

**EAST CARTER COUNTY R-II SCHOOLS**



**2023-2024**

**Faculty, Staff, Substitute  
Handbook**

**Administrative Policies**

Adopted JULY 27, 2023

## MISSION STATEMENT

### East Carter R-II Mission Statement

It is the responsibility of the East Carter R-2 School District in partnership with parents and community to provide a safe educational environment for all children which will foster and accelerate their intellectual, physical, social-emotional, and career development in preparation for the 21st century.

### Comprehensive School Improvement Plan District Goals:

- Goal 1: Student Performance  
The district will develop and enhance quality educational/instructional programs to improve performance and enable students to meet their personal, academic, and career goals.
- Goal 2: High Quality Staff  
The district will recruit, attract, develop, and retain highly qualified staff to carry out the LEA/District mission, goals, and objectives.
- Goal 3: Facilities, Support, and Instructional Resources  
The district will provide and maintain appropriate instructional resources, support services, and functional and safe facilities.
- Goal 4: Parent and Community Involvement  
The district will promote, facilitate, and enhance parent, student, and community involvement in LEA/District educational programs. J7-6
- Goal 5: Governance  
The district will govern in an efficient and effective manner providing leadership and representation to benefit the students, staff, and patrons of the district.

## HOTLINE

Faculty of a Public School are MANDATED REPORTERS. The students' safety is a top priority for us. If you are aware of a situation that jeopardizes the safety of anyone at school, immediately notify your building supervisor. **The Missouri School Violence Hotline number is 866-748-7047.** All calls are to remain anonymous.

## BOARD OF EDUCATION

President	Ben Thies
Vice President	Stonie Croy
Member	JoEllen Carter
Member	John Walker Jr.
Member	Darrell Emery
Member	Becky Fischer
Member	Bryan House

Disclaimer: The policies that provide guidance for the faculty and staff are *not* limited to this handbook and are contained in approved board policies. The policies, rules, regulations, and information contained in the Faculty/Staff Handbook may be added to, deleted from, or modified at any time deemed necessary by the Administration with notification and approval by the Board of Education. Policies apply to all Certified, Classified, and Substitute staff as appropriate.

**403b Compliance:** The East Carter County R-II School District has a 403b plan in place which complies with the requirements of the IRS. Information will be provided at scheduled meetings or may be requested from the Central Office.

**Absence:** Faculty absences need to be entered into the SUI system as soon as staff members know that they will be requesting leave. In order to avoid conflicting messages when reporting an emergency absence, the contact must be a live contact and not in the form of a message. *The Building Secretary will assign Substitute Teachers as approved by the building administrator for absences upon notification.* Each teacher will prepare a Substitute Teacher packet and present a copy annually to the Building Principal for review.

**Accumulation and pay of Personal Leave:** Full time faculty and staff are allowed to accumulate a maximum of one-hundred days of personal leave. Any days that exceed this limit will be paid at a rate of sub pay at the end of each fiscal year.

**Activity Accounts:** Student activity accounts can only spend money relative to their account balances. Student activities develop balances by fund raising activities. All accounts should be checked for balances prior to filling out a requisition.

**Address:** Teachers are to be addressed as Miss, Mrs., Ms., Mr., Drs., or Coach plus their last name.

**Arrival/Departure/Lunch Periods:** For faculty members, arrival and departure times may vary from year to year, certified staff should arrive by 7:40 a.m. and remain on campus till 3:30 p.m. Building Principals/Administrative Supervisors will determine arrival and departure times for duty/supervision schedules which will be established according to need and be sufficient to provide adequate supervision. Normal and duty/supervision arrival and departure times shall be posted in the building level/department administrative offices. Faculty members should be in their areas of supervision as assigned by location and time. The above departure times will not apply on Professional Development days, special event days (Open House, etc), or on days that faculty meetings are scheduled and will be determined by building level/department administrators.

Support staff members are to clock in at 7:50 am and clock out at 3:20 for a total of 7.5 hours of work per day including paid lunch. Support staff employees are to use the time clock software to clock in and out under the appropriate location and department code. Staff should clock in (+- )5 minutes of their scheduled time.

**Articles and the Media:** There are often activities that occur at school that are worthy of the media. Whenever such an activity occurs, teachers responsible for the activity should prepare a media release and turn it in to their building principal and Superintendent for review. Any media releases are to be approved prior to release. While preparing media releases, newspapers, social media (Facebook, twitter, etc), we all need to be cognizant of any students that may be on an opt out basis relative to directory information and be sure we are not violating any requests.

#### **Asbestos Notification**

The East Carter County R-II School District has an Asbestos Management Plan which places the district in compliance with the U.S. Environmental Protection Agency (EPA). The inspections and findings of those inspections are on file and available for public review at the administrative office of the school.

**Assemblies:** Teachers are to attend assemblies with students.

**Athletics, Athletic Schedule, and Athletic Trips:** Realizing the importance of athletics and the part they play within the school, all athletic activities will be scheduled in such a way that academics will be demonstrated as a top priority within the school district.

**Attendance:** Student attendance is to be taken accurately and reported promptly through the student records program. Attendance will be taken by 8:30 am daily.

**Attire: Faculty and staff** are expected to set an example of neatness, professionalism, and modesty. The manner in which staff members dress and conduct themselves at school has a tremendous effect on the general dress and behavior of the student body. **Business casual should be the standard.** On Fridays, faculty/staff members may wear jeans as an alternative. Jeans chosen should be free of holes and acceptable for the school classroom environment. Optional dress down days may be defined by independent building administrators per special events.

**Background Checks:** Background checks will be required on all new employees at time of hire. Final hire is based upon a positive background check and Board approval.

**Benefits:** In addition to basic salary, benefits shall be provided according to Board Policy. Additional benefits are available to all staff/faculty members through the district 403b provider. Each year, the 403b benefits provider will be on campus and available for all staff/faculty members for consultation. The provider's attendance dates will be announced each year.

**Bereavement:** (Board Policy GCBDA and GDBDA) Employees may take up to five consecutive days per incident with pay when the incident involves an employee's immediate family. The Board defines immediate family of an employee as: employee's; spouse, parents, children, children's spouses, grandparents, grandchildren, siblings of an employee or employee's spouse, and any other family member residing with the employee. After the exhaustion of the five days of bereavement leave, the employee may use personal leave.

**Budget:** Budget concerns are directly related to the Superintendent. The only possible procedure that the Superintendent can prepare the budget is to receive all requisitions by April 1 of each year for the following fiscal year. All building and departmental expenses that will occur during the year will require requisitions due in the Office of the Superintendent by March 1 of each fiscal year with particular attention given to textbooks and supplies. All requisitions should be filled out in a comprehensive fashion including the reason for the purchase. Each building will need to follow established rotational schedule relative to the purchase of textbooks. The rotational list will guide annual purchases and should not be established relative to fiscal year.

**Bulletin Boards:** Bulletin boards should be kept up to date. How you arrange your room and display has the ability to communicate about the quality of instruction and the instructor values as associated with their subject matter.

**Busing:** The buses will load and unload on the east side of the Elementary/Junior High Buildings daily. All Elementary teachers will assist their students with bus loading and unloading. All other staff members assigned to supervise bus loading and unloading according to duty rosters will assist in bus loading and unloading activities. If for some reason you cannot be present, notify the building principal immediately.

**Calendar of Activities:** Because of the need for planning, all activities that do not have a published activity schedule and are one-time in nature (Ex: Graduation, Athletic Banquets, Prom, Freshmen Orientation, etc.) must be placed on the Master Activity Calendar at least 7 days prior to the activity. All activities that are not placed on the Master Activity Calendar will be your individual responsibility for any setup, teardown, and cleaning required.

**Candles/Deodorizers:** According to Board Policy JHCF, substances/objects that are used to enhance deodorization are not permitted because the allergens that they produce. Our insurance policy does not allow candles to be burned in the school building.

**Cash Receipts:** Cash receipts generated from student activities and other activities that generate cash receipts should be turned into the central office with completed deposit slip (including account code) by 1:00p.m. the day after the event. It is never a good idea to let cash receipts accumulate leaving large amounts of cash on hand. Staff/faculty members who collect cash receipts are responsible for keeping those receipts locked and safe at all times. All checks that are received from fundraising need to be made out to East Carter County R-II School District and should never be made out to the sponsor. Fundraising monies are not to be taken home by sponsors under any circumstances.

Cash receipts for gate activities need to be counted by at least two staff members and the cash voucher signed by all involved in the counting. Gate receipts need to be delivered to the Central Office on the next business day following the activity.

**Cell Phone Use:** Cell phone use during school hours are to be used for emergency purposes only and with permission from building Principals. Cell phones during school hours are not to be used for non-emergency personal and casual use. Cell phones may be used for school business purposes as necessary. This policy also applies to school phones. See Board Policy on personal cell phone use.

**Certification:** All certified teachers are required and personally responsible to maintain current full certification in the areas of their teaching assignments and provide the Central Office correct copies of certifications for their personnel file. If full certification is a temporary form of certification, then those teachers must create a plan that will satisfy the Department of Elementary and Secondary Education for the continuation of full temporary certification. All teachers who allow their certification to lapse may be released from their contracts by termination or may be released until certification is achieved. Para-Professionals need a minimum of 60 college hours and possess a substitute certificate or have passed the Para Pro Praxis or passed the alternative DESE-approved Program. It is the responsibility of each immediate supervisor to make sure that the staff under their supervision are properly certified.

**Chain of Command:** All communication in the resolution of conflicts and problems shall be addressed at the lowest level of supervision with the attempt to develop solutions at that point of supervision. If there becomes no apparent resolution in the judgment of an employee after appealing decisions through the chain of command, including the Superintendent, the employee may submit to the Superintendent a request to appeal decisions to the Board of Education. The appeal must be written and given to the Superintendent within 5 days of the last decision given by the Superintendent. The problem solving shall exhibit professional behavior by all parties involved at all times and shall be viewed as positive and constructive throughout the process. The Board decision shall be final.

**Check-Out:** A final check-out sheet will be required to be completed at the end of each school year by faculty members. An inventory shall be part of the checkout process. Check-out sheets must be signed off by respective Building Principals.

**Child Abuse:** Faculty of Public Schools are MANDATED REPORTERS. Any teacher or other school employee who has reason to suspect that a child has been injured as a result of physical, mental, emotional, or sexual abuse or neglect shall report such a belief to the Missouri School Violence Hotline at 866-748-7047. An administrator should be notified as well.

**Classroom Care:** The general care of each classroom is the responsibility of each classroom teacher, or teachers if classrooms are shared. General care refers to providing an environment that is generally neat and is conducive to avoiding vandalism and destruction. In the gymnasium, the locker rooms are considered an extension of the classroom and should also be considered to be covered in this policy. In the summer, all teachers will pack up their rooms so that they can be processed by the custodial services. All shelves and surfaces will be free of objects or items such as photos, knick knacks, etc.

**Classroom Furniture:** Personal furniture such as cloth chairs and couches are not to be placed in classrooms.

**Classroom Procedures:** Each teacher should have an individual classroom procedure that indicates all major aspects of their management of students and their classes. They should include their grading policy, make-up work policy, classroom rules, etc. A copy of each classroom policy will be delivered to the respective Building Principal prior to the first day of school.

**College Hours:** Any college hours earned by faculty members need to be turned into the administration by August 1 of each year to adjust pay scale for the school year. Evaluation of credit hours and adjustments will occur once per year in August. Credit hours earned during the school year will not be applied to salary schedules during the current school year. Educational hours earned will be applied to the following school year once turned in. All employees are required to verify accuracy of their pay check based upon their expected level and rate of pay. All college hours earned must be accompanied by an official transcript from the university where the credits have been earned. Anticipation of earned credit should be reported no later than June 1 of each fiscal year.

**Computer Lab:** **No food or drink** is to be allowed in district computer labs. Teachers must sign-up for computer lab use through the respective Building Principal's office.

**Computers:** Computers are located within each classroom. If a problem arises the teacher needs to complete a Technology Work Order and submit it to the Technology Department.

**Confidentiality:** All East Carter County R-II personnel are bound by confidentiality. Therefore, parents, substitutes, and other volunteers should not be present when discussing any aspect associated with students. Grade books and/or computer screens should never be left where those entering a classroom may view them. A Secretary's desks may contain confidential documents and needs to be treated accordingly.

**Copy Machines:** The copy machines throughout the building are to be operated by faculty/staff members or aides only. Please do not operate copy machines without proper training. If an operational problem occurs, faculty members need to consult the respective Building Secretary. Staff are to utilize network copy stations for any print job with a volume of over 30 pages. Staff ID cards are not to be given to others for use. (i.e. students, parents, etc.) There will be a \$.25 charge per printed side for personal non-educational use.

**Corporal Punishment:** Corporal punishment is a board approved form of discipline and will be used as a form of punishment in accordance with district policy by each building principal.

**COVID-19/Infectious disease:** Due to the unpredictable trend of COVID-19 and other infection diseases. School may have to switch from in class to distance learning on a moment's notice. Therefore, staff should be prepared to perform their duties or a variation thereof to accommodate student need on any given day.

**Custodial Services:** Although the custodial services department is responsible for the cleaning services of the buildings, teachers should assist by making sure that any refuse in excess of what would be expected through general use is picked up each day by students. Also, as a courtesy to our custodians, teachers should have their students place student chairs on top of desks and lock their doors wherever possible and appropriate.

**Detention/Saturday School:** According to district policy, Building Principals will implement the mechanics of the program.

**Discipline:** Discipline should follow the building policy as printed in the Parent/Student Handbook (Please read the Parent/Student Handbook).

**Drug Free School:** The unlawful possession, use or distribution of drugs and alcohol by school employees or students on school premises or as part of any school activity is prohibited. Each teacher shall report to the Administrator's office immediately, the name of any student who is selling, possessing, using or transferring a controlled substance or alcoholic beverage on the premises of the school.

**Email:** Staff are to check their school email **twice daily** for administrative communications. Electronic paystubs are available in the WebLink staff portal.

**Email Archiving Requirement:** This is notification that compliance with state and Federal law requires the district to archive all incoming and outgoing email traffic that utilizes the district mail server and district email accounts.

**Eligibility:** Principal's shall be responsible for writing a policy for eligibility for extra-curricular activities and include the policy in their Student/Parent Handbook.

**Emergency Evacuations Plan:** Each teacher should have a Crisis Plan posted in their classroom. Drills both announced and unannounced will be executed according to DESE/MSIP standards by building principals. Building Principals are responsible to make sure that the required drills are executed each school year keeping the district in compliance.

**Extra Duty:** Elementary, Middle School, and High School teachers will have duties as assigned by respective Building Principals. Examples of such duties are as follows: breakfast, bus, parking lot, detention, hallway, gate, gym, lunch, recess, activity trip, etc.

**Extracurricular Activities/Activities in General/Athletic Activities/Field Trips:** On days that school is closed due to a weather event, or a situation that would interfere with an activity, all activities shall also be cancelled with the exception of tournaments which will be determined at the discretion of the Administration in collaboration with the Activities Director and Coaches.

Transportation requests for any activity that will require district transportation will require a transportation request to be filed with the Transportation Director at least 7 calendar days prior to trip. This requirement includes athletic activities.

**Faculty Meetings:** Each Building Principal will hold faculty meetings as needed.

**Faculty/Staff Involvement In Decision Making:** As Superintendent, I welcome staff involvement in decision making; however, it is the responsibility of the staff to inform me in a timely fashion that they desire involvement in whatever subject that may involve the faculty/staff.

**Field Trips:** Field trip and all extracurricular bus requests should be completed at least one month prior to a projected field trip and be submitted to the respective Building Principal for approval. All trips that will involve an overnight stay will require board approval. It will be the teachers'/sponsors' responsibility to make sure that efficient planning is provided in order to get board approval. All field trips require a 10 to 1 (day trip)/ 5 to 1 (overnight trip) student to teacher ratio for supervision purposes. Students should be supervised in such a fashion that will enable students to be under the direct supervision and field of vision of an assigned and approved adult sponsor at all times with the exception of boarding. Field trips should be considered and qualify as academic in nature and as extensions of the instructional process with the exception of Principal organized and approved incentive trips.

**Field Trip Approval:** All field trips that involve residing overnight or involve a grade span that eclipses the grade span of any individual building (Elementary PK - 5; Middle School 6 - 8; High School 9 - 12) will require board approval. The Sponsor(s) will need to write a proposal that will contain a comprehensive itinerary of activities and a comprehensive supervision plan accounting for every student and every minute of the trip.

**Field Trip Financing:** Field trips that are outside of scheduled athletics such as clubs and camps need to be financed in whole by fundraising by the individual organization planning the trip including bus drivers. This policy shall not include the traditional club organizations that are academic in nature such as beta club or other traditional district competitions such as industrial arts. Field trip proposals need to be presented to the Board in such a fashion that will allow enough time to raise the necessary funds and meet deadlines such as transportation, lodging, reservations, etc.

**Field Trips During The Summer:** Field trips that occur during the summer such as camps and clubs need to be approved according to the approval policy for field trips. All summer field trips by clubs and organizations need to be financed by the club or organization. All transportation during these summer trips will need to be provided by parents and are not to involve district transportation.



**Field Trip Meals/Dining:** Unless the meals are paid for through funds raised by the organization, all sponsors will need to limit meals to standards that are conservative in nature.

**Grade Books:** All student grades need to be based upon a sufficient quantity of grades which should include but may not be limited to homework assignments and independent student assessments such as quizzes and tests. A sufficient number of grades should be considered as a minimum of three grades per week or 3 grades for each 5 days a class meets for classes that are rotational and do not meet every day. The distribution of grades for assignments and independent assessments should be assigned an even distribution throughout each quarter. All students who fall into the D/F category should receive communication including parent contact from classroom teachers in a timely fashion as to allow for sufficient time for improvement on quarter grades. All grade books should be kept current. All teachers are expected to have all student grades turned into the office no later than deadlines established each quarter by their respective building office.

**Grade Cards:** Quarter and Semester grade reports should be turned in to the respective office at the time of or prior to the deadlines as established by the building principals.

**Gym:** Physical education class is for students who are enrolled in physical education. Other students and teachers should not be in gym without prior approval from the building Principal.

**Hallway Supervision:** Elementary School, Middle School, and High School teachers should be outside their classroom doors during passing periods for purposes of supervision.

**Holiday Pay:** All classified non-exempt employees shall be given the following holidays: 4th of July, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Day, and Memorial Day. The 4th of July and Memorial Day will only apply to non-exempt employees who are employed during those times.

**Homebound Instruction Stipends:** Certified Staff providing Homebound services will be compensated at the Certified rate of \$40.00/hour if delivered on campus. \$50.00/hour if delivered off campus in the home or hospital. Staff are not compensated for prep/travel time.

**Inclement Weather:** In the event that school is canceled, faculty members will be notified through a School Messaging System. Please make sure the secretaries have been notified of any changes in your address or phone numbers.

**Income generating activities by Faculty/Staff:** All activities that generate income for faculty/staff members that are outside of their job responsibilities are to be pre-approved by respective Building Principals/Directors.

**Inventories:** Classroom inventories are completed at the beginning and end of each school year. Faculty members need to review these carefully since they are the basis for insurance claims and need to be turned into Building Principals. All inventories need to be turned in to the respective Building Principal within 14 calendar days from the first day of school each year and recertified prior to checkout at the termination of each year.

**Involuntary Deductions:** The District may make deductions when an employee owes the District money and the deduction does not otherwise violate the law. The District may make deductions from an employee's pay for attendance overage on personal days. The District will also make deductions when presented a garnishment, wage attachment or other legal order. The District may deduct amounts owed to the District by the employee for unpaid meal accounts for the employee or the employee's child/ren, and for payment of other District-related accounts.

**Injuries:** Teachers must immediately report any injury to the appropriate building office. The building office is to immediately report the accident to the Central Office. A written report must be made for the office of every injury suffered by a student or staff member. Reports are available from the nurse or the appropriate building office. If the

incident involved the school nurse, the nurse is to forward a signed copy to the building administrator and the office of the Superintendent. The report must be signed by the Administrator and left in the Administrator's office. All injury reports are to be turned into Central Office the day of the incident. Contact the school nurse and Administrator immediately if any injury or illness seems serious.

**Keys/Access Cards:** Necessary keys and access cards for functioning are issued to each teacher/staff member. Keys and access cards that are lost may be charged to teachers/staff members.

**Leaving the Building:** Teachers must notify the building Principal to request approval to leave campus and if approved, must sign out at the office upon leaving and returning to the building.

**Lesson Plans:** Lesson plans are to be provided to Building Administrators each week at their discretion. At a minimum, lesson plans are to be prepared by Monday of each and turned in by first hour.

**Lunch Charges:** Staff will be allowed a maximum charge of **\$50.00** in meal charges before they must be paid. All meal charges will be paid for in a timely manner and not exceed more than the allowable amount. Any charges not paid by the last day of the school year will be deducted from the staff members pay check.

*Substitutes are not to charge meals.*

**Lunch Duty:** Faculty members serving lunch duty should be facing the students so that they can monitor student behavior.

**MSIP Responsibilities:** For professional staff members, MSIP activities are accountability activities that are designed to be ongoing. When necessary, MSIP activities are considered a professional responsibility and are included as a component of your job and are not subject to stipends.

**Mail Boxes:** Staff should check their mailbox no less than once per day.

**Maintenance Requests:** Maintenance request forms are available in the offices and on the District website. Faculty members making requests need to complete the forms and forward them to the Building Principal for approval. When approved, the Building Principal will forward them to the Director of Maintenance. Report any damage to your room immediately to the Principal.

**Maintenance Summer Plans:** Because summer maintenance projects require the expenditure of both time and money, for planning purposes each Building Administrator will need to turn in a written maintenance plan proposal and submit that plan proposal to the superintendent. Proposals will be reviewed at a proposal meeting with the Maintenance/Custodial Departments, and the Superintendent. Each plan will need to be comprehensive in nature and should include all aspects of maintenance or any changes that may be desired. All plan proposals will need to be submitted no later than **March 1** for planning and budgeting.

**Make-Up Work:** The policy for student make-up work should be followed as it is printed in the Parent/Student Handbook.

**Mentor Teachers:** Each new teacher in their first two years of service will be assigned a mentor teacher as designated by DESE and MSIP Standards.

**Mileage Reimbursement:** All mileage reimbursements should be turned in by the 1st of each month and turned in monthly. All mileage must be claimed according to the district developed mileage chart.

**Money and Items of Value:** All money collected by school personnel whether it be by fund raisers or office staff for cash receipts for any reason should be counted and transported to the central office vault at a minimum of daily by 1:00p.m. All money and items of value should be locked up at all times.

**Movies:** All movies utilized within the classroom must be approved by the respective building Principal prior to showing in classrooms. Movies displayed in the Elementary shall have a rating of G only.

**Newsletter:** Faculty members are encouraged to provide building principals with newsletter articles for publication.

**Notice Regarding Public Service Loan Forgiveness:** In accordance with state law, the East Carter R-2 School District is required to provide all new employees with information regarding eligibility for the Public Service Loan Forgiveness Program. Employees who work full-time in a public school district might be eligible for this program. The Public Service Loan Forgiveness Program forgives the remaining balance of Direct Student Loans for borrowers after they have made 120 qualifying monthly payments under a qualifying repayment plan, as long as the borrower is not in default. For more information about the program and to determine whether you are eligible under this program, go to the Missouri Department of Higher Education's website at : <http://dhe.mo.gov/resources/publicserviceemployees.php>

**Nurse:** Prevention is better than cure. Any time there is a doubt as to the seriousness of an injury or illness, the nurse, administrator, and parent/guardian should be contacted immediately. Student medications and over the counter medications need to be in the nurse's office for distribution. **Over-the-counter medications are not to be provided by staff members.**

**Outdoor Classroom:** Teachers utilizing the outdoors as a classroom need to have administrative approval. Teachers taking students outdoors during classroom time need to report to the school office when leaving the building and upon returning to the building.

**Overtime/Comp Time:** From time to time, situations occur that cannot be avoided and may require an employee to work overtime. All district classified employees that are non-exempt employees should make every effort to perform their assigned duties within the time frames defined in this document. All overtime should be reported to the Superintendent as it occurs. In the event that an employee can predict the need for overtime, they should request for overtime in writing to their immediate supervisor and that request should immediately be forwarded to the Superintendent. Overtime is to be authorized and signed off on by the appropriate Administrator prior to the overtime occurring.

**Painting of Classrooms:** It is the philosophy of the administration that all classrooms be painted using washable paint (Example: Semi-Gloss) and in neutral earth-tone colors or soft pastels in an attempt to produce classrooms that produce a building that accumulates a sense of belonging. Classrooms will only be painted as needed as determined by maintenance and will be rotated when necessary. A teacher may select an accent wall. All maintenance projects needed to be first approved by building principals and forwarded to the Superintendent.

**Part Time Retired Staff:** All part time retired employees in all departments are to be present on campus performing their duties according to their FTE assignments. If they are retired, they are required to utilize the time clock, therefore allowing hours to be reported correctly to the relative retirement system (PSRS or PEERS).

**Personal Days:** Professional staff members are encouraged **NOT** to take any vacations during the school year. Personal days are to be used for personal reasons such as illnesses or personal situations. Staff members must have a positive leave balance before personal leave will be approved to be taken. (Except for extenuating circumstances and administration has given prior approval.)

**Parent/Teacher Conferences:** Parent/Teacher conferences are held each year. Teachers are to keep a log of visiting parents. All teachers are to be in their classrooms. In the event that a teacher cannot be available during Parent/Teacher conferences, they will need to place a sign-up sheet on their door for later contact. Teachers who are absent during parent teacher conferences will be required to subtract the absence from their personal leave.

**Payroll:** Staff payroll will be dispersed on the 15<sup>th</sup> and last day of the month. If the payday is on a Saturday; payroll will be released on the preceding Friday. If the payroll date is on a Sunday; payroll will be released the following Monday. All new fiscal year payrolls will begin with the ending August payroll with the exception of 12 month employees. Payrolls will be distributed in 24 payments through direct deposit.

**Employee Responsibility:** In reference to policy GDBA; employees are responsible for verifying that their salary, compensation and paychecks are accurate. **Employees are required to notify the district within 30 days of receiving an inaccurate payments (includes salary and HSA contributions) and failure to do so could lead to discipline, forfeiture of amounts owed or deductions for excess pay received, as allowed by law.**

**Parking:** Faculty members may park in designated parking areas for faculty on campus.

**Playground:** Playground rules are reviewed annually and provided to all elementary faculty members. Playground supervision areas should be followed so that teachers are scattered across the playground and not in one area.

**Positive Input:** Make a point of noticing the students through eye contact and calling them by name. Greet, encourage, compliment as well as instruct them. It is easy to notice and compliment the better students, giving them positive feedback. Make a difference in the lives of those who are harder to like, accept, or “provide positive feedback to”. Awareness requires constant interest and vigilance. Considering the position of teachers in the lives of students, every teacher has the opportunity to have a dramatic positive effect on the life of every student.

**Printer:** Toner cartridges need to be conserved and will be limited to a maximum of one per classroom with a few exceptions noted such as business classes. New toner cartridges will not be ordered after April 1<sup>st</sup> of the school year.

**Principal Evaluation:** Principal evaluations will be performed by the Superintendent according to the following characteristics:

\*\* Each Principal will be required to complete a Comprehensive Personal Professional Development Plan and submit that plan to the Superintendent by October 1 of each school year.

\*\* Each Principal is required to develop a comprehensive plan that addresses his/her strategy to improve or continue to meet each Annual Performance Report (APR) Standard and submit that plan to the Superintendent by October 1 of each school year.

\*\* Each Principal is required to develop a comprehensive plan that addresses his/her strategy to improve or continue to meet Standards and submit that plan to the Superintendent by October 1 of each school year

\*\* Each Principal is required to submit a Self Evaluation using a Summative Evaluation Document by January 15 of each year.

\*\* Each Principal is required to provide artifacts that support his/her Personal Professional Development Plan, which supports an APR plan and that supports the standards included in the Summative Principal Evaluation document by January 15 of each year.

**Professional Development:** Professional development is divided into two broad categories as defined by location. The categories are In District and Out of District. All professional development activities should be focused on at least one of the district CSIP/Professional Development Plan goals. Teachers are required to attend all in-district professional development activities and are only allowed to leave early from professional development in emergency situations. All professional development must track the following path of approval:

First select #1, #2, or #3 as appropriate:

\*1 Professional Development Committee for approval and signature (Check for funds (District or Title IIA, etc.) and correlation to CSIP/PDC Goals).

\*2 Forwarded to the District Federal Programs Administrator for approval and signature (Title IIA).

\*3 Forwarded to the District Title I Administrator for approval and signature.

Then:

\*4 Forwarded to the respective Building Principal for approval and signature.

\*5 Forwarded to the office of the Superintendent for final budget approval and signature.

\*6 Forwarded to the Secretary to the Superintendent.

\*7 Forwarded to appropriate location by Secretary to the Superintendent.

Again, all certified employees must attend the in-district professional development activities and personal days will not be approved during our in-district professional development activities other than definite emergency situations.

**Professional Development Expenses:** Out of district meal expenses will be paid according to the following per-diem schedule:

\*\* Full day; meals up to \$60.00 per day, receipts to be turned in.

\*\* Half day; meals up to \$30.00 per day, receipts to be turned in.

\*\* Note: If any of the above are provided for free or are included in the registration, employees will not be eligible for the per-diem for that breakfast, lunch, or supper and should not be turned in as an expense. Exceptions may be appealed to appropriate supervisor for special circumstances.

**Progress Reports:** Parents should be notified as soon as possible if a student's grade falls below a C-. Mid-term reports will be issued for all students. Mid-term reports should be turned in to the respective office at the time of or prior to the deadline.

**Reimbursements In General:** All reimbursements that are owed to faculty and staff should be turned in by the 1st of each month and turned in monthly. Reimbursements are not allowed to accumulate.

**Requisitions:** All requisitions must be submitted to the respective Building Principal for signature. All fields with an asterisk must be filled out. Once filled out, follow the Requisition and PO process below. No purchases should be made until the PO has been signed.

**Requisitions Due Date:** Requisitions due date for each subsequent school year for all expenses (equipment, materials, supplies, human resources, etc) are due in the Superintendent's office with Principal's signature no later than **April 1** of each school year. Requisitions should have requested and expected dates of July 1 or later for the following school year.

### **Requisition and PO Process:**

(First Please Note: Prior to anything being purchased from anywhere for anything at any time, a signed requisition followed by a superintendent signed PO must be in your possession. This also includes all local vendors such as Wal-Mart, etc.).

\*1. Fill out Requisition Form (a requisition is a request for purchase) and attach supporting documents to help in the ordering of product/supplies.

\*2. Requisition is to be approved by building Principal or area director for all purchases regardless of vendor.

\*\* Budget/Account is to be checked for balance. If a balance does not exist to cover a line item, then the purchase will not take place.

\*\* Vendor/supplier information is complete with clear instructions (Fax, Mail, Phone, On Line Ordering, ETC, Be Complete).

\*3. PO is approved by Superintendent

**(Nothing is to be ordered or purchased until Approved by Superintendent).**

\*4. Product is received (Packing slips are checked against PO copy and stapled to PO copy by Receiving Clerk and returned to Administration, which will verify receipt of product)

\*5. Invoice is received **BY THE 1<sup>ST</sup> OF EACH MONTH** and checked with copy of PO with packing slips attached

\*6. PO with invoice is submitted to the Bookkeeper for payment

\*7. Check stub is attached to front of PO/Invoice and filed

\*8. Check is mailed to Vendor for payment after Board approval of bills.

Concluding, a complete purchase package will contain a purchase order, a packing slip, an invoice, and a check stub. **ITEMS THAT ARE ORDERED WITHOUT A PO MAY NOT BE PAID BY THE DISTRICT AND COULD BE RETURNED.**

**Retention:** Teachers need to consult with the respective building Principal about the possible retention of a student by the end of the first semester. In the case of seniors who may be in jeopardy of graduation, parents should be informed at a minimum of midterm and quarter reports.

### **School Closure:**

**\*COVID-19:** Due to the unpredictable trend of COVID-19 outbreak. School may have to switch from in class to distance learning on a moment's notice. Therefore, staff should be prepared to perform their duties or a variation thereof to accommodate student need on any given day.

**\*Winter Weather:** In the winter, there will be ice and slippery spots on campus. Always practice safety during such times. Avoid walking with your arms full which creates a blind spot in your walking path. You may have to make more than one trip during such times, but at all costs, practice safety.

**Semester Exams:** Semester exams are required to be given in all classes. All semester exams are to be turned in to respective Building Principal at least 7 calendar days prior to the administration of the exam.

**Sexual Harassment:** The East Carter County R-II 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. Allegations of sexual harassment shall be investigated and, if substantiated, corrective or disciplinary action taken, up to and including suspension and/or expulsion of the student or suspension and/or termination of the employee.

**Stipends:** In General stipends over \$2000 will be divided into twenty-four payments and will be paid at each pay period. Other stipends will be paid quarterly and paperwork for stipends will be due on the 1<sup>st</sup> of the month. Stipends that are hourly in nature will be assigned an hourly value that will be uniform district wide for certified and classified staff. Certified Stipends will be paid at a rate of \$40.00 per hour and Classified stipends will be paid at a rate of \$30.00 per hour.

**Student/Parent Handbooks:** Principals need to make sure that all required parent notifications are present in their handbooks, such as the asbestos notification and all the Every Student Succeeds Act (ESSA) notifications, etc.

**Substitute Folder:** Each teacher will prepare a substitute folder to be filed with the respective Principal's office and in their classroom. The folder will contain: a schedule, a roster of any extra duties, a current seating chart, any special situations, two universal lesson plans that may be used at any time, a couple of names of reliable students in each class, a schedule of special students leaving the classroom, a list of students with medical problems on a need-to-know basis, and a class Code of Conduct.

**Substitute Teachers:** For coordination purposes, Building Secretaries are to call and place substitute teachers with the administrator approval when they are necessary. Teachers are not to call their own substitutes in. Sub pay for the 2023-24 school year is \$100.00 per day.

**Supervision:** Teachers are not **EVER** to leave students (Including their children) unsupervised in classrooms, hallways, outside, field trips, etc. Unsupervised is defined as any time that students are outside of your field of vision. Teachers are to remain at their classroom doors (in the hall) during all class breaks. Each teacher is directly responsible for hall supervision in and around his/her assigned room during times when student traffic is near the classroom area. Teachers finishing their planning period should be in the hall when the period ends. This category of supervision is to include all times during each day, week, month, and the calendar year. Teachers are not to let students out of class to do tasks without permission of the respective Building Principal/Supervisor. Whenever you are assigned a duty, you personally come under the legal definition of "A Duty Owed" and are personally responsible for supervision as assigned by your classroom assignment and the duty schedule. Be proactive and vigilant relative to your supervision responsibilities.

**Supervision of Cafeteria/Food Service Program:**

All Principals will be in the appropriate cafeteria each day for supervision purposes for both breakfast and lunch realizing that there may be times that this is not always possible such as times where Principals are dealing with issues that require immediate attention. All Principals shall report, in writing, all incidents of food service concerns or personnel issues to the Superintendent as soon as reasonably possible.

**Supply Lists:** Faculty members are to prepare a student Supply List and turned in at checkout each year.

**Tardy:** Each teacher should include their definition of tardy in their class policy.

**Teachers:****Teacher Duties**

- \*1 Teachers shall keep transcripts of their grades and certificate on file in the Superintendent's office, starting with the first day of employment.
- \*2 Teachers shall provide direct supervision of all school property and shall report any damage to the Administrator.
- \*3 Teachers shall act in a supervisory position to and from class.
- \*4 Teachers shall make necessary requisitions for supplies to the Administrator.
- \*5 Teachers shall not allow anyone to occupy their place in the classroom without the approval of the Administrator.
- \*6 Teachers are encouraged to attend all school functions.

**Teacher Evaluations:** Evaluations shall be conducted by the Administration in accordance with the Missouri Law and or statutes. The primary purpose of Teacher Evaluation is to facilitate and improve classroom instruction, and thus, to enhance student knowledge and performance. An effective evaluation system should identify teachers' strengths and weaknesses and provide direction for maintaining and improving teacher skills through professional staff development activities. Teacher Evaluations are a tool to improve rather than remove; we cannot have school improvement without people improvement. The Principal's task is to bring clarity to the teacher performance that is expected to be exhibited in the classroom. The Teacher Evaluation provides a basis for fair, objective decision making by the East Carter R-II School District. The District Teacher Evaluation offers a pathway for individual professional growth, supplies information and feedback regarding effective practice, allows a mechanism to nurture professional growth toward common goals and, supports a learning community in which people are encouraged to improve and share insights in the profession. Effective teacher evaluation is an essential part of the total instructional program. Teacher Evaluation should be a continuous process which relates directly to on-the-job performance. Standards and criteria in a performance based evaluation system should reflect measurable, observable, and definable teacher behavior. Listed below are some items to consider throughout the year as you evaluate yourself in an attempt to improve as a classroom teacher:

**Outline of Teacher Evaluation Process:****Teacher Evaluation Schedule:****Tenured Teachers**

- \*\* Formative Evaluations: At least one per year.
- \*\* Drop In Evaluations: At the discretion of each respective building Principal/Supervisor.
- \*\* Summative Evaluation: One per year.

**Non-Tenured (Probation) Teachers**

- \*\* Formative Evaluations: At least three per year.
- \*\* Drop In Evaluations: At the discretion of each respective building Principal/Supervisor.
- \*\* Summative Evaluation: One per year.

**Job Targets**

Job targets are used to "target" attainment of identified goals and bring about a desired change. The job target sheet is to be completed by the evaluator and must state the performance area and the specific criterion to be improved.



**Job Targets:**

- \*\* May be identified whether or not the teacher is scheduled for evaluation.
- \*\* May be stated on the job target sheet and jointly reviewed by the teacher and administrator/evaluator.
- \*\* Will remain in effect until satisfactorily completed.
- \*\* Job targets must be met for contract renewals.

**Teacher Preparation Time:** Teacher preparation time is contracted time and is to be used for school related activities by teachers such as class preparation, parent conferences, conferences with building principals, etc. Teachers will spend their preparation time on campus and be available.

**Teacher Preparedness:** When teachers arrive to school each day, they should be completely prepared to perform all lessons each day, including but not limited to any photocopies required. We cannot project when our technology may be down, therefore teachers should be completely prepared for the day and have alternate plans in the event a lesson that required technology fails to function.

**Teacher Qualifications:** Teachers must have at least a Baccalaureate Degree with special preparation and certification. Because an effective educational program requires quality staff members, the Board and the administration of the East Carter R-II School District will make every effort possible to attract and retain the best-qualified personnel.

**Teacher Salary:** The salary of teachers shall be consistent with the salary schedule approved by the Board and subject to state laws. The contract will not be changed during the period of the contract unless an agreement has been negotiated by all parties involved and board approved.

**Teacher Salary Schedule:**

- \*1 All certified personnel with a degree, with the exception of the Superintendent and the Principals and non-degree personnel will be on a salary schedule. All days and salary will be determined according to the master calendar except those teachers who have extra duties.
- \*2 An extra duty pay schedule will be part of the salary schedule printed each year.
- \*3 New teachers to this school system may be **allowed** a maximum of 1 step for every 1 years of experience in other public schools subject to evaluation by the Superintendent.
- \*4 Teachers are required to conform to certification requirements according to State laws and board policy.

**District Technology**

- \* District has the right to monitor all electronic emails, files and other information on the district's network or on the district's equipment and is subject to search at any time.
- \* Installation of any software or downloads must be approved by the Technology Department.
- \* The purchase of all software and on-line programs and apps must be approved by the Technology Department due to possible compatibility issues, data governance policies, student privacy policies, state and federal laws.
- \* Personal equipment cannot be connected to school network unless authorized by the Technology Department.
- \* Personal technology equipment may not be connected to the District Network without approve of the Network Administrator and is subject to all District policies and procedures for usage and approval.

- \* Any unauthorized, deliberate, or negligent action (including lack of student supervision) that damages or disrupts technology, alters its normal performance, or causes it to malfunction is prohibited, regardless of the location or duration of the disruption and may be reported to the Superintendent.
- \* Use of district technology resources in attempt to gain unauthorized access to any technology system or files of another is prohibited.
- \* Because of funding, inventory, and server-client relationships, district technology equipment/hardware cannot be moved or relocated without authorization from the technology department. Computers moved or re-located without knowledge of the technology department can and will cause network issues pertaining to licensing, software deployment, anti-virus roll-outs, hardware metering, and other issues not mentioned.
- \* Shall adhere to the District's Acceptable Users Policy at all times.
- \* Shall be responsible for the supervision of students' technology usage to ensure strict adherence to The District's Acceptable Users Policy in compliance with The Child Internet Protection Act (CIPA) at all times.
- \* Shall be responsible for the supervision of student's technology usage to ensure students are not misusing or taking the district's technology resources.
- \* Shall be responsible for submitting work orders to the Technology Department helpdesk before work can be completed regarding technology issues.
- \* Shall be responsible for returning district hardware/software on a yearly basis (before summer break) so that it can be maintained and reissued.
- \* Shall be responsible for the care and appropriate use of all technology resources that are checked out for off campus use.
- \* Shall adhere to the districts Data Governance Policy concerning student privacy in the use of all online software and apps.
- \* Any online software to be used by the school district, staff and students must be inventoried by the technology department, comply with state and federal student privacy laws, and the districts data governance policy before it can be used.

**Verification Forms:** All faculty and staff will sign the verification sheet in the Faculty and Student Handbooks. The verification sheet will provide assurance that each faculty/staff member has read and understands the handbooks. These sheets are to be turned in to the respective Building Principals. Board Policies may be found at the school district Website and in the Superintendent's office

**Video Recording:** This is notice that any and all public areas of the district may be under audio and video surveillance at any and all times for the students and staff safety.

**Visitors:** No visitors shall be allowed in the classroom while class is in session without the approval of the respective Building Principal. Non-registered students are not allowed to visit the classroom for the day without approval from respective Building Principals.

**Verification Forms:** All faculty and staff will sign the verification sheet in the Faculty and Student Handbooks. The verification sheet will provide assurance that each faculty/staff member has read and understands the handbooks. These sheets are to be turned in to the respective Building Principals. Board Policies may be found at the school district Website and in the Superintendent's office.

**Winter Weather:** In the winter, there will be ice and slippery spots on campus. Always practice safety during such times. Avoid walking with your arms full which creates a blind spot in your walking path. You may have to make more than one trip during such times, but at all costs, practice safety.

## FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the [Federal Relay Service](#)

**East Carter R-II School District**  
**EMPLOYEE NETWORK USAGE AGREEMENT**

Access to the Internet has the potential to be a tremendous resource for students and teachers at all levels. The use of an assigned account must be in support of educational research and within the objectives and goals of the East Carter R-II School District. The use of this information system is a privilege, not a right; the opportunity brings with it a number of responsibilities. In order to use the school network and Internet service available at East Carter R-II School, you and your parents must read the following information and return a signed Internet agreement, which is attached.

1. Access to the East Carter R-II School District network is a privilege that may be revoked by the administrators of the network at any time for abusive or inappropriate conduct. Such conduct includes, but is not limited to, the placing of unlawful information on or through the computer system; downloading files without express permission of the faculty; accessing another person's files or e-mail; the use of obscene, cyber bullying, abusive, or otherwise objectionable language or images in either public or private files or messages; web postings that depict and/or refer to underage drinking, smoking, or other illegal or inappropriate behavior in the use of blogs, chat rooms, USENET newsgroups, and other areas of cyberspace that would be offensive to any student, teacher, or parent. Adhere to the same standards on-line that are expected in the classroom. Be ethical. Do not do or say anything that your parents or teachers would not approve of. If in doubt, DON'T.
2. Rules and regulations of the system usage may be added and will be posted from time to time by the administrators of the district and/or the network. Users of the network are subject to these rules and regulations.
3. Internet access is filtered by law mandated by the Children's Internet Protection Act (CIPA). The district also filters content it deems to have no educational value or may be disruptive to the learning environment. The district will operate a technology protection measure (filtering/blocking device) on all computers with Internet access, as required by law. Everyone must realize that any type of filtering/blocking will not be 100 percent. Evasion (bypassing) or disabling of the filtering/blocking device installed by the district, including attempts to evade or disable is a serious violation of district policy and is subject to disciplinary actions. Examples of bypassing or evading the content filter are, but not limited to, HTTP proxies, proxy software, using search results to display the blocked information, etc.
4. Security on any computer system is high priority, especially when the system involves many users. Attempts to log in as any other user other than your own may result in permanent cancellation of user privileges, as will allowing anyone outside the school environment to have access to the school network. Any user identified as a security risk or having a history of problems with other computer systems may be denied access.
5. Vandalism will result in revocation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user or any of the agencies of other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading/downloading of files and/or creation of computer viruses. All users will be held accountable for any damage they cause to district resources.
6. The district's technology resources are available on an as is, as available basis. Administrators of computer resources may suspend access to and/or availability of the district's technology resources to diagnose and investigate network problems or potential violations of the law or district policies, regulations, and procedures without notice.
7. Users are responsible for the use and privacy of their passwords and user accounts. Giving out this information to unauthorized users is forbidden; users are personally responsible for any network activity under their log-in account or name.

8. Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The school district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.

9. Users may not install any software unless approved for use by the technology department. Installations of software not purchased by the district or approved for use by the technology department will be removed from the computer(s) and the user(s) network account will be revoked. At no time will district technology or software be removed from the district premises, unless authorized by the technology department.

10. Copyrighted materials will not be duplicated, installed on the server, reproduced, distributed, displayed for district-sponsored activities, or by using district equipment except in accordance with the law.

11. This agreement may be updated by the district at any time. Employees will be notified of any changes.

## **INTERNET SAFETY POLICY**

### **East Carter R-II School District**

#### **Introduction**

It is the policy of **East Carter R-II School District** to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

#### **Definitions**

Key terms are as defined in the Children's Internet Protection Act.

#### **Access to Inappropriate Material**

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

#### **Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the **East Carter R-II School District** online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

#### **Supervision and Monitoring**

It shall be the responsibility of all members of the **East Carter R-II School District** staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet protection Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of **Network Administrator** or designated representatives.

CIPA definitions of terms:

**TECHNOLOGY PROTECTION MEASURE.** The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

1. **OBSCENE**, as that term is defined in section 1460 of title 18, United States Code;
2. **CHILD PORNOGRAPHY**, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

**HARMFUL TO MINORS.** The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

**SEXUAL ACT; SEXUAL CONTACT.** The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.



## EMPLOYEE APPLICATION FOR A NETWORK ACCOUNT

This form must be signed before staff can access district technology resources. Forms must be completely filled out and returned to the technology department.

I have read the East Carter R-II District Technology Usage policy, administrative regulations, and netiquette guidelines and agree to abide by their provisions. I understand that violation of these provisions may result in disciplinary action taken against me including, but not limited to, suspension or revocation of my access to district technology and termination.

I understand that my technology usage is not private and that the school district may monitor my use of district technology including, but not limited to, Internet and network usage, system logs, and any other history of use. I also understand that all electronic communications are archived according to Federal Law. I consent to district interception of or access to all communications I send, receive, or store using the district's technology resources, pursuant to state and federal law, even if the district's technology resources are accessed remotely.

I understand I am responsible for any unauthorized costs arising from my use of the district's technology resources. I understand that I am responsible for any damages to district technology due to my negligent or intentional misuse of the district's technology resources.

### DATA GOVERNANCE AND SECURITY

#### **(Confidentiality and Security Agreement for Employees and Volunteers)**

I understand that in my position I may be provided confidential information or data about students, employees or others through spoken, printed or Electronic communication. I understand that following confidentiality laws and the district's policies and procedures regarding the security of confidential and critical district information or data is an essential function of my position. I have been trained on the confidentiality laws and data Governance policies and procedures applicable to my position and understand that if I have any questions I am required to notify my supervisor for direction. I will notify my supervisor and the district's information security officer immediately if I am concerned that the district's data has been breached or the security of district data is at risk. I understand that failure to follow these laws, policies, procedures and directions from my supervisor will lead to discipline and may result in the termination of my services with the district.

**STAFF, FACULTY, SUBSTITUTE  
VERIFICATION OF RECEIPT  
&  
ACKNOWLEDGEMENT OF HANDBOOK CONTENTS**

Please sign and return to the respective building office within seven calendar days from the first day of school.

I, (Printed Name) \_\_\_\_\_,  
an employee of East Carter County R-II School District, have read the 2023-24 Faculty, Staff, and Substitute Handbook. I verify that I understand and agree to follow all the policies, procedures, rules, regulations, and information set forth and approved by The Board of Education.

By signing, I also authorize the District to utilize Payroll Deductions to clear out meal charges at the end of the year.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date