

# Southwest Livingston County R-1 Staff Handbook



Board Adopted 7/18/2022

"EDUCATION, SERVICES AND EMPLOYMENT

ON A NON-DISCRIMINATORY BASIS"

**Nondiscrimination Statement**  
Southwest Livingston County School District

It is the policy of the Southwest Livingston County R-I School District not to discriminate on the basis of race, color, religion, gender, national origin, age, or disability in employment, educational programs and activities or admissions, as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990. Inquiries or complaints concerning the Southwest Livingston County R-I School District's compliance with the regulations implementing Title II, Title VI, Title VII, Title IX, Section 504 or the American with Disabilities Act (ADA) may be directed to: Superintendent's Office, Southwest Livingston County R-I School District, 4944 Hwy DD, Ludlow, Missouri, 64656.

(660-738-4433)

## **WELCOME!**

We welcome you as a member of our faculty and staff! It is our sincere hope that your experience in our district will be a positive and productive one. Whatever job you are filling here at Southwest, you are considered an educator. As educators, it is our duty to provide educational experiences that will develop each student to his or her maximum capacity to learn. We intend to give you our support in order for you to have the best teaching and working conditions possible.

Loyalty to our students, colleagues, and to the policies of this school is expected as a natural consequence of your status as an employee of this district. Every employee should feel free to make suggestions which will make this a better school for the students, faculty and staff, and which will advance the quality of education in the Southwest Livingston Col R-1. School District.

It is therefore, the mission of the Southwest Livingston County R-1 School District, in partnership with the community to educate all students, providing each the opportunity to realize his/her fullest potential.

The information provided in this handbook provides an overview of what is expected of you as an employee of this district. This handbook is not designed to be all-inclusive of every rule, policy, and tradition we are governed by. Questions will come up regarding your specific duties here at Southwest. Please ask your colleagues and your administrators for help! Everyone here wants you to be successful in your position, so please do not hesitate to ask questions. Teachers, additional information about specific "student" issues may be found in the student, athletic, and A+ handbooks.

Again, welcome to a new year...a fresh start, filled with multiple opportunities to make a difference in the lives of your students and co-workers. Make it a good one! Please feel free to come by our offices anytime with questions, comments, concerns, or just to get a piece of candy!

Your administrators,

Burnie and Shannon

## **PUBLIC RELATIONS**

Good public relations begin with listening. Before we can gain the enthusiastic support of the public, we must listen to what they think of us. It is not what we think they think of us that is important, but discovering the scope of their knowledge and attitudes. Public relations are what the public thinks of you; as a collective professional. The classroom teacher is the **nucleus** of public relations. The impression school personnel make on the public is public relations—you cannot escape from it. Personnel relationship is the key to lasting and sound understanding between the community and teachers. Good schools result from good work by every person connected with them. Every contact made by every employee with anybody, anywhere, anytime, is part of our public relations.

## **TEACHERS AND PROFESSIONAL RESPONSIBILITY**

Professional teachers have certain obligations, which must be met. First and foremost is our obligation to our students. They are the reason for our being, our existence, and our positions. We have obligations to our profession, to our fellow teachers, to the parents, to the school board, to the members of the community in which we teach, and to the state and national governments. But, after all other obligations have been fulfilled, if you as a teacher haven't given your best to your students every day...you have failed them, failed your profession, and failed yourself.

The teacher is responsible for directing student participation in both curricular and extracurricular activities, in the acquirement of attitudes, knowledge, skills, and habits in accordance with the policies and objectives of the school.

The teacher is a co-worker with all other staff members and is expected to assist and cooperate in all matters of vital importance to the school. The teacher must maintain a positive attitude and exhibit interest in the success of the school as a whole. Negativity breeds negativity, and it poisons the entire school climate. Personal problems, grudge-holding, complaining, and cliques have no place within the school building, especially in front of students, and will not be tolerated. Please refrain from negative comments within the community, and always remember that whatever you post on your personal Facebook page reflects your integrity. If you have specific school-related concerns, please discuss them in an appropriate manner, time and place with administration; negative social media postings about Southwest School, its staff, or policies will be considered insubordination and could result in disciplinary action or loss of position.

### **School Facility Use**

Teachers are encouraged to make full use of the school facilities, technology and equipment to the betterment of instruction. To avoid conflict with others' schedules and needs, teachers should seek permission from administration to use other rooms and equipment at times other than scheduled or in their own room.

### **Group activities, trips and movies**

Teachers are to obtain permission from the Administration prior to scheduling any group activity or trip. This includes any teaming activities between classrooms or film viewing. Teachers are to fill out a film request form and get the principal's permission prior to showing any film that is not an obvious part of the curriculum (reward or non-curricular type films).

### **Attendance**

Regular attendance by staff is vital to student learning. In case of illness, staff members are to call the principal prior to 6:15 a.m. if possible or as early the evening before as possible in order to obtain a substitute. Board policy states that absences of over one hour and up to four hours will be counted as a half-day absence; however, if a fellow teacher can cover a class without sacrificing their own classes' instruction time and quality, only the actual time gone will be deducted. No teacher will be compensated for covering someone else's class...the favor might need to be repaid at some point in time.

**Leave days (those you schedule in advance) are to be scheduled at least one week in advance of need and are subject to administration being able to obtain a suitable substitute. Personnel are asked to refrain from scheduling such days in May.**

### **Preparation for a Substitute**

The following information should be placed together in a folder and kept in a visible location near the teacher desk in the classroom.

- Class roster
- Seating chart
- Lesson plans complete enough for someone else to follow, with sufficient copies of pages needed and explicit teaching instructions. Please plan for actual learning activities to occur during your absence.
- Daily routine, including teacher duties and procedures and expectations and end-of-day routine
- Daily attendance/lunch & breakfast forms
- Classroom rules and hall/playground/restroom rules and procedures
- Special health problems, medication schedules, behavior notes
- Names of helpful/dependable students
- Extra work or activities to make sure the substitute has sufficient resources.
- A thank-you note is a nice touch
- Buddy teacher's name to ask for help

### **Accidents**

Accidents involving staff members are to be reported **immediately** to the office. Accidents involving students are also to be immediately reported to the office and health professional/nurse if available. Parents are to be notified of accidents involving injury or of an unusual nature or upon parent request.

### **Agents or solicitors**

Agents or solicitors are prohibited from interviewing teachers in the building while classes are in session. In the case of an emergency, such visitors will be accompanied to the classroom by the Administration or secretary.

### **Visitors**

All visitors to the building must enter through the secured front door and sign in and out at the principal's office. Visitors will be issued a visitor's pass there. Animals are not permitted in the building or on school grounds, except service animals, without specific approval by an administrator.

### **Money and valuables**

Money and valuables should not be left in desks or in the classroom. Classrooms should be kept locked at night or when student activities (such as ballgames) not involving the classroom are being held (unless otherwise directed). Money being collected from students for the sale of fundraisers, yearbooks, tickets or field trips is to be turned in to the superintendent's office on a daily basis for safekeeping.

### **Outside announcements and invitations**

Before announcements or requests made by individuals or by organizations outside the school are handed out to students, they must be cleared through the principal's office.

### **Lesson plans and curriculum**

Careful planning of lessons is a vital part of teaching. This includes developing curriculum, aligned to the grade level expectations or Missouri learning standards for each subject and grade level. Unit and daily lesson plans will follow the format established by the district through cooperation with the NWRPDC. The key to good planning is thinking with the end in mind, and including enough detail that another teacher or substitute could follow your plans and be successful at teaching your lesson. The format and frequency of turning in lesson/unit plans will be determined by the principal. All curriculum developed for the use of Southwest Livingston Co. R-1 School becomes

the property of the district, so that it can be modified and re-used in the future. Curriculum is a living document that should be continually added to or refined. Failure to produce and use quality lesson plans and curriculum as directed by administration may be considered insubordination, and will result in a performance improvement plan, termination, or other disciplinary action.

### **Time on Task**

The instructional day is to begin promptly at 8:00. Teachers are expected to keep students engaged in meaningful learning activities appropriate for each grade level during all instructional periods, avoiding down time at the beginning and end of periods. Wasted time is a wasted learning opportunity for students! During instructional time, the teacher is expected to be engaged in direct instruction, providing individual instruction, working with small groups or monitoring independent student learning. Grading, lesson planning, non-instructional computer use and all personal business is to be conducted during conference or non-duty times.

### **Textbooks and Workbooks**

Textbooks and workbooks shall be furnished by the district to contribute to the instructional program of the district. An inventory and record of textbooks issued to students will be maintained by each teacher.

### **Reports and paperwork**

All reports and paperwork requested by administration are to be turned in to the office in a timely manner and in the format requested. All incomplete paperwork will be returned to the staff member for immediate correction. Attendance at the 7-12 level is to be entered **immediately** into SIS at the beginning of each class period.

All staff members will maintain a complete and accurate inventory of teaching materials and equipment in their care through the school year. Inventory will be kept in electronic format and will include the original purchase price (or best estimate). Inventory will be turned in to the office in both hard and electronic format (Excel) by the date specified by administration. Incomplete inventory records will be returned to the staff member for immediate correction. Staff members are not to remove furniture or other inventory from another classroom without permission of administration.

### **Purchasing**

No purchases made on behalf of the district or obligating the district in any way will be made by any staff member, except those directly authorized in advance by the Superintendent with a signed purchase order. No reimbursements for personal purchases will be made to staff members unless authorized in advance with a signed purchase order, and sales tax will never be reimbursed. Unless otherwise directed, all purchase orders by teachers and coaches must be presented to the principal for his/her approval prior to being submitted to the superintendent. Purchase orders are not approved until signed by the superintendent.

### **Use of School Van**

The use of the school van is for authorized school business only. Use of the van must be requested in advance on a transportation form and then registered on the calendar in the superintendent's office. Keys are to be picked up and returned to the superintendent or key box as instructed. The transportation logs in the van are to be completed on each trip and all trash is to be removed upon return, as well as cleaning out the interior. Unless permission is given in advance by the superintendent, the van is not to leave the school premises until the departure time of the trip and is to be returned immediately upon the end of the trip. The district expects its employees to refrain from putting extra miles on the van for personal side trips (other than meals and lodging) when on official school business. Unless otherwise directed, the maintenance director is in charge of prepping the van for trips. Any mechanical problems experienced are to be reported to the superintendent immediately upon return to the school.

### **Use of School Credit Cards**

Unless explicitly authorized by the superintendent ahead of time, the school credit cards will be issued to employees for lodging and fuel only. When practical, lodging will be set up on direct billing to the school. **Meals**

are not to be charged to the school credit card. If travel warrants reimbursement of meals, the actual receipts must be turned in with a purchase order and will be reimbursed to the employee per the current meal allowances.

### **Reimbursement for Meals/Mileage**

The following amounts are allowed for meals when they are NOT included in workshops or trainings being attended: \$7 breakfast (overnight stays only), \$10 lunch and \$18 dinner. The tickets must be attached to the purchase order in order to be reimbursed; tickets which exceed the rates listed will be reimbursed at the maximum amount. No reimbursement will be paid for any meal ticket which contains alcoholic beverages. Tips will not be reimbursed. Should a staff member need to use his/her private vehicle for administration-authorized school business, mileage to and from the school to the event will be reimbursed (or home to the event if closer) at the current mileage reimbursement rate (\$0.45 per mile), per Google map mileage. Additional miles will not be reimbursed.

### **Required Staff Forms**

All staff members will be required to complete certain forms that pertain to their employment, including federal and state tax forms, Missouri Public Retirement System and any other requested withholdings. Staff members will also be asked to complete emergency medical forms, technology forms and any other forms that the office deems necessary. All such forms are maintained in a confidential employee file. Teachers are required to keep a current copy of their teaching certificate on file, as well as original copies of college and university transcripts. Teachers are responsible for making any upgrades to their professional teaching certificate, including costs associated with such upgrades.

### **Responsibility to be Informed**

The Board expects all school personnel to be sufficiently informed of school policies, plans and programs so that contacts with the public will promote the best interests of education. Teachers are expected to be familiar with and follow the Board of Education policies and regulations. These are posted on the school website.

### **Report In and Out Times for Professional Staff**

Professional staff members shall be on duty at **7:35 a.m. until 4:00 p.m. daily**. If you have morning duty, please make sure you arrive early enough that you are in your proper location at 7:35...please be prompt! On duty does not mean pulling into the parking lot at that time...it means being in the building and where you are supposed to be at that time. Teachers are to remain on school property during the school day, unless specific permission is given by the administration to leave. Professional staff will be expected to attend scheduled staff meetings, parent conferences and IEP meetings that may occur before and after regular school hours as a part of their regular job description. Students will be unloading from busses beginning at 7:45 a.m. Elementary and high school wings, in cooperation with their principal, will develop appropriate plans for where students are to be before school starts.

### **Report In and Out Times for Noncertified Staff**

Report in and out times for noncertified staff will vary according to the job description. Noncertified staff members are not authorized to work more than their scheduled hours; breaks and lunch time vary by position, so check with your supervisor. Custodial hours will be scheduled outside the instructional day as much as possible to reduce classroom disruptions. Bus drivers are expected to be on duty in time to complete a pre-trip inspection before driving the route and completing all daily records that are required at the end of the route/day, in addition to keeping the bus clean inside and out.

### **Staff Parking**

All staff members are expected to park on the east side of the building or in the west section of the north parking lot. Please do not block access to the busses, doors, disabled parking or walkways...no parking on the immediate north or west side of the building. **No parking by staff is allowed in the front of the building.**

### **Building Entry/Security**

For the security of our staff and students, Southwest Livingston Co. is a closed campus during the school day with all visitors needing to enter the building through the security system. Please do not prop outside doors open or allow guests to enter our school through other doors, and please do not allow students to let anyone into the building. Students who are tardy will be asked to enter the building from the front secure door and sign in at the office. Building security codes and keys are secure and are not to be shared with anyone for any purpose. Classroom doors are to be kept unlocked during the school day (unless you are not in the room), unless otherwise directed by administration. If you need to enter the building after hours when the building security system is on, you must deactivate the alarm(s) immediately upon entry to the building.

### **Student Supervision**

**Students under the direct supervision of a teacher are not to be left alone at any time for any reason.**

No student is to be sent to, or allowed to go into, a classroom or room where no supervision exists **for any reason.** All teachers share in the overall supervision of students between 7:45 a.m. and the end of the school day. Teachers will be assigned specific supervision duties by the principal. Occasional out-of-school supervision will be requested as well. Teachers are expected to monitor halls at bell time and dismissal. Elementary teachers will accompany students to special classes or areas outside of the classroom unless other arrangements are made with special teachers. Students leaving classrooms for errands, restroom use, etc. should be kept to a minimum and those students should have a hall pass. Elementary and high school wings will each establish their own guidelines for passes.

### **Telephone Use**

The school telephone is to be used for school business or emergencies. Teachers should discourage the use of the telephone during the school day by students calling home, unless it is an emergency. Because the school is restricting the use of cell phones by students, **teachers should also not display, monitor, or use cell phones during instructional time or any time teachers are supervising students. Teachers are free to use personal cell phones during free or planning time only. This includes texting and checking messages and email, as well as phone calls. If you have an emergency, please let the principal know so special arrangements can be made to monitor your phone. Substitutes are expected to adhere to these rules as well, and it shall be the duty of the building principal to educate substitutes on what is and is not permitted in our building. All staff members will enforce district policy of students surrendering phones upon entry into a classroom.**

### **Maintenance**

Maintenance needs and repairs are to be written on a maintenance request form (in workroom) in triplicate. One copy is to be put in the superintendent's mailbox, one copy in the maintenance director's mailbox so he can schedule, and one to keep yourself. Please refrain from asking the custodians to do "on the spot" work. If you have an emergency cleanup or issue, call either office and help will come to you. Please report problems and safety issues promptly to the superintendent's office so no one gets hurt.

### **Classroom Appearance**

While the custodians take care of general cleaning (floors), your classroom or area is your responsibility to keep tidy, dusted and organized. Remember that your area is a reflection on not only you, but the entire school district. All classrooms with separate chairs are asked to put the chairs up on the tables/desks every night to facilitate floor sweeping, and all big trash (such as pencils or crayons) should be picked up as well. Student Council will remove and empty the recyclable paper boxes weekly. Take pride in your classroom and wall space. Student work should

be prominently displayed in hallways at all times AT ALL GRADE LEVELS and bulletin boards should be maintained in an attractive manner and changed regularly. If you have furniture or supplies that are no longer desired in your classroom, please place in the hallway with a note so the custodians will know to remove them. We ask that all classroom painting desired be turned in on a maintenance order to be completed by the school. Classroom wall colors will be selected from the current approved maintenance choices only...painting is done during the summer months only.

### **Technology Maintenance**

If you are experiencing problems with technology in your classroom, please remember to first check all connections/cables, shut the system down and restart. This simple procedure cures many technology issues! If you are still experiencing trouble, please fill out a technology maintenance form and put it in the technology director's mailbox. If you desire classroom access to a prohibited site, you must first fill out a request which has to be approved by the superintendent. The technology director will not give you access without this signed permission. Videos that you plan to show in your classroom for instructional purposes, such as those that might be found on YouTube or TeacherTube should be downloaded ahead of time if possible and stored on your teacher computer. This will allow everyone else's computer to run faster by saving bandwidth. No streaming of movies or music is permitted.

### **Staff Restrooms**

The cafeteria restroom is for use by the cafeteria staff only. Other staff members are asked to use the facilities in the elementary, high school, special services wing or the staff restroom east of the workroom. If you see an issue with restroom cleanliness or maintenance, please notify administration immediately.

### **Computer Use**

Computer use during the school day is for instructional or educational use only. Teachers are to closely monitor students' use of the Internet, and all sites used in instruction should be previewed for appropriateness. No student is to be allowed to go to the computer lab (or other computer location) without supervision. Students are not permitted to download games or other content onto school computers. Students and staff are not to go to social network sites on school computers such as Facebook, Twitter, or MySpace, or be allowed on sites such as YouTube, unless the school has sponsored such sites (such as a school Facebook page). If access to a prohibited site is required for instructional purposes, special permission must be granted by administration, and the use of such sites will be restricted to teachers. Usage of Netflix or live streaming music or video is **prohibited** due to the amount of bandwidth required. Internet searches for the purpose of classroom research are permitted as long as students are closely monitored as to the sites being visited. Teachers and staff members are to follow the same guidelines, and personal use of the school computers is prohibited during the school day, except during planning time and before and after school. Staff members are not to add any content or run programs on school computers without the approval of administration. Email communication is to be sent through official school accounts only. Any passwords provided to staff are not to be shared with students or community members.

### **Grading**

Grades must be recorded by each teacher in the SIS database in a timely manner (Preschool will use a checklist). Teachers will be responsible for entering the grades of the students they teach, and grades must be kept current, as parents have access to check student grades through the SIS portal. **Evidence of grades must exist for all core and special classes.** The elementary and high school wings will establish guidelines for grading consistency. The classroom teacher will be responsible for checking the accuracy of and writing comments on mid-terms and gradecards. Comments made on such reports should be kept as positive as possible. All reports will be completed on or before 8:10 on the due date. Title I and special education teachers will provide input on grades to regular education teachers for their caseload students or provide substitution grades. Special teachers are responsible for entering their own grades if applicable. Special education and Title teachers are to provide parents with a quarterly progress report on each student they serve.



Teachers will use the following grading scales:

ABC (for core subjects)

95%-100% A ..... 73%-76% C

90%-94% A- ..... 70%-72% C-

87%-89% B+ ..... 67%-69% D+

83%-86% B ..... 63%-66% D

80%-82% B- ..... 60%-62% D-

77%-79% C+ ..... 0%-59% F

ESNU (for non-graded classes)

E	Excels
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

PreSchool and K will be utilizing a standards-based grading system.

### **Student Attendance/Lunch Reports**

Attendance will be recorded by teachers daily as directed by the office in the SIS system. If a student is not in the classroom by 8:00 a.m., he/she is considered absent or tardy. Teachers are to take lunch count and attendance and post all documents going to the office outside the classroom no later than 8:15. The official attendance data will be kept in SIS. All staff members are requested to order school lunch by 8:03 the same as students. This will allow the cafeteria to have a more accurate lunch count and reduce food waste.

### **Parties**

Two elementary classroom parties are scheduled for students during the year: Fall and Valentine's Day. Elementary staff shall plan an activity for Christmas. These parties will be scheduled around the school schedule and the daily special class schedule. Birthday parties are to be scheduled with the classroom teacher so that the interruption to instruction is kept to a minimum. Birthday parties should be kept to 20 minutes or less. Students having birthdays during the summer months may also schedule birthday parties at the beginning or end of the school year. The principal should be notified prior to any party.

### **Permanent Records and Folders**

Student permanent records will be maintained in the central office. Teachers will be responsible for providing all necessary information for the permanent records at the end of the school year, including any students who have transferred out during the year.

### **Testing**

Teachers will be responsible for administering all tests required by the state and the district. District level assessments will be given to each student as directed by the administration and results will be promptly provided

to the office in the format requested. District test security policies will be strictly adhered to by all school personnel.

### **Communication**

Clear communication by all members of our school community is necessary for the smooth operation of our school. All elementary classroom teachers are asked to send home a weekly newsletter by folder or email to keep parents current on events in the classroom, and communication to parents is encouraged for high school teachers as well. No one likes surprise calls from irate parents about an issue you know nothing about...please keep your administrator informed! Your principal will give you direction on how he/she wants to be kept abreast of what is going on in your classroom. Classroom websites are available to those teachers who want to keep them maintained.

Information from the office will be in memo or electronic format or disseminated during staff meetings. All staff members are responsible for checking their mailboxes and school email accounts on a regular basis. All school electronic communication is to be sent through your school email addresses (Google). Staff will use the Google email for communication among each other.

### **Board Meetings**

The regular scheduled monthly school board meeting is the third Monday of each month in the board room at 7:00 pm. The location of the meeting can change if additional space is needed. Board meetings are open to the public and staff as observers during open session. Input from the audience at board meetings is NOT recognized unless prior permission to speak is on the posted agenda. A signup sheet is posted in the workroom for staff members to sign up to attend monthly meetings and teachers will also be asked by administration to provide presentations to the board to showcase instructional strategies and lessons. A report on monthly board meeting business will also be given by administration at the staff meeting immediately following the board meeting, which is usually the next day.

### **Professional Attire**

All members of the Southwest. Livingston Co. R-1 School are to present themselves in a professional manner at all times. This includes attire and personal appearance. The dress code is "business casual". Appropriate attire for female staff members includes dress slacks, dress capris, dress **knee-length** shorts, skirts, dresses, jackets, nice blouses or sweaters and dress shoes or sandals. Appropriate attire for male staff members includes dress shirt with or without tie, nice polo shirts, dress slacks and dress shoes. Denim jeans or capris (blue or colored) are not considered "business casual". Staff should adhere to the student dress code when choosing clothing. Piercing jewelry other than in the ears or a small nose "pin" is not permitted (no nose rings please). Men will keep hair and facial hair neatly groomed. Physical education teachers and non-certified staff members (other than office staff) may wear more relaxed clothing in keeping with individual job descriptions and areas. The principal may deviate from this policy for extenuating circumstances such as medical needs, special events, and spirit days. The school principal is responsible for interpreting and monitoring professional attire, and staff members who violate the school's dress code may be asked to go home and change...if this happens, the staff member's pay will be docked.

**Fridays are Dress Down Days and certified staff requirements will be at the discretion of the school principal...guidelines will be given to staff members regarding participation and appropriateness.**

### **Instructional Practices**

The goal of our instructional programs is to raise student achievement through rigorous, research-based instruction. All teachers will use instructional practices approved by the administration, following the schedule and general guidelines provided.

## **TECHNOLOGY USAGE (Technology Safety)**

**Student Users:** All student users and their parents/guardians must sign or electronically consent to the district's User Agreement prior to accessing or using district technology resources, unless otherwise excused by this policy or the superintendent or designee. Students who are 18 or who are otherwise able to enter into an enforceable contract may sign or consent to the User Agreement without additional signatures. Students who do not have a User Agreement on file with the district may be granted permission to use the district's technology resources by the superintendent or designee.

**Employee Users:** No employee will be given access to the district's technology resources unless the employee agrees to follow the district's User Agreement prior to accessing or using the district's technology resources. Authorized employees may use the district's technology resources for reasonable, incidental personal purposes as long as the use does not violate any provision of district policies or procedures, hinder the use of the district's technology resources for the benefit of its students or waste district resources. Any use that jeopardizes the safety, security or usefulness of the district's technology resources or interferes with the effective and professional performance of the employee's job is considered unreasonable. Unless authorized by the employee's supervisor in advance, employees may not access, view, display, store, print or disseminate information using district technology resources that students or other users could not access, view, display, store, print or disseminate.

**External Users:** Consultants, legal counsel, independent contractors and other persons having business with the district may be granted user privileges at the discretion of the superintendent or designee after consenting to the district's User Agreement and for the sole, limited purpose of conducting business with the school. External users must abide by all laws, district policies and procedures.

### **General Rules and Responsibilities**

The following rules and responsibilities will apply to all users of the district's technology resources:

1. Applying for a user ID under false pretenses or using another person's ID or password is prohibited.
2. Sharing user IDs or passwords with others is prohibited, and users will be responsible for any actions taken by those using the ID or password. A user will not be responsible for theft of passwords and IDs, but may be responsible if the theft was the result of user negligence.
3. Deleting, examining, copying or modifying files or data belonging to other users without their prior consent is prohibited.
4. Mass consumption of technology resources that inhibits use by others is prohibited.
5. Use of district technology for soliciting, advertising, fundraising, commercial purposes or financial gain is prohibited, unless authorized by the district. Use of district technology resources to advocate, support or oppose any ballot measure or candidate for public office is prohibited.
6. Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.
7. Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
8. The district prohibits the use of district technology resources to access, view or disseminate information that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, or pervasively indecent or vulgar.
9. Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.

10. The district prohibits the use of district technology resources to access, view or disseminate information that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person=s race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful district policies and procedures.
11. The district prohibits any use that violates any person's rights under applicable laws, and specifically prohibits any use that has the purpose or effect of discriminating against or harassing any person on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information, pregnancy or use of leave protected by the Family and Medical Leave Act (FMLA).
12. The district prohibits any unauthorized intentional or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction. The district will hold users responsible for such damage and will seek both criminal and civil remedies, as necessary.
13. Users may only install and use properly licensed software and audio or video media purchased by the district or approved for use by the district. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license and approved by the district.
14. At no time will district technology or software be removed from district premises, unless authorized by the district.
15. All users will use the district's property as it was intended, Technology resources will not be moved or relocated without permission from a building administrator. All users will be held accountable for any damage they cause to district technology resources.

**Technology Security and Unauthorized Access**

1. All users shall immediately report any security problems or misuse of the district's technology resources to a teacher or administrator.
2. Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.
3. Use of district technology to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.
4. The unauthorized copying of system files is prohibited.
5. Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology are prohibited.
6. Users will be granted access privileges to district technology resources as determined appropriate by the superintendent or designee. Any attempt to secure a higher level of privilege without authorization is prohibited.
7. The introduction of computer viruses, hacking tools or other disruptive or destructive programs into a district computer, network or any external networks is prohibited.

**Online Safety and Confidentiality**

Curricular or noncurricular publications distributed using district technology will comply with the law and Board policies on confidentiality.

All district employees will abide by state and federal law, Board policies and district rules when using district technology resources to communicate information about personally identifiable students. Employees will take precautions to prevent negligent disclosure of student information or student records.

All students will be instructed on the dangers of sharing personal information about themselves or others over the Internet and are prohibited from sharing such information unless authorized by the district. Student users shall not agree to meet with someone they have met online without parental approval and must promptly disclose to a teacher or another district employee any message the user receives that is inappropriate or makes the user feel uncomfortable.

**Electronic Mail and Messaging**

A user is responsible for all e-mail and other electronic messages originating from the users e-mail or other electronic messaging accounts.

1. Forgery or attempted forgery of electronic messages is illegal and prohibited.
2. Unauthorized attempts to read, delete, copy or modify electronic messages of other users are prohibited.
3. Users are prohibited from sending unsolicited mass e-mail or other electronic messages. The district considers more than ten addresses per message, per day a violation, unless the communication is a necessary, employment-related function or an authorized publication.
4. When communicating electronically, all users must comply with district policies, regulations and procedures and adhere to the same standards expected in the classroom.
5. Users must obtain permission from the superintendent or designee before sending any district wide electronic messages.

**Communication Devices**

Employees and others to whom the district provides mobile phones or other electronic communication devices must use them professionally and in accordance with district policies, regulations and procedures. These devices shall not be used in a manner that would distract the employee or other user from adequate supervision of students or other job duties.

**Exceptions**

Exceptions to district rules will be made for district employees or agents conducting an investigation of a use that potentially violates the law, district policies or procedures. Exceptions will also be made for technology administrators who need access to district technology resources to maintain the district's resources or examine and delete data stored on district computers as allowed by the district's retention policy.

**Waiver**

Any user who believes he or she has a legitimate educational purpose for using the district's technology in a manner that may violate any of the district's policies, regulations or procedures may request a waiver from the building principal, superintendent or their designees. In making the decision to grant a waiver to a student, the administrator shall consider the purpose, age, maturity and level of supervision involved.

**\*MAP/EOC SECURITY MEASURES FOR TEACHERS**

All content posters, etc. posted around the room must be covered or removed prior to testing. This includes desk helps such as multiplication charts, etc.

You may not look through or preview test materials before testing, or look at while testing is going on. You may not share information about test information with other staff members, students or parents.

Scratch paper, if permitted, is to be collected and returned to the test coordinator, who is responsible for destroying it.

You may only pronounce words as directed in the test examiner's book. You may not provide word definitions.

Instructions are to be voiced exactly as written in the examiner's book. Clarify general instructions only if students do not understand. Under no circumstances may you answer any questions regarding test items (except to pronounce one word per sentence).

You may not go around the room and individually prompt students to check work or answer questions left unanswered.

Please make sure students have all supplies before testing so they are not up from their desks during testing. Have a system worked out with students before testing begins regarding emergency bathroom trips. If resources other than online tools are allowed, such as dictionaries or calculators or thesauruses, have a system worked out where students can "check one out" from a predetermined location.

Any paper test materials are kept locked in the testing office, which is accessible only to the test coordinator and the superintendent. Cell phones, web cams and cameras are not permitted in testing areas. Teachers are not to look at the tests, discuss the tests with other teachers, or students, or parents at ANY time, before, during or after testing. If you have an emergency during testing, please call the office for instructions or assistance.

Special education students with testing modifications will not be in the classroom during testing. They will be tested as time allows in the special education classroom or alternate locations in accordance with their individual education plans.

## Southwest Livingston Co. R-1 School Job Description

### Teacher

All employees at Southwest Livingston Co. R-1 School work to fulfill the school's Mission Statement. The thoughts reflected in this description provide structure to the responsibilities and accountabilities for this position. However, Southwest Livingston Co. R-1 expects to employ professionals who will work beyond job descriptions, creating both a fulfilling career environment and very successful outcomes for our students. Values we hold high are: trustworthiness, honesty, diligence, open communication, fairness, and politeness, and we expect to see them evidenced in our staff, parents, and students.

#### **Role Definition:**

The Teacher is responsible for the education of each pupil in his or her charge and for working with students, parents, other teachers and staff toward achieving the goals set forth in the Southwest Livingston Co. R-1 Mission Statement and district CSIP plan. The Teacher reports to the Principal of the School. The Teacher is evaluated by the school principal, who in conjunction with the superintendent presents the evaluation to the school board annually.

#### **Key Responsibilities:**

- 1. Responsible for conducting an organized and professional classroom**
  - Develops and implements curriculum, communicates the curriculum in a syllabus, and completes it in the given timeframe, according to curriculum guidelines cross referenced the Missouri Grade Level Expectations, Missouri Learning Standards, Frameworks and Standards and Goals.
  - Implements curriculum and instruction in a manner consistent with Southwest Livingston Co. R-1's Mission Statement, including understanding, modeling and fostering independent thinking skills, creative problem solving and abstract reasoning. Shows empathy and understanding of students. Shares ideas and observations with students and parents.
  
- 2. *Develops* with parents and students a cooperative partnership based on mutual respect and objectivity**
  - Assesses student performance frequently and objectively.
  - Facilitates resolution of problems that might arise with students and parents.
  - Holds parent/student/teacher conferences in a manner consistent with the Southwest Livingston Co. R-1 Handbook.
  - Encourages parents to be active participants in their child's education.
  
- 3. Continues intellectual and professional development and pursues further education in primary academic discipline**
  
- 4. May provide leadership to select extracurricular school activities, act as the teacher liaison to select committees, and/or participate in other activities.**
  
- 5. Follows policies established by the Southwest Livingston Co. R-1 Board of**

#### **Education. Credentials/Experience and Abilities Required:**

- Teaching experience in a public or private setting is preferred.
- Current Missouri teaching certificate required. Teachers of Preschool and Kindergarten must also include Early Childhood endorsement. Teachers hired outside of their original field must obtain certification in the

areas hired to teach at their own expense and within two years of hire date (unless otherwise permitted by DESE).

- Demonstrated experience working with challenge groups in a student-centered environment within the classroom, including using assessments to place students, curriculum compacting, flexible pacing, flexible instruction, grouping and regrouping, acceleration, enrichment, and independent study to meet student needs.
- Demonstrated experience in the instruction of students with varied learning styles and levels of mastery.
- Demonstrated experience in effectively solving challenging problems through a positive, collaborative approach.
- Expert-level written and oral communication skills.
- Knowledge of and commitment to district and state curriculum.
- Knowledge of and commitment to Character Education.
- Demonstrated initiative and skills in the following areas: relationship and community building, educational leadership, communication, conflict resolution, creativity, problem solving, decision making and time management.
- Dedicated to small/rural schools and willing to put forth extra effort needed to keep the school running smoothly and efficiently.



TECHNOLOGY USAGE

(Employee Technology Agreement)

I have read the Southwest Livingston Co. R-1 School District Technology Usage policy and procedure and agree to abide by their provisions. I understand that violation of these provisions may result in disciplinary action taken against me including, but not limited to, suspension or revocation of my access to district technology and termination of my employment with the district.

I understand that my use of the district's technology resources is not private and that the school district may monitor my electronic communications and all other use of district technology resources. I consent to district interception of or access to all of my electronic communications using district technology resources as well as downloaded material and all data I store on the district's technology resources, including deleted files, pursuant to state and federal law, even if the district's technology resources are accessed remotely.

I understand I am responsible for any unauthorized costs arising from my use of the district's technology resources. I understand that I am responsible for any damages to district technology due to my negligent or intentional misuse of the district's technology resources. I understand that this form will be effective for the duration of my employment with the district unless changed or revoked by the district or me.

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Signature of Employee

Date

Name of School: Southwest Livingston Co. R-1 School District

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Southwest Livingston Co. R-1 School District  
Ludlow, MO  
STAFF HANDBOOK  
For the school year 2021-22

I have read the staff handbook, job description, and related policies and procedures. I understand the handbook, job description, policies and procedures and agree to follow them to the best of my ability. I understand that failure to comply with the terms of my contract, the staff handbook, job description, or any district policy or procedure may result in my job termination, performance improvement plan, disciplinary action, monetary chargeback, or any other action deemed appropriate by the Southwest Livingston Co. R-1 Board of Education.

*(Please sign and return this form to the **superintendent's** mailbox prior to Sept. 1, 2021.)*

Signature

Date

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