

Chilhowee R-IV School District
Faculty Handbook
2016-2017



101 SW State Route 2 Highway
Chilhowee, MO 64733

Mission

***Committed to high expectations and learning
opportunities for developing responsible,
productive citizens***

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BOARD OF EDUCATION

Member	Position
Cheri Edwards	President
Mylissa Jennings	Vice-President
Janise Gardner	Secretary
Dan Malott	Treasurer
Matt Arne	Member
Brad McDonald	Member
Tim Miller	Member
Chris Postlethwait	Member

ADMINISTRATION

Troy Marnholtz, Superintendent
 Joe Murphy, Principal

660-909-1729
 660-233-3015

MISSION STATEMENT

The Chilhowee R-IV Learning Community is committed to high expectations and learning opportunities for developing responsible, productive citizens.

VISION

Staff, students, parents and community will share responsibility for our vision:

Learning

- Gain knowledge to reach goals through high expectations
 - Promote life-long learners
- Build strengths to become critical thinkers and problem solvers
 - Challenge and empower others to reach their full potential

Community

- Strive for ongoing contribution to the community
- Provide numerous academic and extra-curricular opportunities for community involvement
- Respecting individuals as valued members of the community

Climate

- Recognize, respect, and accept individual differences
- Celebrate growth and success on a continual basis
- Open, timely, and consistent communication for all
- Maintain an enthusiastic and cooperative atmosphere

Accountability

- Become positive role models through citizenship, self-esteem, character development and self-motivation
 - Monitor performance and provide positive feedback

EXIT OUTCOMES

- ✓ **Effective Communicators** who transfer information skillfully through listening, speaking, writing, and reading.
- ✓ **Self-Directed Learners** who create positive visions for themselves, set priorities and achievable goals, produce options, evaluate progress, and assume responsibility for their actions.
- ✓ **Collaborative Workers** who use effective leadership and group skills to develop and manage decisions and solve problems.
- ✓ **Community Contributors** who contribute their time, energies, and talents to improving the quality of life in their communities and accept cultural differences.
- ✓ **Quality Producers** who create intellectual, artistic, practical, and physical products, which reflect originality, high standards, and the use of technology.

BOARD/STAFF COMMUNICATIONS

The success of the Chilhowee R-IV School District requires effective communication between the Board of Education and the school staff. Such communication is necessary for facilitating proposals for the continuing improvement of the educational program and for the proper disposition of personnel matters which may arise.

The Chilhowee R-IV Board of Education desires to maintain open channels of communication between itself and the professional and support staff. The basic line of communication will be through the **superintendent**.

All communications to the Board of Education from certificated professional staff or classified staff employees of the Chilhowee R-IV School District shall be with the superintendent of schools. However, this procedure will not be construed as denying the right of any employee to appeal to the Board of Education regarding alleged misapplication of policy or administrative decisions; provided that the superintendent shall have been notified of the forthcoming appeal and that it is processed in accordance with Board policies and regulations on staff complaints and grievances.

Board of Education meetings are public meetings. As such, they provide an excellent opportunity to observe first-hand the Board's deliberations on problems of staff concern. Staff members may participate in Board of Education meetings in accordance with the policies and regulations regarding public participation at such meetings. Further, at certain times and with the knowledge of the superintendent, the Board of Education may invite staff members to speak at Board of Education meetings or to serve on advisory committees to the Board of Education.

2015-2016 DISTRICT STAFF

Staff Member	Position	Phone Extention
Caroline Askew	Library/Junior High CA	202
Ronald Booker	5 th Grade	303
Jennifer Corson	Principal	200
Annie Dillon	2 nd Grade	603
Sharon Dzula	Paraprofessional	402
Jesse Frencken	Physical Therapy	
Janise Gardner	Central Office Administrative Assistant	102
Tracy Gilcrest	Occupational Therapy	203
Peggy Gilmore	High School CA/Spanish	106
Jeanine Harness	Principal's Office Administrative Assistant	201
Seth Hartwig	Head Custodian	
Mike Vogt	Junior High/High School Math	110
Patricia Iott	High School Science/6 th Social Studies	105
Kody Jones	4 th Grade	304
Joy Luckhardt	Title I Reading Services	301
Anna Lynn	Food Services	506
Troy Marnholtz	Superintendent	100
Chelsea Heckenkamp	Art/Music	103
Pamela Metz	Paraprofessional	403
Annie Dillon	1 st Grade	602
Brett Pierce	K-12 Physical Education	501

Gerald Calweli	Junior High/High School Social Studies	101
Cindy Murray	Food Services	506
Michelle Morris	6 th Grade/9 th CA/Junior High Reading	302
Vada Postlethwait	Kindergarten	601
Alana Rehn	3 rd Grade	305
April Siegfried	Health Services	205
Melanie Snook	High School Agriculture/Junior High Science/Keyboarding	104
Teila Turnbow	Speech	203
Nicholas Weeks	Counselor	111
Richard West	Custodian	
Linda Williams	Special Education Director	403

Chilhowee R-IV School District

2016-17 School Year Calendar

<p style="text-align: center;">July 2016</p> <table border="1"> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>												1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							<p style="text-align: center;">August 2016</p> <table border="1"> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table> <p>8/11 - New Staff Orientation 8/11-8/17 Staff Inservice 8/18 First Day of School</p>								1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<p style="text-align: center;">September 2016</p> <table border="1"> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td></td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td></td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td></td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr> </table> <p>9/2 1/2 day for Chilhowee Fair 9/5 Labor Day - No School 9/19 Teacher In-Service No students</p>												1	2	3	4	5	6	7	8	9	10		11	12	13	14	15	16	17		18	19	20	21	22	23	24		25	26	27	28	29	30		
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ADMINISTRATIVE POLICIES AND PRACTICES

ABSENCES AND LEAVE

Paid Leave

Professional staff employees whose assignments call for 12 months of full-time employment will be entitled to twelve (12) days of annual leave. Professional staff employees whose assignments call for ten and one-half (10.5) months of full-time employment will be entitled to eleven (11) days of annual leave. Professional staff employees whose assignments call for full-time employment only during the regular school term will be entitled to ten (10) days of annual leave. Unused annual leave will be cumulative to fifty (50) annual leave days.

APPOINTMENT

Employees of the Chilhowee R-IV School District are appointed by the Board of Education on the recommendation of the superintendent and/or principal.

BULLYING (Policy JFCF)

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward District personnel or students on school grounds, school time, at a school sponsored activity or in a school related context. Bullying is the repeated and systematic intimidation, harassment and attacks on a student or multiple students perpetuated by individuals or groups. Bullying includes but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion, theft, damaging property, and exclusion from a peer group. Bullying may also include cyber bullying or cyber threats. Cyber bullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyber threats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

INJURIES

The principal is to be contacted immediately on all injuries requiring doctor's care. Accident reports are to be completed on all injuries as soon as possible and turned in to the principal's office.

OPENING AND CLOSING THE SCHOOL YEAR

Teachers will be notified of the date that their duties begin. All records and reports must be completed before leaving at the close of the school year.

PROHIBITION AGAINST ILLEGAL DISCRIMINATION AND HARASSMENT (Policy AC)

General Rule

The Chilhowee R-IV School District Board of Education is committed to maintaining a workplace and educational environment that is free from illegal discrimination or harassment in admission or access to, or treatment or employment in, its programs, activities and facilities. Discrimination or harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law is strictly prohibited in accordance with law. The Chilhowee R-IV School District is an equal opportunity employer. Students, employees and others will not be disciplined for speech in circumstances where it is protected by law. The Board also prohibits:

1. Retaliatory actions based on making complaints of prohibited discrimination or harassment or based on participation in an investigation, formal proceeding or informal resolution concerning prohibited discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing discrimination or harassment.
3. Discrimination or harassment against any person because of such person's association with a person protected from discrimination or harassment due to one (1) or more of the above-stated characteristics.

All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute illegal discrimination or harassment.

Additional Prohibited Behavior

Behavior that is not unlawful or does not rise to the level of illegal discrimination or harassment might still be unacceptable for the workplace or the educational environment. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation or perceived sexual orientation.

Consequences

Employees who violate this policy will be disciplined, up to and including employment termination. Students who violate this policy will be disciplined, which may include suspension or expulsion. Patrons, contractors, visitors or others who violate this policy may be prohibited from school grounds or otherwise restricted while on school grounds. The superintendent or designee will contact law enforcement or seek a court order to enforce this policy when necessary or when actions may constitute criminal behavior.

In accordance with law and district policy, any person suspected of abusing or neglecting a child will be reported to the Children's Division (CD) of the Department of Social Services.

Definitions

Discrimination: Conferring, refusing or denying benefits or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law, or based on a belief that such a characteristic exists.

Harassment: A form of discrimination, as defined above, that occurs when the school or work environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment.

Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law or a belief that such a characteristic exists: graffiti; display of written material or pictures; name calling; slurs; jokes; gestures; threatening, intimidating or hostile acts; theft; or damage to property.

Sexual Harassment: A form of discrimination, as defined above, on the basis of sex. Sexual harassment is unwelcome conduct that occurs when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the district's programs and activities or the conditions of employment. Sexual harassment may occur between members of the same or opposite sex. The district presumes a student cannot consent to behavior of a sexual nature with an adult regardless of the circumstance.

Behaviors that could constitute sexual harassment include, but are not limited to:

1. Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.
2. Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.
3. Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
4. Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.
5. Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.

SALARIES

The salaries of all employees are determined by the Board of Education. It is understood that some positions will be performed outside of normal school hours. It is necessary to assign some duties to staff members as occasions may dictate.

SUBSTITUTE TEACHER SERVICE

Professionally trained teachers are indispensable in achieving the objectives of education as set forth in the courses of study at Chilhowee R-IV Schools. Realizing that it is not humanly possible to avoid missing some school over a

period of years, provisions have been made for substitute teachers. When necessary, teachers may be asked to serve as substitute teachers during their scheduled plan period.

GENERAL POLICIES AND PRACTICES

ACTIVITIES

A good activities program is essential to the morale of the student body and promotes positive public relations with the community.

1. Cooperate in all activities of the school.
2. Unless it is necessary to have a class or organization meeting at earlier time in the month, all meetings will be held during the scheduled class meeting time periods. Extra meetings must be scheduled through the principal at least twenty-four (24) hours in advance.
3. No school organization will be formed without the approval of the administration.
4. Teachers are expected to act as chaperones at school parties, dances, and other functions.
5. Attend as many extra-curricular functions as possible. When teachers support the students in extra-curricular activities, they will show more interest in class.
6. Teachers in charge of an event at the school after school hours will be responsible cleaning up and for locking the building before leaving.
7. Teachers in charge of an event after school hours are expected to remain at school until of the students have left after the event and if they are the last person out of the building, then they are to make sure the building is locked up for the night.
8. All Teachers are expected to attend the Open House at the beginning of the school year, Parent-Teacher Conferences and both Holiday and Spring Music Concerts.
9. Elementary teachers are also expected to attend the Spelling Bee and 2 PTO meetings. Teachers will sign up for scheduled PTO meetings in advance. If you cannot attend your scheduled PTO meeting, you must find another teacher to replace you for that meeting.
10. Secondary teachers are expected to attend Junior High/High School Academic Awards Night, Graduation and 2 other events such as Prom, Courtwarming, Homecoming and/or NHS Inductions. Teachers will sign up for their 2 events to attend at the beginning of the school year. If you are unable to attend your scheduled event, you must find a replacement to supervise in your place. Teachers that are shared between the elementary and high school are required to attend at least 5 of the events listed among the elementary and junior high/high school scheduled events.

ASBESTOS NOTICE

Regarding the health of students at school, the Chilhowee R-IV School District had an asbestos inspection conducted by a certified inspector as required by AHERA (1986) and maintains an asbestos management plan. There are no problematic areas concerning asbestos in the Chilhowee R-IV School according to the latest inspection completed June 2009. Any inquiries concerning the possible presence of asbestos or about the management plan should be directed to the Superintendent of Schools.

BELL SCHEDULE

7:50	Breakfast Begins
8:10	First Period Dismissal Bell
8:13 – 9:01	First Period
9:04 – 9:52	Second Period
9:55 – 10:43	Third Period
10:46 – 11:34	Fourth Hour
10:55 – 11:25	Elementary Lunch: Grades K-5
11:34 – 11:54	JH/HS Lunch: Grades 6-12
11:57 – 12:45	Fifth Period
12:48 – 1:36	Sixth Period
1:39 – 2:27	Seventh Period
2:30 – 3:00	TRIBE Time
3:00	Dismissal of ALL Bus Riders, Elementary Walkers
3:03	Dismiss JH/HS Car Riders, Walkers, Drivers

CHANGE OF SCHEDULE

Students will not be allowed to change their class schedule after the first three days of the semester. To change a class the student must go through the counselor's office and follow the prescribed procedures as directed by the counselor.

CHILD ABUSE AND NEGLECT (Policy JHG)

The Board of Education requires its staff members to comply with the state child abuse and neglect laws and the mandatory reporting of suspected neglect and/or abuse. Any school official or employee acting in his or her official capacity who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect, or who observes the child being subjected to conditions or circumstances that would reasonably result in abuse or neglect, shall directly and immediately make a report to Children's Division, including any report of excessive absences that may indicate educational neglect. No internal investigation shall be initiated until such a report has been made, and even then the investigation may be limited if the report involves sexual misconduct by a school employee. Employees who make such reports to the CD must notify the school principal that a report has been made. The principal will notify the superintendent about the report.

CLASSROOM COMFORT AND CONTROL

1. Always be aware of how well the room is lighted. Turn off lights when leaving a room that is not going to be used immediately. Gym teachers should be especially careful not to leave the gym lights on when taking a class outside or during times the gym is not being used.
2. Be aware of room ventilation. Open a window if necessary to relieve window steam and provide adequate fresh air.
3. One sign of inefficient classroom management is seeing a room with all blinds closed and lights not used properly. Be sure to adjust the window shades and leave them closed and lowered at the end of each day.
4. The building custodians are responsible for the general cleaning of the school building. However, they may not have the chance to dust and do some of the smaller tasks as often as a teacher would like them to be done. Therefore, it is a teacher's responsibility to see that the bookshelves are clean and in order. **Have each class pick up any debris on the floor before leaving your classroom.**
5. **Place student chairs on desks if appropriate.** *If something needs extra attention, fill out a maintenance request located in the teacher workroom and give to the secretary*
6. Keep the room and display area attractive and up-to-date. A high standard of school housekeeping is expected of all teachers. The arrangement of the room and display area tells much about the quality of instruction of classes. Keep bulletin boards up-to-date. Each teacher is responsible for his/her own room.

CONFIDENTIALITY

Unless conferences are held in a private school setting (e.g. administrative offices, counselor's office, special service office), discussions about a student's discipline, academic performance, or other personal information are prohibited. Discussions with parents about children other than their own are strictly prohibited. Non-private discussions are a violation of a student's right to privacy.

COPY MACHINE

The copy machine is to be used by **school staff members and teacher cadets only**. The copy machine is to have limited use for copying acceptable instructional materials only. An access code is required for use. Please be cautious in giving out that code because it is also your long distance phone call code, as well as the security code. Improper use of a staff member's code by a student can result in the **loss** of the staff member's access code privileges.

EMPLOYEE REIMBURSEMENT FOR REGULAR PURCHASES

Purchases by employees will only be reimbursed after a purchase order has been submitted and approved by the principal and superintendent. In circumstances where the only way to purchase items for school use is through the use of the employee's personal funds, the employee will be reimbursed with the following requirements: Individuals will not be reimbursed for sales tax on purchases. The employee shall be responsible for submitting the request for

reimbursement on a timely basis. All reimbursements should be paid out of the correct fiscal year, which runs July 1-June 30. Forms of acceptable documentation include: Original paid cash register receipt, original receipt make out to the employee marked "paid in full", or original detailed charged slip that lists each item.

EXCUSING A STUDENT WHILE CLASS IS IN SESSION

While classes are in session, students are not to leave the classroom. A teacher may allow a student to leave the classroom to use the restroom, get a drink, etc. only if it is an emergency. Students should be encouraged to use the time between classes for taking care of personal necessities. If a student is needed in the office, the office will notify the teacher. **Under no circumstances** should a student be allowed out of class to talk to another student, go to another classroom, or the gymnasium. Students are to remain in the classroom they are scheduled to be in for the entire period.

FACULTY EXPECTATIONS

1. All teachers will be on duty at **7:45 a.m.** each school day. Teachers may leave the building at **3:20 p.m.** provided that all necessary duties for the day have been completed.
2. Teachers are expected to be on time for **all** assigned duties. Teachers are to be at the classroom door **BEFORE** the students arrive for class and at the assigned room or supervisory area before students arrive.
3. **Preparation Periods** are intended to be utilized in fulfilling teaching responsibilities. Teachers are to get permission from the administration before leaving the building during a plan period. Teachers **are not to interfere with other classes in session during their plan period.**
4. The way that teachers and staff members **dress** and **conduct** themselves at school has a tremendous effect on the general dress and behavior of the student body. Teachers are to set an example of neatness, professional dress, and professional behavior when meeting the students each day. Additional matters concerning staff dress and/or conduct may be made by the administration as the need arises.
5. Teachers are to remain at their classroom doors (in the hall) between all class breaks. Teachers are responsible for hall supervision in and around the assigned room when there is student traffic near the classroom. It is **every teacher's duty** to assure appropriate student behavior and conduct.
6. Each teacher shall make daily lesson plans for the week. Daily lesson plans shall be updated through PlanBook.com. In the event of an emergency, lesson plans will be provided to the substitute from your PlanBook account.
7. Specific learning objectives shall be posted daily in a highly visible place within the classroom for each class/subject.
8. In case a personal illness requires an emergency sub, notify Jeanine Harness by 6:00 am. 660-909-7779. It will be necessary to have adequate lesson plans and instructions in an accessible place so that the substitute may continue the learning process.
9. Each classroom teacher requires a substitute folder with all required material. Three days of emergency lesson plans for each class period are to be turned into the principal's office by the end of the first week of school. Include: bell schedule, schedule of classes, class rosters, class rules, daily procedures, seating chart, and absentee reports.
10. Teacher mailboxes are to be checked and cleared at least once daily.
11. Teacher's cell phones are to be **off or in silent mode** during school hours; however, cell phones may be used during teacher plan period. Cell phones ringing, making/answering calls, or texting during class is unacceptable.
12. If it is necessary for a teacher to leave the school grounds between 7:45 am and 3:20 pm, the principal must be notified of the teacher's destination and expected return.
13. Elementary and high school faculty meetings will be held after school as scheduled. Attendance at faculty meetings is **required** unless **prior** approval is given by the administration. Any absence requires the teacher to meet with the principal the next day during their preparation period.
14. **Do not allow the students to sit on their desks, put their feet on the walls or across desks.** . A good example is for teachers to not sit on their desks.
15. **food and drinks are permitted in classrooms at teacher's discretion.**
16. Teachers may have drinks in their classrooms if they are in covered cup and kept away from all electronics, and out of the reach of students.
17. Classes are to leave the room only when dismissed by the teacher. The sounding of the bell is not a dismissal signal. Detaining a class to the extent that it causes students to be late to their next class should be avoided.

18. **Give the principal a copy of classroom disciplinary expectations and procedures.** All classroom rules (behavior expectations) must be an extension of and compliant with the Chilhowee R-IV PBS program. All expectations and procedures are to be communicated to your students. Subjects that should be addressed include:
1. Attendance/Tardiness
 2. Required materials
 3. Behavior and consequences
 - a. Talking
 - b. Out of seat
 - c. Fighting
 - d. Cheating
 - e. Disrespect
 - f. Food and drink
 - g. Assignments
 - h. Gum
 - i. Breakage of materials/equipment
 - j. Cell phones & electronic equipment use
19. All discipline should be documented in STI. The documentation must include the following: Incident description, minor or major referral, location, time and referral staff member.
20. Elementary teachers shall walk their class to load the bus and/or to use the designated road crossing at the end of the school day. This duty may be shared to ensure proper supervision.
21. The use of any video that is not housed in the school library must be **approved at least 3 days in advance by the principal** for appropriateness and lesson enhancement.

FIELD TRIPS AND SCHOOL ACTIVITIES

All school activities and field trips are to be approved by the principal. The "Activity Request" form should be submitted to the principal in advance with necessary dates to be added to the official calendar. Transportation requests should be made well in advance of the activity. A list of all students who will be attending these activities should be provided to the principal and to each teacher **at least two (2) days prior** to the activity. Parental permission slips are needed prior to each trip for each student participating. **Classes are encouraged to team up on these activities as much as possible.** Trips will only be approved based on the purpose, etc. If a teacher or organization requests an additional trip, then additional guidelines will have to be met before receiving approval.

GENERAL BUILDING SUPERVISION

All faculty and staff are directly responsible for building supervision during and after school, during lunch, and period changes. Do not overlook bad conduct at any time. If a teacher is having difficulty correcting the situation, the student should be brought to the office or fill out a discipline referral on the student causing the problem and submit it to the principal's office.

GRADE RECORDS

All grades are to be entered on the electronic grade book program. Grades are to be entered on a **weekly basis**. **All grades must be updated by Wednesday of each week.** Grades must then be reviewed and updated at the end of each PASS period and quarter. Teachers are required to download a copy of their grade book from STI. Teachers are to take care in recording the grade that goes on the report card so that mistakes are not made. A changed grade on a report card because of an **avoidable** mistake could affect the parent's judgment of the competency of a teacher.

GRADE SHEETS

Grades are submitted to the office on the computer grade book or on the appropriate grade sheets with grades properly recorded at the end of each PASS PERIOD and quarter. Grade submission deadlines will be announced through the Principals' Office.

GRADING SYSTEM

Grades 1-8

Quarter grades will be averaged grades for a given quarter. Semester grades will be determined by averaging the two quarter grades. Grades will be calculated on the following scale:

Percentage	Letter Grade
95-100	A
90-94	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C
70-72	C-
67-69	D+
63-66	D
60-62	D-
59 and below	F

Extra Credit is limited to no more than 10% of the total grade and must be turned in at least two (2) weeks prior to the end of the quarter in which it applies.

Grades 9-12

Percentage	Letter Grade	Grade Points	Weighted Grade Points
95-100	A	4.0	5.0
90-94	A-	3.66	4.66
87-89	B+	3.33	4.33
83-86	B	3.0	4.0
80-82	B-	2.66	3.66
77-79	C+	2.33	3.33
73-76	C	2.0	3.0
70-72	C-	1.66	2.66
67-69	D+	1.33	2.33
63-66	D	1.0	2.0
60-62	D-	0.66	1.66
59 and below	F	0.00	0.00

Teachers are to explain the grading system to their classes at the beginning of the school year and again at the beginning of the second semester. Incomplete grades will become an "F" after *one* week unless there is a medical reason or other exception approved by the administration in conjunction with the classroom teacher(s). Grades will be reported to parents at the end of each nine-week period on all students. Parental contact must be made for any student failing a course at any point throughout the school year.

GRANTS/DONATIONS

The school district is open to looking at/for outside means of funding to help and enhance the educational experiences for the students of the district. If a staff member is interested in applying for a grant or is seeking donations (including utilizing donation websites), approval will need to be obtained before beginning the application process. The staff member should openly discuss with the principal the reasons for applying for the grant and how the funds/donations will be utilized. Once the initial approval for the application is given by the principal, the staff member will present the information to the superintendent for final approval of all requests. If necessary, the request will need to be approved by the Board of Education. Once approved, the staff member may begin the application process. Before the application is submitted, the superintendent will need to sign off on the application.

HALL PASSES

It is necessary to have students in class to receive the total benefit of a teacher's instruction. When it is necessary to excuse a student from the class, he/she *must* be given a **hall pass**. Teachers are to fill the pass out and give it to the student. The student is to **return the hall pass** to the teacher upon return to the classroom. ***Do not send*** students to interrupt other classes that are in session.

HOMEWORK POLICY (6-12)

Students are responsible for completing all assigned homework by the due date. The following steps will be taken if a student has an incomplete or missing homework assignment.

1. First offense--If a student does not complete or turn in their homework assignment, the student will fill out a incomplete/missing homework slip explaining why they did not do the assignment. Must be returned with parent signature.
2. Second offense—Student again fills incomplete/missing homework slip. Must be returned with parent signature.
3. Third offense—Student fills out homework slip. The teacher will contact parent by phone, email, or letter, and a homework period will be assigned.
4. Subsequent offenses – Assignment of homework period and possible office referral.

INVENTORY AND TEXTBOOKS

A complete inventory of equipment and supplies is required each year. Each teacher records the supplies and equipment assigned to each room or department. Please review and update the inventory records **prior to Sept. 15** and submit an updated copy to the principal's office and update the inventory on the network files. Teachers are recommended to keep a record of supplies used for the next year's supplies requests.

The teacher is responsible for the textbooks and other books assigned to his/her room. ***A textbook check-out sheet is to be completed for each class during the first two weeks of school with the book number recorded for each student and turned into the principals' office.***

NEWSLETTER

A monthly principal's newsletter will be mailed/sent home on the first day of each month. All scheduled events and announcements wanting to be added to the newsletter should be submitted to the principal one week prior and must be signed by the sponsoring staff member.

OFFICE USE

Teachers should refrain from using the office when other areas are available. Avoid disrupting the work of the office staff workers. Do not remove any equipment from the office without specific permission from the principal's office personnel. Office cabinets are off limits to teachers and staff. If supplies are needed, please ask the secretary. **Do not send students to the office with copies that need to be made unless it is an emergency. Plan ahead and make copies accordingly.**

PARENT-TEACHER ORGANIZATION

The Parent-Teacher Organization (PTO) will be holding meetings when needed to prepare for specific events throughout the year. **Teacher** support of this organization continues to be vital to its success and support of our school. At least **one** teacher should be present at each meeting.

POSITIVE BEHAVIOR SUPPORT

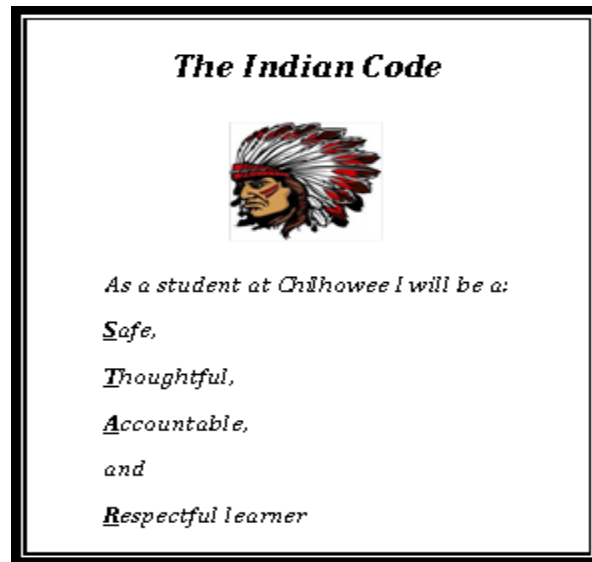
During the 2015-2016 school year, Chilhowee R-IV will continue to implement School Wide Positive Behavior Interventions and Supports (PBIS or PBS). Previously school-wide discipline has focused mainly on reacting to specific student misbehavior by implementing punishment-based strategies including reprimands, loss of privileges, office referrals, suspensions, and expulsions. Research has shown that the implementation of punishment, especially when it is used inconsistently and in absence of other positive strategies, is ineffective. Introducing, modeling, and reinforcing positive social behavior is an important aspect of a student's educational experience. Teaching behavioral expectations and recognizing students for following them is a much more positive approach than waiting for misbehavior to occur before responding. The purpose of the school-wide PBIS is to establish a climate in which appropriate behavior is the norm.

In short, Positive Behavioral Interventions and Supports (PBIS) is rooted in the behavior or behavior analytical perspective in which it is assumed that behavior is learned, is related to immediate and social environmental factors, and can be changed. PBIS is based on the idea that students learn appropriate behavior in the same way they learn to read – through instruction, practice, feedback and encouragement. Key features of PBIS include:

- Administrative leadership

- Team-based implementation
- Clear set of defined positive expectations and behaviors
- Teaching of expected behaviors
- Recognition of meeting expected behaviors
- Monitoring and correcting errors in behaviors
- Recognition of meeting expected behaviors
- Monitoring and correcting errors in behaviors
- Using data-based information for decision making, monitoring and evaluating results.

All students at Chilhowee R-IV should be in accordance with The Indian Code. The Indian Code consists of simply stated expectations of behavior that every student in the District should follow.



Behavior expectations are also further defined within the behavior matrix for elementary and for Jr. High and HS.

PROFESSIONAL LEARNING COMMUNITIES (PLCs) AND PROFESSIONAL DEVELOPMENT

Teaching is a dynamic profession, changing daily and presenting new challenges for increasing student achievement. To remain entrenched in outdated theory or practice, invites failure for both students and staff. As expectations for student achievement and staff accountability change, so must the ways in which we address those changes. We must constantly and zealously strive to improve in order to meet the demands of an exciting new world. The Chilhowee R-IV School District utilizes Professional Learning Communities (PLCs) and the Leadership Team in maintaining an effective school. Professional development can be achieved through participation in professional organizations that focus on teaching and learning issues, collaboration and sharing of instructional ideas, assessments and data during PLC Vertical Team meetings, reading and sharing from professional literature and participation in all staff development activities. Weekly PLC meetings will occur with teams during scheduled meetings within TRIBE Time. Vertical team meetings must be attended and made a priority by all team members.

PROGRESS REPORTS

Our school is using PASS (Parent Awareness Success System). Parents are to be notified every three weeks on their student's progress. This notification can be positive by notifying the parents of good work and grades, or it could be notifying parents of needed improvement. The parents need to know the current status of their child's grades in order to ensure student success. Notice of student performance may be given to parents as needed in addition to the regular PASS reports. ***Teachers should contact parents whenever a student is experiencing academic difficulties and not wait until the end of the PASS period or the end of the quarter to notify parents.***

STAFF/STUDENT RELATIONS (Policy GBH-AF)

Staff members are expected to maintain courteous and professional relationships with students. All staff members have a responsibility to provide an atmosphere conducive to learning through consistently and fairly applied discipline and the maintenance of physical and emotional boundaries with students. These boundaries must be maintained regardless of the student's age, the location of the activity, whether the student allegedly consents to the relationship or whether the staff member directly supervises the student. Maintaining these boundaries is an essential requirement for employment in the district.

Although this policy applies to the relationships between staff members and district students, staff members who inappropriately interact with any child may be disciplined or terminated when the district determines such action is necessary to protect students.

Social Networking Sites

With the passage of Senate Bill 54 it is against the law for teachers to be 'friends' with students on Facebook or other networking sites. Please read section 162.069. Do not put yourself in a situation where the District cannot defend you.

Electronic Media Communication Log

Staff members may be required to send the communications simultaneously to the supervisor if directed to do so. Staff members are required to provide their supervisors with all education-related communications with district students upon request. All staff members will maintain a current electronic media communication log for these purposes. *Staff members may only electronically communicate with students between the hours of 6:00 a.m. and 10:00 p.m.*

STUDENT ABSENCES

When a student returns from being absent he/she must get an absentee slip from the office. This absentee slip ***must be presented*** to the teacher of each class missed. The teacher is to initial the slip and return the slip to the student in all classes except 7th period. The 7th period teacher is to turn the slip into the office. Generally one day of make-up time should be allowed for each day of an excused absence after the student returns to class.

STUDENT DISCIPLINE

Discipline covers many areas of the learning process. It means helping a student learn to discipline his mind and mental abilities as well as his physical actions.

Consider the following points for student control:

1. **Show** the student that there is a definite goal when assignments are made. Try to **help** each student understand why each assignment is necessary and important.
2. **Be fair** with each student regardless of personality conflicts. **Never** hold a grudge toward a student.
3. **Give Respect to you students and demand respect in return.**
4. **Help** each student find the desire to do the work that is required. If this goal is achieved, fewer discipline problems will occur.
5. **BE FIRM** - don't make threats or promises that cannot or will not be carried out. The "do as you please" teacher is of little help to any student.
6. **BE CONSISTENT** - From the very beginning let the students know their limits of freedom. Letting a student do something one day without punishing him/her and then dealing severely with that student or another student the next day for the same act is poor discipline. These practices are confusing to the students and complicate a teacher's job.
7. Students are not to be sent to the hall by themselves for punishment. The teacher is to take him/her outside the classroom and talk with him/her to help solve the problem if appropriate.
8. If a student needs to be sent to the office, notify the office immediately with a description of the behavior and then log incident in STI.
9. Students are not to be sent to the Office until the teacher has exhausted their discipline plan. Exceptions include student disrespect of the teacher or if the severity of the matter warrants a trip to the Office.
10. Teachers may give up to a 60-minute detention for disciplinary consequences. All detentions will

be scheduled through office. Parent contact must be made by the classroom teacher when a detention is issued.

11. All discipline should be documented in STI. The documentation must include the following: Incident description, minor or major referral, location, time and referral staff member.
12. Teachers are to contact parents whenever a student's behaviors are inappropriate. Early parental contact will many times prevent further student misbehaviors.

Chilhowee R-IV is continuing to implement School Wide Positive Behavior Supports (PBS) during the 2014-15 school year. Every staff member at Chilhowee R-IV is responsible for ensuring the PBS program is being implemented at Chilhowee R-IV and all staff and student behavior is in compliance with the Chilhowee PBS program.

STUDENT/STAFF BULLETIN

A staff bulletin with daily announcements to students will be prepared. Teachers or organizations who want to put announcements in the daily bulletin should have them in the principal's office no later than **2:00 pm the day before it is to run**. Announcements will be typed exactly as they have been written by the teacher. Students submitting items for the daily bulletin must have them **signed by the sponsoring teacher**. All announcements must be signed.

SUPERVISION OF STUDENTS AND STUDENT GROUPS

Students **must be supervised at all times** when they are in school, on the school grounds, traveling to and from or engaging in a school sponsored activity. No teacher or other staff member will leave an assigned group unsupervised. No student should be left on school property without supervision. If an emergency arises, notify the office by intercom, to have someone supervise you class.

TAKING ATTENDANCE AND RECORDING

Student attendance in the high school will be taken **within the first five minutes** of each class period and posted on the computer program (STI). Failure to post attendance affects the student's attendance hours, the district's attendance rate, which affects the district financially.

TEACHER EVALUATION

Chilhowee R-IV teachers will be evaluated on the basis of the Network for Educator Effectiveness (NEE) system. Following all guidelines, teacher's handbook, and board policy book approved by the Board of Education will be a part of this evaluation.

TECHNOLOGY USAGE (Regulation EHB-AP) (Technology Safety)

Employee Users

No employee will be given access to the district's technology resources before the district has a signed *User Agreement* on file. Authorized employee may use the district's technology resources for reasonable, incidental personal purposes as long as the use does not violate any provision district policies or procedures, hinder the use of the district's technology resources for the benefit of its students or waste district resources. Any use that jeopardizes the safety, security or usefulness of the district's technology resources or interferes with the effective and professional performance of the employee's job is considered unreasonable. Unless authorized by the district, employees may not access, view, display, store, print or disseminate information using district technology resources that students or other users could not access, view display, store, print or disseminate.

General Rules and Responsibilities

The following rules and responsibilities will apply to all users of the district's technology:

1. Applying for a user ID under false pretenses or using another person's ID or password is prohibited.
2. Sharing user IDs or passwords with others is prohibited and users will be responsible for using the ID or password. A user will not be responsible for theft of passwords and IDs, but may be responsible if the theft was the result of user negligence.
3. Deleting, examining, copying or modifying files or data belonging to other users without their prior consent is prohibited.
4. Mass consumption of technology resources that inhibits use by others is prohibited.
5. Use of district technology for soliciting, advertising, fundraising, commercial purposes or financial gain is prohibited, unless authorized by the district.

6. Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.
7. Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The school district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of person using district technology in violation of any law.
8. The district prohibits the use of district technology resources to access, view or disseminate information that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors.
9. Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.
10. The district prohibits the use of district technology resources to access, view or disseminate information that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful district policies and procedures.
11. The district prohibits any use that violates any person's rights under applicable laws, and specifically prohibits any use that has the purpose of effect of discriminating or harassing any person on the basis of race, color, religion, sex, national origin, ancestry, disability, age, pregnancy or use of leave protected by the Family and Medical Leave Act.
12. The district prohibits any unauthorized intentional or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction. The district will hold users responsible for such damage and will seek both criminal and civil remedies, as necessary.
13. Users may only install and use properly licensed software, audio or video media purchased by the district or approved for use by the district. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license and approved by the district.
14. At no time will district technology or software be removed from the district premises, unless authorized by the district.
15. All users will use the district's property as it was intended. Technology resources will not be moved or relocated without permission from an administrator. All users will be held accountable for any damage they cause to district technology resources.

Technology Security and Unauthorized Access

1. All users shall immediately report any security problems or misuse of the district's technology resources to a teachers or administrator.
2. Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.
3. Use of district technology to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.
4. The unauthorized copying of system files is prohibited.
5. Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology are prohibited.
6. Any attempts to secure a higher level of privilege on the technology resources without authorization are prohibited.
7. The introduction of computer viruses, hacking tools or other disruptive or destructive programs into a district computer, network or any external network is prohibited.

Electronic Mail

A user is responsible for all e-mail originating from the user's e-mail account.

1. Forgery or attempted forgery of e-mail messages is illegal and is prohibited.
2. Unauthorized attempts to read, delete, copy or modify e-mail of other users are prohibited.
3. Users are prohibited from sending unsolicited mass e-mail. The district considers more than 10 addresses per message, per day a violation, unless the communication is a necessary, employment-related function or an authorized publication.

4. All users must adhere to the same standards for communicating electronically that are expected in the classroom and that are consistent with district policies and procedures.
5. Users must obtain permission from the superintendent or designees before sending any districtwide e-mail messages.

Violation of the computer policy could result in the immediate dismissal of an employee.

TOBACCO-FREE DISTRICT

To promote the health and safety of all students and staff and to promote the cleanliness of district property, the district prohibits all employees, students and patrons from smoking or using tobacco products in all district facilities, on district transportation and on all district grounds at all times. This prohibition extends to all facilities the district owns contracts for or leases to provide educational services, routine health care, daycare or early childhood development services to children.

UNAUTHORIZED DISTRIBUTION OF MATERIALS

No bulletin, circular, publication, or article of any character, not directly authorized and approved by the administration, shall be distributed or displayed to anyone on the school premises. Students wishing to hand out material or to display bulletins must have the approval of the principal.

VISITORS

We should always be glad to welcome parents and other adult visitors to the school. All visitors must check into the principal's office before they proceed on through the building. The principal is to be *informed of the visitor prior to his/her arrival.* All parents must check in with the office before being allowed to interrupt instructional time. Classroom visits must be arranged in advance to minimize classroom disruption. Parents will be given a visitors' pass to the classroom, except during elementary holiday parties. If you see an individual in the building that you do not know and/or they do not have a visitor's pass visible, you must notify the office immediately.