



**CENTRAL
ELEMENTARY**

FACULTY HANDBOOK

Tim McCoy

PRINCIPAL

**900 St. Francois Street
Park Hills, Missouri
63601**

(573) 431-2616 ext. 1103

(573) 431-8965 (Fax)

Vision

The Central R-III School District feels that it is important to clarify what it values. These values will be used later in judging whether proposed objectives, strategies and actions are important and consistent with the district's beliefs.

We believe that:

- all students can learn;**
- all students have inherent values;**
- every person is responsible for himself/herself;**
- teachers are responsible for guiding and motivating students;**
- teacher/parents are responsible for student achievement;**
- the total educational team must include a community partnership.**

Mission

The Central R-III School District strives to involve students, parents, staff and the community as partners in the education process to develop life-long learners and responsible citizens in an ever-changing society. The district will provide varied opportunities to increase skills, broaden knowledge, enhance applications and develop work habits necessary to successfully:

- 1. attend an academic college or university**
- 2. further education through a trade or technical school**
- 3. and/or seek and maintain employment**

CENTRAL ELEMENTARY SCHOOL
Time Schedule – 2010-2011

6:50	Mr. McCoy In The Building
7:10	All Morning Duty Teachers In The Building
7:10	Breakfast Served
7:40	All Teachers In The Building
7:55	Dismiss Students To Classrooms
8:00	School Pledges
9:45-10:00	Kindergarten Recess
10:00-10:15	Second Grade Recess
10:30-10:45	First Grade Recess
10:30-11:00	Kindergarten Lunch
11:00-11:15	Kindergarten Recess
11:15-11:45	First Grade Lunch
11:45-12:00	First Grade Recess
11:50-12:20	Second Grade Lunch
12:20-12:35	Second Grade Recess
2:30	Dismiss Walkers/Riders
2:40	Walk Students to Buses and Dismiss Late Bus Riders To The Gym
3:00	Teachers May Leave

GENERAL PROCEDURES DAILY PROCEDURES

1. All teachers not on duty will be at school by 7:40 a.m.
2. Teachers will be in their classrooms by 8:00 a.m.
3. On days when a faculty meeting is not scheduled, teachers may leave school at 3:00 p.m.
4. If you need to leave the building for an emergency, please inform the office.
5. Teachers will not leave their classrooms unattended to confer with another teacher.
6. **Cell phones will not be out when students are present.**
7. Before leaving school:
 - a. Close windows
 - b. Adjust shades
 - c. Turn off air units or fans
 - d. Make sure student's chairs are on desks
 - e. Turn out lights
 - f. Lock door
8. Teachers will input lunch count and attendance through SIS each day by 9:00 a.m.

LESSON PLANS

It is best if lesson plans are written four or five days in advance. A teacher should never leave the building without adequate lesson plans for the next school day. Plans should be detailed enough that they can easily be followed by a substitute teacher. *Each teacher will keep a substitute folder in their classroom with extra assignments that may be used in case of long term absences.*

CONFERENCE/PREP TIMES

Teachers should utilize these times for school business. Teachers should remain on campus. If you need to leave the building you must sign out in the office. Teachers need to sign in at the office when they arrive back to school.

DRESS CODE

Teachers should dress in a manner that is both professional and comfortable. Shorts, jogging outfits, and t-shirts should not be worn. Jeans may be worn on Fridays and Paydays with a nice shirt.

SUBSTITUTES AND PERSONAL LEAVE

Teachers of Central, please notify Mr. McCoy at 431-6205 before 6:30 a.m. when you will miss work. **All absences must be turned in on a “Days off Request” form the next day you return.**

Two days per year may be granted for the transaction of an employee’s personal business which cannot be completed at times when school is not in session. Request shall be made in writing at least three days before the date.

FIELD TRIPS

Teachers will notify the principal and receive approval before scheduling a field trip. Teachers are responsible for acquiring permission slips signed by a parent of each student going on the trip and a bus requisition for the transportation director, signed by the principal. As soon as you have a date scheduled for your field trip, please notify the office. You must notify the cafeteria management if your class will not be there for lunch.

LOST AND FOUND

Unidentified items found on the school grounds should be taken to the office. Accumulated lost and found items will be disposed of at the end of each month.

GUEST SPEAKERS

When you invite a guest speaker to school, notify the office in advance. You are encouraged to invite speakers to your classroom.

VISITORS

Parents and other adults are welcome to visit school. If they are coming for a conference or to observe, they should make an appointment in advance. All visitors will sign in at the office first. Students that are not enrolled in our school shall not be in the classrooms when school is in session.

TELEPHONE POLICY

Students should be discouraged from using the telephone at school. Forgotten homework, books, or permission to go home with a friend are not reasons to use the office phone. Teachers should use their own judgment to determine when it is appropriate to send a student to the office to use the phone. Please do not send students to the office to make after-school arrangements with their friends. A permission slip (phone pass) signed by the teacher will be needed to use the phone.

ACCIDENTS AND ILLNESSES

Please report all student injuries in writing to the office on an accident report. Students who are injured or not feeling well should be sent to the nurse's office. Potentially serious injured students should not be moved. Notify the nurse immediately.

All injuries to staff members should be reported immediately to the principal's office and the superintendent's office. An accident form must be completed.

CENTRAL ELEMENTARY SCHOOL
Emergency Drill Schedule
2010-2011

Tornado Drill	September 9, 2010
Fire Drill	September 16, 2010
Earthquake Drill	September 23, 2010
Intruder Drill	September 30, 2010
Tornado Drill	Feb. 10, 2011
Earthquake Drill	Feb. 17, 2011
Intruder Drill	Feb. 24, 2011
Fire Drill	March 3, 2011

TORNADO PROCEDURE

TORNADO ALARM: One LONG bell or intercom announcement

TORNADO WATCH ALERT: Teachers will be notified quietly to avoid undue excitement.

Lookouts will be alerted to watch for danger. Radio station will be tuned in.

SHELTER LOCATION: All teachers and students move into a hall or common area as designated during

Practice drills and assume the squatting position.

Gym and Cafeteria- move to B section Common area.

Music- move to A section hall.

Classrooms- move to nearest hall or common area.

ALTERNATE LOCATION: If insufficient time to move shelter area: Take cover under desk, table, or furniture. Assume squatting position by inside wall facing away from Windows.

ALL CLEAR: A regular ring of the school bell.

PROCEDURE: When alarm is sounded:

- Do not panic. Give precise instructions.
- Designated students should assist handicapped students.
- Do not bother with any wraps, books, or articles left in the room.
- Check adjoining restroom for children.
- Move promptly and quietly to shelter area listed above.
- Take roll, remain calm and quiet.
- Assume protective squatting position with hands at back of neck.
- Check students for injuries. Report as soon as possible to principal's office.

EMERGENCY FIRE PRODEDURE

FIRE ALARM: Continuous SHORT bell rings or intercom announcement to exit building.

EXIT ROUTE: A Section: Exit by classroom door or nearest hall door.
B Section: Exit by classroom door or nearest hall door.
C Section: Exit by classroom door or nearest hall door.

ALTERNATE ROUTES: Hall door nearest to your location

ALL CLEAR: Regular bell rings.

PROCEDURE: When alarm is sounded:

- Do not panic. Give precise instructions.
- Designated students should assist handicapped students.

- Designated students should close windows and doors.
- Don't bother with wraps, books, other articles in the room.
- Evacuate building promptly via designated exit route.
- Check for closed doors and adjoining restrooms for children.
- Walk quickly and quietly; do not run.
- Move to designated area a safe distance from building and away from fire hydrants.
- Take roll. Report missing students immediately to the office personnel or nearest emergency person.
- Do not permit students to re-enter the building.

FIRE EXTINGUISHER: When appropriate, teachers should use the nearest fire extinguisher!

EARTHQUAKE PROCEDURES

EARTHQUAKE ALARM: Intermittent bell ringing or intercom announcement indicates earthquake progress.

PROCEDURES:

- Take cover under table, desk, interior doorway, or inside wall.
- DO NOT kneel next to tall bookshelves, cabinets, or windows.
- If in the gym or empty room, kneel in the center of the room, cover your head with you hands.
- If outside, go to center of playground, away from the building, poles, and lines. Kneel and cover your head with your hands.

ALL CLEAR: Bell stops ringing when earthquake has ended.

PROCEDURES: CHECK STUDENTS FOR INJURIES.

- Take roll. Take grade book and coats when exiting.
- After 2-3 minutes of calmness, exit building.
- A Section exit by classroom doors or nearest hall door.
- B Section exit by classroom doors or nearest hall door.
- C Section exit by classroom doors or nearest hall door.
- Gym, cafeteria, office, center rooms exit by front door.
- Principal, counselor, secretary, custodian check for downed lines.
- Custodians turn off water, gas, electric.
- Evacuation remains in effect until the building is checked for safety.
- Stay with your students. Calm your students.
- Enter the building when the principal instructs you to do so.
- Do not permit students to leave alone.
- Parents/Adults must sign out students. Record times leaving.

BOMB THREAT

BOMB THREAT ALARM: Continuous short rings or intercom announcement to exit the building.

EXIT ROUTE: Report bomb threats & suspicious packages to the principal.
A Section: Exit by classroom door or nearest hall door.

B Section: Exit by classroom door or nearest hall door.

C Section: Exit by classroom door or nearest hall door.

Rooms in center of building: Exit at front door.

PROCEDURE:

- Principal will notify staff that a package was delivered to the wrong room or sound the exit alarm.
- When notified, teachers will search their rooms. **DO NOT** touch any suspicious packages/articles. Report it to the principal immediately. Stay calm. Check shelves trash cans, doorways, closets, windows.
- Principal, custodian, and other available adults will search the building, doorways, trashcans, dumpster, and outside perimeter of the building.
- Secretary will immediately notify the superintendent and 911.

NUCLEAR ATTACK

LOCAL NUCLEAR BLAST (No advance warning): Use tornado procedure! Take shelter.

DISTANT NUCLEAR BLAST (County Civil Defense Plan activated): Evacuate students to basement for shelter

1-Ventilation 2-Water 3-Restroom ventilation 4-Medical Supplies 5-Communication with outside.

Wait for further instructions.

Stay calm at all times!!!!

CRISIS INTERVENTION

TIM MCCOY, DIANE MOORE, AMY JONES, ANDREA HUFF, LISA BOWERS, AND SARAH THURMAN ARE THE CENTRAL ELEMENTARY CRISIS INTERVENTION TEAM. THEY HAVE RECEIVED SPECIAL TRAINING IN CRISIS/PASSIVE RESTRAINING INTERVENTION. IF AN EMERGENCY ARISES ON THE CAMPUS, THESE PEOPLE WILL RESPOND AS THEY HAVE BEEN TRAINED.

Crisis Procedure:

1. If a student or guest becomes aggressive, the teacher or someone aware of the problem, should call the office of send a messenger with a "code red" alert.
2. The office will send the "code red" alert to each team member, beginning with the member nearest to the problem.
3. The offense will be recorded on the Discipline Form and proper authorities such as parents, DFS, police, and Superintendent will be notified if necessary.
4. The team will discuss the incident, how it was handled, and how it might have been prevented or defused to avoid a "code red" alert.

DISASTER TEAM

ANDREA HUFF, A SECTION: DIANE MOORE B AND C SECTION:AND ANDREA HUFF,MAIN SECTION: ARE THE CENTRAL ELEMENTARY DISASTER TEAM SECTION LEADERS. IF A DISASTER SHOULD OCCUR THE DISASTER TEAM WILL:

1. Grab the first aid bucket and take it with you.
2. Make a quick check in your section for teacher and student injuries, the severity of the location of the victims.
3. Report to the principal.
4. If a team leader does not report to the principal's office shortly after the disaster occurs, we will investigate the situation.

SPECIAL EDUCATION TEACHER and FINE ARTS TEACHERS

If you have children in your classrooms at the time of disaster:

1. Respond to the disaster using the appropriate method to insure safety.
2. Assess injuries.
3. Hang a sign on your door informing the team and principal about the extent of injuries.
4. Take students to their classroom teachers.
5. Report to principal's office for further instructions.

TEACHER'S RESPONSIBILITIES IN A DISASTER

1. Teachers should either drop and take cover for indoor emergencies, or quickly exit the building with students in case of a fire following the appropriate drills for the occurring disaster.
2. After disaster ends, check students for injuries. Place sign on the nearest door or wall with student's names and types of injuries.
3. Line students up with their coats if possible.
4. Take grade book.
5. Go outside per your instructions. Keep children together.
6. Move to the designated area outside, or if needed to another safe area away from debris.
7. Take roll once outside. Indicate which injured students were left inside which are listed in the disaster checklist on the door or wall sign. Take roll every 30 minutes.
 - Calm Children
 - DO NOT release children to walk home.
 - If building is damaged and we cannot return inside, the principal will tell you to which Safe House you and the children should report.
 - Remain on duty until: All your children are released from you, All medical emergencies are taken to hospital, and You are dismissed by the principal. Keep record of any first aid or CPR administered and inform medics.

EVALUATION

It shall be the policy of the Central R-III Board to require formal evaluation of teachers.

This evaluation is intended to:

- (1) Assist teachers in becoming better teachers, (2) protect students from ineffective instruction, and (3) improve the instructional process for the students.

The teacher evaluation process begins with a preliminary interview and proceeds throughout the teacher's career. For the purpose of teacher evaluation, an evaluation cycle will be completed according to which all certified staff will be evaluated. The evaluator will be the administrator assigned as the direct supervisor of the teacher.

EVALUATION CYCLE

1. **Formative Phrase**

a. **Observations**

- (1) Observations of the teacher shall take place in both a schedule and unscheduled classroom Teaching/learning setting.
- (2) Even after unscheduled observations, contact between the administrator and the teacher must be made.
- (3) Scheduled observations shall include a pre-observation conference.
- (4) Both teacher and administrator will prepare pre-observation worksheets for both Communication purposes. This worksheet will be the basis for the scheduled observation.
- (5) The pre-observation conference should include discussions of the objectives and strategies of the lesson to be taught.

b. **Post-Observation Conference**

- (1) This conference will be held after any scheduled observation for which a formative evaluation form has been completed.
- (2) The evaluator and the teacher will sign the observation form implying that the document has been discussed.
- (3) Copies of the formative evaluation form will be retained by the evaluator and teacher.

c. **Job Targets for Teachers**

- (1) The development of job targets which are precise objectives stated in measurable terms is a must.

- (2) Job targets may be identified by either teacher or evaluator.
- (3) Job targets will remain in effect until satisfactorily completed.
- (4) Job targets may be complex or simple, depending on the degree of agreement between evaluator and teacher.

2.

Summative Phase

- (1) The summative phase is the review of all data pertaining to the performance of the teacher.
- (2) The data will be shown and recorded on the summative evaluation report.
- (3) A summative evaluation report conference will be scheduled for all probationary teachers each year. It may be necessary to have more than one such report conference.
- (4) Both the evaluator and the teacher will sign the summative evaluation report implying that the document has been read and discussed.
- (5) Copies of the summative evaluation report will be retained by the teacher, evaluator, and a copy will be sent to the central office.

3.

Appeal Process

- (1) Teachers have the right to appeal the conclusions of the summative evaluation report to the Superintendent of Schools and if necessary to the Board of Education.

SCHOOL WIDE MANAGEMENT PLAN

Help keep Central Elementary a safe place to learn by being respectful, responsible and safe.

Expectations

1. Follow adult's directions the first time they are given.
2. Keep hands, feet and objects to yourself.
3. No bullying.
4. Walk properly in the hallway at all times.
5. Be on time and prepared.

Encouragement

1. Verbal recognition
2. Privileges
3. Coupons, raffles
4. Class wide rewards including a popcorn party, video or extra recess
5. Positive phone calls home

Enforcement

1. Warning
2. Minutes out of free time or recess
3. Lunch detention
4. Parent phone call
5. Referral to the office

Severe misbehaviors including fighting, vandalism, drugs, weapons, going off the school grounds without permission and threats will face immediate administrative action as defined by school board policy.

BUS RULES

THE FOLLOWING INFORMATION HAS BEEN REPRINTED FROM THE MISSOURI PUPIL TRANSPORTATION LAWS, REGULATIONS AND STANDARDS, WITH SOME ADDED LOCAL REGULATIONS:

The local administration has a measure of responsibility in training pupils to be good bus passengers and observing certain rules for good discipline and safety. The following regulations will serve as a guide:

1. Driver is in charge of the pupils and the bus. Pupils must obey the driver promptly and cheerfully. It may be necessary, or convenient in loading and unloading for driver to assign pupils to certain seats or areas in which to sit.
2. Pupils should obey and respect the orders of the duty teacher, the driver and safety patrols on duty.
3. Pupils must be on time; the bus cannot wait beyond its regular schedule for those who are tardy.
4. Pupils should never stand in roadway while waiting for the bus. Do not trespass on private property or create a nuisance at business places.
5. When bus approaches a loading zone, pupils should remain back 3 or 4 feet; wait for bus to stop and driver to open the door.
6. Pupils must not try to get on or off the bus, or move about within the bus, while it is in motion.
7. Pupils must not at any time extend arms or head out of bus windows.
8. Keep the aisles clear. If necessary for you to stand, hold on to back of a seat frame.
9. Classroom conduct is to be observed by pupils while riding in the bus, except for ordinary conversation.
10. Unnecessary conversation with driver is prohibited.
11. Pupils must observe directions of the driver and the patrol when leaving the bus. If you have to cross the roadway, **ALWAYS** cross in **FRONT**; a few feet away from the bus so the driver can see you. Go straight across the roadway; do not angle.
12. Any damage to bus should be reported at once to the driver. (Parents, according to law, are responsible for damage to school property.)
13. If pupil is involved in an accident or injury, it should be promptly reported to the bus driver and principal.
14. No eating or drinking on bus at any time. Help keep bus neat and clean.
15. Failure to obey rules and regulations, and any pupil disturbances will be reported to the principal. Serious infractions could result in pupil's loss of privilege to ride the bus.
16. Driver is in charge of the pupils and the bus. Pupils must obey the driver promptly and cheerfully. It may be necessary, or convenient in loading and unloading for driver to assign pupils to certain seats or areas in which to sit.
17. Pupils should obey and respect the orders of the duty teacher, the driver and safety patrols on duty.
18. Pupils must be on time; the bus cannot wait beyond its regular schedule for those who are tardy.

19. Pupils should never stand in roadway while waiting for the bus. Do not trespass on private property or create a nuisance at business places.
20. When bus approaches a loading zone, pupils should remain back 3 or 4 feet; wait for bus to stop and driver to open the door.
21. Pupils must not try to get on or off the bus, or move about within the bus, while it is in motion.
22. Pupils must not at any time extend arms or head out of bus windows.
23. Keep the aisles clear. If necessary for you to stand, hold on to back of a seat frame.
24. Classroom conduct is to be observed by pupils while riding in the bus, except for ordinary conversation.
25. Unnecessary conversation with driver is prohibited.
26. Pupils must observe directions of the driver and the patrol when leaving the bus. If you have to cross the roadway, **ALWAYS** cross in **FRONT**; a few feet away from the bus so the driver can see you. Go straight across the roadway; do not angle.
27. Any damage to bus should reported at once to the driver. (Parents, according to law, are responsible for damage to school property.)
28. If pupil is involved in an accident or injury, it should be promptly reported to the bus driver and principal.
29. No eating or drinking on bus at any time. Help keep bus neat and clean.
30. Failure to obey rules and regulations, and any pupil disturbances will be reported to the principal. Serious infractions could result in pupil's loss of privilege to ride the bus.

CENTRAL SCHOOLS

NOTICE OF COMPLIANCE

This is to notify the public and employees that the Central R-III School District is an equal opportunity employer and is in compliance with Public Law 92-318, Title IX. Central School District does not discriminate on the basis of sex in its educational programs, activities, or employment.

Section 504

In order to fulfill its obligation under Section 504 of the Rehabilitation Act of 1973, the Central School District recognizes its responsibility and will not permit discrimination in policies and practices regarding its personnel and students

1990 Civil Rights Law

Americans with Disabilities Act (ADA)

Central School District will provide equal access to its educational facilities and programs for individuals (1) with records of, or (2) those with physical or mental impairments of, or (2) those with physical or mental impairments that substantially limits one or more major life activities, and (3) to individuals who are regarded as having such an impairment, whether they have the impairment or not. A free and appropriate education in the least restrictive environment will be available to all children with disabilities.

Individuals with Disabilities Education Act (IDEA)

Central School District will implement appropriate procedures that will meet special education compliance requirements for public notification, student identification, placement, and programs in accordance with IDEA. The school will provide a free and appropriate education in the least restrictive environment to all children with disabilities.

A grievance procedure has been adopted by the Central School District to expedite prompt and equitable resolution of any complaint. Any student, parent, or employee alleging non-compliance with any part of Title IX, Section 504, ADA, or IDEA should file a written complaint during regular working hours with Tammy Wadlow, Director of Special Education, 200 High Street, Park Hills, Missouri 63601

ACCESS TO SCHOOL RECORDS

Title IV Privacy Rights of Parents and Students provide parents the right to inspect and review their child's educational records. This right is also available to divorced or separated parents even if the guardian does not want the records made available to an estranged or former spouse (unless this right has been restricted by court order). Students who are eighteen years of age or older and students attending post-secondary institutions have access to their own records and may be responsible for consent. However, a disabled student's consent rights may be curtailed or denied depending on the type or severity of the student's disability.

Access to school records is generally only permitted when consent is given by the parents or by an eligible student (over eighteen years of age). Exceptions to the consent requirements do exist. Educators with legitimate educational interests and certain other organizations as outlined in the law may have access to a child's record without consent.

When written consent for access to a child's file is required, the records being requested must be identified, the proposed use of the information must be specified, and the methods of acquiring the data must be explained. A record must be kept in the child's file of all nonexempt individuals who have accessed the child's file. Access to a child's file (for someone who has consent) must be given within 45 days of the request.

In each of our schools, a list of individuals who may have access to student records without obtaining parent consent is posted on the file cabinet containing records of students with disabilities. These are individuals who frequently need access to the child's records for proper educational programming. Any other educator who has legitimate reason to access the child's file must sign the record of disclosure (contained within the file) stating your name, the date, and the reason or purpose for reviewing the file. It is important to protect the child's rights to privacy and confidentiality. Information in students' records should only be shared and discussed with those who have legitimate need to know. If you have any questions regarding confidentiality of students' records, please ask your building principals or contact me and I will be glad to assist you.

PUBLIC NOTICE

All public schools are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools, beginning on the child's third birthday through age twenty (20), regardless of the child's disability. The public school assures that to comply with the full educational opportunity goal, services for students three (3) through twenty-one (21) will be fully implemented by 1999. Disabilities include: learning disabilities, mental retardation, behavior disorders/emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/other health impaired, multiple disabilities, deaf/blind, autism, early childhood special education, and traumatic brain injury.

Policy 4870

PERSONNEL SERVICES Policy 4870

Staff Welfare

Drug Free Workplace

The unlawful possession, use or distribution of illicit drugs and alcohol on school premises or as a part of school activities is strictly prohibited. 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

