

FACULTY HANDBOOK

2019-2020



“Setting a foundation for the future by providing the tools to create a community of responsible, hard-working citizens.”

THINK BIG. WORK SMART. BE PROUD.

THE OSBORN R-0 SCHOOL DISTRICT PROTECTS THE RIGHTS FOR EQUAL OPPORTUNITY REGARDLESS OF RACE, RELIGIOUS CREED, SEXUAL ORIENTATION, NATIONAL ORIGIN, ANCESTRY, PHYSICAL HANDICAP, SEX OR AGE.

Board of Education

Angie Phillips, President
Ashley Robinson, Vice President
Julie Dierenfeldt, Treasurer
Staci Perry, Director
Jamie Jackson, Director
Michael Meek, Director
Storm Thompson, Director
Jana Gibson, Board Secretary

Administration

Richard Goin, Superintendent
Derek Brady, Principal
Derek Lorence, Assistant Principal
Casey Arney, Counselor
Jana Gibson, Bookkeeper | Administrative Assistant
Ashley Beers, Administrative Assistant

Mascot -- Wildcat

School Colors -- Green and Orange

Osborn School Song

Oh Osborn High School, our hearts are loyal beating
To thee we'll ere be true
And though the years are swiftly fleeting This fond wish we bring to you
That we will ever be staunch and faithful
Bringing tribute without fail
To our dear high school
Our dear old high school, we will hail, all hail

Osborn R-0 School Faculty

Teacher	Subject Area	E-Mail
Mrs. Tina Beers	Kindergarten	tina.beers@osbornwildcats.org
Mrs. Holly Hausman	First Grade	holly.hausman@osbornwildcats.org
Mrs. Tanya Meservey	Second Grade	tanya.meservey@osbornwildcats.org
Mrs. Kirstin Schlorff	Third Grade	kirstin.schlorff@osbornwildcats.org
Mrs. Lindsey Karr-Colson	Fourth Grade 4-6 Math	lindsey.karr@osbornwildcats.org
Mrs. Jenny Millard	Fifth Grade 4-6 Social Studies	jenny.millard@osbornwildcats.org
Mrs. Karen McClure	Sixth Grade 4-6 Science	karen.mcclure@osbornwildcats.org
Mrs. Rhonda Applegate	Music/Band	rhonda.applegate@osbornwildcats.org
Mr. Doug Yates	Special Education	doug.yates@osbornwildcats.org
Mrs. Lori Brown	Title I	lori.brown@osbornwildcats.org
Mrs. Mary Jane Kemna	Title I	maryjane.kemna@osbornwildcats.org
Mrs. Marcia Smith	Speech	marcia.smith@osbornwildcats.org
Mrs. Gem Damico	Speech	gem.damico@osbornwildcats.org
Mrs. Jessica Sweiger	PAT-Parents as Teachers	jessica.sweiger@osbornwildcats.org
Mrs. Diana Burkhart	Math STEM	diana.burkhart@osbornwildcats.org
Mrs. Deborah Burns	Business	deborah.burns@osbornwildcats.org
Mrs. Ginger Crabb	Library English	ginger.crabb@osbornwildcats.org
Mrs. Mindy Matter	English	mindy.matter@osbornwildcats.org
Mr. Patrick Matter	Science	patrick.matter@osbornwildcats.org
Mr. Timmy Rever	PE/Health	timmy.rever@osbornwildcats.org
Mrs. Debra Sprague	Special Education	debra.sprague@osbornwildcats.org
Mrs. Pam Swindler	Para-Professional	pam.swindler@osbornwildcats.org
Mr. Tyler Zimmerman	Social Studies	tyler.zimmerman@osbornwildcats.org
Mrs. Ginni Sadler	Nurse	ginni.sadler@osbornwildcats.org
Ms. Sherri Slaughter	Head Cook	sherri.slaughter@osbornwildcats.org
Mrs. Casey Arney	School Counselor	casey.arney@osbornwildcats.org
Ms. Ashley Beers	Administrative Assistant	ashley.beers@osbornwildcats.org
Mrs. Jana Gibson	Administrative Assistant/Bookkeeper	jana.gibson@osbornwildcats.org
Mr. Derek Lorence	Assistant Principal/Athletic Director	derek.lorence@osbornwildcats.org
Mr. Derek Brady	Principal	derek.brady@osbornwildcats.org
Mr. Richard Goin	Superintendent	rick.goin@osbornwildcats.org

Philosophy of Education

Philosophy for the Osborn R-0 School District should lead to mutual understanding and cooperation among school, home and other community groups, serve as guiding pattern of policy and procedure in all phases of the school program; provide a basis for evaluation of the total or part of the school program; help to determine scope of subject matter and learning experiences; serve as a guide for selection and orientation of new teachers and growth of all teachers.

Though many agencies contribute toward the growth of all individuals, the school is perhaps the only one that has as its specific purpose, the direction of such growth. The chief concern of the school is the development of each individual to the utmost of his social, physical, emotional, and spiritual powers.

We propose to study each pupil in school as an individual in an attempt to direct his/her growth toward success for him/her as an individual and as a member of a social group. We plan to teach the R's in a better fashion than we have ever taught them before. In addition, we will teach our students in order that they may develop into well developed, well balanced, well rounded citizens - physically, mentally, morally, and emotionally active and stable.

In summary, our goals may be briefly stated as follows:

1. To offer a school program on all levels, which will care for the individual needs, interests, desires, and abilities of all students.
2. To offer quality instruction that ensures speedy and efficient learning on the part of all students.
3. To provide a program of guidance and direction that will enable each student to take the greatest advantage of that part of the school's program best suited for him/her.

Our Values

1. We value a positive environment where parents, students, administrators, and staff work towards a successful future.
2. We value providing up-to-date resources that prepare our students to be productive citizens and human beings.
3. We value the ideals of thinking big, working smart, and showing pride in our community.

Professionalism

1. Employees are required to be on time and conduct themselves in a professional manner. Business casual is a general rule, but the following will also be used as a guideline for professional dress:
 - a. Clothing will be free of offensive language, advertising and political statements.
 - b. Unacceptable clothing includes, but is not limited to, revealing/low-cut necklines, see-through blouses and shirts, midriff-cut tops or tops that reveal the mid-section, t-shirts, strapless tops, sweat pants/shirts. If leggings are worn they must be covered with clothing that is loose fitting and long enough to reach mid-thigh.
 - c. Tennis shoes are not allowed to be worn by teachers with the exception of "Friday casual" days or designated/approved special function days. If tennis shoes are worn on these designated days, employees will wear an OHS affiliated/staff shirt. Tennis shoes are allowed to be worn by non-certified employees and physical education teachers.
 - d. Flip-flop type sandals are not appropriate.
 - e. Staff members who do not comply will be subject to the following:
 - i. Verbal warning
 - ii. Sent home to comply
 - iii. Written reprimand
2. All employees are considered role models and will dress appropriately and professionally.
3. An employee will keep all conversations with students appropriate. Employees should never discuss personal relationships with students.

Positive Image

Please keep in mind we are here to educate students. Teachers will be positive role models while at school and school functions. Showing positive character traits is imperative and will be modeled on a daily basis. Teachers will maintain high standards for themselves exhibiting respect, cooperation, self-control, responsibility, integrity, compassion, tolerance, confidence, and citizenship.

Faculty members will utilize proper channels at all times. General procedure for the handling of problems and concerns is first to the Principal, then to the Superintendent, and then to the School Board. At no time should a board member be contacted about concerns before the administration has been contacted about your concerns.

Faculty Workroom

The faculty workroom is a place to do work such as copying and grading. The workroom is very much a privilege and should be taken as that. The following are some considerations regarding the faculty workroom.

1. Keep the workroom neat and clean by discarding trash and cleaning up after yourself. Throw away stray pieces of paper, and return any items to their proper place.
2. Keep the refrigerator clean and free of spoiled food or outdated items. Clean any spills made.
3. Students will not be allowed to make copies for teachers during the work day, unless that student is an assigned cadet teacher.

Leaving the Classroom

Teachers must be with their classes at all times – if an occasion arises please call the office and have someone supervise your class.

Cell Phone, Computer, and Land Line Use

Use of cell phones is prohibited and will not be allowed except during the teacher's plan time or lunch period. If you are expecting a phone call from a doctor or family member due to an emergency, etc., you may keep your cell phone close. School employees should only let students use their cell phones if permission has been gained from the regular classroom teacher and building administrator. Send students to the office to make calls.

*Never call or text a student without parent's written permission. Permissions should be on file with the district. Permissions should include specific reasons for contacting the student's phone. (Please refer to Policy and Form 4650)

District employees will limit their time on the Internet and e-mail. Employees are not allowed to use emails account other than Google while at work. If it is work related, it should be sent to your Google account. Any item sent to your personal account is personal and should not be checked during work hours. Please do not send/forward e-mails that may be considered derogatory or distasteful. Please inform your friends and families of this rule.

At no time is an employee allowed to download personal programs, add-ons, or personal pictures. District employees should understand the computers are to be used as a tool for teaching, lunch accounting, student, data, etc. They are not personal computers and should not be used as personal computers. A monthly report will be generated identifying sites visited by computer users. All sites should be used for educational purposes.

Although the school owns and maintains the computers, it is your responsibility as the user to report any issues and run basic maintenance such as deleting files, running scan and cleaning of the screen and tower.

Employees should not use the copy machine or printers to print/copy personal information. Toner and ink cartridges are not provided for personal use.

Bulletin/Calendar

The office will issue a bi-weekly bulletin in which all events and menus will be printed. Any event you would like placed on the calendar or bulletin need to be submitted to the secretary as soon as possible. If it needs to be on the bulletin it shall be submitted by Thursday before noon, prior to it being released on Friday.

Daily Announcements

Announcements may be made daily. If any teacher wants something on the announcement, you need to have these items to the office before 7:50 AM. Announcements should be submitted by the online form or should be written legibly on a piece of paper and should include the dates to be read. Written Announcements should then be placed in the 'announcements' folder on the bulletin board in the main office. Announcements and achievements will be read during the daily bulletin and will be posted on SIS. It is the sponsor/ teacher's responsibility to forward the information on to person in charge of submitting newspaper articles. (2019-2020 Tina Beers)

Faculty & Staff Attendance at School Functions

School activities are worth sponsoring and are beneficial to the students. Faculty members will make it a point to attend. The following are activities you are strongly encouraged to attend:

1. All faculty meetings - those scheduled at school, at district and state teacher's meetings in which school is dismissed.
2. School assemblies - Teachers will sit with the class that they sponsor or teach.
3. Awards Assembly (end of school year).
4. Open House
5. Spring and Winter Concert
6. School Carnival
7. Parent/Teacher Conferences
8. Graduation
9. Any activity/function that you sponsor
10. Academic Banquet
11. Academic events

We proudly encourage all faculty members to attend:

1. Sporting events - especially home games
2. Special events - such as Homecoming, Prom etc.
3. School Board Meetings
4. PTO Meetings
5. Community Events

Please do not plan an event such as concession, dinners, volunteer work, or activities if you as the sponsor are unable to attend. You must be present at all planned activities and will not be allowed to have students run or manage the events.

In an effort to be consistent with extra/co-curricular start times for the 2019-2020 school year, all after school activities will begin no later than 6:00 pm.

Faculty Meetings

Elementary and High School faculty meetings will be scheduled each month. All faculty meetings will take place within the first two weeks of each month school is in session. All faculty meetings will begin at 7:35 a.m. or after school and take place in the library. The Osborn administration has the ability to change the date, time, or place of faculty meetings if a conflict arises.

All faculty members are required to attend faculty meetings. Faculty meetings are the time to share information and provide suggestions for improving our school. The administration, faculty, and staff of Osborn R-0 respect open, honest, and constructive communication. In an effort to encourage effective communication during faculty meetings Osborn R-0 has adopted the following guidelines on faculty meeting etiquette.

1. The superintendent and or principal will lead faculty meetings.
2. Most all faculty meetings will have an agenda. Items to be placed on the agenda must be submitted and approved by the principal prior to the start of the faculty meeting.
3. The superintendent and or principal will speak first on all agenda items.
4. Faculty members will wait to be recognized by the superintendent and or principal before commenting on agenda items.
5. If an issue is presented during the course of a discussion that was not on the agenda the superintendent or principal has the ability to open conversation on the issue or table it for a future date.

Smoking

Osborn R-0 School District is a tobacco-free campus.

Custodial Matters

In general, the custodian is responsible for the entire building. We should be willing to help in any way possible. We could be of much assistance in the following ways:

1. By pulling shades to the proper length and closing all windows when you are leaving for the day. Never allow students to adjust the blinds or shades.
2. By seeing that waste paper is picked up and out of the desks and that there aren't any items on the floor in your room at the end of the day.
3. By arriving at a suitable seating arrangement and seeing that this arrangement is maintained.
4. The HVAC should be set at a reasonable temperature. Never allow the students to adjust the thermostats.
5. Never allow the students to write on or mark on desks or chairs. You are responsible for the items in your classroom. Any markings should be removed by the student who put them there.
6. Forbidding students from leaning back on chairs and sitting on desks. You are responsible for the maintenance and care of the furniture. Report any broken chairs or desks immediately.

Generally, the custodian is responsible for floors, walls, etc., dusting and cleaning chalkboards and white boards is the responsibility of the teacher. Be considerate and keep your room organized and items off of the floor providing a well-organized, clean environment conducive to learning.

All classroom doors will be locked during instructional time. If you sponsor any activity at school after school hours, the building is your responsibility. Be sure all lights are out and all doors are locked. If your room is not being cleaned properly, bring this to the attention of your administration.

Lunch Count and Attendance

Students who are tardy/late to first period will check-in at the office and be marked in SIS by the office.

Each teacher who has a first period class will need to mark attendance, lunch and breakfast by 8:15 AM on your SIS computer program. Be sure to mark meal counts accurately as food is prepared based on counts submitted. No student will be allowed "extras" if it was not submitted by the first hour teacher.

After first hour, teachers for grades 7-12 will continue to mark attendance for each period to ensure students are accounted for. This is important for our students that attend classes off campus. If a student arrives to class tardy - mark them tardy on SIS. Keeping accurate records of attendance is very important to the school for reporting our A.D.A. (average daily attendance) to the state. Please do not mark a student absent (A) in SIS if they are present at school. For any discrepancies or concerns please contact the office. Any further questions regarding lunch count and attendance should be directed toward the Secretaries.

Hall Passes

No student should be in the hall without their student planner. Teachers will mark the pass space provided in the planner. Anytime a teacher sends a student out of his/her room; the student must have a hall pass (student planner and/or other hall pass). The pass should include where the student is from, where the student is going, the date, the time the student left, and the teacher's signature. If a student is found without their planner in the hallway they will be sent back to class. Teachers will also be held accountable if a student does not have a hall pass from their class.

Student Activities

Any general questions regarding student activities should be directed toward the Principal or Athletic Director. Any specific questions can be directed to a class sponsor or student council sponsor. Student activities, whether during or after school, must be attended by the sponsor. Organization sponsors must remain at school until all students have gone.

Any staff member requesting a field trip or student activity must fill out the proper form (forms are located in the bookkeepers' office) and submit it to the Principal for approval. The following should be completed and given to the Principal at least two weeks prior to the activity. There should be no field trips requested the last two weeks of school (except for an all school field trip). Teachers should wait for approval from the Principal before announcing the trip or

activity to students or before setting up the trip with the cooperating agencies. Any staff member taking a trip should notify, with a list of students, all sources that will be interrupted by the activity, including lunch staff. Sponsors should also notify the secretary in due time so it may be placed on the bulletin. Transportation to all school functions needs to have the approval of the Administration and be in compliance with District Policies #5661 & #5670 and follow regulation #5661. Permission slips will be obtained by all sponsors and teachers and should include emergency contact information and the exact means of transportation. If you are requesting use of student cell phones as a means of communication during the trip, permissions must be received on the form as well. (Refer to Board Policy 4650)

2019-2020 Extra Duty Assignments	
Athletic Director	Derek Lorence
Head HS Boys Basketball	Timmy Rever
Assistant HS Boys Basketball	TBA
Head HS Girls Basketball	Tyler Zimmerman
Assistant HS Girls Basketball	Ashley Beers
Head HS Baseball	Randy Anderson
Assistant HS Baseball	Timmy Rever
HS Track	Tyler Zimmerman
HS Cross Country	Doug Yates
JH Track (Boys/Girls)	Doug Yates
JH Boys Basketball	Co-Op
JH Girls Basketball	Ashley Beers
5th/6th Grade Basketball (Boys/Girls)	Ashley Beers
HS Cheerleading	Ginger Crabb
JH Cheerleading	Ginger Crabb
Summer Weights/Conditioning	Timmy Rever/Tyler Zimmerman
JH Softball	
Student Council	Mindy Matter
FBLA	Deborah Burns
National Honor Society	Mindy Matter
Yearbook	Mindy Matter
HS Scholar Bowl	Patrick Matter
JH Scholar Bowl	Patrick Matter
Elementary Scholar Bowl	Tina Beers
Study Skills	Lindsey Karr-Colson
Vocal/Instrumental Music	Rhonda Applegate
STEM	Diana Burkhart
4-6 Young Authors	Kirstin Schlorff
2-3 Young Authors	Tanya Meservey
Wildcat Readers	Tina Beers
Backpack Buddies	Holly Hausman

Wildcat Explorers	Tina Beers
K-3 Gifted/Imprints	Jenny Millard
4-6 Gifted/Imprints	Jenny Millard
Spelling Bee	Lindsey Karr-Colson
Senior Class	Tyler Zimmerman
Senior Class	Rhonda Applegate
Junior Class	Deborah Burns
Junior Class	Mindy Matter
Sophomore Class	Timmy Rever
Freshman Class	Ginger Crabb
8th Grade	Diana Burkhart
7th Grade	Patrick Matter
Newspaper Articles	Tina Beers
Book Club	Ginger Crabb
A+ Coordinator	Casey Arney
SIS Coordinator	Casey Arney
Website/Social Media Coordinator	Ashley Beers
Title I Tutoring	Tanya Meservey
Veterans Day	Tina Beers
Science Fair	Patrick Matter
In-House Mentor	Derek Lorence

Gate Duty

It is also necessary each year to have each teacher take gate money at some of the ballgames. In addition, faculty will be asked to cover gate duty if tournaments are held. Please try to cover the game(s) you have chosen or been assigned. Gatekeepers should arrive one hour ahead of game time to take money and are expected to take money until the halftime of the boys' game unless otherwise directed by the athletic director or administrator.

Osborn offers free admission to: School Board Members, Teachers, Support Staff, their Spouses and children that live at home. Free admission to: Clergy & Spouses, Timekeepers & Spouses, All Teachers from away schools, Coaches & Spouses, Cheerleaders & Pep Club sponsors, Administrators & Spouses.

Other Extra Duty Compensation

- \$10.00 PER GAME FOR GATE KEEPER
- \$20.00 PER NIGHT FOR SCORE KEEPER AND TIMER
- \$10.00 PER HOUR IF TEACHER COVERS CLASS DURING PLAN TIME
- \$30.00 PER HOUR + MILEAGE FOR ACTIVITY SUPERVISION
- \$40.00 SATURDAY SCHOOL SUPERVISION – 9:00 AM – 11:00AM

Mileage

- Prior approved mileage will be paid at a rate of .35 cents per mile.
- Document all mileage on vehicle mileage log and submit to your Principal.

Sick Leave Provisions and Professional Leave

- Each teacher is granted 9 days sick leave and 4 personal business days each year. Teachers must obtain permission for personal business days from the Principal or Superintendent. Administration needs notification at least one week before

the day you desire, so that a substitute can be hired. There will be no personal business days taken the first and last two weeks of school except for emergencies or medical reasons. Any non-emergency surgeries/treatments should be planned during the summer months or scheduled days off. Vacations should be scheduled outside of the school year. Employees are expected to work on contracted days or scheduled days. Any time that is missed will be taken from personal/sick days. Days taken exceeding the amount of personal/sick days will be docked and withheld from the employee's check.

Sick Days

- Certified staff will be paid \$25.00 per day of unused sick days over 60 days.
- Non-Certified and part-time staff will be paid \$15.00 per day for each unused sick day over 30 days.
- Certified staff shall receive 9 sick days per year (9-month service).
- Full-time Support Staff (12-month service – Bookkeeper, Secretary, Custodian) shall receive 10 sick days per year (can carry over a maximum of 30 days). Any days over 30 will be paid in June at a rate of \$15.00 per day.
- Non-Certified staff shall receive 8 sick days per year (9 months of service)
- Part-time staff and bus drivers shall receive 4 sick days per year (9-months of service).
- Maximum accumulation of sick leave shall be 60 days for certified staff and 30 for non-certified and part-time staff.

Personal Days

- Certified staff members are allowed 4 personal days each year. Non-Certified staff members are allowed 2 personal days (9-month service) each year. Part-time staff and bus drivers are allowed 1 personal day (9-month service) each year.
- Certified staff will be paid \$25.00 per day and Non-Certified and Part-time staff will be paid \$15.00 per day for unused personal days.
- Full-time Support Staff (12-month service – Bookkeeper, Secretary, Custodian) shall receive 3 personal days per year (cannot carry over into the next year) and days remaining at the end of the school year will be paid at \$15.00 per day.

Vacation Days

- Full-time Support Staff (12-month service – Bookkeeper, Secretary, Custodian) shall receive 12 vacation days per year. Any days over 12 at the end of the school year will be paid based on yearly average number of hours per day and will be paid in July. Any vacation days, personal days, and sick days taken during the year (full days or ½ days) will be subtracted as 1 full day.

Miscellaneous Days and Information

- Professional leave may be granted upon approval of the Superintendent
- Bereavement leave can be counted as either personal or sick leave.
- Unauthorized leave may result in loss of contract and shall bring about a reduction of 1/161st of the teacher's annual pay for each day absent. The teacher will be notified in writing and the deduction taken from the appropriate month.
- The District's salary schedule allows up to five years' experience to be brought in at BS = 12 and below. The District salary schedule allows 10 years of experience to be brought in at Master and above.
- Teachers can move over on salary schedule if classes taken are documented and reported to the superintendent by September 1st of the school year in which it is paid, unless salary schedule freezes are voted.
- Full-time employees who cease employment with the school district and have completed at least three years of employment with the school district will be paid \$15.00 for their total accumulated unused sick days up to a maximum of 60 days.
- The Board of Education pays \$350.00 per month towards an employee's health insurance.

Work Hours

The bell will ring each day at 7:55 AM and classes begin at 8:00 AM. School will dismiss at 3:30 PM. Teachers will be at school and available for students and parents by at least 7:35 AM and stay until 3:45 PM. If time off is needed during these hours contact the Superintendent and/or your Principal (See Sick Leave Provisions and Professional Leave section below).

Professional Development Day Hours: 8:00 am - 3:00 pm
 Teacher Work Hours: 7:35 am – 3:45 pm
 Parent Teacher Conferences: Fall 3:00 pm – 7:00 pm
 Spring 3:00 pm – 7:00 pm

Bookkeeper/Secretary 7:30 am – 4:00 pm
 Secretary 7:15 am - 3:45 pm
 Custodian 6:00 am – 2:00 pm
 Part-Time Custodian 8:00 am – 1:00 pm
 Cook 6:00 am – 2:00 pm
 Cook/Nurse 6:00 am – 3:00 pm
 Para professional 8:00 am – 3:30 pm
 Dishwasher 11:00 am – 1:00 pm

Late Start

School normally starts at 8:00; however, on the day of a LATE START classes will begin at 10:00. We request that students and parents please use the following guidelines when notified of a LATE START.

1. The bus routes will not change and your child will be picked up by bus approximately 2 hours later than their regular time and at the same location.
2. Students who walk or drive to school and students who are dropped off should not arrive before 9:30 a.m.
3. Teachers will arrive by 8:45 a.m.
4. We will not serve breakfast the day of a LATE START.
5. We will try, in every way possible, to notify the parents the night before so appropriate arrangements can be made.
6. Notifications of a LATE START will be made utilizing the normal methods during inclement weather.
7. The end of day release time will not change.

Late Start Schedule

There may be a time when Osborn elects to start the school day later than a normal day when certain weather conditions allow. Parents will be notified by SCHOOL REACH (and other sites listed below) preferably the night before. The busses will run the same route 2 hours later than normal and the building will be open at 9:30 for students. Please do not arrive before that time. Breakfast WILL NOT be served on late start days. Dismissal time remains the same and afterschool activities will be allowed. Any student in the building before 9:30 must report to the school cafeteria.

9:30 Students Arrive
 10:00-10:41 1st Hour
 10:44-11:25 2nd Hour
 11:28-12:09 3rd Hour/Elementary Lunch
 12:11-12:31 Lunch
 12:33-1:15 5th Hour
 1:18-2:00 6th Hour
 2:03-2:45 7th Hour
 2:48-3:45 8th Hour

Late Start Lunch Schedule

1st and 2nd Grade	11:20 - 11:50
Kindergarten	11:25 - 11:55
3rd and 4th Grade	11:30 – 12:00
5th and 6th Grade	11:35 – 12:05
7th-12th Grade	12:15 - 12:37

Early Dismissal/Release of Students

If Osborn High School needs to dismiss early for any reason, parents will be notified via phone, text and/or email using SCHOOL MESSENGER. PLEASE LISTEN TO THE MESSAGE FROM THE SCHOOL BEFORE CONTACTING THE OFFICE. Notification of school closings will also be posted using the following: Radio Stations: KKWK 100.1 FM, KSFT 1550 AM, KFEQ 680 AM, KMRN 1360 AM, KSJQ 92.7 FM, KKJO 105.1 FM and KMZU100.7 FM. Television Stations: KQ 2, KMBC 9, KCTV 5, and FOX 4.

When school is dismissed for weather, non-mandatory practices can be held at the discretion of the coach and students may ONLY participate with parental permission.

If a student needs to leave school early, the parent should notify the office in a timely manner and the student must sign out in the office upon leaving the building. If the student returns before the end of the school day, they must go to the office and sign back in.

Attendance

Teachers will need to sign in and out if arriving after 7:35 am or leaving before 3:45 pm. Non-certified staff members will need to sign in and out if leaving during their scheduled work hours. Any time an employee is late or leaves early, that time will be rounded to the nearest quarter hour. Plan times and lunch times will be included as time taken off unless the errand or time taken is school related.

Employees will be required to use personal/sick time when needing time off. Employees will not be allowed to take time off and “make it up” at a later hour or date. The time taken will be reported to the office.

If a teacher becomes ill at home and cannot attend school that day, please call the Assistant Principal and report the illness by 6:00 AM that morning. If it is possible to let the Assistant Principal know the night before, please do so. 1 hr. call period a night and 1 in the morning?

It is absolutely necessary that you leave well-prepared lesson plans the days you are absent. When you become ill, or emergencies arise, you should call in or email your lesson plans to the Assistant Principal. Always let him/her know well in advance such dates as meetings you will be attending, track meets, music contest, etc. so a substitute can be secured. It is also a good idea to double-check on the substitute a day or two before the absence. Substitute request forms should be turned in a week prior to any planned absences. A substitute may not be secured if the request is made late.

Teacher Contract Penalty

The following buy-out will be in effect for any teacher who wishes to be released from their teaching contract:

Prior to May 1 (non-tenured)	\$500
May (non-tenured)	\$1,000
June (any teacher)	\$1,500
July (any teacher)	\$2,000
After July 31 (any teacher)	\$2,500

OSBORN SCHOOL DISTRICT 2019-2020									
SALARY SCHEDULE FOR CERTIFIED STAFF									
YEARS	BS	600	BS+12	800	BS+24	2600	MS	400	MS+15
1	\$32,000.00		\$32,600.00		\$33,400.00		\$36,000.00		\$36,400.00
2	\$32,350.00		\$32,950.00		\$33,750.00		\$36,350.00		\$36,750.00
3	\$32,700.00		\$33,300.00		\$34,100.00		\$36,700.00		\$37,100.00
4	\$33,050.00		\$33,650.00		\$34,450.00		\$37,050.00		\$37,450.00
5	\$33,400.00		\$34,000.00		\$34,800.00		\$37,400.00		\$37,800.00
6	\$33,750.00		\$34,350.00		\$35,150.00		\$37,750.00		\$38,150.00
7	\$34,100.00		\$34,700.00		\$35,500.00		\$38,100.00		\$38,500.00
8	\$34,450.00		\$35,050.00		\$35,850.00		\$38,450.00		\$38,850.00
9	\$34,800.00		\$35,400.00		\$36,200.00		\$38,800.00		\$39,200.00
10	\$35,150.00		\$35,750.00		\$36,550.00		\$39,150.00		\$39,550.00
11	\$35,500.00		\$36,100.00		\$36,900.00		\$39,500.00		\$39,900.00
12	\$35,850.00		\$36,450.00		\$37,250.00		\$39,850.00		\$40,250.00
13	\$36,200.00		\$36,800.00		\$37,600.00		\$40,200.00		\$40,600.00
14	\$36,550.00		\$37,150.00		\$37,950.00		\$40,550.00		\$40,950.00
15	\$36,900.00		\$37,500.00		\$38,300.00		\$40,900.00		\$41,300.00
16	\$37,250.00		\$37,850.00		\$38,650.00		\$41,250.00		\$41,650.00
17	\$37,600.00		\$38,200.00		\$39,000.00		\$41,600.00		\$42,000.00
18	\$37,950.00		\$38,550.00		\$39,350.00		\$41,950.00		\$42,350.00
19	\$38,300.00		\$38,900.00		\$39,700.00		\$42,300.00		\$42,700.00
20	\$38,650.00		\$39,250.00		\$40,050.00		\$42,650.00		\$43,050.00
21	\$39,000.00		\$39,600.00		\$40,400.00		\$43,000.00		\$43,400.00
22	\$39,350.00		\$39,950.00		\$40,750.00		\$43,350.00		\$43,750.00
23	\$39,700.00		\$40,300.00		\$41,100.00		\$43,700.00		\$44,100.00
24	\$40,050.00		\$40,650.00		\$41,450.00		\$44,050.00		\$44,450.00
25	\$40,400.00		\$41,000.00		\$41,800.00		\$44,400.00		\$44,800.00
26	\$40,750.00						\$44,750.00		\$45,150.00
27	\$41,100.00						\$45,100.00		\$45,500.00
28	\$41,450.00						\$45,450.00		\$45,850.00
29	\$41,800.00						\$45,800.00		\$46,200.00
30	\$42,150.00						\$46,150.00		\$46,550.00
31	\$42,500.00						\$46,500.00		\$46,900.00
32	\$42,850.00						\$46,850.00		\$47,250.00
33	\$43,200.00						\$47,200.00		\$47,600.00
	BOARD APPROVED -- APRIL 16, 2019								

Audio - Visual Equipment

The librarian is the person in charge of the audio-visual equipment. Any questions concerning the equipment and use of the equipment should be directed to the librarian. The librarian can also supply you with information on the taping of programs for the classrooms. Teachers are encouraged to use audio-visual materials on hand to supplement the curriculum and to use on-line videos or presentations when appropriate.

Any audio or visual materials used in the classroom have to meet the educational mission of the district. Teachers must receive approval from the Principal first and then parents need to sign permission slips before they can use videos or DVDs.

Technology

Any computer, network, server, printer, or minor problems may be handled in-house. A technology request **MUST** be completed and placed in the in-house technology coordinator's mailbox. **ALL** requests must run through the in-house technology coordinator first. At no time should an employee contact an outside source or allow students to fix problems. A scheduled time will be used for non-emergency repairs and maintenance.

You may also contact K12 ITC Help Desk at 816-382-4840.

Purchasing

1. Anything to be paid for by the school or a school organization should be approved with the administration **FIRST**.
2. Any staff member purchasing something will make that request to their Principal. If it is decided the purchase should be made, then a purchase order must be used. Any use of the District's charge cards or account must be approved prior to the purchase. Employees should complete a "green" credit sheet and have the superintendent's signature. Purchase orders should be used for other purchases and again should be signed prior to spending.
3. Any staff member buying something and then having the school reimburse must get approval for this **BEFORE** the purchase is made. When the item is purchased, the staff member must file a "request for reimbursement" form. Forms may be obtained in the Bookkeepers' office. This reimbursement request must be accompanied by the receipt, as the auditor expects us to have it, we expect you to have it. This form is also used for mileage reimbursement.
4. It is not recommended by the administration to have materials sent to you on 30-day trial basis, as these usually don't get returned in the proper time and end up costing us money. This is a successful selling method a lot of companies use. Do not accept any of these offers.
5. Student activity accounts need to be monitored by their sponsor. It is the sponsor's responsibility to keep the account in good standing. All money collected for student accounts should be turned into the secretary or bookkeeper for depositing. Monthly, the bookkeeper will give each sponsor a ledger sheet showing the financial progress of the organization. Any discrepancies should be reported to the bookkeeper as soon as possible. Groups and organizations will not be allowed to carry negative balances. Approval of spending must run through the superintendent. Any trips or conferences attended must have prior authorization and funds must be available within the account. Any travel, trips, or overnight stays must be approved by the Board of Education prior to reservations and registration. Failure to do so in a timely manner will result in denial of the request.
6. Employees are never allowed to charge personal items to the school district. This will result in the revocation of the district's tax exemption.

Telephone

All teachers have a copier code and a telephone voicemail pin. These codes are your personal codes, do not share them with students.

Lunch

Teachers shall accompany their class to the lunch line. Teachers need not wait with their classes in the lunch line, but you are expected to see that the approach to the lunchroom is orderly. If the line becomes too rowdy, some supervision changes will be implemented.

All employees will be charged for meals, extras, and a 'la carte items. Employees will be allowed to charge a maximum of \$30.00 to their account. Any negative balances above \$30.00 will be reported by the lunch accounting supervisor to the bookkeeper. The bookkeeper will deduct the amount from the employees pay check if the balance is not paid by the 15th of each month. This will be completed on a monthly basis.

Adult Pricing

Breakfast	\$1.75
Lunch	\$3.25
Extra's	\$1.00
Milk	\$0.35

Discipline

It is each teacher's responsibility to handle discipline on school grounds. This includes classrooms, hallways, bathrooms, etc. Problems seem to occur if procedures are not clear to the students. Make it quite clear what is expected of your students the first week of school. If after a reasonable period of adjustment a student engages in misconduct, do not hesitate to send him/her to Administration with an office referral. When sending students to the office please email or send a note to the principal that describes the misconduct that the student has engaged in. This information must be specific. The principal will use this information to appropriately hold a conference with the student. Such offenses as fighting, smoking on the school grounds, using foul language, teacher or adult disrespect, cheating, stealing, destroying school or private property, leaving school without permission, disrupting class, etc. should be reported immediately. When sending a student to the office, please send the student with a completed disciplinary form. Teachers are required to send a written explanation of the incident to place in the student's file. After talking to the student and teacher, the Principal will determine what action to take and return a note to the teacher explaining what action was taken. Failure to send a student to the office with the completed disciplinary form will cause the Principal to send the student back to class with no action taken. Teachers will be held accountable for not following district disciplinary procedures.

When dealing with general issues such as talking in class, missing homework, lack of effort, etc., the following guidelines should be followed.

Step One: The student should be reminded verbally of classroom expectations.

Step Two: The student should be asked to stay after class or report to the hall where a one on one conversation should occur informing the student that the next infraction will result in contact with the parent.

Step Three: The parent should be contacted and informed that the next infraction will result in an office referral.

Step Four: Office Referral

Faculty and staff should take it upon themselves to uphold the general discipline of the school not only in their classrooms but also in the halls or on school grounds when such is required. Between classes all teachers will step into the hallway to monitor student behavior. Corporal punishment will be used only as a last resort, and should only be administered in the office of the Principal or Superintendent.

Please oversee that students do not sit or lay on the tables, keep their feet on the floor at all times, do not write or mark on desks or walls, and in general, respect school property. You are responsible for the care of the items in your classroom. Any damaged items should be reported to the office as vandalism, and the student should be held accountable for the damages. Students should not be allowed to sleep at any time during class. It is a disruption and falls below our expectations. If this is a reoccurring problem, the student should be referred to the office.

Please inform us of any student who in your estimation is achieving far below their ability level, who is not cooperating in class, or who refuses to do assignments. We are definitely not in favor of letting a student deliberately fail a class. Failure/

retention notices should be sent to parents requiring signatures. Please keep one copy for documentation and follow up the action with a phone call. To try and remedy these situations, there are several ideas we can try, from a simple, friendly phone call from the teacher to the parents, to a daily assignment sheet. But, we need to keep students from just “drifting” and give them guidance in any way we can. Teachers are **REQUIRED** to send grade notifications to any student receiving an F. It is the teacher’s responsibility to make contact with the parent. Teachers will not be allowed to issue Fs without proof of parent contact prior to the grading period. There are extreme cases where a student fails to turn in a large project at the end of the grading period, but parents should know in advance of a failing grade and the circumstances leading to it.

Parent contact is required if a student is failing to turn in homework, class work, pass tests, or participate in the class. It is the teacher’s responsibility to make contact, not the parents. Please make frequent calls to the parents of at-risk students.

Student’s cannot be punished for excused absences with uncontrollable circumstances.

Please refer to the student handbook for a complete description of expectations, discipline consequences, etc.

Student Handbooks

The Osborn R-0 School District has an elementary and a high school student handbook with a completed discipline plan for each. It is the responsibility of each teacher to completely read the handbook that affects their classes and become aware of the contents. There are many things in those handbooks you need to be aware of that are not included in the general teacher’s handbook. Please do not modify the handbook rules regarding late assignments, discipline etc.

Osborn R-0 Board of Education Policies

Every teacher is responsible to abide by all policies set forth by the Osborn R-0 Board of Education. Several of these policies are included in the student and teacher handbooks. However, there are other policies that are not included in these documents that each teacher needs to be aware of. A copy of the board policies can be obtained from the Superintendent.

Rights of Appeal and Grievance Procedure Title IX Grievance Procedure

Students, parents of elementary and secondary school students, employees, applicants for admission and employment, sources of referral of applicants for admission and employment with Osborn School District have the right to file a formal complaint alleging noncompliance with regulations outlined in Title IX of the Education Amendments of 1972.

Step 1: Employees claiming discrimination may first discuss the grievance with their principal or immediate supervisor, with the object of resolving the matter informally. A student or parent with a discrimination complaint may discuss it with the teacher, counselor, or building administrator involved. Step 1 of the grievance procedure is informal and optional and may be bypassed by the grievant.

Step 2: If the grievance is not resolved at Step 1 and the grievant wishes to pursue the grievance, it may be formalized by filing a complaint in writing on a Compliance Violation form, which may be obtained from the Title IX and Section 504 Coordinator. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at Step 2 must be within fifteen working days from the day of the event giving rise to the grievance or from the date the grievant could reasonably become aware of such an occurrence. The grievant may request that a meeting concerning the complaint be held with the Title IX and Section 504 coordinator. A minor student may be accompanied at the meeting by a parent or guardian. The Title IX and Section 504 Coordinator shall investigate the complaint and attempt to solve it. A written report from the Compliance Officer regarding action taken will be sent within fifteen working days after receipt of the complaint.

Step 3: If the complaint is not resolved at Step 2, the grievant may proceed to Step 3 by presenting a written appeal to the Superintendent within ten working days after the grievant receives the report from the Title IX and Section 504 Coordinator. The grievant may request a meeting with the Superintendent or his/her designee. The Superintendent or his/ her designee has the option of meeting with the grievant to discuss the appeal. The Superintendent or his/her designee within 10 working days will render a decision after receiving the written appeal.

Step 4: If the complaint is not resolved at Step 3, the grievant may proceed to Step 4 by presenting a written appeal to the

President of the Board of Education within 10 working days after the grievant receives the report from the Superintendent.

The grievant may request a meeting with the Board of Education. The Board of Education has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Board of Education at their next regularly scheduled meeting. The grievant will be notified in writing of the decision within 10 working days after the Board of Education action.

The procedure in no way denies the right of the grievant to file a formal complaint with the Missouri Civil Rights Commission, the Office for Civil Rights, or other agencies available for mediation or rectification of rights grievances, or to seek private counsel for complaints alleging discrimination.

In addition to maintaining policies prohibiting discrimination and harassment, the District has established procedures, which specify how individuals may proceed with filing a complaint if they feel their rights, have been violated. The district's policies and procedures are available for review by students, staff, and the general public in the office of the Superintendent of Schools.

Drug Free Workplace

It is the policy of the Osborn School to have a drug-free working environment. The Board of Education has established consequences for such infractions and made statements regarding employee counseling. Please refer to the appendix for policy 4870, 4871, and 4872.

Physical Capacity Evaluations

The District contracts with MOSAIC for physical capacity testing. All newly hired employees will need to complete an evaluation and any employees returning to work after a work or non-work related injury will need to undergo a post examination prior to returning to work. The District will use the results from the screening to determine if the employee/applicant is capable of performing the responsibilities of the assigned position. (See Policy 4121)

Civil Rights

The Osborn R-0 School District is committed to ensuring a person's civil rights under the laws of the United States of America. Thus, the Superintendent of Schools has been appointed by the Board of Education as the duly authorized individual to maintain compliance by the district with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and the Age Discrimination Act of 1975. The district has designated the Superintendent as the District's Compliance Officer to handle inquiries or complaints regarding the District's non-discrimination policies. Contact the Superintendent at 275 Clinton Ave, Osborn, MO 64474 or 816-675-2217.

Equal Opportunity

The District will provide equal opportunity in all areas of recruiting, hiring, retention, promotion, and contracted service. In addition, the District is committed to a policy that there shall be no unlawful discrimination against any person because of race, color, religion, disability, age, gender, or national origin.

Discrimination/Harassment

The District's equal opportunity policy extends to prohibitions against harassment of students or employees. This prohibition includes, but is not limited to, disparaging comments, written material, physical assaults, verbal threats, and offensive pranks. Persons who believe that they have been harassed in violation of this policy should report the alleged harassment to the building principal or superintendent. The complaint will be investigated and appropriate action will be taken.

Teacher Evaluation and Conduct

The Osborn R-0 School District will adhere to the policy of performance based teacher evaluation as required by the State. Effective teacher evaluation is an essential part of the total instructional program. Performance based evaluation should be a continuous process which is related directly to on-the-job performance. The primary purpose of a performance based teacher evaluation is to facilitate and improve classroom instruction and, thus, to enhance student learning.

The Osborn R-0 School District has adopted the NEE – Network for Educator Effectiveness, evaluation system. This process will determine teacher and student performance and growth.

The Osborn R-0 School District expects all administrators, faculty members, and staff members to maintain a high level of conduct while performing duties for the district. The Osborn R-0 School District expects the following conduct out of all employees of the district:

1. All employees must make a conscious effort to create a positive atmosphere where students can achieve at the highest levels.
2. All employees must work together to accomplish the goals set forth by the school district and its administration.
3. All employees must demonstrate flexibility in order to meet the changing demands of the district.
4. All employees will respect the rights and decisions of the school district and its administration.

Employees that fail to meet the Osborn R-0 School Districts expectations on conduct are required to hold a conference to discuss the matter with the Osborn R-0 administration. Further violations of employee conduct will result in reprimand, being placed on professional improvement plan, or dismissal from the district.

Employee Notice

The State of Missouri and the Federal Government have established laws and regulations that protect the rights of employees. Osborn School, to better inform you of your rights as an employee, has posted the information that is required by the State of Missouri and the Federal Government in the Faculty Workroom above the copy machine. If you should have any questions regarding this posting, please contact the Superintendent.

Worker's Compensation Injuries

In the event that you sustain an injury on school property or in conjunction with a school activity the following procedures should be followed.

1. Please notify the superintendent immediately.
2. Contact the Secretary to report the injury so the proper Worker's Compensation Treatment Authorization form can be completed.
4. Please come to Central Office to get any forms to take to the doctor's appointments with you.
5. In the case of an emergency, go directly to the nearest hospital emergency room for medical care.

Accessibility to School District Office and Personnel

Several entrances to the school district facilities are accessible to persons with disabilities. The most convenient entrance appears to be the east door to the elementary wing of the school. A sloped walkway ramp provides for easy access to the elementary school east entrance. Once entering the facility persons with disabilities are welcome to travel to the health office (which is located in the elementary wing) and request that school personnel meet with them in a reception area located adjacent to the health office. This procedure is intended to eliminate physical barriers and provide convenience for persons with disabilities.

Building Visitors

Any stranger loitering about the buildings or grounds should be reported to the office. Pupils should never be released to strangers. All visitors must sign in at the main office, parents are no exception. At no time is a visitor allowed to use inappropriate language, visit classrooms unannounced, or cause disruptions. Teachers should call the office immediately if this occurs.

Supervision of Students Outside of the Classroom

Employees should understand that supervision of students is an obligation. Any student in your presence is your responsibility. Please be sure you protect your personal liability as well as the school's liability by providing supervision at all times. Recess activities, hall duties, and morning/after school detention should be taken seriously. Teachers should position themselves in order to see all students and should not allow students behind them or out of their line of vision.

Hall duty will be served in the old gym and new gym. It is the responsibility of the teacher to know where students are at all times.

Teachers will report to hall duty no later than 7:40 and remain until all students have left the area.

Teachers will also be responsible for overseeing student’s after-school detentions. After-school detention will be served from 3:30-4:30.

Any faculty member scheduling nighttime activities should remain until the building is vacant and make sure that everything is secured and the lights are turned off. The teacher shall never leave the building until all of the students and any others who might be in the building are gone.

Eligibility for Extra-Curricular Activities

The activities that are affected by eligibility requirements are cheerleading, football, softball, basketball, track, academic teams, student council, and class officers. As a member of the Missouri State High School Activities Association, Osborn R-0 Schools adhere to the state’s rules dealing with eligibility. In addition, Osborn School requires that all participants:

1. Maintain good citizenship both in season and out of season.
2. Attend classes all day the day before, day of and the day after the activity. Each instance will be reviewed on an individual basis.
3. Abide by the rules set forth by the coach or sponsor of the activity.
4. No F’s.

Ineligibility includes sports, club activities, (including club meetings during seminar period), field trips, FFA activities, music competitions/activities, band competitions/activities, dances, school plays, and other special events.

Grade Reporting

Grade checks will be ran periodically. Teachers must have all grades submitted by the end of the school day prior to the grade reporting dates listed below. Teachers are responsible for informing students of their status in their class. Any student with one or more F’s will be considered ineligible the Tuesday following grade check.

A student deemed ineligible begins ineligibility interval on the Tuesday following grade check. Sponsors will be notified of any students that will be ineligible for the provided time period. Any student deemed ineligible has the ability to schedule a conference with the principal to review their status.

Due to the limited number of days starting in each semester, the first days during 1st semester will not count toward eligibility. Anyone ineligible the last week of December 2019 will be ineligible the first week of January. This will ensure everyone ineligible will serve same 2 week ineligibility term.

The following is a list of the date’s student work must be submitted during the school year:

August 30	October 11	November 22	January 10	February 21	April 3
September 13	October 25	December 6	January 24	March 6	April 17
September 27	November 8	December 20	February 7	March 20	May 1

The following is a list of the date’s grade checks will be run during the school year:

September 3	October 15	November 25	January 28	March 10	April 21
September 17	October 29	December 10	February 11	March 24	May 5
October 1	November 12	January 14	February 25	April 7	

Mid-term and quarter reports will be printed and sent home. These dates are listed in the bulletin at the beginning of the year and on the week of the grade reporting. If there are fines and/or payments that have not been paid, grades will be withheld at the end of the year or at time of withdrawal/transfer. Unless there is a court-ordered request, we cannot withhold information from ex-spouses. Parents and students may access their grades on-line at any time through the SIS

parent portal. A parent portal form must be completed and returned to the office to set up an account to access the site. See the office for more information.

Quarter/Semester grade reports:

Students with more than one F will not be allowed to participate in MSHSAA competition events. Students with more than one F for the previous quarter and two or fewer F's on the previous semester may practice but cannot participate in MSHSAA competition events until the following grade check and only if all grades are passing at the time of the grade check.

To be in good standing and be eligible for extra-curricular activities, an OHS student must receive a passing grade in all academic classes, no failing marks.

Students who are declared ineligible with one F are required to practice but may not suit, play, or perform in contests. They will travel with the team, be in the dugout, on the bench, or on the sidelines. Students who are declared ineligible with two or more F's are suspended from extra-curricular activities until deemed eligible.

(1) At the end of the school year grading period (4th quarter) that is the final grading period in a school year, a contestant in extra-curricular activities who is declared ineligible will be ineligible to dress for and compete in any competition including district or state level competition that may occur when the school grading session is complete.

(2a) A 4th quarter failing grade will carry over to contests in the next school year. The student will be ineligible until the first eligibility check of the new-year. If they do not have a failing grade after the first eligibility check, the student becomes eligible to participate in contest.

(2b) Students with more than one F for the previous quarter and two or fewer F's for the previous semester may practice but cannot participate in MSHSAA competition events until the following grade check and only if all grades are passing at the time of the grade check.

Students who are declared ineligible at end of 4th quarter are eligible for summer team activities. When the school year begins they may not suit, play or perform in MSHSAA sanctioned contests, participate in any club activities (including club meetings during seminar), field trips, dances, school plays, and any other special events until the first eligibility check.

At the two-week eligibility check, students must be passing in ALL their classes to be considered eligible regardless of what class(es) they were previously failing.

Incoming freshman students will start off with a clean slate but will be subject to the ineligibility policy on first eligibility check.

Note: To fulfill eligibility requirements students must complete the entire season in good academic standing. If not, the ineligibility will carry over to the next activity.

A student cannot become ineligible if he or she has been ill and has not had the appropriate number of days to make up the work. If the work is not made up in the appropriate time, the student becomes ineligible.

Fundraisers

- The administration will give final approval of all fundraisers used by any class, group or organization within the Osborn R-0 School District.
- All sales should be taken care of in a two-week period.
- A reasonable amount of merchandise shall be purchased and must be approved by administration.
- Sponsors are responsible for bookkeeping and initial approval of sale items and planned activities. Patrons who write a check expect that check to be handled in a timely manner. Do not hold on to checks until the event is over. Cash them immediately.
- Sponsors and students will decide on a percentage of activities that class members must participate in to be eligible for Senior Trip or other similar activities.

- Fines must be approved by the administration before they are imposed. Fines will not exceed twenty dollars for a single event missed. Sponsors and students may work together to make arrangements to cover work shifts that are missed. A substitute may be used to cover a shift if they are approved by the class sponsor. If no approved substitute can be found a fine of up to twenty dollars can be assessed to the student.

Carnival: Grades 7-10 will have two games. Grades 11 and 12 can have up to 3 games each that will include the dinner and student auction, if scheduled. Grades 11 and/or 12 will have first choice on which class will sponsor the Carnival dinner. If classes want to have a raffle during the Carnival, only two will be approved on a first come basis.

Fund Raisers, other than Carnival: Grades 7-10 may conduct one all-school fund-raising event with prior approval from the principal. The approved fundraising event must be placed on the school calendar in the office prior to the date it is held. Fines must be approved by the administration before they are imposed. Fines will not exceed twenty dollars for a single event missed. Sponsors and students may work together to make arrangements to cover work shifts that are missed. A substitute may be used to cover a shift if they are approved by the class sponsor. If no approved substitute can be found a fine of up to twenty dollars can be assessed to the student. Failure to pay assessed fines will result in loss of prom senior trip attendance. Anyone interested in signing up for a fundraiser please sign up using the google calendar.

Grades 11 and 12 may have an additional fundraising activity for their class. They may choose to work together on one fundraiser or have separate fundraisers, one per class. Either class may sponsor the Homecoming dinner or it will be given to another class or organization.

Building Use

Building use fee is \$25. No charge will be made for any school sponsored activities or for regular meetings of the PTO. No charge will be made to those organizations stated in Policy 1420 as long as no additional cost is incurred in custodial support. Refer to Regulation 1420.

District Transportation

Bus Use: Sponsors are required to complete a field trip request for all field trips and activities not placed on the activity calendar at least 2 weeks in advance. This request should be given to the assistant principal. The trip will be approved or disapproved. If approved, the transportation director will secure a bus driver.

Any field trip outside of regularly scheduled events such as athletic events, academic meets, etc. should have permission forms signed by all parents and should include the mode of transportation. If you are driving the student in your personal vehicle, you must have written permission regardless of the grade level. At no time is a student allowed to drive without permission from the administrator prior to the event.

As the sponsor, you are in charge of your students while riding the bus. See Student Handbook for rules and consequences. You should keep the students quiet and orderly as to not draw attention away from the driver.

District Van: Employees are encouraged to use the district van for needed supplies and small field trips. Employees must have a valid driver's license on file in the office and check out the key during office hours. Employees are responsible for the van as well as the students riding in the van. No food or drink is allowed and sponsors are responsible for picking up after their group. All riders will wear a seat belt at all times, and drivers should abide by all laws including speed limits. Gasoline may be charged at COOP; and drivers should fill it after use if below a ¼ tank. Sponsors wanting to use the van must check it out prior to use by using field trip request.

Groups (2 or more) attending professional development will be asked to take the van rather than paying mileage to individuals if the van is available.

Employees using the van should complete maintenance logs to be returned to the office after use. Maintenance logs may be found in the van. This will allow the district to address any mechanical concerns and maintain the van mechanically.

Professional Development:

Employees are encouraged to attend professional development. There is a limited amount of funding dedicated to professional development, and the committee will have the final decision in approving or disapproving the cost of a workshop. Employees should request the funds from the professional development committee, receive approval, and then complete registration and lodging. The professional development chair will advise the employee on the correct procedures.

Appendix

Policy 4121

PERSONNEL SERVICES

Employment

Medical Examination

As Part of Osborn R-0 School employment procedures, employees will be required to undergo a post-offer/internal transfer/return-to-Work (due to on or off the job injury) Physical Capacity Profile examination and drug screening conducted at MOSAIC Occupational Medicine, St. Joseph, MO. Any offer of employment/internal transfer/return-to-work that is received from Osborn R-0 School is contingent upon, among other things, satisfactory completion of this examination and drug screening and a determination by Osborn R-0 School using the results from the examination that the applicant is capable of performing the responsibilities of the position that has been offered, with or without reasonable accommodations. This will help Osborn R-0 School avoid putting employees in a position where there is the likelihood of injury to themselves or others.

Information concerning an employee's medical condition and/or history will be maintained in a separate file in the Human Resources' office and will be treated as confidential. This confidential information may be disclosed to:

(1) supervisors and managers regarding necessary restrictions on an employee's duties; (2) first aid and safety personnel regarding potential emergency treatment; (3) government officials authorized to receive the information; and (4) any other person or entity that the employee authorizes to receive the information.

Adopted by the Board of Education 11/15/2010

PERSONNEL SERVICES

Policy 4870

Staff Welfare

Drug Free Workplace

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

Employees under the influence of alcohol, drugs, or controlled substances while on duty are a serious risk to themselves, to students and to other employees. Employees who display physical manifestations of drug or alcohol use while on duty, may be subject to drug testing. Any employee who violates this policy will be subject to disciplinary action up to and including termination and referral for prosecution. Employees may also be required to satisfactorily participate in rehabilitation programs.

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

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

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

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

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

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

This policy shall be distributed in writing to all present and future employees.

PERSONNEL SERVICES

Policy 4872
(Form 4872)

Staff Welfare

Alcohol and Illicit Drugs

The District prohibits all employees from the possession, distribution, or presence under the influence of alcohol and non-prescribed controlled substances while on school premises. This prohibition is exemplified by Policy 4870 Drug-Free Workplace and Policy/Regulation 4871 Driver Drug Testing. Violation of this policy as well as Policies 4870 and 4871 will result in disciplinary action up to and including termination. In addition, such violation may result in substantially reduced or forfeiture of workers compensation benefits where the use of substances prohibited by this policy was in conjunction with or related to a work place injury.

Post-Accident Drug /Alcohol Testing

Employees under the influence of alcohol, drugs, or controlled substances while on duty are a serious risk to themselves, to students, to other employees, and to District property. Where an employee holding a safety sensitive position is involved in an accident producing injury, the District will require the employee to submit to post injury alcohol/drug testing.

Post-accident testing will be utilized after any accident

- involving the loss of life;
- resulting from a violation of Board Policy or Regulations, or municipal, state, or federal law;
- which results in an injury to a person who receives medical treatment;
- resulting in disabling damage to any motor vehicle or piece of District equipment;
- resulting from a violation of a safety regulation or safety directive.

Refusal to submit to post injury testing will result in disciplinary action up to, and including termination, and may result in forfeiture of Workers Compensation benefits for injuries related to the request for testing.

Employees holding a non-safety sensitive position will be subject to post accident drug testing where a District administrator has sufficient cause to suspect the employee's use of alcohol or non-prescribed controlled substance producing an accident, in conjunction with or related to a work place testing. Such post-accident testing will be utilized in the instance of the occurrence of any of the five instances set forth in this policy.

Safety Sensitive Positions:

The following list of positions are hereby classified as "safety sensitive" due to the serious risk of harm that can result from performing said job duties while impaired by drugs or alcohol; therefore, employees occupying such positions are subject to drug testing in accordance with published Board Policies and Regulations:

- Food service employees.
- Transportation employees.
- Custodial employees.
- Maintenance employees (HVAC, Electrical, Plumbing).
- Any district employee whose job duties involve the performance of supervising children, including, but not limited to teachers, teachers' aides, lunchroom/playground monitors, etc.

SEXUAL HARASSMENT

The Board of Education is committed to maintaining a work environment for its employees that is free from sexual harassment. Furthermore, the Board of Education strongly believes that no person in the School District shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity.

In Employment sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of sexual nature when:

1. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment.
2. Submission to or rejection of such conduct by an individual is the basis for employment decisions affecting that individual.
3. Such conduct creates an intimidating, hostile, or offensive work environment.
4. Qualified employees are denied employment opportunities or benefits because the opportunities or benefits are given to another employee who submitted to an employer's sexual advances or requests for sexual favors.

Under Title IX (applies to students and employees)

Title IX forbids discrimination on the basis of sex in any educational program or activity that receives federal funds. This includes a prohibition on sexual harassment. The Office for Civil Rights of the U.S. Department of Education defines sexual harassment under Title IX as follows: "Verbal or physical conduct of a sexual nature, imposed on the basis of sex,

by an employee or agent of a recipient that denies, limits, provides different, or conditions the provisions of aid, benefits, services or treatment protected under Title IX.”

Sexual harassment under Title IX includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual’s academic status or progress, or employment.
2. Submission to or rejection of such conduct by an individual is the basis for educational or employment decisions affecting that individual.
3. Such conduct creates an intimidating, hostile, or offensive educational or work environment.
4. Qualified students or employees are denied educational or employment opportunities or benefits because the opportunities or benefits are given to another student or employee who submitted to sexual advances or requests for sexual favors.

EXAMPLES OF SEXUAL HARASSMENT Unwelcome Sexual Advances

Whether the advance is “unwelcome” is determined on a case-by-case basis. Unwelcome advances may include, but are not limited to, the following:

1. Any invitation (even subtle) intended to result in a sexual liaison.
2. Invitations to dinner or social events, when refusal results in the loss of a promotion or in other adverse employment action.
3. Propositioning an employee.

Unwelcome Verbal Conduct of a Sexual Nature

This may include, but is not limited to, the following:

1. Sexually provocative or explicit speech.
2. Publicly expressed sexual fantasies.
3. Jokes of a sexual or crude nature.
4. Derogatory comments directed to males or females as a class (language directed toward a specific employee is more likely to be viewed as sexual harassment).
5. Demeaning comments.
6. Threats for not agreeing to submit to sexual advances.
7. Writing sexually explicit memos.

Unwelcome Physical Conduct of a Sexual Nature

This may include, but is not limited to, the following:

1. Grabbing or twisting an individual’s arm.
2. Any unwarranted touching.
3. Sexually offensive pranks.
4. Drawing sexually explicit cartoons, other drawings, or graffiti.
5. Gestures indicating sexual behavior.
6. Suggestive winks.
7. Kissing.

Conduct Toward Students

In addition to the foregoing examples, students may experience harassment that is unique to their situation, some of which may not be immediately recognized as sexual harassment, but which may support a potential claim against the District and/or its employees if not remedied. Such harassment may include, but is not limited to, the following:

1. Unwanted sexual behavior, such as touching, oral comments, sexual name calling, spreading sexual rumors, jokes, pictures, leers, overly personal conversation, cornering or blocking a student’s movement, pulling at clothes, students “making out” on school premises.
2. A student in a predominantly single-gender class who is subjected to sexual remarks by a teacher or students who regard the comments as joking and part of the usual class environment.

3. Interfering with a student's achievement in a predominantly or historically single-gender class by hiding tools or equipment, questioning the student's ability to handle the work, or suggesting that the student is "abnormal" for enrolling in the class.
4. Purposefully limiting or denying students access to educational resources because of their gender.
5. Teasing a student about the student's enrollment in a predominantly or historically single-gender class.

Nature of Sexual Harassment

Sexual harassment is not limited to conduct by males toward females. Sexual harassment may occur between any or all of the following:

1. Student to student.
2. Staff to student.
3. Student to staff.
4. Male to male.
5. Female to female.
6. Male to female.
7. Female to male.

INVESTIGATION OF SEXUAL HARASSMENT COMPLAINTS: Complaints Involving Employees

1. If an employee believes that he/she is being sexually harassed, the employee is encouraged to bring the concern to the attention of the employee's supervisor.
2. If the employee feels that such contact with the supervisor would be inappropriate, if the situation is not satisfactorily resolved by the supervisor, or if the employee simply feels more comfortable speaking with someone other than the supervisor, the employee should contact the Title IX compliance coordinator for the School District.
3. If neither the employee's supervisor nor the Title IX compliance coordinator is of the same sex as the employee, or the employee for any other reason would prefer to report the employee's concern to another supervisor/administrator within the District, the employee may do so. However, it is essential that the report be made to someone with the authority and obligation to act upon the concern.
4. Any supervisor/administrator who receives a report, orally or in writing, from any employee regarding sexual harassment of that employee by another employee, non-employee doing business with the District, or student must notify the Title IX compliance officer within twenty-four (24) hours or within a reasonable time thereafter.
5. Oral complaints of sexual harassment will be put in writing by the complainant or by the person who receives the complaint, and should be signed by the complainant. However, the complainant's refusal to sign a complaint does not relieve the District of the obligation to investigate the complaint.
6. An employee who believes that he/she has been subjected to sexual harassment shall not be required to confront the alleged harasser prior to making the report.
7. Following receipt of the report, District personnel will promptly and fully investigate the complaint and will notify the employee and the alleged harasser of the results of the investigation. Investigations will be conducted with full recognition of the rights of all parties involved.
8. Upon receipt of the report, the Title IX officer will appoint an investigator to investigate the complaint. The investigation shall commence within forty-eight (48) hours after such appointment.
9. The District will maintain the confidentiality of the complaint and the details of the investigation to the fullest extent possible.
10. The investigator will put his/her findings in writing and will forward a copy to the Title IX compliance officer within one (1) week after concluding the investigation, or within a reasonable extension of time thereafter, for good cause shown.
11. If the investigation substantiates the complaint, the District will take appropriate disciplinary action against the offender(s), commensurate to the severity of the harassment (up to and including termination of employment). If the offender is a student, disciplinary action will be taken in accordance with Board established Policy 2610. If the offender is not an employee of the District, the District will take appropriate action within the scope of its authority to eliminate and redress the harassment.
12. If the investigation is indeterminate, the matter will be designated as unresolved, and the investigation file will be maintained by the Title IX compliance officer in a file separate and apart from any student or personnel file.

13. There will be no retaliation against or adverse treatment of any employee who uses this procedure to resolve a concern when such complaint has been brought in the good faith belief that the complainant has been subjected to sexual harassment.

14. The responsible administrator shall follow up regularly with the complaining employee to ensure that the harassment has stopped and that no retaliation has occurred.

ENFORCEMENT Employees

Each supervisor and administrator is responsible for maintaining an educational and work environment free from sexual harassment. In accordance with that responsibility, each site manager, or his/her designee, shall take appropriate actions to enforce the School District's sexual harassment policy, including but not limited to the following:

1. The supervisor/administrator shall provide an in-service training regarding sexual harassment to all staff by the end of the first full calendar week of each school year.
2. The supervisor/administrator shall provide a copy of the policy to all new employees of the District prior to the commencement of the employee's duties.
3. The supervisor/administrator shall further instruct employees regarding the procedures for reporting sexual harassment in the educational setting on an as-needed basis.
4. The supervisor/administrator shall take prompt action to investigate all complaints of sexual harassment.
5. The supervisor/administrator shall take appropriate disciplinary action, as necessary.

Students

Each building administrator is responsible for maintaining an educational and work environment free from sexual harassment. In accordance with that responsibility, each building administrator, or his/her designee, shall take appropriate actions to enforce the School District's sexual harassment policy, including but not limited to the following:

1. All vulgar or sexually offensive graffiti shall be removed from the premises.
2. The building administrator shall provide an in-service training regarding sexual harassment (including sexual harassment involving students) to all staff by the end of the first full calendar week of school.
3. Student instruction regarding sexual harassment shall be provided annually by the end of September to all students in grades six through twelve. Age appropriate instruction will also be presented to pre-kindergarten through fifth grade students.
4. All homeroom teachers shall discuss this policy with their students within one month after its adoption by the Board and during the first week of the school year thereafter. Written copies of the policy shall be given to each student in grades six through twelve (and in lower grades as may be appropriate) as part of these discussions. Discussion shall be conducted in an age appropriate manner and should assure students they need not tolerate any form of sexual harassment.
5. All teachers, counselors, and administrators shall instruct students on the procedures for reporting sexual harassment within the educational setting on an as needed basis.
6. The building administrator shall take prompt action to investigate all complaints of sexual harassment.
7. The building administrator shall take appropriate disciplinary action, as needed.

NOTIFICATIONS

A copy of the School District's sexual harassment policy shall:

1. Be displayed in a prominent location at each work site.
2. Be provided to each current employee, and to each new employee prior to commencement of their duties.
3. Appear in any School District newsletter or work site publication that sets forth the School District's comprehensive rules, regulations, procedures, and standards of conduct for employees.

The District's Title IX compliance officer will be available to answer all questions regarding this policy or its implementation.

DISCIPLINE/CONSEQUENCES Complaints Involving Employees

1. Any employee who engages in the sexual harassment of anyone while on school property, or while in the employ of the District off school property will be subject to disciplinary action, up to and including dismissal.



OSBORN R-0 SCHOOL DISTRICT

NOTICE OF NONDISCRIMINATION

The Osborn R-0 School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. In addition, the School District provides equal access to the Boy Scouts of America and other designated youth groups.

Any person having inquiries concerning the School District's compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act of 1990 (ADA) or the Boy Scouts of America Equal Access Act, is directed to the respective Compliance Coordinator listed below, who oversees the School District's efforts to comply with the laws and regulations implementing the laws and regulations cited above.

The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Superintendent

275 Clinton Avenue
Osborn, MO 64474

Phone: 816-675-2217

Fax: 816-675-2222

HANDBOOK ACKNOWLEDGEMENT

As an employee of the district, I have read and understand my expectations. I have been made aware of my responsibilities and liabilities and have been given the opportunity to ask questions.

I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE 2018-2019 FACULTY HANDBOOK

FACULTY SIGNATURE: _____ DATE: _____