

LINN COUNTY R-I FACULTY HANDBOOK 2018-2019



**Linn County R-I
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660-244-5045
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**Approved By
the
Board of Education
May 14, 2018**

Index

- Pgs. 2-4** **General regulations and procedures**
- Pgs. 5-7** **Lesson plans, substitutes, bus/detention duty, grading system, report cards, drill procedures, field trips**
- Pgs. 8-10** **Field trip guidelines, cafeteria procedures, parking, custodian, professional conduct, nondiscrimination, family medical leave act, personnel leave, asbestos**
- Pgs. 11-13** **Classroom visitations, student handbook, end of year reports, lockers, book bags, class parties, discipline, activities, absences, late work, bell schedule, lunch schedule**
- Pgs. 14-17** **Canteen/gate, sponsors, technology, communications with students/electronic media, general policies/procedures, general employment policies, employee benefits, employee disciplinary policies**
- Pg.18** **Faculty acknowledgement**

GENERAL REGULATIONS AND PROCEDURES

1. The principal's office is for business only. It is not a gathering place. If you have materials to run off that you can't possibly get done, the office staff will give you a hand, but please allow ample time.
2. Let your administrator be the first, not the last, to hear of any compliment, complaint or suggestion you may have to offer. My office door will always be open to you. Feel free to come in and discuss any problem you may have. We will try to find a solution.
3. Carrying out the policies of the board is the duty of every teacher, whether he/she approves or disapproves of such policies.
4. The school building will be open to students at 7:40 a.m. Teachers allowing students to enter the school building outside of school hours will be personally responsible for them while they are in the building.
5. Teachers are expected to be at school by 7:45 a.m. each morning. Teachers are encouraged to associate with other faculty members before and after school to build rapport between the staff. However, when the buses arrive, each teacher should move to their rooms to supervise. Teachers may leave at 3:30 p.m.
6. Teachers, do not ask to leave the building early or during the school day unless there is a good reason. Please check in with the office for approval. As principal, I usually am very cooperative. Please do not take advantage of this. Each teacher will be permitted to sign out using the two hour window three times per year. All teachers will sign out in the Principal's office. Teachers are responsible for finding someone to cover their classroom after checking with administration about leaving. If you do not check with the administration about leaving, you will automatically be docked for the time period that you are gone. After three times for any said teacher, an absence of one to two periods will be counted as a quarter day of sick or personal leave. An absence of two to four periods will be counted as a half day of sick or personal leave, and an absence of four or more periods will be counted as a full day of sick or personal leave.
7. Health certificates must be filed with the office before paychecks will be issued. New teachers will need to have a teaching certificate and up-to-date transcript on file in the Superintendent's Office.
8. The superintendent will hold monthly meetings with the staff. Staff meetings will be held following the regular board of education meeting. Additional meetings may be called as needed.
9. In case of illness, a teacher should notify Mrs. Wilson or the principal as early as possible. Please call between 6:00 a.m.-6:30 a.m. at home and after 7:30 call the school. Any later and the chances of finding a substitute are reduced. The phone numbers are listed on the staff phone list.

10. Teachers are permitted 8 sick days per year with a maximum accumulation of 50 days. These days are to be used for personal illness or serious illness of any member of the immediate family. Teachers are to sign an absence form when they return to work. Teachers have 3 personal days. Personal leave should be requested in writing at least two days in advance.
11. Attendance at the district and state meetings is encouraged and/or compulsory when school is dismissed expressly for these meetings.
12. Teachers are responsible for student's behavior wherever they may be during the day or at any school related activity. If you see a problem, handle it.
13. Teachers are encouraged to dress in a professional manner. Each teacher should set an example for the students as far as personal grooming and dress is concerned. Teachers are not to wear shorts or sweats (coaches excluded), and are only allowed to wear blue jeans on payday, Fridays with school spirit attire, and/or other special occasions. **The blue jeans must not have rips or holes in them.**
14. All school events such as plays, field trips, dances, etc., must be approved through the principal's office and placed on the official school calendar. ONLY THE ADMINISTRATION WILL ADD OR CHANGE EVENTS ON THE CALENDAR. The calendar will eliminate as many conflicts as possible through a pre-arranged method of planning.
15. Group trips are to be taken on school authorized transportation and a list of students taking the trip is to be e-mailed to each affected teacher as well as copy to the principal at least two days before the event. All bus requests need to be turned in a week in advance.
16. Accidents are to be reported immediately to the office. The supervisor must write a full account of the accident and keep copies on file.
17. Assembly Programs - All teachers are to attend the program. The classes will be assigned areas in which to sit. Class sponsors are to sit with their respective classes. Elementary teachers will sit with their class and supervise.
18. Students should not be left unsupervised in any part of the building during the school day. At no time, should a teacher leave their room during class, unless someone is there to replace them. If a teacher is to leave school during the day, do not leave your classroom until the substitute or someone else is there to supervise.
19. Teacher's should not let students out of class unless it is absolutely necessary and a hall pass/student planner must accompany students.
20. The schedule of events for the day will be listed in the bulletin on SIS. If any teacher wants an event listed in the bulletin, please turn it in to the office in writing by 8:30 a.m. The bulletin is to be read to the class during Third hour.

21. Teachers will not be called from class for a telephone call except in the case of an emergency. The secretary will take a message and deliver it to the teacher or a voicemail will be left.
22. Students who become ill at school should be sent to the office. They will not be allowed to go home until their parents have been called. Students involved in a serious accident should not be moved until competent medical help has arrived.
23. Before leaving the building in the afternoon, be sure all windows are closed, lights are turned off and doors shut. If you return at night with a group, make sure all lights are off and the areas are locked. Teachers should remain until the last student leaves; they are still your responsibility.
24. Teachers should be in the hallways before and after school and during class changes to help supervise.
25. All students leaving or arriving during the day must sign in or out of the office.
26. Class time is set by the bell system. Do not dismiss your class before the bell rings and certainly do not make a practice of holding classes or individual students any length of time after the bell rings. (Exception: Teachers having bus duty may want to let their class go a minute early so the teacher can be on duty when the bell rings.) **DISMISS STUDENTS - RATHER THAN PERMIT THE BELL TO BECOME A DISMISSAL SIGNAL.**
27. Students needed by the office or the guidance department will be sent for by the office. Students desiring to talk with persons in either area are to make arrangements beforehand and must have a permission slip before being dismissed.
28. Do not allow students to have food and drink in the classroom. Do not send students to kitchen, storage room, vending machines or teacher workrooms to get snacks, drinks or teacher's mail.
29. Students sent to the library without supervision needs to be kept to a minimum and a time limit needs to be given to the students.

VIDEOS IN THE CLASSROOM

It is the policy of the Linn County R-1 School Board that no teacher show a video that is rated above the grade level to which the video is being shown. The building principal must approve any variation. Refer to policy **Policy 6244**.

LESSON PLANS

Lesson plans are a necessity for proper instruction. All teachers are to prepare and have readily available lesson plans for all classes. These plans should be prepared daily. Every evening before you leave school, detailed plans for the following day should be prepared. Lesson plans should be on your desk at the end of the day in case a substitute is needed. I will check lesson plans randomly. Your lesson plans allow the principal to keep informed as to curriculum and instruction. **The administration may request that lesson plans be completed for a weekly time span and may request that the lesson plans be turned into the Principal on a weekly basis.**

CELL PHONE

Cell phone use by teachers should be used before school, after school and/or during plan time. Use of a cell phone during school hours is discouraged. This includes text messaging.

SUBSTITUTE TEACHERS

Be prepared for your substitute. The purpose for asking for daily lesson plans is to ensure that in case I need to call a substitute, your plans are an up-to-date guide for the day. If at all possible, give your substitute a chance to be a teacher. Try to avoid "busy work."

Consider the following in making the day for your substitute more productive.

1. Be sure your grade book is easily accessible and up to date.
2. Keep a current seating chart with pupils' last name written plainly.
3. List at least one pupil in each class that the substitute can call upon to answer anything concerning procedure.
4. Prepare a full days schedule of duties and activities for the day concerning the substitute.
5. Plan enough specific activities for the entire day. Avoid "just giving them a study hall."
6. Make sure your lesson plans are easily understood and everything needed for the day is accessible.
7. Fire/Tornado drill and Emergency Procedures
8. Student Handbook, Discipline/Disruption/Nurse forms

BUS DUTY

The teacher's bus duty roster should be kept in a convenient location for easy reference. Teachers should report outside as soon as possible after the dismissal bell rings and supervise the bus loading area. Horseplay, running, and reckless behavior should not be tolerated. Elementary and high school teachers should be on duty when students are released. Elementary teachers on duty should take their class out first. High school teachers may want to release their class about one minute early so they are on duty when the bell rings.

The principal will set up a roster for bus duty.

AFTER SCHOOL DETENTION DUTY

After school detention will be held from 3:20-4:00 p.m. Monday-Thursday of each week. Detention will include students that are serving for discipline issues, tardies, attendance issues and homework issues. Detention students can range from Preschool – 12th grade students. Each teacher will be assigned a specific time frame in which they are responsible for after school detention. The teacher is responsible for checking with the office after school to determine if an after school detention needs to be held. There may be some days that no after school detentions need to be held. The teacher on duty will be free to go at 3:30 if that occurs. Any teacher that has after school detention that has a conflict with staying until 4:00 p.m. will need to find his/her own replacement.

The principal will set up a roster for after school detention duty.

DEFICIENCY REPORTS

Grades 2-12 will send home mid-quarter reports for all students. This information will be used to keep parents informed as to the quality of their child's work. Also eligibility is checked at mid-quarter.

*** DEFICIENCY REPORTS MAY BE SENT AT ANY TIME YOU BECOME CONCERNED WITH A STUDENT'S SCHOLASTIC PROGRESS. ***

RECORD AND GRADING SYSTEM

Grades represent the educational attainment in each class as established by the teacher. A tremendous amount of public relations, both good and bad, comes from the grading system. Teachers should be both fair and consistent in their grading practices. Students should be thoroughly familiar with what determines their grade in each class. Individuality should be taken into consideration when issuing earned grades.

		Grading Scale	
A	95-100%	= 4.0	C 73-76% = 2.0
A-	90-94%	= 3.7	C- 70-72% = 1.7
B+	87-89%	= 3.3	D+ 67-69% = 1.3
B	83-86%	= 3.0	D 63-66% = 1.0
B-	80-82%	= 2.7	D- 60-62% = 0.7
C+	77-79%	= 2.3	F 59-00% = None

It is hoped that the grading scale be adopted as near as possible to achieve uniformity in grading. Teachers should grade carefully and be able to defend every grade given. This means accurate records should be kept of all class work, reports, notebook work, tests and other work that is being done by the student. Days absent should be shown in your grade book as well as tardy.

Each teacher is required to keep an accurate grade book. Grades need to be recorded in a timely manner and all grades need to be up to date each week in the S.I.S. Program. This book will be turned in to the office at the end of the year. These grade books are referred to often.

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Incomplete grades should be discussed with the principal. Except in cases of prolonged absence, the deadline on an incomplete should be two weeks. After such time the letter grade will be lowered to an "F". It is the responsibility of the teacher to change the incomplete grade.

If the student is doing failing work, you should tell him/her and notify the parents. If a student's grade slips after deficiency check, the teacher should notify the parent. A surprise on the grade card makes for trouble. Parent conferences are encouraged either by telephone or in person.

REPORT CARDS/PARENT TEACHER CONFERENCES

Report cards will be sent home shortly after the last day of each quarter. All classroom teachers are responsible for having grades recorded on SIS. **Grades should be updated on a weekly basis.**

Parent/Teacher conferences will be held at the end of the first quarter and third quarter. Teachers will be expected to stay late those evenings to greet and welcome parents. It is at this time that concerns can be discussed. Each teacher should be positive and make this conference a meaningful experience. Most parents want to help and the parent/teacher conference is a wonderful opportunity to work with parents.

FIRE DRILL AND TORNADO PROCEDURES

Fire drills and severe weather drills will be conducted periodically and are an important safety precaution. The procedure is posted in every classroom. If the fire/tornado procedure is not posted in your room, contact the office for a copy. To avoid confusion, remember that a fire drill is a series of short rings on the bell. The tornado drill is a long screeching siren. It is the responsibility of each teacher to cover fire and tornado procedure with their classes.

FIELD TRIPS

Field trips should be used as an educational experience and not include shopping at the mall. All field trips are to be scheduled through the principal's office. Please get approval of the field trip before discussing the trip with the students. After approval, the teacher will submit a list of students participating to the principal and to each affected teacher.

It is the responsibility of the teacher to make sure the students have permission slips from their parents. Teachers should collect permission slips and keep them on file until after the field trip. Teachers need to make sure a parent-volunteer form is filled out and turned in to the administration seven days prior to the date of the field trip.

Field trips should be taken on school transportation. Exceptions must be cleared through the office. Teacher's should pick up a field trip bus request form from the office and have it turned in to the superintendent's office at least one month before the field trip so arrangements can be made for a bus. Any class or classes are urged to work together to try and schedule field trips together as to cut down on travel expenses.

FIELD TRIP GUIDELINES LINN COUNTY R-1

Linn County R-1 Elementary Students and Teachers are fortunate to have a School Board and Administrators that continue to support a yearly field trip for each class. Due to the increased cost of transportation, all field trips should be carefully scrutinized by the administration. All parents of students who are eligible to participate in the field trip shall be notified of the activity.

These field trips are a privilege and are planned with academic standards in mind. To insure that all field trips are conducted in a safe and educational way, the following guidelines for participation have been set:

Students participating in the field trip will meet the following requirements:

- * Be eligible by the school policy on eligibility
- * Be in compliance with the Linn County R-1 attendance policy (must have made up any hours required by the attendance policy).
- * All other school policies are to be followed and will be enforced by the teachers/administration during the field trip.

Parent Participation:

- * Please be aware that some destinations for class field trips have a recommended number, or guidelines, for the number of adults allowed to attend with a school sponsored field trip. Therefore, teachers will determine the number of parents needed to help supervise students on any given field trip. The adult who accompanies a Linn County R-1 student for a school sponsored field trip must be a custodial parent or legal guardian.
- * A Parent Volunteer Form must be filled out and returned 7 days prior to the date of the field trip by every parent/legal guardian attending.
- * A parent may choose to ride the bus with his/her child or follow the bus in their own vehicle. However, all students must ride the bus to the field trip destination.
- * Parents participating in the field trip will be responsible for students assigned to them by the teacher during the field trip.
- * Other family members/friends of the students participating in the field trip will not be allowed to accompany a parent or to join the group at the field trip destination.
- * Prior written arrangements must be made if a parent wishes for their child to be released into someone else's care at the end of the field trip. Students will only be released to a custodial parent/legal guardian and must sign out with the teacher.
- * Linn County R-1 is a drug free school. Alcohol and illegal drugs are prohibited with any school related function. Parents who choose to smoke cigarettes or chew tobacco are required to do so in an area away from the students.

Please Note: These guidelines will be sent home again with permission slips for each class field trip as the date approaches.

CAFETERIA PROCEDURES

Each teacher should go with their entire class to the cafeteria, even if the teacher is not eating in the cafeteria. Students need to be supervised into the cafeteria.

Students are not to be in the hallways or in the classroom during lunch. If you have a key, it is recommended that you lock your door during the lunch period. Students are to stay in the lunchroom or in the gym until they are picked-up by their teacher or the bell rings.

Elementary teachers are to supervise their class going to and from the lunchroom. Your help is also asked in keeping your class orderly and quiet. There will be two people assigned to each lunch duty. However, if one or both of those people are absent, it is expected that the teachers help cover that duty. In order to avoid confusion, the order of covering will follow the order of grade levels for each shift. For example, the first shift will consist of Third, Fourth, and Fifth Grades. The Third grade teacher would be responsible for covering the first time someone is gone and then follow a rotation method. The second shift will consist of Kindergarten, First, and Second Grades. The Kindergarten teacher would be responsible for covering the first time someone is gone and then follow a rotation method. This includes covering recess duty also.

PARKING

Faculty members are requested to park in the middle of the parking lot in a perpendicular direction to the sidewalk or park in the north parking lot. Make sure your car is locked or nothing of value is left inside.

CUSTODIAN

If the teachers have something they wish the custodian to do during the day or after school hours, it would be best if the request came through the office. Please notify the office so the message can be relayed. Teachers, please help the custodians by keeping your rooms as neat as possible. At the end of the day, have your student's pick-up trash on the floor.

MONEY COLLECTED

All money collected from students or clubs is to be turned into the office. Receipts for all money making projects are to be made with the prior approval of the principal. A receipt will be issued for all cash deposited in the office.

MAILBOXES

Each teacher is provided with a mailbox. Please check your mailbox before and after school. Do not use your mailbox for the filing of materials.

PROFESSIONAL CONDUCT

Teachers are expected to conduct themselves in a professional manner at all times.

Teachers are reminded that Linn County R-1 is a "Drug Free" work place. Teachers involved in possession, distribution, and or use of illegal drugs may be subject to disciplinary action.

Use of alcohol on school property, distribution of alcoholic beverages to students, or evidence of alcohol abuse may also be subject to disciplinary action. Sexual harassment is addressed in board policy 2130 PRF and 4810PRF. Teachers are reminded that sexual harassment towards any member of the staff or towards any student may be subject to disciplinary action. Harassment is addressed in board policy 1300.

NOTICE OF NONDISCRIMINATION

The Linn County R-I School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Superintendent
15533 Hwy. KK
Purdin, MO 64674
660-244-5045

School Nurse
15533 Hwy. KK
Purdin, MO 64674
660-244-5035

FAMILY/MEDICAL LEAVE ACT Policy 4321PRF
PERSONNEL LEAVE Policy 4320 PRF

ASBESTOS

Our facility is inspected on a regular basis for asbestos safety. If you feel that any materials, supplies or equipment may be unsafe, teachers are encouraged to report to the office of the superintendent. The last asbestos inspection was July 2009.

Asbestos was found in the floor tiles only. This is considered non-friable asbestos, and imposes no immediate danger to occupants or visitors.

All ACBM in this building has been addressed in a Management Plan written according to Federal and State requirements. The purpose of this plan is to safeguard the health and safety of all building occupants.

CANCELLATION OF SCHOOL

School cancellation will be determined by the Superintendent. We will institute the use of the phone tree and text messaging. If you are on the phone tree, upon notification, you are to call the next person on the phone tree. If no one answers, please call the following person on the list so the line will not be broken. News of cancellation will be broadcast on local radio and television stations.

CLASSROOM VISITATION

Classroom observations began occurring more often beginning with the 2014-2015 school year for non-tenured and tenured teachers. The new i-Observation system was implemented during the 2014-2015 school year which helped fulfill the state mandated requirements for teacher evaluation. Beginning with the 2015-2016 school year, classroom observations will occur more frequently for non-tenured and tenured teachers. Non-tenured teachers will be required to fill out a pre-observation form in the Fall. All teachers will be required to use the i-Observation system to view and acknowledge observations that occur throughout the school year. The i-Observation system will also be used for growth plans and professional development.

I WILL VISIT ALL CLASSROOMS PERIODICALLY.

STUDENT HANDBOOK

Throughout the year questions will arise as to student conduct, dress, and/or procedure. You have been given a student handbook. Please refer to it as needed.

END OF THE YEAR REPORTS AND FINAL CHECKLIST

The following list of items will be turned into the office at the end of the year.

- Inventory sheet
- Lesson Plan Books
- Grade Sheets
- PD Hour Log
- Grade Books
- Keys
- Damaged book or fine list

LOCKERS/BOOK BAGS

Lockers are assigned to each junior high and high school student. Teachers should encourage their use. Book bags are not allowed in classrooms. Bags should remain on the bag racks with the exception of PE.

Elementary teachers will assign lockers to their students.

Lost and found articles in your room or in the hall should be delivered to the office.

CLASS PARTIES

High school and junior high classes are allowed one class party a year. This party will not be during school hours. Class sponsors will be responsible for scheduling and supervision of class parties.

Elementary classes are allowed three parties a year: Halloween, Christmas and Valentine's Day. All other parties are discouraged.

Teachers we ask that after a class party you make arrangements to clean up. It is not necessarily the full task of the custodian to clean up after you.

DISCIPLINE

Discipline in our school is the responsibility of every teacher. The best way to ensure good discipline is to make every effort to make your class interesting. Each teacher is responsible for maintaining their own discipline. Each teacher handles discipline in different ways. One way may not be better than another. However, discipline must be maintained if learning is to take place.

The administration's job is to help you when you have discipline problems. We have instituted a discipline policy and we try to follow it as closely as possible. Teachers are asked to fill out a disciplinary referral form when sending a student to the office. The principal will take the necessary action after receiving a referral form. Please feel free to talk with the principal if you disagree with the action taken with any given student.

Please be advised that at this time the administration has not discovered how to make students excited, how to get them to want to get their homework done, or how to motivate them to want to make better grades. In short, if a student continues to misbehave, continues to have a bad attitude, or continues to refuse to do homework, please understand the principal has no magic wand to wave to make it happen.

We have great students here at Linn County, and we should look to our successes. As educators, it is our responsibility to make sure that students have the opportunity to learn in our classrooms.

ACTIVITIES

Teachers are expected to take interest in the activities of the school. We ask teachers to take time to attend various school activities. Students do notice and it is helpful if students feel their teachers are interested enough to come see them compete or perform.

Elementary teachers and paraprofessionals are expected to attend elementary functions such as music programs. Attendance is recommended at PTO meetings.

A copy of canteen duties can be found at the back of this handbook.

Teachers will also be called upon to help supervise dances and other activities. Your cooperation is always appreciated.

ABSENCES

Students will be expected to make-up work missed. The individual teacher in accordance with what was missed will determine work assigned and the time-line for receiving the completed work. Students will be allowed to complete work in advance if an absence is necessary. Each teacher will be responsible for making arrangements with the individual student.

LATE WORK POLICY

Individual teachers will include their own late work policy in each course syllabus that will be handed out to the students during the first few days of the school year. Teachers will need to turn in each course syllabus to the principal during the August workdays. Individual teachers will be responsible for notifying parents about missing assignments and insufficient grades.

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ATTENDANCE/TARDY/TIME ON TASK

Students need to be in class. A continuing problem is the number of students out of class walking the halls. Too many students take advantage of this. As teachers, **JUST SAY NO!** Teachers should monitor this closely.

On the day of Mustang Relays, **ALL** elementary and high school classes are expected to continue working as usual. Teachers **ARE NOT** to take their classes out to the relays.

BELL SCHEDULE

Warning Bell	8:07
First Period	8:10-8:55
Second Period	8:58-9:43
Third Period	9:46-10:31
Fourth Period	10:34-11:19
Fifth Period(LUNCH)	11:22-12:23
Sixth Period	12:26-1:11
Seventh Period	1:14-1:59
Eighth Period	2:02-2:47
Homeroom	2:50-3:20

LUNCH SCHEDULE

ELEMENTARY

Preschool	10:45-11:05
Third, Fourth, and Fifth	10:50-11:10
Kindergarten, First, and Second	11:45-12:05

HIGH SCHOOL/JUNIOR HIGH

First Shift	11:22 - 11:35
Second Shift	12:07 - 12:23

Shift assignments will be determined yearly, based upon class size.

When the elementary grades are using the gym at lunch, no high school students will be allowed in the gym until 11:30 and 12:30.

ELEMENTARY TEACHERS ARE TO TAKE THEIR STUDENTS OUT THE NORTH GYM DOOR AFTER NOON RECESS.

MEETINGS

All meetings will meet on a specified and approved date. Each class and organization will meet once a month if needed. If an organization or class needs to meet more than one time in a month they must do so before or after school. Class sponsors and organizational sponsors will approve all meeting times and dates through the office.

STUDENT DISRESPECT

This is a most important area of concern. Disrespect from students towards teachers and staff will not be tolerated. Hateful mouths or attitude will be dealt with from day one. I know that parents want the school to insist upon respect and expects the administration to take actions to ensure student respect.

CANTEEN AND GATE SUPERVISION

All teachers will be assigned gate duty with the exception of the coaches, Senior, Junior, and Sophomore sponsors. All elementary teachers and paraprofessionals will work one gate duty and high school and Jr. high will work the remaining games. If you are unable to serve as gatekeeper on your assigned night, it is your responsibility to find a replacement.

One or more sponsors representing the class or organization on their assigned night will supervise the canteen. All sponsors and students working canteen must arrive for duty at least 45 minutes prior to game time. There will be no tabs at any of the canteens. All food items must be paid for immediately. Students working the canteen do not receive free food or drinks for working.

Class Sponsors:

6th grade	O’Kane
7th grade	Phinney and Black
8th grade	Yung and Burkholder
9th grade	Jennings and Haley
10th grade	Kingsolver and Moore
11th grade	Sayre, Crandell and Wiles
12th grade	Hoyt, Dodd and Babcock

CANTEEN

The canteen is operated by the Sophmores, Juniors and Seniors, with the profits divided among the groups according to the number of times worked. Students are expected to honor their commitment to work the canteen for their organization.

Canteen Guidelines

The Sophmores, Juniors and Seniors will work canteen according to a rotating schedule. Sponsors will be assigned to work canteen duties. A volunteer (faculty member) will be asked to work each canteen to help the sponsor. The volunteer will be paid a stipend each time they work canteen.

1. Each student must work at least 2 canteen shifts each year. The students will sign up to work canteens at the beginning of each school year. If a student cannot fulfill their duty, a parent may take their place.
2. If a student is sick, they must find someone to trade with or have a parent take their place.
3. Canteen workers will remain the same for all re-scheduled games.
4. Workers handling food must wear gloves.
5. Cell phones are not allowed during shifts. If a student has a cell phone out, the sponsor will take the phone until the shift is over.
6. Eating is not allowed during a student’s shift.
7. Students who work first shift must arrive early for set up. Students will be fined \$5 for not arriving on time.
8. Students who work second shift must stay for clean-up. Students will be fined \$5 for not staying for clean-up.

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Consequences for not working :

- 1st Offense: \$20 fine
- 2nd Offense: \$30 fine
- 3rd Offense: \$40 fine
- The fine for each offense will continue to go up in increments of \$10.

***All student fines have to be paid before going on the Senior trip and/or before receiving their diploma.

Organization of the canteen schedules:

- The students will receive a copy of the schedule after it has been finalized.
- A letter will be sent home to parents telling them when their student is scheduled to work.
- Text/e-mail alerts will be set up to remind classes when they have canteen day.
- Sponsors will post a list outside of their door to remind students of canteen duties.
- A list of canteen duties will be put in the bulletin/ledger.

Technology Usage

The Linn County R-1 School District recognizes the educational and professional value of electronics-based information, both as a means of access to enriching information and as a tool to develop skills that students need.

The district's technology exists for the purpose of maximizing the educational opportunities and achievement of district students. The professional enrichment of the staff and board, and increased engagement of the student's families and other patrons of the district are assisted by technology, but are secondary to the ultimate goal of student achievement.

Students and all other users of the district's computer resources are responsible for respecting and adhering to local (as stated in board policy), state, federal and international laws governing usage of the available technology. Any attempt to violate the provisions of the district's rules and regulations governing usage may result in revocation of user privileges, suspension, or other disciplinary action appropriate to the circumstances.

The consequences for violating the District's Acceptable Use Policy include, but are not limited to, one or more of the following:

1. Suspension of District Network privileges
2. Revocation of Network privileges
3. Suspension of Internet access
4. Revocation of Internet access
5. Suspension of computer access
6. Revocation of computer access
7. School suspension
8. Expulsion
9. Employee disciplinary action up to and including dismissal

The district's technology is not private and the school district may monitor use of district technology including, but not limited to, accessing browser logs, e-mail logs and any other history of use.

COMMUNICATIONS WITH STUDENTS BY ELECTRONIC MEDIA P4650

Employee personal communication with students, in all forms including oral and nonverbal shall be appropriate and consistent with Board policy. Personal communication shall be deemed to be inappropriate if such communication is sexual in nature; is sexually suggestive; suggests romantic activity with student or students; or is otherwise inconsistent with Board policy. Violation of this provision will result in disciplinary action up to and including dismissal.

Communications between employees and students will be primarily direct, oral or written in nature. Employee's communication with students and or teacher's electronic media must be made available to the student's parents/guardians. While the employee need not notify their building principal of the content of the electronic communication, the employee must notify the principal, in writing, of the date and time of the communication and the identity of the student with whom communication occurred. Such notification is not required where the communication is between the teacher and his/her children or siblings.

The District does not have sufficient staff to monitor every communication between employees and students and does not, therefore, commit to monitoring such communication. Nonetheless, where there is reason to believe that an employee has inappropriately communicated with a student(s) they may require the teacher to provide access to the specific communication in question.

The District will provide official electronic media which may be utilized by employees for communication with students for dissemination of school related information (i.e. homework, practice schedules, supplemental instructional material.)

GENERAL POLICIES AND PROCEDURES

6320 PR	Internet Usage
2670	Corporal Punishment
2710	Child Abuse
6243	Copyrighted Materials
1110	Religious Expression
1210	School Year and School Day
3170	Purchases by Staff
3440	Employee Travel Expenses
2655	Bullying

GENERAL EMPLOYMENT POLICIES

4831	Staff involvement in decision-making
4840	Conflict of interest
4630	Staff Conduct
4640	Teaching Standards
4870	Drug free workplace
4872	Alcohol and Illicit drugs
4120	Employment Procedures
4650	Communication with Students via Electronic Media
4710	Resignation: Certificated Staff
4711	Resignation: Support Staff

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EMPLOYEE BENEFITS

- 4510 Benefits**
- 4530 Worker's Compensation Benefits**
- 4540 Group Insurance Benefits**

EMPLOYEE DISCIPLINARY POLICIES

- 4730 Termination of Contract: Probationary Teacher**
- 4731 Termination of Contract: Permanent Teacher**
- 4720 Suspension or Termination: Support Staff**

Revised May 14, 2018

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I acknowledge I have received and reviewed a copy of the Employee Handbook, and that I have been made aware there is also an electronic version of the handbook available on the District's website. I agree that if there is any policy or provision of the Handbook that I do not understand, I will seek clarification from my principal or direct supervisor. I understand any changes to district policy or law could cause changes to the content.

Faculty member's name (please print) _____

Faculty member's signature _____ **Date** _____