

North County Intermediate

2019-2020 Faculty Handbook



The North County School District's mission is to Hand In Hand-Educate all students to be successful in college, career and character.

Our goal at the Intermediate School - We will do whatever it takes to assure that all students achieve their very best in all they do.

1 DAILY SCHEDULE

FACULTY MEMBERS:

Teachers are to report to school by 7:40a.m. and be in their room to assist with student supervision and seating. 1st duty teacher should arrive at 7:00 a.m., the 2nd duty teacher should arrive at 7:20 a.m. and the 3rd duty teacher should arrive at 7:30 A.M. as assigned. Breakfast will be served in the cafeteria from 7:20-7:45 am. Supervising teachers should be divided between the gymnasium, commons area, and bus drop-off, pick-up area.

SCHOOL DAY

The schedule is built around a eight (8) period day. ALL faculty members are scheduled for instruction or supervision of students for seven (7) periods each day with one (1) fifty (50) minute planning period and one (1) lunch/recess period each day (See Bell/Lunch Schedule). Some days may allow for an extended lunch period time if not assigned recess duty. Teachers should review the bell/lunch schedule for the exact times for the different class periods and for a lunch/recess duty schedule. This schedule has been assigned for the efficiency of the school and it is mandatory that all teachers adhere to the class times noted here. Any modification or change in schedule **must** be submitted in writing to the principal and confirmed in writing by the principal.

DAILY SCHEDULE

7:45 A.M. Dismiss from gym, cafeteria, Raider Academy, and Tier 3 Tutoring

7:55 A.M. Pledge of Allegiance, Raider PBS Pledge, Daily Announcements

7:55-8:25 A.M. First Period – Response to Intervention (RTI) Homeroom

8:28-9:18 A.M. Second Period

9:21-10:11 A.M. Third Period

10:14-11:04 A.M. Fourth Period

11:07-11:57 P.M. Fifth Period 5th Grade Lunch/Recess

12:00-12:50 P.M. Sixth Period 6th Grade Lunch/Recess

12:53 -1:43 P.M. Seventh Period

1:46-2:36 P.M. Eighth Period

2:43 P.M. 1st Bus Run and Pick-Ups dismissed

Approx. 2:55 P.M. 2nd Bus Run and Walkers dismissed

2 FACULTY RESPONSIBILITIES

TEACHER'S MEETINGS

Content Area meetings will be held each week with the Instructional Coach during plan time. PODS will meet at least 1 time per month to discuss shared students.

First Wednesday	PLC Leadership Team Meetings- 7:25-7:45 A.M.
First Wednesday	PBS Tier 1 at 3:00 P.M.
Second Wednesday	5th Grade Tier 2 and 3 Referrals and PM
Third Wednesday	Faculty Meeting
Fourth Wednesday	6th Grade Tier 2 and 3 Referrals and PM

Teachers may be asked to attend building and/or district meetings on days other than those noted above. For example: Professional Development, Professional Development Committee, Career Ladder, PBS, and RTI all meet on designated days during the year. Teachers may also be asked to attend additional meetings during school hours related to academic and student behavior needs.

TEACHER ARRIVAL AND DEPARTURE

All faculty members must report to the building prior by 7:40 a.m. so that they are ready to supervise the hallways when the students are released from the bus waiting area. Faculty members are to remain in the building until 3:00 p.m. when all students should have left the building and the hallways have cleared.

Faculty members scheduled for bus, computer lab, hallway, cafeteria, or gym duties should report to those areas as assigned for morning duty and remain there until 7:45 a.m. when the bell rings to dismiss students.

Faculty members scheduled for afternoon duty should report to the bus waiting area by 2:45 p.m. and are to remain there until ALL STUDENTS HAVE LOADED AND HAVE LEFT (APPROXIMATELY 3:30 P.M.). Substitutes are not to serve a.m. & p.m. duties, unless approved by administration. It is the teacher's responsibility to trade with someone else for any days they cannot serve their duty.

3 SUPERVISION AND LIABILITY TOWARD STUDENTS

TEACHER DUTY SCHEDULES (BP4220)

Members of the teaching staff are required to be on a.m. and p.m. duty per the discretion of the building administrator to provide for the safety and welfare of the students. It is recognized that professional duties and responsibilities extend beyond the student contact hours to include time for such activities as additional planning and evaluation, meetings, professional growth, parent conferences sponsoring activities and participation in Open House and PTO meetings, if needed.

All faculty members will perform duties which extend beyond the classroom. These duties are necessary for student safety and the well-being of the school. In order to make these assignments work well for all involved, it is important that EACH teacher perform these duties in the same manner. If our supervision is consistent, the students will respond in a more consistent manner.

These duties are assigned to ALL teachers and will be on a rotating basis. Teachers will receive a "Duty Schedule" for a.m. & p.m. duty and lunch duty at the beginning of each school year.

It is the responsibility of the teacher to remember these dates, and to be on duty at the assigned location and time established. Should it be necessary for a teacher to "TRADE" a duty for which he or she is assigned with another teacher, the office and principal must be notified of the change. Substitutes are not to serve a.m. & p.m. duties as they are not aware of the routines of the school. Teachers are to exchange those duty days with another faculty member.

LUNCH DUTY

In the cafeteria, the teacher should walk around the room to supervise tables more clearly. Since the recommended ratio of student to teacher on supervision is 75 to 1, we need at least two (2) teachers on duty at all times.

LUNCH RECESS DUTY

On the playground, remember supervision is crucial. When we have several teachers on duty, the temptation may be to talk with colleagues. Remember our job is to supervise students at all times. Walk around, watch, and be aware of student movements and actions.

HALL DUTY

Each teacher will exercise constant supervision as their students move through the halls going to special area classes, going to lunch, and going to buses. The building is not the place for running, loud talking, or boisterous horseplay and will be corrected only through proper teacher supervision. **This cannot be accomplished if you are in your classroom while the children are in the halls. From a liability standpoint, supervise your section of the building. Teachers will supervise their students (walk them in line) to and from all classes, including: art, music, P.E., band, library, lunch/recess and assemblies.**

The art, music, P.E., and library schedules are difficult to organize. Each teacher must abide by these times as closely as possible. The classroom teacher is directly responsible for the class until the special area teacher assumes control. Unless worked out differently with special area teachers, the classroom teacher must drop off and pick up the students from special area location.

ALL faculty members should DISMISS their students to leave their classroom. Do NOT allow the students to bolt out of the classroom whenever the bell rings to end the class period. Teachers should monitor their students' behavior in hallway between classes and when school is dismissed.

LEAVING CLASSES UNATTENDED

Faculty members must never leave their class unattended. If it is necessary for the teacher to leave their class, he or she should ask a neighboring faculty member to "watch" their classroom, or the teacher should notify the office for assistance.

STUDENTS LEAVING THE CLASSROOM

Faculty members should not allow students to leave the classroom without signing out on the classroom log. To use the restroom, run an errand, or if they have been requested to report to the office, they must sign out and sign in on the classroom log. The log should provide the student name, location, time left and time returned.

If there is a student that is scheduled to be under your supervision that leaves the classroom and does not return after an extended/reasonable period, contact needs to be made with the office to verify the student's whereabouts.

STUDENT PASS

Students who are out of class and in the hallway during class hours for any reason must have a pass from the classroom teacher (see Pupil Corridor Pass). Except in emergencies, students must have a nurse's pass to see the nurse and a counselor's pass to see the counselor. Students who come to the office or who return to class from the office should also have a pass.

STUDENTS LEAVING THE OUTSIDE CLASSROOM (Alt. School and AEP)

Faculty members should not allow students to leave the classroom unless it is an emergency, or they have been requested to report to the office. If a student must leave to see the nurse, the counselor, emergency restroom, etc. They must be escorted by an adult from classrooms outside the main building. If this reduces the necessary supervision of students a phone call to the office should be made and someone from the office will escort the student to and from their destination. The student should also be sent with a pass.

BUS DUTY

The following bus supervision rules should be enforced by ALL teachers on duty:

1. Duty teachers will see that those students under their supervision in the morning and afternoon will congregate in one of two areas.
 - A. For a.m. duty: All students will assemble inside the building in the gymnasium or, if eating breakfast, in the cafeteria. Students may attend tutoring, computer lab, or activities that are planned by a teacher.
 - B. For p.m. duty: All students may assemble on the sidewalk in their numbered bus area under the canopy or in the cafeteria. During inclement weather, students will be kept inside the building in the cafeteria or gym. Students are not to roam the building.

*Students should be in the bus waiting area as soon as they arrive in the morning and no later than 2:43 p.m. in the afternoon. It will be at the duty teacher's discretion to decide: (for p.m. duty only)

 - a. To stay inside.
 - b. To wait outside the door under the canopy.
2. Students are to be kept out of the circle drive area where buses enter and exit and out of the street. At no time should bus riding students be allowed to cross the street and return to ride the bus.
3. While waiting for the bus, students are not to run or throw anything.
4. Students who repeatedly disregard these rules will be sent to the office and may lose their privilege of riding the bus.

ACCIDENTS TO PUPILS:

If a child needs first aid attention, send the child to the nurse. You may also send another student to escort the child in need of attention to the office. Please be sure to send with the student a "Student Accident Report Form" describing the incident. If the nurse is not present, the secretary and the teacher may perform the necessary first aid. Record any accident on the Student accident forms in the office.

An emergency information card will be maintained by the nurse. Any change in the emergency reporting information or routine will be immediately reported to the nurse.

Treatment rendered will be limited to those items defined as first aid. Injuries as a result of home accidents are not defined as school emergency first aid.

Teachers need to be aware of the chronic complainers (in the classroom, on the playground, etc.) and discourage frequent visits to the nurse. However, if you feel there is a concern, you should always notify the nurse and she will contact the parent.

The nurse and the teacher will be expected to maintain informative communication with the office regarding any unusual ailments, illnesses, medication, etc.

4 TEACHER ABSENCE FROM SCHOOL

When a faculty member must be absent, they must notify Lisa Barnes at 431-3300 Ext.2 before 6:30 a.m. to allow sufficient time to secure a substitute teacher. As soon as a teacher is aware that he or she must be absent prior to a scheduled absence, please call **AND** e-mail Lisa Barnes to secure a substitute.

SUBSTITUTE TEACHER FOLDER

Every faculty member is to have a SUBSTITUTE TEACHER FOLDER prepared, available in their classroom and available in the office. The folder **must** be kept in a place visible to anyone assisting the substitute. SUBSTITUTE FOLDERS will include all necessary information to allow the substitute to conduct the class as if the regular teacher were there. Information provided in the folder should include, but not be limited to, the following: hourly seating charts, class schedule, duty schedule with duties marked, attendance forms, lunchtime, planning period time, copies of emergency procedures, complete specific lesson plans by the hour, at least one week in advance, and any other pertinent information appropriate to the subject area and/or grade level. The first time that a substitute works at NCIS, they will be given a substitute manual with Intermediate policies and procedures.

TEACHER LEAVE REQUESTS

Your rights under the Family and Medical Leave Act of 1993:

Upon the recommendation of the Superintendent and the approval of the Board of Education, a teacher of the District may be granted a leave of absence under the 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. (See poster in teachers' lounge or BP4320)

Sick/Personal Leave Request:

District employees will be granted one (1) day of leave per month of their contract plus one (1) additional day. Days of leave may not be pooled, granted or shared. All leave requests should be presented to their immediate supervisor and/or building principal in sufficient time prior to the date of non-attendance to allow review and determination of approval by the immediate supervisor and/or principal and superintendent. Any leave days requested prior to or immediately following any vacation or break in the school calendar (includes all legal holidays observed and any day before an extended weekend) must be approved prior to that time by the immediate supervisor and/or building principal and superintendent. Approval will be granted based on an emergency situation or extenuating circumstances. Under these conditions, emergency leave should be presented to the immediate supervisor and/or building principal for consideration prior to the day the leave is requested to allow notification and review of the superintendent. Any leave requested or taken for a period of more than two (2) consecutive days may require the employee to provide a physician's statement of illness or prior approval by the employee's immediate supervisor and/or principal and the superintendent. It is the responsibility of the employee to call the office of his/her principal and sign all necessary documentation or records prior to the next payroll day after returning to work. Failure to notify the proper office and sign the records of absence could result in a payroll deduction on a full-time basis. The Superintendent/designee may request a physician's statement regarding any absence, and or verification that the employee is able to return to work. Unused leave may be accumulated to a maximum of ninety (90) days (effective August 21, 2008). Employees with accumulated days beyond 90 as of August 21, 2008, will retain the total days they had accumulated as of June 30, 2008.

Professional Leave Request:

Leave requests fall into two (2) categories: 1) Professional Leave and 2) District Business. The basic difference between the two is that for DISTRICT BUSINESS the school district requests the faculty member to attend a meeting or conference and will cover expenses. For PROFESSIONAL LEAVE, the faculty member requests permission to attend a meeting or conference and the school district will reimburse only certain items. A completed leave request is provided for teacher review. Leave requests must be completed in writing prior to the conference or meeting and must be presented to the building principal for approval before it is sent to the Superintendent's Office for approval. Teachers, who attend a conference before receiving the signed leave request back, do so at the risk of paying for the conference themselves.

Workers' Compensation Benefits: (BP4530)

Employees who suffer an injury caused by an accident or occupational disease arising out of and in the course of employment (work-related injury) will receive benefits paid by the District according to the Workers' Compensation Law of the State of Missouri. Such injuries must be reported in a timely manner to their supervisor or the personnel office. (See poster in teachers' lounge for procedure)

EQUAL OPPORTUNITY EMPLOYMENT: (BP4110)

The Board of Education of the North County School District is an equal opportunity employer and is in compliance with federal and state laws governing the areas of recruitment, selection, placement, training, assignment, transfer, compensation, benefits, discipline, retention, and promotion. Notices are posted in the building.

5 INSTRUCTIONAL DUTIES

LESSON PLANS

Daily planning is essential to purposeful and effective instruction. It is expected that each teacher develop objectives, learning activities, and ideas to provide sequential building of skills for each ability level. The curriculum guide developed by the North County staff and the state standards will be the primary source of planning for instruction.

Faculty members are to keep daily lesson plans for each class period schedule. **Teachers should have prepared lessons for AT LEAST one (1) full week in advance, posted in their plan book and left in the classroom, where they will be visible for a substitute, even in emergencies.**

Teachers are to make sure that sufficient materials are included in their substitute teacher folders in case of their absence from school.

TEXTBOOKS

ALL textbooks are to be numbered and accurate records are to be kept, including to whom the book has been issued, and the condition of the book (new, good, poor). Teachers will be provided their forms in their TEACHER PACKET each year. Teachers are responsible for all books of their subject area in their team.

Teachers should contact the secretaries in the office to secure the "device" used to number all textbooks and the stamp used to print the school district's name in each textbook.

Students who lose or damage textbooks may be required to pay for the textbooks before obtaining another textbook. Teachers may provide the student with cost/fine due. The teacher will, then, send the student to the office with a note including student's name, name of missing/damaged book, and total fine due. When the student returns to the teacher, with the paid receipt from the office, a new textbook will be furnished. A lost book form will be provided at the close of the school year to list all lost textbooks (or other articles) for which a student has not paid.

USE OF OUTSIDE RESOURCES

The use of all possible resources to accomplish an objective in the classroom is encouraged by the administration of the building. Prior to contact with the outside resource, the faculty member should contact the principal for approval. Outside resources approved by the principal should be included in the district curriculum.

LIBRARY HOURS

Our library will be open from 7:30 a.m. until 2:50 p.m. Please see the librarian if you need to schedule special times for projects.

FILMS

Buff form in teacher packet must be turned in to the principal before showing any videos. Only videos that are part of the approved district curriculum should be shown during class. Do not view video movies that have been rented or that students bring to class. The Intermediate School does not have copyright permission to show Disney films. Therefore, no Disney movies should be shown during class. Present only those videos approved for a general audience and rated PG. Videos are an excellent educational tool and good for limited use as a class reward. Restricting videos to a general audience should not confine educational or entertaining presentations.

COPYRIGHTED MATERIALS (BP6243)

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.

GRADE BOOKS

Faculty members are responsible for keeping accurate records of student grades in the grade books provided each year on the date the lesson was given and/or graded. Students should never be allowed to possess, mark in, or look in the teacher’s grade book. Teachers will be required to turn in their grade book at the end of the school year. Please be sure to mark I’s in your grade book when giving an incomplete to a student so you will remember to change that grade in the office when the student’s work is completed and a grade is given. (No student can be given an (I) incomplete for the last quarter or semester grade.)

Student attendance **MUST** be marked in the gradebook on a daily basis and submitted to the office. Accuracy in this matter is necessary for auditor checking purposes.

PERMANENT RECORDS

Each student has a permanent record file in the office. At the end of the school year, teachers must file their student’s final grade printout in the permanent file. You will also be given a final GPA sticker that must be attached to permanent folder before leaving school.

GRADING SYSTEM

All faculty members will be consistent in grading and will adhere to the following grading scale:

A	(11.0)	95-100	C	(5.0)	73-76
A-	(10.0)	90-94	C-	(4.0)	70-72
B+	(9.0)	87-89	D+	(3.0)	67-69
B	(8.0)	83-86	D	(2.0)	63-66
B-	(7.0)	80-82	D-	(1.0)	60-62
C+	(6.0)	77-79	F	(0)	0-59

Faculty members who notice a significant downward trend in academic achievement by a student are to make contact with the counselor and the parent/guardian of the student prior to the final assignment of a grade. At the end of each quarter, you will submit the names of any student making a D- or F in any of your subject core classes to the counselor who will maintain a quarter list for all quarters. Include the reasoning of the low grade (ex. absences, test grade, missing work, etc.) Make sure that you have discussed this with parents and that sufficient intervention has been put in place for these students. Semester averages are to be figured by totaling each **quarter's percentages to equally average the semester grades.**

6 REPORTS TO PARENTS

MID-QUARTER PROGRESS REPORT

Progress Reports are given to the student to take home on approx. the fifth (5th) week of each quarter. Grades should be imported to SIS at the time assigned by the office so Progress Report Cards may be printed.

Teachers should have contacted parents by phone before time for any D or F progress reports. Complimentary letters are also sent home at the same time.

Teachers should code all appropriate reasons on SIS for unsatisfactory work or conduct and provide necessary documentation to substantiate the reason. Recommendation for improvement should also be provided for parental assistance.

REPORT CARDS

Student progress will be reported to parents by report cards at the end of each nine week grading period. Report cards are **not** to supersede reporting to parents by conferences or letters at any time during the quarter. Report cards will go home with the students.

INTERMEDIATE HONOR ROLL

In order to encourage our elementary students to achieve their highest potential, an honor roll has been established to recognize them for their hard work and academic ability. A computer print-out will be used to determine the A (10 or better) and the B (8 or better) Honor Roll with no grade lower than a C- in any subject. If you have given a grade lower than a C- to a student who appears on the honor roll, you **must** contact the office.

7 STUDENT DISCIPLINE AND CLASSROOM MANAGEMENT

The primary responsibility for these matters rest with the individual teacher. The teacher should exhaust ALL means of dealing with a student before sending him/her to the office. The building principal and/or the assistant principal will provide assistance in those situations that are considered "BEYOND THE CONTROL OF THE TEACHER".

Each teacher should do their best to involve the parents of those students who are creating problems or are not working in class. *Always call parents before referring to office.* Teachers should keep accurate records of acts of misbehavior in the classroom.

The key to successful classroom management is proper planning on the part of the teacher. Teachers who:

1. Keep students on task,
2. Keep students engaged in meaningful activities,
3. Keep "FREE TIME" for students to a minimum,
4. Always supervise students.

**Teachers who do these things experience fewer discipline problems and better student learning outcomes.

REPORTING DISCIPLINE OF STUDENTS

Faculty members are to report student misconduct to the office by using the "OFFICE DISCIPLINE REFERRAL" form. The notice is to be fully completed and turned in the day of the misconduct. Should personal discussion of the situation be needed, the teacher should bring the form to the office and speak with the principal. **It is the responsibility of the teacher to call the parents before submitting the form to the office.**

The discipline notice should be completed and returned to the office ANY TIME any kind of misconduct is observed or experienced. The documentation is critical to discussions with parents concerning a student's behavior at school. Information should be specific and concise regarding details of the behavior. Do not state your personal feelings or preference for discipline to the parent or on the form. The district has an approved discipline policy and DESE stipulates guidelines for special needs students.

Teachers should use appropriate wording on the form because a copy is sent home to the parents as well as a copy sent to the Superintendent's Office. **No other student name should be on the referral.**

HOMEWORK, MAKE-UP ASSIGNMENTS, AND UNPREPARED FOR CLASS

Students who are absent from school will be allowed to make up their assignments on a day-for-day basis. If a planned absence occurs, advanced assignments may be assigned. Regular assignments and tests will be given on the next day of attendance.

Students who are suspended from school will not be allowed to make-up assignments for credit unless that student has an IEP.

Teachers should keep the student aware of the number of missed assignments. When a student fails to turn in an assignment in any class during the quarter, students will attend Academic Intervention until completed and the teacher may contact the parents/guardians based on the severity. AEP may be assigned to provide time for completion if the student is significantly behind on classwork.

HOMEWORK HOTLINE

ALL faculty members must complete a "HOMEWORK HOTLINE" form for the week and email it to an office secretary no later than 12:00 p.m. on Monday or the first day of the school week. All teachers should list the learning objective, classwork, and homework for each day.

8 MISCELLANEOUS POLICIES AND PROCEDURES

DAILY/HOURLY REPORTING:

Faculty members are to provide the office with an accurate lunch count each day. This information is to be entered into SIS by 8:30 A.M. Teachers are to report how many will be eating a hot lunch and how many will be eating a prepared salad. (Should SIS be down we will use the old forms and place them on the outside the classroom clips. See completed form as to how the count should be reported properly.)

There will be an office worker that will come around to collect any forms, money, etc from the envelope in your room by 8:30 A.M. DO NOT set the envelope outside your room. **The teacher should put attendance in the computer at the beginning of every hour.** It is the teacher's responsibility to verify the previous day's absentee report and put it in the office envelope by 8:30 A.M.

For Audit Purposes, teachers are to take attendance at the beginning of each class period and record it in their gradebook with each date noted in sequence.

CARE OF PHYSICAL ENVIRONMENT

Each faculty member must see that a certain amount of room maintenance is performed at the end of each class period and at the end of each school day. Teachers should require students to pick up all loose paper on the floor and straighten their chairs before leaving the classroom.

Teachers are responsible for turning off all lights whenever leaving their classroom. Teachers should also make sure lights and fans are off and all windows are closed before leaving at the end of each school day

ASSEMBLIES

Throughout the school year assemblies of various types will be held in the gym/multi-purpose room. Faculty members are to accompany their class to the assembly, help in seating their students, and sit with them to help supervise students.

LEAVING SCHOOL PROPERTY DURING SCHOOL HOURS

Plan periods are part of our contract work time. If a teacher must leave the school property, he/she must sign out in the office.

CLUB SPONSORSHIP

The sponsorship of various clubs is determined by the interests and desires of our faculty members to assume the responsibility for the club. When a vacancy occurs, teachers will be contacted to determine if the vacancy can be filled. If no interest is shown by the faculty, the club or organization will be eliminated. Teachers are responsible for students left after school until a parent arrives.

APPROVAL FOR CLUB FUNDRAISING PROJECTS

Faculty members who sponsor a club or organization and anticipate a fund raising project, must complete in writing an "APPROVAL FOR ORGANIZATION FUNDRAISING" form and submit to the building principal. Approval by the building principal and the Superintendent's Office will be required prior to any final arrangements being made to conduct the fundraising projects. Requests must be made and approved at least thirty (30) calendar days prior to the activities beginning date.

PERMISSION SLIP TO ATTEND SCHOOL SPONSORED ACTIVITIES

Faculty members who schedule activities that will take students away from the school campus must make certain that a "PERMISSION SLIP" has been signed by the parent or guardian and returned to the teacher. Teachers should make certain that all participants attending the activity have returned their permission slip. Those students who do not return their permission slip will not attend the activity. The teacher may attempt to make telephone contact with the parent or guardian on the day of the activity if they so desire. If no contact with the parent or guardian is made, the student may not attend the scheduled activity.

FIELD TRIPS

Students assigned to the AEP classroom, Alternative School, or OSS for disciplinary purposes or who have not completed the assigned days at the time of the activity shall not be considered eligible to participate in any activity scheduled during the time he/she is placed in the AEP classroom, Alternative, or OSS. Exceptions may be considered by the building principals on an individual basis.

ORDERING CLASSROOM SUPPLIES/MATERIALS

When ordering supplies and materials for the classroom, the teacher should request a "SUPPLY REQUISITION" form from the office. **TEACHERS ARE NOT TO ORDER ANY ITEM WITHOUT PRIOR APPROVAL FROM THE PRINCIPAL AND THE PROPER PAPERWORK HAVING BEEN COMPLETED AND APPROVED.**

GENERAL PAYMENT REQUISITION

Faculty members who sponsor a club or organization and need to secure funds to pay for a club activity must complete in writing a "GENERAL PAYMENT REQUISITION" and return it to the building principal. Money collected in dues or through fund raising projects will be deposited into the club's account.

The use of the General Payment Requisition is the means by which a sponsor may secure needed monies. A copy of the receipt must accompany the General Payment Requisition. General Payment Requisitions need to be filled out and approved before a purchase is made using any district credit card.

NEEDED ROOM REPAIRS

Faculty members who need any repair work done in their classroom should complete in writing a "Work Order" form online this will be sent via e-mail to the appropriate personnel and the principal. Major repairs needed should be requested in writing.

UNAUTHORIZED VISITORS IN THE BUILDING

Should anyone appear at your door or come into your room without prior notice from the office, please notify the office IMMEDIATELY. Should you notice anyone "wandering" around the building, make sure that contact is made with the office. Anyone in the hall should be wearing a Visitor's Badge.

SCHOOL DRESS

"Since students tend to "model" staff behavior, manners, and dress, it is expected that each staff member dress in a professional manner. Certain types of classroom dress that are appropriate for a particular classroom might not necessarily be appropriate out of the classroom on the rest of the school campus. When shorts are worn they must be kept at knee length or below. A walking short or capris are acceptable. "Leggings" or "tights" should be accompanied by appropriately covering tops. While buildings' attire may vary due to in-school activities, celebrations, etc., professionalism and respectability are the priority. When casual attire is approved, school affiliated clothing is approved as well."

LUNCH FEES

Teacher lunch fees are \$2.85 and teachers may only charge up to \$20.00

PAY PERIOD

Faculty members will be paid once a month with payment made on the fifteenth (15) of each month.

9 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:

1. The dangers of drug and alcohol abuse in the workplace.
2. This policy of maintaining a drug-free workplace.
3. Available counseling and rehabilitation.
4. 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 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.

10 NOTIFICATION OF DISCLOSURE OF DIRECTORY INFORMATION

Under FERPA schools may disclose, without consent, "directory" information concerning students. Directory information includes such things as name, address, telephone number, date and place of birth, dates of attendance, honors and awards, and grade level. From time to time North County Intermediate School may provide directory information such organizations as the local media, the school photographer, etc. If you do not wish directory information to be disclosed, please request in writing within 10 days to the school that your student's directory information not be released.

11 SEXUAL HARASSMENT POLICIES (BP4810)

Sexual harassment constitutes unlawful sex discrimination. It is the policy of the Board of Education to maintain a learning and working environment that is free from sexual harassment.

It shall be a violation for any employee of the School District to harass another staff member or student through conduct or communication of a sexual nature. It shall also be a violation of this

policy for students to harass other students through conduct or comments of a sexual nature. Furthermore, it shall be a violation of this policy for any person who is not an employee or student of the District to harass a staff member or student of the District through conduct or comments of a sexual nature while such employee is engaged in the performance of duties for the District or while such student is under District supervision.

You should contact your supervisor, principal, or the Title IX Compliance Officer (Katie Bockman) if you are the victim of sexual harassment or discrimination, or if a student has reported such an incident to you.

12 BOARD/STAFF COMMUNICATION (BP4830-REB4830)

All communication to the Board of Education from certificated professional staff or non-certificated professional staff or support staff employees of the school district concerning personal matters or personal complaints shall be filed in writing with the Superintendent. However, the procedure will not be construed as denying the right of any employee to appeal to the Board (regarding alleged misapplication of policy or administrative decisions) provided that the Superintendent shall have been notified of the forthcoming appeal and that it is processed in accordance with Board policies and regulations on staff complaints and grievances. Moreover, this policy will not be construed to preclude resident staff members from exercising their rights to discuss matters of public concern in the same manner as other district residents.

13 STAFF DISPUTE RESOLUTION (BP4850) (GRIEVANCE PROCEDURE)

The Board of Education recognizes that in any workplace misunderstandings and disputes arise. If left unresolved, these disputes could undermine staff morale and can interfere with the education mission of the District. The Board has adopted a formal process for dispute resolution that encourages staff members to resolve concern quickly and at the most immediate administrative level.

14 NORTH ST.FRANCOIS COUNTY R-1 SCHOOL DISTRICT EQUAL OPPORTUNITY - PROHIBITION AGAINST HARASSMENT, DISCRIMINATION, AND RETALIATION (POLICY 1300/REGULATION 1300)

The District is committed to maintaining a workplace and educational environment that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and

contracted service. In accordance with law, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law in its programs and activities. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups. Further, no person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination based on the above listed characteristics under a school nutrition program for which the District receives federal financial assistance from the U.S. Department of Agriculture (USDA Food and Nutrition Service).

The following person has been designated as the District's Compliance Officer to handle inquiries or complaints regarding the District's non-discrimination policies:

Ms. Kathryn Bockman
Associate Superintendent
300 Berry Road, Bonne Terre, Missouri 63628
573-431-3300

For information regarding how to report a claim of discrimination, harassment, or retaliation, see Board of Education Regulation 1300. Policy and Regulation 1300 shall govern all complaints and concerns by parents, patrons, employees, or students of the District related to discrimination, harassment, or retaliation on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law.

14 ASBESTOS ABATEMENT AND INSPECTION/MANAGEMENT PLAN

In the summer of 1985, the school district contracted for the removal of all friable asbestos-containing materials. There does remain, in some buildings, a small amount of floor tile which is assumed to contain asbestos, but is not friable (fibers cannot be released into the air). These floor tiles are in excellent condition and are not at risk of becoming friable.

All documents relating to asbestos abatement and inspection/management plans are on file in the Board/Administration Office and in the administrative offices of each attendance center for your review.