

FACULTY AND STAFF HANDBOOK

Administrative Guidelines

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ABSENCE REQUEST

All employees must submit an absence request form when they will be absent all day, or any part of a day that will result in a loss of sick or personal leave. Absences of 1.5 hours – 3 hours will be deducted as a half day. Absences of over 3 hours will be deducted as a full day. This is the past and current policy. Staff absence request forms are available on the school website. Please submit the forms as far in advance as possible. Staff who are absent from school related to school business must still submit an absence request form. This time will not be deducted from sick or personal leave as long as the absence has been approved by administration.

Staff will be given 9 paid leave days (or 1 per each contracted month). Request for use of these days must be approved by administration. Staff may accumulate up to 40 days of paid leave. Days in excess of 40 will be paid annually to the employee in September at the following rate: \$20 per day.

Please see policy GDBDA for information on leave for domestic or sexual violence.

ACCIDENT REPORTS

All accidents will be reported to the office at once. An accident report should be on file in the office for each accident. Both the principal and parents of the child will be notified of any accident that would seem to be of serious nature. Check with the nurse to make sure contact is made with the home.

ACTIVITY CALENDAR

Information to be placed on the monthly activity calendar must be in the office **prior to the 15th of each month**. The superintendent or principal must approve any item needing to be scheduled on the School Master Calendar. The online District Google calendar is the only official calendar. Once an event is scheduled, if the time or date changes, the superintendent must be notified before the change will be approved. The activity calendar is posted on our website, and on Google Calendar.

ADVERTISING AND SALES

1. Instructional materials for use in the classroom should be evaluated on the basis of usefulness in achieving the districts' approved curriculum. Free materials may be obtained and used that present information of value to students and teachers. Materials are not to be used that contain an excessive amount of advertising.
2. Instructional materials shall include books, periodicals, bulletins, leaflets, videos, recordings, maps, charts, online resources and other materials normally used for classroom or laboratory instruction.
3. The principal prior to use in the classroom shall approve instructional materials containing a significant amount of advertising, or biased viewpoints. Materials of questionable content shall be examined and evaluated by the superintendent at the principal's request.
4. Sales literature or samples of branded products shall be distributed to the pupils only for instructional use in the classroom. This shall not apply to school pictures or other materials produced as a result of school activities.

ASSESSMENTS

All students will participate in statewide assessments. The ASSESSMENT COORDINATOR will annually develop an assessment schedule for the current school year. The assessment schedule will be approved by the principal and superintendent. The assessment schedule will be distributed to all teachers and staff. The assessment schedule

will list the assessment instrument to be administered and the students who will be administered each assessment instrument and the dates to be given. The assessment schedule will be given to each student as well as their parent/guardian prior to the assessment window. All standardized testing materials shall be stored, distributed and collected according to procedures that insure the security and authorized access to test booklets.

Teacher Responsibilities for Test Administration

Prior to the administration of any District or State standardized test, the principal & assessment coordinator will review with the teachers the testing guidelines that they and the students are to follow. The principal and assessment coordinators shall distribute this policy and any other assessment guidelines to all teachers, require them to sign and return one copy and keep a copy for the teacher's permanent files. All test administrators and proctors will follow federal, state and local guidelines for test administration.

The guidelines listed below are basic rules; others may be provided by the superintendent and/or principal:

1. Teachers are not to review the test questions or content prior to its being given to the students.
2. Teachers are not to give any assistance to the students during the administration of the test, other than directed by an IEP.
3. Teachers are to review only the purpose of the test, the directions, the time restraints and what the students are to do upon completion of the test.

Violation of these and other administrative testing guidelines by the teacher will result in disciplinary action against the teacher, up to and including termination.

AUDIO-VISUAL MATERIALS

All audio-visual materials, such as videos, DVD's, blocked Web-sites, etc. must be pre-approved by the principal for viewing, unless they are obtained through our library or Greenbush. Please make preparations early enough to allow for proper review of the materials. NO R-rated materials will be approved.

BULLYING PREVENTION PROGRAM

A Bullying Prevention Program will be implemented in conjunction with the character education program and through the principal's office. Training will be provided for the teachers and staff. Grade level expectations will be followed for grades K-12. All teachers will be involved in assisting with teaching students about bully-prevention strategies including cyber bullying.

CHARACTER EDUCATION

Character education recognizes that each student's ethical development is as essential to the school mission as academic learning and is a key—but often neglected—element of school reform. Having good character means understanding, caring about, and acting upon core ethical values such as honesty, respect, and responsibility.

More than just an add-on to the busy school day, character education not only fosters the development of personal strengths but addresses such development of personal strengths but addresses such critical concerns as student absenteeism, discipline problems, drug abuse, gang violence, teen pregnancy and poor academic performance. At its best, character education integrates positive values into every aspect of the school day.

Character assemblies (if held) will be held first thing in the morning. Schedules for the assemblies will be distributed to all faculty.

Bronaugh R-VII School District's Character Education Program consists of the following programs:

1. Special Assemblies/Programs for...Grandparents, Veterans, Red Ribbon Week, and speakers on character topics.
2. Wildcat Big 10
3. Student Award/Recognition Program

4. Sportsmanship Initiatives
5. Student Leadership Programs

CONFERENCE HOUR

Each full-time teacher, preK-12, is provided in their schedule, 250 minutes per week of planning/ collaboration time. This time is to be used for district related work, such as; Grade-level meetings, collaboration on projects in your PDP, priority projects discussed in your grade-level team meetings, grading student work, posting student work, creating lesson plans, up-dating curriculum, etc. Time logs will be collected quarterly by the principal, if necessary.

CURRICULUM

Curriculum is the process, attitudes, skills and knowledge that is taught and learned at the appropriate levels in District schools. Curriculum development and revision is an on-going process. The Board of Education directs that all curriculum developed and/or adopted by the District shall be based on current research relative to how students best learn. Resources to be consulted include, but are not limited to GVVC Curriculum Guides, local or area universities, State Department of Elementary and Secondary Education services, Association for Supervision of Curriculum Development, Common Core Standards Initiative, and similar national, state and/or local curriculum organizations. Every effort should be made to insure that District curriculum is current, aligned with state approved standards and based on sound educational research findings. All curriculum developed by District staff shall be formally presented to the Board of Education for official approval before classroom implementation.

Written curriculum guides shall be developed and Board approved for implementation in the following areas K–12:

1. English/Language Arts
2. Social Studies
3. Mathematics
4. Science
5. Foreign Language
6. Health, Safety and Physical Education
7. Fine Arts (Visual and Performing Arts)
8. Practical Arts and Vocational Programs (Agriculture, Business and Family and Consumer Science)

Guidance and Counseling Department is also required to provide a curriculum guide.

Curriculum will be developed, updated, and stored in our BYOC online system. Curriculum Guides at all levels will include a philosophy statement and sections defining behavioral goals and objectives reflecting content standards and grade level expectations, teaching resources, and evaluation criteria reflecting performance standards. Each Guide will include strategies for interdisciplinary studies, cooperative classroom implementation, technology connections, connections to character education, safety procedures, and appropriate research-based instructional strategies. Teachers will be required to attend curriculum writing meetings when scheduled. Curriculum guides will be updated on the online tool. Lessons, activities and assessments will be added to the online tool. Curriculum should be aligned to the Show-Me Standards, Grade-Level and Course-Level expectations and Missouri Learning Standards. All content areas will implement Core reading and writing standards in their curriculum. Curriculum connections should be evident in the daily lesson plans.

DAILY BULLETIN

1. All information to be placed on Daily Bulletin must be in the high school office by 3:00 p. m. the previous day. Information turned in must be emailed to the secretary for addition to the bulletin.
2. It will be the responsibility of homeroom teachers to read the daily bulletin to his or her particular class when announcements are sent out. Miss Kailey will read announcements each morning.

3. Announcements to be sent home should not be distributed until the last period before the departure of the buses.

DISCIPLINE

Please consider the following points as you pattern your ways of student discipline for the coming year...

1. You cannot hold the respect of your students unless you act the part of teacher. This does not mean that every class is to be all work and not fun. There is a place for laughter in every classroom. However, our #1 priority is student achievement.
2. Be fair with each student regardless of personality conflicts
3. Encourage respect from your students by giving respect to your students.
4. Help each student to find the desire to do the work you require. The better you achieve this goal, the fewer discipline problems you will encounter.
5. Be firm—don't make threats or promises that you do not intend to carry out.
6. **NEVER** discuss a student's problem in front of the other students. Attempt to solve the problems with the student himself. Never use ridicule as a form of discipline. Remember, bullying and harassment, can also be teacher-student.
7. Be careful about sending a student into the hall for punishment. The students must be under your supervision. A student placed in the hallway could be out of your supervisory area. Please contact the Principal for help in recurring discipline problems
8. If you feel that a student needs to be sent to the office, bring him/her or fill out a disciplinary referral form explaining the situation.
9. Protect school property—do not allow students to mark on or destroy furniture, walls, or books. Sitting on tables is prohibited.
10. Demand that students get to class on time. Do not permit them to come in tardy without a slip from the office...exception for late buses.
11. Avoid informality in the classroom that goes as far as students' talking without permission, sitting on the desks or standing at windows. This provides a poor learning situation.
12. The bell should not dismiss classes. Classes dismissed by the teacher after the bell rings are always more orderly.
13. Teachers should be punctual for the start of classes. Leaving a large group of students unsupervised is inviting trouble and is considered legal negligence.

ALL TEACHERS ARE RESPONSIBLE FOR THE CONDUCT OF ALL STUDENTS, ANYWHERE IN THE BUILDING, ON SCHOOL GROUNDS, OR AT EXTRA-CURRICULAR ACTIVITIES—HOME OR AWAY, AT ALL TIMES.

EMERGENCY AND DISASTER DRILLS

Emergency and disaster drills are held at regular intervals in accordance with Board of Education Policy. The emergency procedures will be displayed in each classroom near the door. Please review the procedures with your students periodically. Classroom teachers should always have their class rosters with them during a disaster or emergency drill. We will notify each teacher when we are in a tornado watch. Notification of a take-cover will be given through the automated phone system. Lock down procedures will be discussed with teachers. Annual in-services will be scheduled on safety issues. Administrators will update the fire, tornado, fire extinguisher, and earthquake evacuation charts each year. A copy will be posted in each classroom and in various locations within the school building. Drills will be scheduled at regular intervals throughout the school year. The principal will be in charge of emergency drills within each building. There will be fire, tornado and lockdown drills during the first full week of school. There will be one fire, tornado, and lockdown drill each quarter. Other disaster drills will be held

on an annual basis. Drills will occur during the SAC Program under program supervision. Further information is listed in the district crisis manuals.

FACILITIES MANAGEMENT

1. Blinds, curtains, etc. will be lowered and windows closed and locked each evening by the classroom teacher.
2. Please check with the custodian or the principal if your room is uncomfortable. Every effort will be made to assure the students are in an environment conducive to learning. Thermostats will be set for energy conservation, altering them; will be a violation of board policy.
3. Fill out a work order for any needed repairs and turn it into the office (available on Forms-District website).
4. No alterations of building or equipment having a permanent effect should be made without the approval of the principal.
5. Lights should always be turned out when the classroom is not occupied.
6. Staples and paper clips should be picked up from the carpet. Vacuum sweepers do not pick them up thoroughly. This should be done daily, by students & teachers.
7. Heavy furniture (large tables/desks) should not be pulled across the floor. Please check with the principal on availability of assistance.
8. Desktops should be clear at the end of the day with chairs placed on top of them or stacked. Teachers should make sure all floors are free from extra debris before school is dismissed.
9. Empty pencil sharpeners frequently. The shavings and graphite can damage the mechanisms.
10. The custodians have their daily routine they must accomplish each day. They do not have the time to stop and assist every person that immediate moment. Please report any problems or needs of assistance to the office or principal. They will, in turn, get assistance.
11. There will be no classroom pets or animals permitted in school unless part of the district approved curriculum.
12. Classroom and district technology will be monitored at all times. Technology carts will remain locked when not in use. All equipment from the cart must be accounted for.

FALL FESTIVAL

Participation in the Bronaugh Fall Festival is required by all classes and organizations—either through participation in the parade and/or participation in the booths. Fall Festival is an important part of the community. Participation by all staff is appreciated. Booth assignments will be set by September 1st. Fall Festival Royalty will be selected by September 1st.

FIELD TRIPS

Field trips must be arranged through the principal with final approval of the superintendent. All field trips must have a clearly apparent tie to the district approved curriculum. This applies to all extra-curricular trips as well. Incentive trips with no curricular ties to the curriculum will be allowed only by permission of the board with proper financing in place. Plan early for trip approval. All field trip approvals are for approved destinations only. Emergency stops only will be allowed. If an emergency should happen, if at all possible call the school. All students must have a current signed field trip permission form in order to go on a field trip. **Field trips will be scheduled only as budget allows.**

FOOD SERVICE PROGRAM

1. Meal prices for adults will be posted at the start of each year.
2. Duty will be designed as follows: Teachers & Staff will be assigned to do breakfast, lunch, & HS hall. A master schedule will be posted in the office, online and distributed to each staff member.

3. No food or drink is to be consumed during class time without prior approval from the principal. (With the exception of FACS and any food service sponsored program)
4. If you are eating in your classroom for lunch/breakfast—please have items cleaned up prior to students' arrival.
5. Teachers and staff only (no students) may sit at the round tables provided in the cafeteria. Teachers on duty should sit so they can observe the cafeteria.
6. Teachers are NOT to allow soda, milk, snacks, etc. to be eaten in their classrooms without prior office permission. This does not include elementary parties and preschool/kindergarten snack time and any additional food service sponsored activity.

FUNDRAISING

All fund-raising activities should be approved at least 2 weeks in advance and placed on the calendar. Priority decisions will be based on 1) traditional areas of fund-raising, ie. Senior carnival—to seniors, fruit sales—to FFA, etc. 2) requests will be taken in order for dates on the calendar. The superintendent has final approval of all school involved fund-raising activities. Fundraising events will not overlap in time & will be spread throughout the school year...not all in September. The principal and superintendent must approve the length of each fundraiser and may limit sales length at their discretion.

The following process and rules for approval will be followed:

1. Fundraising proposals must be emailed to and approved by the principal prior to establishing a date on the master calendar.
2. Fund-raisers will only be approved and placed on the calendar if there is not a conflict with another group's fund-raising activities.
3. Organizations will collect money for items when ordered, not when items come in...sponsors will monitor finances in such a way as to limit the chance for students to use/spend the collected funds. A list will be provided to each sponsor of patrons who the school cannot take a check from—you will abide by this list. All funds will be receipted.
4. ALL funds collected must be deposited into school approved accounts and are subject to audit by the school and/or the school outside auditors. NO accounts may be established independently by groups raising funds in conjunction with school activities (exception PTO, Booster Club). All funds raised in connection with the school must be deposited in a student activity account. All school accounting procedures must be followed including the use of purchase orders to withdraw funds.
5. Use of school charge accounts, ordering through school vendors or use of school tax exempt status must be approved by the superintendent prior to any actions taken.
6. Each class will be limited to one major fund raising project, which involves selling products to the community. The only exception to this is the senior class, who are limited to three.
7. **All fundraisers** will comply with the regulations of the Healthy Hunger-Free Kids Act of 2010. All food items sold from midnight until 30 minutes after school has dismissed are subject to the Smart Snack Standards. More information is available at <http://dese.mo.gov/financial-admin-services/food-nutrition-services/smart-snacks-schools>.
8. **The organization/club must have funds to cover all annual expenses.**

GRADING

Consistency is expected throughout the school year in regards to grading. Prior to the start of school, teachers are required to submit class syllabi to the Principal with details regarding their grading practices, including any

weighting of categories. All syllabi should be approved by the Principal and kept in the office for the remainder of the school year. Once set, changes to grading practices will not be permitted during the school year.

HEALTH REPORTS

Teachers are not expected to be doctors or nurses but they should be alert to signs of illness. They should observe their students each morning and through the day for such symptoms as abnormal temperature, skin eruptions, watery eyes or nose, swollen glands, flushed face or vomiting. If you suspect a student should need further attention, send a written note with them to the nurse or office stating the problem, or notify via email or phone. We will reply in writing or in person.

HIGH QUALITY PROFESSIONAL DEVELOPMENT

All children deserve to be taught by highly qualified teachers, and all teachers deserve the opportunity to be involved in high-quality professional development. Following are Missouri's criteria for high-quality professional development. Note the references to the National Staff Development Council's Standards, which are provided in the parentheses.

Part I: High-quality professional development:

- actively engages teachers in planning, skills, and information over time, (Standard 2)
- is directly linked to improved student learning so that all children may meet the Show-Me Standards at the proficient level, (Standards 8, 10)
- is directly linked to district and building school improvement plans, (Standard 1)
- is developed with extensive participation of teachers, parents, principals, and other administrators, [Parent participation may be at the Comprehensive School Improvement Plan (CSIP) level] (Standards 1, 2, 9, 12)
- provides time and other resources for learning, practice, and follow-up, (Standards 3, 7)
- is supported by district and building leadership, (Standard 2)
- provides teachers with the opportunity to give the district feedback on the effectiveness of participation in this professional development activity, (Standard 5)

Part II: Some types of activities that might be considered high-quality professional development if they meet the above requirements are:

- study groups, (Standard 1)
- grade-level collaboration and work, (Standards 1, 9)
- content-area collaboration and work, (Standards 1, 9)
- specialization-area collaboration and work, (Standards 1, 9)
- action research and sharing of findings, (Standards 4, 6)
- modeling, (Standards 8, 9)
- peer coaching, (Standards 8, 9)
- vertical teaming, (Standards 1, 9)

Part III: Topics for high-quality professional development may include:

- content knowledge related to standards and classroom instruction, (Standard 11)
- instructional strategies related to content being taught in the classroom, (Standard 7)
- improving classroom management skills, (Standards 9, 10)
- a combination of content knowledge and content-specific teaching skills, (Standards 7, 11)
- the integration of academic and career education, (Standard 9)
- research-based instructional strategies, (Standards 6, 11)
- strategies to assist teachers in providing instruction to children with limited English proficiency to improve their

- language and academic skills, (Standard 10)
- strategies to assist teachers in creating and using classroom assessments, (Standard 5)
- instruction in the use of data to inform classroom practice, (Standards 4, 11)
- instruction in methods of teaching children with special needs, (Standard 10)
- instruction in linking secondary and post-secondary education, (Standard 9)
- involving families and other stakeholders in improving the learning of all students, (Standards 10, 12)
- strategies for integrating technology into instruction, (Standard 10)
- research and strategies for the education and care of preschool children, (Standard 6)
- research and strategies for closing achievement gaps between diverse groups of students, (Standard 10)
- To be considered high-quality professional development, the fully-implemented **combined, ongoing activities** in the district, building, and/or individual professional development plan(s) must meet all of the criteria in Part I and at least one criterion in Part II and one in Part III.
- Unless one-day workshops and short-term conferences or workshops are part of a fully-implemented professional development plan, they are not considered high-quality professional development.
- All fully-implemented activities in the plan(s) must be aligned to a priority of the district or building CSIP. If they are not fully-implemented, they shall not be funded with federal funds. A district may choose to support these activities with other funds, but may not report them via Core Data as high-quality professional development.
- Professional development activities should be regularly evaluated for impact on teacher effectiveness and improved student learning, (Standard 5).

Note: References to Standards indicate links to the National Staff Development Council’s Standards for Staff Development detailed in the following section.

National Staff Development Council’s Standards for Staff Development

Context Standards

1. **Learning Communities:** Staff development that improves the learning of all students organizes adults into learning communities whose goals are aligned with those of the school and district. (Related to MSIP Standard 6. 7; Indicators 6. 7. 1, 6. 7. 2, 6. 7. 5)
2. **Leadership:** Staff development that improves the learning of all students requires skillful school and district leaders who guide continuous instructional improvement. (Related to MSIP Standard 6. 7; Indicators 6. 7. 1, 6. 7. 5, 6. 7. 6)
3. **Resources:** Staff development that improves the learning of all students requires resources to support adult learning and collaboration. (Related to MSIP Standard 6. 7; Indicators 6. 7. 1, 6. 7. 6)

Process Standards

1. **Data-Driven:** Staff development that improves the learning of all students uses disaggregated student data to determine adult learning priorities, monitor progress, and helps sustain continuous improvement. (Related to MSIP Standard 6. 7; Indicators 6. 7. 3, 6. 7. 4, 6. 7. 5)
2. **Evaluation:** Staff development that improves the learning of all students uses multiple sources of information to guide improvement and demonstrate its impact. (Related to MSIP Standard 6. 7; Indicators 6. 7. 3, 6. 7. 4, 6. 7. 5)
3. **Research-Based:** Staff development that improves the learning of all students prepares educators to apply research to decision making. (Related to MSIP Standard 6. 7; Indicators 6. 7. 2, 6. 7. 3, 6. 7. 4)
4. **Design:** Staff development that improves the learning of all students uses learning strategies appropriate to the intended goal. (Related to MSIP Standard 6. 7; Indicators 6. 7. 3, 6. 7. 5)
5. **Learning:** Staff development that improves the learning of all students applies knowledge about human learning and change. (Related to MSIP Standard 6. 7; Indicators 6. 7. 1, 6. 7. 2)
6. **Collaboration:** Staff development that improves the learning of all students provides educators with the knowledge and skills to collaborate. (Related to MSIP Standard 6. 7; Indicators 6. 7. 2, 6. 7. 6)

Content Standards

1. **Equity:** Staff development that improves the learning of all students prepares educators to understand and appreciate all students; create safe, orderly, and supportive learning environments; and hold high expectations for their academic achievement. (Related to MSIP Standard 6. 7; Indicator 6. 7. 5)
2. **Quality Teaching:** Staff development that improves the learning of all students deepens educators' content knowledge, provides them with research-based instructional strategies to assist students in meeting rigorous academic standards, and prepares them to use various types of classroom assessments appropriately. (Related to MSIP Standard 6. 7; Indicators 6. 7. 1, 6. 7. 2, 6. 7. 3, 6. 7. 6)
3. **Family Involvement:** Staff development that improves the learning of all students provides educators with knowledge and skills to involve families and other stakeholders appropriately. (Related to MSIP Standard 6. 7; Indicator 6. 7. 5)

HOMEWORK

Students may receive homework as reinforcement for independent practice or as a direct relationship to a topic taught in class. Make sure the students and the parents understand the importance and relevance of completed homework assignments. Homework that is late is graded at 80% of the total points earned after one day, and at 50% for the subsequent days until one week; after that, a 0 will be given.

CHAMPION TIME ACTIVITIES

All students grade 7-12 will report to Champion Time. During Champion Time, students are expected to be working on homework and/or studying. Club and class meetings can be held during homeroom and should be approved by the principal before scheduling.

CLASS WEB PAGES & SOCIAL MEDIA ACCOUNTS

All class web pages and social media pages must be approved by the principal before going live. Administration must have access to the accounts at all times.

Faculty members are encouraged to use multiple sources to tell their story and share information about upcoming events. All social media pages must be moderated for profanity or use of student names by other individuals. Comments that are deemed inappropriate must be screenshot, emailed to the principal and then deleted.

There will be a list in the office of students who have opted out of being included in our social media presence. It is the faculty members responsibility to obtain the list and adhere to it.

INSTRUCTIONAL STRATEGIES

The following list includes accepted instructional strategies for increasing the rigor and maintaining or increasing student achievement. Teachers are encouraged to utilize strategies that promote higher order thinking skills in students. The following is a partial list:

1. Kagen's Cooperative Learning
2. Marzano's Instructional Strategies
3. Ruby Payne's Understanding Poverty Guidelines
4. Constructivism (Inquiry based learning)
5. Whole Brain Teaching Techniques

All Strategies must comply with the latest information from DESE and Federal Programs.

In addition to the above list, the following strategies and programs have been adopted by the Board of Education and are required for teachers to utilize in their classrooms, at the appropriate level.

1. Scientific-based Reading Research utilizing phonemic awareness, phonics, vocabulary, fluency, comprehension, K-3 (4-6 encouraged)
2. Saxon Phonics, K-3
3. Aims Web K-6
4. SRA Reading Lab & Assessments, 4-8
5. Power Writing, K-12
6. Everyday Math, K-5
7. STC/FOSS/DELTA Science Kits with Journaling, 1-8
8. Odyssey Curriculum for At-Risk/Credit Recovery, etc.

INSTRUCTIONAL TIME

The primary focus of the District's staff and programs is maximization of student learning. While learning occurs as a result of extracurricular activities and as a result of non-structured interaction between students and between students and staff, most learning occurs as a result of planned learning activities during class time. Therefore, every effort will be made to minimize disruptions in instructional time. Public address announcements and pull out programs will be planned to avoid loss of critical instruction time. **The office will not call you or a student to the phone unless it is an emergency.** Messages will be taken and given to you, left in your mail box, or sent to your voice mail. Bus changes will be delivered to the teachers/students prior to the end of school.

If you plan a student activity that will take students out of other classrooms, you must have prior approval from the office and approval from the student's other teachers. See form section on website for the appropriate form.

LESSON PLANS

Lesson Plans should be completed on a weekly basis and must be made available upon request to the Principal. Lesson Plans will be accepted via e-mail or hard-copies can be given directly to the principal. Lesson plans should include objectives for the day as well as assignments that are to be given out. If you are administering a test on a specific day, please include that in your plans.

Also, emergency lesson plans should be provided to the office. These are three days' worth of assignments or activities that can be used in a situation where a teacher is unable to prepare for a substitute teacher and normal lesson plans are not available.

OFFICE PROCEDURES

Office Hours: 7:45 am until 4:30 pm

Each classroom is supplied with many materials and supplies. Classroom teachers are responsible for ordering next year's classroom materials at the end of the current school year. Please plan ahead for what you may need next year. If you need some supply, which you do not have in your room, you may ask in the office to see if it is available. If you send a student to the office for supplies or equipment, please submit your request in writing.

1. Routine procedures are in place for purchasing materials for school. ALL purchases must have prior approval and follow requisition guidelines. *Do not make purchases and then expect to be reimbursed for the purchase.*

- a. *Instructional staff must clear purchase requests with the Principal prior to being approved by the Superintendent for order. The Principal must sign the PO before being presented to the Superintendent/Bookkeeper.*
 - b. *Support Staff (maintenance, food service, transportation, etc) will make requests directly to the Superintendent. The Principal will grant approval when directed by the Superintendent.*
 - c. *Directors/Activity Sponsors will make requests directly to the Superintendent.*
2. Mileage vouchers and any request for reimbursement or payment must be into the office not later than the first of each month to be paid at that month's board meeting. Items submitted after that date will be held until the following month. Forms to request mileage and meal reimbursement are available online via the website. Receipts must be turned in for meal reimbursement. *REMINDER*: You MUST have prior approval to place meals on the school credit card.
 3. Remember that the office is the school business center. The office personnel have their own work to do every day. Our secretaries are very busy with their assigned duties. Please be sure you check with them on availability of time before you ask them to do extra work for you.
 4. The office computers are off-limits to all but approved personnel.
 5. The school vault is also off-limits to all but the staff members posted on the door.
 6. Several office procedures are in place concerning the checking out of materials from the office. (i. e. , keys—signed out, cumulative records—record of reason for review, etc.) Please follow the guidelines explained to you and respect the office staff.

PARENT COMMUNICATION

Parent involvement and communication is vital to our District. Teachers should be professionally appropriate when communicating with parents and community. Teachers should frequently communicate with parents and community in order to support instructional school issues. The teacher models clear and articulate verbal, nonverbal, and media communication tools and techniques in all communication with the parents and community.

Teachers should provide weekly communications with parents in grades preK-6. This could be in the form of newsletters, take-home envelopes, or websites. Teachers in grades 7-12 should provide monthly communications with parents. This could include newsletters, calendars of events/activities/topics to be covered. Website updates are an acceptable form of parent communication.

Please document all parent communication with information about date, method of contact, and purpose.

PARENT- STUDENT -TEACHER CONFERENCES

Research shows that conferences are more meaningful when the student takes an active role in the process. The Bronaugh School District will conduct Student Conferences twice a year: at the end of the 1st and 3rd Quarter. All teachers will take part.

PAY PERIODS

ALL employees will be paid twelve (12) checks beginning in August. Paychecks will be direct deposited to the employees' bank account on the 23rd of each month. If the 23rd falls on a weekend, checks will be deposited on the preceding Friday. Cut off time for all hourly employees will be determined by the bookkeeper on a monthly basis.

PLAYGROUND SUPERVISION

1. Keep Your Back to the Wall
 - a. When students are scattered throughout the area, teachers are tempted to stand in the middle of the area and interact with only students around them. Half of the class/group is then out of sight or contact.
 - b. Avoid “favorite” spots and gravitating to chat with others.
 - c. To ensure that every student can be observed, move continually throughout the area, staying around the perimeter of the space.
2. Scan Frequently
 - a. When paying attention to students who need help, ask for attention, etc. the remainder of the group is unsupervised for that period. Allow for no more than 8-10 seconds of focused attention between scans of area.
3. Move Around Quickly
 - a. Identify areas of highest risk and supervise these areas without losing contact with the rest of the group by moving toward, away from, then back to the higher hazard area.
4. Be Unpredictable
 - a. Avoid traveling in the same path and at the same pace. Keeping your “back to the wall” but avoid repeated circles around the area. Move in a manner that does not allow students to predict your movement.
5. Provide Across-Space Interactions
 - a. Even when teachers are moving continuously and scan the class/group, frequently it is a challenge to observe students across large distances. One way to decrease large distances is to provide across-space interaction. Students will know that although they are far away, their behaviors are still being monitored. An important consideration is the high risk area and/or the risk taking, aggressive child.
6. Be Aware of Unsafe or Disruptive Behavior
 - a. Be aware of safe practices and teach or reinforce these behaviors to students.
 - b. Immediately stop any unsafe behavior.
7. Distribute Attention Equitably
 - a. Not only time focused on the less coordinate, shy, etc. student but equitable time for the skilled, adventuresome child.
8. Imagine What a Visitor Would Think
 - a. “What would a visitor think if he or she walked into the area right now?”
 - b. “What would a video tape of the playground reveal?”
9. Investigate and Document Accidents
 - a. Develop a habit of noting accidents and finding out how they happened, no matter how slight the injury. This can help the teacher and the school identify unsafe acts, behaviors, and develops plans to prevent future accidents.
10. **ALL SUPERVISORS NEED TO SUPERVISE AND NOT GATHER AND HAVE THEIR OWN CONVERSATIONS. SUPERVISORS SHOULD NOT BE SEATED. SUPERVISORS SHOULD NEVER BE WORKING ON PAPERS OR READING, etc. DURING PLAYGROUND SUPERVISION.**

PROFESSIONALISM

Professionalism is expected at all times during the school day and during PD days. It is expected that all faculty adhere to the following guidelines:

1. Full attention should be given to speakers, local or outside.
2. Please do not work on other things during in-service or faculty meetings.
3. Please silent cell phones during meetings.
4. During presentations, please refrain from having conversations with those sitting near you.
5. Being prompt to meetings will ensure that we can start and end on time.

PROFESSIONAL DRESS

Teachers are expected to dress in a professional manner. Teachers should dress as to be distinguished from the students. All clothing must be consistent with the standards for a professional environment and not attract undue attention or serve as a distraction to others. It must also be appropriate to the type of work being performed. Teachers are permitted to wear jeans on Friday; however, Casual Fridays are at the discretion of the Superintendent. Staff shirts are strongly encouraged on Fridays and at school events. In all cases, attire for work must be well groomed, neat, clean, and in good taste.

PUBLIC RELATIONS

There is actually no choice of whether or not a school system or teacher uses public relations. The only choice is between good or bad public relations. School public relations is a whole series of relationships between members of the school staff and people living in the community. Public relations and good teaching are inseparable. It involves the teachers and his/her relationships with the students and their parents. Good human relations are the essence of good public relations. Parents may interpret the whole school system by their contact with the principal, teacher or other school employee. It is the duty of every staff member to interpret the school program in a positive manner to the community. The people of the community are sincerely interested in their children, school, and community and they have demonstrated their willingness to support the school. Their continued support and interest is actually a vote of confidence in the professional staff. It is vital each of us continue to foster that feeling. **SCHOOL PROBLEMS ARE NOT TO BE DISCUSSED IN PUBLIC, THIS INCLUDES ON THE INTERNET/SOCIAL NETWORKING SITES.** If there is something about the school program that does not meet the teacher's approval; he/she should take the problem to the proper school authority at the lowest level. Instructors should participate in school activities, which are open to the public. This may require attendance only. In our community, it is quite noticeable and promotes favorable public opinion when all instructors actively support the school activities.

RECORD KEEPING AND MANAGEMENT

At least one grade per week must be given in each subject and recorded in the grade book **and online system.** Grades are to be reported by letters: A, B, C, D and F. Each teacher is responsible for assigning grades in a fair and equitable manner. Appropriate documentation should be kept to explain each grade given on the report card. Grade books (print outs from online grade books) are to be available upon request. Legends should be included to

explain symbols, etc. used. Dates, assignments, and grades/points should be accurately recorded. Print outs of online grades may be attached to your grade book or put together to form a grade book for audit and archival purposes. Electronic grades will be kept on the InformationNOW System.

Elementary attendance and lunch count must be taken each morning. Attendance must be posted on the online system. Secondary attendance and lunch count must be taken each morning. Secondary attendance must be taken each subsequent hour and posted on the online system. All teachers are to abide by the attendance policy rules for unexcused and excused absences. Violation of this policy is a violation of board policy.

Cumulative records will be kept in the elementary and high school offices. Teachers are encouraged to review them in the office. Records are not to leave the office. Nothing should be added to cumulative folders without the principal's approval. End of the year entries on all cumulative records must be made prior to teacher checkout. Report cards are sent home the first through fourth quarter. Progress reports will be sent home at mid-quarter. Grades will also be reported and available to parents online.

RELEASE FROM CONTRACT

The Board of Education shall collect a \$500 fee from a probationary teacher if requesting release from their contract after signing, but prior to June 1st. A fee of \$1000 on or after June 1st will be assessed and a fee of \$1500 on or after July 1st will be assessed. A permanent teacher will pay a fee of \$1000 on or after June 1st, and \$1500 on or after July 1st. All fees will be presented with the request to be released and in the form of a check, money order or cash. In most cases, a request for release will not be considered unless a suitable replacement can be found. In case of pregnancy, military obligation, or physical or mental incapacitation supported by doctor's certificate, or a transfer of location of employment of his/her spouse, the fee may be waived. In all cases, the release from contract will not be granted without formal action of the Board of Education. Rarely will a release be granted after the third week in August. Administrators have 30 days from the board meeting approved to sign and return contracts. Release from contracts will only be given, when suitable replacements are found, if requested during the spring. If requested after June 1st the rates applying to teachers will be assessed for principals. Superintendents will rarely be released after June 1st.

SCHOOL ACTIVITIES

Sponsors, advisors and coaches of school activities must clear all activities with the principal and superintendent. All activities should be cleared two weeks prior to the event. Each group must clean up after use of the facilities or gym. Wednesday nights are to be left open on the school calendar and scheduled as a last resort. The Master Calendar is located on the district website and on the Google Drive. No faculty member is to enter events on the master calendar.

SCHOOL CLOSINGS

During the school day, if weather should indicate dismissing school early, the office will notify you. All staff members will be notified at home by School Reach of any unscheduled school closings. Teachers should make it a point early during the year to know what each of their students should do if school is dismissed early. The school will be utilizing a service called School Messenger to notify all parents, staff, etc. of school closings.

SOCIAL SKILLS

Teachers have certain responsibilities to encourage and promote acceptable social life skills practices. Efforts should be made to enlist children's interest in establishing and maintaining good personal health habits, getting adequate rest, assuming responsibility for personal grooming, getting enough outdoor exercise, learning and observing safety rules, and creating desirable attitudes. School climate will be enhanced if students are taught to

practice good sportsmanship. Showing consideration of others will help make a more satisfactory school experience for all the school. All faculty members should encourage good citizenship.

STAFF MEETINGS

Staff meetings will be held monthly, and on an as needed basis. Teachers not in attendance are held responsible for any information discussed at the meeting.

There should be no student activities with the exception of the SAC program, planned during the monthly staff meeting. Students should not be left in the gym, hallways or classrooms unattended. Activity sponsors must have prior approval from the administration if they are unable to attend for reasons such as practice, games, contest, etc.

STUDENT RECORDS

All student records will be kept on the InformationNOW system. Teachers are responsible for accurate use of the program. Training will be provided as needed for InformationNOW.

SUBSTITUTE TEACHERS

If a teacher needs an emergency substitute, please call the school secretary or principal as early as possible the day the substitute is needed. Substitutes should be arranged with the Principal and secretary, as far in advance as possible. Proper forms should be filled out and approval granted from the Principal. Request for absence forms must be completed online through the district website as early as possible. All certified substitute teachers will be paid at the rate of \$70.00 per day. Long-Term substitutes will be paid \$90.00 per day after the first 10 days if the substitute is doing lesson planning and grading. Full-time substitutes will be paid base-teacher pay.

SUPERVISION AND DUTIES

1. Teachers accepting employment or a contract, agree to accept the assignment of the Superintendent. Such assignment is understood to include teaching and all the professional correlates of teaching, such as preparation, planning, evaluation, student-parent conferences, curriculum writing and attendance at professional, faculty, department and grade level meetings.
2. It is the responsibility of the teacher to discharge his/her duties in a professional manner. His/her service and performance of duty are to be of such quality as to insure effective instruction. The supervisory and administrative staffs are committed to helping the teacher increase academic and professional competencies.
3. Supervision of appropriate clubs and school activities, which are a normal part of the school's co-curricular and extra-curricular program, is also considered a part of the teaching responsibility.
4. All staff members are required to be on duty at 7:45 a.m. and remain in the building until 3:30p.m. unless there is a scheduled event. If you are on morning duty your supervision starts at 7:40 a.m.
 - a. If you are unable to check in at your classroom by 7:45, then you should notify the office so your classroom can be supervised. If you must leave the building during the day, notify the office. This includes leaving school grounds on your conference hour.
5. Elementary classroom teachers should have students ready for participation in Art, Music, Library, and PE three to five minutes before the special teacher's scheduled class time and be prepared for the students to return three to five minutes before the scheduled close of the period. Follow the guidelines set forth by the principal in relation to picking up or dropping off students.

6. Elementary classroom teachers will submit a classroom schedule to the principal's office by the end of the first full week of school. Schedules should be submitted via email.
7. The principal shall have charge of the general administration and supervision of the school under such policies, rules, and regulations as the Board of Education and Superintendent may prescribe.
8. **A teacher's job is varied and consists of far more than classroom instruction.** It consists of the supervision and instruction of children wherever they may be. Supervision of students may consist of the student assigned to the teacher or those assigned to other teachers.
It may be for a specific time or place or it may be in the absence of the student's own classroom teacher. Whatever the case may be, it shall be the duty and authority of any teacher to provide such supervision.
9. Classes should **NEVER** be left without adult supervision; students must be supervised at all times. If you must leave your classroom, please contact the office or have a fellow teacher cover for you.
10. In order to eliminate unnecessary noise and confusion between classes, each teacher will be at their door or in the halls. Be alert and correct any improper behavior.
11. Elementary teachers are to accompany their classes to the Library, Cafeteria, Gym, etc.
12. Students are not permitted in the custodial storage rooms or teacher work room under any circumstances.
13. When teachers have an assigned duty, they must be sure to be on duty when the first student arrives or have another teacher on duty until they are able to be there.
14. Teachers should allow students some time each day for supervised study when possible. Teach students to study and help them study. Use all the study skill devices you know...and then look for others.
15. Please cooperate with all committee chairpersons in responding to requests for documentation.
16. Please check your mailboxes upon arrival each morning and before leaving each day.

TECHNOLOGY GUIDELINES

(Subject to new regulations at any time during the year)

The Board of Education recognizes that it is important for students to have access to electronic-based research tools and to master skills for their application to learning, problem solving, production of work, and presentation of information. The Board also recognizes that while these resources represent extraordinary learning opportunities and enriching educational materials, they also offer persons with illegal, immoral or inappropriate motives avenues for reaching students, teachers, staff, parents/guardians and members of the community. Additionally, these resources present tempting opportunities for users to explore areas that are either confidential, have restricted access, are inappropriate or are disruptive to the classroom or workplace. It is the purpose of District policy and regulations to outline acceptable student and employee behavior with respect to use of District technology and electronic resources.

Personal Responsibility

Access to electronic instruction requires students and employees to maintain consistently high levels of personal responsibility. The existing rules found in the District's Behavioral Expectations policy (Board Policy/Regulation 2610) as well as employee handbooks clearly apply to students and employees conducting electronic research or communication.

One fundamental need for acceptable student and employee use of District electronic resources is respect for, and protection of, password/account code security, as well as restricted database files, and information banks. Personal passwords/account codes may be created to protect students and employees utilizing electronic resources to conduct research or complete work.

These passwords/account codes shall not be shared with others; nor shall students or employees use another party's password except in the authorized maintenance and monitoring of the network. The maintenance and

strict control of passwords/account codes protects employees and students from wrongful accusation of misuse of electronic resources or violation of District policy, state or federal law. Students or employees who misuse electronic resources or who violate laws will be disciplined at a level appropriate to the seriousness of the misuse.

Acceptable Use

The use of District technology and electronic resources is a privilege, which may be revoked at any time. Staff and students are only allowed to conduct electronic network-based activities which are classroom or workplace related.

Behaviors which shall result in revocation of access shall include, but will not be limited to: damage to or theft of system hardware or software; alteration of system hardware or software; placement of unlawful information, computer viruses or harmful programs on, or through the computer system; entry into restricted information on systems or network files in violation of password/account code restrictions; violation of other users' rights to privacy; unauthorized disclosure, use or dissemination of personal information regarding minors; using another person's name/password/account to send or receive messages on the network; sending or receiving personal messages on the network; and use of the network for personal gain, commercial purposes, or to engage in political activity.

Students and employees may not claim personal copyright privileges over files, data or materials developed in the scope of their employment, nor may students or employees use copyrighted materials without the permission of the copyright holder. The Internet allows access to a wide variety of media. Even though it is possible to download most of these materials, students and staff shall not create or maintain archival copies of these materials unless the source indicates that the materials are in the public domain.

Access to electronic mail (E-mail) is a privilege and designed to assist students and employees in the acquisition of knowledge and in efficiently communicating with others. The District E-mail system is designed solely for educational and work related purposes. ***ALL E-mail files are subject to review by District school personnel.*** Chain letters, "chat rooms" or Multiple User Dimensions (MUDs) are not allowed, with the exception of those bulletin boards or "chat" groups that are created by teachers for specific instructional purposes or employees for specific work related communication.

Students or employees who engage in "hacking" are subject to loss of privileges and District discipline, as well as the enforcement of any District policy, state and/or federal laws that may have been violated. Hacking may be described as the unauthorized review, duplication, dissemination, removal, damage, or alteration of files, passwords, computer systems, or programs, or other property of the District, a business, or any other governmental agency obtained through unauthorized means.

To the maximum extent permitted by law, students and employees are not permitted to obtain, download, view or otherwise gain access to "inappropriate matter" which includes materials that may be deemed inappropriate to minors, unlawful, abusive, obscene, pornographic, descriptive of destructive devices, or otherwise objectionable under current District policy or legal definitions.

The District and school administration reserve the right to remove files, limit or deny access, and refer staff or students violating the Board policy to appropriate authorities or for other disciplinary action.

Privileges

The use of District technology and electronic resources is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. All staff members and students who receive a password/account code will

participate in an orientation or training course regarding proper behavior and use of the network. The password/account code may be suspended or closed upon the finding of user misuse of the technology system or its resources.

Staff members, who are fortunate to have access to portable district owned laptop computers and tablets, be advised these policies apply to your connectivity away from the district also. If you have laptops at home, they are for your use—not your children, spouses or friends.

You are open to inspection of the laptop/tablet at any time by the superintendent and district employed technology workers. All equipment is the property of the school district and will be returned to the district immediately at the request of the superintendent.

Network Etiquette and Privacy

Students and employees are expected to abide by the generally accepted rules of electronic network etiquette. These include, but are not limited to, the following:

1. System users are expected to be polite. They may not send abusive, insulting, harassing, or threatening messages to others.
2. System users are expected to use appropriate language; language that uses vulgarities or obscenities, libels others, or uses other inappropriate references is prohibited.
3. System users may not reveal their personal addresses, their telephone numbers or the addresses or telephone numbers of students, employees, or other individuals during E-mail transmissions.
4. System users may not use the District's electronic network in such a manner that would damage, disrupt, or prohibit the use of the network by other users.
5. System users should assume that all communications and information is public when transmitted via the network and may be viewed by other users. The system administrators may access and read E-mail on a random basis.
6. Use of the District's electronic network for unlawful purposes will not be tolerated and is prohibited.

Online Communication/Electronic Communication/Texting

Staff will limit participation in communication programs such as face book, social media, twitter, texting, etc. with students to those situations which relate to school matters. All staff will comply with Policy 4650.

Communications between employees and students will be primarily direct, oral or written in nature. Employee's communication with students and/or teacher's electronic media must be made available to the student's parents/guardians. While the employee need not notify their building principal of the content of the electronic communication, the employee must notify the principal, in writing, of the date and time of the communication and the identity of the student with whom communication occurred. Such notification is not required where the communication is between the teacher and his/her children or siblings

The District does not have sufficient staff to monitor every communication between employees and students and does not, therefore, commit to monitoring such communication. Nonetheless, where there is reason to believe that an employee has inappropriately communicated with a student(s) they may require the teacher to provide access to the specific communication in question.

Services

While the District is providing access to electronic resources, it makes no warranties, whether expressed or implied, for these services. The District may not be held responsible for any damages including loss of data as a result of delays, non-delivery or service interruptions caused by the information system or the user's errors or

omissions. The use or distribution of any information that is obtained through the information system is at the user's own risk. The District specifically denies any responsibility for the accuracy of information obtained through Internet services.

Security

The Board recognizes that security on the District's electronic network is an extremely high priority. Security poses challenges for collective and individual users. Any intrusion into secure areas by those not permitted such privileges creates a risk for all users of the information system. The account codes/passwords provided to each user are intended for the exclusive use of that person. Any problems, which arise from the user sharing his/her account code/password, are the responsibility of the account holder. Any misuse may result in the suspension or revocation of account privileges. The use of an account by someone other than the registered holder will be grounds for loss of access privileges to the information system. Users are required to report immediately any abnormality in the system as soon as they observe it. Abnormalities should be reported to the classroom teacher or system administrator. The District shall use filtering, blocking or other technology to protect students and staff from accessing internet sites that contain visual depictions that are obscene, child pornography or harmful to minors. The District shall comply with the applicable provisions of the Children's Internet Protection Act (CIPA), and the Neighborhood Internet Protection Act (NCIPA).

Vandalism of the Electronic Network or Technology System

Vandalism is defined as any malicious attempt to alter, harm, or destroy equipment or data of another user, the District information service, or the other networks that are connected to the Internet. This includes, but is not limited to the uploading or the creation of computer viruses, the alteration of data, or the theft of restricted information. Any vandalism of the District electronic network or technology system will result in the immediate loss of computer service, disciplinary action and, if appropriate, referral to law enforcement officials.

Consequences

The consequences for violating the District's Acceptable Use Policy include, but are not limited to, one or more of the following:

1. Suspension of District Network privileges;
2. Revocation of Network privileges;
3. Suspension of Internet access;
4. Revocation of Internet access;
5. Suspension of computer access;
6. Revocation of computer access;
7. School suspension;
8. Expulsion; or
9. Employee disciplinary action up to and including dismissal.

TELEPHONE CALLS

1. Incoming calls during school time should be held to a minimum. Teachers will not be called to their phone during class time, unless it is an emergency. Messages will be taken & left in your voicemail, email, or physical mailbox.
2. Cell phones are NOT to be used during instructional time. While students are present—teachers should not be making or receiving phones calls or texting.
3. Cell phone texting to students is only permitted according to Policy GBH. Students should NEVER be texting during school hours, with the exception of their lunch period in the cafeteria.
4. Cell phones are NOT to be on during staff meetings or in-service activities.

ASP PROGRAM

All teachers participating in the before and after school program will be under the direction of the ASP Coordinator and the principal. Rules and policies for the program can be found in that handbook.

PURCHASING TEAM AND SCHOOL PRODUCTS

Any coach, club, or class sponsor ordering any product associated with the Bronaugh School will do so with the predominant colors of that product being Kelley Green and White. Items include but not limited to are; shirts, hats, signs, stickers, banners, uniforms, cups, and other similar items. This does not apply to sponsors of state or national organization which have their own approved colors (FFA, FCCLA, etc).

GYM FLOOR

All staff shares the responsibility to make sure students are not wearing street shoes (even athletic shoes worn outside) on the gym floor. All students have been informed of the requirement to have a pair of athletic shoes set aside for PE classes. Students are not to walk across the floor/gym between classes. Please help monitor the halls to keep students from cutting through the gym. Students must have a pair of indoor athletic shoes on if they are to be on the floor at any time (before-during-after school).

Bronaugh R-VII School District

Est. 1887 (First School Term)

Mascot: Wildcats

Colors: Kelley Green and White

Fight Song: Loyal and True

Loyal and True, we pledge allegiance to you...

This is our motto, we are one for all and all for Bronaugh High School...

Here's to our school, long on high may she rule.

Forevermore you will find us...Always Loyal and True!