

# **Gideon No. 37 School District**

## **Teacher Handbook**

**2006-2007**

*Gideon School District  
P.O. Box 227  
Gideon, MO 63848*

<http://www.gideon.k12.mo.us>

# GIDEON NO. 37 SCHOOL DISTRICT TEACHER HANDBOOK

2006-2007 School Year

## POLICY AND MANAGEMENT ISSUES

|  |    |
|--|----|
| Classroom Telephones .....                     | 1  |
| Intercom Directory .....                       | 2  |
| Long Distance Calls .....                      | 3  |
| Voice Mail .....                               | 3  |
| Recording Voice Mail Greeting.....             | 4  |
| Voice Mail Guide and Flow Chart.....           | 5  |
| School Web Directory.....                      | 6  |
| Parent Link Web Pages.....                     | 6  |
| School Day.....                                | 6  |
| Students Leaving School.....                   | 7  |
| Teachers Leaving School.....                   | 7  |
| Time-On-Task.....                              | 7  |
| Professional Learning Communities.....         | 8  |
| Early Release Day.....                         | 9  |
| Teacher Preparation Period.....                | 9  |
| Monthly Teacher's Meetings .....               | 9  |
| Curriculum Issues .....                        | 10 |
| Teacher Dress.....                             | 10 |
| Charges and Bills .....                        | 10 |
| Public Relations .....                         | 11 |
| Community Resources.....                       | 11 |
| Teacher Absences .....                         | 11 |
| Absence/Leave Categories.....                  | 12 |
| On The Job Safety.....                         | 13 |
| Teacher Evaluation .....                       | 14 |
| Snow/Ice Schedule.....                         | 14 |
| Medical Concerns/Visits to the Nurse .....     | 14 |
| Teacher Mailboxes.....                         | 15 |
| Teacher's Lounge/Workroom.....                 | 15 |
| Fund Raising .....                             | 15 |
| Chain of Command.....                          | 15 |
| Student Records Confidentiality .....          | 15 |
| Windows, Blinds, Lights.....                   | 16 |
| Teacher/Parent Correspondence .....            | 16 |
| Communicating Course Expectations.....         | 16 |
| Special Activities .....                       | 17 |
| Scheduling Media Centers & Computer Labs ..... | 17 |
| Media Center.....                              | 17 |
| District Technology .....                      | 18 |
| Computer Labs and Computer Access.....         | 18 |
| Technology Support.....                        | 19 |

|   |    |
|---|----|
| Compuguard Cornerstone .....                          | 19 |
| Email .....   | 19 |
| Internet Filtering .....                              | 20 |
| Announcements.....                                    | 21 |
| Assemblies .....                                      | 21 |
| Grade Book .....                                      | 21 |
| Admit Slips .....                                     | 21 |
| Purchasing Procedures .....                           | 22 |
| Invoices and Receipt of Goods .....                   | 23 |
| Payroll.....  | 23 |
| Payroll Schedule for 2006-2007 .....                  | 24 |
| Professional Development Expenses .....               | 24 |
| Health Benefits.....                                  | 25 |
| Cafeteria Plan.....                                   | 26 |
| Credit Union.....                                     | 26 |
| Grant Writing .....                                   | 26 |
| Duty.....   | 27 |
| Hallway Supervision.....                              | 27 |
| High School Students in the Elementary Building ..... | 28 |
| Classroom Appearance .....                            | 28 |
| Homework/Class Assignments .....                      | 28 |
| Special Education Procedures.....                     | 29 |
| Smoking and Tobacco Use .....                         | 29 |
| School Improvement Issues .....                       | 30 |

### **STUDENT DISCIPLINE ISSUES**

|   |    |
|---|----|
| Classroom Discipline .....                              | 31 |
| Administrative Goal.....                                | 31 |
| Student Discipline.....                                 | 31 |
| Food in Class.....                                      | 31 |
| Student Dress Code.....                                 | 32 |
| Parking Lots .....                                      | 33 |
| Parent Involvement and Notification .....               | 33 |
| Due Process.....  | 33 |
| Assigning Reports for Disciplinary Actions .....        | 34 |
| Alternative Education Classroom .....                   | 34 |
| Sending Students to the Office .....                    | 34 |
| Student Handbook.....                                   | 34 |
| Classroom Rules .....                                   | 34 |
| Classroom Control .....                                 | 35 |
| Respect.....  | 35 |
| Disruptive Students.....                                | 35 |
| Hall Passes/Student Hall Traffic/Use of Restrooms ..... | 35 |
| Praising of Students .....                              | 36 |
| Searches by School Personnel .....                      | 36 |
| Corporal Punishment .....                               | 36 |
| Points to Remember .....                                | 37 |

Internet Usage Agreement .....38  
 Asbestos Awareness.....40  
 Title IX.....41  
 Sexual Harassment.....41  
 School Calendar .....42

**GIDEON ELEMENTARY SCHOOL TEACHER INFORMATION**

Elementary Teacher List .....44  
 Final Exams—Elementary .....44  
 Grade Report Schedule .....45

**GIDEON HIGH SCHOOL TEACHER INFORMATION**

Opening of School Faculty Meeting Agenda.....47  
 General Information and Expectations .....48  
 High School Faculty .....50  
 Bulletin Board Schedule .....52  
 Final Exams—High School .....53  
 Pledge of Allegiance .....53  
 Home Room Listings – 7<sup>th</sup> Grade .....54  
 Home Room Listings – 8<sup>th</sup> Grade .....54  
 Home Room Listings – 9<sup>th</sup> Grade .....55  
 Home Room Listings -- 10<sup>th</sup> Grade.....55  
 Home Room Listings – 11<sup>th</sup> Grade .....56  
 Home Room Listings – 12<sup>th</sup> Grade .....56  
 Hall Duty 2006-2007 .....57  
 Grade Report Schedule .....58



# GIDEON NO. 37 SCHOOL DISTRICT TEACHER HANDBOOK

2006-2007 School Year

## “No Blame, No Shame, No Excuses!”

The Gideon No. 37 School District staff is responsible for being familiar with all policies and regulations of the Board of Education. Board policies are posted on the district web site and copies of the policy books are available in each building office. The official board policy book is located in the office of the Superintendent of Schools. The information in the official board policy book shall take precedence over all other copies of the board policy book. Lack of knowledge regarding Board policies and regulations will not be an acceptable excuse for failure to follow them. This manual is a supplement to board policy and provides information on the implementation of various policies and administrative rules.

## POLICY AND MANAGEMENT ISSUES

### Classroom Telephones

Nearly every classroom is equipped with a speakerphone. These phones are to help make your job easier and should be used appropriately. The telephones are primarily intended for business use. Please do not conduct social visits over the telephone. Feel free to use the phone to call parents of your students or for tasks of a professional nature. A code is required for all long distance calls. Our justification for installing telephones in the classroom is to enhance student achievement by providing better communication between the school and home as well as among teachers. Classroom telephones provide an easy means to make contact with parents.

Classroom telephones do not have the capability to directly originate outside calls. If you need an outside line, you will need to call your building office to request a line. You will then be able to pick up the line from hold. All classroom telephones have the capability to intercom other stations. This should help improve coordination between teachers.

District telephone numbers:

|                            |              |
|----------------------------|--------------|
| Superintendent's office:   | 573-448-3911 |
| High school office:        | 573-448-3471 |
| Elementary office:         | 573-448-3447 |
| District Information Line: | 573-448-3594 |
| Voice mail:                | 573-448-3594 |
| High school fax:           | 573-448-3868 |
| Elementary school fax:     | 573-448-5153 |

**Intercom Directory**

| <b>NAME</b>                       | <b>Intercom No.</b> | <b>Room No.</b> |
|-----------------------------------|---------------------|-----------------|
| ARMSTRONG, BILL                   | 141                 | Bus Garage      |
| BELL, MICHAEL                     | 139                 | 35              |
| BOARD/CONFERENCE ROOM             | 166                 | 151             |
| BOST, SHAE                        | 124                 | 14              |
| BREECE, JIMMY                     | 154                 | 202             |
| BREECE, MICAH                     | 136                 | 30              |
| BUCHANAN, KEENAN                  | 112                 | HS Office       |
| CAMPBELL, JOSH                    | 153                 | 203             |
| COMPUTER LAB (High School)        | 167                 | 153             |
| COSSEY, JAMEY                     | 116                 | Media Center    |
| CRAFTON, JACQUE                   | 118                 | Supt. Office    |
| DAVIS, LISA                       | 148                 | 106             |
| DIRKS, TERESA                     | 132                 | 23              |
| EARNHEART, CRAIG                  | 151                 | 206             |
| ELEMENTARY COUNSELOR'S OFFICE     | 143                 | 28c             |
| ELLSWORTH, CAROLYN                | 126                 | 16              |
| ELLSWORTH, MARTHA                 | 123                 | 10              |
| HOFFMANN, BILL                    | 122                 | Elem. Office    |
| HOLIMAN, SHARON                   | 121                 | Elem. Office    |
| HOLLINGSHEAD, DAVID               | 119                 | Supt. Office    |
| HOLLINGSHEAD, SHARON              | 134                 | 24              |
| HS WORK ROOM                      | 146                 | HS Office       |
| ITV - HIGH SCHOOL                 | 145                 | 154             |
| KERPERIEN, JOEY                   | 120                 | New Gym         |
| KING, PEGGY                       | 129                 | 20              |
| LANDERS, MARY                     | 161                 | 104             |
| MCLAIN, RON                       | 150                 | 207             |
| MITTAG, JOYCE                     | 138                 | 32              |
| MULLINS, CINDY                    | 140                 | Cafeteria       |
| MURPHY, CAROL                     | 127                 | 19              |
| OWENS, MARILYN                    | 115                 | HS Couns Office |
| PIATT, PHYLLIS                    | 116                 | HS Media C      |
| PRESSON, CRYSTAL                  | 135                 | 28              |
| RACKLEY, SUSAN                    | 110                 | HS Office       |
| RAY, ASHLEY                       | 125                 | 15              |
| RIGGS, JENNIFER - Parent Educator | 130                 | 21              |
| ROBINSON, KIM                     | 162                 | 11 & 13         |
| RUDESEAL, SANDRA                  | 142                 | 208             |
| SERVER CLOSET                     | 144                 | Supt. Office    |
| SMITH, ERIN                       | 127                 | 19              |
| SMITH, JUDY                       | 155                 | 201             |
| ST.CIN, JOHNNA                    | 158                 | 103             |
|                                   |                     |                 |

| <b>NAME</b>                 | <b>Intercom No.</b> | <b>Room No.</b> |
|-----------------------------|---------------------|-----------------|
| STANFIELD, ANDY             | 128                 | 18              |
| TECH ROOM (Computer Repair) | 168                 | New Gym         |
| WEST, SUSAN                 | 165                 | Supt. Office    |
| WILBURN, TAMMY              | 117                 | Supt. Office    |
| WILLIAMS, JACOB             | 160                 | 102             |
| WINCHESTER, ALLEN           | 147                 | Band Room       |
| WOOLVERTON, CAROL           | 163                 | 28              |
| YOUNT, DENISE               | 113                 | 12              |
|                             |                     |                 |
| VOICE MAIL                  | 500                 |                 |
| VOICE MAIL                  | 501                 |                 |
| VOICE MAIL                  | 502                 |                 |
| VOICE MAIL                  | 503                 |                 |

### Long Distance Calls

All long distance calls require an access code. A unique two-digit code has been assigned to each teacher. If you do not know your code, please contact the superintendent's office. When you dial a long distance call you will hear a signal tone that will be followed by what sounds like another dial tone. You will simply need to enter your two-digit code and the call will complete. Please do not dial local calls using a "1". This will result in a long distance charge. Local exchanges include Gideon/Clarkton (448), Malden (276) and (281), and Risco (396).

### Voice Mail

All teachers have voice mail. Your classroom telephone display will notify you if you have voice mail waiting.

To access your voice mail from your classroom telephone follow these steps:

1. With the handset on the hook, press the button under VMAIL on your display. You may then pick up the handset.
2. When prompted for your password you should enter your password.
3. A tutorial may start. You may press # to exit the tutorial. (If you have set up your mailbox you may have turned off the tutorial).
4. You may then listen to the prompts or use the flowchart on page 5.
  - a. Option 1 allows you to listen to messages.
  - b. Option 2 allows you to send a message.
  - c. Option 3 allows you to change your mailbox options. (This is where you would record your name and your greeting)
  - d. Option 9 is the shortcut to new messages.
  - e. The # key will exit the voicemail.

From any phone you can dial Intercom 500 to get into the voice mail. When the attendant answers, press #. Then you will be prompted for your mailbox number followed by your password. After that you will have options beginning at step 3 above.



To access your voice mail from home, dial 448-3594. When the attendant answers, press #. Then you will be prompted for your mailbox number followed by your password. After that you will have options beginning at step 3 above.

### **Recording Voice Mail Greeting**

Please keep your voice mail greeting current!

#### **Entering The Voice Mail System**

From School: Press Intercom  
Dial 500

From Home: Dial 448-3594

When voice mail answers Press #  
You will be prompted for your mailbox number  
Enter your password (your password is initially set as your extension number)  
Press # to interrupt the tutorial if it starts  
Press 3 To enter mailbox options

#### **Recording Your Name**

If you need to record your name or change the way your name recording sounds:  
Press 1 and follow the options.

Make sure you enter your name in the company directory.

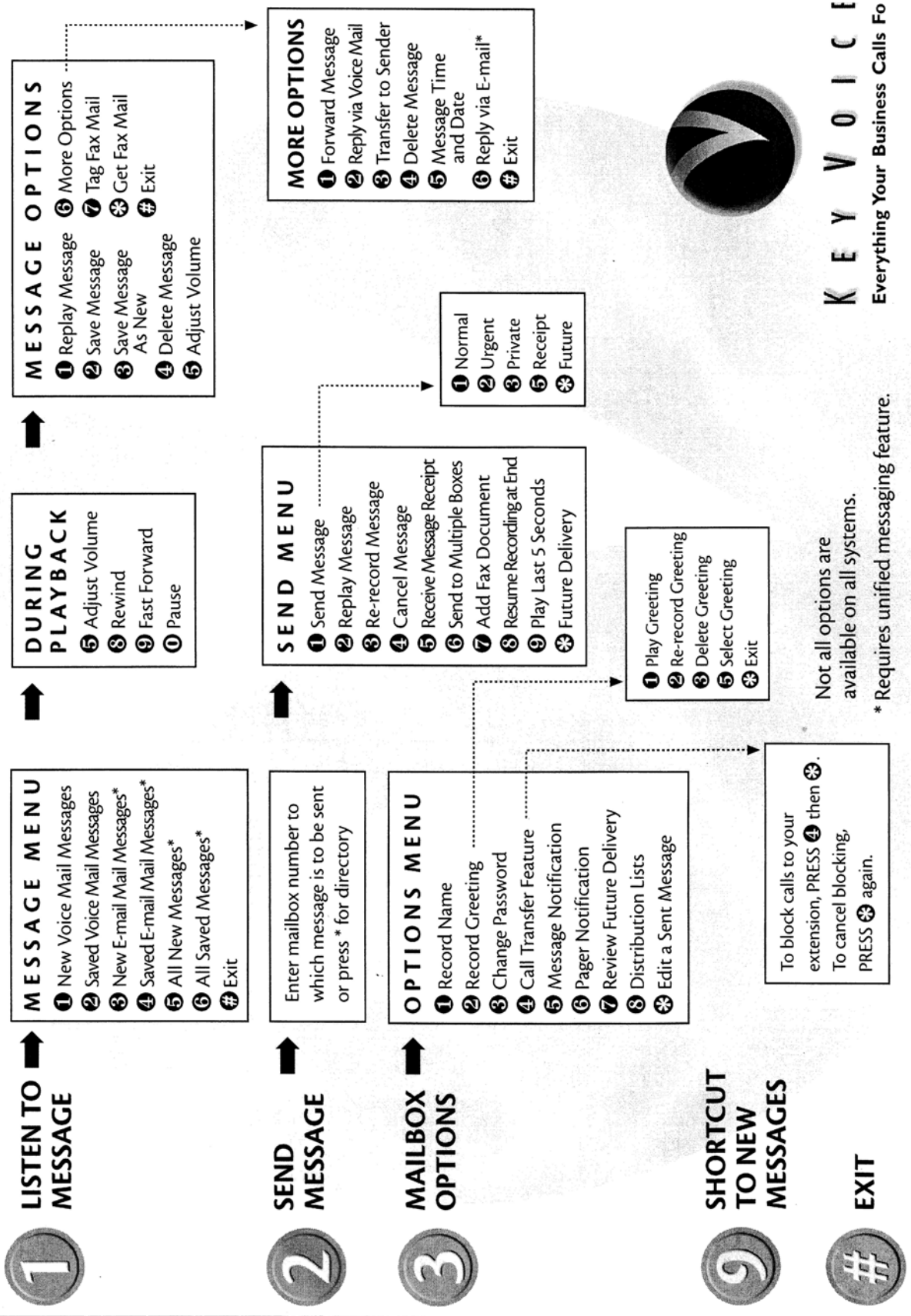
#### **Recording Your Voice Mail Greeting**

To record your voice mail greeting or listen to the current greeting:  
Press 2 and follow the options.

A sample voice mail greeting would be:  
Hello, this is \_\_\_\_\_. I'm not able to take your call right now, but if you leave a detailed message at the tone, I will return your call as soon as I can.

#### **Flow Chart and Voice Mail Guide**

A flow chart for voice mail options is included on the following page. A more complete Voice Mail Guide is available on our home page in the left hand menu column under Employee Links (This is the last menu grouping on the page when this handbook was prepared).



### **School Web Directory**

Our student records software provides a web interface link that allows the creation of web pages that provide data on courses offered, course instructor, and course curriculum. This directory will also allow teachers to provide teacher contact information for parents and list homework assignments on the web. Teachers will be expected to maintain correct and timely information in this section of our web site. To enter homework assignments you simply log into SIS. On your main menu you will see an option titled “HomeWork (For Web)”. If you select this option you will be taken to a list of your courses. Double click on the course you want to add homework for. This will take you to an editor screen where you can type in your homework assignments. Make sure you include the date assigned and the date due in your assignment listing. When you get your homework assignments typed in, you can use the built-in spell check to check your spelling. Then you can select “Done” to save your work and return to your class selection screen. If you are finished putting in your homework, you can select “eXit” to return to your main teacher menu. You can publish your homework one to two weeks in advance but please keep your homework page updated. Your building principal has been charged with the responsibility of making sure appropriate homework information is available to our students and parents.

This is one aspect of our move to provide our parents and patrons with easy access to information pertaining to their child and the course of study prescribed by the district.

### **Parent Link Web Pages**

Parents may request access to information about their child through our Parent Link Web Pages. These are secure pages. Parents must have a username and password to access the Parent Link pages. A parent can only view information about his or her own child.

Information available to parents may include attendance history, grade history, gradebook information, discipline incidents, lunch bills, and transcripts. Parents are entitled to this information about their child and providing the information in a timely and accessible manner can help us address some of the issues of poor student performance.

Teachers are expected to keep student classroom performance information up to date in their electronic gradebook. It is expected that your gradebook information be updated daily. Gradebook information is transferred daily to Parent Link. The building principal will monitor Parent Link data.

### **School Day**

The school day begins with all teachers at school by 8:00 a.m. Duty teachers should be at their duty locations no later than 7:50 a.m. There may be times when teachers are asked to arrive early or stay later for a particular reason.

The schedule for high school is as follows:

Bell rings for students to enter the building: 8:05

First class bell rings: 8:10

1<sup>st</sup> hour: 8:15 - 9:08

2<sup>nd</sup> hour: 9:11 - 10:04

3<sup>rd</sup> hour: 10:07 - 11:00

Lunch: 11:00 - 11:22

4<sup>th</sup> hour: 11:25 - 12:20

5<sup>th</sup> hour: 12:23 - 1:17

6<sup>th</sup> hour: 1:20 - 2:14

7<sup>th</sup> hour: 2:17 - 3:10

High school/Junior high lunch will run from 11:00 - 11:22

Kindergarten lunch will run from 10:45 - 11:05

Grades 1-3 lunch will run from 11:20 - 11:40

Grades 4-6 lunch will run from 11:35 - 11:55

Elementary students are dismissed at 3:08 p.m. All teachers should remain on campus until at least 3:20 p.m.

### **Students Leaving School**

Any student who leaves the campus during the school day must check out through the office prior to leaving. A student must be signed out by an authorized adult when leaving the school grounds. In certain circumstances, a note or a phone call from a parent will also suffice to sign a student out of school. Such alternative notification methods must be directly approved by the principal on a case-by-case basis.

### **Teachers Leaving School**

When it is necessary for a teacher to leave the school grounds during the school day the teacher must check out through the building principal. If you are absent or leave during the school day, you will be required to complete an absentee form for the day or hours missed. If you do not complete the proper paperwork, your paycheck may be delayed.

### **Time-On-Task**

This is perhaps the most important factor in learning. Research indicates that utilizing the full class time for instruction is one of the most important factors leading to increased student achievement. There is an expectation that your classroom and your lessons be organized to maximize the efficient use of class time and minimize disruptions. Classroom down time should be kept to a minimum. Instruction should begin with the opening class bell and continue throughout the period or class. Students should not be given "free time" to do whatever they

please during your class. The building and district level administrators are charged with helping insure the appropriate use of classroom time.

### **Professional Learning Communities** **A Focus on Learning**

The process of helping children learn is a team effort. It requires everyone working together in a focused effort on improving learning to make a difference in the lives of our students. With this in mind, we are continuing the process of enhancing student learning through sustaining a Professional Learning Community within our school. According to researchers; Eastwood, Lewis, Fullan, Newman, Wheledge, Sparks and the National Council of Staff Development one of the most important factors in successfully improving the learning of students is the development and sustaining of a collaborative culture focused on student learning. As a contributing member of a PLC Team every staff member has the obligation and responsibility to contribute to helping students learn by:

- Collaborating and working in concert with fellow team members to achieve team goals
- Actively collaborate with team members to review data, set SMART goals and develop action plans based on goals designed to improve student learning
- Implement action plans within your classrooms
- Be prepared and bring all required student work and other material outlined in meeting agendas
- Be on time and prepared for all team meetings
- Adhere to team norms

In order for meetings to be effective and focus on student learning all meetings will focus on one or more of the following questions:

1. What should students know and be able to do?
2. How will we know when they have?
3. How will we respond when they don't?
4. How will we respond when they already know?

All other issues or management concerns will be dealt with through the building offices, emails and monthly faculty meetings. The purpose of PLC Team meetings is to remain focused on *student learning*.

In order to facilitate and support the Professional Learning Community to promote high levels of student learning in our district, the Administrative Team makes the following commitments:

#### ***Administrative Team Commitments:***

1. We will recruit and retain individuals who are best suited to advancing the vision and goals for the District.
2. We will model, monitor, and enforce behaviors that support colleagues, students, and parents to work collaboratively, positively and purposefully to improve student learning.

3. We will acknowledge and address behaviors that are inconsistent with these behaviors.
4. We will recognize and celebrate the efforts and achievements of individuals and PLC Teams that promote improved student learning
5. We will provide release time, during the school day, for teams to meet collectively to focus on student learning
6. We will provide professional development opportunities to support professional growth
7. We will be responsible in managing district resources in an effective and efficient manner to support student learning.

Through everyone working together we can and will make a difference in the lives of our students.

### **Early Release Days**

Professional development for teachers is an important part of maintaining an effective instructional environment. Therefore, students will be dismissed at 1:20 PM on the following dates so teachers may enhance their teaching skills by participating in two hours of professional development. The early release dates for the current school year are as follows:

Wednesday, September 20, 2006 at 1:20 PM  
Thursday, October 19, 2006 at 1:20 PM  
Wednesday, November 15, 2006 at 1:20 PM  
Wednesday, January 17, 2007 at 1:20 PM  
Wednesday, February 21, 2007 at 1:20 PM  
Wednesday, March 14, 2007 at 1:20 PM

### **Teacher Preparation Period**

Each teacher is assigned a preparation period. This period is for you to do the things necessary to be effective in your teaching. From time to time you will be asked to participate in professional development activities during your preparation. Your preparation period is a working period. The major portion of your preparation period should be spent as intended. You are encouraged to make the best use of the period. Teachers are expected to use their preparation period to run off necessary classroom materials. Please do not send materials to the office and ask the office secretary to run off items for you unless it is an emergency. Feel free to come by and discuss any necessary instructional issues with the building principal during your preparation time. Your preparation period is provided to help you prepare for instruction so please avoid sitting in the offices and visiting during that time. Your work here is important and you have lots to accomplish so we do not want to give the public the impression that our teachers have nothing to do. Your teacher preparation period is not a free period. It is a paid working period and should be treated as such.

### **Monthly Teacher's Meetings**

Monthly teacher's meetings will be held from 3:20 till 4:20 on the first Tuesday of each month. All teachers are expected to be present for these meetings. You should not schedule personal

appointments or any school activities during this time. Some of these meetings will be building level and some will be district wide. We will attempt to keep most of our meetings within this pre-scheduled time frame. There may be times when additional meetings are necessary, but we will attempt to keep any extra meetings to a minimum. Attendance is required and you are to fill out an absence form if you are not at the meeting. Absences from these meetings will be handled in line with district absentee policy.

### **Curriculum Issues**

Curriculum development is an ongoing process within the Gideon School District. We continue to monitor developments at the state level very closely. With the 2006-2007 school year the state entered the 4<sup>th</sup> cycle of the Missouri School Improvement Program (MSIP). Accreditation in the 4<sup>th</sup> cycle is totally determined by student performance but the district must still maintain compliance with all of the other standards and indicators. Curriculum will be reviewed looking for evidence of quality of instruction. The guidelines call for the curriculum objectives to be supported with appropriate classroom activities and assessments. These activities and assessments must be part of the written curriculum. We continue to develop our curriculum around the Grade Level Expectations (GLEs). We have two options for curriculum services. One is our contract with School City (formerly VR Schoolhouse) in which we will utilize their software and server to fully develop an electronic form of our curriculum. Another option is to utilize the curriculum features of our Student Information Software. A team of teachers has been working with both of these options and we will move forward with one or the other sometime during the current school year. Ultimately the entire curriculum including assessments and activities will be managed utilizing one of these systems. This means it will be easy to update and easy to use.

### **Teacher Dress**

Teachers are expected to dress professionally. Teachers are not to wear jeans or shorts unless it is a work day or unless the principal has designated a special day in which jeans may be worn. Creating a professional atmosphere means that the professional staff is distinguishable from the students in terms of dress. Teachers who spend a substantial portion of their day in physical education may wear clothing appropriate to their assignment as long as it is professional looking. Cases of non-professional dress will be handled by the principal on a case-by-case basis.

### **Charges and Bills**

Teachers are expected to pay all charges and bills at least on a monthly basis. This expectation applies to the teacher as well as to any of the teacher's children. All lunch bills are to be paid at least monthly, along with any other charges. The building principal will contact staff members who do not keep their bills current. In the case of consistent delinquency, the amount due may be withheld from your paycheck or your paycheck may be delayed.

### **Public Relations**

Good public relations will enhance the reputation of your program, your student body, and you personally. Work through your building principal to provide positive information for the newspaper and the newsletter.

We also want to know what good things are happening in your classroom. Please let your building principal know of any noteworthy classroom events or of particular students that should be recognized for various reasons. The building principals will be making a weekly report that will include this type of recognition. At times, special recognition will be provided for these events and students via the school board meetings.

We have a good collaborative relationship with the Delta New Citizen to report school activities, events, and other newsworthy items.

### **Community Resources**

Your district administrators encourage you to use and support community resource, people. Do not, however, allow people from outside the district to present material or information to your students without administrative screening and approval.

### **Teacher Absences**

As soon as it become apparent that you will not be able to report to work, you should contact your building principal to secure a substitute for you. All requests for personal leave must be scheduled in advance through the building principal. Personal leave may not be taken the working day before or the working day after a scheduled school holiday. Teachers are responsible for leaving clear and complete lesson plans. A current seating chart, grade book, absentee slips and a schedule or classes are required for the substitute.

Please recognize that it is very difficult to secure substitute teachers. We need you to be present in your classroom unless your absence is absolutely necessary. Our students suffer when our teachers are not present in the classroom.

Professional employees may be terminated for excessive absences. Unless authorized by the Board or the superintendent, an employee's absence is considered excessive if it is for a reason not granted as paid or protected leave under Board policy, if it exceeds the number of days allotted by the Board for that particular leave and is not protected by law. Notwithstanding the amount of paid leave accumulated, absences for any reason are considered excessive if they exceed five (5) days a month, 20 days in a semester or 40 days per school year, unless otherwise authorized by law.

Staff members must be present if school is in session during inclement weather or pay will be docked. This includes those residing outside the district.



### Absence/Leave Categories

Sick Leave: Sick leave shall be granted to employees when they are incapacitated because of sickness, injury, or for medical, emergency dental, or emergency optical examination or treatment, or for family illness to the extent that they are prevented from performing their duties. Employees are to schedule regular dental and regular optical appointments after school hours or on Saturdays. Leave under this section shall not exceed eight days per year (including two days of personal business leave). According to board policy, employee absences of more than one day may require documentation such as a doctor's excuse or verification through the school nurse.

Personal Business Leave: Two days of personal business leave shall be granted to employees as a part of the eight days leave for illness in situations which require employees to be absent from their jobs under the following conditions and limitations:

1. The term "personal business" refers to personal business matters that cannot be handled outside of the regular school work day. Some examples are as follows:
  - Court service or subpoenas requiring the employee's presence during work hours.
  - The signing of official legal documents which require the employee's presence during work hours.
  - Death or funerals, that do not fall under the funeral leave policy, necessitating the employee's absence from work.
  - Wedding or graduation for a member of the immediate family.
  - Leave under the FMLA
2. For an absence to be credited under the "personal business" provision, the employee's presence must be required; the personal business must meet the parameters defined above; and it must be impossible to conduct the business either after work hours in the afternoon or on Saturday. Absence may be allowed by the Superintendent and Principal only upon prior notice. The nature of the personal business does not have to be disclosed, but prior notice is required in order to provide for necessary substitutes. Absences due to personal leave which exceed the number of days per year provided in this section will result in pay deductions at the rate which the days absent bear to the total days employed for the year.
3. No personal business days may be taken the day before or the day after a holiday

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. No specific reason for the personal leave must be stated. A request must simply be made with verification that it fits the personal leave policy. The administrator will respond promptly to the employee's written request.

Bereavement (Funeral) Leave: An employee shall be granted up to a maximum of three (3) calendar days of paid funeral leave on the death of a member of his/her immediate family. Immediate family is defined as spouse, son, daughter, mother, father, sister, brother, mother-in-

law, father-in-law, step-parents, step-children, grandparents, or grandchildren. To be paid as funeral leave, the leave must be taken within a window that begins two days prior to the funeral and ends two days after the funeral.

Any paid days must:

1. Be scheduled work days.
2. Be within two days immediately preceding the funeral or within two days immediately following the funeral.
3. Include the day of the funeral if it falls on a work day.

Additional consecutive days may be taken from the sick leave allowance if needed. The school district will not reimburse additional days if sick leave days are unavailable.

Professional Development/Inservice Absence: Whenever an employee is out of the classroom for ½ day or more due to a professional development or inservice activity, that employee shall be responsible for completing a Professional Development/Inservice Absence form. This form includes the basic information necessary to properly account for the professional absence and to provide evaluation information to the Professional Development Committee.

After any absence from duty, the employee shall file a certificate indicating the reason for his/her absence and the date in which it occurred. Payroll deductions will be made for any absence not substantiated by a certificate.

### **On The Job Safety**

Safety for both students and employees is a major consideration for our district. If you see any issue within your building that creates a safety concern you need to notify your building administrator in writing. Often we are tempted to just verbally mention safety concerns but these often get forgotten.

Please remember to always take adequate precautions to prevent injury in all of your job duties. For instance, you should keep your work area free from clutter. If you are performing a task that requires safety equipment, then you should be using that safety equipment. Never climb on furniture or equipment. Be aware of your surroundings and use common sense in all job activities.

From time to time on the job injuries may occur. There is a specific procedure that **MUST** be followed if you have an on the job injury. Any such injuries are to be reported to your building administrator immediately. The school nurse may do an assessment of the injury. If medical treatment is required you must use the facility selected by our Workman's Compensation insurance in order for the cost to be covered under Workman's Compensation. If you seek treatment on your own with your own medical provider, any associated costs may not be covered.

### **Teacher Evaluation**

1. All probationary teachers will be evaluated each year during their probationary periods. Each permanent teacher will be evaluated at least once every three years and may be evaluated annually.
2. Each teacher to be evaluated will receive at least one formal scheduled observation and one formal unscheduled observation.
3. Building principals, mentor teachers, and other district administrators will make frequent informal classroom visits.
4. Under normal circumstances, teachers to be recommended for dismissal shall be formally observed at least four times during the year that the dismissal is recommended.
5. The building principal will assume the lead role in the evaluation process and will be responsible for the timely filing of summative evaluations.

The Gideon School District is in the process of developing and adopting a new performance based teacher evaluation system that meets the latest state requirements. The new system will take precedence over the current system once it is adopted.

### **Snow /Ice Schedule**

A schedule has been created for calling our staff members in case classes are cancelled due to snow or ice. Please check the schedule to make certain that your telephone number is correct. Attempts will be made to notify the following radio and television stations in case of school dismissal:

|                |              |         |             |
|----------------|--------------|---------|-------------|
| KBOA/KTMO      | Kennett      | KDEX    | Dexter      |
| KJEZ/KKLR/KWOC | Poplar Bluff | KAIT-TV | Jonesboro-8 |
| KMAL           | Sikeston     | KFVS-TV | Cape-12     |

We will also attempt to post closings on the District web site when possible.

### **Medical Concerns/Visits to the Nurse**

Students bringing medications to school should bring them to the nurse's office or the principal's office. The school nurse is not authorized to give aspirin, Tylenol, or any other pain relievers without written permission from parents or guardians.

The nurse will distribute a list of chronic and/or serious medical problems at the beginning of the school year. Please take note so that you will be prepared should a medical emergency arise when students are under your supervision.

If a student becomes extremely ill, alert the office. Do not leave students unattended in the classroom. Should an emergency arise, students will look to your guidance. If you remain composed, they are less likely to panic.

Use discretion in allowing students to go see the nurse. Students should only be allowed out of class to go to the nurse if the situation demands immediate attention. Otherwise, students should be encouraged to see the nurse during their lunch period. High school students are to always go through the office prior to seeing the nurse.

### **Teacher Mailboxes**

Teachers should check their mailboxes each morning and afternoon. All correspondence will be placed in your mailbox. Before teachers place anything in the mailboxes, the principal needs to clear it first.

### **Teacher's Lounge/Workroom**

Please keep the lounge/workroom clean and in an orderly manner. Coffee and sodas need to remain in the lounge/workroom and should not be taken to the classroom when students are present. Try to set a good example for our students. **Students are not allowed in the teacher's lounge/workroom, do not send students to get you coffee, sodas, etc.**

### **Fund Raising**

Classes, school organizations, and extracurricular groups are not allowed to conduct fund raisers during the school year except at the annual Labor Day event. During the school year fund raising activities are reserved for the Senior Class to raise money for the Senior Trip and for the Junior Class to raise money for the Prom. All fund raising activities are to be approved by the appropriate building administrator.

### **Chain of Command**

Teachers and staff are expected to adhere to the chain of command in their dealings with students, parents, or other staff members. If you have a concern about anything pertaining to your school, please discuss this with the building principal before you see the superintendent. If the problem cannot be resolved, it will be forwarded to the superintendent. Please feel free to come by the principal's office with any thoughts or concerns. We believe we can have a close working relationship. We will strive to be fair and consistent in every manner.

**We want the best for everyone concerned. If you feel change is needed, please do it in the appropriate manner. Go to the appropriate building administrator to resolve any situation.**

### **Student Records Confidentiality**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the confidentiality of student educational records. This law places a responsibility on you to always remember that educational records and student specific information are confidential. This information may only be shared with the parent or guardian of the particular student and only with the student after he/she turns 18. Do NOT discuss specific information about a student with someone other than the student's parent or guardian. You may share any specific student

information with staff members who have a job related need to know the information. Under no circumstances should you make diagnostic judgments about a student to a parent. If you are questioned about the progress of a referral, you should direct the individual to the building principal.

### **Windows, Blinds, and Lights**

At the end of each day, please make sure that all windows are closed and locked, all blinds are closed, and all lights are turned out.

### **Teacher/Parent Correspondence**

All correspondence going home **must** be reviewed and approved by the principal. Any memo or letter to parents will need to be copied and filed in the office for future reference. Your building administrator may want these memos and letters submitted electronically.

### **Communicating Course Expectations**

Communication between teacher, parent, and student is essential for an effective learning environment. In order for a student to meet the performance standards, outcomes, or objectives for a course, we must clearly communicate our expectations to him/her. If parents are to become allies in education, they too need to know what is expected. Thus, teachers in the Gideon school system are expected to inform students and parents concerning course outcomes/objectives, assessment methods, and expected performance standards *prior* to instruction. This should be done multiple times during the year, at appropriate times during the year, and should be in a form that can readily be understood.

At the beginning of a course, teachers are expected to distribute a course overview to the students. This overview should list the major course outcomes/objectives. Furthermore, the overview should describe the assessment methods that will be used in the course and detail the expected performance standards. Performance standards should briefly indicate how student work will be judged and what the expected level of performance is. The course overview should contain a sign-off sheet for the parents to return when they have reviewed the overview. A copy of the course overview that is sent home to parents should be provided to your building principal.

At the beginning of each unit, students need to be specifically informed concerning the course outcomes pertaining to that unit. Information about the unit assessment and expected performance standards should also be shared. Preferably, this should be done in writing.

At the beginning of each unit, parents need to be specifically informed concerning the unit outcomes. In addition, parents should be made aware of the types of assessments that will be used within the unit. A reminder of performance standards would also be appropriate. This should be in a written form that is readily understandable. It is suggested that this be accomplished by preparing a “parent letter” for each unit. The “parent letter” could include the unit outcomes, student expectations, and any other information that might be of interest to parents.

At the beginning of each lesson, teachers need to inform the students of the expected outcomes/objectives. Where appropriate, students should be reminded of the assessments and the performance standards.

### **Special Activities**

All activities must be approved by the building principal and placed on the approved school calendar. Activities not approved or assigned to the school calendar will be subject to cancellation due to conflicts in schedules. All activity scheduling should be completed through the building office. This includes any summer activities.

### **Scheduling Media Centers & Computer Labs**

In order to prevent conflicts in use of the media centers and computer labs, you must schedule your class time in advance. To schedule a class into the computer lab located in the Central Office Building fill out the schedule board located at the front of the lab. Media Center time for whole class use can be scheduled through the LMC staff.

### **Media Center**

The LMC is now housed in one facility. In order to meet the needs of staff and student the following guidelines have been developed:

- *Entrances:*  
All elementary students are to enter through the South door (central office side).  
All high school students are to enter through the North door (new gym side).
- *Plan ahead for LMC use:*  
Teachers must contact LMC staff to schedule whole class use of the facility. Use of the LMC should be a *planned* portion of the instructional process. Therefore, the teacher should contact the LMC staff in advance to schedule use of the LMC.
- *Hall Passes:*  
Every student must have a hall pass, signed and dated, before coming to the LMC. Call before sending any student to the LMC to ensure LMC staff will be able to assist the student at that time.
- *Computers in the LMC:*  
There are a limited number of computers in the LMC for student use, not enough for an entire class. Call LMC staff before sending students to use LMC computers.
- *Video Editing Computer:*  
One video editing computer is available in the work room of the LMC. This computer has movie making software and the capacity to burn DVDs. Only trained students are allowed to use this computer and they should be accompanied by a teacher when using the computer.
- *LMC Materials:*

All LMC materials are cataloged and must be checked out by staff and students before leaving the LMC.

- Food or drinks are restricted in the LMC. Food or drink may only be used in the LMC for meetings or special events.

### **District Technology**

Access to district technology is a privilege and is intended to be utilized to facilitate student learning. With this privilege comes responsibility. District usage agreements are in all student handbooks and on the district Internet site. The district Internet usage agreement also applies to all students, district employees, and patrons who use Gideon School District technology resources.

By using the Gideon School District network system an individual is agreeing to abide by the "Gideon School District Internet and Network Usage Agreement". The district reserves the right to add to or modify this policy at any time. Should an individual violate any portion of this agreement, all network and Internet privileges may be revoked. In addition inappropriate or illegal use of network facilities may result in civil or criminal lawsuits. Parents and/or guardians may be held accountable for inappropriate use by their child.

Students and patrons failing to abide by the guidelines in the agreement will be subject to disciplinary action as outlined in below:

- 1<sup>st</sup> offence: Network privileges taken away for a term of 30 days
- 2<sup>nd</sup> offence: Network privileges taken away for a term of one semester
- 3<sup>rd</sup> offence: Network privileges may be revoked indefinitely

Additional disciplinary actions may be taken by the principal if deemed necessary.

District employees who violate the "Gideon School District Internet and Network Usage Agreement" will receive a warning upon their first violation. A second violation may result in a written reprimand. A third violation may result in dismissal of the employee. Using network facilities for illegal activities may result in immediate dismissal of the employee.

### **Computer Labs and Computer Access**

We currently have one computer lab available for class use. It is located in the central office building next to the ITV room. This lab is reserved daily for keyboarding or computer application classes when they are scheduled but is available to by reservation during other times.

Teachers are expected to closely supervise students when using any computer on campus. Teachers should monitor student activity and verify that equipment is in place and properly functioning prior to beginning a session in the lab and upon leaving the lab. Teachers are NEVER to send students to a computer lab unsupervised!

Sets of computers are available in several classrooms and a bank of computers is available in the media center. If individual students need to use a computer you may check with a library aid to see if a supervised computer is available.

### **Technology Support**

Please remember that we have no dedicated support staff. Support requests are handled by individuals who have other full time jobs with the district. Support requests will be handled as rapidly as possible within the other demands of the system.

### **Compuguard Cornerstone**

All of our new computers and many of our existing computers have a piece of software called Cornerstone installed on them. Cornerstone protects the operating system and main drive area from any changes. This will prevent spyware, adware, viruses, etc. from being installed on the computer. It will also prevent users from making any configuration changes. In protected mode, Cornerstone prevents any permanent changes to the computer's hard drive. Cornerstone will "reset" the computer's hard drive when the computer is rebooted. Thus, if a student goes to a web page that has adware or a Trojan, that software is wiped off upon reboot. If a student installs a piece of software he/she downloaded from the Internet, it is wiped off upon reboot. If a student changes machine settings or backgrounds, they are reset to the original state upon reboot. Cornerstone allows an "unprotected" area to be maintained on the computer's disk drive. This will normally be referenced as the D: drive if you go to "My Computer". Items you save in the unprotected area will not be wiped off. This should help keep more of our computers running without problems.

This also means that teachers and students **MUST** save any work they want to keep to their network home directory. If you save something on the local C: drive or in the "My Documents" area, it **WILL BE** wiped out when the computer is rebooted. Make sure that you are saving your documents and other files to your home directory on the network.

### **Email**

The Gideon School District utilizes a web-based email system. This provides access to your email from any Internet capable computer. There is a link to our web-based email from the district home page. All teachers are assigned a district email account. Email will be utilized as one of the primary means of communication within the district. You are expected to check your email on a daily basis. You will be responsible for information communicated via email.

Our email system is IMAP compatible. This means you can use our email system with other email clients such as Microsoft Outlook and Microsoft Outlook Express. If set up properly, your folder scheme should follow through to each client.

We subscribe to an email filtering system through MoreNet that helps block viruses and spam. This is an added layer of security against viruses but it does not guarantee that no viruses will get through. Thus you should continue to be cautious with email and always make sure the virus protection on your computer is updated and operational.



In addition, we utilize a variety of filters on our email system. We are currently using a local spam system to reduce unsolicited commercial email. One of your folders should be a "Spam" folder. All suspected spam email will be tagged with the word "Spam" in the subject line and placed in this folder. The system is automatically set to delete anything in the Spam folder that is more than three days old. You may want to check your spam folder periodically to make sure that legitimate email isn't getting tagged as spam. If a legitimate email is incorrectly tagged, you can click on the green check mark in the middle of your screen to "white list" that address. If you "white list" an address, it will no longer be marked as spam. If you receive commercial email in your inbox that is not caught by the spam filter you can "black list" the email and then email from that address will go to your spam box in the future. You can "black list" an address by clicking on the red X in the middle of the screen. We also use a content filter that will delete email with certain attachments. Deleted attachments include those with the following extensions: exe, com, scr, dll, and bat. These types of attachments can be used to carry virus infected files. This is one added layer of virus protection for our system.

If you join any email listserves, please make sure you sign off of those lists over the summer unless you plan on checking email regularly over the summer. Also, be sure to delete unneeded email messages rather than allowing them to accumulate in your main email folder.

Be aware that email attachments are a primary means of spreading new computer viruses. You should never open an email attachment unless you know the person who sent the attachment **AND** you were expecting the attachment. Some new computer viruses will go into a person's address book and replicate the virus by sending it to everyone in the individual's address book. Thus, you could receive an email from someone you know that could still be infected with a virus. The very best defense is to make sure the virus protection software on your computer is up to date and running.

### **Internet Filtering**

Effective July 1, 2002 the Children's Internet Protection Act (CIPA) required that all school districts receiving federal funds have Internet Filtering in place. Internet filtering is in place through our firewall. This does not guarantee that students cannot get to inappropriate sites. New sites come online regularly. Teachers still have a responsibility to monitor student use of the computers and make sure that students do not visit inappropriate sites. The very best method of insuring that students do not visit inappropriate sites is for good teacher monitoring when students are using the Internet. If someone attempts to visit a blocked site they will receive a message stating that the site has been blocked by our content filter. You will see a STOP sign and a message that "You cannot access the following web address:" and then the web address is listed. The reason the site is blocked is also listed. We are using the Smartfilter DA Bess Edition through MoreNet. If there is a legitimate reason to visit the site we can provide a username and password to allow you to temporarily bypass the filtering. Once you turn off filtering it is turned off for ALL sites for the period of time you set. Keep in mind that no content filtering scheme is perfect. Some sites that are blocked have perfectly acceptable content and you may need to access them. By the same token, there are some sites that may be new or have new content that is inappropriate that may not yet be blocked. Therefore it is still very important for teachers to be aware of the sites students are visiting. There is no substitute for good supervision.

### **Announcements**

Please read the announcements to the students. This is the only way we have of distributing information to the student body. We will try to have them to you by second period. If you wish to place information on the announcements, you must do so before 8:00 a.m. Condense them as much as possible. Other pertinent information will be read over the intercom the seventh period of the day. We will try our best to keep from interrupting your class at other times of the day. It is our goal to begin posting announcements on our web site sometime during the current school year.

### **Assemblies**

Teachers are expected to attend all regular assemblies and to assist in the supervision of the students. Only those teachers having their planning periods during assemblies or who have other assigned duties are excused from attending. Periodically we will be scheduling assemblies for specific groups of students to provide teachers with some time to work collaboratively on school improvement issues. When those assemblies are scheduled, the teachers who are scheduled to work on school improvement issues should move to their work area as quickly as possible and accomplish as much as possible on the task at hand.

### **Grade Book**

Always record plenty of observations and grades. Do not base a student's grade on just a few assignments or assessments. All teachers will be expected to utilize the electronic grade book. Our electronic gradebook makes it possible to submit grades directly to the office. Parents will also be able to view grade book information about their particular student. If you need assistance in mastering the advanced functions of your gradebook, please notify Craig Earnheart and we will work on arranging training. When you use the electronic grade book, you do not have to keep grades in your regular grade book but you must regularly print out a copy of your grades for backup purposes. At the end of the year you will need to submit a final printout of your grade data to the office. Never destroy grade entry data until you have printed out backup information. Make sure you have records to substantiate your grades and comments. We get several calls concerning grades and it is very difficult to support when there is nothing recorded in the grade books. You should begin entering data into the electronic gradebook from the very beginning of the school year. If a student changes classes, the gradebook rosters can be updated automatically.

### **Admit Slips**

Admit slips will be issued to those students who check in after school has started. When students enter your class late, they should be counted tardy, unless they are excused by the office. After first hour, do not send students to the office for tardy slips. Document tardies in your attendance book, and send a tardy report to the office. Please follow this procedure to maintain consistency among staff and to keep students in the classrooms rather than in the office and hallways.

Admit slips will indicate whether the absence is excused or unexcused. Students who have unexcused absences will be expected to make up missed work, but they will receive no credit for the work. Students who have been absent should not be allowed back into class without an admit slip.

### **Purchasing Procedures**

Staff members are not to purchase items without the knowledge and approval of the building principal and central office. Purchase orders should indicate exact or closely estimated costs and should be secured prior to the commitment to purchase. No purchase by a staff member is to be made without a purchase order number. You are not to order items "on approval" unless it has been approved and a purchase order has been secured prior to placing the order. Purchase orders must be approved by the building office and by the central office before they can be printed. This process takes some time. Do not expect to be able to walk into the office, request a PO, and walk out with the PO. Financial commitments made by a teacher without proper authorization are the responsibility of the teacher.

Teacher requisitions are utilized to begin the purchasing process. Since we are on a computerized purchase order system, it is extremely important for your requisitions to be completed accurately and completely. We are currently using a paper requisition process, but we hope to move to an "intranet" based requisition process in the near future. Please be aware that requisitions not completed appropriately will not be processed. Make sure you are using a current catalog.

#### Procedures:

1. Secure the appropriate Teacher's Requisition form from your building office. The form should be the latest one available.
2. Fill out the information at the top of the form. A separate form should be used for each of the following categories:
  - Supplies consist of consumable materials, instructional materials, resource materials, models, demonstration items, classroom items, etc.
  - Technology needs include ink jet cartridges, laser printer cartridges, laser printer cartridges, software, cables, etc.
  - Textbooks would include any type of classroom sets of printed materials. This would include standard textbooks, workbook requests, classroom literature set requests, etc.
  - Instructional equipment would include computers, printers, monitors, cd-rom units, carts, overheads, tape players, etc.

Make sure you include the school year for which the request is being made, and list your name and the grade or courses for which the request is being made.

3. Provide complete information for the company. This includes the company name, mailing address, fax number, and telephone number. If the request is for a specific grant or special program, please list that program in the appropriate place.

4. Fill in the quantity, catalog number, description, unit price, total cost, and page number for each item ordered. Because of the way our accounting system functions and our need to have accurate accounting information, cost information **MUST** be accurate. Estimated costs are not acceptable.
5. You must include a postage and handling amount if the company charges shipping and handling. This is usually provided in the catalog or you may have to call the company to find out what the charges will be. Do not just add on an "estimate" for postage and handling.
6. If the order needs to be held or if you have other special instructions, make sure you include them in the comments section of the requisition.
7. If you have items that are a priority, please place a star by those items. They will be given priority consideration if funding is not sufficient to fill all requests.
8. Turn in the requisition to your building office. They will be reviewed by the building principal with final approval coming from the superintendent. Requisitions that are not properly completed will be rejected.

Note: During the school year, if you need to purchase any items at all for any class or activity you must always follow the above procedures. If you make a purchase without following proper procedures, you may have to pay for the purchase yourself.

### **Invoices and Receipt of Goods**

After a purchase order is approved, the goods will either be ordered or you will pick them up. Before the district can pay for the goods, we have to have verification that they have been received. Whenever you receive goods, you **MUST** okay the invoice or purchase receipt and return it to your building office. Your okay means that the items have been received and are correct. This provides us with the authorization to pay. We have no way of knowing that the goods have been received unless you follow through with this process.

In the past, we have had difficulty getting invoices and purchase receipts back from the classroom. In some cases we have lost grant money because someone did not let us know it was okay to pay a particular invoice. This needs to be a priority! Anytime you receive goods you should expect to send something back to the office indicating that you have received them. If they are purchased locally, then your sales receipt will be sufficient. If they were ordered, then an approved invoice is sufficient. If you are negligent in notifying your office that the goods have been received and the invoice is okay to pay we may have to restrict orders in the future.

### **Payroll**

All payroll for the Gideon School District is completed via direct deposit. This speeds up the process and helps in the accounting cycle. The official pay date is the 15<sup>th</sup> of the month or the last working day closest to the 15<sup>th</sup>. Direct deposit payroll will be scheduled to be in the employees bank account one day prior to the official pay date. If you change banks or accounts

you must make sure the central office has the updated information or your payroll will be delayed. You do have the option of splitting your pay between more than one account if that meets your needs.

**Payroll Schedule for 2006-2007**

| <b>Payroll Period Ends</b> | <b>Direct Deposit Scheduled</b> |
|----------------------------|---------------------------------|
| July 31, 2006              | August 14, 2006                 |
| August 30, 2006            | September 14, 2006              |
| September 29, 2006         | October 12, 2006                |
| October 30, 2006           | November 14, 2006               |
| November 29, 2006          | December 14, 2006               |
| December 29, 2006          | January 12, 2007                |
| January 30, 2007           | February 14, 2007               |
| February 28, 2007          | March 14, 2007                  |
| March 30, 2007             | April 12, 2007                  |
| April 30, 2007             | May 14, 2007                    |
| May 30, 2007               | June 14, 2007                   |
| June 29, 2007              | July 12, 2007                   |
| July 31, 2007              | August 14, 2007                 |

Please note: Direct Deposits will be delivered to our bank for the date stated, however we cannot be responsible for how your bank handles the transaction.

**Professional Development Expenses**

From time to time you may be involved in professional development activities for which you must drive or be away from home overnight. If you drive, you may be reimbursed for mileage for the MOST DIRECT route to your destination. You may drive any route you wish, but please only request reimbursement for the most direct route. If multiple individuals are attending the same inservice, mileage will only be paid for one vehicle. You should get together and decide who will drive and who will turn in the mileage.

In general, the following guidelines should be followed when requesting reimbursement without a receipt on the following basis. Breakfast will be reimbursed up to \$7.00. Lunch will be reimbursed up to \$8.00. Supper will be reimbursed up to \$13.00. If a meal is provided with the inservice or a conference you are expected to take advantage of that meal and not request reimbursement for a meal someplace else. A tip of up to 15% may be added to the above amounts.

When booking hotel rooms, always request "DIRECT BILLING" for the cost of the hotel room. To do this, call the hotel reservations department and make reservations for the nights you will be staying. Mention the name of the conference since they will sometimes have a special rate assigned to you. If you will check in after 4:00 p.m., always ask the reservation to be guaranteed. Request a confirmation number for the reservation and write it down for reference. Tell the person you are requesting Direct Billing on a school purchase order. Most hotels will agree to do

this. They may transfer you to the accounting department for more instructions. If they agree to direct bill the school, fax or mail a copy of the purchase order and sales tax exempt letter to the hotel with Attn: \_\_\_\_\_ (person you talked with) and the confirmation number of the Purchase Order. Always write the dates you are staying, how many nights, names of the persons in the room, and the name of the conference attended.

Upon arrival, show the purchase order and tax exempt letter when checking in.

**IF THE HOTEL WILL NOT DIRECT BILL:** Use the school credit card to make the reservation. Check with either principal for school credit card information. Mark confirmation number and note "Charged to school's Mastercard" on the purchase order. Upon arrival--show the confirmation number and the tax exempt letter when checking in.

It is necessary that you follow all steps mentioned above in order to have a smooth billing process. It is very time intensive to try to track down incorrect billings after the fact. If you have any questions, please check with the superintendent's office BEFORE making reservations.

### **Health Benefits**

The Gideon School District pays the cost of health insurance for full time employees. Although our Health Insurance rate actually decreased this year, rates have increased dramatically over the past few years and this continues to be a growing concern. Health insurance benefits make up a substantial portion of our employment costs. Please use your benefits wisely.

Our current renewal date for our health insurance plan is October 1, 2006. Our health insurance carrier is currently Blue Cross Blue Shield of Missouri through the Missouri Educator's Health Plan. Our medical benefits utilize a PPO network with a \$1,000 deductible; 90/70 coinsurance, 3 tier prescription drug card, and \$20 office visit copay with preferred providers. Health insurance costs are a big portion of our budget and the cost continues to escalate. You have heard the statement that there is no free lunch. That applies to health insurance coverage. By being part of a pool, we are protected from major losses. But in the end, our rate is basically calculated based upon how much the health insurance company pays out on our behalf. If we have high utilization, then our rates will go up. The health insurance is there for your benefit, but please use it judiciously. In the end, you pay for it.

You can currently access benefit information for our district by going to <http://www.ftj.com/moed> where you will see a drop down box toward the bottom of the page. Click on the down arrow in the "School District" drop down box and select Gideon 37 from the drop down menu. You will use bulldogs as the password. The first time you use the site you will have to create a user login. Then you will be able to access your personal information.

On this site you can access:

- Benefit and rate information for your medical plan
- Current PPO Provider Directories
- Generic and Preferred Brand Name Drug lists
- Member Services Information

- Frequently used forms and applications
- MSTA sponsored Plans
- Other information

You can also access your Explanation of Benefits (EOB) online by going to the Blue Cross Blue Shield site at <http://my.bcbsmo.com/MyBluePlan/> and registering for an account.

Links to these sites are also available on the Gideon School District home page.

### **Cafeteria Plan**

All Gideon School District employees have the option of participating in the district sponsored cafeteria plan. The cafeteria plan is a means by which employees can purchase certain insurance products using pre-tax dollars as well as pay for qualified medical, dental, vision, and child care expenses with pre-tax dollars through the Flex Plan option. Our cafeteria plan year runs from September 1 through August 31. To participate in insurance portion of the plan you simply purchase qualified insurance products and have the premiums held out and paid through the school. Colonial Insurance Company is currently our main provider for these optional products. To participate in the Medical Reimbursement or the Child Care Reimbursement portion of the plan you authorize the district to withhold a certain amount from your pay each pay period. That amount is submitted to a third party administrator and you submit claims for reimbursement to that third party administrator. EzFlex4U is the current third party flex administrator. They are in the process of merging with Tri-Star Systems to provide better service. Their web site is <http://www.ezflex4u.com>. The medical reimbursement and child care reimbursement plans have a “use it or lose it” provision. If you do not use the money you set aside, you lose it. Thus, you should estimate any projected contributions carefully. New regulations now basically allow a 15 month window which should help with this provision.

Representatives from the Colonial Insurance Company will meet with all staff prior to September 1 of each year to inform you of the cafeteria plan options. All employees must be offered the opportunity to participate in the plan and each employee must sign off on an annual basis.

### **Credit Union**

The Gideon School District is a member of the Federal Credit Union. This provides credit union service and access for our employees. Representatives from the credit union are on campus every couple of months during the school year. The credit union is located at 1807 N. Douglass Street in Malden. Their phone number is 276-3200. Their fax number is 276-3210. Their office hours are 9:30 AM – 4:30 PM, Monday through Thursday. They are open until 5:30 PM on Friday. They are closed from 1:00 PM until 1:30 PM daily for lunch. <http://www.fme.org> is the web address for the credit union. An ATM is located at the Malden office.

### **Grant Writing**

The Gideon School District wants to encourage teachers to write competitive grants. This often provides a unique opportunity for teachers to gain extra resources for their classroom or for the school.

The district offers a \$100 stipend to any certified staff that writes and submits a competitive grant. The stipend will be paid whether or not the grant is approved. The following conditions apply to the payment of the stipend.

- The grant must be competitive in nature. (It cannot be an entitlement grant.)
- The grant concept must have prior approval of the building principal.
- The grant must address student achievement or an established local professional development need.
- The grant writing must meet all local deadlines established by administration.
- The grant must be reviewed locally and improvement suggestions should be implemented.
- The grant must meet the minimum requirements of the grant program (it cannot be rejected as being non-responsive.)
- The grant must be ready to mail at least five business days prior to the deadline.
- The value of the grant must be greater than \$1000.00.
- Anticipate district funding for the district match must be no greater than 10%.
- The stipend will be paid to the main grant writer.
- Only one stipend per grant will be paid.

Many of the state grant programs have been suspended but there are still some opportunities available. There are many federal and private competitive grants that would qualify. If you have questions as to whether a particular grant would qualify you for a stipend, please contact your building principal prior to starting work on the grant.

### **Duty**

Specific duty assignments have been made for before school and at lunchtime. All faculty who are assigned duty will be expected to be in the appropriate area and on time. If for some reason you are unable to be at your duty post, arrangements should be made to exchange times with another staff member. Teachers on duty should be in their area by 7:50 a.m. If you see a student behaving inappropriately outside your class, take measures to correct his/her behavior. You may correct them yourself, or send them to the office.

Duty teachers should always eat their lunches in the cafeteria and move around among the students as much as possible. Teachers on lunch duty should make periodic checks of the cafeteria restrooms. Teachers should encourage and require students to leave the tables clean. Hallways are closed during lunch and students should not be allowed to enter the main building.

### **Hallway and Classroom Supervision**

It is important for all students to be supervised at all times going to and from all classes, as we are responsible for all students, whether in our class or on duty. All teachers are to stand outside their classroom doors between classes. Immediately correct any unsuitable behaviors. Watch for instances of horseplay. What may seem innocent at first can quickly escalate into an incident where property is damaged or where students are injured. Teachers should also be at their doors at the end of the school day when students are dismissed until the halls are cleared. Please stand by



your classroom and do not go down and visit at another teacher's door, go to the teacher's lounge for a soda, etc. You are responsible for your students. Do not leave your room, for any reason, unless an emergency arises. If so, inform a nearby teacher or the building principal and do not leave your students unless they are under the direct supervision of another certified individual. Students are to be supervised at all times! You are never to leave your students unattended. That means they are never to be out of your site. **Leaving students unattended, even for a few moments, can be sufficient reason for job dismissal.**

### **High School Students in the Elementary Building**

Because of changes in our student population and redistribution of resources, we are seeing more situations where high school students are in the elementary building. ALL teachers need to work to enforce the expectations of these students as we share resources. Following is a list of some of the basic expectations that apply to high school students when they are in the elementary building:

- High School Students should access the building by using the sidewalk between the cafeteria and the elementary building. (Students going to the nurse or cadet teachers may need to use the main entrance).
- High School Students should enter the building using the east set of doors.
- High School Students are not to use the restrooms in the elementary building.
- High School Students are to go directly to the classroom where they are assigned. They are not to linger in the halls.
- High School Students are expected to be quiet in the halls.
- High School Students are to be respectful of all teachers and accept instructions from elementary teachers as required.

### **Classroom Appearance**

You are responsible for the appearance of your room. Inform the principal if it is not being cleaned properly. The fact that we have custodial service does not remove the responsibility of keeping the room neat and orderly during the day. You are also responsible for general dusting; keeping computers, monitors, keyboards, and mouses clean; and for keeping desk tops clean. Please do not allow student desks to touch the walls. Check student desks daily for writing. **DO NOT PLACE ANY TAPE/ADHESIVES ON WALLS, CABINETS, OR DOORS.**

It is the district's intention to adequately furnish your classroom. Therefore, it is generally unacceptable for you to bring outside furnishings into your classroom. This includes microwaves, refrigerators, area rugs, etc. If you have a special need, discuss this need with your building principal.

### **Homework/Class Assignments**

All homework should be meaningful and provide reinforcement for material covered in the classroom as well as provide enrichment. All assignments should be kept at reasonable amounts. Please use appropriate methods to communicate homework assignments with parents and students.

Class and homework assignments should be meaningful. They should always be assessed in some form. Students need and deserve some sort of feedback on their work. We need to hold high expectations for students. Demand that students adequately complete homework assignments. Work with your building principal and counselor to deal with students who do not complete homework. If this persists, parents are to be notified. The student may also be referred to the principal for possible eighth hours or recess detention.

### **Special Education Procedures**

All teachers should follow the correct procedures for special education students. Please realize that the special education process is lengthy and time consuming. When a teacher suspects a problem with a student, he/she should follow the procedure below:

1. Request a Special Education packet, which contains a Pre-Referral checklist. The teacher must complete this checklist. A specific set of Alternative Intervention Strategies will be developed from this pre-referral checklist.
2. The teacher will be given a list of Alternative Intervention Strategies (AIS). The teacher must try the given strategies for a period of 4-6 weeks. If the Alternative Intervention Strategies are not successful, the student will be further evaluated.
3. A screening will be completed to investigate the problem and check the need for further testing.
4. The parents/guardians of the student will be notified of the problem and asked to attend an evaluation-planning meeting. They will also be asked to sign consent for evaluation.
5. The Special Education staff has forty-five days to complete the testing and to write an evaluation summary.
6. The parents will be notified of the results and asked to help formulate an Individual Education Plan (IEP). The Special Education staff has an additional thirty days to formulate an IEP.
7. Finally the student will be placed and served with the appropriate services.

Important things to remember about Special Education:

- ✓ Do not discuss Special Education issues with a parent before you have talked with the special education coordinator or an administrator.
- ✓ Always look at your handbook to refer to the special education process.
- ✓ Be Patient.
- ✓ Feel free to contact your special education coordinator at any time about a student or the progress of a student's paperwork.

### **Smoking And Tobacco Use**

In compliance with Missouri State Statutes, no person shall smoke or otherwise use tobacco or tobacco products in any indoor area of a student occupant facility of the Gideon No. 37 School District. Smoking or tobacco use in school buildings under the jurisdiction of the Board of Education of the School District of Gideon shall be prohibited. No smoking or tobacco use shall be allowed in offices, classrooms, auditoriums, student cafeterias, corridors, gymnasiums,

teacher's lounges, lavatories, libraries, or any other building or room where students assemble. Furthermore, no smoking or tobacco use shall be allowed on busses used to transport students to or from school or to transport students to or from any school activity.

Students are not permitted to smoke or otherwise use tobacco on school property, on school buses, or at any school sponsored event.

Furthermore, school employees are not permitted to smoke or otherwise use tobacco when in the presence of students at any school sponsored activity or event.

The Board of Education of the School District of Gideon believes that it is the right of the nonsmoker to breathe clean air. The Board of Education also believes that tobacco smoke in a school building denies students access to clean air, introduces a substantial health hazard to those students, and interferes with learning.

### **School Improvement Issues**

Our high school was removed from the school improvement list in 2005-2006. This does not mean we have it made. We could be back under school improvement by not meeting AYP. Each building must continue to implement their revised building Comprehensive School Improvement Plan to meet the requirements of No Child Left Behind. Our goal should be to seek continuous school improvement. The school improvement process requires the implementation of research-based instructional strategies in reading/communications arts and math. These are the same requirements that must be met for school-wide Title I programs. Our instruction must include practices and strategies that will allow ALL subgroups of students (major racial and ethnic groups, economically disadvantaged/free-reduced lunch students, students with disabilities, and students with limited English proficiency) in the building to read and do math on grade level by 2014. We must continue to work toward specific annual objectives in reading/communication arts and math that allow ALL children to be working at grade level by 2014. We must implement strategies to promote effective parental involvement. We must address opportunities for extended learning activities before school, after school, and summer school for preschool-age children. And we must design and implement a teacher mentoring program that addresses all teachers.

According to the NCLB, ALL areas must be considered in school improvement. By 2006 science will also become a focus area under AYP. During the 2002-2003 school year we began a comprehensive professional development focus that had three components. Those three components included an instructional portion that focused on the Marzano strategies, a social portion that will focus on the Ruby Payne strategies for dealing with children who are in poverty, and a professional growth portion that will focus on developing Professional Learning Communities in which we will all look at student work and how to improve student work. This is a long term process to which we are committed district-wide. As we continue our discussions there will be changes in what we do and how we do it but our focus will be on improving student achievement for all of our students.

## **STUDENT DISCIPLINE ISSUES**

### **Classroom Discipline**

Discipline plays an important part in classroom management and procedures. You, as a teacher, will only be as successful as your classroom procedures allow you to be. If you cannot handle your students, you will not be effective as a classroom teacher. Discipline and the handling of students are very important during the entire year, but it is *essential* during the first few months of the school year. It is much easier to relax the classroom situation than it is to tighten it up.

### **Administrative Goal**

It is our goal to support your classroom discipline to the fullest. Yet, we are not at liberty to punish students for what we think they did. You must have witnessed the incident, the student must confess, or there must be a preponderance of evidence as determined by the principal. Also, students will not be punished if they are left unsupervised unless it is an incident of major proportion or a flagrant violation of known rules. See the section on sending students to the office for more guidance and expectations concerning student discipline.

### **Student Discipline**

You are requested to handle disciplinary cases to the extent that you think you are capable.

The following steps need to be taken to insure that students are disciplined accordingly:

1. Keep accurate records (documentation) to ensure your discipline case against a student. Note the nature of the problem, dates, and steps you have taken to correct the situation.
2. Make students aware of the steps you are taking and why you are keeping records of their activity.
3. Contact parents concerning problems you are having with their children. This is usually the best line of defense that we have against student misconduct. Don't be afraid to pick up the phone, this will pay large dividends for you.

Students should be sent to the office immediately for the following problems:

- Alcohol or drug situations,
- Dangerous items situations,
- Tobacco violations,
- Serious fighting (punches being thrown, injuries occurring),
- Disrespect or insubordination toward teachers,
- Threats toward teachers, and
- Striking school personnel.

### **Food in Class**

Students are not allowed to have food or drinks in class. Students are not allowed to purchase sodas in-between classes or at recess.

### Student Dress Code

1. Students shall wear adequate modest clothing of such style and design as shall be consistent with community standards as determined by district administration.
2. All skirts and shorts must extend at least 1 inch past the student's extended fingertips.
3. Jeans with holes above the knee will not be allowed.
4. Bare midriff costumes, shirts, blouses, or tops with narrow straps, and see-through clothing are not appropriate wearing apparel for either boys or girls. All tops must be 3 fingers wide on the shoulder.
5. Students shall maintain clothing and person in a hygienic condition. (Hair and skin must be kept clean. Hair must be combed and well groomed.) Due to hygienic and safety concerns, students may not wear rings or studs in any body piercing other than the ears.
6. Students shall wear shoes for foot protection and hygienic reasons while on school grounds or aboard school transportation. Sandals are acceptable but house shoes are not.
7. Decoration, symbols, mottoes, or designs imprinted or attached to the body or clothing which are offensive to good taste or the maintenance of good decorum, shall not be worn to school or to school functions. (Examples-- drug or alcohol symbols, ethnic slurs, off-color slogans or statements. No Big Johnson, Co-ed Naked, etc. t-shirts.)
8. No spandex biking shorts or see-through mesh shorts will be allowed.
9. Due to safety concerns, baggy clothing will not be allowed. Absolutely no sagging!
10. Tank tops may only be worn over or under t-shirts.
11. Any other attire or grooming that is perceived by the administration as being detrimental to the education process will not be allowed.

The Gideon School District dress code applies to all school sponsored activities and events.

Teachers are expected to help enforce the dress code. First hour teachers are expected to be especially vigilant in checking for dress code violations. If students violate the dress code, they should be sent to the principal. Warnings will be issued the first time. However, the second and succeeding times, students may be placed in AEC or be provided with alternative clothing at school.

Guidelines under the dress code of the student handbook will be in effect for all school functions.

For Prom, all students are expected to wear formal dress attire.

#### Male Students

- Suits or tuxedos required
- No Jeans or Tennis Shoes

#### Female Students

- May wear formal dresses
- May wear formal pant suits
- No jeans or Tennis shoes
- No Dresses with the back out below the waist
- No slits in dresses unless the slit is below mid-thigh

- No two piece dresses with belly button showing
  - No bikini tops with long skirts
  - No cut outs below the waist
  - No dresses or formal wear that have a plunging neckline and show cleavage
  - No dresses or formal wear that utilize “see through” material to hide cleavage
  - May wear spaghetti straps
  - May wear strapless dresses as long as no cleavage is showing
- For Homecoming, girls in the homecoming ceremony must follow the same general guidelines as outlined for prom in selecting dresses and formal wear.

Please remember that the dress code for all school dances is the same as for a regular school day.

**For all school functions, if a student’s date attends another school, it is the student’s responsibility to notify them of our dress code. If they do not comply, they will not be allowed to attend.**

### **Parking Lots**

Students are not to be on the parking lots or in their cars during the school day. Student vehicles are to remain locked during the school day. If a student has a legitimate reason to return to their vehicle during the day, they must have permission of the building principal or the teacher on duty. Students who ride bicycles are to follow the directions given by the building principal and/or duty teachers.

### **Parent Involvement and Notification**

We need to develop the support of parents. Parents can be strong allies in the schooling process. Yet, too often the first contact a parent has from a teacher is in a negative situation. We need to work on changing this. Teachers are expected to provide numerous positive contacts with parents. Teachers should provide positive feedback to parents and should compliment students when they do well. In this manner, parent contact will not become totally negative events. When there are problems, parents should be the first line of contact. It is a simply matter to call the parent before the student gets home and simply say “Ms so and so... we had a little incident in class today with Johnny... Johnny did thus and so and I’m sure that you really don’t want him acting that way.” In most cases, the parent will agree and you will have them on your side. If such contact prove ineffective, then it is appropriate to contact the building principal for assistance in correcting the problem or issue.

### **Due Process**

Providing each student due process is very important. Be sure you implement this in your classroom. Notify students of what they have done, give them an opportunity to state their side of the story, and then assign appropriate penalties.

### **Assigning Reports for Disciplinary Action**

Please make disciplinary report-writing assignments constructive. When assigning reports or writing for discipline purposes, please send a disciplinary report to the office. (We eventually hope to be able to do disciplinary reports online.)

Do not double assignments when students fail to produce assigned reports or writing assignments, refer these instances to the office for possible 8<sup>th</sup> hours or AEC assignment. The building principal has the option of assigning a student to AEC until the writing assignment is finished. Let the punishment fit the offense.

### **Alternative Education Classroom**

On a part time basis, an Alternative Education Classroom (AEC) is available for all grades, although it is primarily intended for students in grades four through twelve. **Only the building principal or another administrator may place students in AEC. The role of the teacher is to refer. A teacher cannot place a student in AEC.** If you feel a student should be placed in AEC, you must refer them to the building principal. Do not tell a student that they are going to AEC and do not suggest to a student that the principal WILL assign AEC. This will be entirely at the discretion of the principal.

### **Sending Students to the Office**

Your building administrators are more than happy at any time to assist you with any discipline problems. However, by the time you bring a student to the office, it is expected that you have exhausted other possibilities. There should be reasonable cause for you to have the student in the office. Please take care of all trivial problems. On the other hand, for any problem of significance, by all means, send the student to the office immediately! Teachers, please do not threaten to send a student home, to AEC, or to the office to be paddled for misbehavior. This will be the principal's decision only. Complete a discipline referral form and send it to the office. Please do not suggest to a student that the principal will carry out a specific punishment. If the nature of the problem does not enable you to do this, call the office or come with the student. Once a student has been sent to the office, the principal will determine what disciplinary action will be taken.

### **Student Handbook**

All students will receive a copy of the Student Handbook. On the first day of school, teachers will need to go over the Student Handbook with the students, page by page. Students need to be told that they are responsible for following the rules in the handbook. Each student must sign to ensure that they have gone over the handbook and will obey the rules as stated.

### **Classroom Rules**

Classroom rules are important. Our ultimate goal is to have a single set of relatively simple rules for each building. Until we reach that point, each teacher must establish a relatively simple list of

classroom rules and then submit a copy to the office. We will keep them on file in our office as well as in the central office. The classroom rules will also need to be sent home for parents and each student to sign.

### **Classroom Control**

You cannot teach students unless you have their attention. This does not mean that your classroom must always be quiet and in order for learning to take place. However, it does mean that you, as a teacher, must have control of any activity that is taking place.

### **Respect**

Remember that our students are human beings; they deserve respect. Do not call students names, run them down, or humiliate them in front of their peers. Do not back a student into a corner. In most cases, if students are treated in a respectful manner, they will respond accordingly.

### **Disruptive Students**

Do not allow a few students to interfere with the education of the majority. It is up to the individual teacher what manner he/she wishes to handle disruptive students. If a student has a poor attitude, and you are spending a large amount of time dealing with him/her instead of teaching, then that student is interrupting the educational process. This will not be tolerated. Do not allow students to make you miserable in your classroom. At the same time remember that you have a responsibility to carefully evaluate the situation and be the adult. Do not be responsible for escalating a situation and do not back a student into a corner. Do not let a student engage you in a contest with the student. Sometimes the best approach is to back off and handle the situation after class without an audience of other students.

The following unacceptable behaviors will not be tolerated:

- Insubordination: If you make a reasonable request of a student and he/she refuses, send or bring that student to the office immediately.
- Disrespect: If a student says or does something that would potentially cause the teacher to lose the respect of other students, the student is guilty of disrespect. Disrespect could be calling the teacher an inappropriate name, cursing at the teacher, making a demeaning remark about the teacher, making an inappropriate gesture toward the teacher, and other such items. If a student is guilty of disrespect, immediately send or bring the student to the office.

In these two cases, there is no such thing as a warning.

### **Hall Passes/Student Hall Traffic/Use of Restrooms**

Students must be kept in the classroom during the day/class unless it is an absolute necessity for them to leave. If you feel it necessary to allow a student to leave your room, issue a hall pass. The principal will question students seen in the hall between classes. Those with unacceptable reasons or those without hall passes will be escorted back to class. Teachers will be issued hall



passes from the high school office to be used anytime a student must leave class. Also, a hall pass log sheet will be used to document any student leaving the classroom.

Ordinarily, students are not to be allowed to abuse the privilege of leaving the classroom to go to the restroom. However, we must understand that there will be times that students will need to be excused from class to go to the restroom. It is up to the teacher to determine when a student is abusing this privilege. Use professional judgment as well as common sense. Always issue a hall pass.

Teachers are expected to monitor the restrooms between classes in high school and during recess and restroom breaks in elementary.

### **Praising of Students**

When you catch students being good, praise them! Send positive notes home. Please do not allow all correspondence to parents to be negative.

### **Searches by School Personnel**

School lockers and desks are the property of the Board of Education, are provided for the convenience of students, and as such, are subject to periodic inspection without notice. Students or student property may be searched based on reasonable suspicion of a violation of district, rules, policy, or law. Reasonable suspicion must be based on facts known to the administration, credible information or reasonable inference drawn from such facts or information. Personal searches and searches of student property shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses and never in front of other students. Students shall not be required to undress, although they may be asked to empty pockets or remove jackets, coats, shoes, and other articles of exterior clothing for examination if reasonable under the circumstances. If in doubt about the reasonableness of the search or the need for a search, contact a building level administrator.

### **Corporal Punishment**

Corporal punishment is an allowed form of discipline in this district and is allowed by state law. Parents do not have an option as to whether their child can be paddled or not. Yet, we should be considerate of children's needs and of parental concerns. Just because corporal punishment is allowed under district policy and under state law does not prevent a child abuse claim from being filed on you if you use corporal punishment. It also does not protect you or the district from being sued for the use of corporal punishment. If administered properly and under policy, it is unlikely that the plaintiffs will prevail, but child abuse reports and litigation over corporal punishment are increasing and they do cause much disruption in the process. Please consider other forms of punishment prior to resorting to corporal punishment. Keep the use of corporal punishment to a minimum. When considering corporal punishment, the following guidelines must be followed:

1. You should consult with the building administrator prior to administering corporal punishment.
2. You must document that you have considered and tried other forms of punishment prior to using corporal punishment.
3. No more than 3 swats may be administered. A student should not receive more than one paddling on any given day.
4. A certified witness must be present.
5. Do not paddle in the presence or view of others. Do not paddle in the classroom, cafeteria, gymnasium, etc.
6. In cases where the person designated to administer the punishment is angered, it should be postponed until they are no longer angry.
7. A teacher may not paddle for another teacher.
8. Remember that IEP students may have special requirements.

### **Points to Remember**

1. Do not leave a class unsupervised. There are many legal implications involved in leaving a group of students unsupervised. Stay in your area; visit with other teachers on your prep, lunch, or before and/or after school. Leaving a class unsupervised may be cause for dismissal or other job action.
2. Do not dismiss a class before the bell rings.
3. The bell tone does not dismiss the students. They should remain in their seats until you dismiss them.
4. Do not allow students to deface desks, chairs, walls, or other school property. Check for this regularly. Have the offending students correct the defacement, without further destruction. Notify the building principal if further assistance is needed to correct the situation.
5. When sending a student to the office for disciplinary reasons, send a disciplinary referral form along with him/her. This will expedite the process.
6. Send a nurse pass when sending a student to the nurse's office.
7. Do not physically handle a student. If a student refuses to do as you ask, call the office.
8. Make sure that all of your students know your classroom procedures concerning the tardy bell, grading, etc. Make these rules clear and be sure all students understand them. Post your classroom rules in your room for students to view.
9. Your help is needed in supervising students during passing time. It is of the utmost importance that teachers station themselves in the doorways between classes. The fact that you are in a position to observe any problem will usually be enough to stop many hallway problems. If you leave your post, you will be held accountable for why you have failed to be at your designated area.
10. Realize the vast majority of our parents will support your efforts dealing with their children. But, deal with your students as you would want another teacher dealing with your own children.
11. Remember that the discipline referral you send to the office is also sent home. Please don't write inappropriate comments on the referral. Please document the measure that you have taken before the office referral. This is not necessary for referrals that require immediate attention.

12. Use caution! There is a fine line between picking on students in a joking manner and hurting their feelings in front of other students. If it does occur, try to correct it. But please do not ignore it. If you anticipate the situation to be a big deal, contact the parent immediately.
13. Anticipate potential problems, and notify the parent. Contact the parent before they contact you! Do not let the situation escalate and become a problem that could have been avoided.
14. Use a seating chart. This helps to expedite roll call and is very beneficial for substitutes.
15. Treat students with respect. The majority of our students respond to this and will do the same in return. It is also appreciated by parents.

### **Internet Usage Agreement**

Through a cooperative venture involving the Missouri Department of Elementary and Secondary Education, MoreNet, and the Gideon School District, Internet access is now available to students, teachers, administrators, and patrons of the Gideon School District.

Access to the Internet is an unparalleled opportunity to interact with the world at large. The opportunity brings with it a number of responsibilities. In order to use the Internet services available over the Gideon School District network individuals must agree to abide by the following regulations.

Student use of district network resources, including use of the Internet, is considered to indicate acknowledgement of this district Internet Usage Agreement.

The use of any Gideon School District network is a privilege that may be revoked by the administrators of the network at any time for abusive or inappropriate conduct.

*Unacceptable uses of the network and Internet include, but are not limited to:*

- Violating the privacy of others by intentionally copying or modifying files, passwords, or data that belong to someone else.
- Bypassing measures designed to restrict minors' access to harmful materials.
- Accessing, acquiring, storing, or displaying inappropriate or offensive materials.
- Tampering with or vandalizing computer hardware or software.
- Advertising for profit, engaging in a business-related activity, or promoting a political campaign.
- Using district resources to harass or demean another individual through written, visual, or auditory means or by sending persistent unwanted email or using foul or offensive language.
- Accessing information without authorization, giving out passwords, causing a system to malfunction, mass consumption of system resources, or violating copyright protection.
- Failure to abide by existing Federal and State Laws in force regarding electronic communication and electronic networks.

- Attempting to infiltrate another computer or computing system or otherwise performing any unlawful activity utilizing the network. This includes any form of hacking or the introduction of viruses into any computer system.
- Accessing, viewing or disseminating information using district resources, including e-mail or Internet access, 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.
- Violating the online safety issues listed below.

*Online Safety Issues:*

- Never give out personal information (address, phone or social security number) about yourself or anyone else.
- Never send pictures that are personally identifiable over the Internet.
- Never agree to a personal encounter or meeting with someone you met online without parental approval
- If you accidentally access a web page that makes you feel uncomfortable or if you receive a message or email that you feel is inappropriate or makes you feel uncomfortable, report it immediately to your instructor or other school official.

*General Issues:*

- The district reserves the right to inspect any material stored in files to which users have access and will edit or remove any material which the district staff, in its sole discretion, believes may be objectionable. .
- E-mail, chat rooms, messenger services, and other forms of direct electronic communications must be used responsibly. Generally, access to these services will be limited or restricted during regular school hours. Electronic Mail is not guaranteed to be private. Messages dealing with inappropriate or illegal activities will be reported to appropriate authorities.
- Users are not to interfere with the network traffic by sending broadcast or chain letters to lists or individuals. E-mail accounts are to be used only by the registered user.
- Chat rooms and message services are not to be used during the regular school day.
- 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.
- Unauthorized disclosure, use, and dissemination of personal information regarding minors is prohibited.

By using the Gideon School District network system you are agreeing to abide by the "Gideon School District Internet and Network Usage Agreement". The district reserves the right to add to or modify this policy at any time. Should you violate any portion of this agreement, all network and Internet privileges may be revoked. In addition inappropriate or illegal use of network facilities may result in civil or criminal lawsuits. Parents and/or guardians may be held accountable for inappropriate use by their child.

Parents who do not wish their child to have non-curricular related access to the Internet must provide signed and dated written notification of their desire to the appropriate building level principal. Once received, the district will provide a "best effort" to prevent non-curricular related access for the named child.

Publication of this notice in student and employee handbooks and on the district web site shall constitute notification of these regulations.

### **Asbestos Awareness**

On October 22, 1986, President Reagan signed into law the Asbestos Hazard Emergency Response Act (AHERA, Public Law 99-519). The law required EPA to develop regulations which provide a comprehensive framework for addressing asbestos problems in public and private elementary and secondary schools. On October 30, 1987, EPA published the Asbestos-Containing Materials (ACM) in Schools Rule (40 CFR Part 763 Subpart E). This New Rule requires all public and private elementary and secondary schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings, and implement response actions in a timely fashion. This rule became effective December 14, 1987.

The Gideon No. 37 School District has conducted a complete inspection of its facilities on July 5, 1988, utilizing the services of MEAD Environmental Services. The results of this inspection have been included in a management plan. This management plan is available in the administrative offices of the Gideon No. 37 School District and in the office of the Gideon Elementary School and the Gideon High School during normal business hours, without cost or restriction, for inspection by representatives of the EPA and the State, the public including teachers, other school personnel and their representatives, and parents. The Gideon No. 37 School District may charge a reasonable cost to make copies of management plans.

Periodic surveillance is required every six (6) months and was last conducted on June 1, 2006. A reinspection of our facilities is required every three (3) years and was last conducted on July 17, 2006. Any fiber release episodes and any activities involving the disturbance of the ACM are also recorded in the management plan.

The purpose of the Federal and State regulations is to protect the health and well-being of all persons entering the buildings of the Gideon No. 37 School District for any reason. The Gideon No. 37 School District takes very seriously the recommendations made in the management plan.

The person in the Gideon No. 37 School District trained to oversee asbestos activities and ensure compliance is David Hollingshead. As required in the Rule, David Hollingshead is the single contact for the public to obtain information about asbestos-related activities in the Gideon No. 37 School District. You may reach David Hollingshead in the Superintendent's Office of the Gideon No. 37 School District at 400 Main Street in Gideon, Missouri.

### **TITLE IX**

The Gideon School District does not discriminate on the basis of race, color, national origin, gender, disability, or age in its programs or activities. The high school principal serves as the district Title IX coordinator. Inquiries related to district programs may be directed to: Title IX coordinator, Gideon School District, PO Box 227, Gideon, MO 63848; telephone 573-448-3471.

Furthermore, the Missouri Department of Elementary and Secondary Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Inquiries related to Department programs may be directed to: Title IX Coordinator, Jefferson State Office Building, 5<sup>th</sup> Floor, 205 Jefferson Street, PO Box 480, Jefferson City, MO 65102-0480; telephone 573-751-4581. As of July 22, 2005, the Missouri Department of Elementary and Secondary Education's Title IX coordinator is Ms. Jean Cole.

### **SEXUAL HARASSMENT**

Sexual harassment constitutes unlawful sex discrimination. It is the policy of the Gideon School District to maintain a learning and working environment that is free from sexual harassment.

It shall be a violation for any member of the Gideon School District staff to harass another staff member or student through conduct or communication of a sexual nature. It shall also be in violation of the policy for students to harass other students through conduct or comments of a sexual nature.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education
- Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or education performance or creating a pervasively intimidating, hostile, or offensive environment.

Any person who alleges sexual harassment by any staff member in the district may use the district's complaint procedure or may complain directly to the building principal or other individual designated to receive such complaints.

**SCHOOL DISTRICT OF GIDEON NO. 37  
APPROVED 2006-2007 SCHOOL  
CALENDAR**

|                   |             |   | Student<br>Attendance<br>Days | Other<br>Teacher<br>Days | Total<br>Contract<br>Days |
|-------------------|-------------|---|-------------------------------|--------------------------|---------------------------|
| <b>AUGUST:</b>    |             |   | 13                            | 3                        | 15                        |
| 11, 14, 15        | F, M, Tu    | Teacher Workshop Days   |                               |                          |                           |
| 16                | W           | Students Begin  |                               |                          |                           |
| <b>SEPTEMBER:</b> |             |   | 20                            | 0                        | 20                        |
| 4                 | M           | Labor Day Holiday - NO SCHOOL   |                               |                          |                           |
| <b>OCTOBER:</b>   |             |   | 20                            | 1                        | 21                        |
| 9                 | M           | Columbus Day Holiday - NO SCHOOL  |                               |                          |                           |
| 13                | F           | End of First Quarter<br>(41 days in Quarter)  |                               |                          |                           |
| 19                | Th (Eve)    | Parent-Teacher Conferences  |                               |                          |                           |
| 20                | F (Morn)    | Parent-Teacher Conferences - NO SCHOOL  |                               |                          |                           |
| <b>NOVEMBER:</b>  |             |   | 20                            | 1                        | 21                        |
| 22                | W           | Dismiss at Noon   |                               |                          |                           |
| 23, 24            | Th, F       | Thanksgiving Holidays – NO SCHOOL   |                               |                          |                           |
| <b>DECEMBER:</b>  |             |   | 11                            | 1                        | 12                        |
| 15                | F           | Last Day before Christmas   |                               |                          |                           |
| 15                | F           | End of First Semester<br>(42 days in Quarter) (83 days in Semester)                       |                               |                          |                           |
| 18-29             | M-F,<br>M-F | Christmas Holidays - NO SCHOOL  |                               |                          |                           |
| <b>JANUARY:</b>   |             |   | 21                            | 0                        | 21                        |
| 1                 | M           | New Year's Day – NO SCHOOL  |                               |                          |                           |
| 2                 | M           | School Back in Session  |                               |                          |                           |
| 15                | M           | Martin Luther King, Jr. Day – NO SCHOOL   |                               |                          |                           |
| <b>FEBRUARY:</b>  |             |   | 19                            | 1                        | 20                        |
| 19                | M           | Presidents' Day Holiday - NO SCHOOL   |                               |                          |                           |
| <b>MARCH:</b>     |             |   | 21                            | 1                        | 22                        |
| 9                 | F           | End of Third Quarter<br>(47 days in Quarter)  |                               |                          |                           |
| 23                | F           | District Teachers' Meeting—NO SCHOOL  |                               |                          |                           |
| <b>APRIL:</b>     |             |   | 15                            | 0                        | 15                        |
| 6                 | F           | Good Friday – NO SCHOOL   |                               |                          |                           |
| 9-13              | M-F         | Spring Break --NO SCHOOL  |                               |                          |                           |
| <b>MAY:</b>       |             |   | 17                            | 2                        | 19                        |
| 23                | W           | Last Day of School - Report Cards Given Out<br>(46 days in Quarter) (93 Days in Semester) |                               |                          |                           |
| 24                | Th          | Teacher Workshop Day – NO SCHOOL  |                               |                          |                           |
| 25                | F           | Awards Assembly & Reports Cards (Morning)<br>Teacher work day (Afternoon)                 |                               |                          |                           |
| <b>TOTAL DAYS</b> |             |   | 176                           | 10                       | 186                       |

**GIDEON ELEMENTARY SCHOOL  
TEACHER INFORMATION  
2006-2007**



**Elementary Teacher List**  
**2006-2007**

Kindergarten – Kim Robinson  
Kindergarten – Ashley Ray  
1<sup>st</sup> Grade – Erin Smith  
2<sup>nd</sup> Grade – Andrea Stanfield  
2<sup>nd</sup> Grade – Carolyn Ellsworth  
3<sup>rd</sup> Grade – Peggy King  
4<sup>th</sup> Grade – Sharon Hollingshead  
4<sup>th</sup> Grade – Crystal Richardson Presson  
5<sup>th</sup> Grade – Michael Bell  
6<sup>th</sup> Grade – Carol Woolverton  
Title I Communication Arts – Joyce Mittag  
Remedial Reading/P.A.T. Coordinator/Reading Coordinator – Denise Yount  
LD/EMH K-Shae Bost  
Speech Therapy & Special Ed. Coord. – Micah Breece  
Elementary Music –  
Elementary Art – Teresa Dirks  
Elementary PE – Joey Kerperien

**Final Exams – Elementary**

Comprehensive finals will be required in all classes. These finals will be given the last two full days of each semester. Teachers will have a “work day” after the finals in which they may do grades, finals grades would not be calculated prior to the end of semester. These finals should be comprehensive in nature that covers major items of the entire semester. This does not mean asking selected questions from each of the units that have been covered, rather, asking students to respond to prompts that required use of knowledge from the learnings of the semester. This is an excellent opportunity to work in constructive response items and performance events. Teachers should prepare for the test throughout the semester so that the test will not be just a “final test” but an actual, useful assessment of the students knowledge and ability to use it. Copies of each final will be required in the office and will be kept on file. This final should not be weighted substantially more than a regular test but the equivalent value of a normal test.

Students who have an “A” entering the final will be excused from the test. Also any student with 95% attendance or better and a C average are excused. Students that fit these two criteria may take the final but it cannot reduce their grade.

First semester finals will be given December 13 and 14.  
End of the year finals will be given May 22 and 23.

**Grade Report Schedule**  
**2006-07**

**First Quarter**

|                     |                                    |
|---------------------|------------------------------------|
| August 14, 2006     | Open House                         |
| September 20, 2006  | Progress Reports due in office     |
| September 22, 2006  | Progress Reports mailed to parents |
| October 13, 2006    | End of 1 <sup>st</sup> Quarter     |
| October 17, 2006    | Grades due in office               |
| October 19-20, 2006 | Parent-Teacher Conferences         |
|                     | Thursday Oct. 19 4:00-7:00 PM      |
|                     | Friday Oct. 20 8:00 – 11:00 AM     |
|                     | Report cards given to parents      |

**Second Quarter**

|                   |   |
|-------------------|---|
| November 15, 2006 | Progress reports due in office                            |
| November 17, 2006 | Progress reports mailed to parents                        |
| December 15, 2006 | End of 2 <sup>nd</sup> quarter (1 <sup>st</sup> semester) |
| January 2, 2007   | Grades due in office                                      |
| January 4, 2007   | Report cards given to students                            |

**Third Quarter**

|                 |                                    |
|-----------------|------------------------------------|
| January 2, 2007 | Progress reports due in office     |
| January 4, 2007 | Progress reports mailed to parents |
| March 9, 2007   | End of 3 <sup>rd</sup> quarter     |
| March 13, 2007  | Grades due in office               |
| March 15, 2007  | Report cards given to students     |

**Fourth Quarter**

|               |  |
|---------------|--|
| April 3, 2007 | Progress reports due in office                   |
| April 5, 2007 | Progress reports mailed to parents               |
| May 23, 2007  | End of 4 <sup>th</sup> quarter (second semester) |
| May 24, 2007  | Grades due in office                             |
| May 25, 2007  | Report cards given to students                   |

**GIDEON HIGH SCHOOL  
TEACHER INFORMATION**  
2006-2007

**Opening of School Faculty Meeting Agenda  
Friday, August 11, 2006**

- I. INTRODUCTIONS
  - a. Welcome
  - b. Introductions
  
- II. TEACHER HANDBOOKS
  - a. Home Room
  - b. Hall Duty
  - c. Extra Curricular Activities
  - d. Bulletin Boards
  
- III. OPENING DAY
  - a. Review of Opening Day Schedule
  
- IV. SUPPLIES
  - a. Check Invoices\*
  - b. Invoices are to be checked in the office and turned in immediately.
  
- V. POLICY
  - a. Closed Campus
  - b. Absentees
  - c. Tardies
  - d. Attendance
  - e. New dress code
  
- VI. MISCELLANEOUS
  - a. Announcements
  - b. Hall traffic
  - c. Supervision between classes
  - d. Nurse
  - e. Lesson plans
  - f. Discipline
  - g. Evaluations
  - h. Vandalism
  - i. Fund raising policies

\*Invoices are paid at the beginning of the second week of each month. If invoices are not approved by the teachers and turned in to the office they cannot be paid. **ALL INVOICES ARE TO BE APPROVED AND TURNED IN TO THE ELEMENTARY OF HIGH SCHOOL OFFICE AS SOON AS MERCHANDISE IS RECEIVED.** The secretaries will send the invoices to the superintendent's office for payment at the next payment cycle.

**GENERAL INFORMATION AND EXPECTATIONS**  
**Opening Day of School**  
**Wednesday, August 16, 2006**

School will be in session from 8:15 a.m. until 3:10.

Schedule for Wednesday, August 16, 2006

All students are to report to the new gym for a short assembly. Students will be dismissed from the gym to homeroom classes. Students will be given class schedules at this time. Please send any extra class schedule cards and lunch count to the office. Schedules will be used as absentees for Wednesday.

Please explain the following to your homeroom

1. No yearbooks in classroom
2. The lunch period will be from 11:00 – 11:22  
Closed campus:  
Students are not allowed on the second floor of the main building. All cars are to remain parked and locked during the day. Students are allowed in the lobby of the cafeteria (in good weather students should go outside), the asphalt court on the south side of the main building, and in the Library. The parking lot is **OFF LIMITS**.
3. Tardy Policy  
When a student receives their 4<sup>th</sup> tardy, he/she will be assigned an 8<sup>th</sup> hour, and additional 8<sup>th</sup> hour for each tardy thereafter. This will be on a semester basis. 8<sup>th</sup> hours will be Tuesday and Thursday in room 208 from 3:20 until 4:10 in the afternoon. Students who have 8<sup>th</sup> hour will have to provide their own transportation home.
4. The time between classes is 3 minutes.
5. Explain the procedure for going to the nurse. Students must report to the Principal's office first, and upon returning from the nurse the student must check back with the Principal' office.
6. School telephones are business telephones. Telephones must not be used by students except in case of emergency. Cell phones are not allowed at school.
7. Students wishing to drive to school must obtain a permission form from the Principal's office. These forms are to be completed and returned to the office by Wednesday, August 23. Students re to park on the parking lost west of the gym. If all slots are filled they may park of the faculty parking lost near the street. No off campus parking is allowed.

8. Return lunch application forms to the Principal's office by Tuesday, August 22.
9. Once students arrive on campus, they must remain on campus.
10. Go over the attendance policy with students.
11. Elect class officers and send a list of officers to the office.
12. Go over new dress code policy.

Students, who have not registered, report to the office at 11:00. Trade school classes will begin Thursday, August 17.

There will be **NO SCHEDULE CHANGES** Wednesday, August 16. Schedule changes will take place in the Counselor's office Thursday, August 17, and Friday, August 18 only. Students may see the Counselor during the period they plan to drop or add a particular class.

**High School Faculty  
2006-2007**

| Teacher         | Subject   | Activities  |
|-----------------|---|---|
| Jimmy Breece    | Algebra I<br>Algebra II<br>Geometry II<br>Yearbook<br>Trigonometry<br>Business Math | 12th Class Sponsor<br>Asst. Basketball Coach  |
| Josh Campbell   | Physical Science<br>Sr. High P. E.<br>Jr. High Science                              | Basketball Coach<br>10 <sup>th</sup> Grade Sponsor  |
| Lisa Davis      | Jr. High Special Education  | 8 <sup>th</sup> Grade Sponsor   |
| Teresa Dirks    | Art I<br>Art II<br>Jr. High Art<br>Art Appreciation<br>Elementary Art               | 10 <sup>th</sup> Grade Sponsor  |
| Craig Earnheart | Biology<br>Chemistry<br>Physics<br>Integrated Science<br>Botany/Zoology             | 9 <sup>th</sup> Grade Sponsor<br>Jr. High Basketball Coach<br>Softball Coach                  |
| Joey Kerperien  | 9 <sup>th</sup> Grade P.E.<br>Jr. High P. E.<br>Elementary P. E.<br>Health          | 8 <sup>th</sup> Grade Sponsor<br>Jr. High Baseball Coach<br>Elementary Activities<br>Director |
| Mary Landers    | English I, II, III, IV,<br>Literature   | 8th Grade Sponsor<br>Cheerleading Sponsor   |
| Ron McLain      | Sr. High Special Education  | 11 <sup>th</sup> Grade Sponsor<br>Baseball Coach  |
| Marilyn Owens   | Sr. High Counselor  | 12 <sup>th</sup> Grade Sponsor  |
| Sandi Rudeseal  | Jr. High English<br>Psychology/Sociology<br>Jr. High Communication Arts             | 11 <sup>th</sup> Grade Sponsor<br>Student Council   |

|                  |  |  |
|------------------|--|--|
| Judy Smith       | Jr. High Social Studies<br>Jr. High Communication Arts<br>Jr. High Keyboarding       | 7 <sup>th</sup> Grade Sponsor                            |
| Johnna St.Cin    | Home Design<br>Nutrition<br>Jr. High FACS<br>FACS I, II<br>Parenting                 | 10 <sup>th</sup> Grade Sponsor<br>National Honor Society |
| Betsy Washburn   | Jr. High Math<br>Pre-Algebra   | 7 <sup>th</sup> Grade Sponsor                            |
| Jacob Williams   | World History<br>American History<br>Modern History<br>World Geography<br>Government | 9 <sup>th</sup> Grade Sponsor                            |
| Allen Winchester | Band<br>Jr. High Band<br>Jr. High Music  | 7 <sup>th</sup> Grade Sponsor                            |
| Carol Woolverton |  | Sr. High Volleyball Coach<br>Jr. High Volleyball Coach   |



**Bulletin Board  
2006-2007**

|                          |                          |
|--------------------------|--------------------------|
| Aug. 16 – Aug. 25.....   | Office                   |
| Aug. 28 – Sept. 8.....   | Carol Woolverton         |
| Sept. 11 – Sept. 22..... | Marilyn Owens            |
| Sept. 25 – Oct. 6.....   | Craig Earnheart          |
| Oct. 9– Oct. 20.....     | Johnna St. Cin           |
| Oct. 23 – Nov. 3.....    | Betsy Washburn           |
| Nov. 6 – Nov. 17.....    | Mary Landers             |
| Nov. 20 – Dec. 1.....    | Josh Campbell            |
| Dec. 4 – Dec. 15.....    | Judy Smith               |
| Jan. 2 – Jan. 12.....    | Jimmy Breece             |
| Jan. 15 – Jan. 26.....   | Ron McLain               |
| Jan 29 – Feb. 9.....     | Lisa Davis               |
| Feb. 12 – Feb. 23.....   | Jamey Cossey             |
| Feb. 26 – Mar. 9.....    | Teresa Dirks             |
| Mar. 12 – Mar. 23.....   | Sande Rudeseal           |
| Mar. 26 – Apr 6.....     | Joey Kerperien           |
| Apr. 16 – Apr 27.....    | Jacob Williams           |
| April 30 – May 11.....   | Allen Winchester         |
| May 14 – May 23.....     | (Summer School Director) |

You must put the bulletin board up on the first day of the assignment and take it down on the last. You may use a class period to do this.

### **FINAL EXAMS**

Comprehensive finals will be required in all classes. These finals will be given the last two full days of each semester. Teachers will have a “work day” after the finals in which they may do grades. Final grades should not be calculated prior to the end of semester. These finals should be comprehensive in nature that covers major items of the entire semester. This is an excellent opportunity to work in some constructive response items. Teachers should prepare for the test throughout the semester so that the test will not be just a “final test”. Copies of each final will be kept in teacher’s file. This final should not be weighted substantially more than a regular test but of equivalent value of a normal test.

First semester finals will be given December 13 and 14

Odd hours December 13

Even hours December 14

End of the year finals will be given May 22 and 23

Odd hours May 22

Even hours May 23

Students who have an “A” entering final will be excused from the test. Also any student with 95% attendance or better and a C average.

### **Pledge of Allegiance**

Students will be given the opportunity to recite the pledge of allegiance each Monday morning during the first period of the day (Approximately 8:25). After lunch money and absentees have been taken, the teacher will lead or select a student to lead the class in the Pledge of Allegiance. Student participation is voluntary. If there is no school on Monday, the pledge will be recited on the next school day.

**HOME ROOM****7<sup>th</sup> Grade**

Mrs. Washburn  
Mr. Winchester

Zachary Adams  
Logan Coats  
Shawna Cossey  
Kainan Deprow  
Cody Groves  
Keanna Kerperien  
Christine Marlow  
Hannah Moore  
Clemis Musgrave  
Savannah Nimmo  
Andrew Rinehart  
Taylor Robinson  
Ashley Smith  
Ashley Wallace  
Jacob Woolverton

Mrs. Smith

Nathan Brown  
Damon Cornette  
Rebecca Cunningham  
Alexa Grissom  
Brooklynn Hutchison  
Kassidie Lawrence  
Jacob McGinley  
John-Luke Morlan  
James Newhart  
Justin Palmer  
Cory Roberts  
Matthew Sharp  
Rosa Thrasher  
Nick Wiggs  
Savannah Yount

**8<sup>th</sup> Grade**

Mrs. Landers  
Mrs. Davis

Slayton Boone  
Dylan Cornett  
Tosha Davis  
Jeannie Felton  
Cody Goin  
Matthew Harless  
Tyler House  
Jordan Landers  
Billie Jo Marshall  
Hunter Mitchell  
Jack Montgomery  
Stephanie Newsom  
Mandi Schulte  
Nicholas Shepherd  
Wade Stafford  
Dallas Walker  
Jessica Wilburn  
Ashley Yager

Mr. Kerperien

Brittany Campbell  
Dustin Davis  
Austin Dell  
Brandon Gilmore  
Lori Gribble  
Elizabeth Horad  
Timothy Kelly  
Zachary Lowry  
Christopher Mikel  
Buddy Montgomery  
James L. Moss  
Hayley Rudd  
Tamara Shafer  
Brooke Spears  
Laura Thrasher  
Michael Waller  
Brady Wilson

**9<sup>th</sup> Grade**

Mr. Earnheart

Brian Adams  
Charles Cunningham  
Bethany Gaskins  
Cody Hastings  
Josh Jackson  
Corey McCoy  
Curtis Miller  
Dustin Richmond  
John Rickman  
Jordan Roberts  
Hayden Slayton  
Kenneth Tarkington  
James Walker

Mr. Williams

Travis Copeland  
Magen Foster  
Billy Gray  
Misty Hill  
Jessica Lee  
Sydney Mikel  
Nathaniel Reed  
Franklin (Joey) Richmond  
Staci Rickman  
Kristi Sharp  
Josh Smith  
Ashley Walker  
Johnathan Yager

**10<sup>th</sup> Grade**

Mr. Campbell

Christy Berry  
Brooke Cantrell  
Seth Campbell  
Fred Davis III  
Jacob Deprow  
Rachel Elsworth  
Mycah Glenn  
Chelsea Groves  
Chelsey Mikel  
Rachel Montgomery  
Ben Murphy  
Brittany Oliver  
Erin Richardson  
Devin Rudeseal  
Anthony Smith  
Ashley Wilburn

Mrs. St. Cin

Mrs. Dirks

Chris Bradley  
Deric Calvert  
Dallas Cunningham  
Nathan Dell  
Macy Ellsworth  
Clinton Evans  
Amber Goings  
Max Johnson  
Bradley Montgomery  
Reba Morlan  
Brittany Muse  
Sierra Randolph  
Samantha Rinehart  
Richelle Shepherd  
Keith Trosper

**11<sup>th</sup> Grade**

Ms Rudeseal

Mr. McLain

Meagan Baney  
Jordan Boone  
Cody Cline  
Jarred Foster  
Dustin Horad  
Reece Lindley  
Megan Parker  
Erica Shepherd  
Kastenny Walker  
Andy Woodall

Larry Benton  
Samantha Cecil  
Audra Davis  
Tori Graham  
Devin Koch  
Travis Miller  
Nicholas Richmond  
Joseph Smith  
Lindsey Wilson  
Casandra Woolverton

**12<sup>th</sup> Grade**

Mr. Breece

Ms. Owens

Maci Boone  
Terry Clay  
Shane DeProw  
Michelle Ellsworth  
Austin Holiman  
Matthew Lowry  
Rose Miller  
Brittany Newton  
Nikki Ray  
Luke Stafford  
Ashley Waller

Sarah Calvert  
Tammy DePriest  
Lesley Elder  
Heather Hastings  
Daniel Jackson  
Brittney Mady  
Amber Moore  
David Noble  
Montana Smith  
Amanda Waller  
Matt Winchester

**Hall Duty—2006-2007****Group 1**

Jacob Williams – Parking Lot  
 Teresa Dirks - Bus  
 Joey Kerperien – Cafeteria  
 Betsy Washburn – Media Center  
 Allen Winchester

**Group 2**

Craig Earnheart – Parking Lot  
 Judy Smith – Bus  
 Johnna St. Cin - Cafeteria  
 Ron McLain – Media Center

**Group 3**

Josh Campbell – Parking Lot  
 Jim Breece – Bus  
 Lisa Davis – Media Center  
 Mary Landers - Cafeteria  
 Sandi Rudeseal

ALL GROUPS – Aug. 16-18

Group 1 – Aug. 21-25

Group 2 – Aug. 28- Sept. 1

Group 3 – Sept. 5 – 8

Group 1 – Sept. 11 -15

Group 2 – Sept. 18 - 22

Group 3 – Sept. 25 - 29

Group 1 – Oct. 2 – 6

Group 2 – Oct. 10 - 13

Group 3 – Oct. 16 - 19

Group 1 – Oct. 23 - 27

Group 2 – Oct. 30 – Nov 3

Group 3 – Nov. 6 - 10

Group 1 – Nov. 13 - 17

Group 2 – Nov. 20 - 22

Group 3 – Nov. 27 – Dec 1

Group 1 – Dec. 4 - 8

ALL GROUPS – Dec. 11 - 15

Group 2 – Jan. 2 - 5

Group 3 – Jan. 8 - 12

Group 1 – Jan. 16 - 19

Group 2 – Jan. 22 - 26

Group 3 – Jan. 29 – Feb. 2

Group 1 – Feb. 5 - 9

Group 2 – Feb. 12 - 16

Group 3 – Feb. 20 - 23

Group 1 – Feb. 26 - Mar. 2

Group 2 – Mar. 5 - 9

Group 3 – Mar. 12 - 16

Group 1 – Mar. 19 - 22

Group 2 – Mar. 26 - 30

Group 3 – Apr. 2 - 5

Group 1 – Apr. 16 - 20

Group 2 – Apr. 23 - 27

Group 3 – April 30 - May 4

Group 1 – May 7 - 11

Group 2 – May 14 - 1

ALL GROUPS – May 21 - 23

**Grade Report Schedule**  
**2006-07**

**First Quarter**

|                     |                                    |
|---------------------|------------------------------------|
| August 14, 2006     | Open House                         |
| September 20, 2006  | Progress Reports due in office     |
| September 22, 2006  | Progress Reports mailed to parents |
| October 13, 2006    | End of 1 <sup>st</sup> Quarter     |
| October 17, 2006    | Grades due in office               |
| October 19-20, 2006 | Parent-Teacher Conferences         |
|                     | Thursday Oct. 19 4:00-7:00 PM      |
|                     | Friday Oct. 20 8:00 – 11:00 AM     |
|                     | Report cards given to parents      |

**Second Quarter**

|                   |   |
|-------------------|---|
| November 15, 2006 | Progress reports due in office                            |
| November 17, 2006 | Progress reports mailed to parents                        |
| December 15, 2006 | End of 2 <sup>nd</sup> quarter (1 <sup>st</sup> semester) |
| January 2, 2007   | Grades due in office                                      |
| January 4, 2007   | Report cards given to students                            |

**Third Quarter**

|                 |                                    |
|-----------------|------------------------------------|
| January 2, 2007 | Progress reports due in office     |
| January 4, 2007 | Progress reports mailed to parents |
| March 9, 2007   | End of 3 <sup>rd</sup> quarter     |
| March 13, 2007  | Grades due in office               |
| March 15, 2007  | Report cards given to students     |

**Fourth Quarter**

|               |  |
|---------------|--|
| April 3, 2007 | Progress reports due in office                   |
| April 5, 2007 | Progress reports mailed to parents               |
| May 23, 2007  | End of 4 <sup>th</sup> quarter (second semester) |
| May 24, 2007  | Grades due in office                             |
| May 25, 2007  | Report cards given to students                   |