

FOREWORD

The Faculty Handbook is for the convenience of the teaching staff. The handbook is not a complete digest of all the information and procedures needed by each individual teacher, but the information provided should be of help for teachers in planning their work in regard to procedures, regulations, activities, and general administration of the school district.

Teachers are encouraged to become familiar with the policies as stated in 'Board Governance and School District Policies of the Monroe City School District' and the 'Administrative Procedures and Forms Manual of the Monroe City R-1 School District.' The policies and procedures can be found on the district website, www.monroe.k12.mo.us, under the Board of Education tab.

For more detailed information concerning the school and your individual departments, watch the weekly bulletin and any daily or special announcements.

MISSION STATEMENT

We believe that all students can and must learn at relatively high levels of achievement. It is our job to create an environment in our classrooms that result in this high level of performance. We are confident that with our support and help, students can master challenging academic material, and we expect them to do so. We are prepared to work collaboratively with colleagues, students, and parents to achieve this growth.

NOTICE OF NONDISCRIMINATION

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Monroe City R-1 School District are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in, its programs and activities.

Any person having inquiries concerning Monroe City R-1 School District compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Dr. Jim Masters, Superintendent of Schools, 401 Hwys 24 & 36 East, Monroe City, Missouri, 63456, telephone: (573) 735-4631. Dr. Bottoms has been designated by the Monroe City R-1 School District to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504.

MONROE CITY R-1 SCHOOL DISTRICT

Educational Philosophy

The foundation of the Monroe City R-1 School District's philosophy is to support high levels of learning for all students. Mastery of the skills of reading, written and oral communication, mathematics, and the sciences, an appreciation for the arts and heightened self-awareness are the hallmarks of a quality education and critical to student success.

Each student is recognized and respected as an individual. The school acknowledges the dignity of the individual and aspires to offer opportunities for students to develop according to their needs and interests.

The school, home, and community share the responsibility of developing educated citizens capable of coping and contributing in a global society. Students will be prepared to meet the academic and technological demands of the future. They will have the opportunity to learn and understand the requirements necessary to become productive, responsible and participating members of society.

The Monroe City R-1 School District is committed to providing an environment for students that will foster and support their intellectual, emotional, physical and social development. This environment will not only develop their academic knowledge, but cultivate the skills, values, attitudes and ideas that will open the door to opportunity. Students, must be knowledgeable of events around them, have respect for self and others, be self-disciplined and socially responsible, strive to be competent in all of their efforts, innovative in dealing with challenges and recognize the importance of life-long learning and its contribution to their continued success.

THINGS TO THINK ABOUT

1. Appreciate the Board of Education - they strive to support your efforts and their only pay is your thanks.
2. The public is going to talk - give them something positive to talk about.
3. When you are not progressing, you are regressing.
4. You cannot make a mistake unless you are doing something.
5. Accurate and complete records are essential to the teaching profession.
6. "Courtesy is contagious".
7. Teach all students equally and make an accurate appraisal of each one as an individual in their work.
8. Try to meet as many parents of students as possible.
9. Supplies do not make a poor teacher good. However, proper use of technology, resources and supplies make a good teacher better.
10. Guidance along the lines of clean, wholesome, courteous, honest, and patriotic lives is one of a teacher's important functions.
11. Always keep a sense of humor.
12. Classroom procedure is only one important part of the teaching program; don't forget cooperation with the principal, the other teachers, non-certified workers, and the public.
13. Problems can only be solved by discussing them with the principal and administration, not people all over the district.
14. An attractive school and classroom is important to learning, let's try to make ours attractive and keep it that way.
15. If you support your profession, it will support you.
16. Have faith in the future, and remember you are helping to mold it.
17. "Do unto others as you would have them do unto you".
18. A school system is no stronger than its weakest teacher; try not to be the weak link.
19. Discipline is appreciated by students, and it should be administered fairly, consistently, and appropriately.
20. Disagree without being disagreeable.

Monroe City R-1 Schools Teacher Expectations 2016-17

In order to provide an appropriate environment for students and staff, the Board of Education has enacted policy for that purpose. Some considerations for that are consistency, equity and effectiveness, to provide a quality education for all students. The expectation of the following is to promote everyone doing their part in the spirit of working together:

1. Be at work promptly—7:45 to 3:15. Classes are to start promptly after take-up bell and class time is to be effectively and efficiently used for instruction.
2. Leaving the building: Sign out and in at the office—this is for occasional unusual situations. Personal business should be taken care of after hours.
3. Have keys daily and keep classrooms locked when out of the area. This is an important safety issue.
4. Make sick calls to principal between 6:00 A.M. and 6:30 A.M. Have a substitute plan/folder prepared and in a known location.
5. Care for, properly use, and protect school property. School Equipment/property may not be removed from premises without principal or superintendent approval. Each office has formwork for the purpose.
6. Properly supervise all students. The Board expects all students to be under assigned adult supervision at all times during school and during any school activity. Except in an emergency, no employee will leave an assigned group unsupervised. This includes hallways and times during class changes.
7. Teachers are not to use the computer or be doing paperwork at their desk when students are in the room unless the desk activity directly relates to the lesson.
8. Policy for out-of-district field trips is specified in Board policy with procedures and forms in the teacher handbook. Follow to the letter. In-district trips are no different than class time. Sponsors are to notify cafeteria if the field trip changes lunch count.
9. Classrooms are to be managed in a fair and equitable way. Students are to be treated in a positive and appropriate manner and student personal issues are to be taken up privately.
10. Have lesson plans available for review.
11. Practice effective communications and problem solving skills.
12. Make reasonable effort to insure student success and to document those efforts. (Parent calls, student conferences, extra efforts, etc.)
13. Turn in reports and administrative assignments promptly. Employees will not falsify records maintained by the school district.
14. Use prep time for professional purposes, not personal purposes.
15. Personal conduct and attire are to be professional, respectful, and appropriate.
16. Support and adhere to district policy as well as state and federal laws as they affect the performance of job duties.
17. Work collaboratively and support the efforts of others, and assume a fair share of the workload in support of the building and the district.
18. If you have concerns or suggestions, there is an appropriate line of communication. Please see the building principal and attempt to resolve the issue at that level. Appeals may be made to

the superintendent if the issue is not resolved to your satisfaction.

19. Staff meetings are a required professional activity, unless excused.
20. Keep current on developments affecting employee's area of expertise or position.
21. Keep all student records, medical information and other sensitive information confidential as directed by law, Board policy, district procedures and the employee's supervisor.
22. Obey all safety rules, including rules protecting the safety and welfare of students. Immediately report all dangerous building conditions or situations to the building supervisor and take action to rectify the situation and protect the safety of students and others if necessary.
23. 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.
24. School employees shall not direct a student to remove an emblem, insignia or garment, including religious emblem, insignia or garment, as long as such emblem, insignia or garment is worn in a manner that does not promote disruptive behavior.
25. 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.
26. Employees will not use district funds or resources to advocate, support or oppose any ballot measure or candidate for public office. Employees will not use any time during the working day for campaigning purposes, unless allowed by law.

PROFESSIONAL ORGANIZATIONS

The Monroe City Community Teachers Association (CTA) was organized to maintain a close organization of the educational workers in our district. This organization works to bring about a greater unity of action; to advance the ideals and standards of the teaching profession; to secure conditions necessary for the greatest efficiency of our schools; and to model the democratic way of life in CTA functions and the teaching profession. All staff members, including teachers (regardless of affiliation with professional organization—NEA/MSTA), supervisors, noncertified staff and administrators, may become members of this association upon payment of annual dues. Member dues fund local scholarships that are awarded annually to a graduating senior(s) pursuing an education in the teaching field. All staff members are encouraged to join CTA!

PROFESSIONAL DEVELOPMENT COMMITTEE

Our local Professional Development Committee (PDC) strives to establish student centered professional adult learning communities through the professional development plan design. This committee recommends the use of the 1% state aide earmarked for professional development and encourages participation in study groups and other professional development activities which will improve teaching practices and student learning. Please see your building administrator or PDC building representative to request professional development funds.

PROFESSIONAL DEVELOPMENT PLANS

Professional Development Plans, complete with appropriate documentation, should be submitted to the building principal at the summative evaluation.

TEACHER'S CREDENTIALS

All teachers should have on file in the Superintendent's office their college transcript of credits and a certificate for teaching in their particular field.

New teachers need a birth certificate so retirement papers can be completed. Teachers should make sure that all credentials are kept up to date.

OPENING DAY

Special instructions will be issued prior to the opening of school. Since the opening of school generally sets the tone and pattern of the school year, classrooms should be well organized and attractive.

Orientation of students the first few days is most important. The following suggestions are strongly recommended to be published and in the hands of students the first week of school:

1. Welcome
2. Supplies needed
3. Major units - approximate dates of coverage
4. Grading techniques
5. Conference arrangements

6. Written work - procedures
7. Conduct and routine expectations
8. Miscellaneous (safety procedures, special care of equipment, etc.)
9. Assignment

HOURS OF RESPONSIBILITY

All teaching personnel are to be at their assigned School Building from 7:45 a.m. until 3:15 p.m. Notify the office if you must leave during the school day. The work room should be cleared by 7:55 a.m. All teachers are to supervise their teaching area, halls, and restrooms.

EXTRA DUTIES AND RESPONSIBILITIES

From time to time it is necessary that everyone assume some responsibility which was not originally intended. One of the marks of a good citizen in any community is his/her willingness and enthusiasm to accept responsibility over and beyond the call of duty. Teachers will be assigned certain duties and responsibilities which may or may not come under the direct functions of a particular department. These duties and responsibilities will be assigned with judgment and for a good reason, and it is expected that they may be carried out with a spirit of cooperation which will result in a better school and a more pleasant environment for everyone.

MAILING PROCEDURES

Each teacher will have a mailbox. Check these boxes daily. They ARE NOT to be used as a file cabinet, desk, or storage area. Keep it clean! Office personnel will attempt to deliver packages which are too large for the mailboxes. Bring all packages to be mailed to the main office. Be sure packages are wrapped and addressed properly.

REPORTS

Reports are of little value unless they are complete, accurate and promptly submitted. Every effort will be made by the administration to keep the reports required to a minimum. The faculty is urged to cooperate in furnishing the information requested on the reports.

KEYS

Teachers will be issued keys which they will sign for and be responsible for during the school year. They shall be checked in at the close of the school term. Teachers will NOT loan building keys to students. **(THIS INCLUDES YOUR CHILDREN)** Do not duplicate keys on your own. If you need a key, it will be provided for you.

PAY DAY

Staff payroll is maintained through direct deposit. Deposits are made on the 20th of each month. If the

20th falls on the weekend, deposits are made on the Friday before. Elementary, Middle School and High School Staff may pick up their direct deposit vouchers from their respective building secretaries.

WORKERS COMPENSATION REPORTING

Report any and all injuries, occurring on district premises or during school related activities, to Linda Bichsel in the Central Office. Do not assume slight mishaps can be ignored. Report the incident to central office. If no further action is required, the file will be closed without further action. Failure to promptly report work related injuries could result in personal liability for expenses incurred should treatment be necessary at a later date.

SUBSTITUTE TEACHERS

Teachers who will be absent are expected to notify the principal between 6:00 a.m. and 6:30 a.m. so that a suitable substitute may be secured. A Sub Packet must be prepared based on attached forms. The office needs to be aware of the location of the folder. (See Page 4, Item 4)

FIELD TRIPS

If you are planning a field trip or other activity out of your classroom, get the principal's **approval at least a week in advance**. **You are to follow the attached policy and procedures for field trips**. A bus request form must be completed to obtain a bus.

PRESS RELEASES

Final approval of press releases concerning school matters will be coordinated through the Principal and/or Athletic Director.

CONFIDENTIAL INFORMATION

Information obtained by school officials concerning pupils in the schools for the educational purpose of furthering their educational welfare. There is a definite obligation and responsibility for those entrusted with such confidential information to maintain it in strict confidence, and use it only for purposes for which it was obtained. Under no circumstances will students have access to cumulative records or any other confidential information.

NURSE

The health room and services of a nurse are available for the temporary care of the ill or injured. Students are to report to class and request a pass from the teacher to go to the office. If, after reasonable rest, the student still does not feel able to attend class, an attempt will be made to contact the parents.

MONEY

All money collected by teachers or student club treasurers is to be deposited with the Principal's secretary. **No money is to be kept in student lockers or teachers' desks**. Group sponsors should make every effort to deposit receipts daily. All purchases will be paid for through the school business office by check.

DAMAGED PROPERTY

Report promptly any school property that needs attention, such as broken windows, damaged shades, broken chairs or desks, and any markings or defacement of property and/or buildings. **Requests for custodial services must be made through the office.**

STUDENTS

Students are our product. If our boys and girls are successful, we will have done our job. Mutual respect is something for which all must strive. The young people look to teachers for direction and correction. Make the direction you give them positive. Teachers are directed to become familiar with the Student Handbook and administer it consistently.

GRADE BOOK

If a grade book is used, grades should be put in the grade book in a proper and timely manner. There

is space at the top of the page to list these things. Please put headings on all columns for quarter or semester grades. Please put sufficient documentation with the grade book so that others may interpret the grades in the future.

Daily grades should be input in the grade book program in a timely manner. Parents will have access to student grades through SISK12 Parent Link.

PLAN BOOK

All teachers will be issued plan books the day of workshop. All teachers are to make plans ahead one week and these should include approximate times or parts of the period to be used for each activity. Lesson plans may be required by the Principal.

TEACHER WORK ROOM

The Teacher Workroom is a place for teachers to work during their preparation period.

1. Please do your part and help to keep the work room neat and clean.
2. Students are not allowed to be in the work room.

VISITORS

All visitors must report to the building office. If you see a stranger in the building, notify the office immediately. This is a safe schools issue and all school personnel are responsible to monitor and question strangers that are in the building.

PREPARATION PERIOD

Preparation periods are non-instructional work time. Use it productively. This is not a period for you to conduct personal business or leave the school grounds for personal reasons. If it is necessary for you to leave the school grounds you are to sign out and, upon return, sign in at the office of your assigned building. You must state the reason for your absence and the time that you leave and return and reason of absence.

GUEST SPEAKERS

Teachers are encouraged to use outside speakers. Notify the office in advance of your intentions to use a guest speaker.

SALESMEN

All salesmen are to report to the Principal's office BEFORE talking to any teacher. Salesmen are generally forbidden from soliciting in school buildings by State School Law. The policy of the Monroe City R-1 School District has been to allow certain members of the sales profession in to show new educational materials and equipment.

CALENDAR

A master calendar of all events, in each school, will be kept by the secretary. Each activity must be approved and scheduled on the master calendar. All major activities should be scheduled during the first two weeks of school.

No activity involving students may be scheduled by the Monroe City R-1 School District after 7:00 p.m. on Wednesday night. The **exception** to this is basketball tournaments over which we have no control, the Annual Monroe City Invitational Tournament, and district and state events over which we have no control.

INVENTORY

Each teacher shall be responsible for preparing an inventory of items in their classroom or for which they have primary responsibility. This should be up-to-date and list all items appearing at the beginning of the year as well as any items received during the year. The head coach/sponsor of each sport/activity will also be required to provide an up to date inventory. All teachers/coaches/sponsors are to check the accuracy of inventories at the beginning of the school year to determine if any items were lost or stolen over the summer. (Teachers are to keep an electronic back-up copy.)

BULLETINS

1. The primary communication from the Principal to the staff will be via e-mail. Hard copy notes will be used on a limited basis. If your e-mail is not functioning properly, contact the Principal and/or the Technology Director. Computers in the library are available to staff and can be used to check your e-mail. Contact the Technology Director for the proper procedure to do this.
2. Weekly bulletins will be distributed electronically.
3. If there are any special announcements, they will be made over the public address system just before school is out. Announcements WILL NOT BE MADE at other times during the day unless absolutely necessary.
4. Teachers should read Bulletins, activities, and procedures to the students on a timely basis.
5. Check with the office concerning any questions or clarification of any announcements on the weekly bulletin.

GRADE CARDS (K-12)

Grade cards are computer generated at the end of each quarter. Dates when all grades should be entered and computed will be posted in the weekly staff bulletin. Please make every effort to have all student work completed so that there will be no incomplete or missing grades to worry about later.

CLASSROOM TECHNIQUES TO DEVELOP

HOMEWORK

Homework should be an integral part of the instructional program; however, you must keep in mind that “busy work”, or increasing the quantity of work, will have little effect upon the quality of the instructional program. Homework should be designed to give quality to the instructional program, broadening the base of the material presented, and elevating the standard of performance of the individual student. If homework cannot meet these criteria, then we should question its value as a part of the instructional program in the school.

METHOD OF INSTRUCTION

Panels, projects, television, all audio-visual pieces of equipment, field trips, resource people, and other activities should be utilized by each teacher. Attempts to enter outside contests, (i.e., Science Fairs, Scholastic Handwriting, and Art Shows) is highly desirable. Students and the school need positive recognition. A typical class lesson should include at least three different activities and/or methods of instruction. Your success and student learning will be enhanced by varying your method of presentation.

ROOM RESPONSIBILITY

Teachers are responsible for the neatness and general condition of their individual rooms. Students should not be allowed to use the lower section of the desks for wastepaper disposal. In some departments where two or more teachers use the same rooms or facilities, there should be good understanding and cooperation concerning the management of the room and equipment concerned. This should be established as early as possible.

Be especially careful about students scooting chairs against the wall of the room and check desks frequently for marks or damage.

DISMISSAL OF STUDENTS

Dismissal of pupils from class other than at scheduled times is to be done only with the knowledge and consent of the Principal. If a teacher wishes the services of a student who is scheduled in another class, both teachers must approve this request.

1. In case of illness, the student should be sent to the Principal's office.
2. No student is to be excused to leave this building with an adult other than his or her parent or parent designee.

3. All students who leave their assigned room must be given a corridor pass. All requests to leave must be of extreme importance.

CONFERENCES

Conferences are an important part of the educational process. Teachers are to be available before and after school, and during their scheduled planning time. Students may require individual help during these special times. Teachers should take grade book, sampling of tests, student work, and other pertinent information to each conference. Conferences should be kept concise, cordial, and subject oriented.

GUIDANCE DEPARTMENT

Teachers should make the maximum use of services and help of the counselor. Teachers should contact them in regard to individual problems as well as group problems. Consult the counselor on the individual and group testing that is available.

If you notice any change in behavior of a particular student, scholastically, physically, etc., please call it to the Principal's or counselor's attention.

CAFETERIA PROCEDURES (Grades 5-12)

1. Each teacher should escort their entire 5th period class to the cafeteria at their assigned lunch time
2. Each class is allowed a total of twenty-five minutes for their lunch period. This will be monitored from time to time.
3. Instruct your class to remain in the cafeteria until you indicate for them to return to class. Students are not to wait in the hall or at your classroom door. **Make sure you have given ample opportunity for students to see that you are returning to class. BE PROMPT!!!**
4. The time schedule for lunch periods will be made available at the beginning of the year workshop.
5. Students should be allowed to go to the rest room before or after lunch.

GENERAL SUPERVISION

Halls, restrooms, exits, and general building supervision will need to be quite extensive. This is a broad cooperative element that is uniquely accomplished. All teachers are to stand in the doorway of their room before school, between classes, and after school so that the hallways, as well as the classroom, can be observed. This is viewed as an important responsibility of all faculty. Do not permit students to loiter in the halls after the last bell rings. All students are expected to dress in an appropriate manner. If problems of dress come up, they should be discussed with the Principal.

Teachers will assume responsibility for the total educational program of all pupils who are assigned to them. When necessary, they may call on the Principal for aid. **DO NOT** leave students unsupervised except in emergency situations. If you are out of your room and a student is injured, you could be sued for negligence. Teachers who leave students unsupervised are placing themselves in a negative liability situation and are in violation of Monroe City R-1 School District Policy.

SCHOOL ACCIDENTS

Teachers should act quickly but with good judgment in case of accidents. If the nurse is not available, report the accident to the respective building office. If it is a minor accident, send the student (with another one) to the nurse's office. If the accident is serious, do not move the person. Call the office for help. DO NOT send a student to the doctor alone or with another student. DO NOT (except in an emergency) leave your classroom with a student. If it is a shop or lab class, have students cease activity while you are out. In the event of an injury to a faculty or staff member, report to Linda Bichsel, in the Central Office, as soon as practical (Yes, this is the second time that this has been stated. It may not seem important now, but it will be if you fail to do so and your health care provider calls asking for payment for services rendered. Without a report, you are liable for any incurred expenses.)

DISCIPLINE

Each teacher is responsible for the conduct of the students to and from the classrooms. The teacher should always be on the lookout to improve the general conditions in the school in the way of discipline. Any matter of discipline is the business of all teachers.

The teacher should, except in very extreme cases, handle all cases of discipline without appealing to the office. DON'T give the students the impression you are unable to handle disciplinary problems. This will cause you to lose respect and prestige.

1. NEVER NAG OR ARGUE WITH A PUPIL. If you cannot get a pupil to behave by a well-expressed statement, nagging and arguing will fail. When discipline is needed, it can usually be administered best when the pupil is alone.
2. No pupil in a classroom should be permitted at any time to sit on top of desks or chairs or bring his/her feet to rest on the same.
3. The maintenance of order in the corridors before school in the morning and during the lunch period will be the business of EVERY teacher. Each of us will be responsible for the conduct of students while they are in the corridors near our respective classrooms.
4. If it becomes necessary to remove a student to leave your class, contact the principal's office and request assistance. Students should not be sent out of classes without appropriate supervision.

Teachers will fill out a discipline slip when sending a student to the office and notification of action taken will be provided to the teacher.

GUIDE POSTS TO DISCIPLINE

1. Do not continuously harp at the pupil. Be kind, sympathetic, but firm.
2. Never start disciplinary action that cannot be completed.
3. Always remember that silence is sometimes golden.
4. Disciplinary action taken when under emotional strain is seldom effective.
5. Do not chastise a child before his classmates.
6. Be consistent in what is expected of pupils.
7. Keep in mind that there is a cause for every pupil action.
8. Study the child - character, home life, work habits, associations.
9. Exercise every effort to gain greater respect of the offender through wise counsel.
10. It is a wise teacher who will remove every possible condition that might cause a pupil to misstep in school citizenship.
11. The best time to discipline is before the offense occurs.

ATTENDANCE

1. All teachers will submit an Absentee Report at the beginning of each period.
2. When absences occur, it is the responsibility of the student to see that all work is made up upon return unless other arrangements are made with the teacher. Teachers should have a Make-Up Work file or similar system for speed and accuracy of students obtaining this valuable information.

TEXTBOOKS

1. Textbooks are those books dealing with a definite subject of study, systematically arranged, intended for use at a specified level of instruction, and used as a principle source of study material for a given course.
2. Textbooks will be adopted after being recommended by the principal based on an appraisal of the professionally trained personnel.
3. Criteria of need for considering a new adoption will be adequacy of the textbook in fulfilling the objectives of the curriculum, edition, and physical condition.
4. Additional textbooks, as well as replacements, will be of the latest edition where practical.
5. All basic textbooks and supplementary textbooks owned by the school district will be marked on the inside left front cover.

An inventory of all basic textbooks and supplementary textbooks owned by the school district is to be supplied to the office of the principal, indicating the following information.

1. Subject
2. Author
3. Title
4. Publisher

Textbooks are furnished to students by the Monroe City R-1 School District.

Teachers should inspect textbooks that are to be issued to the students. Teacher judgment will be necessary to some extent in determining whether or not a book is in (1) new, (2) good, (3) fair, or (4) poor condition. This should be marked on the temporary roll sheet and later transferred to the permanent grade book. The number of the book must also be recorded. A list of each class along with each student's book number is to be maintained by each classroom teacher.

With proper preparation it will be a simple matter to issue textbooks. Every student should inspect his/her own textbook and agree with the teacher's check of the book's condition.

Teachers should make periodic checks on the care of the textbooks. At the close of the school year, each teacher will be expected to use his/her own judgment in determining fines.

THE LIBRARY MEDIA CENTER

The library media center program exists to ensure that students and staff are effective users of ideas and information. The major objective of the LMC is to become a department on which faculty and students can depend for information, and recreational media needs.

LMC Resources available:

- Major encyclopedias and reference books in both CD and print formats
- Books and periodicals electronically indexed
- Career and post high school educational library
- Instructional Audio-Visual materials electronically indexed

LMC Equipment Available:

- TV/VCR/Video-disc/Video projector/VCR Camcorder
- CD, Tape
- Mobile tables
- Computers/Internet access
- Satellite/Cable TV access

This equipment is to be scheduled and checked out through the librarian. Each teacher is responsible for the care of equipment while checked out in his/her name. Any teacher that feels s/he needs training in the operation of the audio-visual equipment may make arrangements for this training by contacting the librarian. Please do not guess or experiment in the operation of equipment. Repairs are costly.

The librarian invites all teachers to take advantage of the resources in the LMC. Your input concerning possible new materials and services is encouraged and appreciated. The LMC is here to help you and to help our students.

PROFESSIONAL LIBRARY

The professional library is housed in each building and also includes professional journals. Please do not hesitate to suggest new materials you would like to see added to the professional library.

All materials are placed in the professional library on the honor system, please be considerate and return materials to the appropriate location when finished with them.

Contents of the professional library are indexed in the LMC database.

TEACHER - PUPIL RELATIONSHIPS

1. Observe impartiality toward all students.
2. Never violate the confidence of a student, or confidential information regarding him/her.
3. **Treat all pupils with respect.**
4. **Criticism of school regulations before students in any fashion is a serious breach of professional ethics.**
5. The use of social media can be helpful for class/team/activity communication purposes, however, personal or individual contacts, through various social media, under inappropriate circumstances, could result in employee dismissal. Maintain an appropriate and professional level of contact with your students at all times. Garnering student respect does not require that you become their "bff".

TEACHER - TEACHER RELATIONSHIPS

1. Avoid criticism of predecessors.
2. Avoid criticism of fellow teachers and other schools.
3. Readily accept the classification of pupils as recorded.
4. Applications should be filed with the Superintendent of Schools, asking consideration when a vacancy for which you are qualified occurs.
5. **Discuss the work of no teacher with anyone. Neither by look or by voice criticizes the work of an associate.**
6. Be helpful and cordial toward new teachers and substitutes granting them the professional courtesy you desire.

TEACHER - ADMINISTRATION RELATIONSHIP

1. Administrative position denotes position of responsibility rather than personal rank.
2. Refrain from idle-moment discussion of school policies with a group either in school or out.
3. Take any suggestions to your principal. Go directly to your principal with any personal problem.
4. Respect and observe all official decisions even though they may be contrary to your judgments.
5. Due notification should be given by school officials and teachers in case a change in position is to be made.
6. There should be cooperation between administrators and classroom teachers, founded upon sympathy for each other's point of view and recognition of the administrator's right to leadership and the teacher's right to self-expression. Both teachers and administrators should observe professional courtesy by transacting official business with the properly designated person next in rank.
7. *Disagree without being disagreeable.*

TEACHER - COMMUNITY RELATIONSHIP

1. Accept a professional responsibility toward the community.
2. Be a loyal and active member of the community in which you work.
3. Establish respect among the business people of the community by being prompt in all obligations, both socially and in business matters.
4. Study to understand the possible educational contributions of your community and use them to the fullest advantages.
5. The teacher should study and encourage parent and school relationship in order to build a wholesome influence in the community.

PROFESSIONAL MORAL AND ETHICAL BEHAVIOR

The Board of Education subscribes to the Code of Professional Standards and Ethics developed by the Missouri State Teachers Association.

In accordance with the fourth (4th) principle stated in that code, the Board emphasizes: "While employed by the Monroe City R-1 School System, that teachers' behavior and conversation will be such that it will maintain the confidence of the public of the Monroe City R-1 School District".

PROFESSIONAL RESPONSIBILITY

1. Belong to and enthusiastically support your local and state professional organizations and their programs.
2. Promote your professional growth by being constantly alert. Subscribe to study magazines. Study by means of Extension Service and summer school sessions.
3. Serve as speakers, as officials, as committee members and in other capacities to the best of your ability when called on.
4. Be prompt in attendance at professional meetings and in filling all professional assignments and engagements.
5. Attire and conduct should reflect a high level of professionalism.
6. In your relations with fellow teachers and other professions show that you are proud of your profession.

COPYRIGHT RESPONSIBILITY

The Copyright Act, which is found in Title 17 of the US Code, says it is against federal law to make a copy of software for any reason other than as a backup without the express permission of the copyright holder. Remember, under most circumstances you do not own the software, but use it under the provisions of a license agreement between the software publisher and your school or school district that explains how the software can be used.

Districts, schools, and individuals who violate this law can be held liable for as much as **\$100,000 in statutory damages per copyright violation**. Violators can also face criminal penalties of as much as **\$250,000 and jail terms of up to five years**, in addition to a civil lawsuit.

WARNING NOTICE CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, U.S. Code), governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use", that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

MAKE - UP WORK POLICY (STUDENT)

During suspension from school

Suspension refers to an exclusion from school that will not exceed a specific period of time. The procedure for suspension from school must be followed as outlined in the District Policy Manual.

During the time of the suspension, students will receive credit for daily work which is completed (at a rate of **1% above failing H.S. and M.S.**) in the classroom. If a parent and/or guardian wishes to have someone tutor a student during the time of the suspension, the cost of the tutor will be the responsibility of the parent and/or guardian. If the parent and/or guardian would like the school to help locate a qualified tutor, the school will do so.

During an Expulsion from School

Expulsion refers to exclusion of a student from school for an indefinite period of time and can only be done by the Board of Education. The student may request a due process hearing prior to the expulsion being constituted.

The work missed during an expulsion from school may not be made up by the student.

REPORTING CHILD ABUSE, PHYSICAL OR SEXUAL

The Board of Education requires its staff members to comply with the state child abuse and neglect laws and requires all staff members to report to their immediate supervisor any suspected physical or sexual abuse of any student by a staff member. Any school official or employee who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect or observes the child being subjected to conditions or circumstances which would reasonably result in abuse or neglect will immediately report or cause a report to be made to the building principal or his designee who will then become responsible for making a report via the Child Abuse Hotline (1-800-392-3738) to the Missouri Division of Family Services as required by law. Any staff member who has information concerning any physical or sexual abuse or neglect of a student shall report such information to the building principal and the building principal shall make a report to the Superintendent of Schools. The Superintendent of Schools shall then report such alleged activity to the Board of Education. The staff and Board of Education shall take appropriate action under the circumstances. Failure of any staff member to report any suspected incident of physical or sexual abuse or neglect of any student, or failure of any administration official to report such activity after a report is made by a staff member, shall be a violation of Board policy and may result in disciplinary action, including dismissal, without regard to the employment status of any violating staff member or administration official.

Any person who in good faith participates in making such reports- or in any judicial proceeding resulting there from will be immune from civil or criminal liability. It shall not be the responsibility of the school official or employee who initiated the report to prove that the child has been neglected or abused.

The Superintendent will prepare and implement procedures as are necessary to accomplish the intent of this policy and of the law.

Monroe City R-1 School District Out-of-District Trips

For out-of-district trips, sponsors are expected to do the following:

1. Fill out appropriate transportation request form and submit for principal's signature
2. Submit form to transportation secretary for approval and scheduling
3. Follow up with transportation secretary to confirm arrangements.
4. Advise building secretary so that trip can be placed on school calendar.
5. Have signed parental approval for student to attend out-of-district trip. Signed permission is the boarding pass for the bus. Roll should be checked in that manner.
NOTE: If someone is on the bus without permission, contact the parents as soon as you know and exercise sound judgment with the parental response. (see File IICA-AF attached for guidance in drafting a situation specific permission slip)
6. Have destination of trip on signed form as well as permission to seek medical assistance as needed. Attach a detailed description of the trip to the permission slip that parents may keep.
7. Submit a complete roster of those going out-of-district at time of departure. Include emergency contact numbers on roster. Complete roster is to be turned in to building secretary during school hours or left in a place agreed upon by the principal for after hour departures.
8. Furnish a complete itinerary of the trip including contact phone numbers of various points on the trip.
9. If trip runs past time stated, call someone in town to come to school and place informational sign on front door of the building so that parents will be aware of circumstances.
10. After the trip is completed, file any needed accident reports, behavior referrals, or other needed paperwork and make parent phone calls as needed.

Attached: 1. Field Trips and Excursions R5660
 2. Field Trips and Excursions P5660
 3. Field Trips and Excursions Forms

Monroe City R-1 School District
OUT OF DISTRICT TRIPS/OVER-NIGHT STAYS (FACULTY AND STAFF)

- Mileage will be reimbursed to faculty/staff members who don't use the school vehicle. Mileage will be paid at 75% of the federal rate (2016-17 \$.43 p/mile)
- Faculty/Staff who have "over-night" stays will be eligible for the following:
 - Lodging paid (per P-Card for trips booked in advance)
 - A \$50 daily limit will be placed on daily meals, plus up to a 15% tip. If meals or tip are exceeded, that money must be reimbursed to the district.
 - Tax exempt card must be used (where needed)
 - A detailed receipt must be provided (when possible)

Monroe City R-1 School District
Transportation Request

Instructions:

1. Requests must be submitted prior to each trip and sent to the transportation Supervisor
2. A separate request form **MUST BE FILLED OUT FOR EACH TRIP.**
3. Requests should be submitted at least 3 weeks in advance to facilitate scheduling.
4. Building Administrator must approve each request.

DATE OF TRIP	SCHOOL	NUMBER OF RIDERS
DEPARTURE TIME FROM SCHOOL	RETURN TIME TO SCHOOL	DESTINATION
GROUP MAKING TRIP	PURPOSE	DATE SUBMITTED
TEACHER IN CHARGE	BUILDING ADMINISTRATOR:	
Include all directions or special instructions:		

Bus No. Assigned
Driver:

Date copy returned to sponsor
Supt. Initials

FIELD TRIPS AND EXCURSIONS

The Board believes that field and activity trips often enhance the program of instruction and add much to the education of a student. Trips may be authorized by the superintendent or delegated representative, when the activities contribute substantially to the achievement of desirable educational goals. All field trips should be planned with an educational purpose, and in regard to a unit of study. To be educationally beneficial, a field trip requires thoughtful selection, careful advance preparation of the class, and opportunities for pupils to assimilate the experience during and at the conclusion of the trip. To this end, teachers and principals will be expected to consider the following factors in the selection of field trips:

- Value of the activity to the particular class group or class groups
- Relationship of the field trip activity to a particular aspect of classroom instruction
- Suitability of the activity and distance traveled in terms of the age level of student.
- Mode and availability of transportation.
- Cost of field trip or excursion.

Due to the increased cost of transportation, all field trips should be carefully scrutinized by the administration.

All parents of students who are eligible to participate in the field trip shall be notified of the activity. If eligible students are not to participate in the activity due to parental wishes, notice from the parent must be sent to the sponsor of the activity.



Note: The reader is encouraged to review administrative procedures and/or forms for related information in support of this policy area.

Adopted: 03-28-2000

Monroe City R-1 School District, Monroe City, Missouri

FIELD TRIPS AND EXCURSIONS

Educational field and activity trips will be planned and conducted in accordance with the following procedures.

1. All student trips and arrangements must have approval from the school principal prior to the announcement to students and parents/guardians.
2. Each field trip will be adequately supervised so that student safety and student discipline may be maintained.
3. Each student who goes on a field trip must have written parental consent
4. The rules for student conduct on school busses will govern the behavior of pupils while on the bus for field trips and excursions.
5. School bus transportation will be used when arrangements can be made to do so without disrupting the regular school bus schedules. The use of private vehicles by staff members for transporting small groups of students may be authorized, provided the driver has the required liability insurance. Transportation by students and parents/guardians may be permitted. Transportation of students by students outside the school district is prohibited.
6. All trips must be well planned, properly timed, and related to and coordinated with regular learning activities.
7. Following its completion, each field/activity trip will be evaluated by students, teacher and the administration.

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

Implemented: 10/09/2000

Monroe City R-1 School District, Monroe City, Missouri

STUDENT FIELD TRIPS AND EXCURSIONS
(Permission Slip and Medical Release Form)

Student Information

Student Name: _____ / _____ / _____

School: _____ Grade _____ Homeroom _____

Field Trip/Excursion Information

Field Trip Date(s): _____

—

Destination(s): _____

—

Mode of Transportation: _____

Cost to Student (If applicable): _____

.....

I hereby give permission for my child to participate in the above mentioned school-related student trip.

In the event of an accident or sudden illness while on the school-related student trip, I authorize school personnel to take whatever action is deemed necessary in their judgment for the health of said child including, but not limited to, authorizing medical treatment.

Signature of parent/guardian

Date

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

Implemented: 12/10/2001

Monroe City R-1 School District, Monroe City, Missouri

**Monroe City R-1 Schools
Substitute Teacher Information**

Classroom Teacher: _____ Room #: _____

Your Schedule

Period Time	Room Number	Subject / activity	Grade
1			
2			
3			
4			
5			
6			
7			
8			

Personnel

Principal _____ Asst. Principal _____ Secretary _____ Counselor _____ Custodian _____

What to Do

Help

Teacher _____ Room# _____

About Attendance _____ _____ _____ Hall Passes _____ _____
--

Where to Find
**Lesson
Plans** _____

—

Class Roster _____
—
Record Book _____
Forms/Passes _____
—
Text/Materials _____

—
Student Handbook _____

Reliable Student Names:
For Period

1. _____	5. _____
2. _____	6. _____
3. _____	7. _____
4. _____	8. _____

Emergency flip chart location: _____

Behavior _____

—
Serious weather _____

SEXUAL HARASSMENT OF EMPLOYEES

Sexual harassment is strictly prohibited in the Monroe City R-1 School District. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submission to or rejection of such conduct by an individual is used as the basis for employment decision affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Whether an employee voluntarily submits to sexual advances or requests is irrelevant for purposes of this policy.

Employees who witness or are the victims of sexual harassment shall immediately notify their immediate supervisor, or the next level administrator who is not the subject of the complaint, as may be appropriate under the circumstances. There will be no adverse action taken against a person for reporting an incident or participating in or cooperating with an investigation.

The supervisor or administrator receiving such a complaint shall immediately notify the superintendent and transmit a full written report to the superintendent as soon as possible. The superintendent shall provide for an investigation of the incident, and shall take disciplinary action where appropriate, in order to ensure that further sexual harassment does not occur. No person who is the subject of a complaint shall participate in such an investigation. Confidentiality will be preserved consistent with applicable laws and the responsibility to investigate and address such complaints. Employees who believe that their complaint has not been satisfactorily resolved may utilize the normal grievance procedure.

SAFETY

1. BODILY FLUIDS

The following Exposure Control Plan is implemented within the ShowMe School District. An exposure occurs whenever bodily fluids (blood, semen, vaginal secretions, respiratory discharge, tears, vomit, urine, feces, saliva, etc.) from one person are contacted by another person in a way that might compromise the skin barrier (needle sticks, human bites, cuts, abrasions, etc.). All possible exposures are to be reported immediately to the school nurse at each building.

Those most at risk are custodians, school nurses, coaches, bus drivers and bus aides, secretaries, special education teachers, and principals. Hepatitis B vaccinations will be made available by the district to any employee in this category. Any employee who renders first aid or other assistance in any situation involving the presence of bodily fluids, regardless of whether or not a specific exposure incident occurs, will be offered the full Hepatitis B immunization series as soon as possible, but in no event later than 24 hours after the incident occurs.

Universal Precautions is an approach to infection control. According to Universal Precautions, all bodily fluids are treated as if known to be infectious for Human Immunodeficiency Virus (HIV) or Hepatitis B Virus (HBV).

Personal protective equipment (PPE), including latex-free gloves, goggles, and dust mask, are provided to all classroom teachers, coaches, and building administrators. Extra supplies of these items are stored in the nurse's office at each building. All PPE which is penetrated by bodily fluids should be removed as soon as is feasible and placed in the appropriate receptacle at the nurse's office. The district will maintain appropriate containers for the disposal of needles in the nurse's office.

Hand washing facilities are provided for all students and employees of the district. Washing one's hands with soap and running water is one of the most effective ways to prevent the spread of disease through bodily fluids.

2. EMERGENCY MANAGEMENT

We will limit hazards by controlling access to the school. Except for 30 minutes at the beginning of the school day, all doors are secured against access from the outside except the main door by the office. All school personnel (staff and students) are to make sure the doors properly close and secure when exiting. Visitors must report to the office when they enter the building. The office staff will screen them and issue them a visitor's badge if they are determined to be safe. All students and staff are expected to wear their identification badges at all times while at school. Any school personnel (staff and students) are expected to take appropriate action when they see an individual in the school without an appropriate identification or visitor's badge. Students should report the individual to the first staff member they can find. Staff members are expected to approach the individual, introduce themselves, respectfully ask the individual who they are and what their business is, then direct them to the office (escort them if possible). Notify the office to make sure the individual reports.

All school staff members should be familiar with the Emergency Standard Operating Guidelines for Classrooms (SOG). Those simple instructions, posted next to the door inside each classroom, are all that most staff members need to know with regard to emergency response. The SOG describes the buddy room system that is used in all buildings.

In the SOG are the following simple instructions regarding the use of fire extinguishers, which are located every 75 feet in all of our buildings. When a fire is detected (visible flames, visible smoke, or the smell of smoke), sound the fire alarm (continuous bell) using one of the pull stations located in each hallway.

Fight the fire with a portable fire extinguisher only if the following are true:

- *The evacuation of the building has been initiated and no one is dependent on you to assist in their evacuation.*
- *The fire department has been called.*
- *The fire is small and confined to the immediate area where it started.*
- *You can always keep your back to a safe escape route while fighting the fire.*
- *The portable fire extinguisher you have available is in good working order and is the proper type for the fire you are fighting.*
- *You are trained to use the extinguisher and can operate it safely.*

In the SOG are the procedures to be followed when receiving a threatening telephone call and how to initiate a *57 call trace.

Some of the staff members in each school will be asked to serve as part of an emergency response team. Each building has the following emergency response teams: first aid, mental health, security, search & rescue/HAZMAT, and family reunification. The ShowMe School District Emergency Operations Plan (EOP) provides details about the roles of those teams and how they work within the incident command system. A copy of the ShowMe School District EOP is located at each building office.

3. HAZARDOUS MATERIALS

The hazardous materials within the district will be clearly labeled and secured when not in use. If you are involved in procuring hazardous materials, you must always consider less hazardous alternatives.

When you buy a hazardous material, the vendor must provide the material safety data sheet. Post one copy of the MSDS in a clearly marked, easily located notebook within the area where the material is stored, provide one copy to the building nurse, and provide one copy to the building principal.

Never bring personally owned hazardous materials to the school, including cleaning products and bug sprays. The ShowMe School district practices Integrated Pest Management (IPM), which means that we contract a pest management professional to monitor with traps for pest activity before we decide what method to use in managing the pests. The use of chemical pesticides is a last option. Pesticide applications, when necessary, are made after school hours. There is a procedure for providing advanced notice regarding pesticide use and the areas treated are posted for up to 72 hours following application.

Asbestos, a hazardous material, is present in our elementary school. The middle and high schools are asbestos free. The asbestos in the elementary school is located in floor tiles and insulation. It has all been technically inspected every three years to assure us of its safety. A copy of the inspection report is located in the elementary school office for your review. Please contact the District Maintenance Manger if you have any questions about asbestos.

4. VIOLENCE PREVENTION

The ShowMe School District works at providing a comprehensive violence prevention program within the Missouri Violence Prevention Curriculum Framework as follows:

a. CHARACTER EDUCATION

The ShowMe Character Traits are:

- **Respect**—Respond sensitively to the ideas and needs of others without dismissing or degrading them. Celebrate differences among people. Accept both praise and constructive suggestions from others. Affirm individual freedom while honoring the rights of the group.
- **Responsibilities**—Willingly fulfill the tasks accepted or assigned with a sense of duty. Work conscientiously. Feel comfortable asking for help. Agree to be held accountable for your behavior.
- **Honesty**—Share ideas openly, in a climate of trust, with confidence that what is written and spoken are truthful.
- **Self-discipline**—Exercise habits of good living in relationships with others and in use of time. Agree to live within limits, ones mutually agreed upon and those established personally.

We will model these traits as adults in everything we do. We will integrate these traits at every opportunity in all instruction.

b. PROBLEM SOLVING

The ShowMe Problem Solving Process is IDEAL:

- I—Identify the problem.
- D—Develop options.
- E—Evaluate the potential consequences of each option.
- A—Act on the best option utilizing a comprehensive implementation plan.
- L—Learn from the experience.

We will model the use of this problem solving process in everything we do. We will integrate this process at every opportunity in all instruction. We will expect that our students use this process to resolve their own problems and will coach them in the process.

c. CONFLICT RESOLUTION

We consider conflict to be a positive opportunity for growth and change. Whenever possible we take a collaborative approach to resolving conflict utilizing the IDEAL problem solving model. Students will be given the opportunity to resolve their conflicts through negotiation or with the support of peer mediators.

d. DISCIPLINE

The discipline system of our school district is intended to support the development of self-discipline and responsibility. Due process will be applied in all discipline actions resulting in remediation. All staff members are expected to be familiar with the student discipline code and the associated board policies. The consequences associated with the various infractions in the code are designed to serve the positive purpose of correcting problems with self-discipline while providing for a safe school. All teachers are required under RSMO 167.117 to report to the principal the following conduct occurring on school property, on a school bus, or at a school activity: first, second, and third degree assault; sexual assault; deviate sexual assault; possession of a controlled substance or weapon.

It is misdemeanor to willfully neglect to or refuse to report. Third degree assault is defined in RSMo 565.070 as being committed if a person:

- Attempts to cause or recklessly causes physical injury to another person, or
- with criminal negligence causes physical injury to another person by means of a deadly weapon, or
- purposely places another person in apprehension of immediate physical injury, or recklessly engages in conduct which creates a grave risk of death or serious physical injury, or
- Knowingly causes physical contact with another person knowing the other person will regard the contact as offensive or provocative, or knowingly causes physical contact with an incapacitated person, which a reasonable person that is not incapacitated would consider offensive or provocative.

e. HARASSMENT

District policy specifies that there is to be no harassment because of an individual's race, color, sex, national origin, disability, perceived sexual orientation, or age. All employees are to receive a copy of that district policy. The complaint and investigation procedures are outlined in the policy. Sexual harassment is a type of harassment involving unwelcome sexual conduct which is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an education program or activity, or creates an intimidating, threatening, or abusive education/work environment. Examples of conduct which may constitute harassment include:

- Graffiti containing offensive language
- Notes or cartoons
- Written or graphic material which is posted or circulated and which is aimed at degrading individuals or members of protected classes
- Name-calling, jokes, or rumors
- Threatening or intimidating conduct directed at another
- A physical act of aggression or assault upon another
- Other kinds of aggressive conduct such as property damage or theft
- Sexual advances
- Touching, patting, grabbing, or pinching another person's intimate parts
- Coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts
- Coercing forcing, or attempting to coerce or force sexual intercourse or a sexual act

Any teacher, administrator, or other school official who has or receives notice that a student has or may have been the victim of harassment based on race, color, sex, national origin, disability or perceived sexual orientation by another student, school employee, or any other person who is participating in, observing, or otherwise engaged in activities, including sporting events and other extra-curricular activities under the auspices of the school district, is required to report the alleged acts to the building principal, who in turn will report to the compliance officer as designated in district policy.

f. INTERNET SAFETY AND CYBERBULLYING.

All staff members will receive training relative to internet safety and prevention of cyberbullying.

g. APPROVED METHODS for dealing with acts of school violence (RSMo 160.261):

Fights, the most common act of school violence, must be dealt with quickly and effectively. The following procedures will be utilizing in breaking up a fight:

- 1) **VERBAL INTERVENTION.** In a calm but firm voice verbally intervene by identifying yourself and directing the students to stop fighting. Use the students' names, if known. Do not invade the personal space of the combatants. Direct each of them to move to a specific location in order to separate them. If the students stop fighting and separate themselves, escort them to the office. Never send fighting students to the office without being escorted by a supervisor.

- 2) **SEND FOR HELP.** If the combatants do not follow your directions and continue to fight, send a responsible student on-looker for help in accordance with the school plan (which should identify who the responders will be from within the administrative and teaching staff based on the location of the fight within the building.) Direct the other students to move out of the area. Assess the situation while continuing to calmly talk to the fighting students and while moving any dangerous objects out of their way (items that they could bump their heads on or which could be used as a weapon). If this is a situation in which one student is on the attack and the other student seems to be acting in self-defense, focus your remarks on the attacking student. If the attacking student lets up, direct the defending student to go to the office by himself and keep the attacking student with you.

- 3) **PHYSICAL INTERVENTION.** In the event that student behavior requires physical intervention, teachers should take whatever steps are necessary and appropriate to secure the safety and well being of all students.

REPORT THE FIGHT. The Missouri Safe Schools Act imposes specific reporting requirements on teachers and administrators. Teachers must report first, second, and third degree assaults to their principals. Principals must report first, second, and third degree assaults to their superintendents and law enforcement