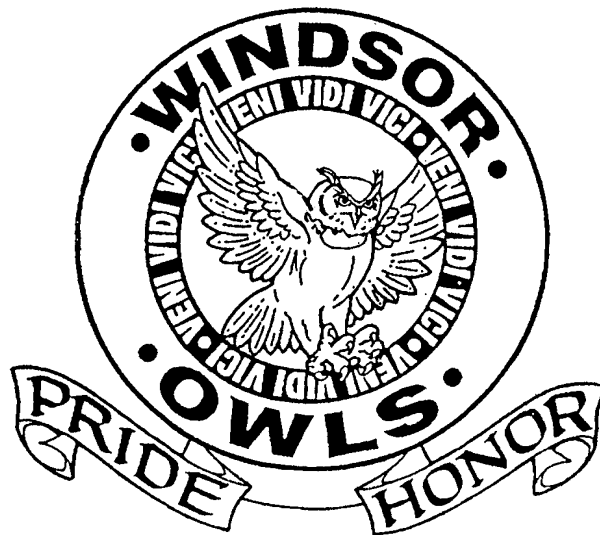


# **WINDSOR C-1 SCHOOL DISTRICT**



## **EMPLOYEE HANDBOOK**

**2017 - 2018**

*August, 2017*

**WINDSOR C-1 SCHOOL DISTRICT  
EMPLOYEE HANDBOOK**

**2017 - 2018**

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**ANNUAL PARENT NOTIFICATION**

<http://windsor.k12.mo.us/wp-content/uploads/2017/06/Annual-Notice-to-Parents-School-Year-2017-2018.pdf>

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**WINDSOR C-1 SCHOOL DISTRICT**

**NOTICE OF NON-DISCRIMINATION**

The Windsor C-1 School District's Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. 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. Additionally, in accordance with law and Board of Education Policy, no person shall be excluded from participation in, denied benefits of, or otherwise be subject to discrimination under federal financial assistance from the U.S. Department of Agriculture (USDA) school nutrition program for which the district receives of Agriculture (USDA) Food and Nutrition Service. School nutrition programs include the National School Lunch Program, Special Milk Program, School Breakfast Program and the Summer Food Service Program. In addition, as required by law, the District provides equal access to the Boy Scouts and Girl Scouts of America or any other designated youth groups. The following person has been designated as the District's Compliance Coordinator to handle inquiries or complaints regarding the District's non-discrimination policies:

Mr. Jeff Buscher  
Assistant Superintendent  
6208 Highway 61-67  
Imperial, MO 63052  
636-464-4457  
jbuscher@windsor.k12.mo.us

For further information about anti-discrimination laws and regulations, or to contact the Office for Civil Rights (OCR) in the U.S. Department of Education regarding the District's compliance with anti-discrimination laws and regulations, please contact OCR at One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice) or (877) 521-2172 (telecommunications device for the deaf) or at [ocr.kansascity@ed.gov](mailto:ocr.kansascity@ed.gov).

*September, 2017*

# **POLICIES and PROCEDURES**

*Policies, Procedures and Forms are available on the district's website @ [www.windsor.k12.mo.us](http://www.windsor.k12.mo.us)  
to School Board Policy Online website.*

## **MISSION STATEMENT - Board Policy AD**

The mission of the Windsor C-1 School District is to inspire all students to develop a vision within themselves and become contributing members of society, by providing excellent educational opportunities founded on the fundamentals of a caring family, school and community.

The district has a Board-approved Comprehensive School Improvement Plan (CSIP) guided by the mission statements and based on the district's fundamental beliefs about teaching and learning. This plan serves as the district's foundation for allocating resources, developing policies and procedures, and selecting and implementing programs designed to raise student achievement.

## **VISION STATEMENT**

The Windsor C-1 School District is one in which all stakeholders work collaboratively to be academic leaders in an atmosphere of mutual respect. It is a true learning community where everyone strives to improve our academic excellence through progressive curriculum and instructional practice. The schools of our district exhibit high standards, with the needs of our students as the top priority.

## **VALUE STATEMENTS**

**Value #1: We value collaboration in decision-making and analysis of student achievement.**

Therefore we will:

- Accept suggestions from others to make us better.
- Be willing to compromise.
- Listen to others points of view.
- Utilize collaboration time to maximum potential.

**Value #2: We value the Windsor C-1 School District as having the reputation of being an academic leader.**

Therefore we will:

- Model the importance of life long learning through our ongoing personal and professional development.
- Model and promote academic excellence.

**Value #3: We value working in an atmosphere of mutual respect.**

Therefore we will:

- Act in a professional manner with integrity and honesty.
- Develop relationships characterized by caring and respect.
- Support and encourage each other.
- Follow the chain of command to resolve conflicts.
- Display a positive attitude.

**Value #4: We value increasing student achievement by teaching and assessing progressive curriculum and instructional practices.**

Therefore we will:

- Teach the course objectives.
- Learn and practice a variety of teaching strategies.
- Provide evidence of student mastery of the course objectives.
- Accept curriculum development and revision as an ongoing process.
- Incorporate technology and other tools into lesson plans.

**Value #5: We value holding ourselves to high standards.**

Therefore we will:

- Be accountable for our responsibilities.
- Make no excuses.
- Communicate standards to the community.

**Value #6: We value placing the students as our top priority.**

Therefore we will:

- Expect proficiency from all of our students.
- Meet the needs of all our students.
- Provide an atmosphere that is safe and conducive to learning.
- Hold our students accountable for academic and social actions.

**NON-DISCRIMINATION POLICY - Board Policy AC**

The Windsor C-1 School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The Windsor C-1 School District is an equal opportunity employer.

To ensure that these obligations are met, the Board designates the Assistant Superintendent to act as the district's nondiscrimination laws compliance coordinator.

## **RELEVANT DISTRICT GOALS AND OBJECTIVES**

### **GOAL 1 – Student Performance**

#### **OBJECTIVES**

1. The Windsor C-1 School District will meet district annual performance targets determined by faculty and administration founded on school performance data.
2. The Windsor C-1 School District will provide curriculum and instructional experience for students to prepare for their personal, academic and career goals.

### **GOAL 2 – Highly Qualified Staff**

#### **OBJECTIVES**

1. The Windsor C-1 School District will attract, mentor, and retain highly qualified staff through coordinated efforts of the Administration.

### **GOAL 3 – Facilities, Support, Instructional Resources**

#### **OBJECTIVES**

1. Student performance will improve by adding technological resources, as funding allows.
2. Health services will continue to provide a healthy and safe environment that allows students and staff to succeed.
3. All Windsor C-1 School District facilities will be improved and maintained to adequately provide for all students and staff, as funding allows.
4. The Windsor C-1 School District will maintain high quality financial management that exceeds state standards, fulfills independent reviews, and meets community expectations.

### **GOAL 4 – Parent and Community Involvement**

#### **OBJECTIVES**

1. The Windsor C-1 School District will improve the effectiveness of communication with all stakeholders utilizing a variety of accessible methods.
2. The Windsor C-1 School District will provide stakeholders a variety of opportunities for community involvement.

### **GOAL 5 – Governance**

#### **OBJECTIVES**

1. The district will ensure staff, students, and parents feel safe at school.
2. The district will establish consistent leadership to carry out the mission and vision.
3. The district will pursue professional development opportunities in order to govern the district in an efficient and effective manner.

## **STAFF CONDUCT - Board Policy GBCB**

The Board of Education expects all professional and support staff members put forth every effort to promote a quality instructional program in the school district. In building a quality program, employees must meet certain expectations, which include, but are not limited to, the following:

1. Become familiar with, enforce, and follow all board policies, regulations, administrative procedures, other directions given by district Administrators and state and federal laws as they affect the performance of job duties.
2. Maintain courteous and professional relationships with pupils, parents/guardians, other employees of the district and all patrons of the district.
3. Take efforts to remain knowledgeable about the employee's position and the developments in that position.
4. Transact all official business with the appropriate designated authority in the district in a timely manner.
5. Transmit constructive criticism of other staff members or of any department of the school district to the particular school Administrator who has the administrative responsibility for improving the situation.
6. Care for, properly use and protect school property.
7. Attend all required staff meetings called by the district administration, unless excused.
8. Keep all student records, medical information and other sensitive information confidential as directed by law, Board Policy, district procedures and the employee's supervisor.
9. Immediately report all dangerous building conditions to the building supervisor and take action to rectify the situation and/or protect the safety of students and others if necessary.
10. Properly supervise all students. The Board expects all students to be under assigned adult supervision at all times during the school day and during any school activity. Except in an emergency, no employee will leave an assigned group unsupervised.
11. Obey all safety rules, including rules protecting the safety and welfare of students.
12. Submit all required reports or paperwork at the time requested. Employees will not falsify records maintained by the school district.
13. Refrain from using profanity in the school setting.
14. Dress professionally and in a manner that will not interfere with the educational environment.



15. Come to work at the time specified by the employee handbook or by the employee's supervisor. Employees who are frequently late to work or stop working before the scheduled time may be terminated for excessive absences. *(For faculty and building staff: High School & Middle School 7:10 AM – 2:45 PM, Elementary 8:00 AM – 3:35 PM).*
16. School employees, other than commissioned law enforcement officers, shall not strip search students, as defined in state law, except in situations where an employee reasonably believes that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available.
17. School employees shall not direct a student to remove an emblem, insignia or garment, including a religious emblem, insignia or garment, as long as such emblem, insignia or garment is worn in a manner that does not promote disruptive behavior.
18. State law prohibits teachers from participating in the management of a campaign for the election or defeat of a member of the Board of Education that employs such teacher.
19. Employees will not use district funds to advocate, support, or oppose any ballot measure or candidate for public office.
20. Employees will not use any time during the working day for campaign purposes, unless allowed by law.

### **STAFF/STUDENT RELATIONS - Board Policy GBH**

Staff members are expected to maintain courteous and professional relationships with students. All staff members have a responsibility to provide an atmosphere conducive to learning through consistently and fairly applied discipline and the maintenance of physical and emotional boundaries with students. These boundaries must be maintained regardless of the student's age, the location of the activity, whether the student allegedly consents to the relationship or whether the staff member directly supervises the student. Maintaining these boundaries is an essential requirement for employment in the district.

Although this policy applies to the relationships between staff members and district students, staff members who inappropriately interact with any child may be disciplined or terminated when the district determines such action is necessary to protect students.

Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the district or the staff member uses his or her own personal electronic communication devices, accounts, webpages or other forms of electronic communication.

The district's policies, regulations, procedures and expectations regarding in-person communications at school and during the school day also apply to electronic communications for educational purposes, regardless of when those communications occur. Staff

communications must be professional, and student communications must be appropriate. Staff members may only communicate with students electronically for educational purposes between the hours of 6:00 a.m. and 10:00 p.m. Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose.

Staff members who violate this policy will be disciplined, up to and including termination of employment. Depending on the circumstances, the district may report staff members to law enforcement and the Children's Division (CD) of the Department of Social Services for further investigation, and the district may seek revocation of a staff member's license(s) with the Department of Elementary and Secondary Education (DESE).

Any person, including a student, who has concerns about or is uncomfortable with a relationship or activities between a staff member and a student should bring this concern immediately to the attention of the Principal, counselor or staff member's supervisor. If illegal discrimination or harassment is suspected, the process in policy AC will be followed.

Any staff member who possesses knowledge or evidence of possible violations of this policy must immediately make a report to the district's administration. All staff members who know or have reasonable cause to suspect child abuse shall immediately report the suspected abuse in accordance with Board policy. Staff members must also immediately report a violation or perceived violation of the district's discrimination and harassment policy (AC) to the district's nondiscrimination compliance officer. Staff members may be disciplined for failing to make such reports.

The district will not discipline, terminate or otherwise discriminate or retaliate against a staff member for reporting in good faith any action that may be a violation of this policy.

## **GENERAL INFORMATION**

**Faculty Attendance** - Teachers are responsible for leaving clear and complete lesson plans when their absence is unavoidable. Please have a solid back-up lesson plan in the event of an absence and keep this in your desk for a guest teacher. Guest teacher folders should be on file in the office.

**In the event that you have to miss school during the year you will need to call the sub line at 636-464-4447 by 5:30 AM.** Please make every effort to call the sub line as soon as you know that you will be unable to be at school. At various times in the year it is extremely difficult to find guest teachers. (*Reference Section "Guest Teacher Information and Policies."*). **Additionally, it is required to contact the appropriate Building Principal if absence will be more than 2 days. On the 3<sup>rd</sup> day of absence, the Building Principal is to contact the Central Office to inform them of a potential FMLA leave.** Paperwork will be then be forwarded to the employee incurring such absences, and forms should be completed for any qualifying FMLA leaves; leaves would become effective when paperwork is submitted to Central Office.

**Student Attendance** - Teachers are to keep accurate records of student attendance via the online SIS program system. The teacher is to enter daily absences and tardies. Attendance slips should only be utilized and completed by a guest teacher as they will not have access to student records.

Those forms should then be forwarded to the office. Students are not permitted to take attendance.

Excused absences require a note or phone call from home. Students with an excused absence will be given every opportunity to make up work within a reasonable amount of time (one day for each excused day). Upon a student's return, the teacher will notify the student(s) of the work missed or assignments made or due during their absence.

### **BOMB THREATS**

#### **All bomb threats must be taken seriously!**

1. If the threat is by telephone, obtain as many details, as possible. Record all numbers placed on or about the time of the call. Each phone must have the Bomb Threat Checklist close by; please utilize this checklist and remain calm.
2. Contact the Building Principal.
3. The Building Principal will make the decision whether to sound the fire alarm.
4. Students and staff will report to the predetermined evacuation site.

If an evacuation is necessary, the fire drill evacuation procedure will be followed. There is also the possibility of the Sheriff's Emergency Response Team (S.E.R.T.) evacuating the building by room or areas. If this occurs, listen to their instructions. It is important to keep all students with you and away from cars in any parking lot. You **must** keep your grade book with you at all times to keep track of students. Do not release any student until you have been instructed that students may be released.

### **CERTIFICATION**

It is each Administrator's and teacher's responsibility to keep their certification current, as required by DESE, and provide the Central Office with a copy of their teaching certificate for their permanent file. At the end of each school year, the Central Office will provide a DESE report that reflects the teaching certificates that will expire in the next school year. A copy of this report will be provided to each applicable employee and the Building Principal. **All certification requests and updates will be made through the online system at [dese.mo.gov/](http://dese.mo.gov/) to access "Employee Certification."** Certification for renewal, upgrades, etc., may not be submitted before 30 days of expiration. Questions regarding certification may be directed to the Central Office at x4462, or DESE at 573-526-3578.

### **CLASSROOM MANAGEMENT**

Teachers shall have the authority to make and enforce necessary rules for their classrooms (school and district policy should set the precedent for all classroom rules). All classroom rules need to be posted for viewing in each classroom. Teachers will need to explain their discipline policy to each class. Teachers will be responsible for all discipline related to their classroom rules. If an incident arises where a student needs to be sent to the office for disobeying authority, please fill out the discipline referral and be detailed as to what has happened so the Administrator can understand the situation. The Windsor C-1 Board of Education recognizes the teacher's responsibility to maintain control and discipline in the classroom and the school in accordance with board policies and administrative procedures.

Students sent to the office for disciplinary reasons must have a disciplinary referral sent with them (or have the discipline referral entered into the SIS Reporting System). The office cannot deal with students without a referral from the teacher. Teachers must provide complete and specific information about the incident(s), which resulted in the referral. In addition, the teacher

should provide the steps they have already taken prior to the referral to the office. This should include contact with the child's parents. Teachers should not place a disruptive student in the hallway as a "time out" area for disciplinary purposes. If you leave a student unsupervised, you are liable for that student's safety.

Maintaining good discipline is everyone's responsibility. The Building Principal may assist the teacher in handling cases that require their intervention. Students who are serviced under IDEA will be given due process rights in regards to their individual needs, and discipline will be in accordance with the goals and objectives in their IEPs.

### **CLIMATE**

Each teacher is directly responsible for the appearance and expression of their classroom or work area. Attitudes of the students are greatly affected by the appearance of your classroom as well as the school building. Establishing a positive atmosphere and academic environment is the responsibility of all professional staff members in the Windsor C-1 School District. Please try and leave your classroom doors open in an effort to promote this type of atmosphere. This will also help to provide more supervision in the halls. **Do not cover windows or doors.**

### **COPIERS/COPY CENTER - Board Policy EGAAA**

Copiers are provided for instructional purposes. Care should be taken to avoid copyright infringement. Contact Building Secretaries if you have a problem with the copiers. Please do not send students to the office for copies.

The "Print Shop" (*Copy Center*) should be used for classroom copies (100 plus). Please use the office copier for small quantities. Copy request forms should be completed for each job requested, and are available in the office. Make sure all copy requests are done at least 48 hours prior to date needed to ensure adequate time. The Print Shop is located at the high school, and may be reached at 636-464-4907.

### **CRISIS INTERVENTION - Board Policy EBCA**

The Windsor C-1 School District has a Crisis Intervention Plan to help school district Administrators and faculty deal effectively with a crises that could interfere with the normal daily operation of school. This plan outlines and describes the district's guidelines for responding to most crises. All staff members will be provided in-service training concerning these guidelines. Specific information regarding the crisis intervention plan is available to concerned parties upon request in the central and building offices.

### **CUSTODIAL SERVICES (REFERENCE PAGE #25)**

Our custodians and maintenance staff will provide routine janitorial and maintenance services. If a problem occurs which requires custodial attention, please notify the building office. A custodian will be contacted and dispatched to the area as quickly as possible. If the problem does not get corrected in a timely manner, contact the building office. Please do not make requests directly to the custodians (unless an emergency).

All maintenance requests should be cleared through the Principal's office by using the Maintenance Work Order forms that are available.

## **DAILY SUPERVISION DUTIES**

In order for our school to function properly and maintain safety standards, every staff member will be required to perform supervision duties before, during and after school hours throughout the year. These duties will be divided up evenly. If you are unable to perform your assigned duty on any given day, you are responsible for finding a replacement, as well as notifying one's Building Principal.

## **DRESS CODES -** *(Please inform the Principal of any special needs that require variation from the dress code).*

All teachers and staff are to dress appropriately and professionally. While respecting individuality, certain guidelines must be followed in order to maintain a professional learning environment. Please adhere to the following:

- Dress which is extreme, exhibitionist, or of immodest fit or style to the extent that it interferes with the instructional process will not be allowed. This includes, but not limited to, spaghetti straps, backless shirts, see-through blouses or shirts, or clothing that exposes a bare midriff.
- Reasonable cleanliness of a person and wearing apparel is expected as a matter of health and aesthetics.
- Shorts are not permitted during the regular school year. Skirts should be kept at a modest length.
- Jeans should not be worn to school with the exception of "casual" days and/or field trips or special activities. *(Nice jeans are acceptable for the IC, Freer, and Windsor Elementary).*
- Tennis or running shoes should be reserved for "casual" days, field trips or special activities. *(Clean tennis shoes are acceptable for the IC, Freer, and Windsor Elementary).*

## **DRUG-FREE WORKPLACE – Policy GBEBB-AF**

It is in violation of the Drug-Free Workplace policy for an employee to unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of, in the workplace, any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcohol, as defined in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. §812) and Chapter 195 of the Missouri Revised Statutes. **All employees are required to sign and turn into your Building Principal (See Acknowledgement Forms).**

## **EMERGENCY ALERTS/CODES/PROCEDURES**

Please be familiar with and post all procedures in your classroom. Throughout the school year we will have fire, earthquake, tornado, and intruder drills at announced and unannounced times. These are done in conjunction with MSIP requirements.

**Fire:** An alarm will be signaled on the bell system. The fire alarm consists of one long bell, and all students must exit the building. The evacuation route for each classroom should be posted in clear sight. Lights must remain on, and window(s) and door closed. Please bring emergency kit and grade book with you in order to take attendance.

**Tornado:** An alarm will be signaled on the bell system. The tornado alert consists of a series of short bells. All students and teachers should move in an orderly manner into the halls away from the windows, and sit or kneel facing the solid wall away from any glass.

**Earthquake:** Time will not allow an alarm to sound - you must act immediately. All students should move away from windows or other potential hazards. Get under a desk, table or other shelter. Assume a drop position and remain quiet to listen for directions. If evacuating classrooms is necessary, please bring emergency kit and grade book with you in order to take attendance. Any students outside should get clear of the building, trees, exposed wires, or other hazards that may fall. The safest place is in the open. Assume a drop position and remain quiet to listen for directions.

**Intruder/Lock Down:** Upon hearing an announcement signaling a “Lock Down”, teachers must quickly close, lock, and barricade classroom doors. If located next to a restroom, these teachers are responsible for securing students in these areas. Teachers outside will be notified of the lock down and should remain outside until further notice.

### **EVALUATION OF PROFESSIONAL STAFF – Policy GCN**

To assure high quality professional staff performance, and to advance the instructional programs of the Windsor C-1 School District, the Board will require a program of comprehensive, performance-based evaluations for each professional staff member it employs. The evaluation shall be ongoing and of sufficient specificity and frequency to provide for demonstrated standards of competency and academic ability. The primary purpose of performance-based evaluation is to facilitate and improve instruction that enhances student learning. The secondary purpose is to determine whether performance meets the degree of competency required for continued employment and/or tenure.

### **FACULTY MEETINGS**

Attendance is mandatory. Please schedule your appointments accordingly. If an emergency arises and attendance is not possible, the teacher must notify the Principal.

### **FACULTY PARKING**

Faculty and staff members are asked to park their cars on assigned parking lots only. Parking tags should be displayed at all times.

### **FACULTY WORKROOM**

This area is provided for instructional preparation and planning. Students are not to use the room for any reason. Teachers are expected to help keep the area clean and clutter free. Check the refrigerator periodically to make sure that items are used and removed in a timely fashion.

Teachers should follow the directions posted in using the equipment in the teacher’s work area. When equipment is not functioning properly, please report this information to the building office.

### **FEES AND FINES**

Each teacher will keep a list of students in their classes who owe fees and/or fines, and turn into the office at the end of each quarter. If a student loses or damages school property, promptly inform the office so that the parents or guardians may be contacted.

### **FIELD TRIPS - Board Policy IICA**

**Field trips will be monitored and reviewed due to financial considerations.** The District will provide transportation costs for all “in county” trips. “Outside the county” trips will be the financial responsibility of the individual group that is planning the trip; they will be responsible for fuel and driver costs, unless the trip is a MSHSAA sponsored competition. **It is your**

**responsibility to make sure that appropriate supervision has been secured for all field trips and that all District policies and regulations are followed. Parent volunteers should be appropriately screened (background check) if they are accompanying and/or supervising students on a field trip.**

**All field trips should be requested, for the entire 2017-2018 school year, by September 18<sup>th</sup>** for approval by the Building Principal. The Principal will then forward to the Assistant Superintendent for final approval.

**Do not send parents any information regarding the proposed field trip until approved by both the Principal and Assistant Superintendent.**

All field trips must meet educational guidelines, and the educational rationale must be attached to the request form.

All students attending field trips must have signed permission slips prior to leaving school grounds.

Teachers involved in the field trip are responsible for letting the cafeteria know the date and the number of students going on the field trip. Also a list of students attending the field trip should be provided to any teacher whose class they will be missing.

Students have one day to make up any work missed.

#### **FOOD SERVICES MANAGEMENT (CAFETERIA) - Board Policy EF**

The school cafeteria is maintained as a vital part of the health program of the school. Well-balanced meals are offered for a nominal charge. Children bringing their lunch may purchase milk. Lunch periods are “closed”, and children are not permitted to leave the school campus for lunch.

Food from fast food restaurants is not to be brought into the cafeteria. Glass bottles should not be brought to school. Special seating will be available for students with food allergies. All shared food and snacks should be individually wrapped (store-bought) or in a box with appropriate labeling.

Students and staff are allowed to charge up to \$10.00 before payment is required.

#### **SIS/ GRADE BOOKS**

For those who continue to use grade books, they should be kept neat and accurate so that others can read them if needed. **Regardless, all grades need to be placed in SIS in a timely manner.**

Progress Reports will be sent home with students approximately five (5) weeks prior to the issuing of report cards.

#### **HAZING (Policy JFCG) and BULLYING (Policy JFCF)**

The Windsor C-1 School District prohibits all forms of hazing, bullying and student intimidation. Staff members will be responsible for recording such reports of bullying and/or hazing, and providing them to the appropriate administrative member.

## **I.D. BADGES**

All faculty members are expected to be in possession of their I.D. badges, at all times, during school hours.

## **ILLNESS AND INJURY RESPONSE AND PREVENTION – Policy EBBA**

Employees must report all injuries to their supervisor immediately. Staff who witness any injury or observe the onset of a serious illness on district property, district transportation or at a district activity will prepare a written incident report on the incident form available in each building.

## **INSTRUCTION**

“Curriculum” is a working document and must be used on a daily basis. Lesson/Unit plans will be used to help document instructional strategies teachers are using in the classrooms. Teachers will need to identify the Missouri Learning Standard and concepts being taught in each of their classes. References should also be made to the Instructional Calendar (*please post a copy of the Instructional Calendar in your room*). Please make notes or suggestions on curriculum during the school year so we can continue to update and improve our instruction. The Building Principal may request daily lesson plans. Teachers are expected to maintain an active learning environment in their classroom, and are expected to interact with students in the classroom.

## **INTERNET (TECHNOLOGY USAGE) - Board Policy EHB; EHB-AF1 (Parent Agreement); EHB-AF2 (Student User Agreement); EHB-AF3 (Employees Technology Agreement).**

Use of the Internet is governed by board policy. Students who have not been authorized or who have lost this privilege may not use this technology. As the teacher, you are responsible to ensure this regulation is followed, as well as abide by the district’s policy for technology usage by employees. **All employees are required to sign and turn into your Building Principal (See Acknowledgement Forms).**

## **INTERROGATIONS, INTERVIEWS AND SEARCHES – Policy JFG**

School lockers, desks and other district property are provided for the convenience of students and, as such, are subject to periodic inspection without notice. Student property may be searched based on reasonable suspicion of a violation of district rules, policy or law. Reasonable suspicion must be based on facts known to the administration, credible information or reasonable inference drawn from such facts of information. Searches of student property shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses and not in front of other students, unless exigent circumstances exist.

The school also retains the authority to conduct routine patrols of any vehicle parked on school grounds. The interior of a student’s automobile on school premises may be searched if the school authority has reasonable suspicion to believe that such a search will produce evidence that the student has violated or is violating either the law or district policy.

During an examination, and if reasonable under the circumstances, school employees may require students to empty pockets or remove jackets, coats, shoes and other articles of exterior clothing that when removed do not expose underwear. **School employees and volunteers, other than commissioned law enforcement officers, may not strip search students, as defined by state law, except in situations where an employee reasonably believes that the student possesses a weapon, explosive or substance that poses an imminent threat of**



**physical harm to the student or others and a commissioned officer is not immediately available.**

**\*\*\*\*\* Procedures for Student Searches During Extracurricular Activities \*\*\*\*\***

**General Guidelines:**

Windsor School District students are prohibited from having drugs, alcohol, weapons and other proscribed items during extracurricular activities (whether on or off school grounds) just as they are during the school day. As a leader of an extracurricular activity, you may encounter an incident during which you suspect that a student has an item that they should not. Please keep in mind that the 4<sup>th</sup> Amendment of the Constitution provides protection to students from unreasonable searches. Therefore, please use caution and follow these guidelines and legal standards before engaging in a student search during extracurricular time.

Per Board of Education Policy JFG and Missouri law, student property may be searched based on reasonable suspicion of a violation of District rules, policy, or law. Reasonable suspicion exists when there is specific and describable conduct leading a reasonable person to conclude a student has engaged in prohibited conduct. Reasonable suspicion must come from a valid source which can include: 1) your personal observations and knowledge; 2) reliable reports of other school officials; and 3) reports of eyewitnesses and victims. Searches of student property must be reasonable in scope and limited based on the original justification of the search. If you think a student possesses a weapon and the student intends to use it to inflict harm, call 911 immediately.

**Steps for a Search during Extra-Curricular Activities**

- Determine if reasonable suspicion justifying a search exists.
- Call your Building Principal or the Superintendent for guidance if possible.
- Have another adult approach the student with you.
  - ➔ If the student will be turning out their pockets etc., have an employee of the same gender as the student with you.
- Take the student somewhere away from view of other students.
- Talk to the student and tell them what you are looking for. Give them a chance to surrender the item.
- If they don't voluntarily surrender the item ask for consent.
  - ➔ Ask if you may look in their purse/coat/book bag etc... to see if the (object) is in there?
  - ➔ If the student nods their head, try to get the student to give a verbal "yes".
  - ➔ If the student says 'yes', limit your search to the area/object you asked permission to see.
  - ➔ If the student says 'no', you may tell the student that you are going to look and you ask for their cooperation. Limit your search to what is reasonable for the object you are looking for (ex. If you heard a rumor that the student stole another student's sneakers, don't ask them to empty out a small change purse).
- Search the student: Have student empty pockets or remove coat or shoes or look inside book bag/ purse. Do not ask student to lift shirt or show undergarments.

- Stop the search once you find the object you suspected unless you see another object in plain sight.
- Don't review a student's cell phone messages or pictures unless there are reasonable grounds to believe these materials are evidence of an infraction.
- Seize any item that (1) is illegal, (2) violates school rules, or (3) is evidence of a crime.
- Keep the object and call the student's parents and follow up with your Building Principal or the Superintendent.
- If the student is impaired, do not have them drive!
- Write a summary of the facts which gave you reasonable suspicion to conduct the search, how the search was conducted, where the search was conducted, whether consent was given, and what the result of the search was.

\*NEVER make a student take off articles of clothing etc. If you think there is a weapon on a student and it is an emergency call 911.

### **INVENTORIES**

Teachers and coaches will be responsible for their class and program inventories. Please check beginning inventories and complete ending inventories and turn into the Principal's office. End of year inventories must be completed before leaving school for the end of the year. Inventories are then submitted to the Assistant Superintendent.

### **JURY DUTY – Board Policy GBBB**

From time to time, employees will be called upon to perform jury duty. Employees will be granted leave when subpoenaed for this leave. The District pays regular wages for days served on jury duty. Signed attendance forms provided by the court should be turned into Julie Martin, Substitute Coordinator.

### **KEYS**

Distribution of building keys is the responsibility of the Principal of each building. Keys must be returned to the Principal upon request or upon employee termination. The loss of a building key must be reported to the supervisor immediately. Additionally, keys must not be duplicated. At no time should students be given school district keys or be allowed to have access to district keys.

### **LOST AND FOUND**

Articles found on campus will be placed in the lost and found box in the specific building office. Items found on the bus will be held on the bus for a short time, and then turned in to the Transportation Office. The Principal will hold money or other valuable items.

### **MAILBOXES**

Teachers should check their mailboxes daily. Do not send students to get mail.

## **MONEY**

Do not keep money in desks or cabinets or in rooms overnight. If money has been collected, turn it in to the office as soon as possible. Money should be counted and rolled if necessary.

## **MOVIES - Board Policy IIAE**

Movies without a direct correlation to the curriculum are not to be shown. The Building Principal must approve all movies that are not written into your curriculum. Please observe the federal and state copyright, and viewing laws.

## **NURSE'S OFFICE**

Students must have a signed Nurse Slip/Planner from the teacher before going to the nurse's office. Please use discretion when sending students to the nurse's office. Some students will ask to go every day, and there is no reason for this unless they are on medication or under a treatment of some kind. The nurse will notify you if this is the case. If you have a question about a particular student, please see the nurse and work out a solution.

If a student becomes extremely ill, notify the office by intercom. If a student is unconscious, experiencing difficulty breathing or walking, or experiencing a severe medical problem (seizure), remain calm and notify the office. Do not leave the class of the ill student unsupervised. Remember, if you remain calm, the students are not as likely to panic.

The nurse has a list of students who have serious health problems. Please contact the nurse to obtain this information on your students. Please make a note of these students' names, and be prepared in case a medical emergency would arise while the student is under your supervision. This information is strictly confidential and should be kept in a secure place.

All medications are kept in the nurse's office and may be administered by the nurse, the Principal or his/her designee. Students are not to have any medications with them at school without the nurse or office being notified. Self-administration of some medications (i.e. inhalers) is permitted with proper authorization by a physician. No over-the-counter medication is to be given at school without a physician's authorization, unless a parent has approved its use on the Health Referral Card.

## **PETS OR ANIMALS**

Due to safety, sanitary and liability concerns, any pets or animals brought onto campus will need to be approved through the office.

## **PLANNING PERIOD**

All certified personnel need to be available during their scheduled planning period. Notify the office if circumstances arise when you are not available and need to leave the school grounds.

## **PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS – Policy GCI**

The district recognizes that assigning qualified staff members to positions throughout the district is essential to providing an excellent educational program for all students. Every effort will be made to assign district staff to areas of the greatest need for the benefit of the students. The district will accept requests for transfer from employees, but will only honor those requests when it's in the best interest of the district and the educational program to do so.

The Board directs the Superintendent to assess the professional staffing needs of the district annually, and to assign professional staff as necessary to meet those needs. Although the Superintendent will take the employee's expressed preference into consideration, the ultimate decision must be based on the district's needs. The Superintendent may reassign staff members to different positions or buildings at any time, including after a contract has been signed or in the middle of the school year.

**PROPER HANDLING OF PUBLIC MONEY:** – Money collected for any purpose shall be submitted to the appropriate Administrator or his/her designee for its proper deposit. **The money shall be submitted within three business days of the event or collection of such funds.** To protect the interests of both parties, the person submitting money should obtain an accurate and dated receipt from the next person in the chain of custody. Money left in the building overnight should be kept in a secured vault or cabinet. The last person in the chain of custody shall be held financially responsible for the replacement of lost or missing money that was not properly secured. **Under no circumstances shall said monies be held for more than three days pending the collection of delinquent payments. Failure for staff members to properly account for said monies could be grounds for the commencement of dismissal proceedings.**

#### **REPORTING AND INVESTIGATING CHILD ABUSE/NEGLECT – Policy JHG**

The Board of Education requires its staff members to comply with the state child abuse and neglect laws and the mandatory reporting of suspected neglect and/or abuse. Any school official or employee acting in his or her official capacity who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect, or who observes the child being subjected to conditions or circumstances that would reasonably result in abuse or neglect, will immediately make a report to the Building Principal or designee, including any report of excessive absences that may indicate educational neglect. The Building Principal or designee will then become responsible for making a report via the Child Abuse and Neglect Hotline to the Children's Division (CD), as required by law. This policy does not preclude any employee from directly reporting abuse or neglect to the CD; however the school official or employee must notify the Building Principal or designee immediately after making a report.

#### **SAFETY PROGRAM (*Employees and Students*) – Policy EB**

Safe practices will be a scheduled part of instruction in the classroom, laboratories and school shops. Proper supervision of students and other citizens using the school facilities will be required. Hazardous conditions noted by staff will be reported to the Building Principal to be corrected. Each building Administrator will develop and implement a safety program, report any hazardous conditions to the Director-Maintenance, and hold employees and students responsible for the observance of all safety rules and procedures as outlined in EB-AP2 Safety Program Procedure (Safety Requirements). **Additionally, all employees are to familiarize themselves with the Safety Requirements-Employee Agreement, EB-AF, and are required to sign and turn into your Building Principal or Director. (See Acknowledgement Forms)**

#### **SCHOOL CLOSING INFORMATION**

If unforeseen conditions should arise which would necessitate the temporary closing of school, you will be notified through our SIS-call as soon as possible. If the school must be closed due to an emergency or inclement weather, it will be announced on radio stations KMOX 1120 AM, KTJJ 98.5 FM and KJFF 1400 AM; television channels Fox (Channel 2), KMOV (Channel 4), and KSD (Channel 5) or internet sites: [www.kmov.com](http://www.kmov.com) and [www.ksdk.com](http://www.ksdk.com). The

## **SCHOOL PHONES**

Phones are available in all teachers' classrooms for school business only. These phones are to be used to contact parents on student progress, behavior, etc. Personal calls and long-distance phone calls are not permitted.

## **SCHOOL PURCHASING AND RECEIVING PROCEDURES**

Only the Principal/Director shall authorize the purchase of items for their building/department. Requests for supplies/equipment should be made on a requisition form available in the office with the exact or estimated costs and should be secured prior to the commitment to purchase. **No purchase by a staff member is to be made without prior approval of the Principal/Director and without a purchase order number** attached prior to placing the order. If any items are purchased without prior approval, that party will assume full financial responsibility. The district will not assume the responsibility for unauthorized purchases. **All purchases made on behalf of the district must be clarified as "Tax Exempt." For such information, please contact your building secretary before any purchase.**

No person or group shall purchase any item through the school for non-school purposes without the approval of the Board of Education

**EXPENSE REIMBURSEMENT:** (1) Expense reimbursement will be made upon presentation of the receipts of actual expenses. Expense money issued prior to an activity must be approved by the Building-Level Administrator, through the Superintendent, and must be accounted for in an approved manner. (2) All receipts must be attached to a reimbursement sheet and turned in to the office. Note: This policy applies to all Windsor C-1 School District employees.

In addition, the District will not reimburse for mileage without prior approval, and reimbursement is only provided for the distance to the event and the same distance for the return. Mileage will not be reimbursed for more than one individual (unless prior approval is granted due to the number of individuals attending). If one chooses to drive separately, and not with the group (due to personal convenience), mileage will not be reimbursed for those individuals.

In addition, sales tax is not a reimbursable expenditure, as the District is classified as "Tax Exempt." It is the responsibility of the individual to secure a Tax Exempt letter prior to their departure, in order to avoid paying sales tax for school-related events and activities.

The District will reimburse up to \$40 per day for meals; the \$40 is reserved for breakfast, lunch and dinner combined. The District will not reimburse food or items purchased at convenience stores, grocery stores, etc. in lieu of a meal.

As a general rule, the following should be considered as reasonable judgment, regarding the \$40 per day total:

1. Breakfast – reimbursement up to \$8.00
2. Lunch – reimbursement up to \$12.00
3. Dinner – reimbursement up to \$20. (Eliminating breakfast and lunch, in order to purchase a \$40 dinner is not sound judgment or demonstrating fiscal responsibility. Receipts turned in for such, without prior approval, will not be fully reimbursed.)

## **SPECIAL EDUCATION - Board Policy IGBA**

Staff members are responsible for meeting the needs of our special education students. **It is everyone's responsibility to ensure we are following, without exceeding, the accommodations of a student's IEP or 504 plan.** Visit with the student's case manager, an Administrator, counselor, or any member of the special education team if you have questions regarding specific student accommodations.

On evaluation or re-evaluation of IEP's, teachers may be required to attend as a matter of providing professional input and assessment. If you are scheduled to attend, you will be expected to make the necessary arrangements to do so. Written notification will be given to you in advance of the meeting. **This is a matter of public law and is not an option.**

Likewise, 504's require accommodations to be made in the classroom setting. You are responsible for ensuring that the appropriate accommodations are made in your classroom as per the 504 Plan, and are appropriately documented.

## **STAFF COMPLAINTS AND GRIEVANCES – Policy GBM**

Whenever individuals work together, there will be occasions when misunderstandings, disagreements or questions arise. The purpose of this procedure is to resolve, in a fair and equitable manner, all misunderstandings, disagreements of evaluations and other questions or complaints. Complaints relating to discrimination will be resolved in accordance with Policy AC (*Prohibition Against Discrimination, Harassment and Retaliation*). The administration will cooperate with the employee(s) and his/her representative in the investigation of any grievance.

**RULES OF SUPERVISION:** When you observe things that put our students at risk and our District in harm and do not address the situation, both you and the District are legally considered “on notice” of the potential harm that could occur with the students. Please note this potentially makes you individually liable when this situation “comes to light”. Document and discuss these occurrences immediately with your Building Principal.

## **TEXTBOOKS AND FINES**

The books that are to be issued to students at the beginning of the school year will be found in the rooms where the classes meet. The books are the property of the school and are to be returned to the teacher by whom they were issued upon completion of the course. If a student transfers to another teacher or school, they should return the book at the time of transfer to the teacher who issued it. Teachers are to note the book number of the textbooks in their grade books. All books should be kept in the classrooms where they are used. Damaged books are to be paid for by the student. Fines for damages should be charged only if the damage is due to student misuse. Please see the Building Principal for dollar amounts.

## **VISITORS**

All visitors to the school and persons wishing to talk with a student, regardless of the reason, should be directed to the Principal's office before they are allowed to go anywhere in the school. If their business is warranted, a pass will be issued for them to carry and show. A visitor's badge will be assigned only by the Principal's office. Any person not displaying a visitor's badge should be sent to the office immediately.

**BOARD  
OF  
EDUCATION**

*April 12, 2017*

**WINDSOR C-1 SCHOOL DISTRICT**

6208 Highway 61-67  
Imperial, MO 63052  
(636) 464-4400

**BOARD OF EDUCATION**

**April, 2017 – April, 2018**

**MR. SCOTT BROTHERS –VICE PRESIDENT**

1933 The Woods Circle  
Barnhart, MO 63012  
**Term Expires: 2020**

**MR. MICHAEL DUBIS**

5934 Montebello Road  
Imperial, MO 63052  
**Term Expires: 2018**

**Mr. TOM KRUPP**

176 Harvest Grove  
Imperial, MO 63052  
**Term Expires: 2018**

**MR. TIM MCCRAW – PRESIDENT**

7560 Hillcrest  
Barnhart, MO 63012  
**Term Expires: 2020**

**MR. STEVE MEINBERG**

1034 Canterbury Circle  
Imperial, MO 63052  
**Term Expires: 2019**

**MRS. MARGIE PASSMORE**

1889 Clemens Court  
Barnhart, MO 63012  
**Term Expires: 2019**

**MR. DAN SHAUL**

925 Falcon Drive  
Imperial, MO 63052  
**Term Expires: 2020**

Meetings are held the fourth Wednesday of each month in the High School Performing Arts Auditorium, unless otherwise noted. Meeting dates and locations are available on the district's webpage @ [www.windsor.k12.mo.us](http://www.windsor.k12.mo.us) .



# **FACILITIES**

**CLASSROOM CARE**      *(Reference Page 11 for “Classroom Mangement”)*

Each teacher is responsible for the appearance of his or her classroom. Inform the Building Principal if the room is not being cleaned properly. Also, please do not allow student desks to touch the walls, and all staff members should find an alternative to tape that will not be harmful to the paint on the walls. Tape, duct tape, masking tape, staples, thumbtacks, pushpins are not to be used on classroom walls. Students are now allowed to have candy, food, drinks or gum in the classroom.

**FACILITIES - Board Policy EB**

The Windsor C-1 School District believes in maintaining safe, secure and clean facilities, which create a supportive learning environment. Occasionally conditions can occur which jeopardize this environment. Such occurrences should be reported to your immediate supervisor or the Maintenance Department.

**Director-Maintenance      Daniel Calbreath      636-464-4481**

The Maintenance Department will provide routine maintenance, through various evaluations each building. Any special requests for the Maintenance Department (i.e., service work, equipment request) should be detailed on a “Maintenance Work Order” form. This form may be obtained in your building office, and must be approved and cleared by the Building Principal, who will forward it to the Central Office for distribution to the Maintenance Department.

Our custodial staff will provide routine janitorial services. If a problem occurs which requires custodial attention, please notify the building office. A custodian will be contacted and dispatched to the area as quickest possible. If the problem does not get corrected in a timely manner, please notify the building office. Please do not make requests directly to the custodians unless it is an emergency requiring immediate attention.

**TOBACCO FREE ENVIRONMENT - Board Policy AH**

To promote the health and safety of all students and staff, and to promote the cleanliness of all facilities, the Windsor C-1 School District prohibits the use of all tobacco products in all buildings, buses, and grounds at all times.

**ENERGY CONSERVATION**

It is the belief of the Windsor C-1 School District that our students and staff are best served when an environment that facilitates the educational process is well maintained. It is necessary that we maintain this environment at the lowest possible cost. We believe that it requires a team effort to maximize the use of our energy resources. Therefore, each employee has a responsibility to use all electronic equipment, comfort controls and water in the most efficient manner, without compromising comfort levels of the students and staff. If you encounter difficulties with heating and/or cooling to maintain a comfortable environment, please contact your Building Principal or the Maintenance Department.

## **TRANSPORTATION**

Windsor C-1 School District provides transportation to all students. This service is provided for students to and from school buildings, for some supplementary activity routes as well as for school-sponsored trips. To schedule a bus for a school-sponsored trip, please fill out a Field Trip request form and turn it in to the Building Principal for approval. When completing the request form, please provide how the organization will provide funding for the particular trip.) Once approved by the Principal, it should be forwarded to the Superintendent.

**Director -Transportation Gary Drury**

**636-464-5572**

**NEW  
EMPLOYEE  
INFORMATION**

## **NEW EMPLOYEE PAYROLL CHECKLIST**

The following guideline is intended to aid in the completion of payroll and benefits' enrollment paperwork. If you have any questions or need assistance, please feel free to call Cheri Librach at 464-4465 or email her at [clibrach@windsor.k12.mo.us](mailto:clibrach@windsor.k12.mo.us) .

When you have completed your paperwork, please bring it the Central Office and allow a few minutes for her to review so that delays may be avoided if other information is needed.

1. Please complete the Employment Eligibility Verification form (I-9 form), and provide 2 forms of identification, i.e. Driver's License, Social Security Card so that the employer portion may be completed when you return your paperwork. The federal and state withholding forms (W4 forms) should also be completed and are stapled behind the I-9 form.
2. **Sick Leave/Personal Leave** – **Policy GBBB (Staff Leaves)** – Staff employees whose assignments call for 12 months will be receive 96 hours of sick leave and 24 hours of personal leave. (*This is calculated based on an 8-hour day*). Teachers, nurses, and para-professionals will be entitled to 10 sick leave days and 3 personal leave day each year, and must be taken in increments of whole or half days. (*This is calculated based on a 7.5 hour day*). Eleven-month secretaries will have 88 sick leave hours and 24 personal leave hours each year. (*Part-time employees will receive 20 sick leave hours and 4 personal leave hours each year*). At the end of the year, any unused personal leave hours will be converted to accumulated sick leave hours. Positions that require obtaining a substitute for said leave time must take leave in increments of 4 hours.

**Bereavement Leave** – Leave of up to 5 days is allowable for each death in the immediate family. "Immediate family" is described as:

1. The employee's spouse or significant other
2. The following relatives of the employee or the employee's spouse: parents, children, children's spouses, grandparents, grandchildren, siblings and any other family member residing with the employee. However, administration may approve bereavement leave requests outside the scope of the family, and will be determined by each individual situation.
3. Any person over whom the employee has legal guardianship or for whom the employee has power of attorney and is the primary caregiver.

Bereavement shall be taken in lieu of personal days.

3. Are you currently a member of the Public School Retirement System (*PSRS for Certified Staff*) or (*PEERS for Non-Certified Staff*) **Yes or No**

**If yes**, please return the blank membership record form in with your other paperwork.

**If no**, please complete the membership record and return.

Participation is mandatory by the State, and the rates are currently 14.5% for certified staff and 6.86% for classified staff. The computation is based on the set percentage of gross wages, and value of employee health and dental benefits, which will be withheld from your wages and matched by the school district.

## **PAY DAYS**

4. Paydays are on the 15<sup>th</sup>, and last business day of the month. Direct Deposit is preferred to any banking facility of choice, and urge this option be utilized. To participate in the Direct Deposit option, provide either a copy of a blank check or voided check and return with the packet of information to Cheri at the Central Office. If it is to be deposited to a savings account and a deposit slip has been provided, be sure to write "SAVINGS" on the slip.
5. **New teachers** are given the option, in their first year, to take their paychecks over **25 pay periods** (*payable on the last pay date in August*), or **24 pay periods** (*payable on the first pay date in September*). **Please indicate your choice of 24 or 25 pay periods.**

## **HEALTH INSURANCE**

Our health insurance provider is Anthem. As a full time employee, your coverage is paid for by the school district at the \$2,500 deductible plan. Additionally, you have the option of covering your dependents, and the cost will be deducted, pretax, through our cafeteria plan on your paychecks. You may also choose to buy up to a lower deductible by paying the difference in cost, or select an HSA Plan (Health Savings Account) and it will be payroll deducted.

## **DENTAL INSURANCE**

Our dental insurance provider is Delta Dental. As a full-time employee, your coverage is paid for by the district. You also have the option of covering your dependents, and the cost will be deducted, pretax, through our cafeteria plan on your paycheck.

## **CIGNA LIFE INSURANCE**

As a full-time employee, the district pays for basic life insurance coverage of \$30,000. However, there is an option of purchasing additional insurance up to 5 times your annual salary amount. However, anything over 2 times the annual salary requires approval from the provider. **The cost for any additional insurance is based on age.**

Also there is coverage available for a spouse for \$2.00/per \$10,000 units up to \$50,000, and/or children \$.60 per \$5,000 unit up to \$10,000 may be purchased through the district.

## **OTHER INSURANCE INFORMATION**

All employer-paid coverage will begin on 1st of the month following 30 days of employment.

**NOTE: If any of the above coverages are declined, please mark on the enrollment forms that coverage is declined, sign and return to the Central Office.**

The Windsor C-1 School District has an annuity plan that some may be eligible for in lieu of insurance coverage. The criterion for this is: If your spouse has you covered under their insurance coverage at NO COST to the spouse, and can substantiate that with a letter from his/her employer, you may be eligible for a \$100 a month annuity.

## **FBI FINGERPRINT BACKGROUND CHECK & INSTRUCTIONS**

FBI Fingerprint Background Checks are required for ALL new hires. Applicants who reside in Missouri must be fingerprinted by an approved MACH site. Sites are listed on the MACHS website: [www.machs.mo.gov](http://www.machs.mo.gov) [1-877-862-2425](tel:1-877-862-2425)

Out-of-state residents should be fingerprinted at a law enforcement agency and have their results mailed directly to MACHS. The processing time for ink/card fingerprints may be as much as six weeks.

### **Understanding the Fingerprint Questionnaire:**

4-digit Registration Number: 1092 Certified Staff  
1093 Substitutes  
1094 Uncertified (Para, Custodial, Maintenance, Volunteers )  
1095 Bus Drivers

Contact Julie Martin at [636-464-4447](tel:636-464-4447) and provide the following information:

- Name
- Department to receive your background check (i.e., Maintenance, Food Services, Bus Driver, Certified Staff (note which building), Volunteer (which building), or Substitute.

### **PROCEDURE**

- I. Register with MACHS [www.machs.mo.gov](http://www.machs.mo.gov) or 1-877-862-2425  
Click on Icon to access the MACHS Fingerprint Portal
- II. Reason for Request  
Select the option requiring the 4 digit registration number  
Click on “Registration”  
Enter 4-digit registration number  
1092 Certified Staff  
1093 Substitutes  
1094 Uncertified (Paras, Volunteers, Custodial, Maintenance)  
1095 Bus Drivers  
Click “Populate” and Verify Name and Identifying Info of agency for which you are registering (Windsor C-1 School District).  
**If the agency info is incorrect, Stop. Contact Julie Martin at 636-464-4447**  
**If agency info is correct “Verify”**
- III. Enter Personal Info as requested.  
Click “Register” upon completion.
- IV. Verify all info. Click on Schedule Fingerprinting \*\*\*
- V. Payment - Before an appointment will be scheduled, you will need to make payment arrangements.  
a) online            b) at time of appointment  
Fee is \$44.80  
Volunteers - \$43.80 \* **Volunteers make sure you mark “Volunteer” so you will be charged correctly.**
- VI. Appointment Scheduling 3M /Cogent Fingerprint Service Site will pop up , and complete as directed.  
  
Choose Site        *(Nearest location to the district is at 2716 Telegraph, St. Louis Fingerprinting)*  
Choose Date  
Choose Time  
Confirm Appointment.

Print Receipt page, which provides your unique transaction control number and all appointment information.

VII. Contact Julie at 636-464-4447, and provide:

- Your Name
- Department to receive report (ie. maintenance, food service, bus, volunteer (at which building) and Certified or Substitute)

\*\*\* You may Walk In - NO Appointment necessary at:

St. Louis Fingerprinting

716 Telegraph Road

Hours: Mon – Fri 9 am to 4 pm; closed 1 pm – 2 pm for lunch

\*\*\* *Additionally, this is the closest location to the Windsor C-1 school District. For additional locations, please contact Julie Martin at 636-464-4447, or 636-464-4462.*



**OFFICE STAFF  
AND  
CONTACT NUMBERS**

## BUILDING OFFICE STAFF ASSIGNMENTS

### Central Office

Dr. Joel B. Holland	Superintendent
Mr. Jeff Buscher	Assistant Superintendent
Ms. Christin Holmes	Director-Special Education
Cheri Librach	Payroll / Budgets
Paula Meyer	Accounts Payable
Linda Schober	Secretary -Superintendent / Board of Education/Human Resources
Sheila Kline	Secretary-Free & Reduced Breakfast/Lunch Program
Laurie Rudden	Secretary-Asst. Supt.- Curriculum Instruction / Purchasing
Jennifer Younce	District CPA

### High School – Grades 9 - 12

Jason Naucke	Principal
Dr. Rachel Montgomery	Assistant Principal
Stephanie Thayer	Assistant Principal
Tom Ludwig	Athletic Director
Andrea Reed	Counselor – Gr. 10 & 12 (M-Z) and A+
Ellen Dorsey	Counselor – Gr. 10 & 11; (A-L)
Melissa Bersing	Counselor – Gr. 9 & Special Education
June Slabodnick	Nurse
Christina Martin	Secretary – Principal
Tammy Engelbach	Secretary – Assistant Principal / Attendance
Tina Byrd	Secretary - Athletic Director
Caroline Roussin	Secretary - Counselors / Registrar

### Middle School – Grades 6 - 8

Karl Shininger	Principal
Greg Westermayer	Assistant Principal
Denise Ballew	Counselor
Kelly Stoecklein	Counselor
Kathy Smith	Nurse
Lisa Richman	Secretary – Principal
Kathleen Sand-Knop	Secretary – Attendance
Laura Hearst	Secretary – Counselors

### Intermediate Center – Grades 3 – 5

Dr. Matt Carlton	Principal
Michael Holland	Assistant Principal
Julie Mock	Process Coordinator
Sarah Meese	Counselor
Tyler Cunningham	Counselor
Dianna Orloski	Nurse
Diann Lumley	Secretary – Technology/Special Ed
Louise Aloian	Secretary - Attendance
Pat Gremminger	Secretary - Principal

### Windsor Elementary Grades K - 2

Denise Funston	Principal
Karen Barbarash	Psychometrist (Testing Coordinator)
Shannon Jansen	Counselor
Peggy Oberkirsch	Nurse (WE)
Dawn LaRose	Secretary
Rachel Sims	Secretary

### Freer Elementary – Grades K - 3

Charles Bouzek	Principal
Robin Swain	Counselor
Andrea Buhlman	Nurse
Heide Hogan	Secretary – Principal
Julie Martin	Secretary - Substitute Teacher / Fingerprint Contact

<b>CENTRAL OFFICE (1000)</b> <b>464-4400</b>	<b>Fax</b> <b>464-4454</b>	<b>FREER (4040)</b> <b>Grades ECH, K-2 464-2951</b>	<b>Fax</b> <b>464-4471</b>
<b>Buscher, Jeff (Asst. Superintendent)</b>	<b>4457</b>	<b>Bouzek, Charles (Principal)</b>	<b>4446</b>
<b>Holland, Joel (Dr.) (Superintendent)</b>	<b>4404</b>	Bulmahn, Angie (Nurse)	4416
Kline, Sheila (Receptionist / F & R)	4474	Dinwiddie, Janelle (Early Childhood)	4500
Librach, Cheri (Finance/Payroll)	4465	Hogan, Heidi (Secy-Principal)	4444
Meyer, Paula (Accounts Payable)	4461	Martin, Julie (Sub. Contact) **	6500
Rudden, Laurie (Secy-Asst. Supt.)	4453	Swain, Robin (Counselor)	4460
Schober, Linda (Secy-Supt /Bd of Ed)	4462	** <b>SUBSTITUTES TO CALL &gt;&gt;&gt;</b>	<b>636-464-4447</b>
Young, Jennifer (CPA)	4484	<b>COPY CENTER (HS)</b>	<b>JULIE @ 4907</b>
<b>HIGH SCHOOL (1050)</b> <b>Grades 9-12 464-4429</b>	<b>Fax</b> <b>464-4456</b>	<i>printshop@windsor.k12.mo.us</i> <b>@ High School</b>	
Bersing, Missy (Counselor Gr 9/Sp Ed)	4475	<b>FOOD SERVICES</b> <b>@ Middle School</b>	<b>Fax - 464-4493</b>
Brooks, Bill (Alternative School)	5407		
Byrd, Tina (Secy-Athletic Director)	4459	<b>Hammond, Elsie (Director)</b>	<b>4436</b>
Dorsey, Ellen (Counselor 10-12; A-L)	4434	Tettamble, Joyce (Asst. Director)	4491
Engelbach, Tammy (Secy-Attendance)	4402	<b>CAFETERIAS</b>	
<b>Ludwig, Tom (Athletic Director)</b>	<b>4438</b>	➤ High School	4494
Martin, Christina (Secy-Principal)	4433	➤ Middle School	4492
<b>Montgomery, Rachel (Dr.) (Assistant Principal)</b>	<b>4432</b>	➤ Intermediate Center	4413
		➤ Windsor Elementary	4458
<b>Naucke, Jason (Principal)</b>	<b>4439</b>	➤ Freer Elementary	4441
Reed, Andrea (Counselor) Grades 10-12; M-Z)	4435	<b>LATCHKEY</b>	<b>@ WE</b>
Roussin, Caroline (Secy-Registrar)	4430	<b>Dohack, Heather (Director)</b>	<b>4406</b>
Slabodnik, June (Nurse)	4443	➤ Windsor Elementary	4406
		➤ Freer Elementary	4449
<b>Thayer, Stephanie (Asst. Principal)</b>	<b>4431</b>	<b>MAINTENANCE / CUSTODIAL</b>	<b>636-464-4454</b>
		<b>Calbreath, Dan (Director)</b>	<b>4481</b>
<b>MIDDLE SCHOOL (3000)</b> <b>Grades 6-8 464-4417</b>	<b>Fax</b> <b>464-4473</b>	Dobbs, Wayne (Supvr-PM Shift)	314-713-1621
Ballew, Denise (Counselor)	4422	Mueller, Mistie (Campus Scheduling)	4490
Hearst, Laura (Secy-Registrar)	4495	<b>PARENTS AS TEACHERS</b> <b>@ WE</b>	<b>Fax-464-4470</b>
Richman Lisa (Secy-Principal)	4418	<b>Dinwiddie, Janelle (Coordinator)</b>	4500
Sandknop, Kathleen (Secy-Attendance)	4483	Ford, Mindy (Parent Educator)	4499
<b>Shininger, Karl (Principal)</b>	<b>4420</b>	Theiss, Cathy (Parent Educator)	4499
Smith, Kathy (Nurse)	4425	<b>JC Drug Prevention Coalition @ IC</b>	<b>Fax - 464-4454</b>
Stoecklein, Kelly (Counselor)	4421	Bissell, Jillian	4424
<b>Westermayer, Greg (Asst. Principal)</b>	<b>4419</b>	Towery, Alicia	4423
<b>IC (4020)</b> <b>Grades 3 – 5 464-4451</b>	<b>Fax</b> <b>464-4472</b>	<b>SCHOOL RESOURCE OFFICERS</b>	<b>On Campus</b>
Aloian, Louise (Secretary)	1018	Dep. Kyle Humphreys, ext 4442@ HS	636-262-2126
<b>Carlton, Matt (Dr.) (Principal)</b>	<b>4407</b>	Larry Michaels @ ext 4455 @ MS	314-720-2993
Cunningham, Tyler (Counselor)	5477	<b>SPECIAL EDUCATION</b>	<b>Fax 636-464-4454</b>
Gremminger, Pat (Secy-Principal)	4403		
<b>Holland, Michael (Asst. Principal)</b>	<b>4415</b>	<b>Greenlee, Christin (Director)</b>	<b>4467 @ CO</b>
Meese, Sarah (Counselor)	4411	Immken, Chrissy (Social Worker)	4428
Orloski, Dianna (Nurse)	4464	Mock, Julie (Process Coordinator)	4754
<b>WINDSOR ELEMENTARY (4030)</b> <b>Grades K – 2 464-4408</b>	<b>Fax</b> <b>464-4470</b>	<b>TECHNOLOGY</b> <b>@ Extension Center</b>	<b>4405</b>
Barbarash, Karen (Testing)	4468	Fletcher, Tyler (Tech Assistant)	1155
Fraley, Cynthia (Nurse)	4489	Kuehnle, Jeffrey (Tech Assistant)	4450
<b>Funston, Denise (Principal)</b>	<b>4410</b>	Lumley, Diann (Secy-Technology)	4463
Jansen, Shannon (Counselor)	4412	Melton, Nicholas (Tech Assistant)	1154
LaRose, Dawn (Secretary)	6501	<b>Roussin, Jason (Director)</b>	<b>1156</b>
Sims, Rachel (Secretary)	4409	Schwamle, Tiffany (Tech Assistant)	1153
<b>HEADSTART (On Campus)</b>	<b>467-5495</b>	<b>TRANSPORTATION</b>	<b>FAX 461-1070</b>
<b>SHERIFF'S OFFICE (On Campus)</b>	<b>797-6405</b>	<b>Drury, Gary (Director)</b>	<b>4498 / 464-5572</b>

**PAYROLL,  
INSURANCE BENEFITS,  
And  
POLICY REFERENCES**

## **PAYROLL**

**Pay Periods:** All staff members are paid on the fifteenth and the last business day of the month. Hourly staff members' time will be paid according to the schedule on the next page.

**Electronic/Direct Deposits:** All employees are encouraged to have their paycheck electronically (direct) deposited to a bank of their choice. To take advantage of this option, the employee must provide a voided check or savings slip to Cheri Librach at the Central Office.

**Hourly Timesheets:** Hourly employees are required to log in and log out utilizing the district's electronic **time reporting system** accessible via district computers. Employees will be provided training on how to properly use the system. Handwritten time sheets will be not accepted, unless required to report after-school tutoring, home-bound instruction, etc. Such time reporting must be submitted to the applicable Building Principal for authorization who will forward to the Central Office/Payroll for processing

**Taxes and Tax Savings Plans:** The District will deduct all applicable withholding taxes from each employee's payroll check. Each employee must complete a W-4 deduction form. If employees wish to have additional amounts deducted for tax purposes, this must be indicated on the W-4 Form.

**Payroll Questions --- Cheri Librach 636-464-4465**

➤ **Pay dates pertain to all staff.**

<b>PAYDATE</b>	<b>PERIOD START</b>	<b>PERIOD END</b>	
7/14/2017	6/18/17	7/1/2017	
7/31/2017	7/02/17	7/15/2017	
8/15/2017	7/16/2017	7/29/2017	
8/31/2017	7/30/17	8/12/2017	
9/15/2017	8/13/2017	8/26/2017	
9/29/2017	8/27/2017	9/16/2017	*
10/13/2017	9/17/2017	9/30/2017	
10/31/2017	10/01/2017	10/14/2017	
11/15/2017	10/15/2017	10/28/2017	
11/30/2017	10/29/2017	11/11/27	
12/15/2017	11/12/2017	11/25/2017	
12/28/2017	11/26/2017	12/16/2017	*
1/15/2018	12/17/2017	12/30/2017	
1/31/2018	12/31/2017	1/13/2018	
2/15/2018	1/14/2018	1/27/2018	
2/28/2018	1/28/2018	2/10/2018	
3/15/2018	2/11/2018	2/24/2018	
3/30/2018	2/25/2018	3/17/2018	*
4/13/2018	3/18/2018	3/31/2018	
4/30/2018	4/1/2018	4/14/2018	
5/15//2018	4/15/2018	4/28/2018	
5/31/2018	4/29/2018	5/12/2018	
6/15/2018	5/13/2018	5/26/2018	
6/29/2018	5/27/2018	6/16/2018	*

➤ **Pay period  
start and  
end dates  
pertain to  
hourly  
staff only.**

\* DENOTES A 3 WEEK  
PAYCHECK FOR HOURLY  
STAFF

**Windsor C-1 School District  
Health Insurance Rates  
Monthly Cost  
Effective 10/1/2017 through 9/30/2018**

**Anthem – Blue Access Choice PPO – Premium Plan**

	<b>2500</b>	<b>1500</b>	<b>500</b>
<i>Increased 9%</i>	548.00	615.00	669.00
District's contribution	503.00	503.00	503.00
Employee	45.00	112.00	166.00
Spouse	532.00	588.00	642.00
Children	488.00	548.00	588.00
Family	994.00	1053.00	1100.00

**Lumenos Blue Choice – Health Savings Account (HSA)**

<i>Increased 9%</i>	444.00
Employee Cost	<b>-59.00 *</b>
Spouse	421.00
Children	387.00
Family	788.00

*\* \$59.00 credit will be deposited to employees HSA, or may be used as a credit towards dependents health insurance costs.*

**Blue Access Choice PPO - KIDZ Plan**

*No Increase*

One child - \$198.50

Two or more Children - \$397.00

	<b>Delta Dental PPO Plan</b>	<b>Anthem Blue View Vision (Voluntary Plan) Optional - full cost to employee</b>	
<i>No increase</i>		<i>No increase</i>	
Employee	41.02	Employee Only	\$ 8.36
Spouse	32.76	Employee & 1 Dependent	\$12.55
Children	36.08	Employee & Family	\$22.09
Family	74.62		

**Cigna Life Insurance**

*No Increase*

Employer paid life insurance \$30,000.

Cost is \$2.40 per month, paid by employer.

*Employee may purchase additional life insurance up to 5 X annual salary for self, and additional insurance coverage for spouse and children. Cost is based on age.*

## **PERSONNEL POLICIES \***

*(not inclusive)*

### **Reference:**

- **GBBD** – Staff Leaves
- **GBBDA** – Family & Medical Leave
- **GBL** – Personnel Records
- **GCBA & GCBA-R** – Professional Staff Salary Schedules
- **GCBB** – Professional Staff Supplementary Pay Plans
- **GCBC** – Professional Staff Fringe Benefits
- **GCPB** – Resignation of Staff Members (*Early Notifications*)
- **GDBA** – Support Staff Salary Schedule
- **GDBB** – Nonexempt Employee Supplementary Pay Plans (*District Does NOT use Compensatory Time*)
- **GDBC** – Support Staff Fringe Benefit
- **GDBE** – Support Staff Vacations and Holidays

*\* For a complete listing of all district policies, please reference [www.windsor.k12.mo.us](http://www.windsor.k12.mo.us) and seek “School Board” > “Board Policies, Forms and Procedures” > “School Board Online Policy” website. Additionally, district Policy Binders are located at the Central Office, building office and library.*



# **SCHOOL CALENDAR**

**WINDSOR C-1 SCHOOL DISTRICT  
2017 – 2018 SCHOOL CALENDAR**

This calendar equals 179 “teacher” days; 170 “student” days

August 8, 9		New Staff Development
August 10, 11, 14	*	STAFF / PROFESSIONAL DEVELOPMENT MEETINGS
August 16		<u>FIRST DAY</u> of School – (Full Day)
August 21		<u>NO SCHOOL</u>
September 1	*	<u>NO SCHOOL</u> – STAFF DEVELOPMENT
September 4		<u>NO SCHOOL</u> – Labor Day
October 2	*	<u>NO SCHOOL</u> – STAFF DEVELOPMENT
October 13		<u>EARLY DISMISSAL</u> – Grades K-12 – (Grading) - <u>End of First Quarter</u>
October 26		<u>EARLY DISMISSAL</u> – Grades K-12 – PARENT/TEACHER CONF.
October 27		<u>NO SCHOOL</u>
November 10	*	<u>NO SCHOOL</u> – STAFF DEVELOPMENT
November 22, 23, 24		<u>NO SCHOOL</u> – Thanksgiving Break
December 21		<u>EARLY DISMISSAL</u> – Grades K-12 – (Grading)
December 22		<u>EARLY DISMISSAL</u> – Grades K-12 – <u>End of 2<sup>nd</sup> Quarter/First Semester</u>
December 25		<u>NO SCHOOL</u> – First Day of Winter Break
January 3		<u>FIRST DAY 2<sup>ND</sup> SEMESTER</u> - for students
January 12	*	<u>NO SCHOOL</u> – STAFF DEVELOPMENT
January 15		<u>NO SCHOOL</u> – Martin Luther King Jr. Day
February 16	*	<u>NO SCHOOL</u> – STAFF DEVELOPMENT
February 19		<u>NO SCHOOL</u> – President’s Day
March 9		<u>EARLY DISMISSAL</u> – Grades K-12 - (Grading) - <u>End of Third Quarter</u>
March 23		<u>NO SCHOOL</u> – STAFF DEVELOPMENT
March 26-30		<u>NO SCHOOL</u> – Spring Break
March 26 – May 18		MAP TESTING WINDOW
April 2		<u>NO SCHOOL</u> – Spring Break
May 15		<u>EARLY DISMISSAL</u> – Grades K-12
May 16		<u>EARLY DISMISSAL</u> – Grades K-12 - (Grading) ( <i>TENTATIVE LAST DAY OF SCHOOL</i> )
May 17 – 31		SCHEDULED SNOW MAKE UP DAYS

\* - Professional Development

➤ EARLY DISMISSAL TIMES: 11:25 AM for Grades 6-12; 12:25 PM for Grades K-5

➤ Graduation: May 31, 2018

# **DISTRICT MEETINGS**

## District Meetings

Jefferson County Drug Prevention Coalition	1 <sup>st</sup> Wednesday of Month
Booster Club	2 <sup>nd</sup> Tuesday of Month
Operation Graduation	3 <sup>rd</sup> Wednesday of Month

**2017 - 2018**

### **Board Meeting Dates**

#### **4<sup>th</sup> Wednesday of the Month**

#### **Dates and Locations**

All meetings are held at the High School's Performing Arts Auditorium starting at 7:00 PM

July 26, 2017 ( <i>4<sup>th</sup> Wednesday</i> )	January 24, 2018 ( <i>4<sup>th</sup> Wednesday</i> )	
August 23, 2017 ( <i>4<sup>th</sup> Wednesday</i> )	February 28, 2018 ( <i>4<sup>th</sup> Wednesday</i> )	
September 27, 2017 ( <i>4<sup>th</sup> Wednesday</i> )	March 28, 2018 ( <i>4<sup>th</sup> Wednesday</i> )	#
October 25, 2017 ( <i>4<sup>th</sup> Wednesday</i> )	April 11, 2018 ( <i>2<sup>nd</sup> Wednesday</i> )	*
November 15, 2017 ( <i>3<sup>rd</sup> Wednesday</i> )	May 23, 2018 ( <i>4<sup>th</sup> Wednesday</i> )	
December 20, 2017 ( <i>3<sup>rd</sup> Wednesday</i> )	June 27, 2018 ( <i>4<sup>th</sup> Wednesday</i> ) ( <i>Budget planning</i> )	

*\* Reorganization / Regular Meeting*

**# Meeting scheduled at the Professional Development Center**

**2017 - 2018**

### **Board Meeting "WORKSHOP" Dates**

All meetings start at 6:00 PM and are held at the:

**CENTRAL OFFICE - LOWER LEVEL CONFERENCE ROOM**

September 6, 2017 (*1<sup>st</sup> Wednesday*)  
January 3, 2018 (*1<sup>st</sup> Wednesday*)  
April 25, 2018 (*4<sup>th</sup> Wednesday*)  
June 13, 2018 (*2<sup>nd</sup> Wednesday*)

# **GUEST TEACHER INFORMATION**

## **HOW TO OBTAIN A GUEST TEACHER** (FORMERLY KNOWN AS “SUBSTITUTE” TEACHER)

Contact Julie Martin at 636-464-4447 and provide the following information:

- Your Name
- Building where you are employed
- Grade and/or Subject Area
- The date(s) you will need a guest teacher
- The reason for your absence, i.e., sick, personal, school business, bereavement (*and the relationship*).
- Specific instructions for your guest teacher should be left where your Building Principal specifies.

Please call AS SOON AS POSSIBLE when you know you will be out for workshops, seminars, school or personal business so arrangements can be made for a guest teacher. If ill, a call would be appreciated as soon as you know you will not be at school – preferably before 9:30 p.m. the evening before or **NO LATER than 5:30 a.m. the day of the absence.**

You may call 24 hours a day and leave a message. If you need to speak with someone personally, please call 636-464-4447 from 5:30 AM to 1:30 PM, or when you leave a message, please ask for a return call. Don't forget to leave a number where you can be reached.

You may also email Julie Martin at [jmartin@windsor.k12.mo.us](mailto:jmartin@windsor.k12.mo.us) for a guest teacher request that is more than one week away. Please make sure you leave the same information as you would with a phone call.

Please take time to fill out a guest teacher evaluation form after a guest teacher has been in your room. This will help when placing guest teachers in classrooms. These forms should be sent to Julie Martin, via inner-school mail, at Freer Elementary.

## **GUEST TEACHER FOLDER**

Please make sure you have a folder for your guest teacher with the following information:

- Current student roster / seating chart
- Schedules - classroom, lunchroom, recess, special area classes
- Bell Schedule
- Lunchroom accounting information
- Emergency procedures / codes
- School Map
- Classroom assignments
- Building policies / procedures (conduct, playground, lunchroom)
- Classroom discipline policies
- Bus route information / dismissal procedures / duties
- AM / PM supervision duties
- Special duties
- Specific instructions for: Use of computers, indoor recess, feeding animals/fish, watering plants, etc.
- Students who take daily medications
- Students attending special classes
- Any other information, which will help the guest teacher in your absence.

## EVALUATION FORM – TEACHER INPUT

Please take a moment to help us improve. When giving feedback, please use one of the letters below to indicate the source of your information, in addition to your impressions:

- A = Your observation
- B = Student feedback
- C = Other teachers' feedback
- D = Other

Name of Guest Teacher: \_\_\_\_\_

Did you ask your guest teacher to TEACH or MONITOR A STUDY HALL? Yes \_\_\_\_\_ No \_\_\_\_

The guest teacher followed the lesson plan provided:

- Yes and more
  - Adequate performance
  - No, but circumstances were understandable
  - No
- Source(s) of information: \_\_\_\_\_

The guest teacher adhered to building and classroom procedures.

- Yes and more
  - Adequate performance
  - No, but circumstances were understandable
  - No
- Source(s) of information: \_\_\_\_\_

The guest teacher permitted students access to areas or materials normally considered out of bounds:

- Yes
  - No
- Source(s) of information: \_\_\_\_\_

The guest teacher left a detailed note at the end of the day, indicating attendance, behavior (good/bad) and how handled, lessons covered (problems, concerns, etc.)

- Yes
  - No
- Source(s) of information: \_\_\_\_\_

Please add comments, as needed:

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Teacher's Signature \_\_\_\_\_

Date of Absence \_\_\_\_\_



**EVALUATION FORM – GUEST TEACHER INPUT**

Help us help you! Tell us what you think.

Substituting for: \_\_\_\_\_ Grade/Subject: \_\_\_\_\_

1. Were lesson plans provided for you? Yes \_\_\_\_\_ No \_\_\_\_\_  
2. Were you able to follow the lesson plans? Yes \_\_\_\_\_ No \_\_\_\_\_  
If not, why?

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3. Were classroom schedules provided for you? Yes \_\_\_\_\_ No \_\_\_\_\_  
4. Were materials laid out or easily accessible? Yes \_\_\_\_\_ No \_\_\_\_\_  
5. Was a seating chart provided? Yes \_\_\_\_\_ No \_\_\_\_\_  
6. Were student helpers identified? Yes \_\_\_\_\_ No \_\_\_\_\_  
7. Did you have difficulties with any students? Yes \_\_\_\_\_ No \_\_\_\_\_

Comments: **(Please leave details in a note to the teacher).**

8. Were you unclear about any of the:  
Building procedures? Yes \_\_\_\_\_ No \_\_\_\_\_  
Classroom procedures? Yes \_\_\_\_\_ No \_\_\_\_\_  
Comments:

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9. Is there anything you feel you needed to succeed that was not provided?  
Yes \_\_\_\_\_ No \_\_\_\_\_

Thank you for substituting in our school today. Your thoughtful response to this questionnaire will help us to make your job easier in the future.

Please return your completed form to Julie Martin, via interoffice mail, at Freer Elementary.

Signature \_\_\_\_\_

**SUPPORT  
STAFF  
INFORMATION**

## SUPPORT STAFF VACATIONS AND HOLIDAYS

### Vacation

All non-certificated, 12-month employees shall be granted vacation with pay according to the following schedule:

After one year	40 hours vacation
After 2 years	80 hours vacation
After 10 years	120 hours vacation
After 20 years	160 hours vacation

All vacations shall be taken at a time approved by the Building Principal, Director or Superintendent (as applicable).

Vacation hours may not be carried over for more than one year (two years total accumulation). Additionally, vacation must be used before resignation. Termination for just cause may result in a loss of accumulated vacation.

### Holidays

All non-certificated 10-month, 11-month and 12-month employees shall be granted the following paid holidays:

- ▶ New Year's Eve\*
- ▶ New Year's Day\*
- ▶ Martin Luther King's Birthday
- ▶ President's Day
- ▶ Good Friday
- ▶ Memorial Day
- ▶ Independence Day (*12-month employees only*)\*
- ▶ Labor Day
- ▶ Thanksgiving Day, the day before and day after
- ▶ Christmas Eve\*
- ▶ Christmas Day and day after\*

\* Should this holiday occur on a Saturday, it will be honored the preceding Friday.  
Should the holiday occur on a Sunday, it will be honored on the following Monday

When schools have a Spring or Winter Break, a rotating schedule in each building will be administered and hours of operation will be from 9:00 a.m. – 3:00 p.m.

In case of inclement weather, the Building Administrator will determine whether the office will be open or closed, and secretaries will be required to work from 9:00 a.m. to 3:00 p.m. or use a personal, vacation or a sick day.

# **ACKNOWLEDGEMENT**

## **FORMS**

- **Drug-Free Workplace – (GBEBA-AF)**  
*(Employee Notice Form)*
- **Technology Usage - (EHB-AF1)**  
*(Parent/Guardian Technology Agreement)*
- **Technology Usage - (EHB-AF2)**  
*(Student User Agreement Form)*
- **Technology Usage -(EHB-AF3)**  
*(Employee Technology Agreement Form)*
- **Safety Program - (EB-AF1)**  
*(Safety Requirements-Employee Agreement)*

**DRUG-FREE WORKPLACE  
(Notice)**

Student and employee safety is of paramount concern to the Board of Education. In recognition of the threat to safety posed by employee use or possession of drugs or alcohol, the Board of Education commits itself to a continuing good-faith effort to maintain a drug-free workplace. The Board of Education shall not tolerate the manufacture, use, possession, sale, distribution or being under the influence of controlled substances, alcohol or unauthorized prescription medications by district employees on any district property; on any district-approved vehicle used to transport students to and from school or district activities; off district property at any district-sponsored or district-approved activity, event or function, such as a field trip or athletic event, where students are under the supervision of the school district; or during any period of time such employee is supervising students on behalf of the school district or is otherwise engaged in school district business.

**Drug-free Workplace Acknowledgment Form**

I, \_\_\_\_\_, have read and understand the Drug-Free Workplace policy. I understand that if I violate the Drug-Free Workplace policy, I will be subject to discipline up to and including termination or I may be required to participate in a substance abuse treatment program. If I fail to successfully participate in a substance abuse treatment program, I understand I may be subject to discipline up to and including termination. I understand that if I am required to participate in a substance abuse treatment program and I refuse to participate, I may be subject to discipline up to and including termination. I also understand that if I am convicted of a criminal drug offense committed in the workplace, I must report that conviction to my supervisor within five (5) days of the conviction.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\* \* \* \* \*

***Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.***

Implemented: 10/12/2004

Revised: 10/25/2006

Windsor C-1 School District, Imperial, Missouri

**TECHNOLOGY USAGE**

***(Parent/Guardian Technology Agreement)***

I have read the Windsor C-1 School District Technology Usage policy and procedure. I understand that violation of these provisions may result in disciplinary action taken against my child/ward or any other child within my care including, but not limited to, suspension or revocation of access to district technology and suspension or expulsion from school of any child/ward or any other child within my care.

I understand that my child's use of the district's technology resources is not private and that the school district may monitor my child's electronic communications and all other use of district technology resources. I consent to district interception of or access to all electronic communications of my child/ward or any other child within my care using district technology resources as well as downloaded material and all data stored 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 agree to be responsible for any unauthorized costs arising from use of the district's technology resources by my child/ward/child within my care. I agree to be responsible for any damages caused by my child/ward/ or any other child within my care.

**Check only one option:**

I give permission for my child/ward or any other child within my care to utilize the school district's technology resources.

I give partial permission for my child/ward or any other child within my care to utilize the school district's technology resources. I do not wish for my child/ward/child within my care to utilize:

\_\_\_\_\_

\_\_\_\_\_

I do not give permission for my child/ward or any other child within my care to utilize the school district's technology resources.

Name of Student: \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

*I understand this form will be effective for the duration of my child's/ward's, or any other child within my care attendance in the district unless revoked or changed by the district or me.*

HS       MS       IC       WE       Freer

*Parents should contact their student(s) respective Main Office to revoke permission).*

**TECHNOLOGY USAGE  
(Student User Agreement)**

I have read the Windsor C-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 suspension or expulsion from school.

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 that this form will be effective for the duration of my attendance in the district unless revoked or changed by the district or me.

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Signature of Student

Date

Name of School: \_\_\_\_\_

\* \* \* \* \*

***Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.***

Implemented: 07/24/2002

Revised: 01/27/2003; 06/25/2008

Windsor C-1 School District, Imperial, Missouri

**TECHNOLOGY USAGE**  
*(Employee Technology Agreement)*

I have read the Windsor C-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: \_\_\_\_\_

\* \* \* \* \*

*Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.*

Implemented: 07/24/2002  
Revised: 01/27/2003; 06/25/2008  
Windsor C-1 School District, Imperial, Missouri



**SAFETY PROGRAM**  
*(Safety Requirements—Employee Agreement)*

In order to promote safety and to reduce the occurrence of injuries to the employee; to the employee's colleagues, students and visitors to our schools, the following requirements are mandated by the Board. These requirements are not intended to be exclusive, but to be illustrative for measures required to promote safety. Moreover, these requirements are in addition to all relevant requirements of federal and state law, as well as Board policy. Employees will be required to annually review and acknowledge these rules, either by signing and returning this form or providing electronic acknowledgment of these rules. These requirements are:

1. All accidents are to be reported, in writing, to the appropriate supervisor on the date they occur.
2. All unsafe conditions are to be reported in writing to the appropriate supervisor immediately.
3. Horseplay is prohibited. Running is prohibited unless necessary to address a serious emergency as quickly as possible.
4. The district prohibits the manufacture, use, possession, sale, distribution or being under the influence of illegal drugs, controlled substances, alcohol or unauthorized prescription medications in accordance with district policy GBEBA. Employees may use nonprescription or lawfully prescribed drugs while working for the district subject to the limitations imposed by the employee's healthcare provider, if any, and provided that the drugs do not prevent the employee from safely performing his or her job duties.
5. Standing on chairs, desks, boxes or any object other than a ladder or step stool is prohibited.
6. Employees are required to use appropriate safety devices at all times. Employees will report to the appropriate supervisor in writing if the appropriate safety equipment is not available.
7. Employees driving or otherwise being transported as part of the employee's job duties are required to use seatbelts in accordance with the law. In accordance with district policy, employees may not use cell phones while driving.

By signing below, I acknowledge that I have read and understand all of the general safety requirements. I further acknowledge that I understand that these requirements are not all inclusive. Additions can be made by the location at which I work the supervisor under whom I work, the specific job on which I am working, and/or local, state or federal law. Failure to comply with one or more of these requirements will result in disciplinary action.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.***

**Implemented: 10/23/2013**