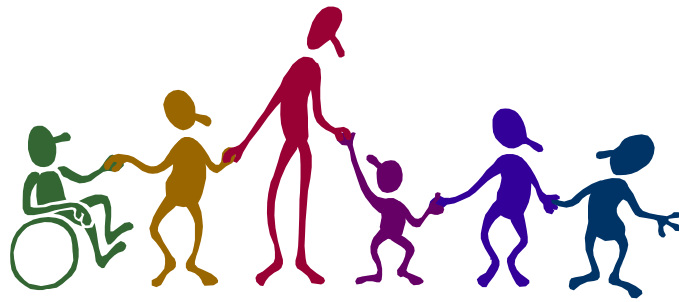


LONEDELL R-14 SCHOOL DISTRICT

STAFF HANDBOOK



2009-2010

TABLE OF CONTENTS

Attendance	4
PDOs	4
Vacation	5
Leave of Absence.....	5
Professional Days.....	6
Work Day Schedule.....	6
School Year Schedule	6
Inclement Weather Days	7
Substitutes	7
Complaints and Grievances.....	11
Chain of Command	12
Confidentiality	7
Dress Code.....	7
Drug Free Workplace	3
Duties	8
Assigned Duties	8
Extra Duties.....	8
Student Discipline	8
Supervision Duties	8
Equal Opportunity Employment	3
Emergency Drills	8
End of Year Checkout.....	9
Field Trips	9
General Information.....	11
Homework.....	11
Lunch Accounts	9
Payroll/Paydays	9
Policies and Regulations	10
Purchase Orders	10
School Visitors	11
Sexual Harassment	3
Special Education Referral	10
Staff Evaluations	10
Staff List	13

EQUAL OPPORTUNITY EMPLOYMENT

The Lonedell R-14 School District is an equal opportunity employer. It is the policy of this district to afford equal employment opportunities to qualified individuals regardless of their race, color, national origin, ancestry, religion, socioeconomic status, marital status, sex, age, disability or memberships in legally constituted organizations, to the extent required by law. This policy applies to all aspects of the employment relationship, including recruitment, selection, placement, training, assignment, transfer, compensation, benefits, and termination.

The goals of this policy are to 1. offer job training and educational opportunities to help employees succeed in their current jobs and prepare for advancement, giving protected groups every opportunity to participate; 2. assist employees in securing positions commensurate with their skills and knowledge, assuring access to promotion and advancement; 3. efficiently address concerns and grievances relating to this policy.

SEXUAL HARASSMENT

Sexual harassment is illegal. The Lonedell R-14 School District has a policy that sexual harassment is unwanted sexual attention or behavior that makes someone uncomfortable or embarrassed in a harmful way. Under federal and state laws, schools are required to maintain a school setting that is free from sexual harassment. Action will be taken against anyone who is guilty of sexual harassment. If you feel you have been sexually harassed, please notify your supervisor.

DRUG FREE WORKPLACE

Student and employee safety is of paramount concern to the Board of Education. Employees under the influence of alcohol, drugs, or controlled substances are a serious risk to themselves, to students, and to other employees. Therefore, the Board of Education shall not tolerate the manufacture, use, possession, sale, distribution, or being under the influence of controlled substances or alcoholic beverages on any school property or on any school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or is otherwise engaged in school district business. Any employee who violates this policy will be subject to disciplinary action, which may include employment suspension,

termination, and referral for prosecution. Employees may be required to satisfactorily participate in rehabilitation programs. Each employee of the school district is hereby notified that, as a condition of employment, the employee must abide by the terms of this policy, and will notify the superintendent of any criminal drug statute conviction or a violation occurring in or on the premises of this school district, or while engaged in regular employment. Such notification must be made by the employee to the superintendent in writing no later than five calendar days after conviction.

The district will institute a drug-free awareness program to inform employees of the dangers of drug and alcohol abuse in the workplace, of this policy of maintaining a drug-free workplace, of available counseling and rehabilitation, and of the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace. Each employee will receive a copy of this policy.

When it is evident that a staff member has consumed alcoholic beverages or illegal drugs off school property during and/or before a school activity, the staff member will not be allowed on school property, or to participate in school activities. Staff members who violate this regulation will be subject to the same penalties as for possession or consumption on school property.

ATTENDANCE

Staff will be expected to attend school as required by Board Policy and Regulation 4320. Generally, staff will be required to arrive by 7:20 am and remain in the building until 3:00 pm. Some positions, such as office personnel, lunch room workers, and teacher's aides, will have a varying schedule, based on their duties. Contracts or work agreements will specify the amount of days required by each position.

Personal Days Off (PDO)

Personal Days Off are provided as a benefit to staff members, allowing individuals time off to handle personal business. Personal Days may be taken in half-day increments. Request for personal days must be approved by the supervisor. It is preferred that requests be completed as far in advance as possible. Waiting until the last minute makes finding coverage difficult. Should a substitute be required for a non-emergency absence, approval will be made based on the availability of a substitute.

5

In an emergency situation, please contact the elementary office secretary at her home number. If you reach an answering machine, please leave a message. If you are calling after 6:45 am, please contact the school directly.

One PDO equals the number of regularly scheduled hours in a workday. For example, if the number of scheduled hours to be worked is seven hours, that employee's PDO will equal seven hours.

Employees will earn one PDO for every 20 days scheduled to work for support staff and contracted (including extended contract) for certified staff. Staff will not be given PDO credit for other assignments such as extra duty, volunteering or summer school.

Employees may accumulate up to 30 PDOs. Employees will be reimbursed for PDOs accumulated in excess of 30 days as follows: Certified staff will be reimbursed at a rate equal to the base substitute teacher's pay per day. Support staff will be reimbursed at a rate equal to the minimum base pay hourly rate on the support staff's salary schedule for their position.

Should an employee use more PDOs than he or she has accumulated, he or she will be docked for their normal rate of pay. For example, if employees are absent one day, their pay will be docked for one day of regular pay, not a sub rate of pay. See Regulation 4320 for details.

Vacation

Staff members employed for 12 months per year are entitled to vacation. Full-time 12-month staff will earn 6 2/3 hours of vacation for each month employed, 10 days per year for the 1st-5th years. Staff will earn 10 hours of vacation for each month employed, 15 days per year for the 6th year and each year thereafter.

Leave Of Absence

Bereavement: Employees may take up to 3 days bereavement leave with pay to attend an immediate family member's funeral and/or funeral preparation. Immediate family members are described in Regulation 4320. The district realizes that there will be cases that should be considered on a special basis. Please contact the superintendent for special consideration.

Jury Duty: Staff members called for jury duty or subpoenaed to testify in a civil or criminal proceeding will be granted leave apart from personal leave or PDOs. Staff members will receive their normal pay less any jury or

witness fees received. See Regulation 4320 for details.

Military Leave: An employee who is a member of the National Guard or an organized military service of the United States, and who is required by laws of the United States or the State of Missouri to report for military duty, including training, shall be eligible for a grant of military leave. See Regulation 4320 for details.

Leave of Absence Without Pay: This type of leave is available for tenured teachers only. Non-tenured teachers are not eligible for leaves of absence. Upon request of the tenured teacher and recommendation of the Superintendent and advance approval of the Board of Education, a tenured teacher of the district may be granted a leave of absence for up to one school year for FMLA, non-illness/injury, child care, education, or other good cause. See Regulation 4320 for details.

Professional Days: The district offers Professional Days for school business only. All professional days must be submitted for advance approval from the Professional Development Committee and supervisor.

Family Medical Leave Act: The district offers Family Medical Leave for employees who have been employed for a total of at least 12 months, have worked at least 1,250 hours during the 12 months immediately preceding the commencement of the leave, or have been considered full time, and have been employed at a site where the district employs at least 50 employees within a 75-mile radius. See Regulation 4321 for details.

Work Day Schedule

Teachers will work a schedule from 7:20 am until 3:00 pm. Elementary Office staff will work a schedule from 7:20 am until 3:30 pm. Central Office staff will work a schedule from 8:00 am until 4:00 pm. All other staff, (Lunch Room Workers, Maintenance/Custodians, etc.) will work a schedule decided upon by their supervisor. Classroom Aides will work a schedule decided upon by the Director of Special Services.

School Year Schedule

The School Calendar is released annually, after board approval. Staff work days are outlined on this calendar. See your supervisor with any questions.

Inclement Weather Days

In the event that school is not held due to inclement weather (normally snow), employees will be contacted as outlined on the snow chain. The decision to close school is made as early as possible, normally 5:00 am. Teachers, Aides, Lunch Room Workers, and Elementary Office Staff will not be required to work these days. Employees who are required to work should speak to their supervisor if the roads are impassible.

Substitutes

In the event of an absence, the district will provide a substitute. Please notify your supervisor of any prearranged absence as far in advance as possible. A Leave Request/Sub Form must be completed for each absence, be it a partial day or full day. This form must be approved by your supervisor and provided to Elementary Office Secretary. Requests for a particular sub will be honored if possible. *Late notice of the absence makes it extremely difficult to find a substitute.* In the event that you have an emergency situation (such as waking up sick), please contact Elementary Office Secretary at home as early as possible. If you do not receive an answer, please leave a message. She will contact a substitute as soon as possible. Keep in mind that approval for non-emergency absences will be made based on the availability of a substitute.

It is imperative that you have a "sub folder" in the elementary office that contains basic classroom information in your classroom. This will be very handy in the event that you have an unexpected absence. This folder should be updated regularly.

CONFIDENTIALITY

As a school district employee, you will deal with sensitive and confidential information concerning students and parents. This information is to be handled in a confidential fashion by all employees.

DRESS CODE

It is expected that all employees will dress in a professional manner. However, it is appreciated that "professional" varies based on the work an individual is doing. Generally, khakis and shirts, are appropriate for teachers, aides, and office staff. There will be occasions (for example open house) which require more formal dress, such as skirts

or shirts and ties. There will also be occasions which require more casual dress. Please speak with your supervisor concerning days you would like to wear more casual clothing. Jeans will be allowed only on Payday Fridays and special occasions. Notification of special occasions will be given in advance.

Nurses, maintenance/custodian staff, and lunch room staff will wear clothing appropriate to their positions. It is expected that employees in all positions will honor the same dress code required by our students. For instance, hats, midriffs, short skirts, etc. will not be acceptable.

DUTIES

Assigned Duties: Staff members may be required to handle duties such as lunch supervision, recess supervision, hall duty, and bus duty. Rotations are assigned for applicable employees.

Extra Duties: Other extra duties are available for interested teachers. These duties may include tutoring, after school detention, and computer lab. Check with your supervisor for details.

Supervision Duties: To ensure the safety and well-being of our students, children are not to be left unsupervised for any reason. In the instance that indoor recess must be held, it should be held in the home classroom supervised by the home teacher. If it is necessary, two classrooms of the same grade level may be combined into one group with appropriate activities with a single teacher supervising.

Student Discipline: Teachers are expected to handle a certain amount of student discipline. Student behavior should always be handled at the lowest possible level, beginning in the classroom. Should a student be referred to the office for behavior correction, after meeting with the principal, they will be returned to class, placed in ISS, or removed from school grounds. Students should not be sent to the office for lunch detention.

EMERGENCY DRILLS

Emergency preparedness drills will be developed by the superintendent in cooperation with the principal. A sufficient number of drills will be conducted to give instruction and practice proper actions by staff and students. The decision for calling and executing drills will be the responsibility of the superintendent and/or principal. The district shall maintain close cooperation with other community agencies in a continued preparedness.

Fire Drill - Fire Alarms will be a long bell and an announcement. Follow your classroom fire exit plan.

Tornado - Tornado alarms will be several short blasts. Students are to be gathered in the designated areas and placed in the tornado safety position.

END OF THE YEAR CHECKOUT

At the end of the of each school year, teachers will be responsible for several items. These items include planners, grade books, and inventories, as well as some duties that must be completed prior to leaving for the summer. Rooms must be packed up and prepared for summer maintenance. Information concerning checkout procedures will be provided prior to the end of the school year. Contact the elementary office for details.

FIELD TRIPS

Each class will take an educational field trip every year. Field trips should be educational. Field Trips will be agreed upon by all grade level teachers. Field trips should be scheduled during a two week span of May.

LUNCH ACCOUNTS

Adults may eat school lunch each day. Lunch costs \$2.50 per day. Staff will be set up with a lunch account and can charge to it. All accounts must be paid in full prior to the end of the school year, and it is recommended that you add money to the account periodically.

PAYROLL/PAYDAY

Payroll is handled by the Central Office. All employees are paid on a twelve-month basis. Paydays will be every other Friday. During the regular school year, checks can be direct deposited or picked up in the Central Office on payroll Fridays.

POLICIES & REGULATIONS

All employees are expected to follow Board Policies and Regulations. These can be found on our website at <http://www.lonedell-bobcats.org/>. The binders can be found in the Principal's Office and Central Office.

PURCHASE ORDERS

Purchases may be made by an approved purchase order only. Complete a purchase order request, filling out all company information, item information, and calculate the total (including shipping). Provide completed purchase order request to the elementary office for approval and processing.

SPECIAL EDUCATION

Should you suspect a student needs special services, please note that the evaluation process begins with documented modifications in the general classroom, including documented results. Concerns should also be documented. Please contact the Director of Special Services for details.

EVALUATION OF PROFESSIONAL STAFF

To assure high quality of professional staff performance, and to advance the instructional programs of the Lonedell R-14 School District, the Board will require a program of comprehensive, performance-based evaluations for each professional staff member it employs. The evaluation shall be ongoing and of sufficient specificity and frequency to provide for demonstrated standards of competency and academic ability.

The primary purpose of a performance-based evaluation is to facilitate and improve instruction that enhances student learning. An effective evaluation system should identify areas of teaching/administrative strength and weakness through professional staff development activities. The secondary purpose is to determine whether performance meets the degree of competency required for continued employment and/or tenure.

Probationary teachers are expected to perform at the expectation level on all criteria on the district's performance based evaluation instrument. Failure to maintain this level of performance is a ground for non-renewal.

The procedures and instruments for professional staff evaluation will be developed by the administration, in consultation with the district's professional staff, and will be approved by the Board. One copy of the completed evaluation form shall be given to the staff member

concerned, one copy filed in the employee's personnel file at the central office, and one copy retained by the appropriate administrator/evaluator.

GENERAL INFORMATION

Football (flag or touch) can be a dangerous sport and should be reserved for physical education class only. Football is **not** to be played during lunch nor is it to be played as a reward in other classrooms.

SCHOOL VISITORS

In an effort to promote a safe environment for our students, all exterior entrances will be locked once school begins. Visitors will be buzzed into the elementary office, where they will receive a visitor's tag. Should staff members notice non-school individuals in the building without visitor's tags, they should contact the office and request that the individual report there.

HOMEWORK

Homework is a necessary part of student learning. However, we do appreciate that home time is for families and do not want to place unnecessary burdens on our parents. Therefore, homework assignments should generally be limited to the following:

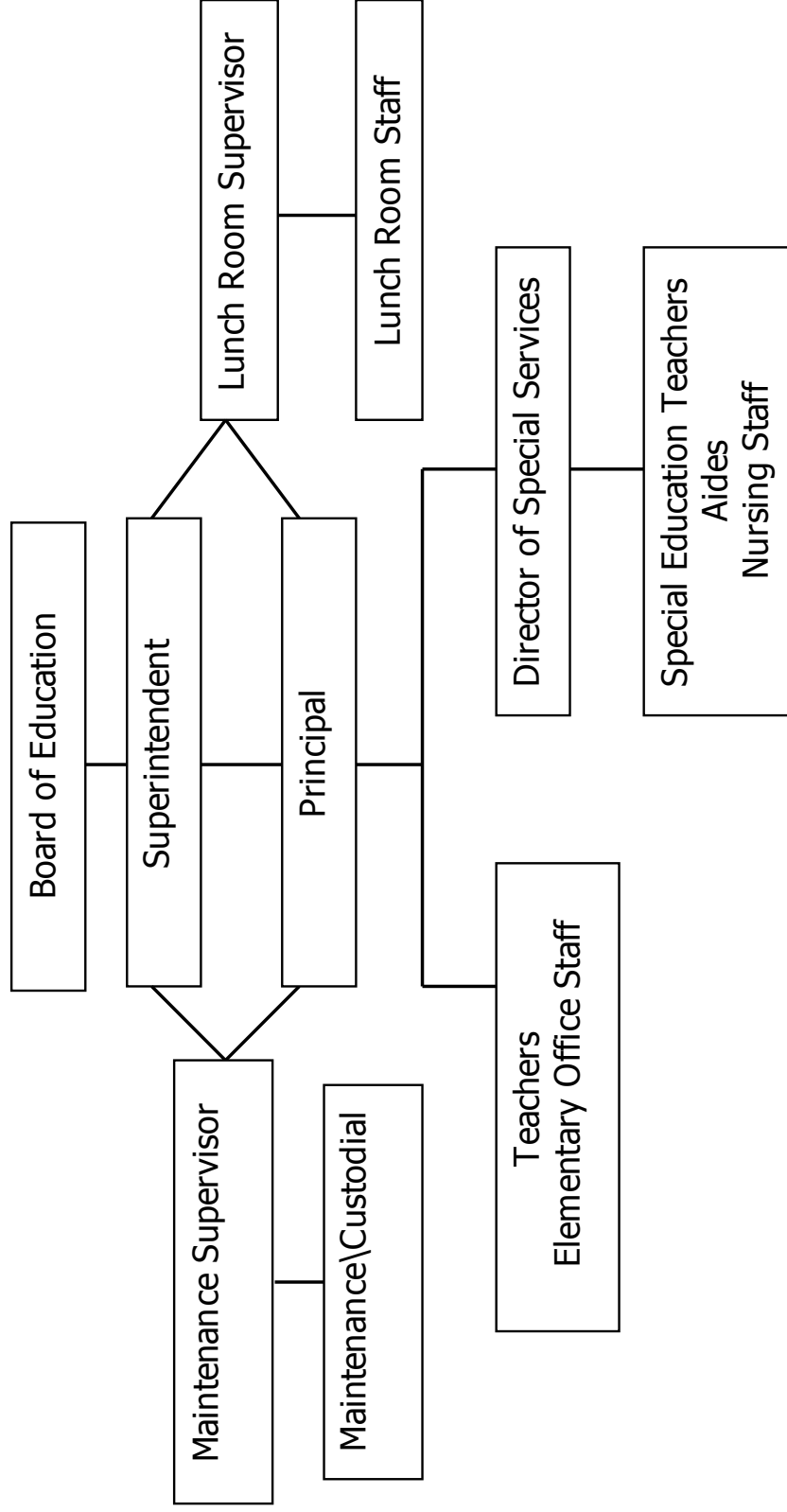
- Grades 1-3: 4-5 assignments a week of no more than 20 minutes each in duration.
- Grade 4: 3-5 assignments a week of no more than 15-45 minutes each in duration.
- Grades 5-8: 15-20 minutes per subject (average nightly time per four subject areas: communication arts, math, social studies, and science.)

We would also encourage students to read 15-20 minutes each evening. Teachers should be prepared to provide parents specific objectives/syllabus related to their class expectations, including homework.

STAFF COMPLAINTS AND GRIEVANCES

It is the intent of the Board of Education that, through its staff complaints and grievances procedure, employee complaints will be identified and corrected at the earliest possible times and at the lowest level of supervision. Complaint processing should be viewed as a positive and constructive effort to establish the facts upon which the complaint is based and come to a fair conclusion. Employees will not be discriminated against nor will reprisal be attempted against an employee because a complaint was filed. (Refer to Chain of Command Chart.)

CHAIN OF COMMAND



Andrews, Pat	Speech	Kneezle, Katie	Sp. Ed. Self Cont.
Bennett, Ellen	K-4 Counselor	Koenig, Terri	Elem. Office
Bielefeld, Karin	Nurse's Office	LaCrone, Tonya	2nd Grade
Brissette, Danielle	7-8 Math	Mathers, Susan	1st Grade
Britton, Sarah	7-8 Lang Arts	McDermott, Carol	Lunch Room
Brown, Megan	Kindergarten	Medows, Crystal	2nd Grade
Campbell, Pam	Teach. Asst./ISS	Necessary, Don	Tech Director
Cliffe, Rebecca	7-8 Science	O'Neal, Fran	Nurse's Office
Connell, Sharon	Title I Reading	Odle, Patty	Lunch Room
Conyers, Ann	Art	Pruitt, Mollie	4th Grade
Cox, Kerri	Kindergarten	Reed, Barb	PAT
Crumbaugh, Sue	PAT	Reed, James	Custodian
Dooley, Tonya	3rd Grade	Rinks, Dodie	Librarian
Duggins, Carlene	Lunch Room	Samel, Mona	Teacher Aide
Dunn, Heather	6th Grade	Schirmer, Kevin	Head Maintenance
Elliott, Sarah	Music & Band	Schnorbus, Joy	Sp Prg./Asst Prin.
Emmons, Sue	Special Ed K-5	Schott, Nancy	Lunch Room
Ferguson, Karen	Head Cook	Seay, Deb	5th Grade
Flora, Jacob	6th Grade	Selter, Sue	Preschool Asst.
Friel, Melanie	3rd Grade	Short, Jackie	Preschool
Garber, Janet	Business Manager	Signor, William	6-8 Spec Ed.
Gerullis, Tonya	Title I Math	Smith, Sally	K-5 Physical Ed.
Green, Jane	Teacher Asst.	Standridge, Debbie	Teacher Assist.
Grenn, Rosey	1st Grade	Taylor, Beverly	5-8 Counselor
Harris, Jody	6-8 Physical Ed	Thompson, Amy	5th Grade
Heideman, Shannon	Teacher Assist.	Ulrich, Jenny	Principal
Henson, Leslie	4th Grade	VanBibber, Fred	Superintendent
Hill, Angela	Software Tech.	Vollmer, Kathy	7-8 Soc. Studies
Hinkle, Ne-Ne	Teacher Aide	Wagoner, Teresa	Computers
Hirth, Rick	Custodian	Weber, Lynn	PAT
Huff, Janis	Central Office	Wilken, Alma	Lunch Room
Jenks, Jason	Custodian	York, Stephanie	Central Office