

Delta R-5 Schools
Teacher Handbook



2021-2022
School Year

I.FACULTY AND SPONSORS

DELTA HIGH SCHOOL FACULTY

Mr. David Heeb	Superintendent
Mr. Scott Crabtree.....	Principal
Mrs. Polly Koch.....	Asst. Principal & Special Services Director
Mrs. Jennifer Landewee.....	Asst. Curriculum Coordinator/Title Reading
Mrs. Libby McCutcheon	Bookkeeper/Administrative Assistant
Mrs. Kim Rhodes	HS Administrative Assistant
Mrs. Heather Elfrink	K-12 Counselor
Mrs. Jody Blattel.....	HS Math
Mr. Frank Brown.....	Custodian
Mr. Cody Naramore.....	Head Maintenance
Ms. Cindy Phelps	Custodian
Mrs. Kimberly Nash	JH English
Mrs. Jackee Collins.....	HS English
Mrs. Donna Hobeck.....	Cook
Mr. Craig Hutson	HS Business and Athletic Director
Mr. AJ Horn	JH & HS Science
Mrs. Jenny Estes	Librarian and JH Math
Mrs. Bobbie King	Family Consumer Science
Mr. Nathan Faulkenberry	Special Education Services
Ms. Tamera Crowden.....	Paraprofessional
Mrs. Alyssa Seabaugh.....	Art
Ms. Carol Slinkard.....	Cook
Mr. Chris Nichols	Music, At-Risk
Ms. Alissa Swindell	Vocational Agriculture
Mrs. Barbara Swindell	Library Aide
Mrs. Jade Slinkard	K-12 Nurse
Mr. Gordon Walton	Basic Skills/Weight Training
Mr. John Weber.....	Social Studies
Mr. Justin McAlister.....	Physical Education

DELTA ELEMENTARY SCHOOL FACULTY

Mr. David Heeb	Superintendent
Mr. Scott Crabtree.....	Principal
Mrs. Polly Koch.....	Asst. Principal, Spec. Services Director, SLP
Mrs. Libby McCutcheon	Bookkeeper/Administrative Assistant
Mrs. Jennifer Brawley.....	Elementary Administrative Assistant
Mrs. Heather Elfrink	K-12 Counselor
Ms. Jami Lacy.....	Pre-Kindergarten
Mrs. Alaina Gaebler	Kindergarten
Ms Brittany Geile.....	First Grade
Mrs. Shea Dumey.....	Second Grade
Mrs. Kaci Deason.....	Third Grade
Mrs. Debra Brown.....	Fourth Grade
Ms. Kaitlyn Lukefahr.....	Fifth Grade

Mr. Tracy Morehead.....Title Reading/Math
 Mrs. Linda Hornbuckle Custodian
 Mr. Cody Naramore..... Head Custodian
 Mrs. Cindy Phelps Custodian
 Mrs. Sharon Rush Title Reading, Librarian
 Mrs. Jennifer Landewee Title Reading, Asst. Curriculum Coordinator
 Mrs. Holly Hampton Cook
 Mrs. Kristy Ginn Special Education Services
 Mr. Dustin James..... Special Education Paraprofessional
 Ms. Tamera Crowden.....Paraprofessional
 Mrs. Alyssa Seabaugh..... Art
 Mr. Chris Nichols.....Music
 Mrs. Stefanie Uhrhan Cook
 Mrs. Jade Slinkard K-12 Nurse
 Mr. Justin McAlister.....Physical Education
 Mrs. Sheila Eby..... Classroom Aide

HIGH SCHOOL STUDENT ACTIVITY SPONSORS

Athletic Director Mr. McAlister
 Baseball Mr. Naramore
 Cross Country Mr. Walton
 FBLA..... Mr. Hutson
 FCA Mr. Hutson, Mrs. Nash
 FCCLA..... Mrs. King
 FFA..... Ms. Swindell
 JH/HS Boys Basketball Mr. McAlister
 HS Cheerleading Mrs. Collins
 JH Cheerleading..... Mrs. Slinkard
 JH Girls Basketball Mr. Nichols
 HS Girls Basketball..... Mr. Heeb
 Library Club Mrs. Estes
 National Honor Society Mrs. Nash
 Science Club Mr. Horn
 Softball Ms. Lacy
 Student Council Mr. Weber
 Team Spirit Mrs. Elfrink
 Track Mr. Walton
 Yearbook Mrs. Collins
 Beta.....Mrs. Collins
 Robotics.....Mr. Horn
 FTA.....Mr. Faulkenberry

Mentor/Mentees

Mentor	Mentee
Jami Lacy	Shea Dumey
Alaina Gaebler	Kaitlyn Lukefahr (BTAP)
Kristy Ginn	Kaci Deason
Alyssa Seabaugh	Kim Nash
Alyssa Seabaugh	Jackee Collins

John Weber	AJ Horn
Jodi Blattel	Jenny Estes
Craig Hutson	Justin McAlister
Craig Hutson	Chris Nichols (BTAP 2)

II.SCHEDULE FOR 1ST DAY OF SCHOOL

All teachers on duty day 1 and 2.

Junior high and high school meet in the gym for a welcome.

After morning assembly junior high and high school go to advisory. **Dismiss for regular classes beginning 3rd period.**

*CTC students meet with Mr. Crabtree in the library immediately after returning from the Career Center.

Advisory and elementary homeroom teachers:

1. Take roll and lunch count. Send to office.
2. Emergency sheet and driving forms (high school only).
3. Free/Reduced lunch forms.
4. School Insurance (On School Website)
5. Go over handbook. Explain any changes.
6. Assign Chromebook and handout chromebook insurance form.

<i>Class Sponsors & Advisory</i>	<i>Advisory/Tailgate/Homecoming</i>
6 th Grade	Nash.....Estes
7 th Grade	Hutson7-12 Boys Basketball (McAlister)
8 th Grade	Colliins7-12 Girls Basketball (Nichols)
9 th Grade	Horn.....Special Education (Faulkenberry)
10 th Grade	King.....FFA Officers (Swindell)
11 th Grade	BlattelTrack & Cross Country (Walton)
12 th Grade	Weber.....Elfrink

*Each class will have two sponsors for tailgate and homecoming.

*Duty for first day-All teachers help with morning duty.

III.DISTRICT INFORMATION

Please see the Delta R-V School website (www.deltar5schools.com) for employee resources, board policies and regulations and additional information about Delta R-V

IV. ADMINISTRATION OF TEACHER PERSONNEL

Mail and Email:

- Each teacher has a mailbox located in the teachers' workroom. Please check your mail daily. All mail, packages, memos, etc. will be delivered to the teachers' workroom.
- Please check your school email multiple times a day. This is a primary communication for school.
 - Be cautious about confidentiality in email communication. Consider using student initials when discussing sensitive topics. Follow up with an email with only the student name listed to clarify whose initials the previous email was referring to. School emails are considered public record according to the Sunshine Law and could be subject to review.

Lesson Plans:

- Daily lesson plans must be kept one school week (five school days) in advance and should include:
 1. Standards you are teaching.
 2. Instructions understandable for any substitute.
 3. Please put lesson plans in your wall folder every Monday by 8:25am.
 4. Please incorporate one virtual lesson a week.
 5. Please have a printed copy of your hourly roster sent to Bobcat Academy.

Substitutes, Notifications of Principal, Instructions to subs:

- Teachers need to notify the principal AS SOON AS POSSIBLE by email when a substitute teacher may be needed and also fill out the form in **SISfin**. In cases where a teacher becomes ill during the night, he/she should call or text the principal PRIOR to 6:00 a.m. so that a substitute may be employed.
- Please keep your gradebook, textbook(s), lesson plans, and SUB FOLDER on your desk in an area that your sub can easily locate.
- Organize your Sub folder with the following:
 - A class roster for your class(es).
 - The master class schedule with your class schedule highlighted.
 - A daily schedule.
 - A supervision schedule with:
 - Your allocated days and duties highlighted.
 - Explanations of what each duty requires.
 - Disaster drill information with a building evacuation map.
 - A list of any serious medical problems of students, IEP or 504 accommodations
 - An explanation of office referral for behavior problems.
 - Any procedures involved in the care of your room and/or special equipment.

****PLEASE DO NOT LEAVE A SUBSTITUTE UNPREPARED! ****

Roll and Lunch Count:

- Roll should be done at the start of each period and reported on the STI program. Lunch count should be taken at the start of advisory/homeroom.
 - Please make lunch counts accurate. Please make sure students come to advisory first.
 - "Do Your Job"

Supervision of Classrooms:

- Classroom behavior is the responsibility of the supervising teacher and certified personnel is responsible for all students under their supervision.

- Teachers are not leave their classroom or supervisory area while a class is in session without proper substitute supervision.
- Teachers are instructed to position themselves near the doorway to the classroom for dismissal of class and to remain in a position to supervise the adjacent hall while observing their classroom between class periods.

School Calendar:

- All activities of all organizations need to be placed on the school calendar in the principal's office.

Assemblies:

- Teachers must walk their classes to the assembly as well as sit with their class unless excused by the principal.
- After the assembly, the students will be instructed as to which period they need to return.
- All teachers are responsible for the conduct of their classes before, during and after the assembly while under their supervisory responsibility.

Inventories:

- Completed/updated inventories are due by the last day of the school year.
- Teachers are responsible for entering new materials and supplies to their inventories.
- Teachers may not check out until inventories have been turned in and approved by the principal.

Student Handbook:

- Every student in the Delta Schools is issued a student handbook.
- Every teacher should be familiar with the handbook and interpret its contents to the students.

Loaning of School Equipment:

- No school owned equipment should be loaned to any person, group, or organization, without the approval of the superintendent.

Activities Outside the Assigned Supervisory Area:

- Let the principal know if you move to a location other than your assigned supervisory area.

Teacher Reporting, Dismissal Time Schedule, and Leaving School Early:

- Teachers are required to report to school 15 minutes before the start of school.
 - School starts at 8:00 a.m.
 - All teachers should be at school by 7:45 a.m.
- Teachers are required to stay at school until buses and students are dismissed.
 - School ends at 3:06 p.m.
 - All teachers should remain at school until 3:30 p.m.
- **Any exceptions to being at school from 7:45 a.m. to 3:30 p.m. must:**
 - Be approved through the principal's office PRIOR to the day.
 - Any teacher leaving school before the end of the school day is required to log out in the principal's office.

Teacher Evaluations:

- At least one written evaluation of non-tenured teachers will be made during the school year. Tenured teachers may be evaluated every other year.
- Walkthroughs will be conducted through the school year. These are intended to provide a series of snapshots of a teacher's instruction and classroom environment.

Lunch and Morning Supervision Guidelines:

- Teachers will take part in supervising lunch and/or morning gym and cafeteria supervision throughout the school year.
- A supervision/duty schedule will be made by the principal.
- If you need to change supervision days/weeks then you are responsible for finding a teacher to trade.
 - This includes if you are absent from school during a time you're scheduled for a supervision duty.
- Students may be in the halls NO EARLIER than 7:30 a.m. (High School)
- CTC students can come to the office at 7:45 a.m.
- Supervision guidelines are as follows: (High School only)
 - Morning Gym (7:30 a.m. – 8:00 a.m.):
 - Teacher will be responsible for the lobby, gym, bathrooms, hall, and observing the parking lot.
 - Morning Cafeteria (7:30 a.m. – 8:00 a.m.):
 - Teacher will be responsible for the cafeteria, hall, and bathrooms.
 - Lunch Gym (during assigned lunch time):
 - Teacher will be responsible for the lobby, gym, bathrooms and hall.
 - Lunch Cafeteria (during assigned lunch time):
 - Teacher will be responsible for the cafeteria, hall, and bathrooms.

****All students should be in either the gym, lobby or cafeteria during lunch and morning supervision, unless they have permission from the principal****

- Elementary guidelines (see duty schedule)

Records and Reports:

- Teacher's records and grade books are to be accurate and up-to-date.
- Teachers are expected to have gradebooks updated in STI every Monday by 8:25 am.
- Teacher reports are expected to be on time, neat and typed when applicable.

Staff Meetings:

- All staff personnel are required to attend staff meetings, unless excused by the principal.
- Please email principal if you have any issues that need to be discussed during the meetings.

Teachers' Workroom:

- The teachers' workroom is for teachers only - STUDENTS SHOULD NEVER BE IN THE WORKROOM!
- Teachers are responsible for the general cleanliness of this area. Please dispose of old food in the refrigerator and clean up the microwave if you make a mess.

Tobacco, Drugs and Alcohol:

- Tobacco use is prohibited in school buildings or on school premises.
- Drugs and Alcohol are prohibited in school buildings or on school premises. CBD and similar products are also prohibited on school premises.

Classroom and Supervisory Area:

- Teachers make and enforce reasonable rules for the general safety and welfare of students and for the prevention of undue physical abuse of facilities.
- Teachers are instructed to contact the principal when in doubt about any classroom or school rule.
- Teachers are responsible for informing all their students of classroom and supervisory area rules.
- Teachers are expected to be fair and consistent in their enforcement of classroom or school rule(s).

Course Outlines:

- Teachers are required to update their course outlines for each class taught in the curriculum guide and submit a copy to the principal by the last day in September of each year.

Keys and Locking of Classrooms:

- Teachers are responsible for keys issued to them.
- Doors should be locked when the teacher plans to be away from the supervisory area and no appropriate substitute is available to assume responsibility for the supervisory area.
 - This includes the lunch period.
- Teachers should not leave or allow any student in their supervisory area unsupervised.
- At the end of the day, teachers are to make sure that all windows are closed and locked in addition to their classroom door is shut and locked prior to leaving for the day.
- If you return to the building after hours (evenings, weekends, or school breaks), it is your responsibility to re-lock all the doors by pulling on the handle to make sure they are securely locked.
 - If keys are needed, please see the principal.

Telephones:

- General Phone Usage:
 - Calls should be held to a minimum and made during planning periods or lunch time (when NOT on supervision duty).
 - Messages for teachers will be delivered when practical.
 - Teachers will only be called to the phone during class time for urgent or emergency messages only.
- Cell Phone Usage:

- Teachers should not be using their cell phones for texting, calling, games, etc. during instructional times and/or supervisory times. Exceptions made for emergencies and instructional use of cell phones.

Public Relations:

- Teachers should report all honors, awards, or recognition they, their class, or student(s) receives to the Principal.
- Teachers may be instructed by the principal to write and submit periodically, articles to be published by the mass media concerning their area of accomplishment.
- Throughout the year, the principal will be posting the wonderful things our staff and students are doing on Facebook and other types of social media and/or publications.
- Email your quarterly honor roll lists to the principal for recognition.

Building and Maintenance:

- Teachers will submit work orders on the Delta District Intranet for any facility problems that need repaired, removed or attended to for the safety and welfare of staff and students.

School Closings, Emergencies, and Weather:

- Decisions to cancel school will be reported immediately to the designated radio and television stations covering the district. School Reach will be used to notify faculty and staff of closing.
 - Please make sure your phone number we have on file is up-to-date.

In-service Training:

- All teachers are required to attend in-service training unless excused by the principal.
- Information and/or techniques provided at in-services may be expected to be implemented by teachers at various times throughout the year.

Sick Leave and Teacher Absences:

- Teachers accumulate 7 days sick leave each year.
 - Three days of personal leave are given each year.
 - **MAP and EOC will be black out days. This means you cannot take off during that timeframe, otherwise you could be docked.**
 - See board policy handbook for specifics.

Conferences:

- Teacher-Student conferences are encouraged prior to conflicts arising. Preferably, these conferences should be private, one-to-one conferences.
- Teacher-Parent conferences may be held at the request of the parent or teacher. The principal needs to be notified of any teacher-parent conferences.
 - Teachers are expected to communicate concerns with parents if a student's behavior or area of concern is not improving.
- Teacher-Principal conferences may be held to check on follow-ups, seek advice, plan or talk about various items of interest.

- I encourage you to meet with me if you have any ideas, issues, concerns, or solutions. Collaboration and communication are key to building success!

Outside Speakers:

- Guests that give meaningful, appropriate, and course related support to your instruction are encouraged to be incorporated into your class.
- Guests must be approved by the principal PRIOR to their class visit.

Pay Day:

- The 10th day of each month (unless otherwise designated) will be the official pay day for all school employees.

Scheduling Facilities:

- All school facilities need to be reserved through the Delta District Intranet program or shared calendar.
 - This includes activities involving students as well as non-school related activities.
- All requests will be approved or denied through the appropriate building/district administrator.

Discrimination Prohibited:

- No person in the district shall, on the grounds of sex, race, color, religion, handicap, or natural origin, be denied benefits or in any way be discriminated against by the Delta R-V School District or its employees in the performance of their duties. The district shall be an equal opportunity employer.

Purchasing and Deposits:

- All requisitions must be submitted through SISFIN and addressed to the principal at the high school and assistant principal at the elementary school.
 - Staff members are to send the principal an email letting him know that they have submitted a requisition.
- The requisition(s) will be approved or denied by the principal and sent to the superintendent.
 - The SISFIN program will show the requesting staff member if their requisition is approved or denied.
- Special extenuating circumstances may arise and require special action.
 - DO NOT purchase ANY items for the school WITHOUT prior approval of the principal and/or superintendent.
 - The school will pay ONLY for items purchase with proper pre-authorization as outlined in this policy.
- When material(s) is/are received, the requesting person, bookkeeper and secretary should be notified by turning in the invoices to the bookkeeper.
- Clubs and Organizational Purchase:
 - Sponsors are to follow the same guidelines as listed above.
- Deposits:
 - Sponsors are required to make deposits with the secretary for their organization.

- The principal will be notified as to the amounts of deposits for clubs and organizations.

Fund Raisers/Crowd Funding:

Soliciting:

- No commercial firms are permitted to solicit teachers or pupils during school hours except to demonstrate school equipment or materials which shall have the approval of the principal.
- Solicitation from school children for organizations outside the school are forbidden without approval from the principal.
- All special sales projects are subject to the approval of the principal.
 - This policy includes the sale of advertising, magazines and merchandise.
- Commercial schools, colleges or other agencies are not permitted to meet with seniors or solicit prospective students except upon invitation of the arrangement within the local school administration.
- Counseling of students relative to continuation of their schooling or to job placement shall be handled through the guidance department under the supervision of the guidance counselor.

Teachers Check-out At End of School Year:

- Teachers are required to complete their end-of-year checkout list before they leave on the last day of school.
- The following things need to be completed prior to the end of school:
 - Check into the office any professional books or materials that belong to the school or not normally stored in the office.
 - These may be checked out again for the summer.
 - Hand in your COMPLETED room inventory by the last day of school in May.
 - Hand in grade books at the close of the last day of school.
 - Check to make sure that all students have grades recorded for them.
 - Your desk, shelves, and room in order.
 - No books or materials on floor or area that will impede summer work.
 - Label large items with your name/room to make it easier for custodians to return
 - Address and phone number where you can be reached in the summer.
 - Be sure all requisitions are filed and a printed copy is given to the Principal.
 - Turn in teacher handbook.
 - Be sure all work orders are submitted.
 - Any other items on the end-of-year checklist not listed above.
 - Turn in keys if you are not returning
 - Clean out personal items from the workroom refrigerator

Chrome Cart or Lab:

- Plug each Chromebook into the cart when storing them.
- Plug the cart into the power strip when finished.

Advisory Hour (High School only):

- Advisory hour is a designated time for students to receive assistance on their school work or projects.
- Students will go to advisory each day at 8:00. Teachers will do lunch count, attendance, and assign each student their chromebook.
- Teachers will not allow students to go to another classroom WITHOUT written consent from the receiving teacher for that student.
 - The receiving teacher can give the sending teacher permission via:
 - Send an email
 - A written note
 - Verbal permission

Movies:

- All movies shown in a class or club must be school appropriate.
- Movies must be rated PG to be shown at the elementary, unless parent permission is obtained.

Fun Friday

Once a quarter time will be devoted to community service and other educational opportunities for students outside of the regular classroom. All students may attend Fun Friday. If they have excessive absences then this time may be used to help students study, get caught up on missing work, and it also counts as attendance recovery.

V. ADMINISTRATION OF STUDENT PERSONNEL

Dismissal of Students from Class:

- Non-Disciplinary Reasons:
 - When students are dismissed from class, for any reason, and are not accompanied by the teacher, the student becomes a second party to the teacher and liability for the student rests with the sending teacher for whatever may occur during the absence of the student.
 - High School only-Teachers are expected to provide the student with a hall pass when the student is leaving their classroom.
 - Teachers are instructed to exercise reasonable and prudent judgement when dismissing students from class and to do so with caution.
 - This includes but not limited to, placing students in the hallway outside the classroom for making up work, taking tests, etc.
- Disciplinary Reasons:
 - Dismissal of students from class for disciplinary reasons should be done only when the behavior of the student, in your judgement, threatens the general physical welfare students and/or the academic discipline of the class, in most cases, sending for the principal is best.

- If a student is dismissed from class for disciplinary reasons, the student shall be directed to report directly to the office.
 - Notify the office over the intercom if possible.
 - The teacher needs email a discipline referral to the Principal as soon as possible.
 - The teacher may also send a class conduct letter to the parents.

Student Absence:

- Reporting:
 - Teachers will use the STI program to report daily absences at the beginning of each period.

Excused (Two Categories):

1. **Third Party Documentation:** A third party note from a doctor or dentist, college registration papers, funeral notices, etc. Documentation must be provided within two school days of the student's absence; after that the note will not be accepted and will not count.
2. **Parent/Sick Notes:** Students will be considered excused for parent verified absences for up to three days per semester. Once three days of parent verified absences are exhausted, all absences thereafter will be considered unexcused and repercussions will be assessed as such.

****In the case that the school nurse sends a student home, those periods for the remainder of that day will be considered excused. ****

Unexcused Absence: An absence is unexcused when no documentation provided (or more than three parent notes per semester). This could also be considered truancy.

- Administration reserves the right to determine whether an absence is excused or unexcused in special circumstances.
- Students are responsible for gathering any and all make-up assignments and must complete the work within the same number of days they were absent. If the student is absent on a test day but was aware of the test prior to the absence, they will be required to take the test the day they return. Additionally, any previously assigned classwork or projects due on the day(s) of absence will be due upon their return to school. Prolonged absences and special absence scenarios will be evaluated and assessed appropriately by building administration.
- Students may accumulate up to 35 hours of unexcused absences each semester without penalty. HS only: when a student exceeds 35 hours of unexcused absences, no credit will be granted for that semester. The grade entered on the grade card and on the permanent record for that semester will be "VA" (Violation of Attendance Policy).
- HS only: there are two primary methods in which students may recover credits lost due to poor attendance. One, students may attend 8th period for attendance recovery during that same semester to restore their credits. Two, students may recover their credits the following semester (unless the student failed that class) by signing an attendance contract. This contract must be signed by both the student in question and the parent/guardian of that student.
- Students who are in violation of the attendance policy can also request an appeal to our attendance committee. The attendance committee will assess each situation individually, basing decisions on the information provided and their best judgement.

- ***Due to covid-19 unexcused absences over 35 hours per semester may be forgiven. This will be up to the discretion of the building administrator**

Final Exams (High School only):

Each class will include a final given at the end of each semester. Finals are worth 20% of the student's grade in that class. All students will take semester finals.

- If a class is required to give an EOC at the end of the school year, that class will not be required to give a comprehensive semester exam.
 - The EOC will count as 20% of the student's 4th quarter grade.

Grades:

- Grades are expected to be awarded based on student's work and classroom performance.
- Grades are expected to be updated in STI every Monday 8:25 am.
- Quarter and semester grades are expected to be turned into the office by the designated day and time provided by the Principal.

Student Tardies:

- Any student entering the classroom doorway after the tardy bell has quit ringing will be counted tardy.
- High School only:
 - Advisory students who are tardy must have a sign in slip from the front office.
 - IF they do not have this slip, send them to the office to receive their tardy slip.
 - 1st through 8th hour, teachers need to put the tardy in STI.
 - An unexcused tardy of more than 15 minutes may be considered skipping class.
- In cases where a student is late to a class by reason of being held too long at the previous class, the holding teacher will prepare a tardy slip to be given to the next teacher.
 - Teachers will not hold students without sufficient reason.
- Teachers are responsible for reporting to the principal when a student has their 3rd tardy and each tardy after.

Detentions/Bobcat Academy:

After School Detention (ASD). After school, detention is held each day from 3:10-4:00 p.m. Tuesday through Thursday. Students will be assigned for disciplinary reasons, **missing homework, and/or** attendance recovery. Students/parents are responsible for making any necessary transportation arrangements. Students will receive an ASD notice that must be signed by the student and taken home. The signed copy of the ASD given to the student is the official notification of the date the student is to serve their ASD. Unexcused absences from detention will result in additional consequences. Students may also attend Bobcat Academy voluntarily with parent permission as a study hall if they need to use the school wifi or have a quiet place to complete homework.

After School Detention Rules:

1. Students must be in the detention and in his/her seat by 3:10 P.M.
2. Talking is not permitted while in ASD.
3. Restroom privileges will be for one student at a time, although a student should take care of his/her restroom needs before entering ASD.
4. Candy, gum, or any other food is not permitted in ASD, unless given out by the teacher.
5. Students may not leave their seats without permission from the teacher while in ASD.
6. No sleeping or laying your head on the desk in ASD.
7. Cell phones should remain off during ASD.
8. Being asked to leave ASD because of violations of the rules will be treated as an unexcused absence from detention. The student will have their ASD reassigned.
9. Students will sometimes be allowed to collaborate with administration on alternatives (cleanup, work-study, etc.) to ASD.

Class Conduct/Performance:

- If a student is in or nearing academic stress the teacher needs to:
 - Discuss the situation with the student.
 - Contact the parent(s)/guardian(s) to discuss the situation of academic stress.
 - Discuss the situation with the principal.
- If the student academic performance does not improve, the teacher can then complete an At-Risk Referral form (CARE team referral form for elementary and SAT team referral for High School) and submit it to the principal.
 - Once an At-Risk form has been submitted to the principal, the principal will schedule a meeting to discuss the situation and solutions. The teacher, counselor, principal and At-Risk teacher will be invited to the meeting.

Classroom Orderliness:

- Students must follow the teacher's classroom policy on food and drink while in the classroom.
- Teachers are expected to take necessary action to prevent littering and abuse of equipment and facilities in their classroom.
- Clubs and activities sales of items shall not interfere with the classroom learning process of class order.

Sick Students:

- When a student becomes ill give them a hall pass (high school) and send them directly to the office.
- A parent/guardian may be contacted to pick the student up.

Administering Medicine or Drugs:

- Teachers should NEVER give any type of medicine or drug to a student (even aspirin or Tylenol).
 - The legal liability of this type of action could be endless.

- If a student has a prescription medication that they need to take during the school day, they need to:
 - Take the medicine (in original bottle) in with their paperwork filled out and signed by their parent/guardian to the Nurse.
 - Report to the Nurse to take their medicine at the required day/time.
- If a student has over the counter medication (including aspirin or Tylenol) they may need to take, they need to:
 - Take the medicine (in original bottle) in with their paperwork filled out and signed by their parent/guardian to the Nurse.
 - Report to the office or Nurse when they need to take the medicine.
 - Only approved staff may give the students their approved medication.

****If there is no signed paperwork on file for the student to take the over-the-counter or prescribed medication, the student will NOT be given the medicine (even aspirin or Tylenol).****

Classroom Management and Discipline:

- Teachers are expected to maintain appropriate and consistent classroom management and discipline.
- Teachers should have their classroom rules/expectations as well as their discipline procedures posted in their classroom. Teachers should also remind students of their classroom rules/expectations as well as their discipline procedures throughout the school year.
 - This helps remind the students and teacher of the expectations and procedures which in turn helps with consistency and transparency.
- Teachers shall NOT administer corporal punishment.
- Teachers are advised to document disciplinary actions taken in class for their own protection.
- Any disciplinary actions or incidents the teacher judges to be of major consequence, are expected to report to the principal.

Class/Club Sponsors (High School only):

- Teachers will be designated as class sponsors for each class. Teachers will be responsible for the homeroom activities for their particular class. These duties will include collecting class dues, running class elections, supervising class activities, authorizing payment of class bills and other administrative duties as directed by the principal.

Student Organizations (High School only):

- Sponsors are expected to submit an up-dated typewritten copy of the constitution and bylaws of each organization to the principal by the last school day in September of each year. The paperwork needs to include:
 - A list of officers
 - A list of members
 - Projects and activities
 - Tentative calendar dates

- Club and Student Activities:
 - Each club/student activity will be assigned 1-2 days per semester to hold a meeting during Advisory period.
 - Club advisors/sponsors are responsible for keeping students for the entire Advisory period – NO LEAVING EARLY.
 - Student sign-ups for a club/student activity meeting are required the day before the club/student activity meeting.
 - Students should sign-up with the advisor/sponsor.
 - The advisor/sponsor is responsible for turning in the list of students who will be attending by the end of the day before the meeting will take place.
- Meetings Outside of Club and Activity Day:
 - If additional meetings are needed, the advisor/sponsor must schedule them through the Principal.

Transportation:

- Class or Organizational Field Trips:
 - Qualifications for a class field trip would be any of the following:
 1. Involves more than 1 class period.
 2. Will require the need for the use of school transportation.
 3. Will be outside the school district boundaries.
 4. Exceptions to the policy to be made by the building principal.
 - Teachers must:
 1. Submit a Request for Field Trip form at least 2 weeks prior to the requested trip.
 2. School Bus Request needs to be made at least 2 weeks prior to the date of the requested trip.
 - Needs to be submitted through the Delta District Intranet transportation work order or paper copy given to principal.
 3. Submit a field trip permission slip to the principal for review 1 week BEFORE the field trip AND PRIOR to giving it to students.
 - Permission slips need to have:
 - Date of the trip
 - Name of the school employee who will be chaperoning
 - Where the students will be going and why
 - Approximate times of departure and arrival of the trip
 - Any additional items they may need (money, etc.)
 4. Turn a copy of the completed permission slips PRIOR to leaving for the field trip.

Field Trip Permit (Student):

- Teachers/Sponsor are required to have a field trip permit signed by the parent(s)/guardian for each student attending the field trip.
- Copies of completed permission slips must be given to the principal at least one day prior to the field trip.

Transportation Guidelines and Costs:

- When it is necessary for staff members to transport students on a field trip or out of town trips, the responsibility for safe transportation legally rests with the school.
 - Everyone involved is expected to exercise all precautions for safety and adequate sponsoring of their students.
 - Staff members transporting students are required to follow this procedure:
 - Have transportation approved by the principal.
 - Provide the principal with the following information in writing:
 - Destination of the trip.
 - Time of departure and return (approximate).
 - Names of all students traveling.
 - Names of adults who drives cars that are school approved.
 - Place where students will be housed on overnight trips.
 - IF more than one vehicle is to be used, a passenger list of reach individual vehicle to and front the sight.
 - Fieldtrip permission slips for each student traveling, signed by the parent(s)/guardian(s).
 - Any question as to whether or not transportation should be by school bus or private vehicle should be discussed and/or approved by the principal.
 - UNDER NO CONDITIONS ARE STUDENTS TO TAKE CARS ON SCHOOL SPONSORED TRIPS.
 - All cars MUST have either a FACULTY member as a driver, a PARENT, or an ADULT pre-approved through the principal.
- Coaches and sponsors of traveling teams, classes, clubs and other organizations are required to prepare and take on school trips a folder containing:
 - Student emergency forms which are to be dated and signed by the parent(s)/guardian(s).
 - Accident report forms.
- Emergencies during travel:
 - Reasonable and prudent decisions for the general safety and welfare of students rests with the school personnel in charge of travel.
 - In case of an emergency on a trip:
 - Notify proper medical attention, school officials, parent(s)/guardian(s), legal officials or others that in your judgement are appropriate for the situation.
 - If injuries are of consideration, follow prudent and reasonable first aid procedures and seek medical aid as soon as possible.
 - All reasonable efforts should be made to contact parents and other related officials.
 - Avoid any contact that could cause further injury.
 - If your arrival or departures during travel is affected by a break-down, inclement weather, unusually long-lasting activities or other extenuating circumstances, you are instructed to call the principal or other school official if, in your judgement, the call is necessary for authorizations, assistance from school, or would alleviate unnecessary concern on the part of parents, relatives, and school officials.
- Clubs that have field trips for clubs requiring transportation will be responsible for covering the costs of the transportation.
- Athletics that require transportation will be scheduled and handled through the Athletic Director.
 - See the Athletic Policy Handbook for specific details.

Duplicating Equipment and Supplies:

- Teachers are expected to make their own copies, grade their own classwork, manage/report grades, create/maintain their own lesson plans as well as any other function necessary to properly plan and manage their classroom.

Teacher Aides:

- Teacher aides are under the direct supervision of the teacher they are assigned to.

Contests and Clinics for Students:

- Non-Athletic:
 - Sponsors are to secure approval from the principal prior to entering students in contests or clinics where official school representation is implicit or implied.
- Athletic:
 - The Athletic Director is responsible for scheduling athletic contests and clinics.

Accidents:

- Teachers are expected to report to the office immediately any accident occurring to any student under the teacher's direct supervision so that parents and medical assistance may be secured if deemed necessary.
- Teachers may also be responsible for submitting an accident report to the office in not more than 24 hours after the occurrence of the accident (see appendix A 04.3)

Bullying Policy 2655

Bullying is the intentional action by an individual or group of individuals to inflict intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or *substantially disrupts the orderly operation of the school.*

Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building principal. **District employees are required to report any instance of bullying of which the employee has witnessed within two (2) school days of the occurrence.** Employees shall report the occurrence to the building principal, who is the person the District designates to receive reports of incidents of bullying. **A principal who receives a report of an incident of bullying shall initiate an investigation into the allegations within two (2) school days of receipt of the report.**

The principal may assign other employees to assist in the investigation, or request that the superintendent assign an outside investigator. **The investigation shall be completed within ten school days from the date of the written report of bullying unless good cause exists to extend the investigation.** No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report.

Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

Students who are found to have violated this policy will be subject to consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Possible consequences to a student for a violation of this policy include: loss of privileges, classroom detention, conference with teacher, parents contacted, conference with principal, in-school suspension, out-of-school suspension, expulsion and law enforcement contacted.

The District shall give annual notice of the policy to students, parents or guardians, and staff. This policy shall be included in all **student handbooks**. This policy shall also be posted on the **District's web page** (as a Board policy) and a copy shall be placed in the District Administrative Office.

The District shall provide information and appropriate training to District staff who have significant contact with students regarding the policy. All staff with significant student contact shall be trained on the requirements of this policy on an annual basis.

Student Suicide Awareness Policy 2785

This policy and the accompanying regulation reflects the District's commitment to maintaining a safe environment to protect the health, safety and welfare of students. The corresponding regulation for this policy outlines key protocol and procedures for this District in educating employees and students on the actions and resources necessary to prevent suicide and to promote student well-being. This policy is being adopted pursuant to Section 170.048, RSMo. This policy and corresponding regulation will go into effect no later than July 1, 2018.

The district will address suicide awareness and prevention through the following policy components¹:

1. Crisis response team
2. Crisis response procedures
3. Procedures for parent involvement
4. Community resources available to students, parents, patrons and employees
5. Responding to suicidal behavior or death by suicide in the school community
6. Suicide prevention and response protocol education for staff
7. Suicide prevention education for students
8. Publication of policy

1. Crisis Response Team

The district will include suicide awareness and prevention in already established district or building crisis response teams or will establish such team(s) if not already in existence. Crisis response team members will include administrators, counselors and the school nurse, and may also include school social workers,

school resource officers, teachers and/or community resources as appropriate. The crisis response team will be responsible for implementation of crisis response procedures.

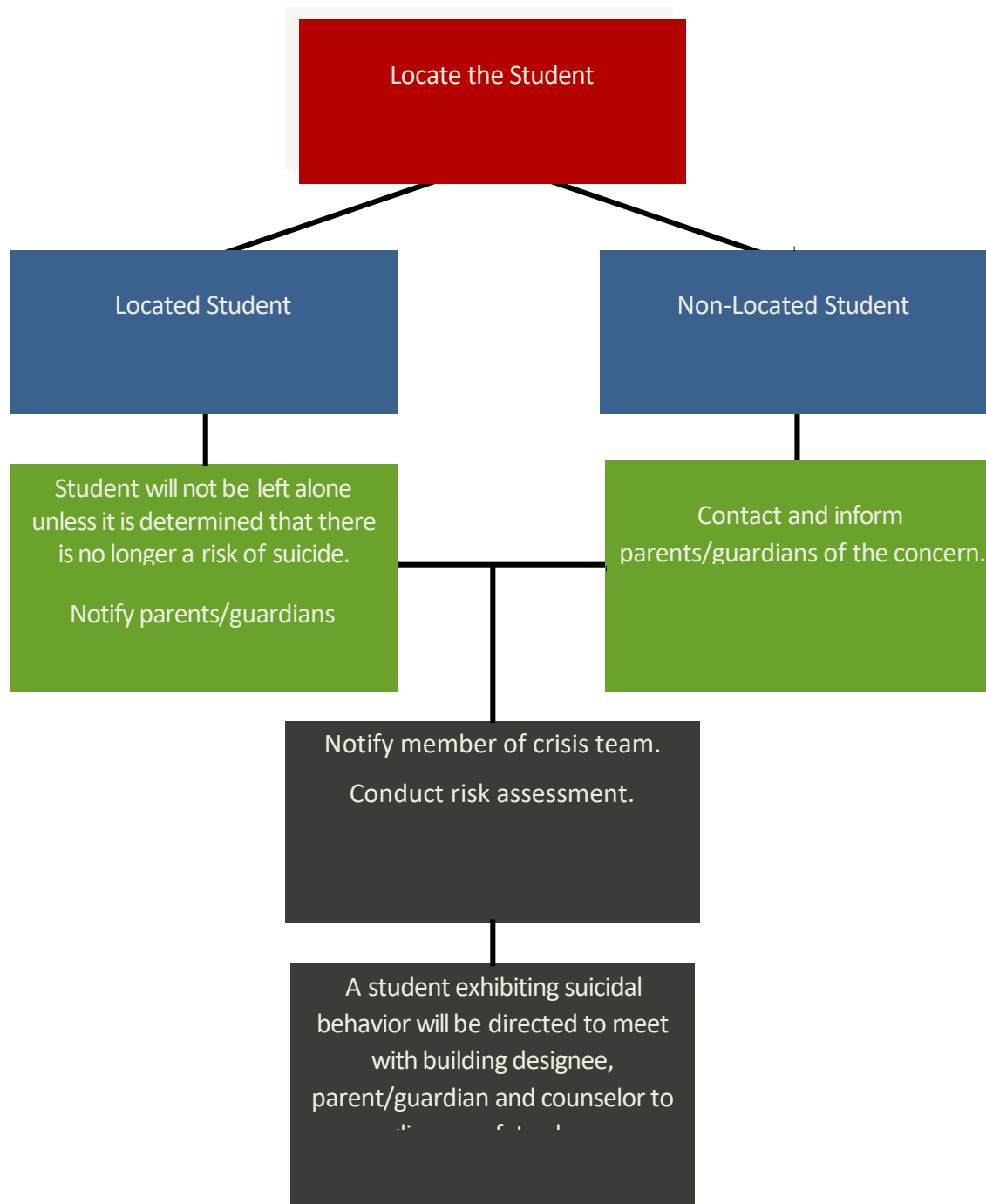
The district will adopt an evidence based/informed tool for assessing suicide risk. The crisis response team, the building administrator, or his/her designee will receive training and coaching in using this tool to collect and document student suicidal behaviors and safety planning strategies.

2. Crisis Response Procedures

Student suicidal behaviors are not confidential and may be revealed to the student's parents, guardians, school personnel or other appropriate authority when the health, welfare or safety of the student is at risk.

Any school employee who has a reasonable belief that a student may be at risk for suicide or witnesses any attempt towards self-injury will notify a member of the crisis response team, the building administrator or his/her designee.

If a student suicide behavior is made known to any school employee and a member of the crisis response team, the building administrator or his/her designee is not available, the employee will notify the student's parent/guardian, the National Suicide Prevention Lifeline (800-273-8255) or local law enforcement in an emergency situation. As soon as practical, the employee will notify the building designee or principal.



The following steps will be employed in response to any risk of student suicide:

3. Procedures for Parent Involvement

A member of the crisis response team, the building administrator or his/her designee shall reach out to the parents/guardians of a student identified as being at risk of suicide to consult with them about the risk assessment of their student, to make them aware of community resources, and to discuss how to best support the student’s mental well-being and safety.

If the parent refuses to cooperate or if there is any doubt regarding the student’s safety, local

mental service providers and/or law enforcement may need to be engaged, and a report may need to be made to the Child Abuse and Neglect Hotline.

Contact with a parent concerning risk of suicide will be documented in writing.

4. School and Community Resources

A student exhibiting suicidal behavior will be directed to meet with the building designee, their parent/guardian and counselor to discuss support and safety systems, available resources, coping skills and a safety plan as necessary.

The district will, in collaboration with local organizations and the Missouri Department of Mental Health, identify local, state and national resources and organizations that can provide information or support to students and families. A basic list of resources can be found on the Department of Mental Health website and the district will strive to develop its own list of local resources to be made readily available.

<http://dmh.mo.gov/mentalillness/suicide/prevention.html>

5. Responding to Suicidal Behavior or Death by Suicide in the School Community

When the school community is impacted by suicidal behavior or a death by suicide, the district will confer with their crisis response teams and, when appropriate, confer with local community resources and professionals to identify and make available supports that may help the school community understand and process the behavior and/or death.

The crisis response team, the building administrator or his/her designee will determine appropriate procedures for informing the school community of a death by suicide and the supports that will be offered. Staff and students who need immediate attention following a death by suicide will be provided support and resources as determined necessary.

6. Suicide Prevention and Response Protocol Education for Staff

All district employees will receive information annually regarding this policy and the district's protocol for suicide awareness, prevention and response. The importance of suicide prevention, recognition of suicide protective and risk factors, strategies to strengthen school connectedness and building specific response procedures will be highlighted.

Such information shall include the following:

1. Current trends in youth mental health, wellbeing and suicide prevention and awareness
2. Strategies to encourage students to seek help for themselves and other students
3. Warning signs that indicate a student may be at risk of suicide
4. The impact of mental health issues and substance abuse
5. Communication to students regarding concerns about safety and that asking for help can

save a life

6. Understanding limitations and boundaries for giving help and techniques to practice self-care
7. Identification of key school personnel who are comfortable, confident and competent to help students at risk of escalated distress and suicide

All district staff will participate in professional development regarding suicide awareness and prevention.

7. Suicide Prevention Education for Students

Starting no later than fifth grade, students will receive age appropriate information and instruction on suicide awareness and prevention. Information and instruction may be offered in health education, by the counseling staff or in other curricula as may be appropriate.

Student education will include the following:

1. Information about mental health, well-being and suicide prevention and awareness
2. Promotion of a climate that encourages peer referral and which emphasizes school connectedness
3. Recognition of the signs that they or peers are at risk for suicide
4. Identification of issues that may lead to suicide including depression, anxiety, anger, and drug/alcohol dependency
5. Directive to not make promises of confidence when they are concerned about peer suicide
6. Identification of a trusted adult on campus with whom students can discuss concerns about suicide

8. Publication of Policy

The district will notify employees, students and parents of this policy by posting the policy and related procedures and documents on the district's website and discussing this policy during employee training as detailed herein.

Drug Free Workplace Policy 4870

The unlawful possession, use or distribution of illicit drugs and alcohol on school premises or as a part of school activities is strictly prohibited. Similarly, CBD and similar products are prohibited on school premises and at school activities. Analysis of the strength and presence of unacceptable levels of psychotropic content are at best unreliable. Use of such products may jeopardize the safety of staff and students who are under staff supervision.

Employees under the influence of alcohol, drugs, or controlled substances while on duty are a serious risk to themselves, to students and to other employees. Employees who display physical manifestations of drug or alcohol use while on duty, may be subject to drug testing. Any employee

who violates this policy will be subject to disciplinary action up to and including termination and referral for prosecution. Employees may also be required to satisfactorily participate in rehabilitation programs.

As a condition of employment, all employees must abide by the terms of this policy. Employees who are convicted of a drug offense which occurred on school premises or while on duty must notify the Superintendent of their conviction. Notification must be made by the employee to the Superintendent within five (5) days of the conviction. Within ten (10) days, the Superintendent will provide notice of such violation to the Impact Aid Program, United States Department of Education, or other appropriate government agency.

The District will institute a drug-free awareness program to inform employees of:

1. The dangers of drug and alcohol abuse in the workplace.
2. This policy of maintaining a drug-free workplace.
3. Available counseling and rehabilitation.
4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

On the basis of medical certification, employees with the illness of chemical dependency shall qualify for the employee benefits and group insurance coverages that are provided for under group health and medical insurance policies. The confidential nature of the medical records of employees with chemical dependency shall be preserved in the same manner as for all other medical records.

The District's responsibility for chemical dependency is limited to its effects on the employee's job performance. If the employee violates this policy, refuses to accept diagnosis and treatment, or fails to respond to treatment, and performance is adversely affected, the employee will be subject to employment action in proportion to the performance problem. Implementation of this policy will not require or result in any special regulations, privileges or exemptions from the standard administrative practice applicable to job performance requirements.

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

It shall be a violation of this policy for any employee to possess, use, manufacture, distribute, or be under the influence of medical marijuana in any manner inconsistent with Missouri state law and applicable regulations. Additionally, employees may not be under the influence of marijuana while they are (i) acting in the scope of their employment, whether on District property or off, or (ii) present at any school- or District-sponsored or sanctioned event such as athletic events or

conferences. Employees may seek reasonable accommodations related to medical marijuana under the District's policies and procedures addressing the Americans with Disabilities Act.

Transportation Employees

District employees who are subject to the Transportation Employee Testing Act may not use medical marijuana on work days and may not use marijuana while on District transportation. Transportation employees who test positive for any controlled substance including marijuana are subject to dismissal. Transportation employees who cannot, for medical reasons, comply with this policy may request a transfer to a non-safety sensitive position.

The information in this policy will be distributed to all present and future employees.

Opioid Antagonists

The District will maintain NARCAN or other opioid antagonists to be admitted in emergency situations by a trained school nurse. (See Policy 2874 - Administering Opioid Antagonists).

Staff Cell Phone Usage 4873

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.

Family and Medical Leave 4321

The Board of Education recognizes that leaves of absence are occasionally necessary due to family or medical reasons or in certain circumstances associated with servicemembers' service in the Armed Forces. The District has adopted detailed procedures to ensure compliance with the Family and Medical Leave Act of 1993 (FMLA). As provided by District regulations, eligible employees are entitled to use up to twelve (12) workweeks of unpaid leave for family and medical reasons (up to 26 workweeks for covered events related to those serving in the Armed Forces). The Board of Education has designated a District administrator to act as FMLA Compliance Officer. As part

of its compliance program, the District will notify each employee of the name, address and telephone number of the District's FMLA Compliance Officer and will provide a statement of commitment to adhere to FMLA regulations. The FMLA Compliance Officer will regularly evaluate the District's FMLA compliance to ensure fair and equitable opportunities for all eligible employees.

Communication with Students by Electronic Media 4650

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.)

Prohibition Against Harassment, Discrimination and Retaliation 1300

The District is committed to maintaining a workplace and educational environment that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service. In accordance with law, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law in its programs and activities. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups. Further, no person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination based on the above listed characteristics under a school nutrition program for which the District receives federal financial assistance from the U.S. Department of Agriculture (USDA Food and Nutrition Service).

The following person has been designated as the District's Compliance Officer/Title IX Director to handle inquiries or complaints regarding the District's non-discrimination policies:

Name: Polly Koch

Address: 324 North Liberty Street, Delta, MO 63744

Telephone Number: 573-794-2500

For information regarding how to report a claim of discrimination, harassment, or retaliation, see Board of Education Regulation 1300. Policy and Regulation 1300 shall govern all complaints and concerns by parents, patrons, employees, or students of the District related to discrimination, harassment, or retaliation on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law.

Signature Page

The following pages contain the 2021-22 Delta R-V School District Classified Personnel Handbook. For our records, it is necessary for employees to fill out the form and sign below.

I have received and have had the opportunity to read a copy of the 2021-22 Delta R-V School District Classified Personnel Handbook.

Employee Name (Printed)

Employee Signature

Current Phone Number

Receive Texts

Yes

No

Email Address