

# **EVERTON R-III SCHOOL DISTRICT STAFF/TEACHER HANDBOOK**



**“EARN YOUR STRIPES”**

# **EVERTON R-III SCHOOL DISTRICT**

509 E. School St.  
Everton, MO 65646  
www.evertontigers.org

417-535-2221

Fax: 417-535-4105

Dear Faculty and Staff,

Welcome to another exciting school year at Everton! For those of you who are new to our incredible team, we extend a warm welcome. Whether you are a seasoned educator or joining us for the first time, each one of you is an essential piece of the puzzle in our mission to provide students with quality, comprehensive education experiences.

The information in this handbook is meant to provide you with support in your invaluable roles as educators, mentors, and leaders. It is our hope that among the pages you see beyond the policies to the heart of our culture and see a professional community that values principles of respect, kindness, and dedication to learning.

Our students are at the heart of everything we do, and your dedication and passion make a significant impact on their lives. Through your expertise, creativity, and care, you cultivate an environment where young minds flourish and the seeds of the future are planted.

In these pages, you'll find policies, procedures, and guidelines that serve as the backbone of our organization. While we've strived to be comprehensive, we understand that each day brings new challenges and opportunities. Should you have any questions, please feel free to reach out to an administrator, following the established chain of command and we will work with together to find the best solutions.

As we look ahead to the school year, let's embrace the spirit of collaboration and innovation. Thank you in advance for your unwavering commitment to Everton students. Your contributions, both large and small, have a profound impact on our students. Let us celebrate each other's achievements, support one another through challenges, and inspire each other to reach new heights. Here's to an outstanding school year!

Sincerely,

Mr. Will Darter  
***District Superintendent***

Mrs. Jennifer Miller  
***K-12 Principal***



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## **MISSION STATEMENT**

Purposefully engaging students with quality educational experiences, while inspiring them to become life-long learners and thriving citizens.

## **VISION**

Dream. Believe. Achieve. Inspire.

## **BELIEFS**

We believe...

- Every student deserves a positive and safe learning environment.
- Every student will graduate with the dreams and skills to pursue any path that inspires them.
- Every student deserves opportunities to grow life-long leadership skills.
- Good character is essential to a successful and fulfilling life.
- Input of the community is valuable in the decision making process.
- Communication and cooperation are essential to reaching our school vision & goals.

## **SCHOOL SONG**

*(Written by Mae Traller)*

Oh! Missouri pride of all our states  
From shining shore to shore,  
We sing with ready voices  
All her praises o'er and o'er,  
Of fertile field, the river wide,  
The rolling Ozark hills,  
And the lovely valleys threaded  
By your sparkling pearly rills.  
So wave on high the black and gold,  
The emblem of her strength untold,  
Long live our dear old E.H.S.,  
We'll plant her name upon the honored Roll  
of fame.  
Ne'er may shine her glory less!

## **SCHOOL CREED**

We are the Everton Tigers.  
We take PRIDE in who we are and who we  
are becoming.  
We have the power to make positive  
choices that shape our futures.  
Today, we dedicate ourselves to act with  
Respect, Responsibility, Integrity, and  
Empathy as we fearlessly try, learn, and  
grow.  
We are the Everton Tigers!

## **SCHOOL COLORS**

Black & Gold

## **SCHOOL MASCOT**

Tigers

## **SCHOOL CONTACT INFORMATION**

Address: 509 E. School St.  
Everton, MO 65646

Phone: 417-535-2221

Fax: 417-535-4105

Website: [www.evertontigers.org](http://www.evertontigers.org)

School Hours: 8:00 a.m. - 3:42 p.m.

(Breakfast Service begins at 7:30 a.m.)

Like the "Everton R-III Schools" page on  
Facebook to stay up-to-date on school  
news.

## **SCHOOL CALENDAR ACCESS**

Use the following link to access the  
School Calendar online:

<http://www.tinyurl.com/evertonschoolcal>

Use the (+) button to add the Google  
Calendar to your own.

## **EVERTON R-III SCHOOL PERSONNEL 2023-2024**

### **SCHOOL BOARD**

Mrs. Holly Fifer - President  
Mr. Lyndell Greer - Vice-President  
Mr. Kenneth Ball - Treasurer  
Mrs. Katelyn Schloesser - Secretary  
Mr. Bus Bryant - Member  
Mr. David Davis - Member  
Mrs. Kenna Morris - Member

### **ELEMENTARY FACULTY**

Mrs. Tiffany Storey - Kindergarten  
Mrs. Stephanie Cox - First Grade  
Mrs. Lacey Daniels - Second Grade  
Mrs. Katie Harris - Third Grade  
Mrs. Melody McGrady - Fourth Grade  
Mrs. Ellie Long - Fifth Grade  
Mrs. April McCarty - Sixth Grade  
Mr. Skylor Horton - Health/P.E.  
Mrs. Dana Dreier - Visual Arts  
Mrs. Terri Carr - Music  
Mrs. Jill Hunt - Title I Reading/Math  
Ms. Melody Drawbond - Librarian  
Mrs. Michelle Adams - School Counselor  
Mrs. Kim Gladden - Special Education  
Mrs. Carla Hayes - Special Ed. Aide  
Mrs. Darla Spalding - Pre-K Director  
Mrs. Regina Hurd - Parents As Teachers/Pre-K Aide  
Mrs. Jessica Vandyck - Paraprofessional/Pre-K Aide

### **SUPPORT STAFF**

Mrs. Suzanne Steeley - Head Cook  
Mr. Bobby Moore - Assistant Cook  
Mr. Steven Morris - Maintenance/Custodian  
Mrs. Sharon Ray - Maintenance/Custodian  
Mr. Will Darter - Transportation Director  
Mr. Lynn Kenney - Bus Driver  
Mr. Dwight Steeley - Bus Driver  
Mrs. Cheryl Bryant - Instructional Coach

### **ADMINISTRATION/SECRETARIAL STAFF**

Mr. Will Darter - Superintendent  
Mrs. Jennifer Miller - K-12 Principal  
Mrs. Kim Gladden - Athletic Director  
Mrs. Susan Vandegrift - Bookkeeper  
Mrs. Cheryl Parker - Administrative Secretary

### **JR./HIGH SCHOOL FACULTY**

Ms. Michelle Adams - School Counselor  
Ms. Michaela Brown - Agriculture/FFA  
Mrs. Cheryl Bryant - Mathematics  
Mrs. Terri Carr - Music  
Mr. Caleb Daniels - Social Studies  
Ms. Melody Drawbond - Librarian/JH ELA  
Mrs. Dana Dreier - Visual Arts  
Ms. Cheryl Ficken - Science  
Mrs. Kim Gladden - Special Education  
Mrs. Carla Hayes - Special Ed. Aide  
Mr. Skylor Horton - Health/P.E.  
Mrs. Amanda Larsen - Business/Technology  
Mr. Kip Spalding - English/Communication Arts

### **SPONSORS/COACHES**

Ms. Michelle Adams - BETA Club/Sr. Class  
Mr. Caleb Daniels - Track/Jr. Class  
Ms. Cheryl Ficken - Student Counsel/Jr. Class  
Mrs. Kim Gladden - Sr. Class  
Mrs. Amanda Larsen - FBLA/Yearbook  
Ms. Michaela Brown - FFA  
Ms. Jessica Holland - JH Volleyball  
Mrs. Jennifer Davis - HS Volleyball  
Mr. Bob Zumwalt - JH/HS Girls Basketball  
Mr. Skylor Horton - JH/HS Boys Basketball  
Mrs. Tiffany Gladden - Cheer

# 2023-2024 School Calendar

July 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### Daily Events

- Doors Open at 7:30 AM
- Breakfast Served at 7:35 AM
- Classes Begin at 8:00 AM
- School Dismisses at 3:42 PM

**Everton R-III School District**  
509 East School Street  
Everton, Missouri 65646  
417-535-2221 (Fax) 417-535-4105

Aug 16 New Teacher In-Service  
Aug 17 & 18 Professional Development Days  
Aug 17 Open House  
Aug 22 First Day of School  
Sep 25 MTC PD Conference  
Oct 20 End of First Quarter  
Oct 30 Parent/Teacher Conference 1-7 PM  
Nov 6 Teacher In-Service  
Nov 20-21st School in Session  
Nov 22-24 Thanksgiving Break  
Dec 4 Teacher In-Service  
Dec. 18,19,20 School in Session  
Dec 20 End of Second Quarter 1/2 Day  
Dec 21 - Jan 1 Christmas Break  
Jan 2 First Day of Second Semester  
Jan 8 Teacher In-Service  
Feb 5 Teacher In-Service  
Mar 1 End of Third Quarter  
Mar 4 Teacher In-Service  
Mar 11-15 Spring Break  
April 8 Teacher In-Service  
May 11th Graduation  
May 20-23 School in Session  
May 23 Last 1/2 Day of School  
Aug 16,17,18, Sept 25, Oct 9, Nov 6, Dec 4,  
Jan 8, Feb 5, Mar 18, April 8

**Mondays in Session**  
Nov 20; Dec 18; May 20



First Quarter	36 Days
Second Quarter	32.5 Days
First semester	68.5 Days
Third Quarter	36 Days
Fourth Quarter	43.5 Days
Second Semester	79.5 Days
<b>Total: 147 Days x 7.284 Hours = 1070.748 hours</b>	
<b>2 (.5 Days) x 4.200 = 8.4 hours</b>	

January 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

### Make-Up Days

- First 4 Days - No Make Up
- 5 AMI days
- Jan 22, Feb 19, Mar 18, Apr 22
- Other days may be added as needed

Classes Not In Session (Grey box)  
District Breaks (Yellow box)

Teacher In-Service (no school for students) (Green box)  
Quarter Starts and End Dates/Parent Teacher Conferences/In-Session Days (Orange box)



## **ELEMENTARY BELL SCHEDULE**

7:35	BREAKFAST BELL
7:55	WARNING BELL
8:00	START OF SCHOOL DAY
9:45	START OF FIRST RECESS
10:00	END OF FIRST RECESS
2:40	START OF SECOND RECESS
3:00	END OF FIRST RECESS
3:42	END OF SCHOOL DAY

## **JH/HS BELL SCHEDULE**

7:35	BREAKFAST BELL
7:55	WARNING BELL
8:00	START OF FIRST PERIOD (TARDY BELL)
9:00	END OF FIRST PERIOD
9:04	START OF SECOND PERIOD (TARDY BELL)
10:02	END OF SECOND PERIOD
10:06	START OF THIRD PERIOD (TARDY BELL)
10:45-11:09	ELEMENTARY LUNCH
11:07	END OF THIRD PERIOD
11:11	START OF FOURTH PERIOD (TARDY BELL)
11:30-11:54	JR. HIGH LUNCH
12:09	END OF FOURTH HOUR (HS ONLY)
12:09-12:34	HIGH SCHOOL LUNCH
12:34	END OF FOURTH HOUR (JR. HIGH)
12:38	START OF FIFTH PERIOD (TARDY BELL)
1:35	END OF FIFTH PERIOD
1:39	START OF SIXTH PERIOD (TARDY BELL)
2:37	END OF SIXTH PERIOD
2:41	START OF SEVENTH PERIOD (TARDY BELL)
3:42	END OF SEVENTH PERIOD

## **TEACHER CODE OF ETHICS**

The teacher should never violate the confidence of parents, students, patrons, or co-workers. The teacher should be loyal to the school, administration, fellow workers, students, and community. A democratic school system, in turn, should offer teachers an opportunity to help plan policies and practices within the system. Criticism and suggestions should be constructive, professional, and made to the proper agencies.

Although it is recognized that the teacher as a citizen has certain freedoms and privileges in a democratic society, he/she should recognize that his/her conduct is imitated by pupils, and therefore, should maintain a proper sense of balance between privilege and responsibility. The teacher should openly recognize the professional achievements of his associates and let no opportunity pass to help them obtain merited promotion. If we cannot say something good, it is better to say nothing.

Professional pride maintains a high standard by fruitful participation in continual growth, in study, in travel, and by other means which keeps the teacher abreast of the trends in education and the world in which he/she lives. Every teacher should have membership in professional associations, participating actively and unselfishly.

The teacher should give the same courtesy and consideration to his/her associates that he/she would expect from them. Teachers who have been in the system should assume a definite responsibility in helping the new teachers feel welcome and a part of the group. Character building is one of the teacher's definite responsibilities. It is a quality that inspires the faith of youth and the trust of friends, the quality that holds promises and contracts sacred.

The supreme quality of any teacher is real love for humanity. With it goes understanding, sympathy, genuine interest in the individual child, and the evident enjoyment and concern in sharing his/her joys and problems.

## **ASSEMBLIES**

All faculty members should attend assemblies. Instructors will be assigned to be among the various sections designated as student seating. Teachers/class sponsors are to sit with their class/group.

## **ALLIED ACTIVITIES**

Even though a considerable amount of effort is maintained to determine areas of responsibility, there will be times when some or all teachers will be needed to carry out a particular activity. Teachers are asked to volunteer their services as needed.

## **CLUB MEETING DAY**

On the first Wednesday of each month, JH/HS Students will participate in Club Meeting Day. This day gives our students an opportunity to organize and participate in our many student activities that supplement the academic education we provide. However, students who are considered "ineligible" due to attendance or grades are not allowed to miss class time for club meetings. A schedule for Club Meeting Day will be sent out at the beginning of the year. Teachers should account for Club Meeting Day when planning lessons or assessments for that week. Clubs that participate in Club Meeting Day include:

- BETA Club
- Student Council
- FFA
- FBLA
- Individual Classes (i.e. Junior Class, Senior Class, etc.)

Sponsors of classes and organizations are responsible for getting their groups organized and their year's activities planned early in the school year. AVOID scheduling too many activities in April and May. Students who remain after school for extracurricular activities are to be under the supervision of the teacher assigned to the activity. The teacher must remain at the school until every student is out of the building. The teacher will always be held responsible for the conduct of the group.

### **BUDGET**

Teachers should make an outline of their anticipated needs early in the school year so that requests may be included in the budget for the following year. Requests for the next school year are due at checkout.

### **BULLETINS**

Daily bulletins will be distributed to teachers via e-mail. Copies will also be placed on bulletin boards throughout the school. Teachers wishing to have an announcement included in the daily bulletin should submit the information to the office by 8:00 am that morning. Announcements that include the release of students from class activities MUST have the approval of the principal. In grades 6-12, bulletins will be read during Home Room. Grades K-12 will recite the Pledge of Allegiance each day, during 1st hour. Additionally, Grades K-6 will recite the School Creed after the Pledge.

### **CALENDAR OF EVENTS**

No events will be written on the school calendar, advertised, or any financial commitment made until the event has been approved by the building principal and superintendent. The master calendar will be kept on the Google District Calendar and must be checked prior to scheduling any event. We emphasize again—never make a commitment to students or parents until you have had the event approved.

All teachers should try to attend as many school events as possible. By attending, you will provide positive reinforcement to our students as well as your colleagues who are sponsoring school events. Each faculty member, spouse, and child will not be charged admission to home school events. A MTC pass will be issued to each teacher, which will permit the teacher to attend most MTC sporting activities for free.

### **CANCELLATION OF SCHOOL**

When it is necessary to cancel school, it will be announced on TV, radio stations, and through the School Messenger phone system. If we cancel in the mornings, this information should be available by 6:30 AM.

### **DIAGNOSTIC TESTING**

#### **DRA**

Individual *Developmental Reading Assessments* should be administered at the beginning of each year (no later than the end of August) to all first through eighth-grade students, and a second time by the end of March. Following administration, an *Individual Reading Plan* will then be written in conjunction with the parents for any student scoring one year or more below grade level.

#### **STAR 360**

The STAR 360 is a useful diagnostic test for reading and mathematics. It is a computerized test to be given periodically (testing windows will be announced) throughout the year.

#### **ELA TESTING**

Kindergarten - January, end of year

1st-7th grades - August, and at the end of each of the four quarters

8-12th grades - August, January, and at the end of the year.

## **MATH TESTING**

1st-12th grades - August, and at the end of each of the four quarters.

## **MAP**

Results of the Communication Arts and Math sections will arrive in the Fall with a specific content breakdown of data to help in planning classroom instruction.

## **EOC**

Results for high school EOC's taken in the prior spring will be shared in Fall of next school year with specific content breakdown of data to help in planning classroom instruction.

## **DYSLEXIA SCREENING**

The following actions will be taken in accordance with state department guidance:

- First through third graders will be screened within the first thirty days of the year as well as mid- and end of the year benchmarking. Progress monitoring shall occur for students not meeting norms.
- Kindergarten will be screened by January 31, 2024. Kindergarten will also be screened by the end of the year. Progress monitoring shall occur for students not meeting norms.
- Screening will include K-3 students transferring from a school within the state (not previously screened) and those students transferring from another state.
- A student in grades 4-12 if experiencing consistent difficulty in phonological awareness, phonics, fluency, or comprehension as noted by assessment scores, classroom teacher determination, or requested by the student's parent/guardian.
- Exemptions to screening exist. Included in this list are students with a current diagnosis of dyslexia, students with intellectual disabilities, and sensory impairment (vision/hearing).
- English Learners may potentially have characteristics of dyslexia. These students are at times missed because difficulties in reading can be erroneously blamed on language acquisition. These students may be screened for dyslexia-related risk factors.

Screening will be administered by a District screening team. After screening, the screening team will analyze the data and will work with teachers and administration to create interventions for students identified by the screening. However, identifying student deficits through screening does not serve as a diagnosis for dyslexia.

## **FINALS IN GRADES 7-12**

A final assessment covering course objectives will be administered in all classes (grades 7-12) at the end of the first and second semesters. The decision to weigh the final or make it comprehensive will be left up to the discretion of each teacher. To reward students for good attendance, behavior, and citizenship, students may be exempted from finals by meeting the following criteria:

- No more than two unexcused absences in any one class during the second semester
- Achieve a semester grade of 80% B- or above in all classes
- Have no disciplinary offenses where more than two (2) In-School-Suspensions (ISS) or one (1) Out-of-School Suspension have been deemed appropriate
- Students in their junior and senior years will have no disciplinary offenses where more than one (1) Out-of-School-Suspension (OSS) has been deemed appropriate.
- If a student is still serving discipline (ISS or OSS) on the date scheduled for finals, they will not be considered exempt.

Exempt students may stay home from school on days that finals are being administered. Students have the opportunity to attend school on these dates but should a student decide to attend school, they will be expected to take finals in all classes and have that grade averaged into the grade they will receive for the class.

## **SYLLABI**

Every teacher will be responsible for creating a syllabus. High School teachers need to create one for each class he/she teaches. Elementary teachers may create one covering all subject areas. Syllabi should contain and/or explain your classroom rules, the course's units, major objectives, and any assignment policies and attendance policies you may have (within the frameworks of the student handbook). You should attach a signature sheet for parents, so you have verification that they have received this important information. Turn in a copy of your syllabi to the principal's office by the end of the first week of school.

## **MEET THE TEACHER NIGHT**

Prior to the first week of school, an open house will be held so that parents can come in and meet their children's teacher(s). On this night, you will have an opportunity to meet and speak with your student's families. This is an excellent time for you to give your syllabi to the parents that lists your rules, expectations and guidelines. It is also a good idea to give them a class schedule [for elementary teachers]. Parent sign-in sheets can be found in the "Forms" file on the website. For elementary teachers, this is an excellent time to start scheduling parent volunteers for carnival and parent-teacher conferences. Many high school teachers offer extra credit for participation to encourage attendance. Turn in a copy of your attendance sign-in sheet to the office.

## **ORDERING SUPPLIES**

General office supplies are ordered and kept in the elementary office. For special items, a budget is allotted for each teacher. This amount may vary from year to year with the changes in funding. A purchase order must be pre-approved before purchasing any supplies. Once it has been approved, Mr. Darter will email you a PO number and you may proceed with your order. Purchase order forms can be found in the office or accessed through the Everton School Faculty's Google Classroom. Give receipts or packing slips from shipped items to Susan Vandegrift in the Superintendent's office within three (3) days of your purchase, including the PO number on the receipt.

## **FAXES**

To send a fax, get a cover sheet from one of the offices, complete it, and take the cover sheet/documents to be faxed to the superintendent's office to be faxed. To receive a fax, supply the fax number, 417-535-4105. Check with either office secretary for faxes. They will be placed in mailboxes, if not picked up.

## **TEACHER ARRIVAL AND DEPARTURE TIMES**

Faculty members should arrive NO LATER than 7:30 a.m. and remain until 4:00 p.m. unless special arrangements are made with the principal. This will allow additional planning time, conferencing with mentors or parents, and faculty meetings.

Have your classroom open and be there when the buses arrive (7:30 a.m.). All students must be under adult supervision at all times. Students should not be in the halls or classrooms prior to 7:30. The school day concludes at 3:42 p.m. for students.

## **FACULTY MEETINGS**

Faculty meetings will be held as deemed necessary or designated by the building principal. Shared teachers are expected to attend faculty meetings for their given grade levels. Should a conflict arise, it is your responsibility to get information from the building principal prior to the meeting. There will be many problems that will arise from time to time that, no doubt, will best be solved by the combined efforts of the entire faculty. Attendance is required by all faculty members.

## **PARKING**

Parking is available along the south side of the school building. Students are to park in the lot to the north of the high school wing or along the west side of the building along the high school wing.

## **STUDENT SUPERVISION**

It is important that all teachers exercise consistent control while on supervision duty. Such consistency will help our students to better understand and comply with the guidelines set by our school. When acting as supervisor one should be in the vicinity of the action, standing or walking among the students. Teachers should step into the hall during the passing of classes and at dismissal to see that the halls are quiet and orderly. The responsibility and authority of a teacher extends beyond his/her own classroom. The development of good school citizenship is a team effort. *No student* should be in the hallways prior to 7:30 a.m. for breakfast, and should leave after school unless participating in a *supervised* activity.

- **Elementary** - You are in direct control of your students any time they travel through the halls. Please insist that they walk in a quiet manner to prevent interruptions to other classes.
- **High school** - Teachers need to make themselves visible before and after school in the hallways. Junior and Senior High students should be in the cafeteria or the gym before school and in the cafeteria or library during the lunch hour. Students must use one of the cafeteria hall passes to be out of the cafeteria at lunch and sign in at the library. Elementary classes are in session, so students should not be in the elementary hall, restrooms or hallway adjacent to them. **All** teachers should step into the hall between classes and actively supervise student conduct in the area of their classroom.

## **ATTENDANCE TAKING**

Because a large portion of school funding is based upon average daily attendance (ADA), it is very important that teachers be accurate when taking attendance. Attendance is taken at the beginning of each class period using Lumen. If a student is tardy to school, they must first go to the office for their tardy pass. The pass is then presented to the teacher as a pass into first hour. Tardy passes are only used to report students who are tardy to first hour. The tardy policy should be enforced for all class periods.

## **DISCIPLINE**

Effective classroom management results in increased student achievement. Discipline in our school is the responsibility of every teacher. Students are expected to consider the rights of others, form habits that are accepted by society, and conduct themselves in a manner that will reflect favorably upon the home and school. All teachers and staff of elementary students are expected to establish and follow a classroom matrix that is aligned to the school-wide matrix, following the flow chart in response to problem behaviors and collecting data on behavior documentation form. Each teacher is responsible for establishing procedures in the classroom and monitoring the hallways. Classroom management is paramount to good teaching; without it, your work and efforts are wasted. Lack of classroom management is one of the major causes of ineffective teaching. Structure your classroom accordingly.

1. Each teacher should strive to maintain the best physical conditions possible in the classroom. Students should be taught to keep the room and the furniture neat and orderly.
2. Teachers should do their best to prevent the marring of furniture by periodically inspecting their rooms. With some classes, this will become part of the teacher's daily routine.
3. Courtesy of manner and speech should always mark the teacher's attitude. Manners should conform to the best social standards. Always treat the student as you would like to be treated by a superior. Never speak to a student in a cutting or slurring manner, even if you are joking. This invites them to do the same. The use of sarcasm is totally unacceptable.

4. Each teacher should keep the office informed of the progress made by students and of the items that should have the attention of the principal or counselor. Teachers will visit with parents (via phone/personal contact) of the students who are having academic or behavioral problems. Teachers will be required to keep a log of parental visits and phone calls.
5. Never should an instructor lend school keys to a student. If it is necessary for a group of students to be in the building, your room, or the gymnasium, it is your responsibility to see they are supervised.
6. Be consistent and fair in the control of your class.
7. Classroom procedures, routines, and consequences are to be posted and reviewed often.
8. Discipline is primarily the responsibility of the classroom teacher. Students lose respect for the teacher who consistently depends on the office for control. A log should be kept by each classroom instructor of the daily discipline problems and contacts made with parents.
9. The principal will be available and will sit in on teacher/student problems when necessary.
10. Only in cases where a teacher cannot solve a discipline issue will the principal take complete charge. The referral should reflect all previous interventions and personal parent contacts with dates.
11. Never tell a student they will receive a particular type of discipline from the principal.
12. Good discipline does not begin and end in the classroom, but rather it extends to the hallways, library, restrooms, and all school property

### **USE OF INSTRUCTIONAL TIME**

The allotted time for instruction is only 148 days. Every hour of every day must be used for high-quality, rigorous educational activities. Plan to utilize every minute of the period as efficiently as possible. It is strongly recommended that the teachers provide a portion of the period for guided practice of the lesson objective. However, using the entire class period or a large portion of the period for study is strongly discouraged.

### **LIABILITY**

Supervise your students at *all* times. **DO NOT LEAVE STUDENTS ALONE IN A CLASSROOM.** No matter how much you “trust the students”. According to School Law: Negligence is the root of liability. Negligence is usually found by a jury if the teacher violated his/her responsibility as a responsible and prudent person. The teacher owes students the reasonable and ordinary care that a parent would exercise in the supervision of his own child. You are liable if an accident occurs in your classroom, and you have left students unsupervised. Do **not** take the risk! If an emergency arises, use the intercom to call the office to have someone relieve you.

### **PUBLICITY**

There are numerous exciting learning opportunities taking place within our school. Be sure to notify local papers of upcoming events and recent accomplishments for which our students and/or faculty should be recognized. The *Greenfield Vedette* and the *Ash Grove Commonwealth* are usually quite cooperative and are often willing to publish articles and pictures. Digital photographs may be attached to an email and transmitted to both publications. Send articles to the *Commonwealth* at [editor@crosscountrytime.com](mailto:editor@crosscountrytime.com) and the *Vedette* address is [office@greenfieldvedette.com](mailto:office@greenfieldvedette.com). Both publications are willing to come to the school to photograph special events if notified well in advance.

You may also utilize the Everton R-III Facebook page to post any exciting activities or announcements about your classroom. Simply email Mrs. Miller, Mr. Daniels, or Ms. Adams and they will make a post for you.

## **USE OF THE WORKROOM**

The workroom is provided for faculty use **only**. Students are **NOT** to be in the workroom for any reason. Students are NOT to use ANY of the equipment found in the workroom (e.g. laminator, copier, paper cutter, etc.)

## **COMPUTER USAGE**

Each classroom in the building usually has enough Chromebooks for the students in that classroom. However, especially in the JH/HS, sometimes Chromebooks are borrowed out of different classrooms. Please keep a log of any Chromebooks that are checked out so that we can follow up if they are not returned.

No students should be allowed to go online without having first turned in an internet usage agreement signed by the student's parent or guardian. A school e-mail address should be assigned to you in the first days of school.

Students are **NOT** to use chat rooms and other questionable sites. While the school utilizes both *GoGuardian* and *Google Administration Settings* to manage access, you should still be closely monitoring student activity online. Report any breach of the Internet policy to the principal.

## **RECORD KEEPING - LESSON PLANS**

Copies of lesson plans and/or learning objectives must be provided upon request by the building principal. Teachers should have lesson plan books available for review during both informal and formal observations.

Should it be necessary to hire a substitute, detailed lesson plans should be available. Substitutes are always easier to hire when the absent teacher leaves good lesson plans. Students with any special needs/considerations must be identified in substitute plans. The lesson plans should include any extra duties so that a substitute can fulfill all the instructor's responsibilities if needed. Teachers should keep plans up-to-date for 2 weeks in advance in case an emergency arises.

## **RECORD KEEPING - PROGRESS REPORTS/GRADE CARDS**

Grades are to be kept on the *Lumen* program on your computer (you may also keep a hardcopy *grade book* at your discretion). **Keep grades current within a maximum of 8 school days (2 Weeks)**. Progress Reports and Grade Cards are sent home with the students at the midpoint of each quarter and at the end of each quarter to keep parents informed on the progress of the students. The office will print these reports and mail them home to the parents. Please keep your grades as up-to-date as possible. Remember that parents are checking Parent Portal as well. Progress reports may be provided to a student at any time by individual classroom teachers to keep parents informed of students' work in the classroom.

## **RECORD KEEPING - TEACHER ABSENCES**

If you know you are going to need a substitute ahead of time, you will need to fill out and submit a leave request form in Google Classroom for approval by Mrs. Miller, ASAP. Request forms are also available in both offices. **This procedure applies even if you are away with students, and are not taking personal or sick leave, or attending a professional workshop.** If you are out due to illness, you will need to fill out this paperwork promptly upon your return to work.

## **RECORD KEEPING - TEACHER OBSERVATIONS**

The Everton R-III School District utilizes the Network for Educator Effectiveness (NEE) for teacher evaluations and Professional Development Plans. The principal will come in for various formal and informal observations throughout the year. Non-evaluative observations may also be coordinated with your mentor during your first two years of teaching to help you fine-tune your professional growth.



## **RECORD KEEPING - PROFESSIONAL PLANS**

All teachers should have an annual Professional Development Plan approved by the administrator/supervisor. There are two types of professional plans: the Professional Development Plan and the Professional Improvement Plan.

### **FIRST AND SECOND-YEAR TEACHERS**

All first and second-year teachers are required to have a Professional Development Portfolio. The portfolio will document “teacher performance” on all twenty criteria. Some documentation will be provided by the administrator/supervisor as a result of formal observations. The mentor should assist the teacher in selecting entries for the portfolio.

### **3-5 YEAR TEACHERS**

Teachers in years 3-5 will develop a Professional Development Plan with administrator/supervisor approval. Although a criterion portfolio is still required, the administrator/supervisor may allow some teachers to develop an enrichment plan while others continue with the developmental aspects of the portfolio. The administrator/supervisor may recommend the non-tenured teacher to a peer coaching team or may suggest working with a tenured teacher.

### **TENURED TEACHERS**

Tenured teachers complete applications for the annual Professional Development Plan (enrichment) based on self-evaluation and discussion with colleagues and administrators/supervisors. Tenured teachers then determine an area of practice that is focused on one or more criteria and specific school improvement goals. The administrator/supervisor may have his/her own suggestions for suitable areas of growth for each tenured teacher. The conference provides an opportunity for the administrator/supervisor and the tenured teacher to compare notes on perceptions of need and then arrive at a consensus regarding the Professional Development Plan.

While the Professional Development Plan should represent a consensus between the teacher and the administrator/supervisor, in cases in which a significant disagreement arises, the decision of the administrator/supervisor is final. Teachers may also find that they can profit from a multi-year professional growth plan. This may involve collaboration with colleagues or be individualized depending on the option chosen. Offerings from the district's Professional Development Committee, as well as training opportunities from other sources, may be incorporated into the Professional Development Plans of teachers. The plan is submitted to the administrator/supervisor early in the school year prior to the date set by the district. Some teachers may choose to submit applications prior to the end of school for the next school year. This would allow local district professional development offerings, graduate work, summer seminars, or travel to be used in developing a plan. Year-end conferences regarding the tenured teachers' Professional Development Plan should occur on a date determined appropriate by the district. The administrator/supervisor may require the tenured teacher to file a PDP (developmental) as the need arises.

## **TEACHERS' LEAVE**

### **SICK DAYS**

If you are sick and need to stay home a day, please call as soon as possible. **If you are ill, please call Mrs. Miller (417-766-8384) before 10:30 in the evening or by 6:30 in the morning. If you call after that time, a substitute may not be available.** You will need to fill out a leave request form upon your return. Be sure to have your emergency substitute file ready in case you are unexpectedly absent. Each teacher has ten sick days per year. These may be accumulated to a total of forty days.

*A Note From Mrs. Miller: Ok, let's be real with one another. Most of the time, you know the night before if you can make it. If you are feeling bad, just call/text me. It is always easier to find subs in the evening*

*than first thing in the morning. I know there is always some weird level of “teacher guilt” that makes some of you come in when you are feeling terrible. It’s ok to take care of yourself. While we are especially strapped for subs this year, I will always do my best to get your classes covered. Please keep that in mind as we move forward in the school year.*

### **PERSONAL DAYS**

It is understood that there might be times when you will need to be gone for personal reasons. It is asked that you give as much notice (by having filled out your form) as possible, so a substitute can be arranged. You also have 3 personal days available. You will be reimbursed for any unused personal days.

### **PROFESSIONAL DEVELOPMENT DAYS**

If you are going to a workshop or other form of in-service, please notify the principal [with your filled out form] as soon as you know of your upcoming absence (when you receive approval from the PDC). The Professional Development Committee is **NOT** responsible for arranging for substitutes (even if they are paying for the conference and/or substitute).

### **IN-SERVICE**

Attendance at in-service activities is mandatory. Teachers are expected to participate positively by giving total attention to the professional development opportunity. In-service and work days are included in contracted time. In order to give your full attention and commitment to the activity, it is asked that your children not attend unless absolutely necessary.

### **SUBSTITUTE PLANS**

It is **imperative** that you prepare well for substitutes! You should make sure to leave documentation that explains attendance and other procedures. Be sure to include the following:

1. A student roster for each class.
2. A map of the building indicating the principal's office, nurse's office, faculty workroom, restrooms and lunchroom.
3. Location of seating chart, teachers' manuals, lesson plan book and other materials necessary to instruction.
4. A time schedule for the day and for each subject taught.
5. A list of names of students who receive special instruction.
6. Emergency Drill instructions.
7. Instruction on the method of reporting lunch count, attendance and tardiness.
8. The names of two reliable students in each class. Please keep up to date.
9. Special duties: recess, hall, bus, etc. with a brief description of the responsibilities and place.
10. Special rules of the teacher or school on discipline, using restroom, etc.
11. Procedures to follow for referring students to the office or what you do in case of illness or accident.
12. Names of students with special needs such as medication to take at a given time, visual problems requiring special seating, etc.

It is also important to leave alternate or additional assignments to aid the sub in maintaining order. You may pick up from the office or download from the Everton School website a form to provide information for a sub, a general district-wide information page for a sub and a questionnaire to obtain feedback about your class(es) while you are gone. The form can be located on the website under district information, PDC, Forms and Guidelines.

### **SPECIAL EDUCATION INQUIRIES**

If you believe a child would be a candidate to receive services from the Special Education staff, (learning disability, emotional disturbance, speech problems, gross or fine motor skills, etc.) you **must first** speak with the Special Education teacher. It is important that you do so as soon as

possible. The Special Education teacher will be able to assist you with the necessary forms and intervention strategies for helping the child, as well as assistance in talking with the student's parents. Talking with the appropriate personnel will save you time, and unnecessary stress. **DO NOT** talk to the parent about your concerns of needing testing before consulting the Special Education teacher as this initiates a timeline for the testing process.

### **NOTICE OF NONDISCRIMINATION**

The Board of Education believes in the right of every student to receive equal opportunities in all educational programs and activities conducted by the school district. The Board also believes in the right of every qualified individual to expect fair and equal treatment both as an applicant for employment and as an employee.

It is the policy of the Board of Education to accord equal consideration and impartial treatment regardless of race, color, national origin, ancestry, religion, socioeconomic status, marital status, sex, age, disabling condition, or organizational memberships. This policy will prevail in all matters concerning the staff, the students, the public, the educational programs and services of the district, and individuals with whom the Board of Education does business.

In keeping with the requirements of federal and state law, this school district strives to remove any vestige of discrimination in employment, assignment, and promotion of personnel, in educational programs, offerings, services and vocational opportunities offered to students, in the assignment of students to schools and classes, in student discipline, and in the location and use of facilities and educational materials. Any person having inquiries concerning Everton R-III School District compliance with the regulations implementing Title VI, Title IX, Section 504, P.L. 93-112 or P.L. 94-142 is directed to contact Mrs. Jennifer Miller at 417-535-2221, email at [jmiller@evertontigers.org](mailto:jmiller@evertontigers.org), or via mailed correspondence at 509 E. School St, Everton, MO 65646. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Title VI, Title IX, Section 504, P.L. 93-112 or P.L. 94-142. Grievance procedures concerning nondiscrimination will be followed according to Everton R-III Board of Education policies.

### **TUTORING**

Traditionally there has been an after-school tutoring program. Teachers interested in tutoring students will need to speak with administration. It is possible that there might be a small stipend for those teachers who tutor after school (depending on budget allotments). However, all teachers are encouraged to provide extra help to those students who could benefit from it. If you choose to participate in the formal tutoring program, please maintain a logbook.

### **GRADING SCALE**

See the elementary and high school student handbooks for the grading scale applicable to your grade level and/or class.

### **CLASSROOM VOLUNTEERS**

We are fortunate to have many parents who are willing to assist with classroom activities. Remember though, that all activities should be directly tied to the curriculum and not be designed to merely provide an opportunity for them to be involved in the classroom, and should not be on a daily basis. Volunteers can be utilized to work with students who need extra help, such as listening to students read or supervising the use of the computer or learning centers. These activities must be teacher directed as the individuals may not be left in charge of your class. They may also perform secretarial duties such as copying work and cutting out letters for bulletin boards. A volunteer should **NOT** be used to grade student work, average grades, or enter grades into your grade book. Be sure to have all volunteers check in at the office for a visitor's pass.

## **CADETS**

Juniors and seniors who have a sufficient number of credit hours to meet state standards may apply to work one class period as a cadet for a teacher. Students will create a portfolio of their experiences and be given a grade by the cooperating teacher for their performance in working with the class. General guidelines follow below:

1. Cadets are not to be left alone with the class.
2. The student is to be counted absent, tardy, etc. just like for any other subject.
3. If it is necessary for the cadet to leave the room, he/she must have a pass as usual.
4. Cadets should be encouraged to take responsibility in the classroom. They can do many things, such as: assist students, listen to students read, teach lessons, grade papers (teacher should check for accuracy.), file, clean, help with class control.
5. Cadets can be sent to the faculty workroom to copy papers, laminate, etc. on a limited basis.
6. **They are not a personal assistant they are a classroom assistant and therefore should not be used to perform personal tasks for teacher.**
7. **This is an educational experience for these students please give them every opportunity to be learning and engaged in your classroom and activities. KEEP THEM BUSY PLEASE.**
8. **NO CELL PHONES!**
9. **Please, encourage your cadets to prepare and teach labs and lessons.**
10. ***Cadets should not record grades in the grade book, average grades, or enter grades on the computer.***

## **LEAVING YOUR ROOM FOR THE DAY**

At the end of each school day, be sure to turn off the lights, as well as any electronics, and close any open windows. If you are in the high school, please put chairs on top of the desks to facilitate cleaning. If you are in the elementary, put the chairs on top of the desks before taking your students to their "specials" classes. **Please lock your door.**

## **GENERAL COURTESY GUIDELINES**

1. Be sure you do **not** interrupt anyone's class, and do not allow anyone to interrupt yours [students, staff or parents].
2. No smoking on school grounds at any time.
3. When you use the faculty workroom, **please clean up after yourself.**
4. A refrigerator is provided for your convenience in the concession stand, but make sure to remove items in a timely manner. The key to the stand is available in the elementary and high school offices.

## **GAME/CONCESSIONS DUTY**

Another duty of all staff is gate and/or concessions. At the beginning of the year you will receive a schedule listing who is assigned to what dates of home games. If you are unable to do this duty on the dates given, **you will need to find a replacement.** Teachers are given a small appreciation stipend for their time, and will be paid out of gate box the night of the game. Information on the responsibilities of performing Gate and/or Concession duties are located in the money boxes.

## **LIBRARY MEDIA CENTER RESOURCES**

Our library has a variety of resources available to you and your students. Of course there are a variety of fiction, non-fiction and resource books for students and staff to check out. The LMC also has numerous book sets (a number of copies of a single title) and video selections for teacher check out as well as a DVD player, digital cameras, a video camera, a listening center, and a smart board, among other items. If you are planning to use any of the teacher resources, please let the librarian know as soon as possible in advance as other teachers may also be wanting to schedule for the same equipment.

## **PROFESSIONALISM**

As a teacher, you are a professional and are expected to dress and act as one. It is imperative that we utilize the greatest of discretion as we deal with our students, their parents, our colleagues and other community members. Remember that you are a unique and vital portion of the Everton faculty, and are expected to treat other staff members with equal respect. If a problem arises with a student, a parent or another staff member; please first attempt to resolve the conflict yourself. If this has no positive effect, follow the chain of command of discussing the situation with the principal and then the superintendent if necessary.

## **PROPER DRESS**

As professionals in our schools, we realize and value the public's perception of our roles as mentors and models for students. Therefore, the following dress code will apply to all teachers, counselors, aides, secretaries, and administrators throughout the school district. It is to be applied for all the days students are present. A more formal dress code will be required for parent-teacher conferences or at the preference of the administration. Staff should use their best discretion to wear clothing that is not a distraction to other staff and students and dress in a manner that is professional, practical, and comfortable.

Tuesday-Thursday, jeans may be worn with polo shirts, blouses, sweaters, button-down tops, and dress shirts. T-Shirts are only allowed to be worn under sweaters or cardigans and cannot be worn without. No hoodies or sweatshirts with jeans. Jeans must be free of holes and look professional.

On Fridays, jeans may be worn with Everton School T-Shirts, Everton Athletic Team T-shirts, teacher T-shirts, achievement T-shirts, Everton hoodies or sweatshirts, etc. Sweatpants and wind pants are only allowed for dress-up days during spirit week.

## **STAFF CELL PHONE USE**

The Everton R-III School District encourages employees to use technology, including cell phones, to improve efficiency and safety. The district expects all employees to use such devices in a responsible manner that does not interfere with the employee's job duties. Cell phones may not be used in any manner that would violate the district's policy on student-staff relations.

The district prohibits any employee cell phone use that interrupts or disrupts the performance of duties by the employee or otherwise interferes with district operations, as determined by the employee's supervisor. Supervision of students is a priority in the district, and employees who are responsible for supervising students must concentrate on that task at all times. Employees shall not use a cell phone when responsible for supervising students unless any of the following conditions occurs:

1. There is an emergency.
2. The use is necessary to the performance of an employment-related duty at that particular time and cannot be avoided.
3. The employee has received specific and direct permission from a supervisor. Supervisors shall limit such permission to unusual circumstances such as communication regarding a family birth or surgery.

Even when these conditions exist, the employee is responsible for obtaining assistance in adequately supervising students during the approved use so that students are supervised at all times.

## **ELECTRONIC COMMUNICATION WITH STUDENTS**

Staff members are encouraged to communicate with students and parents/guardians for educational purposes using Remind, Google Classroom, and School Email. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided

by the district or the staff member uses his or her own personal electronic communication devices, accounts, webpages or other forms of electronic communication.

The district's policies, regulations, procedures and expectations regarding in-person communications at school and during the school day also apply to electronic communications for educational purposes, regardless of when those communications occur. Staff communications must be professional, and student communications must be appropriate. Staff members may only communicate with students electronically for educational purposes between the hours of 6:00 a.m. and 10:00 p.m. Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose. ***The district strongly discourages the distribution of personal cellphone information to students or adding students on social media.***

### **VIDEOS**

Although videos and DVDs can be a great educational tool, they can also be a source of controversy. Please do not show ANY video unless you have previewed it. The administration requests teachers for notification about any video you plan to show and have it approved before being shown in class.

### **STAFF DEVELOPMENT DAYS**

All faculty members are expected to be in attendance at all staff development sessions. We are fortunate to have these days contracted into the school year, and if you should be absent, then it will count as a personal day. Be sure to complete the appropriate absentee form if you are not present on one of these days.

### **STUDENT OF THE MONTH/STUDENT OF THE QUARTER**

Criteria for selection will be presented at a later time.

### **PARENT-TEACHER CONFERENCES**

There are usually two times a year that teachers schedule formal conferences with the parents. The first occurs in mid-October directly following the first quarter. Many teachers choose to keep the report cards and discuss them at the first meeting. The second round usually is scheduled for the end of the third quarter (the middle of March). Please make a ***conscious effort*** to arrange a conference with ***every*** student's parents. At a minimum you should make every effort to conference with parents of any student who has a C or below. There is a handy conference form available to use as a summary of topics you wish to cover as well as providing room for you to document parent input and discussions that were made. If you are a beginning teacher, your mentor or another experienced teacher should be speaking with you about ways to conference with parents. Parent sign-in sheets can be picked up in the office or accessed on the Everton School website under district information, PDC, Forms and Guidelines. Please turn in a copy of this list to the principal's office. We would, however, like to encourage you to keep a line of communication open with the parents. There are duplicate parent communication forms available for this use in the offices. Phone calls and notes are excellent and convenient ways of keeping parents informed.

### **HONOR ROLL**

Every quarter and semester, students have the opportunity to be a member of the all A or the A-B Honor Roll. Assemblies will be held to honor these individuals at the end of each semester.

### **PROFESSIONAL DEVELOPMENT OPPORTUNITIES**

Faculty members wishing to attend workshops may apply for funding by completing a Professional Development Request form. These forms must be turned in to a PDC member by the Friday before the 2<sup>nd</sup> Tuesday of the month. This form can be accessed on the Everton School website under district information, PDC, Forms and Guidelines or in the faculty workroom. This must be filled out and approved prior to registering for the workshop. **NO Workshop will be paid for without prior written approval.** Workshops must meet the goals of

the CSIP and PDC. In addition, they should also pertain directly to your field of teaching to be considered. You are responsible for making arrangements for all registration, travel and lodging; as well as obtaining purchase orders for these expenses. Upon your return, you will be expected to share information and strategies you received with other faculty members (in a formal setting) within two weeks of your return.

### **CLASS PARTIES**

All class parties in the elementary or high school **MUST** be **pre-approved** by a member of the administration.

### **CHRISTMAS PROGRAM**

The music department holds a Christmas program every year. After the program, PTSO declares the winners of the "Miss Merry Christmas" Candidates and escorts. Santa visits and has bags of treats for the students following the PTSO presentation. Elementary teachers need to be present to supervise their students during the program and practices. Practices will be scheduled to interrupt a minimal amount of class instructional time.

### **PTSO CARNIVAL**

Every fall (usually early November) the PTSO holds a carnival as its primary fundraiser. Every grade or class has a booth. Elementary teachers and parent volunteers man their booth during the evening. It is normal to ask parents to volunteer to help out during the 1<sup>st</sup> set of parent-teacher conferences. High school students and sponsors man class booths. A sponsor or parent volunteer must be present at the booth at all times. Students sign up for work times during their class meeting scheduled before the carnival. Junior and Senior high students also create "theme baskets" to be raffled off during the carnival. It is the responsibility of the class and sponsor to collect the items and arrange them in a basket in an attractive manner.

### **EMERGENCY PROCEDURES**

**ALL WARNING AND INSTRUCTIONS MUST BE POSTED IN EACH CLASSROOM!** Each classroom has a crisis handbook detailing procedures for a variety of possible emergencies. In addition, each classroom would have a "crisis flip chart" located in the room with simple procedures noted. Also be sure your emergency exit map is posted with the routes you are to take in each instance.

#### **FIRE**

1. The signal for fire or drill is **PULSATING RINGTONE**.
2. Close doors and windows [only if feasible, in your judgment].
3. Take the grade book or use the class list to call roll.
4. Send students through the nearest available exit.
5. Students should proceed in a single file line through the hall or doorway in an efficient manner. Students should not be talking.
6. Instruct students to go to the designated "safe place" it should be approx. 300 feet from the school building, avoiding street and traffic areas to aid in the arrival of emergency vehicles.
7. If it is not possible to use the existing procedures, use whatever exit is necessary to protect students and self from injury.
8. Call roll and **report missing students immediately to the principal**.
9. Do NOT allow students to leave the area until further instructions are given or the all clear signal has been given.

#### **TORNADO**

1. The signal for a tornado or drill is a **STEADY RINGTONE or announcement**.
2. All classes in the high school wing will proceed to the music room and adjacent hallway. K-4 students will proceed to the elementary restrooms. Students in rooms between the

5<sup>th</sup> grade room and the business lab will take shelter against the wall on the south side of the hall immediately outside the Superintendent's office, closing the emergency doors at the east end of this hallway.

3. All students should duck and cover.
4. Take gradebook, and as soon as students are settled, take roll. **Report any missing students to the principal immediately.**
5. All personnel should remain calm and firm. Methods should be used to prevent panic.
6. An all clear signal will be issued to the staff when appropriate.

### **LOCKDOWN**

1. The signal for a lockdown situation or drill is an intercom announcement
2. **“Lockdown”** means a suspicious person or circumstance on campus.
3. Instruct students to go to a corner of the room where they cannot be seen through the door glass.
4. Lock the door with your ZLock if you see students in the hall, bring them into your classroom and use the intercom to inform the office that they are in your room.
5. Draw the shades.
6. Take roll, **report any missing students immediately.**
7. Keep doors closed.
8. **“All Clear”** - means all clear. Open shades and unlock doors.

### **EARTHQUAKE**

1. There is no warning for an earthquake.
2. Stay put, and stay calm.
3. If indoors, crouch under a desk or heavy table. Stay away from windows.
4. If outdoors, stand away from buildings, trees and power lines
5. An all-clear signal will be given when appropriate. **Take roll immediately, report missing students.**

### **BOMB THREAT**

1. The signal for a bomb threat or drill is a **SIREN RINGTONE**.
2. Take the grade book or use the class list to call roll.
3. Send students through the nearest available exit.
4. Students should proceed in a single file line through the hall or doorway in an efficient manner. Students should not be talking.
5. Instruct students to go to the designated "safe place". It should be approx. 300 feet from the school building, avoiding street and traffic areas to aid in the arrival of emergency vehicles.
6. If it is not possible to use the exiting procedures, use whatever exit is necessary to protect students and self from injury.
7. Call roll and **report missing students immediately to the principal.**
8. Do NOT allow students to leave the area until further instructions are given or the all clear signal has been given.

### **HOMECOMING**

Homecoming is usually held in February. The High School Student Council sponsors spirit days. They count spirit points for grades 9-12 for participation in various “theme” dress days. In addition, each class in the high school participates in a wall-decorating contest. Students are **NOT** to work on wall decorations during instructional time. Do **NOT** allow any student to leave your class to work on homecoming events unless you receive a request from the sponsor.

### **MAINTENANCE REQUEST FORMS**

If there is something that needs to be fixed in your room, please complete a maintenance request form and submit it to the principal. It is the duty of classroom teachers to fill these request forms out, as the janitorial and maintenance staff may not notice these problems in their



routine work in the classrooms. These forms help ensure all needed repairs are completed in a timely and efficient manner. A maintenance request form can be picked up in the office or accessed on the Everton Faculty Google Classroom. Be sure to mark the form appropriately if the situation poses a safety hazard so the problem can be alleviated immediately.

### **FIELD TRIPS/TRANSPORTATION**

Due to funding issues, each elementary class may or may not be allowed a field trip during the school year. With the implementation of the four-day week, it is strongly recommended that field trips be scheduled on Mondays whenever possible. This will eliminate many of the logistical obstacles to having a field trip. The administration requests that this trip be one that supports some aspect of your curriculum. Smaller classes are asked to participate in a joint trip to save on transportation costs. Teachers are asked to complete a field trip request form to be given to the principal and the transportation director for approval. Field trip request forms can be picked up in the office or accessed on the Everton Faculty Google Classroom. Teachers must also turn in a bus request form and notify cafeteria of dates and number of students leaving on trip. Parents may accompany the group in their own vehicles. ***Before going on a field trip or activity in the high school, students should have received permission from all of their teachers.*** Be sure to take appropriate emergency information with you in case of injury. If a child takes medication on a regular basis be sure to take it with you!

### **ACTIVITY/ATHLETIC TRIPS**

1. All trips, except for those under rule #2, will be scheduled within a 120 mile one way distance for activities and athletics.
2. There will be 1 trip per semester/season allowed outside the 120 limit, but no further than 250 miles.
3. Busing will be used for more than one activity if they are going to the same area for competition. All participating students should be bused together when possible. The Athletic Director/Principal will work with the Director of Transportation to bus the maximum amount of athletes on buses.
4. The athletic director or principal will plan to maximize departure and return times to ensure a reduced loss of instruction time and to have drivers for regular routes.
5. When possible coaches will be encouraged to schedule the longer trips on Friday nights and Saturdays to reduce the amount of instructional time missed.
6. All approved activity trips should be placed on the appropriate school calendar by the principal or their designee at the time of approval.

### **FIELD TRIPS DURING THE SCHOOL DAY**

#### **Secondary 6-12**

1. All field trips must be directly related to the classroom curriculum. Academic class time should be protected; taking students out of other classes should be avoided if possible. Field trips during regular class time are recommended and encouraged by the faculty and administration.
2. No field trips should be used for classroom rewards.
3. All field trips must be approved through the principal's office at least two weeks prior to a field trip. After approval, a bus request should be submitted to the principal's office at least two weeks prior to the trip.
4. Teachers who will have students missing class should be notified at least one week prior to a field trip. The notification should include the time of departure, time of return, and names of students who will be gone.
5. When a field trip takes students out of classes, students with a below-average grade in a class that will be missed may not be allowed to go on the field trip unless the field trip is part of the class that is being missed.
6. Students who miss a class for a field trip must have teacher approval from each class they will miss due to the field trip. Students should be provided with a class release form no less than one week prior to the trip.

7. No field trip will be permitted two weeks prior to the end of the first semester and prior to senior graduation in the second semester.
8. A group will be allowed one field trip per semester.

**Elementary K-5 Field Trips**

Field trips within our district and to nearby points of interest are scheduled by teachers at the end of the school year. These trips are designed to supplement aspects of the curriculum. Notices of field trips will be sent to parents prior to scheduled trip dates. Sometimes a fee may be requested for admission costs. Transportation is provided for students and school personnel only.

**DISTRICT TESTING**

In the spring the MAP test is given to grades three through eight (3-8) and EOC exams to designated grades in high school. The counselor or the principal will be giving you the tests and monitoring that the proper security measures have been taken. More specific information will be given to you in a faculty meeting prior to the testing. MAP/EOC-type questions should be used throughout the year to help students be prepared for success.

**MISSOURI SCHOOL IMPROVEMENT PROGRAM (MSIP)**

The Missouri School Improvement Program is designed to assist schools in analyzing their success in numerous areas. Our school was fully accredited during our fourth round MSIP review in 2011. Committees of individuals from the community, faculty and staff complete this evaluation process. All faculty members participate on one or more of these committees. The School Improvement Team (SIT) serves as chairpersons to these committees.

There are standards provided by the Missouri Department of Elementary and Secondary Education (DESE) by which the school evaluates this progress within the following areas:

**Instructional Design and Practices**

curriculum	assessment	instructional programs
instructional resources	instructional climate	safe schools
professional development	library media	guidance and counseling

**Differentiated Instruction**

individuals with disabilities	gifted education	career education
Preschool	parent education	community education
		state and federal programs

**School Services**

comprehensive school improvement	board policies
financial responsibility	health
food services	facilities and safety
	transportation

In addition to the self-study process, which is completed every five years, a team of educators visits the school every five years to examine this progress and make constructive suggestions for improvements to insure student success.

*\*\* Subject to change as MSIP 6 is implemented at all levels*

**COMPREHENSIVE SCHOOL IMPROVEMENT PLAN (CSIP)**

The CSIP plan consists of Goals for our school for the next five year as well as strategies for reaching these goals. All programs of the school must be tied to the CSIP. The plan is reviewed annually to analyze progress in meeting our goals as well as plan for future progress to insure student success. Currently our six goals encompass the following areas:

- Student Achievement
- Reading Achievement
- Persistence to Graduation

- Post High School Achievement
- Facilities and Maintenance
- Math, Science and Technology Achievement

The committee is actively committed to achievement of our goals. The committee consists of teachers, administrators, parents, community leaders and business people, school board members, and students.

### **FUNDRAISING**

All fundraising **must be approved** by the administration prior to making arrangements with promotional companies. Ask the principal for a fundraising request form. Fundraising is not encouraged, especially by the younger students. See the enclosed list of steps that must be completed after you are approved for a fundraiser.

### **ORGANIZATIONS**

Everton has opportunities for teachers to be involved in various community and professional organizations including, but not limited to:

#### **PARENT-TEACHER-STUDENT ORGANIZATION (PTSO)**

Everton has a chapter of the PTSO. They hold meetings on the first Monday of the month except January in the library. Babysitting is provided. PTSO does a variety of projects for the school, and it is strongly encouraged that you make an effort to attend some of these meetings as well as encourage your class parents to attend.

#### **COMMUNITY TEACHERS ASSOCIATION (CTA)**

This is a local (school) organization dedicated to local teacher and staff interests.

#### **MISSOURI STATE TEACHERS ASSOCIATION (MSTA)**

This is a state organization dedicated to serving the interests of teachers. Although people are eligible to join the NEA or MNEA, there is no active *district* association currently.

### **FIRST-AID GUIDE**

#### **BLEEDING (SEVERE)**

Stop bleeding immediately by pressing firmly with fingers or palm of a **VINYL/LATEX GLOVED** hand directly over the cut or wound. Take the student to the nurse's office immediately. If unable to transport student, send for assistance.

#### **ANIMAL BITES**

Capture animal if at all possible, or get a good description of the animal to report to Animal Control Officers.

#### **BROKEN BONES**

DO NOT MOVE STUDENT if broken back, neck or leg is suspected. In these instances, students should remain on the playground until school nurse or ambulance arrives. Notify nurse immediately and cover student with a coat or blanket if needed.

#### **BROKEN TEETH**

Find the tooth or partial tooth and send with student to the office.

#### **CHOKING**

Stand behind the person; wrap arms around waist. Grasp fist with other hand and place against the abdomen slightly above the navel: below rib cage. Press fist into the abdomen with a quick upward thrust. Repeat procedure if necessary.

### **CONVULSION**

Do not try to restrain the movements of student but do try to prevent any injury by moving them away from a dangerous area. Loosen clothing. Do NOT force mouth open and do NOT force anything between teeth. Make sure head is tilted so the tongue is not blocking the airway. When the seizure is over escort student to the office.

### **HEAD INJURY**

Student should be escorted to the office if teacher feels in their professional opinion the student is conscious and able to walk safely. School office should be notified if the student loses consciousness from a fall or blow to the head. If student remains unconscious, notify office and DO NOT ATTEMPT TO MOVE STUDENT.

### **HEAT STROKE**

Take student to cool environment as quickly as possible. If unable to transport student, send for assistance immediately.

### **INSECT BITE**

Send student to the office for treatment.

### **UNCONSCIOUSNESS**

The student may be unconscious for many reasons (diabetes, head injury, high fever, allergic reactions, etc). DO NOT ATTEMPT TO MOVE STUDENT. Notify office immediately.

### **INVENTORY**

In the spring, teachers should receive a copy of an inventory of the items in his/her assigned classroom from the office. Any new items (e.g. textbooks, manipulative, etc.) received should be entered into the inventory and returned to the office before leaving for the summer.

### **CHECK-OUT PROCEDURES**

Before leaving for the summer, teachers are expected to check out from the principal's office. This involves completing and returning the classroom inventory, zeroing out your lunch account, turning in your grade book, submitting any purchase orders and maintenance requests, filing your Professional Development Growth Log with the PDC, submitting a fine list for missing items and making sure that all library books and any other materials are returned to the appropriate locations. If a teacher is not returning, keys will also need to be turned in at the office. There will be a checkout form with a checklist of things to conclude before leaving for the summer which must be signed by the principal before you are dismissed for the summer.

If you have an outstanding balance with the district (i.e. lunch bill, etc.) at the time of check-out, a payroll deduction **WILL** be made on your final paycheck.

### **BOARD POLICIES**

All staff are responsible for reviewing and being knowledgeable of District Board Policies.

### **PROHIBITION AGAINST DISCRIMINATION, HARASSMENT, AND RETALIATION**

(Board Policy AC)

The Everton R-III School District Board of Education is committed to maintaining a workplace and educational environment that is free from illegal discrimination, harassment and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The Everton R-III School District is an equal opportunity employer.

The board also prohibits:

1. Retaliatory actions including, but not limited to, acts of intimidation, threats, coercion or discrimination against those who:
  - a. Make complaints of illegal discrimination or harassment.
  - b. Report illegal discrimination or harassment.
  - c. Participate in an investigation, formal proceeding or informal resolution, whether conducted internally or outside the district, concerning illegal discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing illegal discrimination, harassment or retaliatory actions.
3. Discrimination, harassment or retaliation against any person because of such person's association with a person protected from discrimination or harassment in accordance with this policy and law.

As used in this policy, "discrimination, harassment or retaliation" has the same meaning as "illegal discrimination, harassment or retaliation" and is limited to acts prohibited by law. All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute discrimination, harassment or retaliation in accordance with this policy. If a student alleges sexual misconduct on the part of any district employee to any person employed by the district, that person will immediately report the allegation to the Children's Division (CD) of the Department of Social Services in accordance with state law. In accordance with this policy and as allowed by law, the district will investigate and address discrimination, harassment and retaliation that negatively impact the school environment, including instances that occur off district property or are unrelated to the district's activities.

#### **Additional Prohibited Behavior**

Behavior that is not unlawful or does not rise to the level of illegal discrimination, harassment or retaliation might still be unacceptable for the workplace or the educational environment. The district encourages students, employees and the public to report such behavior so that it can be promptly addressed, but the grievance process in this policy is reserved for allegations of illegal discrimination, harassment and retaliation.

#### **Compliance Officer**

The board designates the following individual to act as the district's compliance officer:

Principal  
509 E. School Street, Everton, MO 65646  
Phone: 417-535-2221 /FAX: 417-535-4105  
Email: [jmiller@evertontigers.org](mailto:jmiller@evertontigers.org)

In the event the compliance officer is unavailable or is the subject of a report that would otherwise be made to the compliance officer, reports should instead be directed to the acting compliance officer:

Counselor  
509 E. School Street, Everton, MO 65646  
Phone: 417-535-2221 /FAX: 417-535-4105  
Email: [madams@evertontigers.org](mailto:madams@evertontigers.org)

#### **SEXUAL HARASSMENT UNDER TITLE IX**

(Board Policy ACA)

The Everton R-III School District does not discriminate on the basis of sex in its education programs and activities, including employment and admissions, as required by Title IX of the Education Amendments of 1972 (Title IX). All forms of sex-based discrimination are prohibited in the district, but this policy focuses exclusively on sexual harassment as defined in Title IX that occurs within the education programs and activities of the district. However, the district will respond promptly to investigate and address any report or complaint of sexual harassment.

"Sexual harassment under Title IX" is conduct on the basis of sex within the scope of the district's education programs or activities (as defined in this policy) that satisfies one or more of the following:

1. An employee of the district conditioning the provision of an aid, benefit or service of the district on an individual's participation in unwelcome sexual conduct;

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the district's education program or activity; or
3. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8) or "stalking" as defined in 34 U.S.C. 12291(a)(30).

In creating this policy, the district does not relieve any person under the district's jurisdiction from the consequences for violations of other policies and rules of the district meant to establish an environment conducive to teaching, learning, support services, work and the social and emotional well-being and development of the students entrusted to the district.

If a student alleges sexual misconduct on the part of any district employee to any person employed by the district, that person will immediately report the allegation to the Children's Division (CD) of the Department of Social Services in accordance with state law and district policy. Moreover, nothing in the policy precludes the mandatory or voluntary reporting of any suspected criminal activity to the appropriate law enforcement agency at any time.

### **Reporting Sexual Harassment or Title IX Retaliation**

Any person may report sexual harassment regardless of whether the person is the alleged victim (complainant). However, board members and employees must immediately report to the Title IX coordinator any incident or behavior that could constitute sexual harassment or retaliation in accordance with this policy. Reports may be made at any time, including during nonbusiness hours, by using the telephone number, email address or office address listed below.

The board authorizes the following individual to serve as the Title IX coordinator to coordinate and implement the district's efforts to comply with the requirements of Title IX.

Principal  
509 E. School Street, Everton, MO 65646  
Phone: 417-535-2221 /FAX: 417-535-4105  
Email: [jmiller@evertontigers.org](mailto:jmiller@evertontigers.org)

In the event the Title IX coordinator is unavailable or is the respondent to a complaint, reports should instead be directed to the compliance officer or alternate compliance officer listed in policy AC.

### **HANDBOOKS**

(Board Policy CHCA)

The board of education recognizes the importance of parent/guardian, staff and student handbooks that accurately convey the policies, procedures and rules of the district to the individuals affected by them. The board charges the administration with the responsibility for creating, revising, maintaining and disseminating such handbooks in accordance with board policies and administrative procedures.

The superintendent is charged with responsibility for staff handbooks, and building principals are charged with responsibility for parent/guardian and student handbooks. The superintendent will approve all handbooks before publication, and all published handbooks will be made available to the board.

Administrators must ensure that handbooks do not conflict with the language or intent of policies, regulations or procedures. In the event of a discrepancy between handbooks and other written district materials, board policies and administrative procedures will take precedence. All handbooks shall be reviewed annually and revised if necessary. Each handbook will be posted on the district's website in accordance with law.

### **TECHNOLOGY USAGE**

(Board Policy EHB)

The Everton R-III School District's technology exists for the purpose of enhancing the educational opportunities and achievement of district students. Research shows that students who have access to technology improve achievement. In addition, technology assists with the professional enrichment of the staff and increases engagement of students' families and other patrons of the district, all of which positively impact student achievement. The district will periodically conduct a technology census to

ensure that instructional resources and equipment that support and extend the curriculum are readily available to teachers and students.

The purpose of this policy is to facilitate access to district technology and to create a safe environment in which to use that technology. Because technology changes rapidly and employees and students need immediate guidance, the superintendent or designee is directed to create procedures to implement this policy and to regularly review those procedures to ensure they are current.

### **Authorized Users**

The district's technology resources may be used by authorized students, employees, school board members and other persons approved by the superintendent or designee, such as consultants, legal counsel and independent contractors. All users must agree to follow the district's policies and procedures and sign or electronically consent to the district's User Agreement prior to accessing or using district technology resources, unless excused by the superintendent or designee.

Use of the district's technology resources is a privilege, not a right. No potential user will be given an ID, password or other access to district technology if he or she is considered a security risk by the superintendent or designee.

### **AUDIO AND VISUAL RECORDING**

(Board Policy KKB)

The district may create audio and visual recordings on district property, on district transportation or at district activities for:

1. Providing security;
2. Maintaining order;
3. Professional staff development;
4. Educational purposes; and
5. Other purposes related to furthering the educational mission of the district.

However, because the district predominantly serves minors, is subject to a number of confidentiality laws, respects parent/guardian and community privacy concerns and seeks to minimize disruption to the education environment, the district prohibits other persons or entities from making audio or visual recordings unless authorized in this policy.

### **Administrator Authority**

The superintendent or designee has the authority to authorize audio and visual recording on district property or at a district activity. Likewise, even if recording is authorized under this policy, the superintendent or designee may prohibit any person or entity from recording:

1. To protect privacy interests;
2. To comply with copyright or other licensing or intellectual property limitations;
3. If the recording creates a disruption to the education or working environment;
4. If the recording is done in a location where a person may be in a state of undress; or
5. For other legitimate reasons as determined by the superintendent or designee.

### **Board Meetings, Performances and Activities Open to the General Public**

The district allows audio and visual recording at performances, events and activities that the general public is invited to attend (such as athletic competitions, concerts and plays, open board meetings and board committee meetings) as long as district guidelines applicable to those events are followed and unless recording is prohibited by licensing or other intellectual property laws.

### **Events Sponsored by Individuals or Entities Authorized to Rent or Use District Facilities**

The district may allow audio and visual recording of events or activities sponsored by an outside entity authorized to use or rent district facilities if permitted by the event sponsor.

### **Research and Educator Preparation**

With permission from the superintendent or designee, staff and students may be recorded for research purposes or by preservice education professionals for evaluation purposes. Consent from all relevant parties must be secured when required by law.

### **Recording by the Media**

The media may make audio or visual recordings on district property or at district events as authorized by the superintendent or designee.

### **Recording by Students**

In addition to other recording authorized in this policy, students may make audio and visual recordings on district property or at district activities if allowed by a teacher or activity sponsor as part of the class or activity or as permitted by the principal, superintendent or designee. Students may be disciplined, excluded from district activities and prohibited from attending with a phone or other recording device if the student makes recordings in violation of this policy and other district rules regarding recording.

### **Recordings by Parents/Guardians or Family Members of Students**

In addition to other recording authorized in this policy, parents/guardians or family members of students may be allowed to record performances or events to which only parents/guardians or family members are invited, such as family nights and graduation celebrations, at the discretion of the principal, superintendent or designee. However, the recording must respect the privacy of other students and families present.

### **Recording by District Employees and Agents**

District employees and agents may make and use audio or visual recordings for professional staff development use, for educational purposes or for other purposes related to furthering the educational mission of the district when authorized by the principal, superintendent or designee. Otherwise, recording is prohibited. Recordings obtained while acting as a district employee or agent may not be used for personal purposes or posted on social media unless authorized by a supervisor.

### **Recording Meetings**

In general, the district prohibits the recording of employee meetings and meetings between employees and parents/guardians unless authorized by the superintendent or designee.

### **Recording Meetings under the IDEA or Section 504**

A student's parent or legal guardian may audio record any meeting about the student held under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973, including individualized education program (IEP) and Section 504 meetings. The parent or legal guardian seeking to record must notify the district at least 24 hours prior to the time the meeting is scheduled to occur. Recordings made by the parent/guardian will remain the property of the parent/guardian, but the district may make its own recording. Everyone present during a recorded meeting must be notified that the meeting is being recorded unless the recording is done in such a manner that it is obvious to those present that the meeting is being recorded.

### **Undisclosed Recording or Transmitting**

The district prohibits undisclosed recordings where persons involved do not consent to the recording and it is not otherwise obvious that recording equipment is present or being used, unless the superintendent or designee determines in rare circumstances that such recordings are necessary for security reasons. The district prohibits the simultaneous electronic transmission of any conversation by any person to a third party without the consent of all involved in the conversation even if the conversation is not recorded.

### **Use of Unmanned Aircraft Systems**

Anyone seeking to operate unmanned aircraft systems (UAS) on or over district property or at a district event must receive authorization from the superintendent or designee. Authorization will be granted only when such operation is on behalf of the district, supports the mission of the district or otherwise serves a public purpose.

All UAS with the potential to capture or produce visual images of district property or district events must be operated in accordance with applicable Federal Aviation Administration regulations or safety guidelines.

## **DRUG-FREE WORKPLACE**

(Board Policy GBEB A)

Student and employee safety is of paramount concern to the board of education. In recognition of the threat to safety posed by employee use or possession of drugs or alcohol, the board of education



commits itself to a continuing good-faith effort to maintain a drug-free workplace. The board of education shall not tolerate the manufacture, use, possession, sale, distribution or being under the influence of controlled substances, alcoholic beverages or unauthorized prescription medications by district employees on any district property; on any district-approved vehicle used to transport students to and from school or district activities; off district property at any district-sponsored or district-approved activity, event or function, such as a field trip or athletic event, where students are under the supervision of the school district; or during any period of time such employee is supervising students on behalf of the school district or is otherwise engaged in school district business.

When it is evident that an employee has consumed alcoholic beverages or controlled substances off school property before or during a district activity, the staff member will not be allowed on school property or to participate in the activity and will be subject to the same disciplinary measures as for possession or consumption on district property.

Staff members will be tested for alcohol and controlled substances if the district has reasonable suspicion that the staff member has violated this policy. In addition, staff members who operate district transportation must submit to alcohol and drug testing as otherwise required by law. All testing will be conducted in accordance with board policy, administrative procedures and law.

Any employee who violates this policy will be subject to disciplinary action, which may include suspension, termination and referral for prosecution. Employees may be required to satisfactorily participate in rehabilitation programs.

Each employee of this school district is hereby notified that, as a condition of employment, the employee must abide by the terms of this policy and notify the superintendent or designee of any criminal drug statute conviction for a violation occurring in or on the premises of this school district, or while engaged in regular employment. Such notification must be made by the employee to the superintendent or designee in writing no later than five calendar days after conviction. The superintendent or designee will provide notice in writing of such violation to the United States Department of Education or other appropriate federal agency within ten calendar days after the superintendent or designee receives such notification if the district receives any federal grants directly from such agency, as opposed to federal grants received through the Department of Elementary and Secondary Education (DESE).

The district will take appropriate disciplinary action within 30 days.

The district will institute a drug-free awareness program to inform employees of the dangerous and harmful nature of drug and alcohol abuse in the workplace, of this policy of maintaining a drug-free workplace, of available counseling and rehabilitation, and of the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

The board of education recognizes that employees who have a drug abuse problem should be encouraged to seek professional assistance. Although the district will not assume financial responsibility, an employee who requests assistance shall be referred to a treatment facility or agency in the community if such facility or agency is available.

Upon the request of DESE or an agency of the United States, the district shall certify that it has adopted and implemented the drug prevention program described in this policy. The district shall conduct a biennial review of this policy to determine its effectiveness, implement necessary changes and ensure that the disciplinary sanctions are consistently enforced.

## **EMPLOYEE ALCOHOL AND DRUG TESTING**

(Board Policy GBEBB-2)

This policy shall be communicated in writing to all present and future employees. Compliance with this policy is mandatory.

### **Provisions Applicable to All Employees**

#### ***Alcohol and Drug Prohibitions***

No employee may manufacture, use, possess, sell, distribute or be under the influence of alcohol or drugs in violation of the district's Drug-Free Workplace policy. All employees may be tested for alcohol and

drugs if the district has reasonable suspicion that the employee has consumed alcohol or drugs in violation of board policy.

### ***Program Coordinator***

The superintendent or designee will serve as the program coordinator to implement the district's alcohol and drug testing program within the guidelines of this policy.

### ***Training***

All staff who have supervisory duties over other staff members will be provided training on the effects of drug and alcohol use. The training will include physical, behavioral, speech and performance indicators of drug and alcohol use. Supervisors of employees who operate district transportation will be trained in accordance with federal law.

### ***Testing Program***

The district will use testing facilities with appropriately trained personnel for alcohol and drug testing. The district's drug and alcohol testing program shall provide individual privacy in the collection of specimen samples to the maximum extent possible. The specimen collection procedures and chain of custody shall ensure that specimen security, proper identification and integrity are not compromised.

### ***Refusal to Submit to Tests***

Drug or alcohol tests administered pursuant to this policy are mandatory. An employee refuses to submit when he or she fails to provide adequate breath or urine for testing when notified of the need to do so or engages in conduct that clearly obstructs the testing process.

### ***Consequences***

Employees who refuse to submit to a test, who test positive for prohibited substances or who take deliberate action with the intent to falsify test results will be subject to discipline, including termination, in accordance with board policy and law.

### ***Treatment***

In addition to any disciplinary action taken, the district will provide employees a list containing the names, addresses and telephone numbers of substance abuse professionals and counseling and treatment programs when employees have a positive drug or alcohol test, refuse to take a test or otherwise request information about substance abuse treatment.

### ***District Records and Reports***

Alcohol and drug test results and records shall be maintained under strict confidentiality and released only in accordance with law. Upon written request, an employee shall receive copies of any records pertaining to his or her use of alcohol or drugs, including any records pertaining to his or her tests. Test records shall be maintained with the separate medical files of each employee. The district shall maintain records and reports of its alcohol and drug prevention program as required by law.

Records of drug and alcohol tests and other related records shall be made available to a subsequent employer only as expressly requested in writing by the employee.

### ***Notification to Employees***

The program coordinator shall ensure that all employees receive written materials explaining the district's drug and alcohol misuse prevention program, including copies of or access to applicable policies, procedures or handbooks.

Employees shall sign statements certifying that they have received the materials.

### ***Provisions Applicable to Drivers***

In addition to the drug testing provisions applicable to all employees, the Everton R-III School District, which employs operators of commercial motor vehicles ("drivers"), is required to implement a drug and alcohol testing program that fulfills federal requirements. The district will use laboratories certified by the U.S. Department of Health and Human Services to conduct drug specimen analysis. This comprehensive program shall include conducting pre-employment drug testing and reasonable suspicion, random and post-accident testing for use of alcohol or drugs by drivers; notifying drivers of the requirements and consequences of the program; maintaining appropriate records; participating in the Commercial Driver's

License Drug and Alcohol Clearinghouse; and complying with the Missouri Department of Revenue's reporting requirements.

As required by law, no driver shall report for duty within four hours of using alcohol. No driver required to take a post-accident test shall use alcohol for eight hours following the accident or until he or she undergoes a post-accident alcohol test, whichever comes first.

## **REFERENCES**

(Board Policy GBLB)

The district will maintain information about current and former employees as confidential within the limits of the law. Only the superintendent or individuals specifically designated by the superintendent may respond on behalf of the district to a reference request for a current or former employee. District employees must direct reference requests to the superintendent or designee. Upon request, employees will assist the superintendent or designee with the preparation of accurate reference information.

Employees other than the superintendent or designee may provide personal references, but by doing so, they are acting in their individual capacities and not as employees of the district. Employees providing personal references may not use district letterhead or otherwise indicate that the reference is sponsored by the district, but they may identify the working relationship they have or had with the current or former employee. The district will not endorse any reference provided outside the directives of this policy and is not responsible for providing legal advice or protection for unauthorized employees who provide references. In accordance with federal law, district employees, contractors and agents are prohibited from writing personal references or otherwise providing assistance in obtaining a new job to any other school employee, contractor or agent who has been accused of sexual misconduct regarding a minor or student, as discussed later in this policy.

## **Content of Reference Disclosure**

### ***Information Provided as Required by Law***

In accordance with law, the following information about employees or former employees will be provided to any entity or person upon request:

1. Names
2. Positions
3. Salaries
4. Lengths of service

In addition, information on allegations of sexual misconduct will be disclosed to public schools or charter schools as detailed below.

### ***Information Provided with Consent from the Employee or Former Employee***

Unless otherwise required under this policy or by law, before providing a reference for a current or former employee, the superintendent or designee will verify that the employee consents to the release of further information. The district may obtain a blanket consent from the employee when the employee leaves the district, contact the employee when a request is made or rely on written consent provided through the application process.

Even with consent, unless otherwise authorized by the board or the district's attorney or unless the disclosure is otherwise required by law, the superintendent or designee may provide only the following factual information when requested, without offering opinions or commentary on job performance:

1. A description of the employee's job duties when employed.
2. Additional district-sponsored committees, activities or duties the employee volunteered for or was designated to perform.
3. Honors and awards received by the employee.
4. Factual information on work performance.
5. Whether the employee resigned or was nonrenewed or terminated. Based on documentation in the personnel file, potential employers will be notified if the employment was ended due to the financial condition of the district, a decrease in enrollment or reorganization of the department, school or district.
6. When requested, a "yes" or "no" answer to a question about whether the district would re-employ the current or former employee if an appropriate position existed or whether the superintendent would recommend re-employment.

7. Allegations and findings of sexual misconduct with a student as required or allowed below.

**Disclosing Allegation of Sexual Misconduct**

In accordance with state law, when another school district or charter school requests a reference or information regarding a former employee of the district, the district must provide information regarding allegations of sexual misconduct with a student or child as detailed in numbers one through three of this section. The former employee is not required to consent to the release of information prior to the superintendent or designee releasing the information in numbers one through four of this section. The superintendent or designee is authorized to contact the district's attorney for advice on implementing this policy.

Information on allegations of sexual misconduct will be shared in the following situations:

1. *Allegations of Criminal Sexual Misconduct* – If a potential public or charter school employer requests a reference regarding a former employee whose job involved contact with children, the district will, in accordance with state law, notify the potential public or charter school employer if the employee was terminated, nonrenewed or allowed to resign in lieu of termination as a result of allegations of criminal sexual misconduct involving a child as defined by § 566.083, RSMo., or as a result of such allegations being substantiated by the State of Missouri's Child Abuse and Neglect Review Board. The district will provide due process to the former employee prior to disclosing the information when required by law.
2. *Allegations of Sexual Misconduct Substantiated by the Children's Division* – If a potential public or charter school employer contacts the district for a reference for any former employee about whom the CD has investigated allegations of sexual misconduct with a student and reached a finding of substantiated, the district will provide the results of the CD investigation to the potential public or charter school employer regardless of whether the employee's job involved contact with children.
3. *Violation of Board Policy Related to Sexual Misconduct* – If any public or charter school contacts the district about a former employee, the district will provide the public or charter school information about any violation of board policy if the violation related to sexual misconduct with a student where the board, after a contested case due process hearing, determined that the former employee actually violated the policy.
4. *Other Situations* – The superintendent or designee is required to consult the district's attorney when considering whether to release information regarding allegations of sexual misconduct against a former employee when the district is not required by law to do so.

**PROFESSIONAL STAFF RECRUITING AND HIRING**

(Board Policy GCD-1)

**Eligibility for Public Service Loan Forgiveness**

In accordance with law, the district will provide current, accurate and complete information to each new employee regarding eligibility for public service loan forgiveness. The notice will be provided within ten days following the start of employment.

**PROGRAMS FOR MIGRATORY STUDENTS**

(Board Policy IGBCB)

The board of education of the Everton R-III School District recognizes that migratory students face many educational challenges that may interfere with their ability to succeed in the regular education program and meet the same challenging state achievement standards as other students. The district is committed to creating and supporting a migrant education program (MEP) designed to help migratory students and their families overcome these challenges.

The superintendent or designee will develop a MEP that includes the following components:

1. A written procedure for identifying students who may be migratory that provides for notification to appropriate personnel designated by the Department of Elementary and Secondary Education (DESE) of potentially eligible students.
2. A procedure to help identify and recruit, throughout the school year, those students residing in the district who have family members who have been or are engaged in seasonal or temporary agriculture-related work.
3. Assessment of the educational, health and social needs of each student identified as migratory and development of objectives to address those needs so that migratory students are able to meet Missouri learning standards.
4. Advocacy to allow students and families to gain access to health, nutrition and social services.

5. Review of existing programs and resources to determine which can help meet the needs of migratory children and ensure that the children have access to them.
6. A full range of educational services for migratory students.
7. Instructional programs for migratory students that supplement existing educational programs.
8. An opportunity for meaningful participation in the program by parents/guardians and families of migratory students.
9. A parent advisory committee to consult with district officials and staff in the planning, implementation and evaluation of the program.
10. Professional development for teachers that is designed to improve the quality of education for migratory students, including required training by DESE's Migrant Education and English Language Learning (MELL) program.
11. Provision of information to district personnel about any required participation in professional development provided by DESE's MELL program.
12. Assistance for secondary school students transitioning from school to postsecondary education, employment or military service.
13. Provision of needs assessment, evaluation, financial and other information needed for DESE to carry out its duties.
14. A process for prioritizing the provision of services in order to ensure that if there are limited resources, students most at risk of failing receive services ahead of other students.

## **HAZING**

(Board Policy JFCG)

In order to promote a safe learning environment for all students, the Everton R-III School District prohibits all forms of hazing.

For purposes of this policy, hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity.

Hazing may include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing inhalation or consumption of any food, liquor, drug, tobacco product, or other substance; or any other forced physical activity that could adversely affect the physical health or safety of an individual.

Hazing can occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or try out for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization.

District staff, coaches, sponsors and volunteers will not permit, condone or tolerate any form of hazing or plan, direct, encourage, assist in, engage in or participate in any activity that involves hazing. District staff will report incidents of hazing to the building principal. The principal shall promptly investigate all complaints of hazing and administer appropriate discipline to all individuals who violate this policy. District staff who violate this policy may be disciplined or terminated.

Students participating in or encouraging inappropriate conduct will be disciplined in accordance with JG-R1. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. The district will report hazing incidents to law enforcement when required by law. Students who have been subjected to hazing are instructed to promptly report such incidents to a school official.

The superintendent will provide for appropriate training designed to assist staff, coaches, sponsors and volunteers in identifying, preventing and responding to incidents of hazing.

The district shall annually inform students, parents/guardians, district staff and volunteers that hazing is prohibited. This notification may occur through the distribution of the written policy, publication in

handbooks, presentations at assemblies or verbal instructions by a coach or sponsor at the start of a season or program.

## **SUICIDE AWARENESS AND PREVENTION**

(Board Policy JHDF)

Suicide is a leading cause of death among youths in Missouri and is a public health concern impacting all Missouri citizens. The district is committed to maintaining a safe environment to protect the health, safety and welfare of students.

This policy outlines key protocols and procedures the district will use to raise awareness of suicide and the steps that can be taken to prevent it. The goal of the district is to help students, including students receiving their education virtually, who may be at risk of suicide without stigmatizing students or excluding them from school. The board will provide the resources necessary to meet this goal. No student will be excluded from school based solely on the district's belief that the student is at risk of suicide.

### ***Crisis Response Team***

The district will establish a district-level CRT and, if practical, a team in each building. CRT members will include administrators, counselors and the school nurse and may also include school social workers, school resource officers, teachers and community members as appropriate. The CRT will be responsible for implementation of the district's response plan.

The district will use an evidence-based/informed tool for determining whether a student is at risk of suicide or is having a suicide crisis. The CRT members and the building administrator will receive training and coaching in using this tool to assist in making determinations as to whether a student may be at risk of suicide and the appropriate response. Any such determination shall be made by multiple team members. If the district has a behavioral risk assessment team, a threat assessment team or any similar team that monitors students considered "at risk," those teams must immediately contact the CRT if the team has identified a student who might be at risk for self-harm or suicide.

### ***Response Plan***

District employees will respond immediately in situations where they have a reasonable belief that a student may be at risk of suicide or may be having a suicide crisis.

### ***Students Who May Be at Risk of Suicide***

Any district employee who has a reasonable belief that a student may be at risk of suicide, even though the student is not having a suicide crisis as defined in this policy, will take the following steps:

1. Find another employee and make every effort to locate the student immediately. One of the employees must stay with the student.
2. While one employee stays with the student, the other will notify a CRT member or the building administrator or designee. If the employee cannot reach the building administrator, designee or any of the CRT members, the employee will contact the student's parent/guardian. If the parent/guardian is also unavailable, or at the parent's/guardian's request, the employee will contact emergency services.

When a CRT member or the building administrator or designee receives notification that a student may be at risk of suicide, the CRT member, administrator or designee will take the following steps:

1. If the student cannot be located or leaves after being located, contact the parent/guardian to explain the district's concern.
2. If the student has been located, use an evidence-based/informed tool to determine whether the student is at risk of suicide and the appropriate response. Regardless of the determination, the building administrator or designee will contact the student's parent/guardian to discuss the concern.
3. If it is determined that the student may be at risk of suicide, appropriate members of the CRT will meet with the student and the student's parents/guardians to discuss support and safety systems, available resources, coping skills and collaborative ways to support the student.

### ***Students Who May Be Having a Suicide Crisis***

If an employee reasonably believes that a student is having a suicide crisis, the employee will take the following steps:

1. Find another employee and make every effort to locate the student immediately. One of the employees must stay with the student.

2. Immediately report the situation to a CRT member or the building administrator or designee. If the employee cannot reach the building administrator, designee or any of the CRT members, the employee will notify the student's parent/guardian and contact emergency services. The employee may also contact the National Suicide Prevention Lifeline (800-273-8255) or 988 for assistance. As soon as practical, the employee will notify the building administrator or designee.

When a CRT member or the building administrator or designee receives notification that a student is believed to be having a suicide crisis, the CRT member, administrator or designee will take the following steps:

1. If the student cannot be located or leaves after being located, a CRT member or the building administrator or designee will contact the parent/guardian to explain the district's concern.
2. If the student has been located, the CRT member and the building administrator or designee will, based on their training and an assessment of the student, determine the appropriate action, including whether to call emergency services, and implement the appropriate response.
3. At an appropriate time after the crisis has passed, appropriate CRT members will meet with the student and the student's parents/guardians to discuss support and safety systems, available resources, coping skills and collaborative ways to support the student.

### **STAFF CONFLICT OF INTEREST**

(Board Policy GBCA)

All employees of the Everton R-III School District shall adhere to the laws regarding conflict of interest and avoid situations where their decisions or actions in their employment capacities violate the provisions of this policy or conflict with the mission of the district.

#### ***Purchases Involving Federal Funds***

In addition to the requirements of this policy, the provisions of policy DJFA and related procedures must be followed when federal funds are used.

#### ***Sale, Rental or Lease of Personal Property (Property other than Real Estate)***

No employee of the district shall sell, rent or lease any personal property to the school district for consideration in excess of five hundred dollars' value per transaction or five thousand dollars' value per year to him or her, to his or her spouse, to a dependent child in his or her custody or to any business with which he or she is associated unless the transaction is made pursuant to an award on a contract let or sale made after public notice and competitive bidding, provided that the bid or offer accepted is the lowest received.

#### ***Sale, Rental or Lease of Real Property (Real Estate)***

No employee of the district shall sell, rent or lease any real property to the school district for consideration in excess of five hundred dollars' value per transaction or five thousand dollars' value per year to him or her, to his or her spouse, to a dependent child in his or her custody or to any business with which he or she is associated unless the transaction is made pursuant to an award on a contract let or sale made after public notice.

#### ***Independent Contractor Services***

No employee of the district shall perform service as an independent contractor for consideration in excess of five hundred dollars' value per transaction or five thousand dollars' value per year to him or her, to his or her spouse, to a dependent child in his or her custody or to any business with which he or she is associated unless the transaction is made pursuant to an award on a contract let or sale made after public notice and competitive bidding, provided that the bid or offer accepted is the lowest received.

#### ***Additional Prohibitions***

1. Employees may not act or refrain from acting by reason of any payment, offer to pay, promise to pay or receipt of anything of actual pecuniary value paid or payable, or received or receivable, to themselves or any third person. This includes a gift or contribution made or received in relationship to or as a condition of the performance of an official act.
2. Employees shall not favorably act on any matter that is specifically designed to provide a special monetary benefit to them, their spouse or any dependent children in their custody.
3. Employees will not use their decision-making authority for the purpose of obtaining a financial gain that materially enriches them, their spouse or any dependent children in their custody by acting or refraining from acting for the purpose of coercing or extorting anything of actual pecuniary value.

4. Employees shall not offer, promote or advocate for a political appointment in exchange for anything of value to any political subdivision.
5. An employee will not attempt to directly or indirectly influence any district decision when the employee knows the result of the decision may be the district's acceptance of a service or the sale, rental or lease of any property to the district and the employee, his or her spouse, dependent children in his or her custody or any business with which the employee is associated will benefit financially.
6. An employee will not use his or her position with the district to influence purchases made by students or parents/guardians that result in the financial gain of the employee, the employee's spouse, the employee's dependent children or businesses with which they are associated, unless authorized by the board of education.
7. An employee will not trademark, patent, copyright or claim ownership interest in any inventions, publications, ideas, processes, compositions, programs, images or other intellectual property created by the employee in his or her capacity as an employee of the district, unless authorized by the board of education. The district will not pay royalties, licensing fees or other fees to employees or businesses with which they are associated for the use of intellectual property created by employees in their employment capacities, unless authorized by the board of education.
8. An employee will not receive compensation, other than the compensation received from the district, for tutoring students currently enrolled in a class the employee teaches unless authorized by the board of education. Any private tutoring of students for a fee on district property is subject to facility usage policies and procedures.
9. Employees will not accept gifts from an individual student, parent/guardian, vendor, vendor's representative or any person who does or is attempting to do business with the district unless authorized by the board or the employee's immediate supervisor. Gifts include, but are not limited to, money, personal property, free meals, tickets to events, travel expenditures and games of golf valued in excess of the amount set by the board. Door prizes and other randomly awarded prizes, such as those awarded from raffles or other fundraising events, are not considered a gift or gratuity.

#### ***Use of Confidential Information***

Employees shall not use or disclose confidential information obtained in the course of or by reason of their employment in any manner with intent to result in financial gain for themselves, their spouses, dependent children in their custody, any business with which they are associated or any other person. Even when there is no financial gain involved, misuse of confidential information or failure to keep information confidential violates board policy and could also violate state and federal law.

#### ***Administrative and Executive Employees***

In addition to the above-listed requirements, the following restrictions apply to all administrative and executive employees in the school district, in accordance with law. Administrative and executive employees of the district may not:

1. Receive compensation or payment for services from any person, firm or corporation, other than the compensation provided by the district for the performance of their official duties, to attempt to influence a decision by the district.
2. Perform any service for compensation by which they attempt to influence a decision of the district for one year after the termination of their employment with the district.

#### ***Financial Disclosure***

The superintendent, chief purchasing officer and general counsel, if employed full-time by the district, will file an annual disclosure statement with the Missouri Ethics Commission in accordance with law and board policy BBFA.

#### **STAFF CONDUCT**

(Board Policy GBCB)

The board of education expects every employee to act professionally, ethically and responsibly; use good judgment; and do what is necessary to maintain a safe learning environment and positive relations with students, parents/guardians, coworkers and the public. In addition to expectations in other board policies and directives from supervisors, district expectations for employees include, but are not limited to, the following:



1. Become familiar with, enforce and follow all applicable board policies and regulations, administrative procedures, other directions given by district administrators and supervisors, and state and federal laws.
2. Maintain courteous and professional relationships with students, parents/guardians, other district employees and the public. Transmit constructive criticism to the particular school administrator or supervisor who has the administrative responsibility to address the concern. Employees will not be disciplined for speech that is protected by law and are encouraged to share concerns with their supervisors.
3. Actively participate in professional development and obtain information necessary to effectively perform the employee's job duties.
4. Conduct all official business in a professional and timely manner. Meet deadlines set by the district, administrative staff and supervisors. Conduct business with the appropriate designated person or department.
5. Care for, properly use and protect school property. Immediately report all dangerous building conditions to the building supervisor and take action to rectify the situation in order to protect the safety of students and others. Take appropriate action to prevent loss or theft of district property, and immediately report loss or theft of district property.
6. Attend all meetings called by supervisors or the district administration unless excused. Arrive at work and leave work at the time specified by the district or as directed by a supervisor, and follow district policies, procedures and directives regarding absences. All nonexempt employees must receive permission from a supervisor prior to working overtime.
7. Maintain records as required by law, board policy and procedure, and do not destroy records unless authorized to do so. Keep all student records, medical information and other legally protected information confidential. Submit all required documents, information, data or reports at the time requested. Employees must not falsify records, create misleading records or compromise the accuracy and security of district data.
8. Properly supervise all students. The board expects all students to be under assigned adult supervision at all times during school and during any school activity. Employees must not leave students unsupervised except as necessary to handle an emergency situation.
9. Obey all safety rules, including rules protecting the safety and welfare of students.
10. Communicate clearly and professionally. Employees will not use profanity and will not raise their voices unless necessary. Written communication must be grammatically correct. Employees will not be disciplined for speech that is protected by law and are encouraged to share concerns with their supervisors.
11. Dress in a professional manner that does not interfere with the educational environment and as directed by administrators or supervisors.
12. Other than commissioned law enforcement officers, school employees shall not perform strip searches, as defined in state law, of students except in situations where an employee reasonably believes that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available.
13. School employees shall not direct a student to remove an emblem, insignia or garment, including a religious emblem, insignia or garment, as long as such emblem, insignia or garment is worn in a manner that does not promote disruptive behavior.
14. State law prohibits teachers from participating in the management of a campaign for the election or defeat of a member of the board of education that employs such teacher.
15. Unless otherwise allowed by law, employees may not engage in political campaigning during the working day or during times when they are performing their official duties.
16. Employees will not represent their personal opinions as the opinions of the district and, to avoid confusion, are required to clearly indicate when they are speaking or writing as an individual and not a representative of the district.

## **SAFETY PROGRAM**

(Board Policy EB)

The board recognizes the necessity for a planned safety program to create a safe environment for the students attending, and for the professional and support staff employed by the school district. The maintenance of healthful and safe conditions throughout the school district is a responsibility shared by the board, superintendent and all professional and support staff.

Every attempt will be made to meet safety and health standards established by state and federal laws and regulations. The cooperation of school, home and community in providing a safe and healthful environment is encouraged by the board.

Safe practices will be a scheduled part of instruction in the classrooms, laboratories and school shops. Proper supervision of students and other citizens using the school facilities will be required. Hazardous conditions indicated by inspectors will be reported to the board and corrected. Each building administrator will develop and implement a safety program, report hazardous conditions to the superintendent and hold employees and students responsible for the observance of all safety rules and procedures.

The district will fully utilize federal, state and local violence prevention programs and resources available to students, teachers or staff that the district determines are necessary and cost effective for the school district. By July 1, 2001, the superintendent will designate a school safety coordinator who will have a thorough knowledge of such programs.

**SIGNATURE PAGE**

Teachers/Staff,

The Everton R-III School District Board of Education has established this faculty handbook containing school policies in order that all faculty/staff can be well informed as to the contents of the discipline policy as well as the procedures of the Everton R-III School District. Please read this handbook carefully. It is also expected that all staff have a working knowledge of the student handbook as well.

Please sign the following statement and return this form to the office by September 1, 2023.

Thank You,

Mr. Will Darter  
***District Superintendent***

Mrs. Jennifer Miller  
***K-12 Principal***

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I have read and understand what is expected of me according to the Everton R-III School District handbook:

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***Teacher Name (PRINTED)***

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***Teacher Signature***