

CAMDENTON R-III ELEMENTARY AND INTERMEDIATE SCHOOLS



DOGWOOD ELEMENTARY (PK-2)

HAWTHORN ELEMENTARY (3-4)

OAK RIDGE INTERMEDIATE (5-6)

HURRICANE DECK ELEMENTARY (PK-4)

OSAGE BEACH ELEMENTARY (PK-4)

**FACULTY/STAFF HANDBOOK
2016-2017**

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INTRODUCTORY STATEMENT

All policies in this Handbook can be viewed on the District's website under Student Handbooks or Board Policies at www.camdentonschools.org or by contacting your child's building principal.

The material in this handbook, as well as the student handbook, is intended as a guide for all of us in the daily operation of our school. Our attention and familiarization with its contents should help reduce communication problems that might arise.

As educators, we face a huge responsibility for providing opportunities that will enable children to grow and mature physically, mentally, and socially into productive citizens. We can best accomplish this exciting challenge by developing a purpose, through specific goals, that will give direction to our efforts. If we combine our strengths and ideas, the challenge can be met, the rewards will be great, and a better school for our youth will result.

ABSENCE AND SICK LEAVE

In case of sickness or enforced absence, notify the principal at once. The principal or the principal's secretary will secure substitutes from a substitute teacher list. A full time teacher is entitled to nine sick days and two personal days leave each school year. [BOARD POLICY GCBDA](#) (See copy in **APPENDIX B**) It is the individual teacher's responsibility to record absences through HR portal.

APPEARANCE

Since teachers are working in the public eye on a daily basis and are setting an example for their students, it benefits all employees to dress appropriately. Classroom attire should be of a professional nature. Special dress days (Laker Pride Day, Jeans Day, Warm-Up Day, etc.) in which it is appropriate to wear these items will be approved by the building principal.

ARRIVAL-DEPARTURE TIME

Teachers are to report to their classrooms from 7:45 a.m. to 3:35 p.m. each day, unless their attendance is required at a meeting, workshop, or parental conference. Teachers should *not* leave the building during the school day without first reporting to the appropriate administrator.

ASSESSMENT

Assessment is an integral part of the educational process. It will take the form of an objectives checklist for grades K through 6, portfolios, or other forms of authentic assessment.

In the Camdenton R-III School District, grades K through 6 will use a checklist which identifies specified objectives. Other assessments listed in the student handbook are statewide assessments, reading assessments, and semester grade level common assessments for math and communication arts.

Teachers will use a computerized recordkeeping program for grading through the SISK12 student records system. This program will allow for on-demand progress reporting, as well as mid-quarter progress reports and quarterly grade reports if scheduled on the building calendar.

ATTENDANCE (student)

Students are expected to be in the classroom by the time the morning bell rings. Any student not present will be counted as absent and their name recorded in the attendance program of SISK12.

Tardies: Any student who arrives after that time is to check in at the office and complete the Sign In.

Student Leaving Building: Any student who leaves the building *must* check out through the office by completing the Sign Out Sheet. Under *no* circumstances shall any student leave the building without notifying the office.

AUDIOVISUAL MEDIA VIDEO TAPES/DVD's/MOVIES

Audiovisual media (television programs, video tapes, DVD's, movies, taped programs, etc.) are excellent sources for use in the classroom. **Such programs and films should be related to the unit of study being taught.** These are not to be used as a replacement for effective classroom instruction. If you are using a DVD/Video tape, it **MUST** be owned by the district. If not, a request must be submitted to the building principal for approval, prior to the movie/DVD being shown to students.

BOARD POLICIES

A full copy of board policies is available for review.

BUS REQUESTS

Forms to be used for requesting use of a bus are online in your R-III Applications Window. Complete and submit to the office for approval by the building principal and it will then be forwarded to the transportation director.

Requests for transportation can be found in the R-III Applications Window that is minimized in the lower left-hand side on the bottom of the computer screen. The transportation link will be used to submit transportation requests for athletic events or field trips.

1. All requests must be submitted at least three days prior to the trip date.
2. All fields on the computer screen must be completed for the request to be considered. If you do not know the exact date at the time of the submission of the request, put "TBA" in the field. Please enter dates in the form mm/dd/yy.
3. A separate request must be completed for each trip.
4. The request, when submitted, will be automatically sent to the building administrator for approval.
5. You will receive an e-mail confirmation when this is approved by the Transportation Department.

CARE OF ROOMS

To facilitate the daily cleaning process each teacher is responsible for the following:

- Close the windows daily unless other arrangements have been made with the custodians.
- Have students pick up items on the floor at the end of the day.
- Place chairs on the desk, when appropriate, unless other arrangements have been made with the custodian.
- Arrange special needs with the custodian well in advance.
- Complete a technology or maintenance work order for any equipment or maintenance needs.
- Lock classroom doors upon leaving for the day.
- When leaving the building after regular school hours, be sure to check the outside doors when leaving to assure their being locked.

CHILD ABUSE

State law requires all school employees to report any suspected child abuse. This may include physical, sexual, and signs of neglect or emotional abuse. You should notify a principal, counselor, and/or school nurse if suspicions arise. [Board Policy JHG](#) (See copy in **APPENDIX B**)

COLLABORATION MEETINGS

Each building has its own schedule for regular faculty/building collaboration meetings. All teachers are expected to attend these meetings through completion unless arrangements have been made in advance with the principal. If there is need for other meetings, you will be given as much prior notice as possible.

Building Level Meetings are held monthly, dates will be determined by each building administration. In-service times are used for areas which require district-wide coordination of topics to be discussed. Teachers from all Camden R-III Elementary/Intermediate schools attend the grade level meetings.

COMMUNITY-SCHOOL RELATIONS

We are fortunate to have school board members who recognize the importance of parent-teacher contact. Newsletter, notes, letters, folders, etc. from school may be sent home weekly. Each year an "Open House/Meet the Teacher Night" is held to allow parents and children to become better acquainted with the staff and faculty. Parent/Teacher conference days are built into the school calendar and are also strongly encouraged on an as needed basis. Interaction between each building and the parents is maintained through monthly newsletters from the office, special event activities welcoming patron attendance, committee participation, and through a variety of other methods.

Interaction between the school board and community is encouraged by monthly reports in the local newspaper, patron and teacher attendance at board meetings, and presentations at civic organizations by teacher and the school board members. School advisory committees not only encourage attendance, but also allow decision-making opportunities from our patrons. The school buildings have also become a center for activity outside of regular school hours by groups ranging from community athletic teams to use by local civic organizations for large gatherings.

Our community radio station and local newspapers willingly carry school news. Teachers are encouraged to submit items worthy of publication to the local media in order to keep the patrons of the district informed of school activities, both curricular and extra-curricular.

All parents receive a copy of the *STUDENT/PARENT HANDBOOK* at the beginning of the school year. Being a small town encourages interaction among people from school with individuals from the community. Most of our teachers live in the school district and are highly visible in the shopping district, at church, and in community observances. We shall continue in our efforts to maintain and improve community-school relations.

COPYRIGHT LAW [Board Policy EGAAA](#)

CRIMINAL BACKGROUND CHECKS [Board Policy GBEB](#)

DISCIPLINE/STANDARDS OF PUPIL CONDUCT

All students are expected to conduct themselves in a manner that is beyond reproach at all times. They are expected to demonstrate respect for individuality and values for self and others. They are expected to develop the ability to deal with conflict in a meaningful way in an attempt to resolve differences. Students are taught and encouraged to develop sound character and to be self-disciplined. The expectations are communicated to students by the examples set for them by teachers and administrators who possess sound character and good moral values. These expectations are also communicated to students and parents in the *STUDENT/PARENT HANDBOOK*. Principals speak to all classes during the first week of school to explain the school's expectations in the areas of discipline and character.

Developing students' self-confidence and high self-esteem is a major goal at the Camdenton Elementary, Osage Beach Elementary, Hurricane Deck Elementary, and Oak Ridge Intermediate schools, which in return, creates good discipline. We believe that good discipline is essential in order to have an educational atmosphere where orderly learning is both encouraged and possible to maintain. School district personnel, including all administrators, faculty, and non-certified staff, are responsible for the care and supervision of students and are both authorized and expected to hold every pupil strictly accountable for any disorderly conduct. Of course, the major burden of good discipline rests on the teachers' shoulders. Maintaining an active and positive atmosphere in the classroom combined with high expectations of the students will preclude most behavior problems from occurring. Every effort will be made to include the parents in solving discipline problems through telephone calls, conferences, and/or written communications, especially for students who may become habitual behavior problems. If a student's actions are severe enough that he/she must be sent to the office, either the teacher should accompany him/her, or a discipline form should be completed and sent to the appropriate principal(s).

All teachers should be familiar with [Board Policy JGF](#) (see R-III Applications Window/Click on Tools-Sites-Policies), [JG-RI](#) and [JGGA](#), which include specific acts of misconduct and consequences for violating them. (See copy in Appendix E).

According to [Board Policy JGA](#) (see R-III Applications Window/Click on Tools-Sites-Policies), *a staff member may use reasonable physical force against a student if it is essential for self-defense, the preservation of order, or for the protection of other persons or the property of the school district.* In any case of this nature, the teacher shall make a report to the principal setting forth the circumstances and the nature of the action taken.

DISTRIBUTION OF PROMOTIONAL MATERIAL

[Board Policy KIA](#)

DRUG-FREE WORKPLACE

[Board Policy GBEB](#)

EMERGENCY PLANS

Tornado, fire, intruder, and earthquake procedures and evacuation plans are district adopted. The plans are to be posted in each classroom. Students should be familiarized with the procedures at the beginning of the year. Every teacher is required to participate in all drills with his/her class to ensure that procedures are carried out properly.

The board requires monthly fire drills, and one lock down drill, two tornado and earthquake drills per school year. Teachers should familiarize themselves with the special codes of the Emergency Procedures, the *Emergency Safety Plan*, the *Crisis Plan Organization*, and the *Emergency Safety Team Plan*.

END OF YEAR AWARDS PROGRAM

Various awards are presented in each building including awards at a building wide program near the last day of school.

FACULTY ATTENDANCE AT SCHOOL ACTIVITIES

Teachers are occasionally requested to be involved in school activities that are outside of the regular school day. Attendance at student activities such as Christmas programs, Fun Nights, PTO Carnival, etc., whenever possible, is part of assuming responsibility as a classroom teacher.

FIELD TRIPS

Annual field trips may be taken by each grade. This may be loosely defined as an out of district trip usually near the end of the school year. The trip should be of educational value with a connection to goals set for that grade level, i.e. fourth grade visiting the state capital to reinforce curriculum taught about Missouri. All arrangements are to be made by the teacher and approved by the principal. Supervision of the students is a priority during these trips, so careful planning is imperative. Other trips in which students will be leaving their building must be pre-approved by the principal. Additional field trips beyond the annually scheduled trips will be unlikely.

Teacher Responsibilities Regarding Field Trips:

- No child will go on a field trip unless the permission form has been signed and turned in. The permission form will normally be sent at the beginning of the school year.
- Teachers will collect the permission forms. Anytime you leave the district, you will take your set of permission forms with you.
- Teachers will notify parents/guardians when taking students on a field trip. That information would minimally include date, time, place and activity.
- Teachers will complete and submit the bus transportation request form to the office. You will need to let the office know who is going to be riding the bus. You will then be provided with a printout that will include student names, parent names, phone numbers, birthdate, and addresses. If adults are going, we must also have their information to put on the roster.
- The roster will be placed in an envelope. Put the permission forms with the roster and give to the driver when boarding the bus.
- When you reach your destination, you will get the envelope and make any changes to the roster before returning home, i.e., child rides home with parent. You will give it back to the driver before leaving.
- If more than one bus is taken, you will need a separate roster and permission forms for each bus. Students must ride the bus they are assigned to.
- The sponsor/coach is responsible for the behavior of the students during the trip.
- It is also the sponsors' responsibility that noise be kept to a minimum and when a large group is on the bus (35-40+ students) that the sponsor sit in the middle of the bus for supervision, especially at night with boys and girls on board.
- It is the responsibility of the sponsor/coach to know the directions to the destinations once they are in the town. Both the sponsor and driver should work together.
- It is the responsibility of the sponsor to be prepared to load students and equipment at the prescribed time and location.
- Teachers are responsible for the roster and permission forms. It is very important that the information be accurate and complete. This is a matter of safety and we must do everything we can to ensure the safety of our students.

Transportation Responsibilities Regarding Field Trips:

- The driver shall make sure that the interior and exterior of the bus he/she is taking is in a neat and clean state before leaving for trips.
- The driver is responsible to take the safest and best route from Camden R-III Schools to the destination of the activity.
- The driver is responsible to make sure plastic bags are available for trash. It is the sponsors' responsibility to see that all trash is picked up at the end of each trip. Many times this bus has to be used on a route soon after the trip. The driver and sponsor should do a walk-through to make sure the bus is clean. The driver is responsible for trash bags to be put in proper trash containers, and lids kept closed on containers.
- The driver is responsible for wearing clean, appropriate attire for the activity which they are driving. Clean and appropriate clothing should be taken for overnight trips.
- The driver is responsible for being at the proper locations for trip pick-up, and gives ample loading time (approximately 15 minutes).

- By state law, it is the driver's responsibility for making sure the rear emergency door is not blocked nor does any type of equipment or supplies needed for that activity block the aisle.
- The driver of any Camdenton R-III School District bus shall drive in a careful and prudent manner, and shall exercise the highest degree of care in driving over all types of roads. All trip buses should not be driven in excess of 55 miles per hour on any posted highway or road. On four lane highways or divided interstates which have a posted speed limit greater than 60 miles per hour buses will not be driven in excess of 60 miles per hour.
- When stopping for something to eat, the driver should be allowed to order first so he/she can return to the bus early to supervise reloading.
- The driver will always ask the sponsor if he/she should remain at the activity, and, if not, what time she he/she will be needed for the return trip.

Our school supports your activities and is appreciative that you are taking the extra responsibility involved that field trips require. It is important, however, that you take the necessary steps to assure the above requests are fulfilled.

GRADE REPORTING PROCEDURE

Assessment is an integral part of the educational process. It may take the form of standards-based grading, an objectives checklist, portfolios, or other forms of authentic assessment.

Accurate records must be maintained throughout the school year to ensure accountability to the students and parents.

In the Camdenton R-III District, grades K-6 use a checklist which identifies specified objectives. The evaluation report forms are sent at the end of each quarter.

Teachers are required to use a computerized record keeping program for grades which creates an ongoing accurate report. This will provide information for assessing your students on a continual basis.

HOMEWORK

Homework is an important element in the development of work habits for students; however, it should be assigned after careful consideration for the appropriateness of the assignment. Homework should be based on the need to practice or apply a learned skill. Students should be able to demonstrate 80 percent proficiency of such skill prior to homework being assigned. Students should be given the opportunity to complete some of the assignment at school so that it can be determined if the student can work independently.

HOMEWORK PROCEDURES FOR CAPSTONE STUDENTS

Students participating in the Camdenton R-III Capstone program are involved in a regular school and a Capstone Center curriculum. This curriculum presents unique situations to the district's professional staff, participating students, and the involved families.

Capstone students shall be excused from classroom assignments, activities and homework that are assigned during the time they are at the Capstone Center. All activities and homework assignments that were made prior to, and are due at the time a student is in the Capstone Center, should be turned into the regular classroom teacher prior to going to the Capstone Center if transportation allows. These students are accountable only for the concepts and principles developed by the general classroom teachers on the day the student participates in the Capstone Program. If in the professional opinion of the general classroom teacher a Capstone student should periodically complete an assignment to learn or demonstrate mastery of concepts that were taught on the day the student participated in the Capstone Program, the general classroom teacher should clearly communicate this need to the parent.

General classroom teachers should avoid scheduling major tests, field trips, etc., on the day Capstone students are participating in the Capstone Program.

General classroom teachers who use attendance/participation, and/or daily assignments as elements in determining student grades shall not penalize the Capstone students for their authorized absence from their class.

INDIVIDUALIZED EDUCATION PROGRAMS (IEPs)

IEPs are developed for each student with a disability in the school district. The plans are developed by a team of professionals, the parents, and, when appropriate, the student. The goals and objectives of the individualized plans are reviewed at least annually by the IEP team. New goals and objectives are written as students master previous objectives and skills. At least every three years students with disabilities are re-evaluated using an individualized evaluation process. Teachers, general and special education, must implement a student's IEP in order to best serve the needs of the student and to be in compliance with state and federal laws.

INTERNET/EMAIL USAGE

Internet access is available to students and teachers in our school district-- [Board Policy EHB EHB-AP\(1\)](#). Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Along with access to computers and people all over the world comes an availability of material that may not be considered of educational value in a school setting. We have taken precautions to restrict access to controversial materials by teaching students about responsible use and by using software to block access to inappropriate materials.

The use of our District's Internet connection is a privilege, not a right. Inappropriate use will result in a cancellation of those privileges. All network use by MOREnet members and those connected via MOREnet site shall be for, or in support of, research, education, local, state, or national government affairs, economic development, or public service. Any

MOREnet traffic that crosses onto other networks must conform to the acceptable use policy of those networks.

Prior to sending an e-mail district-wide, an employee must obtain approval from the superintendent.

Employees of the Camdenon R-III School District are not allowed to use the district Internet for personal financial gain.

KEYS

Building and room keys are issued to make your job easier. You are the only authorized person to be entrusted with the keys. Loaning your keys to a student or others should not be done. Keys may be kept during the summer if needed, but you must notify the office. Keys will be returned to the office if leaving employment of the district.

LESSON PLANS/SCHEDULES

Weekly or unit lesson plans should be prepared by teachers in all subjects. Common practice is to complete plans for one week at a time and have them ready, with all materials and supplies, on the previous Thursday or Friday. Detailed plans should be left on your desk so they will be readily accessible to a substitute or principal. Class schedules are to be turned in to the principal's office by the first day of the second week of school. Schedules should not be changed without the approval of the principal.

LOUNGE/TEACHER WORKROOM

The lounge/workroom is for the use of the faculty and staff. Care should be taken to keep it clean and students should not be allowed to use this area. Be professional and ethical in what you say when dealing with school matters. Refrain from airing school and/or confidential matters outside of professional circles. Volunteers should not be privy to confidential student matters. The lounge/workroom is an area to be used for working or for taking a break, but please keep in mind the purpose for which we are here.

LUNCH/BREAKFAST PROCEDURES

All student lunch/breakfast money should be collected first thing in the morning and sent to the office with the attendance. Lunch envelopes are kept in the front office so that you can get a supply as needed.

Every student is issued a lunch card or lunch number at the beginning of the year. The student must present the card or number to the *Lunch Lady* after getting a school lunch or extra milk, or smart snack. If your students are issued lunch cards in your building, please encourage them to take care of these cards. Replacement cards will cost the student \$3.00. Students who do not have a card when going through the lunch line are to be sent to the end of the line in order to minimize record keeping problems that this causes.

All adults are also issued a lunch card or number and should present it to the *Lunch Lady* if eating a school lunch; or record lunch items on approved lunch sheet. If your whole class,

for any reason, is not going to be eating a school lunch you must notify the kitchen at least one week in advance.

All teachers have a duty-free lunch period; however, it is imperative that you follow the schedule closely since lunch sessions are on a very tight schedule. Do not bring the students to the cafeteria before the scheduled time and please pick them up promptly at the end of that lunch session.

MISSOURI LEARNING STANDARDS

Reporting Topics are taken from the Missouri Learning Standards (MLS) as the guideline from which all teachers should be teaching. Missouri Learning Standards are set by the state and are to be followed in your daily plans along with activities incorporated into your curriculum.

NONDISCRIMINATION AND ANTI-HARASSMENT COMPLIANCE GRIEVANCE PROCEDURE

According to [Board Policy AC](#) (see R-III Applications Window/Click on Tools-Sites-Policies) *...the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, religion, sex, national origin, ancestry, disability, age or use of leave protected by the Family and Medical Leave Act.*

PARENT/TEACHER CONFERENCES

At the end of the first quarter of school, two evenings of district-wide Parent/Teacher Conferences are scheduled into the calendar. This is a time for sharing positive comments as well as dealing with problems such as poor work habits, a drop in grades, attitude/behavior, etc. You must be well organized and thoroughly prepared for these conferences. Optional Parent/Teacher conferences may be held in March.

Obviously, there will be many other times throughout the year that you will need to make parent contact or that a parent will request a conference. These are strongly encouraged throughout the school year as they are needed. The more we can involve the parent in his or her child's education, the better we can educate the child.

PARENT TEACHER ORGANIZATION (PTO)

An active PTO is in place at all elementary/intermediate buildings. All teachers are strongly encouraged to become involved in this organization. Your support in fund-raising activities is a necessary ingredient in order to create a strong program. You, as a teacher, will reap the benefits of supporting the PTO through additional cooperation from parents as well as equipment and supplies provided from funds earned.

PERSONNEL RECORDS [Board Policy GBL](#)

PLAYGROUND PROCEDURES

A good school climate is warm, welcome, friendly, positive, safe, and orderly. In order to have a good school climate, it is necessary that we have policies and rules concerning recess behavior (Student Handbook) and supervision. All students should be able to enjoy recess periods without fear of being injured or fear of being bullied, harassed, or threatened by other students. It is imperative that all faculty members be consistent in carrying out these policies.

When more than one group is on the playground at a time, the supervisors will be spread out in order to supervise all students. Students should not go outdoors for recess if the temperature falls below 20 degrees. Indoor recess requires each teacher to supervise his or her own classroom. Each grade level should maintain a study hall room during the recess period for students who are not allowed to go to recess for health reasons or for teacher directed reasons such as incomplete assignments or behavior problems.

Recess times do include passing time. When students are entering and exiting the building, they should do so in a manner that will not disturb other classes that are in session. Entrances and exits that will create the least disturbance should be used.

PROFESSIONAL DEVELOPMENT REQUESTS

The Camdenon R-III District Professional Development Committee meets monthly to provide leadership and planning in the growth and development of faculty and staff. Annual needs surveys are conducted in the district to determine areas in which administrators, teachers, and paraprofessionals require new or additional training. The R- III District is totally committed to staff improvement; therefore, staff development is an “on-going” process. The *Professional Development Manual* can be found in each Principal’s office.

Numerous in-service activities are offered on the Camdenon campus throughout the year. Information and registration forms are distributed to teachers’ mailboxes for district in-service. Teachers are also encouraged to participate in off-campus workshops that are held throughout the state. Teachers may make a request to their principal to attend one off-campus workshop per year. A copy of the workshop information should be attached to the request, including the dates, location, and fees. Prior approval must be attained from the principal and then requests are granted as funds are available. A professional development committee representative must initial the request as well. Requests for professional development opportunities are found in the R-III Applications window.

PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS [BOARD POLICY GCI](#)

PROFESSIONAL STAFF CAREER LADDER
[BOARD POLICY GCLB](#)

The Camdenon R-III School District supports a voluntary Career Ladder Program as a method for teachers to provide student services and assistance beyond the traditional teaching responsibilities. The district's participation in this program will be considered on an annual basis, depending on the local funds available as well as state funding for the program.

The Board directs the superintendent to revise the district's Career Ladder Plan to address expectations when state funding for the program is cut or eliminated and to present the plan to the Board for approval. In years in which the Board chooses not to participate in the Career Ladder Program, the superintendent or designee will make recommendations to the Board regarding services previously performed under the Career Ladder Program that will be eliminated and strategies for replacing services when necessary.

PROFESSIONAL STAFF DEVELOPMENT OPPORTUNITIES
[Board Policy GCL, GCL-AP\(1\)](#)

PROFESSIONAL STAFF EXTRA DUTY
[Board Policy GCKA](#)

PROFESSIONAL STAFF LONG-TERM LEAVES AND ABSENCES
[Board Policy GCBDB](#)

PROFESSIONAL STAFF NONRENEWAL
[Board Policy GCPF](#)

PROFESSIONAL STAFF POSITIONS
[Board Policy GCA](#)

PROFESSIONAL STAFF PROBATION AND TENURE
[Board Policy GCG](#)

PROFESSIONAL STAFF RECRUITING AND HIRING
[Board Policy GCD-1](#)

PROFESSIONAL STAFF RESIGNATION
[Board Policy GCPB](#)

PROFESSIONAL STAFF SALARY SCHEDULES
[Board Policy GCBA-R](#)

PROFESSIONAL STAFF TERMINATION
[Board Policy GCPE](#)

PROFESSIONAL STAFF ON-THE-JOB INCENTIVE
[Board Policy GCBDA](#)

PUBLIC SOLICITATIONS IN THE SCHOOLS

Public solicitation in schools is explained thoroughly in **[Board Policy KI](#)**, which is included in Appendix B. This also includes employees in the district through our internet service. Employees of the Camdenon R-III School District are not allowed to use the district internet for personal financial gain.

PURCHASES

Most purchases for instructional supplies will be done at the end of each school year. Teachers will get request a purchase order through HR portal. All portions of the form are to be completed except the purchase order number and code. It is imperative that all information be filled out correctly so that there will not be a question on what you wish to order. Once the form is received, the principal's secretary will then add the PO# and code. At that time, it is sent to the principal for approval.

Teachers who purchase supplies locally need to submit a request to the principal prior to purchase. If it is approved, the principal will issue a PO with approved codes. The teacher will take the PO to the local business for purchases. After purchases have been made, the teacher is to turn in the receipt to the principal's secretary.

Purchased supplies bought prior to purchase order approval will **not** be considered a school purchase. The district will only pay for purchases made from approved purchase orders.

REFERENCES

[Board Policy GBLB](#)

RETENTION

[Board Policy IKE](#) states: *Students will normally progress annually from grade to grade. Retentions may be considered when, in the judgment of the professional staff, it is in the best educational interest of the students involved. Parents/Guardians will receive prior notification and explanation concerning the retention. However, the final decision will rest with the school administration.*

A well planned procedure has been established if retention is a consideration and may be initiated by the end of the first quarter. A retention worksheet will be completed, as well as documented evidence of parental involvement. Please work with your building principal when this is a consideration.

ROOM PLACEMENT FOR ASSIGNMENT OF STUDENTS

1. Class rosters are submitted by the classroom teacher to the principal with the following information in May:
 - a. Students' reading comprehension levels are determined using various formal/informal assessments
 - b. Students who need to be separated are identified
 - c. Student needs based on a 504 Accommodation Plan, IEP, Title 1 services, or Capstone placement are identified
2. Parent requests for a particular teacher are collected and considered in assignment of students.
3. Teacher requests to not have a particular student because of various reasons are considered.
4. Test scores such as MAP, iReady, and First Step are used for further identification of student achievement levels.
5. Principal, Assistant Principal, counselors, and/or teachers meet in August to create class lists while taking into consideration all information collected (Steps a. 1-4).
6. Every effort is made in the assignment of students to:
 - a. Balance the boy/girl ratio in the class
 - b. Heterogeneously group learners to each classroom
 - c. Avoid assigning student with the same first or last name to the same class if possible
7. Class rosters are posted on the front windows of the school

SCHEDULING OF EVENTS

A Master Calendar of elementary/intermediate events is kept in the office. Any activities or events must be cleared with that calendar before being arranged. All activities or events must be entered.

SCHOOL CANCELLATIONS

You may call our cancellation hotline at 317-3400 or tune in to a local radio and/or TV stations for irregular school dismissals made necessary due to bad weather or for other reasons. You also will be contacted by our school-wide School Reach system, unless you have indicated otherwise.

STAFF CONDUCT

[Board Policy GBCB](#)

STAFF CONFLICT OF INTEREST

[Board Policy GBCA-1](#)

STAFF GRIEVANCES

According to [Board Policy GBM](#) : *It is the intent of the Board of Education that, through this staff complaints and grievance procedure, employee complaints will be identified and corrected at the earliest possible time 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.*

STAFF HEALTH AND SAFETY

[Board Policy GBE](#)

STAFF INVOLVEMENT IN DECISION MAKING

[Board Policy GBB](#)

STAFF SICK LEAVE DONATION

Effective October 14, 1996, a sick leave donation policy was implemented. **[BOARD POLICY GDBDAA](#)**

STAFF/STUDENT RELATIONS

[Board Policy GBH](#)

STAFF USE OF COMMUNICATION DEVICES

[Board Policy GBCC](#)

STUDENT COUNCIL

The Oak Ridge Intermediate Student Council was formed at the end of the 1986-1987 school year and includes fifth and sixth grade students. The purpose of the Student Council is to provide students some input into school decisions and to afford students the opportunity to learn about the representative form of government. To be eligible a student must be in good academic standing, be a good citizen, and have a good discipline history. Teachers should pay particular attention to the election procedures outline in the constitution (Student Handbook).

STUDENT DIRECTORY INFORMATION

[BOARD POLICY JO, JO-AP\(1\)](#)

STUDENT TRANSFER

Teachers must complete a *NOTICE OF TRANSFER* form if a student will be leaving the district. You will pick that up in the office. A copy of it, along with immunization records and a birth certificate will be sent to the child's next school. A copy of this will also be kept in the student's permanent record.

SUBSTITUTE TEACHER PROCEDURES

When you know ahead of time that you will be gone, let the principal or the principal's secretary know at the earliest possible date so that arrangements can be made for a substitute. If illness or some other emergency comes up, call the principal as early as possible. When you have been absent, it is your responsibility record absences through HR portal.

You, as the classroom teacher, are expected to have at the disposal of a substitute at all times the following materials:

1. Planbook with daily lesson plans in sufficient detail
2. Time schedule of classes
3. Location of teacher guides
4. List of pupil's names and/or seating chart
5. List of pupils in various instructional groups

6. List of supervisory responsibilities
7. Fire, tornado, and earthquake emergency procedures
8. List of students and teachers who may provide assistance in daily routine
9. Special notes such as health or behavior problems
10. A note of thanks

SUPERVISION OF STUDENTS

Teachers are responsible for the close supervision of all students at Camdenton, regardless of class placement or location. **Children will not be left unattended at any time.** Camdenton Elementary, Osage Beach Elementary, Hurricane Deck Elementary, Hawthorn Elementary and Oak Ridge Intermediate employees' children should also be supervised before and after school.

SUSPENSION AND DISMISSAL OF PROFESSIONAL STAFF MEMBERS

[Board Policy GCPD](#)

STUDENT INTERVENTION TEAM (SIT)/TEACHER ASSISTANCE TEAM (TAT)

When a teacher suspects that a student may have a disability or some sort, he or she will make a referral to the SIT/TAT. The team will call a meeting which could include the teacher, other classroom teachers, guidance counselor, and an administrator to review current information and suggest alternative intervention strategies that can be used in the classroom. The student may or may not then be referred to the special education department for evaluation consideration when a disability is suspected. At no time will teachers refer students directly to the special education department. Teachers should not "label" a child as being disabled prior to formal evaluations being completed and a diagnosis confirmed.

USE OF TOBACCO PRODUCTS AND IMITATION TOBACCO PRODUCTS

[Board Policy AH](#)

TEACHER EVALUATION

All teachers are evaluated annually by the principal and/or assistant principal using a board approved Performance Based Teacher Evaluation. All teachers are provided with a complete set of the PBTE plan **[Board Policy GCN](#)**

Multiple informal and formal observations may be conducted throughout the school year.

TEACHER RESOURCE GUIDE

Information concerning instructional objectives for each learner expectation is contained in the district *Teacher Resource Guide*, which can be accessed online. The Performance Based Teacher Evaluation (PBTE) procedures will require teachers to show how the resource guide influences selection of instructional objectives for the lessons taught.

TECHNOLOGY USAGE

The purpose of this policy is to facilitate access to district technology and to create a safe environment in which to use that technology. Because technology changes rapidly and employees and students need immediate guidance, the superintendent or designee is directed to

create procedures to implement this policy and to regularly review those procedures to ensure they are current. [Board Policy EHB](#)

TEXTBOOK APPROVAL

Textbooks are approved for use through a textbook selection process involving the teachers who will be using them. The selection committee strives to make a match between the district Curriculum Guide and the selected text. However, at no time is the textbook considered to be the curriculum. Texts, as well as many other pieces of material are in place as a resource that will help us teach specified objectives and reach the goals of the school district [Board Policy IIA](#) [Board Policy IIA-AP\(1\)](#)

If a student damages or loses a textbook, he or she is expected to pay for it. The secretary will help direct you as to finding the replacement cost.

USE OF CELL PHONES

The use of personal cell phones by school employees will be limited to non-instructional or scheduled off-duty/break times only. Cell phones must be turned off at all other times unless approved by their principal/supervisor. All personal cell phones must be turned off during staff meetings. [Board Policy GBCC](#)

VISITORS

All visitors shall check in at the building office upon arrival. They will be asked to sign in, note the time of arrival, and whom they are visiting. At this time they will receive a visitor's tag to wear prior to proceeding elsewhere in the building. The visitor will then need to sign out in the office upon departure. **Guest Speakers:** see [Board Policy KK](#)

VOLUNTEERS IN PUBLIC SCHOOLS (VIPS)

The Camdenton R-III School District recognizes the importance of parent and community involvement. The VIPS program is one avenue in which this involvement has developed into a productive method which enriches the learning experience for our students. The benefits are not only to the student, but to the teachers, the community and especially the volunteer. The *Orientation Booklet for Teachers: Volunteers in Public Schools* describes the program in its entirety and defines the roles for all shareholders. A volunteer can make a big difference in a classroom, but you must be organized and prepared to let them help you. In accordance with district policy, a parent will not be working in their own child's classroom.

WORKERS COMPENSATION

[Board Policy GBEA](#)