidents: All staff members are to report assaults, bullying, and weapons or drug possession to a school administrator immediately. Do not attempt to handle these incidents individually; they must be reported.

Retake policy: A student may retake any test or quiz of significant point value if approved by the classroom teacher.

Retention: In order for an elementary student to be retained, teachers need to consult with the principal about the possible retention of a student at the end of first semester. Secondary students may advance to the next grade based upon completion of credits.

Safety and Security: This building is protected by Shield Solutions LLC.

Sexual Harassment: Climax Springs R-IV District is committed to providing an environment free from intimidating, hostile, or offensive behavior, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment by an employee, student, or other person in the district against any person is prohibited. Allegations of sexual harassment shall be investigated and if substantiated, corrective or disciplinary action will be taken, up to and including suspension and/or expulsion of the student or suspension and/or termination of the employee.

Stipends: Specific requirements must be met in order for staff to receive stipends. Staff members, who sign up for activities/programs that have a stipend attached, need to coordinate closely with the school administration in order to ensure all requirements are met. All stipends, other than mentor stipends, will be divided into twelve months and will be included in the faculty members regular paycheck.

Student Drug Testing: Policy JFCI - The Climax Springs R-IV School District, in an effort to protect the health and safety of students, adopts the following policy for drug testing of students participating in extracurricular and/or co-curricular activities as well as those students who have parking privileges. Participation in school-sponsored extracurricular and/or co-curricular Missouri State High School Activities Association (MSHSAA) activities, as well as parking on campus, at the Climax Springs R-IV School District is a privilege. Accordingly, students in extracurricular and/or

co-curricular MSHSAA activities and/or who park on campus carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of illegal drugs. A student refusing to participate in the testing policy will be suspended from all activities and will lose parking privileges until tested and receives a negative result. Drug testing will be random and is decided by an outside contracted agency.

Substitute Folder: Each teacher will prepare a substitute folder to be filed in the principal's office. The folder will, at a minimum, contain: a schedule, a roster of any extra duties, a current seating chart, any special situations, two universal lesson plans that may be used at any time, a couple of names of reliable students in each class, a schedule of special students leaving the classroom, a list of students with medical problems on a need-to-know basis, and a class Code of Conduct.

Supervision: Teachers are never to leave students unsupervised in classrooms, hallways, on school grounds, or on field trips, etc. Teachers are to remain at their classroom doors (in the hall) during all class breaks. Each teacher is directly responsible for hall supervision in and around his/her assigned room during times when student traffic is near the classroom area. Teachers finishing their planning period should be in the hall when the period ends. When supervising after school events, facilities must be left as they were found.

Teacher Evaluations: For tenured teachers, a summative evaluation will be conducted at least once every three years. Additional evaluations, including drop-in observations, may occur as deemed necessary by the administrator. For non-tenured (probationary) teachers, a summative evaluation, at least one formative evaluation, and drop-in observations will be conducted during each year of probationary status. The summative evaluation is the administrator's recommendations for re-employment or non-renewal.

Time Clocks: All non-exempt employees must accurately record time worked in the time clock for payroll purposes. Employees are required to record their own time at the beginning and end of each work period, including before and after the lunch break. Employees also must record their time whenever they leave the building for any reason other than Company business. Punching in or out for another employee, allowing another employee to punch in or out for you, or altering any time will be grounds for discipline up to and including termination. Salaried exempt employees also may be required to record their time. Employees and managers are to review and approve all punches within five days of the end of the pay period, which is normally the last day of the month. Any errors on your time sheet should be reported immediately to your supervisor, who will attempt to promptly correct legitimate errors.

Technology: Teachers will follow the District's "acceptable use/equipment agreement/policy." Electronic communications, downloaded material and all data stored on the District's technology resources, including files deleted from a user's account, may be intercepted, accessed, monitored or searched by district administrators or their designees at any time in the regular course of business. Such access may include, but is not limited to, verifying that users are complying with District policies and rules and investigating potential misconduct. Any such search, access or interception shall comply with all applicable laws. Users are required to return District technology resources to the District upon demand. Please read and initial the Usage/Equipment Agreement.

Travel: Board-approved travel expenses will be reimbursed according to Board policy.

Vacations: Leave for vacation purposes is only granted to full-time, 12-month employees. See policies GCBDA and GCBDA for a list of acceptable reasons to request leave.

VCR/DVD Movies: Movies must not be brought from home; movies shown must be approved by an administrator.

Verification Forms: All staff members will read the assigned Board policies, initial and sign the verification sheet in the Faculty/Staff Handbook. These sheets are to be turned in to the school office.

Visitors: No visitors shall be allowed in the classroom while class is in session without the approval of the administration. Patrons are encouraged to visit classrooms, but in order to prevent an unreasonable disruption of the educational processes, they need to make arrangements in advance with the teacher and with the administration. Non-registered students are not allowed to visit the classroom for the day without administrative prior approval. This includes staff children who do not attend the Climax Springs School District.

Weapons: No personal weapons of any sort are permitted on school grounds.

Work Hours: The work hours for instructional staff are from 7:30 A.M. until 3:45 P.M. unless a prior arrangement has been made with the direct supervisor. Work hours for all other employees are established by the supervisor.

Workman's Compensation Claims: In order to ensure the timely receipt of Workman's Compensation claims by employees, claims must be filed within 72 hours of the accident unless: a) the employee is incapacitated and unable to file, and b) it is approved by the administration. In such cases, a memorandum will be placed in the employee's file pending the submission of the claim.