

LONEDELL R-14 SCHOOL DISTRICT



STAFF HANDBOOK

#r14family

Success; Nothing Less!

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Organization of District

Lonedell R-14 School District Board of Education & Administration

Board of Education

Mr. Brad Rucker – President

Mr. Joe Tharp – Vice-President

Mr. Daniel Short – Treasurer

Mr. Jason Bailey

Mr. James Heideman

Mr. Travis Corwin

Mrs. Tonya Cole

Administrative Staff

Mrs. Jenny Ulrich, Superintendent

Dr. Wayne Dierker, Principal

Mrs. Jeannine Berti, Special Education Director

Central Office

636-629-4974 Option 4

Stephanie York – Accounting Manager

Budget

Payroll

Food Service

Retirement

Time clock

Sarah Grus – Benefits and Human Resources Manager

Board Secretary

New hire process

Background checks

Employee benefits

Health Insurance

Purchase orders, invoices, expense checks

Board Policies

Elementary Office

636-629-0401 Option 1

Terri Koenig

Attendance

Substitute Teachers

Lisa Light

MOSIS

Lunch money

Building Purchase Orders

Newsletter

Lonedell R-14 School Staff

Preschool Teacher

Jackie Short

Kindergarten Teachers

Sara Thompson

Kerri Cox

1st Grade Teachers

Amber Generally

Melanie Friel

2nd Grade Teachers

Crystal Breitenstein

Tonya LaCrone

3rd Grade Teachers

Debra Winkler

Jody Bailey

4th Grade Teachers

Kelly Hardaway

Leslie Henson

5th Grade Teachers

Cindy Brendel

Tonya Dooley

6th – 8th Grade Teachers

Danielle Brissette

Heather Dunn

Kathy Vollmer

Dave Imler

Speech

Natalie Schroeder

Special Education

Jeannine Berti – Director

Carol Howard

Bailea Hogan

Sharon Knickmeyer

Title 1

Susan Mathers

Nurse

Karin Bielefeld

Paraprofessionals

Pam Campbell

Hannah Dierker

Tiger Dierker

Jane Green

Barbara Reed

Tiffany Martin

Sarah Richardson

Deb York

Mistie LaTurno

PAT

Sue Crumbaugh

Counselor

Bev Taylor

Technology

Angi Hill

STEAM

J.T. Flora

Art

Megan Hicks

Music

Mandi Miller

Band Teacher

Terry Durgin

Physical Education/Health

Paul Brake

Library

Sarah Britton – Teaching Methods
Coach

Maintenance

Dennis Barry

Custodians

Kevin Schirmer

Michael Werner

Steven Hografe

Cody Sittner

Hunter Sohn

Cafeteria/Chartwells

Kelly Dierker

Erica Calhoun

Gail Stahlman

Jeannette DeClue

Important Phone Numbers

636-629-0401

636-629-4974

Option 1 – Elementary Office

Option 2 – Before/After Care

Option 3 – Nurse

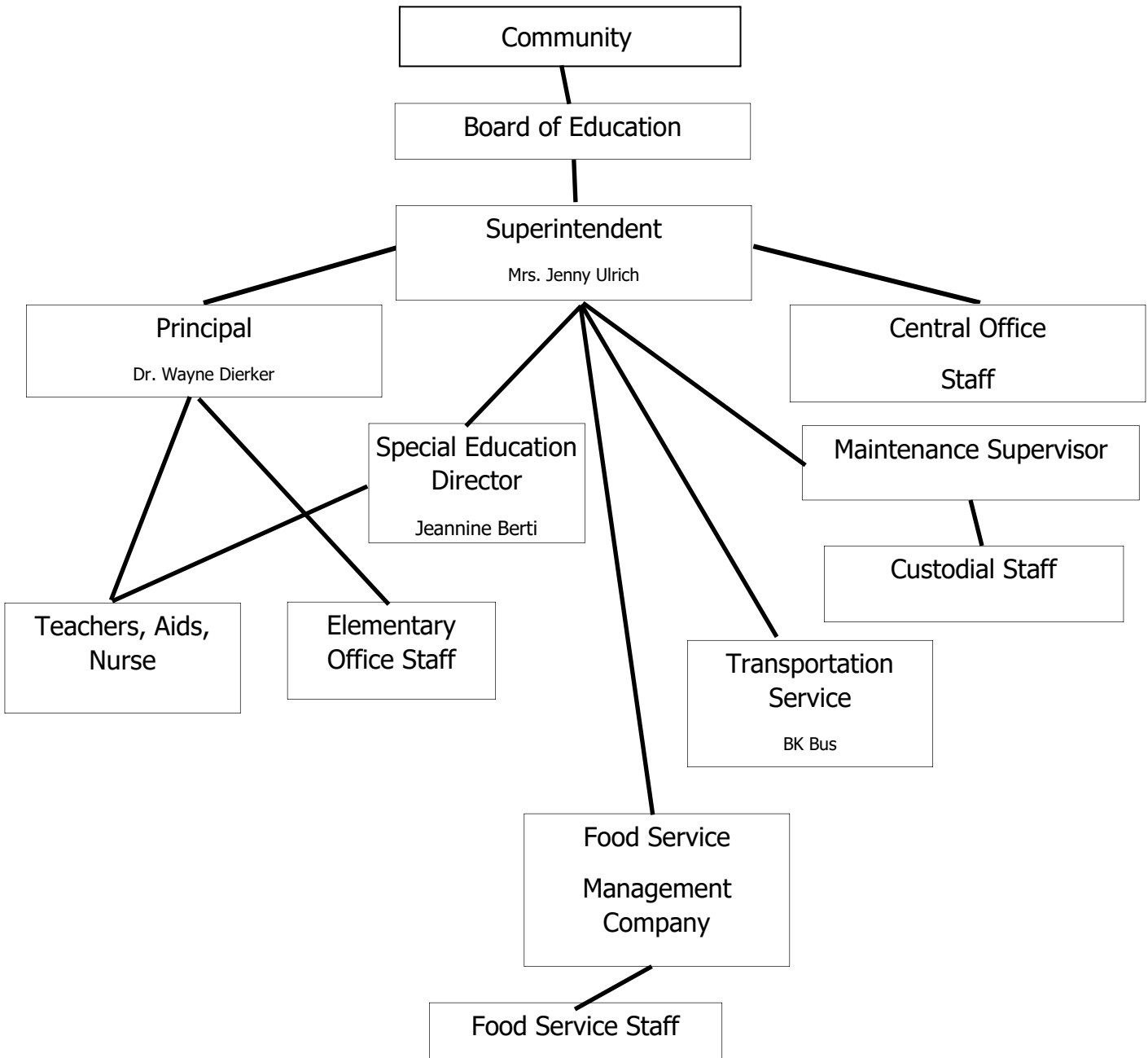
Option 4 – Business Office/Superintendent

Fax: 636-629-5561

BK Bus: 636-629-1842

Lonedell R-14 School District

Organizational Chart





District Employment Information

Certified Staff Contracts

Probationary: Teachers without previous teaching experience will receive a probationary contract for each of their first five years of full-time employment or for the corresponding period of part-time service. Probationary teachers will be notified in writing of the Board's intent to reemploy them for the next school year. This written notice will be provided on or by April 15. Teachers who are not provided a timely notice will be automatically reemployed for the next school year. Probationary teachers will be provided with a written contract on or by May 15 and will be required to provide the Board with a written acceptance or rejection within fifteen (15) days of receipt of the contract. Failure to provide a timely acceptance of the contract will be deemed a rejection of the Board's employment contract.

Permanent: Permanent teachers will be provided with an indefinite contract as provided by state statute. Indefinite contracts may be modified by the Board on or before May 15 with respect to the school year and with respect to annual compensation. Permanent teachers will receive copies of contract modifications within thirty (30) days of Board adoption.

Administrative: All administrators will be provided with contracts of from one-to-three-year duration. Administrative personnel, other than the Superintendent, who are employed under a one year contract will be notified on or before April 15 of the Board's wish to reemploy them in their present administrative position. Failure to provide a timely notice of reemployment will result in the administrator's reemployment in the present position and salary. Administrators employed on one-year contracts, and who are notified of renewal, will receive a written contract on or by May 15, and will have fifteen (15) days to accept the contract.

[Regulation 4130](#)

Employment Duties

Assigned Duties: Staff members may be required to handle duties such as lunch supervision, lunch detention, recess supervision, hall duty, and bus duty. Rotations are assigned for applicable employees.

Extra Duties: Other extra duties are available for interested teachers. These duties may include tutoring, coaching, summer school and after school detention. Check with your supervisor for details. [Policy 4131](#)

Supervision Duties: To ensure the safety and well-being of our students, children are not to be left unsupervised for any reason. In the instance, that indoor recess must be held, it should be held in the home classroom supervised by the homeroom teacher. If it is necessary, two classrooms of the same grade level may be combined into one group with appropriate activities with a single teacher supervising.

Football, baseball bats, baseballs and softballs are prohibited, except for physical education classes. Approved "soft" balls may be permitted with approval of principal.

Student Discipline: Teachers are expected to handle a certain amount of student discipline. Student behavior should always be handled at the lowest possible level, beginning in the classroom. Should a student be referred to the office for behavior correction, after meeting with the principal, they will be returned to class, placed in ISS, or removed from school grounds. Students should not be sent to the office for lunch detention unless it was assigned through the

office.

Employment Procedures

Fingerprint Requirement: No person will be employed by the Board until the District obtains a clear criminal records check and a clear check of the Child Abuse/Neglect Registry maintained by the Missouri Department of Social Services. [Policy 4120](#)

Certification: To teach in the public schools of Missouri, the teacher must possess an appropriate and valid teaching certificate. [Policy 4120](#) & [Regulation 4120](#)

Notice of Arrest, Abuse Complaint, and Traffic Citation: Every employee and volunteer who is arrested for a criminal act, felony, or misdemeanor must notify their supervisor in writing within three (3) work days of the arrest. [Policy 4125](#)

Transfer Request: An employee who desires a change in grade and/or subject assignment shall submit a letter requesting the transfer to Sarah Grus, Benefits & HR Manager in Central Office. [Policy 4120](#)

Professional Development: It is the policy of the Board of Education that a program of in-service training be established to provide an opportunity for the continuous professional and technical growth for all employees. The in-service training program for each year will be outlined in the proposed budget for that year with estimated costs to be approved by the Board of Education. [Policy 4410](#)

Compensation: Pay scale is in increments of BS plus hours after completion MA plus hours after completion. Support staff schedule will be based on jobs performed with steps for years. If you are attending school and will be moving on the salary scale, you are required to inform Central Office as soon as possible. You will also be required to turn in transcripts prior to the new year. [Policy 4500](#)

Benefits: Insurance coverage for staff members includes: Liability Insurance, Workers' Compensation Insurance, Unemployment Compensation Insurance, Medicare Coverage, Medical Insurance, Disability Insurance (employees over 20 hours per week).

[Policy 4510 Regulation 4540](#)

Staff Conduct: The Board of Education requires all staff members to serve as positive role models for District students. District schools exist to provide quality, cognitive, and affective education for District students in a safe and appropriate setting. [Policy 4630](#)

Equal Employment Opportunity

The Lonedell R-14 School District is an equal opportunity employer. It is the policy of this district to afford equal employment opportunities to qualified individuals regardless of their race, color, national origin, ancestry, religion, socioeconomic status, marital status, sex, age, disability or memberships in legally constituted organizations, to the extent required by law. This policy applies to all aspects of the employment relationship, including recruitment, selection, placement, training, assignment, transfer, compensation, benefits, and termination.

The goals of this policy are to offer job training and educational opportunities to help employees succeed in their current jobs and prepare for advancement, giving protected groups every

opportunity to participate; assist employees in securing positions commensurate with their skills and knowledge, assuring access to promotion and advancement; efficiently address concerns and grievances relating to this policy. [Policy 4110](#)

Leave of Absence

Personal Day Off (PDO): Shall be used for personal illness, family illness, personal business, and other purposes, with approval from their supervisor. The Principal/designee has the right to deny any request for personal leave that would cause a hardship to students or staff. PDO's cannot be used for work stoppage. A Leave Request must be completed for each absence, be it a partial day or full day. [Regulation 4320](#) [Employee Access Center Leave Request Instructions](#)

Personal Days Off are provided as a benefit to staff members, allowing individuals time off to handle personal business. It is preferred that requests be completed as far in advance as possible. Waiting until the last minute makes finding coverage difficult. Should a substitute be required for a non-emergency absence, approval will be made based on the availability of a substitute.

In an emergency, please contact the Principal, using his cell number if necessary. If you reach a voicemail, please leave a message. If you are calling after 6:45 am, please contact the school directly.

One PDO equals the number of regularly scheduled hours in a workday. If the number of scheduled hours to be worked is four hours, that employee's PDO will equal four hours. If the hours scheduled to work are eight hours, the PDO will equal eight hours, etc.

Employees will earn 1 PDO for every twenty days scheduled to work for support staff (exception of 12 month custodians) and contracted (including extended contract) for certified staff. Staff will not be given PDO credit for other assignments such as extra duty, volunteering or summer school.

12 month Custodians: Will earn one (1) PDO day for every thirty-two (32) days scheduled to work. Custodians will not be given PDO credit for other assignments such as extra duty, volunteering or summer school.

Employees may accumulate up to 30 PDOs. Employees will be reimbursed for PDOs accumulated in excess of 30 days as follows: Certified staff will be reimbursed at a rate equal to the base substitute teacher's pay per day. Support staff will be reimbursed at a rate equal to the minimum base pay hourly rate on the support staff's salary schedule for their position.

Should an employee use more PDOs than he or she has accumulated, he or she will be docked for their normal rate of pay. For example, if employees are absent one day, their pay will be docked for one day of regular pay, not a sub rate of pay. [Policy 4320](#) & [Regulation 4320](#)

Bereavement: Employees may take up to 3 days bereavement leave with pay to attend an immediate family member's funeral and/or funeral preparation. Immediate family members are described in [Regulation 4320](#). The district realizes that there will be cases that should be considered on a special basis. Please contact the superintendent for special consideration.

Jury Duty: Staff members called for jury duty or subpoenaed to testify in a civil or criminal proceeding will be granted leave apart from personal leave or PDOs. Staff members will receive their normal pay less any jury or witness fees received. See [Regulation 4320](#) for details.

Military Leave: An employee who is a member of the National Guard or an organized military service of the United States, and who is required by laws of the United States or the State of Missouri to report for military duty, including training, shall be eligible for a grant of military leave. See [Regulation 4320](#) for details.

Leave of Absence Without Pay: (for teachers only): Upon request of the teacher and the recommendation of the Superintendent and the advance approval of the Board of Education, a teacher of the District may be granted a leave of absence for up to one school year for Non-Family and Medical Leave Act (FMLA), non-illness/injury, child care, education, or other good cause. See [Regulation 4320](#) for details.

Professional Days: The district offers Professional Days for school business only. All professional days must be submitted for advance approval from the Administration and Professional Development Committee.

Family Medical Leave Act: The district offers Family Medical Leave for employees who have been employed for a total of at least 12 months, have worked at least 1,250 hours during the 12 months immediately preceding the commencement of the leave, or have been considered full time, and have been employed at a site where the district employs at least 50 employees within a 75-mile radius. [Policy 4321](#) & [Regulation 4321](#)

Vacation: Full time staff (with the exception of custodians) will earn 6 2/3 hours of vacation for each month employed. 10 days per year for the first through the fifth year of employment. Full time staff will earn 10 hours of vacation for each month employed, 15 days per year for the sixth and each year thereafter. If the number of regularly scheduled hours to work is less than eight hours, then the number of allotted hours for vacation will be in direct proportion. For example, if an employee is scheduled to work four hours per day, then that employee will earn 3 1/3 hours of vacation for each month worked. For the purposes of this section, a full-time staff member is defined as an employee who is employed with the district for twelve months, 52 weeks, and 260 days per year.

Custodial Department

Year 0-2 will earn one (1) day of vacation for every 52 days worked; five (5) days total/year

Year 3-5 will earn one (1) day of vacation for every 26 days worked; ten (10) days total/year

Years 6-10 will earn one (1) additional day for every year worked; CAPPING AT 15 DAYS Year 6 will earn one (1) day for every 23.50 days worked, eleven (11) days total.

Year 7 will earn one (1) day for every 21.50 days worked, twelve (12) days total.

Year 8 will earn one (1) day for every 20.00 days worked, thirteen (13) days total.

Year 9 will earn one (1) day for every 18.50 days worked, fourteen (14) days total.

Year 10 will earn one (1) day for every 17.00 days worked, fifteen (15) days total.

VACATION HOURS CANNOT BE USED UNTIL THEY HAVE BEEN EARNED

If the number of regularly scheduled hours to work is less than eight hours, then the number of allotted hours for vacation will be in direct proportion

Employees may carry over up to two weeks in a fiscal year. Employees will be paid out in excess of the two weeks at the end of the fiscal year.

Employees will be reimbursed for each day of vacation in excess of the number of days they are allowed to carryover at a rate equal to their daily/hourly rate. [Policy 4320](#)

Holidays: The Board will annually adopt a calendar, which will provide for the following holidays (days celebrated) for 12-month employees: Labor Day, Thanksgiving, Friday after Thanksgiving, December 24, 25, 31 (half day), January 1, Friday before Easter, Memorial Day, July 4th.

Contracted (salaried) and office employees (in excess of 150 days) will receive MLK and President's Day as a holiday. [Policy 4330](#)

Notice of Public Service Loan Forgiveness Program (PSLF)

[Public Service Loan](#) [Policy 4121](#)

Payroll / Payday

Payroll is handled by Stephanie York in the Central Office.

Payday will be the 20th of the month (or the Friday prior if the 20th falls on a weekend) during the regular school year. Direct deposit is highly recommended. [Policy 4525](#)

Automatic Payroll Deposit: Employees have their pay electronically deposited into an account at the bank of their choice. With automatic deposit, an employee's paycheck is immediately available on the pay date.

Pay Stubs: All pay stub information should be view online with Employee Access Center. The employee access center can be accessed from our district home page. [Employee Access Center](#)

Payroll Deductions: Automatic payroll deductions for the Missouri Public School Retirement System (PSRS) or the Public Education Employee's Retirement System (PEERS)/Social Security Deductions, State and Federal income tax are required for all full-time employees. Medicare tax deductions also are required for all employees hired after March 31, 1986. [Policy 4520](#)

Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, dental, vision and life insurance. [Policy 3210](#) [Policy 4520](#)

Policies and Regulations

All employees are expected to follow Board Policies and Regulations. These can be found on our website at [Policies and Regulations](#). Hard copies can be found in binders in the Central Office.

Required Trainings to be Completed Yearly

Safe School Staff to student Sexual Misconduct

Staff Meetings

Resignation for Certified Staff

The district encourages employees to notify the superintendent or designee in writing as soon as they decide not to return or not to accept another contract with the district. Resignations become effective at the end of the school year in which they are submitted unless the district is notified otherwise. Resignations will be submitted to the Board for notification or approval at the next regular Board meeting, and the superintendent will make recommendations to the Board in situations where an employee is seeking release from a contract.

In general, professional staff members including, but not limited to, teachers and principals, have a binding contract with the district once the employee and the Board have executed a contract in accordance with law. A tenured teacher has a binding contract with the district for the next school year.

Employees may notify the district that they will not accept a future employment contract by submitting a written resignation notice to the superintendent or designee at any time. The resignation is considered accepted once it is approved by the Board.

The district is entitled to be compensated for the costs of finding a suitable replacement, training expenses and other disruptions. Certified personnel under contract wishing to resign will be required to pay the percentage of their annual salary listed below.

Between June 1 – June 30 = \$2000.00

Between July 1 – July 31 = \$4000.00

The district may deduct the percentage amount from the employee's paycheck. If a payroll deduction is not possible or is insufficient to cover the amount owed by the employee, the employee must pay the balance within one month of submitting his or her resignation to the superintendent or designee to prevent the Board from taking action against the employee for breach of contract.

If the employee does not pay the percentage of annual salary as required, the Board reserves the right to pursue all available legal remedies including, but not limited to, filing charges to have a teaching certificate or professional license revoked or seeking a monetary judgement. In addition, the district may share with potential employers seeking information about the employee the fact that the employee broke a contract with the district.

[Policy 4710](#)

Resignation for Support Staff

Support staff who wish to resign should address a letter of resignation to the Superintendent with copies to the personnel administrator and the principal/supervisor. The letter should state reasons and an effective date for the resignation.

Fourteen (14) days written notice is the minimum amount of time for resignation by a support staff member.

[Policy 4711](#)

Retirement

Retirement provisions for all eligible employees will be in accordance with the provisions of the Missouri Public School Retirement System (PSRS) and the Public Education Employees Retirement System (PEERS). [Policy 4550](#)

The current (2018-2019) Contribution Rates are

- 14.50% of compensation for PSRS members
- 9.67% for PSRS members who are subject to Social Security contribution
- 6.86% of compensation for PEERS members
- 9.67% for full-time PSRS Critical Shortage retirees
- 0.00% for full-time PEERS Critical Shortage retirees

<https://www.psr-peers.org/>



Daily Operations

Confidentiality

As a school district employee, you will deal with sensitive and confidential information concerning students and parents that is protected by FERPA. This information is to be handled in a confidential fashion by all employees. Employees will be asked to sign a statement that verifies their understanding of the need for confidentiality. [Policy 2400](#)

Curriculum

The Board of Education recognizes the need and value of a systematic and on-going program of curriculum review. The Board encourages and supports the professional staff in its efforts to identify and review new curricular ideas, develop and improve existing programs and evaluate all instructional programs.

The Board of Education directs the Superintendent to continuously carry out the curriculum development and implementation process. As used in this Policy, curriculum is the process, attitudes, skills and knowledge that is taught and learned at the appropriate levels in District schools.

However, the Board of Education is responsible for the approval and adoption of curriculum used by the District teachers. Teachers are responsible for adhering to this curriculum.

Similarly, the Board may adopt the District's own education standards, in addition to those already adopted by the state, provided the additional standards are in the public domain and do not conflict with the standard adopted by the State Board of Education. [Policy 6110](#)

Dress Code

It is expected that all employees will dress in a professional manner. However, it is appreciated that "professional" varies based on the work an individual is doing. Generally, khakis and shirts are appropriate for teachers, aides, and office staff. There will also be occasions which require more casual dress. Please speak with your supervisor concerning days you would like to wear more casual clothing. Jeans will be allowed only on Paydays and special occasions. Notification of special occasions will be given in advance.

Nurses, maintenance/custodian staff, and lunch room staff will wear clothing appropriate to their positions. It is expected that employees in all positions will honor the same dress code required by our students. For instance, hats, midriffs, short skirts, etc. will not be acceptable. [Policy 2651](#)

Emergency Drills

Emergency preparedness drills will be developed by the superintendent in cooperation with the principal. A sufficient number of drills will be conducted to give instruction and practice proper actions by staff and students. The decision for calling and executing drills will be the responsibility of the superintendent and/or principal. The district shall maintain close cooperation with other community agencies in a continued preparedness.

Fire Drill - Fire Drills will be by announcement and/or the actual use of the fire alarm. Follow your evacuate exit plan.

Tornado – Tornado Drills will be by announcement. Students are to be gathered in the designated shelter areas and placed in the tornado safety position.

Earthquake Drill– Announced– Protocol in your emergency flip chart provided.

Lockout/lockdown– Announced– Protocol in your emergency flip chart provided. If you **do not** have a flip chart, please let the elementary office know immediately.

Employment Schedules

School Year Calendar: The School Calendar is released annually, after board approval. Staff work days are outlined on this calendar. See your supervisor with any questions.

[Policy 1210](#) [2019/2020 Calendar](#)

Work Day Schedule: Teachers will work a schedule from 7:20 am until 3:20 pm. Some positions, such as teacher’s aides, will have a varying schedule, based on their duties. Contracts or work agreements will specify the amount of days required by each position.

[Policy 4220](#) & [Regulation 4220](#)

Elementary Office and Central Office staff will work a schedule between the hours of 7:00 am until 4:00 pm. All other staff, (Maintenance/Custodians, etc.) will work a schedule decided upon by their supervisor. [Regulation 4221](#)

Attendance: Regular attendance is essential in providing District students with the highest quality of instruction available. When employees are absent, they may use PDO’s. If they are absent more than 3 consecutive or 5 days in any semester or more than established PDO earned per school year, their absence is considered excessive. The Superintendent will review each incident of excessive absence and may require the employee to provide medical or other documentation or may consider disciplinary actions up to and including termination. [Policy 4310](#)

End of the Year Checkout

At the end of each school year, teachers will be responsible for several items. These items include planners, grade books, and inventories, as well as some duties that must be completed prior to leaving for the summer. Rooms must be packed up and prepared for summer maintenance. Information concerning checkout procedures will be provided prior to the end of the school year. Contact the elementary office for details.

[Policy 5410](#) [Policy 5420](#) [Lumens Report Instructions](#)

Evaluation for Professional Staff

The Board of Education's ultimate goal in education is to provide the highest quality educational experience to all District students. The District's performance-based evaluation system contributes to that goal by promoting the professional improvement of each staff member and, when necessary, by providing data to remove an employee whose employment is detrimental to students.

Performance-based evaluation is a process endorsed by the Board of Education for performance improvement that includes identification of performance expectations, documentation of performance, discussion of performance, development of improvement plans, and making personnel decisions based upon performance. The evaluation process for every employee is an on-going process that takes place every day. Formal, summative evaluations will be prepared and

reviewed with each tenured teacher at least every other year. All other District employees will receive summative evaluations annually.

The District's performance evaluation system incorporates the seven "Essential Principles of Effective Evaluation" adopted by the State Board of Education and set out as follows:

1. Uses research-based and proven practices to measure educator performance.
2. Establishes performance indicators for educators based on their level of performance.
3. Aligns the evaluation process with an educator's probationary period to provide for an appropriate accumulation of performance data.
4. Uses student learning, based on a variety of performance measures, in the evaluation process.
5. Assesses educator performance on a regular basis and provides feedback to teachers and administrators that they can use to improve their performance through their careers.
6. Ensures evaluators are highly trained so that evaluation ratings are fair, accurate and reliable.
7. Uses the evaluation process to guide school district policies that impact the development of educators and student learning.

Notwithstanding the State's essential principles, the major focus on the District's evaluation system is on positive learning outcomes, cognitive and affective, for District students. Educators are responsible for the positive learning outcomes for their students. [Policy 4610](#)

Evaluation for Support Staff

The development of a competent support staff is a major objective of the performance evaluation. All supervisors and/or principals will complete at least an annual written evaluation on all support staff under their supervision.

The following areas will be evaluated: 1. Job knowledge 2. Quality of work 3. Quantity of work 4. Dependability 5. Cooperation 6. Attendance 7. Punctuality 8. Other areas as appropriate for the specific job. This evaluation will be used to improve job proficiency and to determine eligibility for reemployment. [Policy 4620](#)

Field Trips

Each class will take an educational field trip every year. Field trips should be educational. Field Trips will be agreed upon by all grade level teachers. A field trip request form must be filled out and submitted to the principal for approval. Teachers are responsible for completing the purchase order for trips one month in advance. If a check is needed for payment the day of the trip, prior notice must be given to central office.

Field Trip Form

Homework

Homework is a necessary part of student learning. However, we do appreciate that home time is for families and do not want to place unnecessary burdens on our parents. Therefore, homework assignments should generally be limited to the following:

- Grades 1-3: 4-5 assignments a week of no more than 20 minutes each in duration.
- Grade 4: 3-5 assignments a week of no more than 15-45 minutes each in duration.
- Grades 5-8: 15-20 minutes per subject (average nightly time per four subject areas: communication arts, math, social studies, and science.)

We would also encourage students to read 15-20 minutes each evening. Teachers should be prepared to provide parents specific objectives/syllabus related to their class expectations, including homework.

Inclement Weather Days

The district may close school because of bad weather or emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of the district's facility. Students, parents, and staff will be informed through messaging system via voice phone, and text message. [Policy 5241](#)

School closings will also be posted on the school website <http://www.lonedell.org/> and the School's Facebook page.

If you have heard nothing, it can be assumed that school will be in session. PLEASE DO NOT CALL THE SCHOOL. This line must be kept open for emergencies.

Teachers will not be required to work these days. [Regulation 4220](#)

Elementary Office Staff, Central Office Staff, and Custodians/Maintenance; who are required to work should speak to their supervisor if the roads are impassible. [Regulation 4221](#)

Snow Day Options for Paraprofessionals: Lonedell R-14 does not make up snow days because they are included in our school calendar. Hourly instructional employees must choose one of the following options when school is cancelled due to inclement weather, or any other unplanned closing:

1. Use PDO time – Turn in your PDO request as you normally would when taking off work.
2. Make up the time missed – Please see the rules below.
3. Have your pay docked for time missed – Please let Central Office know if you want to have your pay docked for these days.

Early release snow days- Instructional hourly employees that are already in the building working will be forgiven for the remaining time in their work day.

If you do not communicate with administration regarding how you would like to address the time missed, your pay will be docked to reflect the hours not worked (Option 3).

Rules for making up time missed due to snow

1. Employee must have a pre-approved plan with the principal to make up the time.
2. Employee must remain clocked in when making up the time missed.
3. Employee must not cause overtime pay when making up the time missed. You can make it up on short weeks, like before or after a holiday break, or you can make it up on a certified PD day. In

addition, if you work less than 8 hours per day you can make it up after school during a regular week as long as you stay under 40 hours per week.

Please call Stephanie York at extension 420 if you have any questions.

Internet Usage

One fundamental need for acceptable employee use of District electronic resources is respect for, and protection of, password/account code security, as well as restricted databases files, and information banks. Personal passwords/account codes may be created to protect employees utilizing electronic resources to conduct research or complete work.

Employees who misuse electronic resources or who violate laws will be disciplined at a level appropriate to the seriousness of the misuse.

Acceptable Use: The use of the District technology and electronic resources is a privilege, which may be revoked at any time.

Access to electronic E-mail is a privilege and designed to assist employees in the acquisition of knowledge and in efficiently communicating with others. The District E-mail system is designed solely for educational and work related purposes.

E-mail files are subject to review by District and school personnel.

Employees who engage in "hacking" are subject to loss of privileges and District discipline, as well as the enforcement of any District policy, state and/or federal laws that may have been violated.

To the maximum extent permitted by law, employees are not permitted to obtain, download, view or otherwise gain access to "inappropriate matter" which includes materials that may be deemed inappropriate to minors, unlawful, abusive, obscene, pornographic, descriptive of destructive devices, or otherwise objectionable under current District policy or legal definitions.

The District and school administration reserve the right to remove files, limit or deny access, and refer staff violating the Board policy to appropriate authorities or for other disciplinary action.

Internet Access: In compliance with the Children's Internet Protection Act ("CIPA"), 47 U.S.C. § 254, the District uses technological devices designed to filter and block the use of any District computer with Internet access to retrieve or transmit any visual depictions that are obscene, child pornography, or "harmful to minors" as defined by CIPA and material which is otherwise inappropriate for District students.

In the event that a District employee feels that a website or web content has been improperly blocked by the District's filter, the process described below should be followed:

1. Follow the process prompted by the District's filtering software (or to remain anonymous, log in under log in name: 123anonymous) and submit an electronic request for access to a website, or:
2. Submit a request, whether anonymous or otherwise, to the District's Superintendent/the Superintendent's designee.
3. Requests for access shall be granted or denied within three days.

4. Appeal of the decision to grant or deny access to a website may be made in writing to the Board of Education. Persons who wish to remain anonymous may mail an anonymous request for review to the Board of Education at the School District's Central Office, stating the website that they would like to access and providing any additional detail the person wishes to disclose.
5. In case of an appeal, the Board of Education will review the contested material and make a determination.
6. Material subject to the complaint will not be unblocked pending this review process.

Network Etiquette and Privacy:

1. Be polite. They may not send abusive, insulting, harassing, or threatening messages to others.
2. Use appropriate language.
3. May not reveal their personal addresses, their telephone numbers or the addresses or telephone numbers of students, employees, or other individuals during E-mail transmissions.
4. May not use the District's electronic network in such a manner that would damage, disrupt, or prohibit the use of the network by other users.
5. Should assume that all communications and information is public when transmitted via the network and may be viewed by other users.
6. The District's electronic network for unlawful purposes will not be tolerated and is prohibited.

Services: The District may not be held responsible for any damages including loss of data as a result of delays, non-delivery or service interruptions caused by the information system or the user's errors or omissions.

Security: The Board recognizes that security on the District's electronic network is an extremely high priority

The account codes/passwords provided to each user are intended for the exclusive use of that person. Users are required to report immediately any abnormality in the system as soon as they observe it. Abnormalities should be reported to the system administrator.

Vandalism of the Electronic Network or Technology System: Vandalism is defined as any malicious attempt to alter, harm, or destroy equipment or data of another user, the District information service, or the other networks that are connected to the Internet. This includes, but is not limited to the uploading or the creation of computer viruses, the alteration of data, or the theft of restricted information. Any vandalism of the District electronic network or technology system will result in the immediate loss of computer service, disciplinary action and, if appropriate, referral to law enforcement officials.

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

Suspension of District Network privileges;

Revocation of Network privileges;

Suspension of Internet access;

Revocation of Internet access;
Suspension of computer access;
Revocation of computer access;

Employee disciplinary action up to and including dismissal.

For the full regulation

[Regulation 6320](#)

Lunch Accounts

Adults may eat school lunch each day. Lunch costs \$3.45 per day. Breakfast is \$2.00 per day. Staff will be set up with a lunch account and can charge to it. All accounts must be paid in full prior to the end of the school year, and it is recommended that you add money to the account periodically.

Purchase Orders

Purchases may be made by an approved purchase order only. Complete a purchase order request, filling out all company information (Name, address, phone number), item information, and calculate the total (including shipping). Provide completed purchase order request to the Lisa Light in the Elementary Office. No spending will be allowed outside of approved purchase orders. Tax exempt certificates are located in Central Office.

School Visitors

In an effort to promote a safe environment for our students, all exterior entrances will remain locked at all times. All visitors are expected to enter the district through the main entrance and sign in or report to the building's main office. Authorized visitors will receive directions or be escorted to their destination. Employees who observe an unauthorized individual on the district premises should immediately direct him or her to the building office, escort that individual to the office or contact administrator in charge. Regular visits by family and friends during working hours are not appropriate. [Policy 1430](#)

Special Education

Should you suspect a student needs special services, please note that the evaluation process begins with documented modifications in the general classroom, including documented results. Concerns should also be documented. Please contact the Director of Special Education for details.

[Policy 6140](#) [Policy 6250](#) [Policy 6255](#)

Staff Cell Phone Usage

The use of cell phones, iPads and similar personal electronic devices during work time presents a significant safety risk, as well as, adversely impacts work time. For safety and educational reasons, the instructional staff and support staff, except as provided in this policy for transportation employees, are not permitted to use such personal electronic devices during work time. Exceptions will be made for bonafide school related emergencies.

Bus drivers and other employees driving district vehicles and employees driving while on District business are prohibited from using cell phones, iPads, and related electronic devices while driving. If an emergency occurs, the vehicle should be parked and remain parked in a safe location during the use of the electronic device. Bus drivers and employees driving District vehicles should log those work time emergency calls with date, time, call duration and vehicle location with their supervisor as soon as is practicable.

[Policy 4873](#)

Staff Requirements for Students with Special Needs

Certified staff are required to utilize Lumens and review the students in your class, grade /department level who have special needs, such as an IEP, Health Care Plans (such as for allergies), or 504. Any questions regarding the implementation of these plans, please contact the appropriate department.

In your sub plans, please have a list of students and information regarding student accommodations or modifications. Please check Lumens for updated versions of these plans as meetings occur throughout the school year. If you have any questions in regards to these students, please contact Jeannine Berti, Special Education Director.

Substitutes

In the event of an absence, the district will provide a substitute. Please notify your supervisor of any prearranged absence as far in advance as possible. A Leave Request must be completed for each absence, be it a partial day or full day. *Late notice of the absence makes it extremely difficult to find a substitute.* In the event that you have an emergency (such as waking up sick), please contact Wayne Dierker, Principal as early as possible. If you do not receive an answer, please leave a message. He will contact a substitute as soon as possible. Keep in mind that approval for non-emergency absences will be made based on the availability of a substitute.

It is imperative that you have a "sub folder" in the classroom with detailed lesson plans. **Please include a copy of your emergency drill procedures or mention location for easy access for the sub.** In your sub plans, please have a list of students with special needs (such as IEP's, Health Care Plans (for concerns such as allergies), and 504 Plans) with information regarding student accommodations or modifications. This will be very handy in the event that you have an unexpected absence. **This folder should be updated regularly.**

Teaching Standards

District teaching standards include, but are not limited to:

- Ensuring that students are actively participating and are successful in the learning process.
- Teacher will monitor and manage student learning by specific assessment vehicles.
- Student and teacher will be prepared and knowledgeable of the curricular content.
- Teacher will maintain students' on task behavior.
- Teacher will use professional communications and interactions with the school community.
- Teacher will remain current on instructional knowledge.

- Teacher will seek and explore changes in teaching behaviors that will enhance student learning.
- Teacher will act responsibly in the overall mission of the school.
- Teacher creates learning experiences that make the subject matter meaningful.
- Teacher demonstrates knowledge of the subject matter by implementing instruction pertinent to the subject matter.
- Teacher provides learning opportunities that support the intellectual, social and personal development of all students.
- Teacher cultivates the unique skills and talents of every student.
- Teacher will use a variety of instructional activities of critical thinking, problem solving, and performance skills.
- Teacher creates a positive learning environment that encourages active engagement in learning, positive social interactions and self-motivation.
- Teacher models effective verbal, nonverbal and media communication techniques with students and parents to foster active inquiry, collaboration and supportive interaction in the classroom.
- Teacher will use formal and informal strategies to assess learners' progress.
- Teacher will actively seek out opportunities to grow professionally in order to improve learning for all students.
- Teacher will maintain effective working relationships with students, parents, colleagues and community members.

[Policy 4640](#)



Workplace Environment

Accident Reporting

In order that proper measures may be taken to avoid recurrence of accidents, written reports will be prepared on all accidents occurring on school premises or at a school-sponsored activity. Reports will include:

1. Date, time and place of accident.
2. Name and address of injured person(s).
3. Name of staff member(s) in attendance.
4. Type of accident.
5. Personal injuries incurred.
6. Treatment given.
7. Description of the accident.
8. Property damage incurred.
9. Name and address of any parties with first-hand information regarding the accident.
10. Name of staff member making the report.

All reports shall be sent to the Superintendent. The Superintendent shall report to the Board in writing all serious accidents and shall also submit to the Board periodic statistical reports on the number and types of accidents occurring in the School District.

[Policy 5230 Regulation 5230](#)

Asbestos Notice

Some areas of the Lonedell R-14 School District buildings contain asbestos materials. An inspection of asbestos containing materials and assumed asbestos containing materials is conducted every three years by licensed professionals. Anyone wanting more information or wishing to view the Lonedell R-14 Asbestos Management Plan can do so in the Superintendent's Office.

Drug Free Workplace

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

Each employee of the school district is hereby notified that, as a condition of employment, the employee must abide by the terms of this policy, and will notify the superintendent of any criminal drug statute conviction or 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 in writing no later than five calendar days after conviction.

The district will institute a drug-free awareness program to inform employees of the dangers 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. Each employee will receive a copy of this policy.

When it is evident that a staff member has consumed alcoholic beverages or illegal drugs off school property during and/or before a school activity, the staff member will not be allowed on school property, or to participate in school activities. Staff members who violate this regulation will be subject to the same penalties as for possession or consumption on school property.

[Policy 4870](#)

Safety Requirements

In order to promote safety and to reduce the occurrence of injuries to the employee; to the employee's colleagues, students and visitors to our schools, the following requirements are mandated by the Board. These requirements are not intended to be exclusive, but to be illustrative for measures required to promote safety. Moreover, these requirements are in addition to all relevant requirements of federal and state law as well as Board policy. Employees will be required to review, sign and return this policy on an annual basis. These requirements are:

1. All accidents are to be reported, in writing, to your supervisor on the date they occur.
2. All unsafe conditions are to be reported to your supervisor immediately.
3. No running or horseplay is permitted.
4. The use of alcohol or non-prescribed drugs during work hours is strictly prohibited. The use of prescribed drugs is permitted subject to the limitations imposed by prescribing physician.
5. Standing on chairs, desks, boxes, or any object other than a ladder or step stool is prohibited.
6. When using chemicals, all appropriate safety equipment must be used. If the appropriate safety equipment is not available, the absence of safety equipment should be reported to your supervisor.
7. If your duties require you to drive, the use of a seatbelt is mandatory. The use of a cell phone for phone calls or texting is prohibited in a moving vehicle.
8. The use of employer provided safety devices is mandatory.

[Policy 5260](#)

Safety Standards

The board of Education directs the Superintendent to ensure that the management of all District operations be in compliance with local laws and regulations pertaining to student and staff safety and state and federal laws and standards regarding occupational safety and health. At various times District supervisors will issue specific safety standards and will provide ongoing directives, oral and written, to maximize employee and student safety. Failure to comply with such safety

directives will be considered serious misconduct and will result in disciplinary action up to and including dismissal. [Policy 5260](#)

Sexual Harassment

Sexual harassment is illegal. The Lonedell R-14 School District has a policy that sexual harassment is unwanted sexual attention or behavior that makes someone uncomfortable or embarrassed in a harmful way. Under federal and state laws, schools are required to maintain a school setting that is free from sexual harassment. Action will be taken against anyone who is guilty of sexual harassment. If you feel you have been sexually harassed, please notify your supervisor.

[Policy 1300](#) [Regulation 1300](#)

Staff Complaints and Grievances

It is the intent of the Board of Education that, through its staff complaints and grievances procedure, employee complaints will be identified and corrected at the earliest possible times and at the lowest level of supervision. It is highly recommended that if a staff member has a complaint or grievance, he/she immediately take it to the supervisor where actions can be discussed. Complaint processing should be viewed as a positive and constructive effort to establish the facts upon which the complaint is based and come to a fair conclusion. Employees will not be discriminated against nor will reprisal be attempted against an employee because a complaint was filed. (Refer to the Organizational Chart.) [Policy 4850](#) [Regulation 4850](#)

Staff Conduct

The Board of Education requires all staff members to serve as positive role models for District students. District schools exist to provide quality, cognitive, and affective education for District students in a safe and appropriate setting. [Policy 4630](#)

Use of Tobacco Products

The use of substances appearing to be tobacco products, including, but not limited to, e-cigarettes, creates an environment where tobacco products are endorsed. Therefore, the use of tobacco products and substances appearing to be tobacco products shall be prohibited in all District buildings, grounds and vehicles. This Policy applies to all employees, students and patrons attending school-sponsored activities and meetings. [Policy 5250](#)

Employee training and notification of district polices and guidelines for 2019/2020

I, _____ (your name) have received training and/or been made aware of the following polices and regulations set forth by the Lonedell R-14 School District, the state of Missouri, and the Federal Government.

Yes (Y), or No (N)

- Board Policy and regulations, and where to locate all pertinent documents
- Building employee and student handbooks, and where to locate all pertinent documents
- Usage, safety and expectations for district technology and 1 to 1 initiative
- A firm understanding of FERPA and student information/privacy regulations
- Appropriate usage of electronic communication of student/employee information
- A strong understanding of the laws of staff/student communication electronically
- An understanding of what it means to be a mandated reporter & signs of child abuse
- I have the right to work in a drug free workplace & I understand the no-use policy
- Discrimination and harassment will not be tolerated in the Lonedell R-14 School District
- It's clear that bullying and hazing will be reported and will not be tolerated at Lonedell R-14
- I am aware of the emergency procedures and protocol in areas where I frequent
- Health and wellness are a top priority of employees in the Lonedell R-14 School District
- Trained on contagious diseases, universal precautions & allergy response/prevention
- I am aware of student discipline & the Safe Schools Act, as noted in student handbooks
- Special Education and IDEA, 504s, and restrain and seclusion procedures are clear to me
- I understand FMLA, and I know who the compliance officer for Lonedell R-14 is
- I understand HIPAA and the implications of this act and how they affect me
- I know the proper procedures for fundraising and deposits within the district
- I know the proper channels and procedures for complaints and grievances
- I know who to contact should I have additional questions or concerns
- I have received a two-hour training on Dyslexia
- I have viewed these four videos: MUSIC Sexual Misconduct: Staff-to-Student, Bloodborne Pathogen, Youth Suicide Prevention and FERPA: Confidentiality of Records

My District training was provided by _____ on this date _____

Employee signature: _____ Date: _____



EMPLOYEE HANDBOOK RECEIPT

Name: _____ School: Lonedell R-14 School District

I hereby acknowledge receipt of or access to the Lonedell R-14 School District Employee Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

The employee handbook is in electronic format and, by signing below; the employee accepts responsibility for accessing the handbook.

Note: The handbook can be provided in hard copy upon request.

The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or eliminate the information summarized in this booklet. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes. I understand that no modifications to contractual relationships or alterations of at-will employment relationships are intended by this handbook.

I understand that I have an obligation and responsibility for contacting my supervisor or the district office if I have any questions or concerns or need further explanation in regard to the information presented in this handbook.

Signature: _____

Date: _____

Please sign and date the receipt then forward to Sarah Grus in Central Office.