

## **CAMERON R-I SCHOOL DISTRICT FACULTY/STAFF HANDBOOK**



The Cameron R-I School District Board of Education expects that each professional and support staff member shall put forth every effort to promote quality instructional and extracurricular programs in the school district. It is the responsibility of the employees to become familiar with, enforce, and follow all Board policies, regulations, procedures, and other directions given by district administrators. All staff shall follow state and federal laws as they affect the performance of their job duties.

### **PURPOSE OF HANDBOOK**

Internal communication at the building level in school administration is essential to ensure sound organization. The Board Policy Handbook covers generalities, but does not include day-to-day situations in the building. Therefore, this handbook will provide each staff member with pertinent information, which corresponds with Board policies and information that would aid in providing for the safety and well being of students. The reader is encouraged to also read applicable Cameron R-I School District Board Policy. This handbook will also serve as a constant source of reference for staff in the day-to-day procedures necessary to ensure the smooth operation of the school district.

### **NON-DISCRIMINATION STATEMENT**

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment with the Cameron R-I School District are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in, its programs and activities. The Superintendent of Schools has been designated by the Cameron R-I School District to coordinate the institution's efforts to comply with regulations implementing Title VI, Title IX, and Section 504. Any person having inquiries concerning the Cameron R-I School District compliance with the regulations implementing Title VI, Title IX or Section 504 is directed to contact the Superintendent of Schools, 423 N. Chestnut, Cameron, MO 64429. The telephone number is (816) 882-1031. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulation implementing Title VI, Title IX, or Section 504.

**BOE ADOPTED JULY 2016**

### **ACCIDENTS (GBCB)**

When an accident occurs in an area near the teacher's classroom or in the presence of a staff member, the staff member should report the accident to the principal. An accident report form, which may be obtained in the principal's office, should be completed immediately while facts are fresh at hand. If the staff member does not witness the accident, they should provide a list of names of people who were at the scene.

### **ADMISSION TO SCHOOL ACTIVITIES**

All employees of the Cameron R-I School District and their immediate families will be admitted to locally-hosted school athletic events without charge.

### **APPROPRIATE DRESS (GBCB)**

As a professional educator it is critical to present yourself well. Wearing appropriate dress helps teachers maintain respect and credibility with students, parents, and the community. The faculty of the Cameron R-I School District has a great influence over the students they serve and are expected to be true professionals in every sense of the word. Professional and appropriate dress fosters a sense of pride and professional respect that every educator deserves. Accordingly, all staff members are expected to dress professionally in business casual attire. It is important that each staff member be neat, clean and well groomed. Showing excessive skin or wearing revealing outfits is unacceptable. Extra-curricular activities and events are considered an extension of the school setting. Blue jeans without holes and/or frays, with a Cameron school shirt or collared blouse or shirt are acceptable apparel on the last working day of the week. Staff members should be in professional dress for all in-district and out-of-district professional development days and parent/teacher conferences. The enforcement of the guidelines will be the responsibility of the building administrator.

### **ASSIGNMENT OF TEACHING DUTIES**

Teachers are subject to assignments by the building principals with the approval of the superintendent of schools. All requests by the teacher for change of assignment need to begin with the teacher's current building administrator.

### **BULLYING (JFCF)**

District staff, coaches, sponsors and volunteers shall not permit, condone or tolerate any form of hazing or bullying or plan, direct, encourage, assist, engage or participate in any activity that involves hazing or bullying. District staff should first appropriately reprimand student(s) involved and then report such incidents to their building principal immediately.

### **CARE OF SCHOOL PROPERTY**

Each staff member will be provided with the necessary keys and will assume responsibility for them. Staff should not loan keys to students. It is the responsibility of all staff and students to make sure the school is well maintained. Teachers are responsible for seeing that their classrooms are locked when they are not in the room. Teachers and/or substitute teachers should turn off the lights at the end of the day, close the windows, and lock the room. When a staff member is the last person to leave a building, he/she should also lock the building.

Care must be exercised to maintain equipment in good working order for everyone. If a problem arises while using a copy machine, please contact the office immediately for assistance. Do not just leave the copy machine broken. Supplies and maintenance for the machines are costly, and use should be limited to instructional purposes for students only. All books and equipment used by students shall be checked out and records kept. All books and equipment should be stamped with school identification.

### **CELL PHONE USE (GBCC)**

Providing students with your personal cell phone numbers without ability to articulate the appropriate educational purpose is a violation of board policy. Staff cell phones should remain off during the educational setting. Employees shall not use cell phones when they are responsible for supervising students.

### **CHANGING EVENTS**

All teachers are reminded to keep beneficiary information current with life changes (births, deaths, marriage, divorce) that may have occurred during the past year. If you have changed your address or phone number, please also notify the Central Office.

### **CHILD ABUSE/NEGLECT (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 abuse and/or neglect. Any school official or employee 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 which would reasonably result in abuse or neglect, will immediately report via the Child Abuse Hotline to the Missouri DFS. Employees who make such reports must immediately notify the school principal that a report has been made.

### **COMPUTER SECURITY (EHB)**

Classroom computers are the property of the Cameron R-I School District. The district's technology exists for the purpose of maximizing the educational opportunities and achievement of district students. No software shall be installed by a staff member unless approved by the administration. Use of technology resources in a disruptive, manifestly inappropriate or illegal manner impairs the district's mission, squanders resources, and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Only appropriate online resources and software may be used at school. The intentional access of inappropriate web sites or the storing of inappropriate materials on the school computer is prohibited. All staff members will be held financially responsible for any damage to any technology equipment caused by negligent actions. In order to assure that the district's computer system remains secure, teachers should always lock their classrooms when they leave the room and should log off the network when their computer will be unattended. Students should never be allowed to use computers when they are unsupervised or when they do not have their own password and login name. Each teacher will have a signed user agreement on file.

### **CONFIDENTIALITY (GBCB)**

All student information should be considered confidential and teachers should exercise caution in discussing students. Staff members are not authorized to discuss student issues with other students, parents of other students, representatives of outside agencies, or members of the community either in person or through electronic means. Personal venting or discussion of work matters through electronic social media is unprofessional and inappropriate. Staff members who violate the above policies may be subject to reprimand and/or discipline.

### **COPYRIGHTED MATERIALS (EGAAA)**

The Board does not sanction and/or condone illegal duplication, reproduction or distribution in any form. Copyrighted materials, whether they are print or non-print, shall not be duplicated except in accordance with the law.

### **DAILY COMMUNICATION**

E-mail will be used as a form of communication from the building office and central office. Staff in-house mailboxes and e-mail should be checked each day upon arrival, about mid-day, and before leaving for the day. It is the teacher's responsibility to check his/her e-mail three times daily. Any general (non-school related) communication to members of the staff must first have the approval of the building principal. Failure to adhere to the above will subject the staff member to appropriate discipline.

### **DISCIPLINE (JG)**

Teachers shall secure and maintain such order and discipline in their rooms and classes as will promote a suitable atmosphere for learning. The first line of defense in maintaining order and discipline in the classroom includes having meaningful lessons and activities planned for student instruction, carefully identifying the ground rules for student behavior in the classroom, and maintaining good communication with parents. Each teacher should be familiar with the school rules and with the discipline policy. Teachers are also charged with the responsibility of maintaining order and discipline in corridors, gymnasium, cafeteria, and on the school grounds.

### **DRUG-FREE and TOBACCO FREE (GBEBA, GBEBB, and AH)**

Employees may not use tobacco or be under the influence of alcohol, drugs, or controlled substances. The Board of Education will not tolerate the manufacture, use, possession, sale, distribution, or being under the influence of controlled substances or alcoholic beverages or use of tobacco on any school property or on any school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or is otherwise engaged in school district business. Any employee who violates this policy will be subject to disciplinary action, which may include employment suspension, termination, and referral for prosecution.

### **EMERGENCY DRILLS (EBC)**

Emergency procedure information must be posted near the door of each classroom. Teachers should review these procedures with their students at the start of the school year. Each building principal will schedule regular emergency drills. Teachers are responsible for making sure that students participate seriously in the drills. Building principals will review the procedures for other emergencies with their respective staff members.

### **EVALUATION OF PROFESSIONAL STAFF (GCN)**

The Board requires a program of comprehensive, performance based evaluations for each professional staff member it employs in order to ensure high quality staff performance that improves student achievement and enhances the instructional programs of the district. All Cameron R-I teachers shall: be knowledgeable of the content and prepared for instruction, keep current on instructional knowledge and explore changes in teaching behaviors that will improve student performance, promote active student participation in the learning process and ensure that all students have success, use various forms of assessment to monitor and manage student learning, communicate and interact with the community in a professional manner, effectively maintain student time on task, and act as a responsible professional in carrying out the mission of the district.

### **FACULTY MEETINGS & ASSIGNED DUTIES (GBCB and GCKA)**

Professional staff members will be expected to assume reasonable duties over and above their regular teaching responsibilities. Activities and services that make minor demands on the teacher's time shall be part of each teacher's basic assignment. Building level faculty meetings will be held at the discretion of the building administrator and/or superintendent. All certified staff members are required to attend these meetings. When applicable, faculty meetings will be announced in advance. All faculty members should make appropriate arrangements to attend.

### **GRADE BOOKS (IK)**

The issuance of grades on a regular basis serves to promote a process of continuous evaluation of student performance in the school district. All teachers (K-12) are required to maintain their grade books electronically. The electronic grade book will replace the hard copy of the grade book. The electronic grade book must be updated weekly, before 8:00 AM on Monday morning so that everyone can help track and ensure success of the students within our school district. This will be communicated to parents and is non-negotiable.

It is the responsibility of the teacher to alert and confer with parents/guardians at any time during the grading period when a student is doing below average work (D or F) or slips academically. Parents/guardians should also be alerted when a student's attitude becomes unsatisfactory.

### **GRIEVANCE PROCEDURES (GBM)**

The Cameron R-I Public Schools is interested in employee concerns and ideas for improving the district. District employees are first encouraged to informally notify their immediate supervisor of a grievance. If the issue is not resolved, the employee should submit a written grievance to their immediate supervisor. Refer to Board Policy GBM for more information and complete procedures.

## **HARASSMENT (AC)**

The Cameron R-I Public School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. Teachers who observe any incidence of harassment should report such incidents to their building administrator immediately. Any employee who believes that he/she is being sexually harassed should also report such misconduct.

## **INFORMATION REQUESTS (GBCB)**

It is the teachers' responsibility to complete all information requests in a timely manner. This information includes, but is not limited to: student daily attendance, grades, mid-terms, ISS assignments, student homework assignments, returning phone calls and/or email communications and field trip/contest requests, transportation requests, and requests for professional and personal leave.

## **LESSON PLANS**

All teachers will have evidence of an organized, systematic course of instruction geared to the needs of the student. Each unit the teacher presents to the students will have a well-organized set of measurable objectives designed to meet the goals of the district's curriculum and the Missouri Learning Standards. Building administrators will communicate lesson plan expectations for each building to teachers.

## **MONEY**

All money and/or personal checks collected for fundraisers and/or for re-sale items or merchandise should be collected, accounted for, and turned in to the building office daily.

## **PAY DAY**

Staff members will be issued twelve paychecks annually. Staff will be paid on the 18<sup>th</sup> of each month unless the 18<sup>th</sup> is a Saturday or Sunday. Staff will be paid of the preceding business day if the 18<sup>th</sup> falls on a Saturday, Sunday, or holiday.

## **PHONE CALLS**

Teachers will not be called during class to take phone calls unless it is an emergency situation. The school phones are not intended to be used for personal business; therefore, employees are asked to limit personal phone calls. It is not professional to use your cell phone or text during instructional times.

## **PROFESSIONAL DEVELOPMENT (GCL)**

The Board of Education of the Cameron R-I Public Schools recognizes the relationship between high-quality professional development and student achievement and, therefore, commits to a high-quality professional staff development program. Time and monetary resources for teachers and administrators will be committed to learn and use effective teaching strategies to increase student achievement.

Each building will assemble a Professional Development Committee which will be charged with the approval/disapproval of building professional development requests and the management of the building professional development budget. The Building Professional Development Committee will be comprised of four teachers and the building's principal.

All out-of-district professional development requests will be handled on a case-by-case basis.

The PD plan and forms for out-of-district professional development requests can be found on the district webpage.

### **PROFESSIONAL RELATIONSHIPS (GBCB)**

The Cameron R-1 Board of Education expects staff members to maintain courteous and professional relationships with pupils, parents/guardians, other employees of the district and all patrons of the district during school and after school hours. Staff members are encouraged to read policy GBCB.

### **PROTECTION OF INSTRUCTIONAL TIME**

Every effort should be made to protect instructional time. Teachers should begin class promptly and keep students busily engaged in meaningful activities throughout the school day. Teachers should not request that students leave another teacher's classroom and should avoid scheduling activities that cause interruption of other teachers' classrooms. The administrators will make every effort to schedule activities that do not cause interruptions.

### **PURCHASING**

According to Board policy, the superintendent of schools is the only person in the district who is authorized to purchase using district funds. Staff members who wish to make purchases with district funds must submit a requisition to the building principal at least one week in advance. Requests for checks must be to Central Office by the fourth day of the month or a check will not be written. Staff members will not be reimbursed if purchases are made without prior approval from an administrator.

### **REGULAR WORK TIME (GBCB)**

Employees are expected to work and leave work at the time specified by the employee's supervisor. If it becomes necessary to leave the building for any reason during the school day, staff members should discuss the matter with their building administrator. Any employee that is late to work or stops working before their scheduled time may be subject to discipline, including termination. All non-certified employees must have the permission of their immediate supervisor to work beyond the scheduled time.

Regular work times do vary by building. Staff members typically shall report to work during the following times: MPP at CO: 7:15 am-3:15 pm      Parkview Elementary: 7:15 am-3:15 pm  
ECSE/Title PS: 7:10 am-3:10 pm      Middle School: 7:15 am-3:15 pm  
Intermediate School 7:15 am-3:15 pm      High School: 7:15 am-3:15 pm

Typical in-district professional development hours conducted on contract days will be from 7:30 am – 3:15 pm, but these times may vary. Regular work times will be altered for professional purposes which include faculty meetings, department meetings, team meetings, student activities,

etc. Administrators will notify staff members these times in advance so that all staff can make appropriate arrangements to attend.

### **REQUIREMENTS FOR NEW EMPLOYEES**

Before teachers' contracts can be considered valid their teaching certificates, which legally qualifies them for the work to which they are assigned, must be filed in the office of the superintendent. All new teachers must complete the following forms or have on file in the superintendent's office before their first day of employment: official transcripts, teaching certificate, federal withholding form W-4, Missouri withholding form W-4, retirement form, direct deposit form, pertinent insurance benefit forms, DSS background check, and eligibility for employment. You will not be paid until the above obligations are fulfilled. Please see the Central Office staff to ensure that everything is in order before the first day of employment.

### **SECURING A SUBSTITUTE**

1. Notify the building administrator the evening before or between 5:30 am and 6:00 am if you will not be in school that day.
2. When possible non-emergency days shall be scheduled 48 hours in advance or as soon as the need arises. No more than three (3) annual leave days will be granted to employees per building on the same day as excessive absences cause hardship on the District and its students.
3. Have the following materials available for the substitute: seating charts, class schedule information, student rosters, and an appropriate educational activity.
4. Emergency lesson plans should be provided and ready for the substitute. If you are absent for more than one day, a complete set of plans will be expected.

### **SHOWING VIDEOS IN THE CLASSROOM**

Any videos shown in the classroom should be for educational purposes and should have a direct connection to the day's lessons and the course curriculum. Careful professional judgment and consideration shall be used in selecting videos that will be shown to students. Full length feature films shall not be shown in class; please show clips and/or pieces that are relevant and on-topic. Questions surrounding videos should be directed to building administrators.

### **STAFF IDENTIFICATION BADGES**

It is an expectation that all certified and non-certified staff members wear their staff identification badges at all times when on school property.

### **STAFF SHORT-TERM LEAVE-(GCBDA, GBCBC, GDBDA)**

Professional and support staff employees whose assignments call for 12 months of employment will receive 16 days of annual leave. Professional and support staff employees whose assignments call for 11 months of employment will receive 15 days of annual leave. Professional and support staff employees whose assignments call for 10 months of employment will receive 14 days of annual leave. Professional and support staff employees whose assignments call for employment only during the regular school term will receive 13 days of annual leave.

Annual leave may not be taken during the first or last week of school, before or after a holiday, or on days that are designated for staff professional development as contained in the annual school calendar. Exceptions in extreme circumstances must be approved at the discretion of the superintendent.



Whenever possible, it is expected that requests for leave will be made in writing to the designated administrator at least 48 hours in advance of the time leave is requested. Professional and support staff employees may be terminated for excessive absences or tardiness. An employee's absence or tardiness is considered excessive if it is for a reason not granted or protected leave under Board policy or exceeds the number of days allotted by the Board. Employee absences may be considered excessive if it is for a reason authorized by the Board but exceeds five (5) days per month, 10 days in a semester or 20 days per school year.

### **STUDENT/STAFF RELATIONS (GBH)**

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.

Social interactions that are absolutely prohibited are: touching, kissing, or advancing on a student(s) in a sexual nature, dating a student or discussing future plans to do so, illegal harassments, or violating Board policies, regulations or procedures.

Unless a defined educational purpose exists, staff members are not to be alone with a student in a room with a closed or locked door or with the lights off, meet students in a non-work setting without the parent/guardian present, associate with students in any setting where students are provided or consuming alcohol, tobacco, or drugs, communicate to students with sexual topics verbally or by any form of written, pictorial, or electronic means or discuss the staff member's personal problem with or in the presence of students. Staff members should not sponsor parties for students outside of school unless part of an extracurricular activity that is appropriately supervised by additional staff members. Staff members should not invite students to their home or send them on student errands or allow them to drive their vehicle.

### **SUPERVISION OF STUDENTS (GBCB)**

To create the atmosphere for learning teachers need to take part in the supervision of halls, restrooms, gym, cafeteria, and school grounds. All teachers will be expected to be outside of their rooms during passing times where applicable and to work in conjunction with other colleagues to ensure that the hallways are properly supervised. If a teacher is having a problem with a student in the hall, other teachers in the area should assist the teacher. Students should not be left unsupervised at any time. If you need to leave your room, either contact a colleague or notify the office. Any student leaving class for any reason should have a completed hall pass per building policy.

Staff members should always report violations of policies, rules and regulations by students during the school day, while attending school-sponsored activities, or when they observe policies, rules and regulations being violated. Staff members must not ignore the need under the pretext of not having been assigned a particular supervision.

## **TEACHERS' RESPONSIBILITIES FOR STUDENTS WITH DISABILITIES**

The participation of the regular education teacher in the special education process is a vital part of the team approach. Regular education teachers are required members of the IEP and 504 teams for each special services student and share important information regarding the student's day-to-day classroom performance. In addition, regular education teachers are expected to attend IEP and 504 team meetings, to implement modifications and/or accommodations within the regular classroom settings, collaborate with special education staff, help document progress toward the student's IEP goals and Missouri Learning Standards, and play a key role in supporting good school-parent communication.

IEPs, Section 504 Accommodation Plans, Health Care Plans, and Behavior Intervention Plans are legal documents and must be fully implemented at all times. All staff members are expected to read and follow them. Case managers will provide each teacher with copies at the beginning of each year and provide updates as necessary. These documents are also available in the child's cumulative file for your review in the guidance office in each building. However, these documents cannot be removed from the guidance center.

## **WORKMAN'S COMPENSATION (GBEA)**

If any staff member is injured while on the job, they are entitled to protection under the Workman's Compensation Protection Act. An employee must report all injuries immediately to his or her immediate supervisor by completing the district's incident report form. If the nature of the injury or illness is such that the employee cannot immediately submit the completed incident form, the employee's supervisor will assist the employee in completing the form as soon as possible, but no later than 30 days after the injury or illness. Employees who fail to report an injury or illness arising out of and in the course of employment within 30 days of such injury or illness may jeopardize their ability to receive compensation and other benefits pursuant to law and this policy.