

St. Elizabeth Staff Handbook



2019-2020

Mission Statement



“A vision for the future with respect from the past.”



St. Elizabeth R-IV Staff Handbook

Table of Contents

Announcements.....	2
Assignment of Class Advisors.....	2
Attendance.....	2-3
Awards.....	3
Daily Time Schedule.....	3
Discipline.....	3
Drills.....	4
Employee Benefits.....	4-5
Professional Staff Short Term Leaves/Absences.....	5-10
Evaluations.....	10
Faculty Meetings.....	10
Field Trips.....	10
Grading System.....	11
Lunchroom.....	11
Materials/Supplies.....	12
Cell Phone Usage.....	12
Safety.....	12
Mileage and Meal Reimbursement.....	12
Purchase Order Procedure.....	14
Requests for Tutoring for Students.....	14
Substitutes.....	15
Release from Contract.....	15
Allegations of Sexual Misconduct.....	16
Safety, Security and Communications.....	16-17
Bullying.....	17

The District is committed to maintaining a workplace and educational environment that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service. In accordance with law, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law in its programs and activities.



St. Elizabeth R-IV Staff Handbook

Announcements

Daily announcements are read from the office. Announcements are a necessary function for school communication. It is the teacher's responsibility to direct students' attention to this activity. Morning Announcements will take place before 8:10 and will include Pledge of Allegiance, School Mission, Birthdays and pertinent information for the day. Afternoon Announcements will take place at 2:55 daily. Material to be included must be emailed to the building secretary or principal by 1:00 P.M. the day of the announcement. Announcements that might come up after this time may be given to the office to be read the following day. Special bulletins will be issued only when the need arises.

Assignment of Class Advisors

Grades 6-12 are assigned class sponsors to help with the organization of class meetings and other activities throughout the year. All 6-12 teachers, special services staff/teachers, and music, art, and physical education teachers are in a rotation for this assignment.

Sponsors generally follow the same class from 7th grade until they graduate.

The sponsor will not only be in charge of class meetings, but will also hold other responsibilities found below by grade:

6th Grade

Mrs. Pat Struempf will be the 6th grade sponsor and will assist with Elementary Academic Bowl.

7th and 8th Grade

Carnival (organization of class to work shifts and supervise shifts), Christmas Party (organization and supervision)

9th and 10th Grade

Carnival (organization of class to work shifts and supervise shifts), Homecoming (Spirit Week), Christmas Party (organization and supervision)

11th Grade

Carnival (organization of class to work shifts and supervise shifts), Homecoming (Spirit Week), Christmas Party (organization and supervision), Prom (fundraisers, decorating, attending school portion of event, and cleanup)

12th Grade

Carnival (organization of class to work shifts and supervise shifts), Homecoming (Spirit Week), Christmas Party (organization and supervision), Prom (attending school portion of event), Senior Trip, Graduation, Senior Group Class Picture

Attendance

A class attendance record should be kept in your classroom to turn in at the end of the year.

PK-5th grade teachers will take attendance at the beginning of the day and have it submitted to the office through SIS by 8:10. 6th-12th grade teachers will take attendance at the beginning of



St. Elizabeth R-IV Staff Handbook

every hour, you will send your attendance to the office through SIS. Be sure that the student is not on alternative education or is not on a college day before marking him/her absent.

If you are at any time concerned about where a student is, please buzz the office and notify the office of your concern. You will receive an absentee list by mid morning.

Awards

3rd-5th Grades will have Honor Roll Awards after each quarter ends.

In order to further the relationship with our parents and to honor our students, an assembly will be held at the end of each quarter to recognize these students. The dates of the assembly are given upon the completion of the quarter.

Grades 6-12 will have Honor Roll at the end of each quarter. Students earning straight A's will receive the A Honor Roll Award and students A/B grades (with no Cs, Ds or Fs) will receive the A/B Honor Roll Award. The list is posted outside the cafeteria and students making this list are invited for recognition on dates that are announced.

At the end of the year, grades K-2 and 3-5 will have awards. These awards are left up to your discretion. An awards assembly will be held in the gym to honor our students.

At the end of the year all 6-12 teachers will give awards for each of their classes. These awards do not have to be limited to grades and are left to your discretion.

Daily Time Schedule

Teachers are to be at school by 7:45 AM and in their classrooms by 7:55, unless they have been assigned duty responsibilities. Busses will unload at 8:00am. The official workday is 8:00am-3:03pm. All teachers will be in the hall area in front of their door during passing time. This is critical for supervision. Teachers shall also make reasonable efforts to be available to students and parents before and after school upon request. If you feel that an administrator needs to be present, please let us know

Discipline

Teachers are expected to assist the administration in maintaining order and discipline in hallways, the gymnasium, cafeteria, and/or on school grounds. Your responsibility and authority extends throughout the school in helping to correct any situation that you see needing attention. School-wide discipline is a joint responsibility of everyone. Teachers are expected to maintain proper classroom management. Teachers should establish their position immediately. Teachers are expected to establish school wide behavior expectations and acknowledge appropriate behaviors. Before a student is sent to the office, internal classroom management needs to be



St. Elizabeth R-IV Staff Handbook

attempted (with the exception of flagrant violations). After reasonable attempts to resolve the matter (unless it is a flagrant violation), a discipline referral should be made. When referring a student to the office for disciplinary reasons, the teacher will need to fill out a Discipline Referral Form and send it promptly to the office. This referral should describe the incident in detail and include the forms of intervention that were used in the classroom before making the referral. When sending a student to the office, please call the office and let the building secretary know that you are sending the student. This helps to make sure that students promptly report to the office.

Drills

Emergency Situation Drills are necessary to prepare for real situations. We will have at least 4 Fire Drills, 2 Tornado Drills, 2 Intruder Drills and at least 1 Earthquake Drill per year.

Please review the information you will need for these events. This information is also posted in your flip chart which should be hanging near your door. Each room is equipped with an emergency kit/backpack that will need to have updated rosters at the beginning of each year.

➤ **Fire**

- Signal: emergency tone followed by a voice command FIRE. Grab your emergency bag and flip chart and evacuate students and take attendance. Show red card if you have students missing or injured, and show green card if all students are accounted for.

➤ **Tornado**

- Signal: A series of beeps followed by a voice command TORNADO.
- Move students to designated area according to the map in your location. Show red card if you have students missing or injured, and show green card if all students are safe and accounted for.

➤ **Intruder**

- Signal: Use PA system to inform staff and students of situation.
- Keep area secure and evacuate students as directed

➤ **Earthquake**

- Signal: Emergency tone over intercom followed by a voice command EARTHQUAKE.
- Use Drop, Cover, and Hold technique. Get students beneath a desk, table, or bench. Cover heads with coat/clothing and hands.

Employee Benefits

The school currently pays a good portion each month towards employee's health insurance. The remainder of the cost is left to the employee. If you choose not to take the school's insurance, you will not be given the money to find different insurance.



St. Elizabeth R-IV Staff Handbook

On the following pages you will find the current Leave Policy. If you have any questions about the Leave Policy, please see an administrator.

PROFESSIONAL STAFF SHORT-TERM LEAVES AND ABSENCES

Consistent contact with students and staff is important to the learning environment and district operation and therefore is an essential duty of a professional staff member's position. When a professional staff member is routinely tardy, frequently absent or is absent for an extended period of time, the learning environment and district operations may deteriorate and the students may suffer. Professional staff employees may be terminated for excessive absences or tardiness. Unless authorized by the Board or the superintendent or otherwise authorized by law, an employee's absence or tardiness is considered excessive if it:

- Is for a reason not granted as paid or protected leave under Board policy.
- Exceeds the number of days allotted by the Board for that particular leave.
- Is for a reason authorized by Board policy but exceeds five (5) days a month, 20 days in a semester or 40 days per school year, unless otherwise authorized by law.

Even if the absence or tardiness is authorized by the Board or the superintendent, if the absence or tardiness occurs for a reason not granted as paid leave under Board policy or if it exceeds the number of days the employee has been granted under a designated leave, the employee's salary will be docked.

No employee will be disciplined or terminated for absences qualifying for protection under the Family and Medical Leave Act (FMLA) or other applicable law.

Any certificated employee who is a member of a system pursuant to the provisions of this chapter shall remain a member of such system during any period of leave under sick leave provisions of the district or under workers' compensation and shall receive creditable service credit, not otherwise allowable, for such leave time if the employee makes contributions to the system equal to the amount of contributions which would have been made by such employee such employee had been on active service status, in accordance with rules and regulations established by the respective retirement system. The school district shall make contributions on behalf of the employee as provided in the applicable provisions of this chapter relating to the system involved. The contributions of the member shall be made on a monthly or other basis in the manner provided by the system. The creditable service credit provided in this section shall be granted only for the actual time of the period of leave under sick leave provisions of the district or under workers' compensation and shall not be granted after the date the member begins receiving retirement benefits from the system in which the person is a member. (Subject to Section 169.595)



St. Elizabeth R-IV Staff Handbook

The following leaves with pay will be provided to full-time staff employees:

1. ANNUAL LEAVE

Full time professional staff employees will be entitled to 84 hours of annual leave per year. Annual leave not used will be placed into the employee's sick day bank, with a 525 hour (75 day) limit.

11+ years of Service

The employee can choose to transfer 7 hours from their sick day bank to use as annual leave throughout the year, giving them a total of 91 hours (13 days) maximum of annual leave.

The employee must fill out a leave request, requesting the transfer and must be approved by the Superintendent and the Principal prior to using the day.

No annual leave is to be used by any employee, tenured or non-tenured, before or after a holiday to extend an employee's holiday or travel time. Annual leave may not be used during the first week of school or the last two weeks of school without prior approval by the Superintendent. Annual leave may not be used during times when the number of requests prevents a building administrator from securing acceptable substitutes. Extenuating circumstances will be referred to the Superintendent.

All Annual Leave will be documented in 15-minute increments. (Time will be rounded up to the nearest 15-minute increment.)

2. TWO HOUR MEDICAL LEAVE

The 2 Hour Medical Leave Time will allow full time employee to leave for 2 consecutive hours, at the beginning or end of the school day. Full time employees will be allowed to use the 2 Hour Medical Leave **5 times per year**, upon administration prior approval. No substitute will be called in—but if a substitute is in house already it will be up to administration to use them most effectively.

To use the flex time you will fill out a leave slip and have an administrator sign the slip for approval.

3. SICK DAY BANK

Full time professional staff employees will be entitled to accrued sick leave. Sick leave may only be used once you have used all of your annual leave, unless approved by the superintendent or principal, for the year and may only be used for the following reasons:



St. Elizabeth R-IV Staff Handbook

Sick Day Bank may be used in place of annual leave in the following circumstances: Illness, injury, disability, of the employee, spouse, child, parent or any other family member residing with the employee that prevents them from working for more than 5 consecutive days. The Board requests a physician's note attesting to the illness/injury if the absence of the employee exceeds 3 days. This note will be given to the superintendent within 2 days of returning to work.

Sick leave may be accrued to a maximum of **525 hours (75 days)**. At the end of each year, if you are in excess of 525 hours you will be paid \$8.57 each hour you are in excess. (\$60 day)

When an employee retires or leaves the district they will be paid 2.14 per hour (\$15 per day) for each hour of sick leave they have accumulated.

All Sick Leave will be documented in 15 minute increments. (Time will be rounded up to the nearest 15 minute increments.)

4. BEREAVEMENT/FUNERAL LEAVE

Employee will be given the following day(s) per incident:

- **Up to 5 days** for the loss of a spouse or child (including children of your home that you are the legal guardian).
- **Up to 3 days** for the loss of a parent, parent in-law, grandchild, sibling, sibling in-law, grandparent, or grandparent in-law.

Each incident may be extended by the administration, but any additional days will come from the employee's annual days, or taken without pay.

5. JURY DUTY LEAVE

An employee will be granted paid leave for time spent responding to a summons for jury duty, time spent participating in the jury selection process or time spent actually serving on a jury. An employee will not be terminated, disciplined, threatened, or otherwise subjected to adverse action because of the employee's receipt of or response to a jury summons. Employees will receive their normal pay, but in turn will give the school the money they receive for serving jury duty. Employees will keep their mileage reimbursement check.

6. MILITARY LEAVE

The board shall grant military leave as required by law.



St. Elizabeth R-IV Staff Handbook

7. PREGNANCY, CHILDBIRTH, AND ADOPTION LEAVES

A pregnant employee shall continue in the performance of her duties as long as she is able to do so and as long as her ability to perform duties is not impaired, based on medical opinion.

The employee **may use days from their sick day bank and/or annual leave** during the pregnancy related condition, and if necessary, an unpaid leave of absence to begin at the time recommended by her physician. The employee shall return to duty when she is physically able, based on medical opinion.

An employee who is the primary caretaker of an adopted child will be provided the same leave opportunities pregnant employees are afforded for the purpose of arranging for the child's placement or caring for the child after placement.

An employee must notify the district of the need for an anticipated duration of the leave at least 30 days before the leave is to begin, if foreseeable. If 30 days' notice is not practical, the employee must give as much notice as possible.

Paternity Leave will be granted to employees requesting leave. Up to 5 days of sick day bank may be used. If more time is needed it will need to be approved by the superintendent.

These rules are subject to preemption by the FMLA as necessary for FMLA eligible employees.

SIGN OUT PROCEDURE

You must fill out a leave request anytime you leave the school campus during your regular contracted time. This is located right outside the principal's office. When you leave, you will write the time you left in the time-out slot, and when you return, enter the time you returned under the time-in box. This will help the secretary know when you are not available for calls or visitors and will help the bookkeeper with monthly payroll. We do not encourage a teacher to be off campus on a regular basis during their plan time. This is a time to prepare for class and make contact with parents.

The Principal's Secretary must know when you leave early during the school day so it can be documented on your leave count. Here is the procedure you should follow when leaving early:

1. Fill out leave form in the Principal's Office with the date, type of leave you are using, and the time you will be leaving.
2. Bring the form to the principal for approval. If the principal is gone you should then get approval from the superintendent. If both the principal and superintendent are out of the building, the Principal's Secretary will initial the form and the principal or superintendent will talk to you the next day.
3. When you leave or return to school make sure to record the time you leave and time you return in the appropriate area and return the form to the Principal's Secretary.

Once staff members have signed out for activities not related to supervision, district insurance coverage of active-duty employees ends.



St. Elizabeth R-IV Staff Handbook

Please consider this official notice of Missouri’s revisions that impact our work...

Section 115.639

1. Any person entitled to vote at any election held within this state shall, on the day of such election, be entitled to absent himself from any services or employment in which he is then engaged or employed, for a period of three hours between the time of opening and the time of closing the polls for the purpose of voting, and any such absence for such purpose shall not be reason for the discharge of or the threat to discharge any such person from such services or employment; and such employee, if he votes, shall not, because of so absenting himself, be liable to any penalty or discipline, nor shall any deduction be made on account of such absence from his usual salary or wages; provided, however, that request shall be made for such leave of absence prior to the day of election, and provided further, that this section shall not apply to a voter on the day of election if there are three successive hours while the polls are open in which he is not in the service of his employer. The employer may specify any three hours between the time of opening and the time of closing the polls during which such employee may absent himself.
2. Any employer violating this section shall be deemed guilty of a class four election offense.

Overtime Pay Requirements of the FLSA (does not apply to employees marked “Exempt”)

Unless specifically exempted, employees covered by the Act must receive overtime pay for hours worked in excess of 40 in a workweek at a rate not less than time and one-half their regular rates of pay.

****INTERNAL NOTE: Any and all overtime hours must be pre-authorized by the superintendent.**

De Minimis (Minimal) Benefits

The value of a de minimis benefit provided to an employee can be excluded from the employee’s wages. A de minimis benefit is any property or service provided to an employee that has so little value (taking into account how frequently similar benefits are provided to employees) that accounting for it would be unreasonable or administratively impracticable. Cash and cash equivalent fringe benefits (for example, use of gift card, charge card or credit card), no matter how little, are never excludable as a de minimis benefit, except for overtime meal money or transportation fare.

Achievement Awards

The exclusion doesn’t apply to awards of cash, cash equivalents, gift certificates, or other intangible property such as vacations, meals, lodging, tickets to theater or sporting events, stocks, bonds, and other securities.



St. Elizabeth R-IV Staff Handbook

**INTERNAL NOTE: Full text of these payroll regulations may be found by accessing the U.S. Department of Labor website, Wage and Hour Division, Fact Sheet #23, or Publication 15-B (2016) pages 7 & 8.

Evaluations

Teachers shall be evaluated by the building principal using Missouri's Educator Evaluation System. As many evaluations as the principal or superintendent deem necessary may be performed according to the evaluation plan. Any teacher can be evaluated by request of the Board of Education, superintendent or principal. One of the primary duties of the principal will be to visit the classrooms for various reasons including supervision. Teachers that do not enforce district policy within their classroom or while on duty, will be documented using the evaluation system as well.

You will find a copy of some of the different observation forms used by the principal on Missouri Department of Elementary and Secondary Education's website and in the staff binder.

Faculty Meetings

Faculty meetings will be held the first Friday of each month at 7:00am.

<u>1st Semester</u>	<u>2nd Semester</u>
September 6th	January-None
October 4th	February 7th
November 1st	March 6th
December 6th	April 3rd
	May 1st

Your attendance is necessary. Please do not schedule any appointments or tutoring on these days. In the event that it becomes unnecessary to hold a faculty meeting or the meeting needs to be changed because the principal is out of district, you will be notified in advance of the cancellation.

Field Trips

Teachers should should avoid scheduling field trips in the last 3 weeks of April because of MAP testing and field trips completed by May 1 because of End of Course Exams.

Please fill out a Field/Bus Trip form and place it in the principal's mailbox. Field/Bus Trip Form must be turned in to the principal 2 weeks prior to the date of the trip. Once your field trip has been approved, please make sure that the following has been completed.

- Students must be approved to go on field trips.
- All students must fill out the Student Field Trip Permission Form.
- All field trips must have a Bus Travel Roster with the sponsor and/or bus driver.
- List of students must be provided to teachers and office a week prior to field trip.



St. Elizabeth R-IV Staff Handbook

Grading System

Progress reports will be made to students and parents every 4 and ½ weeks. Teachers should inform students of their respective grades throughout the entire year. **At any time a student is at risk of failure in any given class, the teacher will contact the parent.** All grades will be reported in the teacher's grade book. Grade books are school property and should be safeguarded and accurate. Teachers will enter their grades on the SIS gradebook. Teachers will be required to enter grades in the SIS gradebook program on a minimum of a weekly basis (Wednesday to Wednesday) so that grade checks can be completed by the counselor and/or principal. Each teacher should have a minimum of 2 weekly grades for each class.

Teachers are also required to use the homework/test portal on SIS to communicate with parents about these things.

The following grade scale will be used:

A	96-100	B	83-86	C	73-76	D	63-66
A-	90-95	B-	80-82	C-	70-72	D-	60-62
B+	87-89	C+	77-79	D+	67-69	F	59-0

Lunchroom

Teachers that dismiss a class to lunch should also report to the lunchroom to eat and supervise the salad bar. Teachers will set up a routine. There are times that the principal or other supervisor might be called away from the lunchroom and it is helpful to have as many teachers present as possible during this time.

The lunchroom supervisor and teachers will use a hand signal for noise levels. When the supervisor or teacher raises his/her hand, the students also raise their hands and it should get quiet. The supervisor/teacher can assign seats in the lunchroom.

As a teacher it is your duty to help in the lunchroom with your class. The supervisor is there for help, but please help monitor your class as much as possible.

Materials/Supplies

Please make sure your materials and supplies are stored properly and well taken care of. Please monitor students putting papers/notebooks in their books because it breaks down the spine of the book.

At the end of each school year, you will need to make a list of materials and books (include ISBN number and price from publisher) that you will need for the following school year and turn it into the office. Any damaged books need to be turned in to the principal's secretary at the end of the year with the student's name. The student will be responsible for replacing the book before any records/report cards may be released.



St. Elizabeth R-IV Staff Handbook

Cell Phone Usage

Supervision of students is a priority in the district, and employees who are responsible for supervising students must concentrate on that task at all times. Employees shall not use a cell phone when they are responsible for supervising students unless any of the following conditions occurs:

1. There is an emergency.
2. The use is necessary to the performance of an employment-related duty at that particular time and cannot be avoided.
3. The employee has received specific and direct permission from an administrator. Administrators shall limit such permission to unusual circumstances.

Safety

Safety of both students and staff is of utmost importance within St. Elizabeth R-4 Schools. Staff will obey all safety rules, including rules protecting the safety and welfare of students. Staff must dress professionally and in a manner that will not interfere with the educational environment. Flip-flop (or “thong”) sandals and heels over two inches will not be permitted due to safety hazard. Slips, trips and falls are the most common types of workplace injury, and these can be greatly reduced by practicing the following:

1. Stay clutter-free. Boxes and various items piled in walkways can create a tripping hazard. Be certain that all materials are safely stored in their proper location to prevent buildup of clutter in walkways.
2. Standing on chairs – particularly rolling office chairs – is a significant fall hazard. Workers who need to reach something at an elevated height should use a stepladder.
3. Large stacks of materials and heavy equipment can cause major injuries if they are knocked over. Store heavy objects close to the floor, and remove all items within three feet of HVAC units, electrical units, and breaker boxes.

Mileage/Meal Reimbursement

Reimbursement forms are used when the check needs to be made to YOU. Reimbursement forms need to be filled out and approved PRIOR to the event with the estimated column filled out, and turned in to the principal for approval. After the event the “actual” column needs to be filled in and turned in to the superintendent for approval WITH ALL RECEIPTS ATTACHED. In order to be reimbursed for mileage the school vehicles must be unavailable for the time you need the transportation. Extenuating circumstances are left to the superintendent’s discretion. You will need to fill out a mileage/meal reimbursement form found on the next page or you can request the secretary to send you one by email. In order to be reimbursed for meals you must have a receipt for the meal. You may be reimbursed for meals at the following maximum limits:

Breakfast: \$10 Lunch: \$15 Dinner: \$25 Mileage: 45 cents per mile



St. Elizabeth R-IV Staff Handbook

PDC Comm. Routing Slip	Chairperson _____	Principal _____
------------------------	-------------------	-----------------

REQUEST FOR REIMBURSEMENT

Purpose of Request: _____

Dates and Times of Activity: _____

Destination and Estimated Total Mileage: _____

	Estimated	Actual	Source of Funding
Mileage (.45/mile)	\$ _____	\$ _____	_____
Lodging (___ nights)	\$ _____	\$ _____	_____
Registration Fees	\$ _____	\$ _____	_____
Meal Expenses (___ Meals)	\$ _____	\$ _____	_____
Substitute Pay	\$ _____	\$ _____	_____
Other	\$ _____	\$ _____	_____

Professional Development Survey Need(s) Met: _____

Correlated School Goal(s) Met: _____

Requested by: _____ Date: _____

Estimated Cost Approved by: _____ Date: _____

I have revised the estimated figures above to reflect the actual expenses I incurred. Receipts for all expenses except car mileage are attached. My signature and the attached receipts certify that I incurred these expenses while on official school business for the St. Elizabeth R-4 School District.

Signature: _____ Date: _____

Actual Cost Approved by: _____ Date: _____

Total to be reimbursed to individual: \$ _____

Account Code: _____

St. Elizabeth R-IV Staff Handbook

Procedure for Purchase Orders

Purchase orders are needed when the check needs to be made out to a company or vendor or anyone other than YOURSELF.

All purchases for items or services, whether made from the district or activity funds, must be obtained by purchase order. Requisitions for purchase must be submitted to the building principal, **prior to any purchase**. Blank purchase orders will be sent by email at the beginning of the year for you to save to your computer or a paper copy can be picked up in the office.

1. The person making the request must fill out and sign the form. All information must be complete. **Please make sure to fill out the purchase order completely.** Totals should include shipping cost. Please state if the bill will be paid by check or credit card.

2. The principal will forward the purchase order to the superintendent's office after approval. Purchases can be made only when an approved purchase order has been approved by the superintendent's office. You will receive a PO# for your order.

*Professional Development PO-Give to PD Chairperson and they will turn it in to principal

*Special Education PO-Give to Special Education Director and they will turn it in to principal

*Athletic PO-Give to Athletic Director and they will turn it in to principal

3. If a purchase order is NOT approved, the purchase order will be placed back in your mailbox or hand-returned with "not approved" written on it.

Employees who make unauthorized purchases will be responsible for the cost.

4. When the order has been filled, including back orders, all personnel are to notify the secretary or bookkeeper that the order is in and they will mark received and date with their initials.

5. The bookkeeper shall receive all store tickets and/or receipts from faculty to attach to the purchase order as soon as they are available, with the PO# wrote on the receipts.

A purchase order is not complete until these have been turned in.

6. NO employee is to make a purchase without following the above procedure. Any purchases made without following the proper procedure becomes the financial responsibility of the person making the purchase. In case of an emergency, contact the building principal.

Requests for Tutoring Students

All requests for tutors should be directed to the Teacher Support Team.

All K-5 referrals should be made to Lerilee Huhman and all 6-12 referrals should be made to Michelle Heckemeyer. The teams will then meet to see if the student would qualify for tutoring by the school.

Tutoring logs will be turned in monthly to the principal and bookkeeper to keep an accurate count on the money spent on tutoring. Students will have to meet specific criteria in order to be tutored under our free program.

School will pay certified staff to tutor students who qualify at the rate of \$15 an hour.



St. Elizabeth R-IV Staff Handbook

Substitutes

The success of the classroom is completely dependent on the teacher's presence. Absences should always be kept to a minimum. It is extremely important that lesson plans for all days missed be thoroughly prepared for a substitute. All teachers are required to have an emergency sub-folder in the office. Sub-folders should include:

1. A clear and detailed outline of your daily routine. (Class times, rosters, class assistants)
2. At least two daily lessons (for every subject you teach) that could be used throughout the year.
3. Instructions on your class procedures, expectations and Emergency Drill Procedures.
4. Instruction on how to contact the office or teacher next door for issues or questions.

Teachers will not be granted personal or professional leave on Professional Development days, unless approved by the superintendent. Please be aware of this policy for personal days. Arrangements for absences known in advance must be made with the principal. If a staff member finds it necessary to call the morning of an absence, he/she must notify the principal no later than 7:00 AM at (573)692-3244. If at all possible, decisions for the following day, should you need a substitute again, should be made by 3:00 PM.

Release from Contract

Any contract may be terminated at any time by mutual consent. Any request for release from contract by a professional staff member other than the superintendent shall be submitted in writing and directed to the superintendent. A teacher will not be released from contract until after a suitable replacement is hired, and then only on conditions set forth in the Missouri Teacher Tenure Act. In the event a teacher submits a written request to be released from a contract after a contract is signed, the following liquidated damages will be assessed*:

- | | |
|--|------------|
| a. Any time after the contract is signed | \$1,000.00 |
| b. After June 1 st | \$2,000.00 |
| c. After July 1 st | \$2,500.00 |
| d. After August 1 st | \$3,000.00 |

The Board of Education shall have the right to waive this provision.

*Probationary teachers only

The board may consider a release of contract for the following reasons:

- A. Health – All requests for a release of contract based upon the health of the professional staff member shall be accompanied by written documentation from a physician stating that continued employment is detrimental to the person's health.
- B. Other Reasons – Recognizing that the teacher's contract is a legal document which binds both the teacher and the board, the board's attitude shall generally be one of disapproval for requests of release of contract for reasons other than health impairment. The board will, at all



St. Elizabeth R-IV Staff Handbook

times, hold the welfare of the students paramount during the consideration and deliberation of requests for release.

The board reserves the right to pursue all available legal remedies when an employee breaks a contract with the district including, but not limited to, filing charges to have a teaching certificate or professional license revoked or seeking a monetary judgment.

Allegations of Sexual Misconduct with a Student

If a former district employee whose job involves contact with children was terminated, non-renewed or allowed to resign in lieu of termination as a result of an allegation of sexual misconduct with a student, or as a result of such allegations being substantiated by the Children's Division (CD) of the Department of Social Services' child abuse and neglect review board, the district is required by law to release information regarding the sexual misconduct to a potential public school employer who contacts the district regarding the former employee. In addition, if the CD substantiates a complaint of sexual misconduct with a student against a former employee of the district, the law requires the district to release the results of the CD investigation to any potential public school employer who contacts the district.

When employment ends as a result of an allegation of sexual misconduct with a student, the district will provide appropriate due process prior to the release of information regarding the sexual misconduct to a potential public school employer, if feasible. The superintendent or designee is authorized to consult with the district's attorney to determine the appropriate level of due process to provide.

For the purposes of this policy, employees are considered "former employees" if they have resigned, been terminated, had their contracts non-renewed, or been notified that their contracts with the district will not be renewed or that the district is pursuing termination, even if the process has not been completed.

Safety, Security and Communications

In order to promote safety and to reduce the occurrence of injuries to the employee; the employee's colleagues, students and visitors to our schools, the following requirements are mandated by the Board. These requirements are not intended to be exclusive, but to be illustrative for measures required to promote safety. Moreover, these requirements are in addition to all relevant requirements of federal and state law, as well as Board policy. Employees will be required to review, sign, and return this policy on an annual basis. These requirements are:

1. All accidents are to be reported, in writing, to your supervisor on the date they occur.
2. All unsafe conditions are to be reported to your supervisor immediately.
3. No running or horseplay permitted.
4. The use of alcohol or non-prescribed drugs during work hours is strictly prohibited. The use of prescribed drugs is permitted subject to the limitations imposed by the prescribing physician.



St. Elizabeth R-IV Staff Handbook

5. Standing on chairs, desks, boxes, or any object other than a ladder or step stool is prohibited.
6. When using chemicals, all appropriate safety equipment must be used. If the appropriate safety equipment is not available, the absence of same should be reported to your supervisor immediately.
7. If your duties require you to drive, the use of a seatbelt is mandatory. The use of a cell phone for phone calls or texting is prohibited in a moving vehicle.
8. The use of employer provided safety devices is mandatory.

Bullying

“Bullying” means intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting of such acts. Bullying of students is prohibited on school property, at any school function, or on a school bus. “Cyberbullying” means bullying as defined in this subsection through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager.

Employees are mandated to report any instance of bullying of which the employee has firsthand knowledge to the principal within two school days of the incident. (See Bullying Reporting Form) Within two school days of a report of an incident of bullying being received, the principal or his/her designee, shall initiate an investigation of the incident. The principal may appoint other school staff to assist with the investigation, and the investigation shall be completed within ten school days from the date of the written report unless good cause exists to extend the investigation. Reprisal or retaliation against any person who reports an act of bullying is prohibited. Appropriate consequences and remedial action will be administered for any person who engages in reprisal or retaliation. As required by law, the administration shall implement programs and other initiatives to address bullying, to respond to such conduct in a manner that does not stigmatize the victim, and to make resources or referrals available to victims of bullying.

Video Monitoring & Recording

In order to promote the safety of students, employees, and district resources, St. Elizabeth School District R-4 conducts video surveillance of its premises. Private areas of restrooms are exceptions to locations where video surveillance may be in use.

Course Assignments

As enrollment patterns change, course assignments may change. Whenever possible, 24 hours’ notice will be provided to teachers regarding course assignment changes.

