

# **SOUTH HARRISON MIDDLE SCHOOL**



## **FACULTY HANDBOOK 2018-2019**

## **TEACHER INFORMATION**

The material presented in this handbook presents a guide for the South Harrison Middle School staff. This handbook presents general guidelines only. Questions as to the meaning of specific sections of this handbook should be referred to the published regulations of the South Harrison Board of Education which takes precedence over this handbook. Each staff member should be acquainted with the policies, rules and regulations of the South Harrison Board of Education and the Student Handbook.

## **MISSION STATEMENT**

Under Construction!

## **TEACHER RESPONSIBILITIES**

To your pupils and their parents, **YOU ARE THE SCHOOL**; you personify education. Each afternoon for one hundred seventy days a year, the child takes a report home about school. Close attention to the three P's of good teaching – Personality, Preparation, and Presentation – will result in a high level of public confidence.

Teachers shall devote themselves exclusively during school hours to the duties of their respective position. They shall acquaint themselves with the school regulations and shall cooperate with the principals and superintendent in all measures that may be adopted for promoting the welfare of the schools.

All teachers are expected to work for the general interest of the school as a whole and to this end render any aid in their power to their fellow teachers.

All teachers are required to remain after the close of school year until all reports have been properly filed.

## **CERTIFICATES AND TRANSCRIPTS**

1. Each teacher must have a Teaching Certificate on file in the Superintendent's office prior to the commencement of school.
2. Withholding W-4 forms should also be updated as necessary.
3. Each teacher must have on file, in the Superintendent's office, an up-to-date transcript of college hours.

## **SALARIES**

Unless otherwise provided at the time of employment, salaries will be paid on a twelve month basis. Teachers will be paid on the 20<sup>th</sup> of each month.

## **BUILDING GOALS**

1. Technology: South Harrison staff will use technology in instruction to improve student achievement, enhance teacher instruction, and improve home-school communications.
  - a. Increase the frequency or quality of the technology based instruction and evaluation in the classroom.
  - b. Increase the communication frequency or quality with parents and students through technology.
2. Increase Student Achievement: South Harrison students will meet or exceed state standards in all curricular areas with emphasis in language arts, mathematics, science and social studies.
  - a. Increase the quality and structure of instruction through continued development of curriculum in all content areas.

## **GENERAL RESPONSIBILITIES**

### **ATTENDANCE / DAILY DUTIES**

1. Teacher hours are 7:40 to 3:30
2. Teachers shall be visible and be at their doors welcoming students at 7:50am each day.
3. Teachers are expected to make themselves available if someone asks for or needs help.
4. Hallways should be supervised between classes and immediately following school dismissal.
5. All staff members must notify the office if they leave the building during school hours.
6. Before leaving the building, teachers must be prepared for the following day's instructional duties.

### **PROFESSIONAL DRESS**

#### **SOUTH HARRISON SCHOOL DISTRICT DRESS CODE**

South Harrison District employees serve as a role model for the students and as representatives of South Harrison Schools. Consistent with these roles, all employees are expected to dress in a professional manner. Clothing must be neat, clean, in good repair, and appropriate for on the job appearances at all times. Please abstain from wearing clothes that are too tight, have holes in them or clothes that are overall too revealing. Business casual dress is expected. While business casual by any standard is less dressy than business formal, it is still important to remember that you are dressing for work. This means that you should still look well put together. Professional dress as determined by the principal will be worn by teachers at all times. When wearing leggings, the top garment should cover the front and back. Flip flops are not considered professional dress at any time. Tennis shoes, caps and jeans may be worn only with the approval of the principal. Any deviation in what is considered appropriate dress must be approved by the principal.

Teachers can choose to pay \$20 into a Student Support Fund to wear jeans on Purple Pride Fridays. Teachers may wear jeans with a South Harrison shirt. Jeans are not to have holes or be distressed.

## **TEACHERS' ABSENCES**

In case of illness, please call Debbie Redmond, (cell) 660-868-0832. If you are not able to reach Debbie, contact Shane Jones (cell) 660-868-0685.

Please call the school by 1:30 pm, if you are not to return the next day, following an absence. The Middle School Office number is 660-425-SHMS(7467.)

Any teacher who is to be absent from school shall cause immediate notice of such absence, the duration period and reason therefore, to be given to the principal. Principals shall report absences of teachers as well as their own personal absences to the superintendent.

Except in case of illness, no teacher shall be absent from school without the permission of the principal.

Every teacher will complete an Employee Request for Leave prior to any planned absence. Teachers who work in multiple buildings will have a designated location to report absences.

Personal days will not be granted for in-service days unless there are extenuating circumstances.

## **SUBSTITUTE TEACHERS**

**Teachers will make no attempt to supply their own substitute.**

A Substitute folder needs be kept in each classroom. The sub folder should include;

- a current seating chart and class rosters
- detailed lesson plan
- any tests or assignments to be given

Please do not ask the substitute teacher to be responsible to supervise students in the library or in an unstructured setting that lacks support for supervision.

## **ILLNESS OR INJURY DURING SCHOOL**

A student who is too ill to remain in class is to go to the nurse's office where, if necessary, parents will be called. Medication may be given to students at school from the nurse's office.

## **SCHOOL CLOSING /WEATHER**

If for any reason South Harrison R-II schools are forced to close school, the following stations will carry the news:

KAAN – Bethany  
KTTN – Trenton

KCTV5 – Kansas City  
Fox 4 – Kansas City

KQ2 – St. Joseph

Mr. Jones will use the “Remind” app, instead of a calling tree, to notify of closings and any last minute announcements or reminders. If you do not receive texting please notify the office or tune to the above stations for closings. A calling tree will still be created and distributed to the teachers.

All school staff and patrons signed up with “Connections,” a free cell phone texting service provided by Farmers Bank of Northern Missouri will receive a text message concerning school emergencies and closings. The calling tree will also be used.

**TELEPHONE/CELL PHONE**

Teachers will not be called to the phone during class time, except in case of emergency. The use of cell phones is prohibited during class or when students are in the classroom.

**REGULAR SCHEDULED TEACHERS’ MEETINGS**

Teacher’s meetings will be held on the dates listed below. Additional meeting may be called on a situational basis.

- Friday, August 17-Full Day
- August 20-Full Day
- August 21-Full Day
- September 24-Full Day
- October 10-Full Day
- November 1-Full Day
- December 12-3:15
- January 4-Full Day
- February 15-Full Day
- March 18-Full Day
- April 23-Full Day
- May 8-3:15
- May 23-Full Day

**PRINCIPAL’S ADVISORY COMMITTEE**

To be selected during opening in-service dates.

**ACADEMICS**

**GRADING SYSTEM**

**ELEVEN POINT CALCULATION SYSTEM**

<b>REGULAR COURSES</b>	<b>GRADE</b>	<b>REGULAR COURSES</b>	<b>GRADE</b>
0	F	6	C+
1	D-	7	B-
2	D	8	B
3	D+	9	B+
4	C-	10	A-
5	C	11	A

All courses will be calculated on the eleven point system for the honor roll. Students must average 10 points to be recognized for the “high (A) honor roll”. Students must average 8 points to be recognized for the “low (B) honor roll”.

## **REPORT CARDS**

Report cards are distributed every nine weeks to students. These reports are to be taken home. Parents are asked to consult the teacher of the subject, principal, or counselor regarding students’ grades either before, during, or after school. We believe that the combined use of Lumen to give instant access to current student progress, personal communication with teachers through phone calls and email, and report cards offer parents the best opportunity to monitor student achievement levels.

A student who drops out of school before the end of a quarter or semester, will not get credit for courses taken during that period.

## **MID-TERM DATES**

First Quarter	September 19
Second Quarter	November 16
Third Quarter	February 6
Fourth Quarter	April 17

## **PARENT-TEACHER CONFERENCES**

A formal Parent-Teacher Conference Day will be held following the first and third quarters. Additional conferences may be held at the request of the parent or teacher. These conferences could be scheduled before or after school or during the teacher’s planning period.

# **CLASSROOM PROCEDURES**

## **BUILDING ACCESS**

All outside doors to the middle school building will be locked at 8:00 a.m. each school day. The front entrance will be used for anyone to enter the building while classes are in session. Any students who leave the building during school hours must re-enter at the front doors. All students unless directly under the supervision of faculty/staff must exit the building prior to 3:30PM. Be sure to check that all doors are locked when you enter or exit the building.

## **LUMEN**

Lumen is our student records program that houses everything related to grades, attendance, and student demographics. Below is a listing of items that will need to be completed regularly in Lumen:

1. Grades will be due by the end of the day on Mondays. Please stay on this schedule, we have several parents who check Lumen often and grade checks are pulled directly from there. It is up to you to make sure things are up to date.
2. Attendance is required every hour. Absences and tardies need to be reported to account for students at the beginning of each hour. The office will be calling parents for absent students during second hour each day. Letters will also be sent via Lumen when students reach 6 and 8 absences. Absences are calculated by hour. It

is important that we are giving them the correct information when we call or send letters home.

3. Discipline will also be tracked on Lumen. Office referrals will be filled out here and letters sent home via email.
4. Student contact information is available as well as student schedules

## **CLASSROOM PROCEDURES**

Daily lesson plan books are provided for each staff member and should be left in the classroom. They should be current and legible in the event a substitute is needed.

An emergency substitute plan with a minimum of 3 days worth of lessons should be prepared.

## **CLASS PROCEDURES**

1. All students should be dismissed from their seats by the teacher. Don't let your students dictate to you what your classroom program and organization will be.
2. Do not dismiss your class before the bell rings. Dismiss your class in an orderly manner, this includes dismissing students to lunch. A good ending is as important as a good beginning.
3. During the passing period, all teachers should be in a position near their classroom door where they can help supervise the hall, lockers, and classroom activities. In nearly all cases, your presence will keep the situation well in hand. You have authority over every student anywhere on school grounds or in the building if there is a problem. This carries with it the obligations and responsibilities to exercise this when needed.
4. Record all absences and tardies from your class in your record book and post on Lumen. Require an admit slip to return to your class.
5. When the tardy bell rings, all students should be in their seats, whether in class or study hall.
6. No candy, pop or any other food is to be allowed anywhere except in the lunchroom or commons.
7. If you bring your class to the library for assigned work, it is your responsibility to supervise them closely. The class must be quiet and orderly. It is not fair to disturb other students. Do not expect the librarian to supervise your assigned work.
8. Please report all accidents and injuries to the office as soon as possible. Use the Accident Report form.
9. Profane language will not be permitted at any time. This includes physical education classes, athletics, shop, playgrounds, etc., and includes teachers as well as students.
10. Refrain from permitting a student to go to his locker or to use the phone while classes are in session.
11. If any teacher sees any evidence of child abuse, you are to report it immediately to the office.
12. There will be NO TOBACCO on school property or at **any** school activity. This includes smoking on school property. Refer to South Harrison Board of Education policy AH.

## **OUT OF CLASS CONDUCT**

1. All teachers and students are asked to refrain from calling any other student or teacher from a classroom without first receiving permission from the principal.
2. Teachers may not give permission for students to leave school and may not take a student from school for any reason without consulting the office personnel in advance. Only students with permission from their parents and principal will be permitted off the school grounds during school hours. This includes lunch hours.
3. Any student who disturbs your class by looking in the window or door should be referred to the office.
4. Class sponsors are assigned and are expected to supervise class activities.
5. Teachers shall at all times do all they can to protect the pupils and contribute to their comfort and happiness.
6. All teachers will update Lumen materials by the beginning (8:05AM) of the first school day of each week.

## **EXTRA CREDIT**

Extra credit can only be given for course-related activities and/or assignments and will also be at the discretion of the teacher. Extra credit will not be given for supplies or materials for the classroom.

## **DISCIPLINE GUIDELINES**

1. Before calling the principal or sending a student to the office, stop to consider if you have done everything possible to remedy the situation. Direct contact with the parents is expected.
2. If a situation demands that you immediately remove a pupil from class, send him to the office with a note to wait until you are able to be there. The administrator needs to know why the pupil has been sent.
3. Never send a pupil out of class without a definite place to go.
4. Pupils are not to be kept from attending another class because of incomplete lessons.
5. Teachers shall exercise watchful care over the pupils in the schools and avail themselves of every opportunity to instill in the pupils correct habits and the observance of good manners.
6. As far as possible, teachers should use kindness and appeal to the better nature of the pupils. They shall abstain from all indiscretion in words or actions and avoid severe means of discipline.
7. Teachers shall confer with the principal concerning all pupils requiring special discipline.
8. Teachers shall in no case send pupils into another room or into a wardrobe closet as a punishment, but for good reason shall send them to the principal.
9. As soon as possible the teacher must complete and submit a student discipline referral through Lumen.

## **STUDENT ATTENDANCE POLICY**

South Harrison Middle School is committed to the philosophy that every student should attend every class period every day. Students who have good attendance generally achieve higher grades, enjoy school more, and are much more employable after leaving school. One of the first things employers ask about is students' attendance records. An absence from class can never be



fully made up because the student will have missed class discussion, teacher presentation, and his own opportunity to participate.

1. If a student is not to attend school, the parent or guardian is to call the middle school prior to 9:00 a.m. If no call is received at the office the student will be considered as unexcused, and no make-up work will be allowed. The following information will be helpful when you call prior to 9:00 a.m.:

1. Your name and the relationship to the student who is absent.
  2. Grade of the student
  3. Reason for absence
  4. Date of absence
2. Students are allowed 8 absences for the school year. When the student reaches the 8th absence, any additional absence will be considered unexcused and no make-up work will be allowed, unless the student presents a doctor's note upon return to school. Absences will be counted per class period.
3. School related trips under the supervision of a school sponsor will not be considered as absences.
4. Notices will be sent home, via Lumen, to the parents of students who have reached their 6th and 8th absences in any one class.
5. A student and his/her parents may appeal the unexcused absences by providing the appeals committee with a written appeal, within 5 school days of the unexcused absence. Written material may include doctor's or dentist's notes, court summons, letters from parents. The attendance committee consists of the principal, three teachers and the guidance counselor. Absences that occur during either semester may be appealed during that semester only.
6. Students who are absent due to pre-arranged trips with their parents need to notify the principal's office prior to the trip so assignments **may be completed prior to their absence**. These days will count towards the 8 excused absences per year. Additional days missed will be unexcused and may be appealed to the appeals committee.
7. When the Middle School building reaches 20% absenteeism due to a wide spread community illness such as the flu, absences will be considered excused.
8. In order to be eligible for any school activity, a student must be in attendance the entire day of the activity, unless excused by the principal.
9. In the event of excessive tardies or absences, the student and his/her parent/guardian will be required to attend a meeting with the principal to discuss how the student's attendance will be improved. At this meeting, further attendance procedures such as an attendance contract for the semester may be implemented. If the student's attendance does not improve, notices will be sent to children's division and the juvenile office.

**INCENTIVES-** Incentives may be given that are related to attendance, tardies, and behavior. These will be at the discretion of the administration and teachers.

**ABSENCES/MAKE-UP WORK-** Students have 2 days for each absence to complete make-up work but not to exceed 5 days. It is the responsibility of the student to contact each teacher upon returning from an absence. All semester incomplete grades must be finalized within 5 school days. Note\*\*\* Assignments that were assigned prior to the absence should be turned in upon return to school and are not included in the 2 day provision.

**APPEAL PROCESS FOR ATTENDANCE:** Students who go over the 8 excused absences, may appeal, in writing, to have further absences excused. Written appeal should include Doctor's notes and documentation that will aid the appeals committee in making a decision to approve or not approve the appeal request. The appeals committee will meet once per month. A rotation of teachers will be used on the appeals committee.

## **STUDENT BULLYING POLICY**

In order to promote a safe learning environment for all students, South Harrison Middle School prohibits all forms of bullying and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with school policy. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to bullying are instructed to promptly report such incidents to a school official.

For purposes of this policy, bullying is defined as intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying or cyber threats. Cyberbullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyber threats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

For more information see board policy **JFCF**

## **BULLETINS AND ASSEMBLIES**

1. All teachers shall attend all assemblies unless excused by the principal. The teacher will assist in supervision during assemblies by sitting with the students.
2. A bulletin will be published each day and distributed via the e-mail to the classroom during the second period. If any teacher has an announcement pertaining to school business, it must be turned into the principal's office by 8 am. The bulletin will be sent electronically to all staff and students and will be available on the school website. Teachers may print & post daily bulletins in their room, if desired.

## **ASSEMBLIES**

Assemblies will be held 8<sup>th</sup> hour. The assemblies will last 15 minutes. The 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> hours will be shortened 4 minutes. Any deviation from this schedule will be announced by Mr. Jones.

## **GUIDANCE AND COUNSELING**

Services are available for every student in the school. Some of these services include educational planning, occupational career information, interpretation of tests, study helps and assistance with school, social, personal concerns and conflict resolution. Students are encouraged to visit with the counselor; however, teachers should not dismiss students from class to visit the counselor unless the counselor has requested it or the teacher deems it an immediate need.

## **SCHOOL TRIPS**

School trips fall under two categories: Class related and club/organization related. Students are expected to observe the same rules while on a school sponsored trip as they do while in the school building. Any student trip which is sponsored and supervised by the school must be approved by the principal two weeks in advance.

School rules are to be followed concerning smoking, drinking, etc. Students are expected to behave creditably on school trips and dress appropriately. Halter tops, etc. are not allowed on school trips.

The decision as to whether casual or dress up attire will be worn is left with the sponsor. Students may be denied participation in any school sponsored event due to inappropriate dress.

Students who are absent from school the day before a school trip will not be allowed to participate unless given permission by the principal.

Sponsors will hand out assignment sheets to all students going on the trip in enough time for the students to have each of their teachers approve their absence from class to attend the trip. A parent/guardian signature will also be required.

Each teacher must complete the Requisition for Special Bus Transportation form ten days in advance of the scheduled trip. The form will be submitted to the principal.

It should be understood that teachers/sponsors are supervising students from the time they leave the building until the time they return. Teachers/sponsors will be professional at all times and will ensure all South Harrison policies and procedures are followed.

### **SCHOOL ACTIVITIES**

No school activities should be scheduled for Wednesdays, Sundays or religious holidays.

All activities are to be scheduled through the principal's office so they may be placed on the district calendar.

### **MAIL BOXES/E-MAIL**

Please check mail, remove articles and/or read everyday. Check for notices before first period and before going home at night. A response to a parent email is expected within 24 hours.

### **TEXT BOOKS**

Text books are checked out to each student at the beginning of the course. A record is kept of the condition of the book and the book number. The student is expected to return the same book that was checked out to him. Students not returning that book will be required to pay the cost of a replacement. Students returning books showing excessive damage will be assessed an extra fee to cover the cost of repair.

### **SCHOOL INVENTORY**

Each teacher will keep an inventory of classroom supplies, equipment, text books, and teaching aids. The teachers' inventories will be entered and updated annually through South Harrison's website.

### **FINANCE**

Obtain a requisition form from the principal's office and fill it out in duplicate. Submit both copies to the principal's office for approval BEFORE you order anything. No teacher is authorized to pay any bills or expenditures unless they are processed through the designated channels.

All teachers are cautioned to exercise extreme care in handling of school money. All money collected by teachers or students through fees, fines, dues, sale of tickets and merchandise, or for any other reason, will be turned into the office daily and a receipt will be issued. No money is to be left in the building overnight; a night deposit is made daily. Payment for expenditures must be made through the principal's office.

No teacher shall allow a student project to be removed from the premises until all financial obligations have been met pertaining to the project.

## **MAINTENANCE**

The online maintenance request form “School Dude” is available on the school website under the employee resources tab. Teachers should refer to this when needing repairs done within the classroom. Please consult with the building principal prior to filling out the online form.

Requests for any custodial services are to come through the principal’s office and, any requests that custodians have of school personnel are to come from the office, also.

Please turn off lights and lock doors when rooms are not in use.

Be responsible for neatness in your assigned room. Rooms should express good housekeeping practices at all times. When the class leaves the room, desks, chairs, floors, tables, etc. should be clean and free of all paper and books. This is your responsibility as a teacher and supervisor.

## **PROFESSIONAL VISIT**

Teachers may visit other schools or rooms for the purpose of observing methods of instruction and discipline when approved by the principal.

## **EMERGENCY PROCEDURES**

The school emergency fire alarm is a constant buzzer in the south part of the building. In the north part it will give a verbal warning in addition to the alarm. In case of fire, occupants in rooms south of the commons leave by the south door, rooms north of the commons leave by the north door, the commons leave by the main exit and each group shall stop by their own exit. Do not run or crowd. There is ample room for the building to be emptied rapidly but calmly. After leaving the building, stay at least 100 feet away from the building.

The tornado signal is an intermittent tone and announced over the intercom. Students and teachers will go immediately to assigned areas and remain in the area until the storm passes or the announcement is made to return to the classroom.

Each teacher will have posted in his/her room an emergency exit plan for fire and tornado drills.

## **FIRE DRILLS**

Periodic fire drills will be held. The alarm is a long blast from the fire alarm buzzer. Evacuation routes are posted in each room. Please observe the following points:

1. Walk rapidly, single file, do not run or talk.
2. Take purses or valuables with you. Leave books and class materials behind.
3. Teachers are to make provisions for the handicapped. It may be necessary to assign students to assist.
4. Go at least 100 feet from the building, do not block driveway. Do not re-enter the building until “All Clear” is given.
5. Students should stay with their group or class under the direction of the teacher.

## **EARTHQUAKE**

An earthquake drill will be held each year. The signal will be the word “earthquake” yelled or stated over the intercom system.

Teachers follow the following procedure:

1. Make provisions for the handicapped. Assign students if necessary.

2. Direct students to immediately move to the designated safe place.
3. DROP, COVER, and HOLD ON.
4. Stay in place until shaking stops.
5. Do NOT use cell phones unless injured.
6. Take attendance of students and notify administration of missing students.
7. Check for injuries and report to administration.
8. Evacuate all non-injury students to a safe destination.

## **TORNADO DRILLS**

The statewide tornado drill will be during Severe Weather Week which is during the second week of March.

A tornado signal is an intermittent tone announced over the intercom. In case of a tornado each room has the appropriate location of the “take-cover” areas in that classroom. Students are to crouch or sit with their heads down until the “All Clear” has been given.

## **INTRUDER DRILLS**

Periodic intruder drills will also be held. These drills will occur at various times during the day to practice procedures during the different parts of a student’s day. Notifications will be made using the all call system. Staff will be trained on proper procedures prior to the drills.

## **EMERGENCY RESPONSE PLAN**

Each teacher has an Emergency Response Plan in his/her room. All teachers are responsible for all information contained in the plan. Teachers should periodically familiarize themselves with the information.

# **STATEMENTS AND NOTIFICATIONS**

## **STATEMENT OF NON-DISCRIMINATION**

Applicants for admission and employment, students, and employees of South Harrison R-II Schools are hereby notified that this institution does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law in admission or access to, or treatment of employment in its programs and activities. The district provides equal access to the Boy Scouts and other designated youth groups. As stated in Policy AC the following persons have been designated to handle inquiries regarding the non-discrimination policies:

**Compliance Officer:**

Dennis Eastin  
 Superintendent  
 South Harrison R-II School  
 PO Box 445, Bethany, MO 64424  
 Phone: 660-425-8044  
 Fax: 660-425-7050  
 Email: deastin@shr2.k12.mo.us

**Acting Compliance Officer:**

Kathy Daniel (compliance office unavailable)  
 Special Services Director  
 South Harrison R-II Schools  
 PO Box 445, Bethany, MO 64424  
 Phone: 660-425-6933  
 Fax: 660-425-7050  
 Email: kdaniel@shr2.k12.mo.us

## **SEXUAL HARASSMENT/DISCRIMINATION**

The School District is committed to providing an environment free from intimidating, hostile or offensive behavior; unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment by an employee, student or other person in the district against any person is prohibited. Allegation of sexual harassment shall be investigated and, if substantiated, corrective or disciplinary action taken, up to an including suspension and/or expulsion of the student or suspension and/or termination of the employee. Reference School Policy File: AC

## **ASBESTOS REINSPECTION STATEMENT**

In November of 1988 the South Harrison School established an Asbestos Management Plan to be in compliance with the U.S. Environmental Protection Agency (EPA). The results disclosed the presence of asbestos in some locations in the district's buildings. These areas are currently being maintained to insure that all students and employees of the South Harrison district are provided a safe and asbestos free environment. The inspections and the findings of these inspections are on file and available for public review at the administrative offices of each of the school buildings. The Asbestos Program Manager, Dennis Eastin, is available to answer any questions you may have about asbestos in our buildings during normal school hours (M-F 8:00 am - 4:00 pm) at 660-425-8044.

Reference School Policy File: AC & AC-R

## **DRUG AND ALCOHOL ABUSE COUNSELING**

An employee who asks for help will be referred, but not limited to the following assistance programs:

North Central Missouri Mental Health Center  
1601 East 28<sup>th</sup>  
Trenton, MO 64683 (816) 359-4487

Laughlin Pavilion  
900 E LaHarp  
Kirksville, MO 64501 (816) 665-5171

St. Francis Serenity Center  
2016 South Main  
Maryville, MO 64468 (816) 562-2544

**SUPPLEMENTAL MATERIALS**  
**SOUTH HARRISON**  
**MIDDLE SCHOOL -HIGH SCHOOL**  
**ATTENDANCE APPEALS COMMITTEE**  
**2017-2018**

**OCTOBER**

Shane Jones  
Scott Neth  
Fairann Campbell  
Kelli Russell  
Cheryl Klingensmith  
Cassandra Still

**NOVEMBER**

Shane Jones  
Scott Neth  
Darlene Jeffries  
Brett Ewald  
Jenny Bowman  
Daniel Brooks

**DECEMBER**

Shane Jones  
Scott Neth  
Kelli Russell  
Mychelle Smith  
Jonnie Beavers  
Christine Chesney

**JANUARY**

Shane Jones  
Scott Neth  
Cameron Nichols  
Sean Thurm  
Peggy Gamble  
Casandra Still

**FEBRUARY**

Shane Jones  
Scott Neth  
Connie Wilcoxson  
Steph Molloy  
Brooke Barnett  
Ted Keck

**MARCH**

Shane Jones  
Scott Neth  
Darlene Jeffries  
Jenny Bowman  
Harmony Cornett  
Brett Ewald

**APRIL**

Shane Jones  
Scott Neth  
Daniel Brooks  
Mychelle Smith  
Peggy Gamble  
Connie Wilcoxson

**MAY**

Shane Jones  
Scott Neth  
Fairann Campbell  
Sean Thurm  
Stephanie Molloy  
Cameron Nichols

Appeals for students' attendance will be set up for Friday mornings at 7:45 a.m. These meetings will be in the principal's office or the counselor's conference area. Parents will be asked to bring any and all documentation to assist in making a determination whether an absence should be excused or unexcused. Examples of excused absences are doctor's notes, family emergencies and extended hospital stays.

**TENURE TEACHERS**  
**2017-2018**

Darlene Jeffries  
Stephanie Molloy  
Ted Keck  
Connie Wilcoxson  
Jenny Bowman  
Cheryl Klingensmith  
Jeanne Hamilton  
Rebekah Hamilton  
Harmony Cornett

**PROBATIONARY TEACHERS**  
**2016-2017**

Brooke Barnett (18-19)  
Kelli Russell (19-20)  
Cameron Nichols (19-20)  
Fairann Campbell (21-22)  
Christine Chesney (21-22)  
Mychelle Smith (21-22)  
Aaron McQuinn (21-22)  
Chris Schoning (21/22)  
Katherine Claussen (22/23)  
Peggy Gamble (22/23)  
Cassandra Still (22/23)  
Daniel Brooks (22/23)  
Brett Ewald (22/23)  
Sean Thurm (22/23)  
Mitch Colson (23-24)

**CLASS SPONSORSHIP**  
**2018- 2019**

Fifth Grade

C. Nichols  
M. Smith  
P. Gamble  
C. Chesney

Sixth Grade

K. Claussen  
K. Russell  
C. Wilcoxson  
C. Still

Seventh Grade

B. Barnett  
B. Ewald  
S. Molloy  
D. Jeffries

Eighth Grade

J. Bowman  
F. Campbell  
H. Cornett  
S. Thurm

Class sponsorship is an assigned additional duty to your contract



SOUTH HARRISON R-II SCHOOL DISTRICT  
2018-2019 SCHOOL CALENDAR

August	17,20-21	Teacher In-service – NO SCHOOL
August	22	FIRST DAY OF SCHOOL for students
August	31	NWMo State Fair – Dismiss 1:00 pm
September	3	Labor Day – NO SCHOOL
September	24	Teacher In-service – NO SCHOOL
October	19	Final Day 1 <sup>st</sup> Quarter
October	24 & 25	School in Session – Parent Teacher Conferences 3:30-7:00pm
October	26	NO SCHOOL
November	1	Teacher In-service – NO SCHOOL
November	21-23	Thanksgiving Vacation - NO SCHOOL
December	21	Final Day 2nd Quarter – 1 <sup>st</sup> Semester – Dismiss 1:00 pm
Dec 24 -	Jan 3	Winter Break - NO SCHOOL
January	4	Teacher In-service – NO SCHOOL
January	7	School Resumes
January	21	Martin Luther King Jr Day – NO SCHOOL
February	15	Teacher In-service – NO SCHOOL
February	18	President’s Day – NO SCHOOL
March	8	Final Day 3rd Quarter
March	13 & 14	School in Session - Parent Teacher Conferences 3:30-7:00pm
March	15	NO SCHOOL
March	18	Teacher In-service – NO SCHOOL
April	18-22	Easter Vacation - NO SCHOOL STUDENTS
April	23	Teacher In-service – NO SCHOOL
May	19	Graduation
May	22	Final Day 4th Quarter - 2nd Semester
May	23	Final Faculty In-service - Weather Make-up Day

(Weather make-up days in order: May 23, May 24, April 18, April 22)