



North County
Primary



of

Possibilities

Faculty Handbook 2020-2021

North County Primary Faculty Handbook

2020-2021

ANNOUNCEMENTS

Announcements will be read daily at 8:05 a.m. Teachers wishing to place something in the daily announcements must inform the office no later than 7:45 a.m. on the day it is to be read. School email will also be used to correspond during the school day and should be checked throughout the day.

ACCIDENTS

If a child needs first aid attention for an accident or injury that occurred on the bus or at school, send the student to the nurse with a pass. Please include on the pass the date and time the student leaves the classroom. The nurse will put the time on the pass when the student is returning.

When a student or faculty member experiences an accident, witnesses to the accident must complete an accident form. This can be done in coordination with school administration and/or the school nurse. Treatment rendered will be limited to those items defined as first aid. Teachers should make every effort to discourage students who do not have legitimate health needs from making frequent visits to the nurse.

ATTENDANCE

Regular school attendance is critical to academic achievement. Consistent attendance prevents gaps in a child's learning, is important to class performance and enhances normal grade progression. A child's presence in the classroom is important to all who are involved with student achievement. The following policies have been adopted.

Excessive Absences –The office does its very best to monitor student attendance but please notify the office when a child reaches 8 absences in a semester. The office will send a letter home, but the teacher should attempt to make a phone contact if a student is excessively absent. If a child reaches more than 12 days of absence, the teacher should contact the office and School Resource Officer via email.

Keeping Attendance Records – In the event a student is absent from school teachers must record the absence on SIS. This not only serves as documentation for the teacher but is vital for year-end school audits. Attendance shall be marked in the SIS program by the classroom teacher by 8:30 a.m. & in the red gradebook. NO EXCEPTIONS!

Make-up Work – All students will have the opportunity to make up work missed due to school absence for each day missed. The student will be given an equal amount of days to make up assignments and tests.

Students who consistently do not complete assignments within established timelines should be written up for insubordination. Teachers are not to give credit to students who return work that is five days late when the student was present.

Sign-in and Sign-out Procedures – Any student who is not in class at 7:50 a.m. regardless of the reason, must be signed in at the office by a parent and receive an admission slip before going to class. Any student who must leave school before the 2:50 p.m. dismissal time must sign out of school through the office. A teacher should not release a student from their classroom. Teachers need to keep documentation of tardies and students' leaving early in their grade books.

Tardiness to School – Habitually tardy students will be handled according to the Level 1 offense section of the discipline policy. Please report those students to the office so situations may be addressed promptly. Effective documentation and accuracy in accounting are essential factors to reducing these situations. Please ensure that there are important activities at the beginning and end of each school day to stress the importance of full day attendance.

BEFORE & AFTER SCHOOL PROCEDURES

Before school: Teachers must pick up their class no later than 7:50 a.m. ECC in the cafeteria, kindergarten in rooms 701 & 703 and first & second grade will be in the gymnasium. Repeated failure to report for your class on time will be reflected on evaluations. Students WILL NOT have toys or cards at school.

After School Procedures: Students who are Parent Pick Up will be released at 2:40 p.m. to report to the cafeteria. Students on A run buses will be escorted outside to buses by special area teachers at 2:45 p.m. B and C run students will be escorted to the gymnasium/rooms 701 & 703 by grade level teachers at 3:00 p.m. B run duty teachers need one district radio. You must have the bus radio on Channel 3 to listen for bus arrivals and loading of students. Also, pick up the microphone from parent pick up. C run duty teachers need two district radios. You must have the bus radio on Channel 1 to listen for bus arrivals and loading of students. Please see the bus schedule in the student handbook for further information. No teacher should leave prior to 3:10 p.m. without permission from the administrator.

COMMITTEES & MEETING DATES

Participation in meetings, including but not limited to faculty and committee meetings, as well as, events associated with the committee you serve on are part of the additional duties outlined in each teacher's contract. Please talk with Dr. Lynn or Mrs. Galczynski, should you have scheduling conflicts.

Faculty Meetings: Called as needed.

SAT Team Meeting: Four times a year. Check meeting schedule.

Collaborative Leadership Team: Collaborative Leadership Team meetings will be held after school on a monthly basis.

PBIS Team Meeting: PBIS Team meetings will be held after school on a monthly basis.

Collaborative Team Meeting: All teachers will be actively involved in a weekly collaborative team meeting. The schedule has been made to accommodate the teachers for the collaborative team meetings. The focus will be on student achievement. Minutes will be kept and turned in at the end of each collaborative team meeting.

Safety Committee Meeting: Safety Committee will meet 4 times during the calendar school year in the library after school. Dates to be announced. Check the meeting schedule.

CLASSROOM PARTIES:

Classroom parties are celebrations for the students in the classrooms. Siblings and outside children are not allowed to attend. Due to the confines of parking areas and building fire codes parties should be attended by only 5 parents per classroom (including the room parent). Teachers should have sign-up lists available at Open House to request parents who can attend parties on a rotating basis. Teachers are responsible for organizing all of the parents who are attending the party. Do not leave it up to the room parent to coordinate parents for your classroom parties. All background checks need to be CLEARED two weeks prior to the party day. Any background checks turned in after the two week prior date will be accepted for the **NEXT party NOT THE CURRENT PARTY**.

Party dates are as follows:

Halloween Parties - October 30, 2020, 1pm-2pm

Christmas Parties - December 18, 2020, 1pm-2pm

Valentine Parties - February 11, 2021, 1pm-2pm

If we are not in attendance on a party day due to inclement weather the party will be on the first day we return.

CLASSROOM SUPPLIES

All school supplies and instructional materials are to be requested through the office on a purchase order form that requires a principal's signature. Budget allowance for each teacher will be established annually by administration. After principal approval purchase orders will then be submitted. Please provide the company name, address, phone and fax number when ordering. All shipping & handling, discounts and other price adjustments must be included with the order.

CONFERENCES/COMMUNICATION WITH PARENTS

Parents have the right to be informed regarding their child's progress. The teacher is in the best position to provide parents with the information they need to help their child be successful. Any contact with parents should be handled in a professional and courteous manner and documented utilizing the Parent/Teacher Contact Log in SIS. Frequent communication with parents is the best way to strengthen working relationships and secure the support needed to assist students.

Parent-Teacher Conferences: District-wide Parent-Teacher Conferences are held twice a year. First semester conferences are for all students and should be scheduled according to the teacher's classroom procedures. Second semester conferences are open to all parents but optional for parents whose child is at or above grade level. Parents of students who are struggling, performing below grade level and/or are experiencing behavioral concerns must be invited for a conference for these dates.

Parent Contact (not Conferences): Teachers are required to communicate with each child's parent at least one time per quarter with at least one positive contact documented for the year (can be phone or via paper). Parent contact logs will be reviewed and discussed during teacher evaluations.

COPIERS

Copiers are provided for instructional purposes. NO STUDENTS are allowed in workrooms, data rooms, loft or ice machine areas. ONLY staff members are allowed to operate the copiers. Care should be taken to avoid copyright infringement laws. Contact the office staff if you have problems with copy machines.

DISCIPLINE

Maintaining good discipline is everyone's responsibility. Building relationships with students & parents is essential for student success behaviorally & academically. The primary responsibility for student discipline matters rests with the individual teacher. The teacher is expected to enforce the PBIS Matrix, utilize the guiding hand, eight effective classroom practices, 4 to 1 ratio and to follow the Leveled Procedures before sending a student to the office. A key to successful classroom management is proper planning on the part of the teacher. Teachers who keep students actively engaged and on-task experience fewer discipline problems. Keep students involved in meaningful activities and keep "free time" to a minimum. This also includes leaving meaningful work for substitute teachers. Teaching and re-teaching social expectations and reinforcing those positive behaviors throughout the year with practice and positive reinforcement will help to decrease disruption. Please refer to your classroom PBIS Manual for further information.

Minor Inappropriate Behavior Log - The Minor Inappropriate Behavior Log will be used to document inappropriate behavior in all areas. The data will give valuable information about the ABC's of behavior. The log will provide valuable information and insight into patterns of behavior. Data will be used to discuss students during collaborative team meetings. Any teacher that adds a student's name to the minor log will talk to the student, call the parent, complete the log and make the classroom teacher aware of the discipline issue. If the frequency of behavior increases the Minor Inappropriate Behavior Log will be used to make a Tier 2 referral.

Office Referrals - Student behaviors that intensify, have had no response to Tier 2 interventions and data on the Minor Inappropriate Behavior Log shows evidence that the student's behavior has not improved may receive an ODR. Students who pose a threat to themselves or others and demonstrate a significant disruption to the classroom environment may receive an ODR. Referral forms must be completed with as much information as possible. Proper spelling, grammar and mechanics are important when filling out the form. Do not use other students' names in the referral. Write up what you see and hear and report what you are told. Get as much information as possible. Students should never be punished as a group for a few students' infractions. Special classes (physical education, music, art, gifted, etc) should never be taken away as punishment for a behavior infraction. Placing a student out in the hall for an extended amount of time is not appropriate. If you leave a student unsupervised you are liable for the student's safety. Teachers are not to assign detention, AEP or OSS.

DUTIES

Duties are a required part of a teacher's work responsibilities. It is important to maintain consistent student behavioral expectations throughout the day as outlined in our school's PBIS matrix. Duties may include: a.m. bus duty, p.m. bus duty, playground duty, lunch duty, detention duty and hall duty.

Teachers must make arrangements with another teacher to cover their duty assignments when absent. This includes days absent for workshops, conferences, field trips, meetings or sick days. Please do not contact the office to arrange coverage or plan on an administrator to cover your duty. Substitutes will perform a.m. or p.m. bus duties and lunch duties. Do notify the office with the name of the person who will be covering your duty during your absence. This is especially needed for all paid extra duties.

DRESS CODE

Since students tend to “model” staff behavior, manners, and dress, it is expected that each staff member dresses 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 long 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.”

Administration will be monitoring staff dress to ensure the instructional environment is properly maintained. Failure to dress appropriately will be addressed with administration.

EMERGENCY BINDERS

All students should have emergency enrollment information on file in the SIS program. Teachers should keep a hard copy of the demographic screen (screen 1) on each student and a class roster in an emergency binder. The teacher should also put a green paper in the front of the binder and a red paper in the back of the binder. This binder will be held up during the emergency to identify if the teacher’s entire class is present and accounted for during the emergency. The teacher should take the emergency binder with them in all emergency situations including drills and on field trips or activities off campus. Also, teachers are asked in cases of emergency to carry their whistle at all times. There are emergency binders for after school emergency procedures in all workrooms. Teachers always take out a radio during safety drills, channel 3. See the crisis plan for locations.

FIELD TRIPS

Field trips are held to enhance the learning process. Field trip approval must be given in advance through the office before any arrangements are made for a trip. It is the organizing teacher’s responsibility to fill out the appropriate transportation requests and make all arrangements with the destination. Any field trip that will require student/family funding support must be approved through the office and a fundraising form must be submitted and approved by Dr. Levy. A reconciliation form must also be maintained and submitted by the organizing teacher/organization. No money should be kept in the classrooms. All cash and/or checks should be submitted to the office daily. See section titled “Money” for further information on the procedures related to requesting a check and/or maintaining funds. Parental permission must be given prior to students leaving on the trip. No parents will be allowed to chaperone without a current background check on file with the district. Teachers arranging the trip will be responsible for deciding on the number of supervisors needed. Other siblings or children are not permitted to participate in the field trips. Parents should be reminded of this prior to the trip. If a parent who is serving as a chaperone for the field trip wishes to have the child ride home with him/her at the end of the day, he/she must sign the child out with the teacher. The parent must be notified this will be recorded as an “early dismissal” and counted against perfect attendance.

Please make arrangements with another teacher to supervise any student from your classroom who does not go on the field trip. You should have lessons prepared and given to the teacher before you leave. Working cooperatively with the school nurse organizing teachers must make plans to handle any medication issues for their students prior to leaving on the trip.

FUNDRAISERS

Any time that money is requested from students, parents and/or the community you must fill out a fundraising form and submit it for approval to Dr. Lynn. He will then forward it to Dr. Levy for final approval. This form must be submitted AT LEAST 30 days prior to the event. All fundraising, barring emergency, for outside agencies and/or organizations must be submitted prior to the end of August for inclusion on our annual building fundraising calendar. As funds come in please submit all cash and/or checks to the office on a daily basis. NO MONEY SHOULD BE KEPT IN CLASSROOMS. After the fundraising is finished a fundraiser reconciliation form must be completed and submitted to the office. Cash will be deposited into the activities account and a p.o. will be generated when the fundraiser is complete. When a check is needed paperwork must be submitted AT LEAST 3 days in advance. No checks will be made the day of request. All forms are available in the office.

GENERAL SUPERVISION

Each teacher will actively supervise students as they move through the halls going to special area classes, restrooms, traveling to and from recess, the cafeteria and buses. All teachers are "on duty" throughout the school day and should not leave the premises without signing out in the office.

GRADING

All teachers will keep accurate records of each student's progress in SIS and your red grade book issued by the district. Grades should be entered promptly. Grades are imported on the SIS program at mid-quarter and the end of the quarter. Evaluation should be a daily process and neither the student nor parents should be surprised with the mid-quarter or quarter grade reports. There should be at least 9 grades per subject recorded in the teacher's grade book each quarter. This breaks down to one grade a week. Parent contact by phone or letter is to be made any time a student is not making satisfactory progress. NCP utilizes a standards based grading system. It is our belief that the standards based grading system will provide parents with a more concrete understanding of their child's current level of functioning and a more directed method for addressing areas of academic strength and improvement. Grades are determined using multiple data points, scoring guides, rubrics, assessments and class work to determine a score on our standards based report card.

- 4 Advanced
- 3 Proficient
- 2 Basic
- 1 Below Basic

HOURS

Students' school day begins at 7:50 a.m. Teachers are to be in their classrooms by 7:45 a.m. ECC/Kindergarten teachers will escort their students to class at 7:50 a.m. First and second grade teachers will escort their students to class at 7:50 a.m. The end of the day for teachers is at 3:10 p.m., unless on duty, attending a scheduled school activity or meeting. If you leave the building during school hours you must sign out on the log sheet in the office. This allows us to be able to contact you in an emergency or crisis. If you need to leave the building prior to 3:10 p.m. you need to get an administrator's approval prior to leaving. Arrangements should always be made to attend meetings and to perform duty responsibilities.

INTERNET/TECHNOLOGY

Use of the internet is governed by board policy. Students who have not been authorized or who have lost internet privileges may not use this technology. As a teacher you are responsible for ensuring this regulation is followed. Staff members are also expected to follow the appropriate guidelines for acceptable use of the internet and school computers. Teachers are expected to refrain from use of personal electronic devices (phones, iPads, tablets, etc) for personal use during school hours barring emergencies. Teachers found to be texting or using other personal communication methods during the school day may be subject to disciplinary action.

Multi-Tiered Systems of Support

NCP utilizes Response to Intervention practices to support students who are performing below expectations in reading, writing and math. We also provide behavioral support through Positive Behavior Intervention Support Tiered Intervention. The SAT team, counselor and principal are to be consulted when continuous difficulties arise with a student's academic performance or behavior. If a student is struggling parent contact must be made and documented in SIS in the parent/teacher contact log.

Retention/Recommendation

When a teacher believes that a student may not be ready for traditional promotion the teacher must notify the student's parents as soon as possible and communication should be documented. A retention committee conversation form must be completed and submitted to the office prior to March 22nd, along with supporting documentation that may include but is not limited to DRA reading level, progress monitoring, writing sample, report card, Light's retention scale, kindergarten expectation list, etc. The committee will then make a recommendation to the parent regarding placement. A retention confirmation letter must be signed by the parent/guardian if a student is being retained and submitted to the office by the teacher before May 10th.

INVENTORY

Equipment, supplies and materials in rooms must be inventoried on an annual basis. Teachers will submit to the office a complete inventory list at the end of the school year. All items purchased with federal funds or special education funds must be labeled and housed in those areas.

LESSON PLANS

Daily planning is essential to purposeful and effective instruction. Lesson plans should be on the teacher's desk and at the reading table daily to guide instruction for administration to review. It is expected that each teacher develops objectives, learning activities and ideas to provide sequential building of skills for each ability level. Grade levels will work collaboratively to address the objectives, goals and assessments. They will also integrate the Missouri Reading Initiative procedures within their daily instruction. Common assessments and summative assessments should be kept by teachers and reports should be given to the administrator. It is expected that daily lesson plan books be prepared at least one week in advance. Completion of these lesson plans will be evaluated throughout the year and will be reviewed as part of the evaluation process. Additional instructions and directions should always be available for a substitute. Substitute folders will be kept in your room and should be updated regularly to ensure preparedness in case of teacher absences. The curriculum guide developed by the North County R-1 staff will be the primary source of planning for instruction.

LUNCH ACCOUNT

Staff/Adult lunches for the 2020-21 school year will now be \$2.85 per meal. Your lunch balance may be viewed by going to your Staff Home page on SIS, Actions, and “My Lunch Balance”. There is a cap placed on **ALL** staff meal charges of \$20 per the superintendent.

MAINTENANCE REQUEST

All maintenance requests must be submitted using the online work order form. Upon making a request it will be reviewed and approved or denied by the principal. After the review the work order will be submitted to the maintenance department to complete the work.

MONEY

Do **NOT** keep money in your classroom overnight. If money has been collected for any purpose it must be submitted to the office before the end of the day. It will then be deposited into our activities account and a p.o. will be generated once all funds have been collected. Clubs, faculty groups and/or organizations cannot maintain outside checkbooks if they are affiliated with the North County School District, with the exception of PTC. All funds collected as part of an NC organization must be managed as part of the district’s budget. Each club/organization must reconcile their budgets annually with the office. At the conclusion of any fund collection, a reconciliation form must be submitted to the office for auditing purposes. These practices provide a failsafe for both the district and the supervising teacher. Failure to comply with these practices could result in loss of fundraising privileges, club/organization supervision privileges and/or disciplinary action.

TO REQUEST A CHECK

If you need a check generated for funds collected and/or an outside activity (i.e. field trip, special event or activity, charitable donation, etc.) you **MUST** request this at least 3 days prior to the event. A p.o. must be completed and submitted to the office. Checks are generated through the Main Office, not our office, so time must be allowed.

PARENT/TEACHER CLUB (PTC)

A strong relationship between home and school builds successful schools. Membership in PTC is open to all parents, teachers and other interested people who have a cleared background check as required by North County School District. The organization provides a variety of activities that enrich the school environment. The meetings will be held in the cafeteria from 6-7 p.m. on dates to be announced. Along with the officers, one person from each grade level team will need to serve on the PTC committee.

PURCHASE ORDERS

No purchases may be made until a purchase order is completed by the teacher, turned into the office and approved by the building principal.

PLAYGROUND SAFETY

The playground must be properly supervised at all times. While on duty monitor the area for student misbehavior or dangerous equipment by moving about the playground supervising the entire area. **ACTIVE SUPERVISION** reduces inappropriate behavior. Please help make the playground a safe and happy place for our students to have fun.

RECESS

During severely cold weather conditions a temperature of 32 degrees or below combined with a severe wind chill classes will stay inside for recess. When it is impossible to go outside for recess due to weather conditions students will participate in indoor recess. Students are not to be in any area unsupervised. The duty teachers are to move through the indoor recess areas. Whether performing indoor or outdoor recess duty, teachers need to carry building radios and listen for communication from the office. The new Multi-Purpose Room and empty classrooms may be used for indoor activities.

If a teacher assigns a recess detention that teacher is responsible for arranging supervision during that time. Students are not to be sent to office-assigned detention areas or to the office for supervision. Only those students who are assigned detentions by an administrator will report to room 502.

SPECIAL CLASSES

Each teacher must abide by the scheduled times for special area classes as closely as possible. The classroom teacher is directly responsible for the class until the special area teacher assumes control. Classroom teachers will accompany students to and from special classes and will not leave students in the hall unsupervised. Please be on time taking students to class and picking them up after class is completed.

Special Education Services and 504 Plans

Students with educational disabilities are provided an individual education plan as part of the Individuals with Disabilities Education Act. To qualify as a student with an educational disability students must meet categorical eligibility criteria established by DESE, benefit from special services support and exhibit an adverse affect in school performance.

Teachers will be required to attend annual IEP and/or evaluation meetings for students that they serve. The regular education teacher provides information regarding the student's performance in the regular classroom setting through both observation, assignments and assessments. He/she also provides feedback on modification/accommodations that would benefit a student in a particular educational setting. Written notification will be given to you in advance of the meeting.

504 Plans are made to ensure equal access to students with medical disabilities and require accommodations to be made in the classroom setting. You are responsible for ensuring that the appropriate accommodations are made in your classroom and are appropriately documented. If you reasonably suspect that a child might have a disability it is your legal and professional responsibility to refer that child for consideration.

3 STAR RAIDERS

This program encourages students to be safe, respectful and responsible. NCP teachers and staff promote character education through a positive focus word each month. Students that exemplify these positive behaviors and character qualities with no classroom, bus or office referrals will be added to a drawing at the end of each month for their classroom. One student from each class, Early Childhood - 2nd Grade will be drawn as a 3 STAR RAIDER each month. Those students whose names are drawn will receive a 3 STAR RAIDER bracelet.

STUDENT OF THE MONTH

The purpose of the Student of the Month Program, provided by the Parent Teacher Committee, is to recognize students for demonstrating personal behavior characteristics, such as being well-mannered, considerate of others, friendly and working to the best of their abilities in the classroom. It is not based on academic achievement or good report cards. All students may not be able to excel academically but all students should strive to be safe, respectful learners. We believe this is a goal every student should try to achieve every day.

STUDENT PROPERTY

Remind students **not** to bring valuables to school. Students, not the school, are responsible for their personal property. Any objects considered distracting or dangerous are never to be brought to school. Electronic devices, toys and trading cards are not permitted at school. Items that interfere with classroom instruction should be confiscated. Remind parents to make arrangements to pick these items up from the office.

SUBSTITUTES

Certified/Support Staff members are to inform Lisa Barnes by calling the voicemail system at (573) 431-3300, when the recording starts press *1199 #, this will take you to the voicemail. If you are calling after 7:00 a.m. for a same day sub request please call the school number (431-3300), press "2" and then press "0". You will reach a building secretary and she will connect you with Lisa Barnes to make your sub request. If for some reason you feel your call has not gone through please repeat the process and duplicate your message. Lisa checks the voicemail the night before so if you know you will need a substitute the following day a call that night is appreciated. Please give as much advance notice as possible when requesting a substitute. Please respect the system and do not make arrangements for a specific substitute on your own. Be sure to give your name, attendance center, teaching assignment and date a substitute is needed on the voicemail. Do not call the voicemail if you are going to be out and a substitute is not required. Do not give lesson plan information. Lesson plans are to be in your room ready for the substitute. Upon your return to school it is important to stop by the office and sign the faculty absentee book.

TEACHER MAILBOXES & WORKROOMS

A mailbox is provided for each faculty member. Please check your mailbox daily. **Do not** send students to get mail. The workroom is provided for instructional preparation and planning. Students are not permitted to use the room for any reason. Please respect other faculty members when it comes to the use of this room. Teachers are expected to help keep the area clean. Refrigerators will be cleaned out every Friday, barring condiments, so make sure to take home anything you want kept. Teachers and staff members who have students in our school should remember that your students need to remain in your area after school and should **NOT** be in the halls, other classrooms or workrooms.

VIDEOS & MOVIES

A movie request form needs to be filled out prior to viewing a movie in your classroom and approved by an administrator. Present only those videos approved for a general audience and rated "G", include the assignment for the movie and the curriculum objective on the movie request form. Please write the objective out. Videos can be a good educational tool and effective for limited use as a class reward.

VISITORS

To ensure school safety all visitors to the building must report to the office to receive a pass prior to reporting to any location within the school. They should enter and exit through the front doors. If any adult is in the hallway without a visitor's ID please send them to the office to check in. **PLEASE MAKE SURE ALL DOORS REMAIN LOCKED THROUGHOUT THE DAY. DO NOT PROP DOORS OPEN AROUND THE BUILDING.**

GENERAL ADMINISTRATION

**Policy 1300
(Regulation 1300)
(Form 1300)**

Equal Opportunity

Prohibition Against Harassment, Discrimination and Retaliation

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.

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Summer School
Teacher Application
2021

Please fill out the bottom of this form and put it in Dr. Lynn's mailbox by Friday, March 26th. Teacher selection will be based on the following criteria:

1. Area of Certification
2. Teacher(s) may not currently be or the previous school year have been placed under a Professional Improvement Plan (PIP).
3. Teachers who have the most years combined: number of years taught at NC and number of years taught for summer school.

Please fill out this form if you are interested in teaching, substituting or working as an aide.

Teacher's Name

Phone Number

Area(s) of certification:

Number of years taught at North County School District: _____

Number of years taught for North County Summer School: _____

Please check all that apply:

I am interested in teaching full time: _____

I am interested in substituting: _____

I am interested in being a runner/aid: _____

***Summer school teaching assignments are contingent upon available funding and the criteria listed above.**