

Chilhowee R-IV School District
Support Staff 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
Chris Postlethwait	Member
Tim Miller	Member
Chris Postlethwait	Member

ADMINISTRATION

Troy Marnholtz, Superintendent
 Jennifer Corson, Principal

660-909-1729
 573-694-3979

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.

Chilhowee Phone Extensions

Location	Name	Extension
Library (202)	Askew	202
5th grade	Booker	303
Social Studies	Cawelti	104
Computer Lab	Computer Lab	108
Cafeteria	Cooks	506
1st grade	Dillon	603
SPED Room (403A)	Dzula	402
District Secretary	Gardner	102
Comm Arts	Gilmore	106
Secretary	Harness	201
Custodian	Hartwig	505
Art	Heckenkamp	103
Science	Iott	105
ITV	ITV	203
4th grade	Jones	304
Title 1	Luckhardt	301
Superintendent	Marnholtz	100
6th grade	Morris	302
Principal	Murphy	200

2nd grade	Petree	602
Gym	Pierce	501
Kindergarten	Postlethwait	601
3rd grade	Rehn	305
Nurse	Siegfried	205
Ag Classroom	Snook	101
Tech Room (306)	Tech	306
Math	Vogt	110
Counselor (room 111)	Weeks	111
SPED Room (403)	Williams	403
Work Room (201b)	Workroom	204

Chilhowee R-IV School District

2016-17 School Year Calendar

July 2016						
					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						

August 2016						
	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			

September 2016						
				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	

8/11 - New Staff Orientation
 8/11-8/17 Staff Inservice
 8/18 First Day of School

9/2 1/2 day for Chilhowee Fair
 9/5 Labor Day - No School
 9/19 Teacher In-Service No students

October 2016						
						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					

November 2016						
		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			

December 2016						
				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

10/19 End of First Quarter
 10/21 1/2 day Teacher Work Day
 10/26 P/T conferences 3:00-6:00 p.m.
 10/27 Early Dismissal P/T confs 1:00-6:00p.m
 10/28 No School

11/14 Teacher Inservice - No Students
 11/23-11/27 Thanksgiving Vacation

12/21 Early Dismissal for End of 2nd Quarter
 12/22 - 12/31 - Christmas Break (No School)

January 2017						
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				

February 2017						
			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				

March 2017						
			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	

1/1 Christmas Break (No School)
 1/2 Teacher Work Day - No Students
 1/16 MLK Day School Closed

2/17 Teacher Inservice - No Students
 2/20 Pres. Day

3/10 Third Quarter Ends 1/2 day work day
 3/22-3/24 Spring Break (No School)

April 2017						
						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						

May 2017						
	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			

June 2017						
				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	

4/14 No School
 4/17 - Teacher In-Service No Students

5/12 - Graduation early dis
 5/19 - End of 4th Qtr. & Last Day of School
 5/22- Teacher Workday -

Student Days	Full	Half
August	10	0
September	19	1
October	18	2
November	18	0
December	14	1
January	20	0
February	18	0
March	19	1
April	18	0
May	13	2
	167	7

First Quarter	43
Second Quarter	40
First Semester	83
Third Quarter	46
Fourth Quarter	45
Second Semester	91
Total Student Days	174 Days

End of Quarter and/or Early Dismissal
No School
Professional Development
Graduation
Parent/Teacher Conferences

Total Staff Days: 185 Days

7
 Snow Days (in order) 2/20; 5/22; 5/23; 5/24; 5/25; 5/26

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

Paraprofessionals and other support staff members 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

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

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.

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.

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.

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.

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.

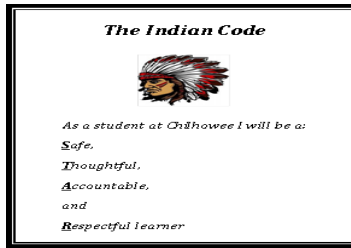
POSITIVE BEHAVIOR SUPPORT

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.

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 head teacher. The teacher can then send him/her with a discipline referral and notify the office by intercom of the referred student.

Chilhowee R-IV is continuing to implement School Wide Positive Behavior Supports (PBS) during the 2015-16 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.

SUPPORT STAFF EVALUATION

Chilhowee R-IV support staff will be evaluated in April of each school year in regards to all guidelines set forth in their job description, Support Staff Handbook and board policy book approved by the Board of Education.

SUPPORT STAFF POLICIES AND PRACTICES

1. All paraprofessionals and other support staff will be on duty at **7:45 a.m.** each school day unless the employment position dictates a different duty time. Staff members may leave the building at **3:05 p.m.** provided that all necessary duties for the day have been completed.
2. All paraprofessionals and other support staff are expected to be on time for **all** assigned duties.
3. 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, paraprofessionals and other support staff 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.
4. It is **every teacher, paraprofessional and other support staff's duty** to ensure appropriate student behavior and conduct.
5. In case of personal illness notify Jeanine Harness (660-909-7779) by 6:00 am.
6. Mailboxes are to be checked and cleared at least once daily.
7. Cell phones are to be off during school hours; however, cell phones may be used during plan periods and breaks away from students. Cell phones ringing, making/answering calls, or texting during class is unacceptable.
8. If it is necessary for a paraprofessional and/or other support staff to leave the school grounds between 7:45 am and 3:05 pm, the principal must be notified of the destination and expected return.
9. **Do not allow the students to sit on their desks, put their feet on the walls or across desks.** A good example is for adults to not sit on their desks.
10. **Do not allow students to have food and drink, other than a water bottle, in the classroom.** A teacher must obtain prior approval from the principal for any exceptions.
11. Paraprofessional and other support staff may have drinks in their classrooms and/or offices if they are in covered cup and kept away from all electronics, and out of the reach of students.

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 or 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.

TIME SHEETS

Time sheets for support staff employees must be filled out monthly and turned into the principal's office.

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, electronic cigarettes or imitation tobacco or cigarette products in all district facilities, on district transportation and on all district grounds at all times and at any district-sponsored event or activity while off campus. This prohibition extends to all facilities the district owns, contracts for or leases to provide educational services, routine healthcare, daycare or early childhood development services to children. Students who possess or use tobacco products on district grounds, district transportation or at district activities will be disciplined in accordance with Board policy.

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 immediate