

BALLARD R-II SCHOOL EMPLOYEES

2017-2018

BOARD OF EDUCATION

Jacque Porter (17-20).....President
Chris Rotert (15-18).....Vice-President
Nathaniel Wainscott (15-18).....Treasurer
Katrina Bergman (16-19).....Member
Bryan Borland (16-19).....Member
Brian Hill (17-20).....Member
Keith Teagarden (17-20).....Member

ADMINISTRATION

John Siebeneck Superintendent
Eric Hon..... Principal

FACULTY

Brenda Atchison (Part Time)SPEECH SERVICES
Mary Bauman SPECIAL EDUCATION K-12
Kelsi Bergen ELEMENTARY TEACHER- 5th
Robert BrewsterSCIENCE 7-12
Dustin Bridges AGRICULTURE EDUCATION 7-12
Miranda BridgesCOUNSELOR
Lacy Burgin LIBRARY/ENGLISH
Tori Descombes ART K-12
Brad Dunkin SOCIAL STUDIES 7-12
Tina Eidson ELEMENTARY TEACHER-6TH
Rachel Gregory LANGUAGE ARTS 9-12
Linda Gulling TITLE I
Linnae Hathcock ELEMENTARY TEACHER-K
James Hillman PHYSICAL EDUCATION/ASST. ACTIVITIES DIRECTOR K-12
Raelynn Kershner MATH 7-12
Vicki Lybarger (Part Time)MUSIC K-12
Rhonda Moore ELEMENTARY TEACHER- 4th
Amanda KabirELEMENTARY TEACHER – 3RD
Cheryl Murchie BUSINESS 7-12
Stacey Ordal ELEMENTARY TEACHER – 1ST
Kelly West ELEMENTARY TEACHER – 2ND

SUPPORT STAFF

Larry Bergschneider SOFTBALL COACH
Donna Dodds (Part Time) NURSE
Troy Engelhardt BOYS BASKETBALL COACH
Jill Hill COOK
Iris Hon (Part Time)PARA-PROFESSIONAL
Kerri Loyd BOOKKEEPER/BOARD SECRETARY
Sonny Mahan CUSTODIAN
Lori Oswald SECRETARY
Dorothy Smith (Part Time) PARA-PROFESSIONAL
Joni Teagarden COOK
Lori Wainscott HEAD COOK
Terry Wendel HEAD CUSTODIAN

FIRE EVACUATION PLAN

1. **Signal: Series of short bells/tones rung in rapid succession for fire.** (Phone and intercom will also be used.)
2. Close all windows.
3. Take grade book – check roll.
4. Exit quickly and quietly, single file.
5. Close door as you leave classroom.
6. Exit through designated doors.
7. Get reasonable distance from building.

EVACUATION ROUTES

Cafeteria/Kitchen:	Exit South door by cafeteria
FACS Room:	Exit South door by cafeteria or Southeast Door
Math Room:	Exit Southeast door by Girls Locker-room
Science Room:	Exit South door by cafeteria
Library:	Exit South door by cafeteria
Gymnasium:	Exit South door by cafeteria
Special Services:	Exit South door by cafeteria
Counselor:	Exit North door by cafeteria
English Room:	Exit North door by main entrance
Social Studies/Multi:	Exit North door by main entrance
Business/Technology:	Exit Southwest door
5th Grade:	Exit Northwest door by the playground
4th Grade:	Exit Southwest door
3rd Grade:	Exit Southwest door
2nd Grade:	Exit Northwest door by the playground
1st Grade:	Exit Northwest door by the playground
Kindergarten:	Exit Northwest door by the playground
Office/Speech:	Exit Southwest door
Teacher Workroom/Title I:	Exit Southwest door
Art:	Exit Northeast door
Music:	Exit Northeast door
Ag Shop:	Exit North or East door
6th Grade:	Exit North door by main entrance
Main Office:	Exit North door by main entrance

TORNADO DRILL PLAN

1. **Signal: Continuous ringing of Tornado siren.** (Phone and intercom will also be used.)
2. Take grade-book – check roll.
3. Go quickly and quietly to designated area.
4. Stay reasonable distance from doors and windows in hallway.
5. Kneel down facing wall; cover head with hands.
6. Stay there until all clear is sounded.
7. Students will have to be double rowed in the main hallway.
8. Teachers should move students as room is needed.

Science Room – Go to the west side hall wall of the Commons Area.

Library – Go to the hall wall near the Special Services Room.

Cafeteria – Go to the wall of the Commons Area.

FACS Room – Go to the west side hall wall of the Commons Area.

Math Room – Go to the hall wall of the Commons Area.

Gymnasium – Go to the hall wall outside of the Title I Room or opposite wall if necessary.

Special Services – Stay in your room near West or North wall.

Social Studies Room/Multi – Go to the hall wall near the Computer Lab.

English Room – Go to the hall near the 6th grade room.

Business Room – Go to the hall wall outside of your room.

Ag Shop – Go to the hall wall of the elementary, across from the 2nd grade room.

6th Grade – Go to the hall wall near the 6th grade room.

5th Grade Room – Go to the hall wall directly outside of your room.

4th Grade Room – Go to the hall wall next to the 5th grade room.

3rd Grade Room – Go to the hall wall across from the 5th grade room.

2nd Grade Room – Go to the hall wall between the Computer Lab and the Special Services room.

1st Grade Room – Go to the hall wall between the 2nd grade room and the boy's restroom.

Kindergarten – Go to the hall wall between the 2nd grade room and the boy's restroom.

Office/ Speech – Go to the hall wall near the Computer Lab.

Teacher Work Room – Go to the hall wall near the Computer Lab.

Art Room – Go to the hall wall near the 6th grade room.

Music Room – Go to the hall wall near the 6th grade room.

Main Office – Go to the hall wall near the commons area.

EARTHQUAKE PREPAREDNESS DRILL

DURING THE EARTHQUAKE

If you are indoors when an earthquake begins, stay there. Never run outside. Get under something solid like a heavy table or desk. This will help protect you from falling objects and debris.

Stay clear of windows, tall furniture, and hanging fixtures. If you can't find cover under something sturdy, brace yourself in a doorway or drop to the floor, curl up into a ball, and cover your head with your arms.

If you are outside when an earthquake starts, run to an open area away from buildings, trees, or utility poles. Never run inside.

Most importantly, stay calm. As long as you stay clear of anything that might fall, you'll likely be fine.

AFTER AN EARTHQUAKE

Check for injuries and account for all those with you when the earthquake began. Apply first aid as necessary.

Once everyone is safe and cared for, immediately begin assessing the damage and eliminating the hazards. Authorized personnel should shut off the gas, water, and electricity as soon as possible if the systems are damaged.

Check for damage to the structure. If the structure is damaged, leave the building and get a safe distance away. Aftershocks could cause a collapse. It is possible that the earthquake was only a foreshock and a stronger earthquake is yet to come.

Use the telephone only in an emergency. Unnecessary phone calls could interrupt emergency services.

FOLLOWING THE EARTHQUAKE STUDENTS SHOULD BE MOVED TO THE PARKING LOT.

INTRUDER ALERT

PRINCIPAL

1. Announce "Please Secure Your Classrooms!"
2. Call 911 & stay on the line.
3. Establish command area and call Superintendent.
4. Assign personnel to specific duties as needed.
5. Await law enforcement arrival.

FACULTY AND STAFF

1. Close and lock door. Close windows and blinds. Cover door windows or turn off lights.
 2. Place students on floor next to interior wall (out of sight).
 3. Verify all students are accounted for.
 4. Maintain calm and order.
 5. Supervise students in classroom until further notice.
- Priorities are to: 1) remain calm; 2) move people to safety whenever possible.

LOCKDOWN

Level 1 Lockdown: School-Wide Lockdown

All outside entries will be locked and no one will be allowed to enter and/or exit the building. Business as usual will occur within the school.

Level 2 Lockdown: Classroom Lockdown

Each classroom will be locked down. Students will not be allowed to leave the room. Class activities will continue as usual, but students will remain in the locked down classroom until the lockdown has expired.

Level 3 Lockdown: Intruder Lockdown

Full lockdown. Close and secure the classroom door. Have students sit quietly out of view of the classroom door entry. Follow any Intruder recommendations as the teacher/staff member deems appropriate. If someone knocks at the door, do not respond. Students not in their classroom at the time of the lockdown announcement will report immediately to the Principal's or Superintendent's office. Report missing students to the office using phones as long as you are not in front of the door. Disregard any bells. Remain locked down until further notice.

- a. If the "lockdown" is initiated during a passing period, get all students in your vicinity inside your room and secure the door. Prepare a roster of the students in your room after students are quiet and hidden.

BOMB THREATS

In the event that notice is received that a bomb has been placed in a school building, on the school grounds, or on a school-owned vehicle, the following procedures, which have been developed with the local officials and fire departments, will be implemented.

- The person receiving a threat by phone will note the exact time of the call, become aware of any background noise that might aid in identification, and attempt to get a voice description of the caller with regard to age, sex, identifying patterns of speech, or have a second person listen in on the call.
- Notification should be immediately made to the following:
 - Building principal or designated school official in charge of threatened areas.
 - Law enforcement department, fire department, and other emergency teams.
 - Superintendent of schools
 - Telephone company
- Law enforcement and fire department emergency vehicles and teams will respond.
- The senior law enforcement officer present and the building principal or designated school official will determine what procedures to follow. They may order the building evacuated by means of a fire drill. Should the students appear to be in imminent danger, the building principal or official designee may order evacuation of the building or grounds immediately after receiving the call or notice of a bomb threat.
- A search of the building or premises should be conducted under the direction of the senior officers present from either protective department. Law enforcement officers, firefighters, and designated school officials should assist in the search.
- Circumstances will dictate whether any strange or foreign objects should be removed immediately or left for removal by qualified persons.
- If a thorough search has been conducted and nothing found, the building principal or official designee should be notified by the senior members of the local protective departments that re-entry will be permitted. Pupils may return to the buildings only upon the direction of the building principal following such notification from the law enforcement officials and/or fire departments.
- Investigation of the incident should be made by the local law enforcement officials, assisted by the state fire marshal's office, if requested.

Any decision concerning the dismissal of school and subsequent make-up time, should the bomb threats become numerous and hinder instructional time, shall be made by the superintendent with Board approval.

BALLARD R-II SCHOOL DISTRICT MISSION

Ballard R-II School, in partnership with parents and community, provides a safe learning environment to prepare students to be lifelong learners and responsible citizens in a culturally diverse world.

VISION

We believe that:

- All students can learn.
- Learning is a continuous process and the foundation of life's successes.
- Higher expectations produce greater results.
- All students can demonstrate respect and personal responsibility.
- Our rural pride and traditions make us a great school.

SCHOOL ENVIRONMENT

- Teachers are expected to be in their classrooms at all times that classes are in session. If it becomes necessary to leave the room for an emergency, notify the office.
- In order to eliminate unnecessary noise and confusion between classes, all teachers should be at their door or in the halls. Be alert and correct any improper behavior.
- Do not permit students to leave class except with the best of excuses and only one at a time with a hall pass.
- Demand that students get to class on time. Do not permit them to come in tardy without a note from the office or the sending teacher/staff member.
- Classes should not be dismissed by the bell. Classes dismissed by the teacher after the bell rings are always more orderly.
- Faculty meetings will be arranged when the need exists. All personnel are expected to attend unless previous arrangements are made with the administration.
- All teachers are expected to keep lesson plans
- All teachers are expected to keep grades current and available to the students and parents. This should be done by hard copy as well as PowerSchool/PowerGrade. **Grades must be updated weekly, Monday mornings by 8:00am.**
- *EOC exams* should account for 12% of the semester grade.
- All instruction/assessment should be directly related to state GLE/CLE's and the Missouri Learning Standards.
- All corporal punishment shall be administered through the principal's office.
- *All teachers are responsible for the conduct of all students at all times.*
- Teachers shall be punctual for the start of classes; leaving a class unsupervised is unacceptable.
- Instructors are not to be interviewed (by salesman, etc.) in the building or during instructional time.
- The faculty and staff are to dress in a professional and respectable manner to show the pride we have toward our profession. Employees are expected to wear appropriate dress for work, that is in good taste and suitable for the job at hand. Blue jeans may be worn on Fridays or the last day of the week for a \$1 donation to the scholarship fund (pay Lori O). School spirit sweatshirts or t-shirts are appropriate.
- Teachers shall acquire the previous year's inventory from the network file and see that the inventory is in their room and updated- to be turned in at check-out each year.
- Each Wednesday is designated as family night in our community. Every effort will be made to not schedule school activities on Wednesday evenings.
- TEACH BELL-TO-BELL: 5 "free minutes" daily X 170 days = 850 min, 14.5 hrs, or 2 full days of lost instruction per year, per class. Plan more than you can get done daily.

HOMEWORK/ LATE WORK

Homework should provide for practice of learned skills as students strive for mastery. Homework assigned is to be turned in by the specified due date; *failure to do so is a disciplinary matter*. Teachers are to refer students by sending a disciplinary form to the Principal for each missing/incomplete assignment. The Principal will assign a detention date and email the teacher with the action taken. A written notice, phone, or email contact with the student's parent(s) will be made within 24 hours to notify of the detention date and assignment details. Late work is to be entered into Powerschool as "0" until it is turned in and scored. Homework should always be a meaningful activity to the student. This philosophy will have to be adapted and flexed in many ways as each course of study had different implications on homework. The 'core' classes should require some assignment and homework due each day. Student efforts should be checked for accuracy, spelling, and proper grammar to be returned promptly to the student for review and correction.

POSITIVE BEHAVIOR INTERVENTION SYSTEM

The staff of Ballard R-II has created expectations for positive student behavior in each geographic school setting. BE KIND, BE SAFE, BE RESPONSIBLE will be referenced in classrooms, hallways, the cafeteria, rest rooms/locker rooms, and the playground. Teachers should refer to these expectations when correcting inappropriate student behavior. (Appendix B)

PBIS/ATTENDANCE PROGRAM

Each semester, students who have met the following criteria will receive a "party" which may include a movie and popcorn, games, or other fun activities: *90% attendance, not failing a class in the 1st or 2nd quarter for (1st semester) reward; 3rd or 4th quarter for (2nd semester) reward, no 8th hours, ISS, or OSS and no unexcused absences.* If no note or parent contact is made by 3:00 PM the day after an absence, the absence will be recorded as unexcused.

STUDENT DISCIPLINE

Student discipline is a shared responsibility by ALL staff, at ALL times.

PROCEDURES FOR HANDLING MINOR ISSUES

- Redirect the student's behavior (*refer to the Bulldog Expectations*).
- Relocate student if behavior continues.
- Refer to office if issue continues (*email discipline form to Principal*)

PROCEDURES FOR HANDLING MAJOR ISSUES (safety compromised or student disruptive)

- Call or send another student to inform the office
- Email referral to Principal when emotions are calm.

PROMOTION AND RETENTION OF STUDENTS

The Ballard R-II School District is committed to the continuous development of students enrolled in our district, and for a student's achievement of skills for the current grade assignment to pass to the next grade.

Students will progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff, retention is in the best educational interest of the students involved. Exceptions will always be made after prior notification and explanation is given to each student's parents/guardians. The final decision will rest with school administration.

In evaluating student achievement, each teacher will make use of all available information, including results of classroom assessments, other measures of skill and content mastery, standardized-test results, and teacher observation of student performance. The principal will direct and aid teachers in evaluations, and will review grade assignments in order to ensure uniformity of evaluation standards.

MONEY MAKING PROJECTS

All money making projects will be scheduled and approved by the administration. Each class and organization (grades 9-12) is to have no more than **two** money making projects a year. Whether you make \$1 or \$1000.00 it counts as a fundraiser. The school board and administration prefer you not sell items. Events tend to be more appropriate. All fundraisers must be approved with the administration.

STUDENT PUBLICATIONS

The Board recognizes creative student expression as an educational benefit of the school experience. One medium of expression is student journalism. Some student publications, such as annual yearbooks and school newspapers, may be educational devices developed as part of the curriculum to benefit primarily those who compile, edit, and guide students engaged in these activities. Any commercial advertisements in these publications will conform to administrative regulations.

RIGHT TO OBTAIN COPIES OF STUDENT RECORDS

No student records, or part thereof, shall be released to another institution agency or individual without written consent or knowledge by the parent or guardian.

ORGANIZATIONS AND ACTIVITIES

Ballard High School/Junior High School is a member of the Missouri State High School Activities Association and is guided by the regulations adopted by that organization in all interscholastic activities. The rules of eligibility and limitations for participation are determined in large by MSHSAA regulations and Ballard R-II School Board Policy. The program of activities in the Ballard School has been developed, over a period of time, to meet the needs and interests of its students, capabilities of its facilities and other factors. Those activities would include all sports, music contests, and academic bowl competitions. School related activities would require the student to meet the eligibility regulations as stated by the MSHSAA and Ballard R-II School Board Policy.

ELIGIBILITY GUIDELINES

Students participating in all extra-curricular activities must work to maintain grades above an "F." The AD will check grades every 2 weeks on the first morning of the week. If a student's grade falls to an F, he/she will be given a form to take to each failing class' teacher and will serve an 8th hr. detention that Wednesday. That teacher will have student write study materials and/or assessments to review/retake. The student is to use Bulldog Time or tutoring to receive additional help. The student will take the form to the 8th hr. teacher and will work on those materials *unless*, the failing class teacher has signed-off that the grade is above an F. The student may then work on other assignments during detention. During this period, the student may still participate in all activities. If a course grade remains an F after the two weeks, the student will be ineligible for 2 full weeks. Following the 2-week suspension, the AD will review progress and either: 1- reinstate eligibility if grade is above an F; 2- extend the suspension for an additional 2 weeks. Each extension of a suspension will be reviewed every 2 weeks.

COMMITTEE ASSIGNMENTS

From time to time there is a need to establish committees. This is an effort to secure teacher input in decisions made by the Ballard Board of Education and the administration. Often they are very specific in concern and require input from a very select group of teachers.

SUBSTITUTE PROCEDURE

Teachers are to call Mr. Hon (**first**) when they will be unable to report for work due to illness, emergency, etc. Absences for personal reasons should be made at least one week ahead of time to ensure a sub can be secured.

Mr. Hon's cell number: 660-238-1187

SUB FILE

Each teacher shall create a sub file in their faculty folder on the network/hard copy in the classroom.

The file shall contain:

Seating chart	Class schedule
Schedule of special classes	Special Education schedule
Tornado and Fire procedure	List of reliable students
Classroom rules	Restroom rules and procedures
Building map	Attendance procedure
Playground rules	Lunch and breakfast procedures
Phone instructions	Network login information

PROCEDURE FOR PURCHASES

The process of making any purchase begins with the completion of a Purchase Order form. This form is to be ***filled out completely*** and signed by employee and principal. When the PO has been approved by the superintendent it will be forwarded to the district bookkeeper. The same process will be used for preview of materials. The PO form is located in FACULTY>FORMS>P.O. 1718. Purchases made on behalf of either an employee or a school organization that are made without following the process above will become the responsibility of the person making the purchase.

PROCEDURE FOR REIMBURSEMENT

Employees who have incurred expenditures for mileage, lodging, or other expenses while doing district business (such as professional development activities) will be reimbursed for mileage at the rate of 35 cents per mile and for 100% of actual expenditures if the travel or expense was approved in advance. Requests for reimbursement should be made on a "Request for Reimbursement" form and submitted to the superintendent's office at least one week prior to the Board of Education meeting. Requests will be honored only for expenses incurred within three months immediately preceding the Board meeting at which they are presented. Receipts or other forms of verification should be attached.

Employees are strongly urged to register for conferences or workshops and to make hotel reservations in advance and arrange for their payment by purchase order rather than paying for registration and lodging themselves and then requesting reimbursement.

PROCEDURES FOR HANDLING PURCHASE QUOTATIONS AND REQUEST FOR DONATIONS

1. All requests by teachers or student organizations for purchase quotations and requests for donations will go through the Principal's office.
2. The teacher or student organization will make a written request of the vendor or supplier that will carry the teacher's signature and the principal's signature.

SCHOOL TEXT ALERTS- ANNOUNCEMENTS & SCHOOL CANCELLATION

Anyone wishing to receive special announcements, including school cancellations and event updates or schedule/time changes can with a smartphone open your web browser and go to the following link: rmd.at/ballardele for the Elementary and/or rmd.at/balardhig for the High School. If you do not have a smartphone you may text @ballarele for the Elementary and/or @ballardhig for the High School to the number 81010 to receive messages. If you have a student in both the Elementary and the High School you will have to sign up for both to receive messages.

TEACHERS

You can set up a Remind account for text alerts to your students and parents by logging in to Remind , under the Class Owned tap on the left side of the screen you will see Create a Class, click on it and create your class. You can adjust your settings to only allow people to read what you send them or you can allow return texts in a public or private format (great for students with questions about an assignment).

TEACHER WORKDAY

The working day for professional staff members begins at **7:40 am** and will end at **3:30 pm**. All teachers are expected to be in their room or at work stations by 7:45 am. All secondary *first-hour teachers* will take attendance, lunch count, and the next day's breakfast count at the beginning of the period and post on Powerschool. Elementary will take attendance on Powerschool by 8:30 am and hand carry lunch count, extras, and next-day breakfast to Lori W. in the cafeteria at breakfast.

MORNING RULES AND HALL DUTY

DUTY STARTS: 7:45 AM

DUTY ENDS: 8:09 AM

GRADE SCHOOL STUDENTS (K-6):

Grade school students enter classrooms at 8:05. **All teachers need to report to the gymnasium to pick up their students by 8:05.**

SECONDARY SCHOOL STUDENTS (7-12):

JH/HS students are to **report to the gym at 7:45** if they are not eating breakfast. Students are not to be in hallways or classrooms. Once students arrive on school property, they may leave only with administration approval.

BREAKFAST/LUNCH PROCEDURES

ELEMENTARY/JH/HS

- Students are to remain in the lunch room until finished eating. Lunch conversations should be in a normal voice. Junior High and High School Teachers hosting "working lunches" may not leave students in their room unattended. *Lunch meetings must be pre-approved* through the Principal.

BREAKFAST/LUNCH COUNTS

ELEMENTARY

- Give the day's lunch count, "extras" ordered (K – 6th grade), and tomorrow's breakfast count to the head cook between 8:10-8:30. This should be hand delivered.

JH/HS

- First Hour Teachers are to take today's lunch, extras ordered, and tomorrow's breakfast count at the start of the period.

CASH IN THE SCHOOL BUILDINGS

All monies collected within the school shall be handled in a proper fiscal manner and prudently safeguarded.

Money collected for any purpose will be submitted to the school office, which will provide for its proper deposit. Money should never be left in a desk or classroom. A teacher or other school employee shall be held responsible for that money until the employee turns it over to a person responsible for receiving and depositing money.

BULLDOG TIME (JH/HS)

Bulldog Time (BDT) will be utilized for three purposes: 1- *to improve overall reading comprehension;(M,W)* 2- *to allow students a period to relearn/ reassess on a daily basis;* 3-*study hall/makeup work (T,R)* 4- *If a student has all A's and B's these students will be awarded a gym day for their efforts. (F)*

TEACHER EVALUATION

Ballard R-II administration will use the Network for Educator Effectiveness teacher evaluation and improvement in practice system.

The NEE is a comprehensive system for enhancing teaching practice of K-12 educators. It includes a web-based platform for storing and managing data on each educator in the building/district, and from across the state. The NEE trains administrators to make consistent and reliable assessments of classroom behaviors, content knowledge, units of instruction, and personal development plans. NEE also links professional development opportunities to specific areas of need as indicated in observation data.

Three Teacher Standards will be selected by staff and administration for all teachers to be evaluated on. *Additional* standards may be assigned by the evaluator (based upon observation data and need) or mutually agreed upon by the teacher and the evaluator as an area of targeted observation. A summary of the process, the standards selected for all teachers, and a scoring rubric for each are located in *Appendix A* at the back of this handbook.

GAME SUPERVISION AND GATE ATTENDANTS

Game supervision and gate attendants will be assigned on a volunteer basis, then the remaining assignments will be equally divided among the staff. A list of dates and assignments will be completed during the first few weeks of school.

SMOKING POLICY

The use of tobacco products is harmful to health. To promote the health and safety of all students and staff, and to promote the cleanliness of all facilities, smoking in buildings of the district is prohibited.

CUSTODIANS AND SCHOOL FACILITIES

Custodial responsibilities are to care for the buildings, contents, and grounds. They need faculty cooperation.

Teacher Daily Responsibilities:

- Close Windows
- Secure valuables
- Adjust thermostat
- Store items
- Adjust shades/blinds
- Turn off lights
- Clean sink area
- Lock outer doors & shut

- | | |
|---------------------------|---|
| (shelves/cabinets) | off lights in building
(after hours) |
| ➤ Tables arranged orderly | ➤ Chairs on
desks/tables/stacked |
| ➤ Paper/Trash off floors | ➤ Report any facility
issues immediately |

STUDENT REFERRALS FOR SPECIAL SERVICES

The Ballard R-II School system has special teachers for many learning disabilities. When a teacher observes a student with difficulties, contact the principal and special services team for suggestions and possible referral for testing and evaluation.

HALL PASSES

A student may leave the classroom with your expressed approval.

Students outside of the classroom during scheduled class time shall have on their person an appropriate hall pass. Only one student should be allowed out of each class at a time. Students are not to be sent to the office to use the phone.

Excessive hall traffic is the responsibility of the teacher.

Students do not have the right to interrupt a class to talk to another student or teacher. Guard your class time.

STUDENT BOOKS

Student text books and other materials need to contain the student's name on the inside cover. Books should be numbered and recorded in your grade book. Lost or damaged books are the financial responsibility of the student. Teachers maintain accurate records of previous damage.

STUDENT PLANNERS

ELEMENTARY- Grades 1-6 elementary students will receive a weekly planner at the start of the school year. Students are to use them as instructed by their teacher. Teachers are encouraged to check the planner periodically and may require certain students to show the planner to their parent/guardian on a routine basis.

GRADING SYSTEMS

The issuance of grades on a regular basis serves to promote a process of continuous evaluation of student performance on the school district. Grades shall be carefully assigned so as to serve the following important purposes:

- Provide students with a periodic estimate of progress and achievement.
- Afford a means of transmitting to parents/guardians
- Constitute a medium and sometimes a motive for bringing the home and school together to work more effectively on the task of promoting learning.
- Serve as an incentive to greater continuous effort in learning on the part of the school.
- Furnish a system of records for administrative purposes of the school, including classification, promotion, transfer, entrance to higher educational institutions and occupational information.
- Supply data upon which experimental studies and interpretations of the relative efficiency of different instructional methods, school organization, and instructional materials may be evaluated.

(K-3) Objective Based Grading and Reporting

Kindergarten, 1st Grade, 2nd and 3rd Grade will be utilizing objective based grading and reporting. The main focus will be to target students on the required objectives to document their progress. Students will receive a report card each quarter that explains what objectives their child has been taught and their progress on each objective.

Teachers in Grades 4-12 of the school district shall use a five-letter scale in assigning grades. As a part of the official grading system, there will be provisions for graduation scores within each letter grade to accommodate the use of plus and minus signs to differentiate between the extremes in each letter grouping. In addition, special symbols and terms appropriate to non-graded programs may be used to indicate student progress. Exceptional students shall be graded according to their Individualized Educational Program (IEP).

The following grading scale will be used in the evaluative procedures appropriate to the instructional level of the students:

ELEVEN POINT SCALE

A	=	11
A-	=	10
B+	=	9
B	=	8
B-	=	7
C+	=	6
C	=	5
C-	=	4
D+	=	3
D	=	2
D-	=	1
F	=	0

ONE HUNDRED POINT SCALE	
A	= 94-100
A-	= 90- 93
B+	= 87- 89
B	= 83- 86
B-	= 80- 82
C+	= 77- 79
C	= 73- 76
C-	= 70- 72
D+	= 67- 69
D	= 63- 66
D-	= 60- 62
F	= 0 - 50

Teachers are to use the PowerGrade system that is provided on your classroom computer. **Please keep these grades updated so that an accurate account of the student’s grade is kept.** If you need instruction on the PowerGrade system, please contact the office.

Grading shall not be influenced by pressure from parents/guardians. In addition, grades are not to be used as a disciplinary measure.

Grades will be reported to parents/guardians on a nine-week basis. The first report is a mid-semester report, and the second report includes the last nine weeks and a semester grade. Teachers shall maintain records so that there is a clear understanding of how grades were derived, should questions arise.

POWERSCHOOL AND WRITTEN GRADE BOOK

Teachers are to use both a hard copy gradebook and the PowerGrade system. **Grades must be updated weekly so that a current and accurate account of the student’s grade is kept.**

Powerschool is our electronic school information and data system provider. Parents have access to their children's grade, attendance, and account information via the internet. ***Grades are to be updated each week before 8 AM Mondays.*** Attendance is to be entered by 8:30 (elementary) and within the first 5 minutes of each period (secondary) daily.

DISCIPLINE RECORD

This record is in custody of the principal. It includes record of contacts, reasons thereof, and any action taken. Access is limited to the principal, administrative staff, parents, and student.

EMPLOYEE CONTRACTS

In the spring of each school year the employee will be offered a contract for re-employment for the following school year provided that the employee has been recommended for re-employment by the administration and Board of Education. After a contract has been signed and turned in for the upcoming school year the employee may not void this contract without penalty after June 1 of that year.

June 1 – June 30	\$500.00
July 1 – July 31	\$1000.00
August 1 -	\$1500.00

DOCUMENTS ON FILE WITH THE SUPERINTENDENT

The Ballard R-II School requires that all certified staff have a valid teaching certificate before entering the classroom. The certificate will be on file with the Superintendent the first day of school. This certificate may be a temporary or other certificate issued by the Missouri Department of Elementary and Secondary Education. Recent graduates may not have their teaching certificate from the state. In this event the superintendent's office requires the date of that request.

Each teacher will have on file a W4 form for the Federal Government. Each teacher will have on file their insurance forms. Teachers are to report the number of years they have been employed by all Missouri school systems.

EXTRA DUTY ASSIGNMENTS

Seventh Grade Sponsor	Jim Hillman
Eighth Grade Sponsor	Miranda Bridges
Freshmen Sponsor	Bobby Brewster
Sophomore Sponsor	Rachel Gregory
Junior Sponsor	Cheryl Murchie
Senior Sponsor	Brad Dunkin & Tori Wirsig
Honor Society Sponsor	Brad Dunkin
Quiz Bowl Sponsor – Jr. High	Cheryl Murchie
Quiz Bowl Sponsor – High School	Cheryl Murchie
FFA	Dustin Bridges
Athletic Director	Eric Hon
Asst. Athletic Director	Jim Hillman
Baseball	Dustin Bridges
Softball	Larry Bergscheider
Jr. High Boys Basketball	Troy Engelhardt
Asst. Jr. High Boys Basketball	Eric Hon
Jr. High Girls Basketball	Bobby Brewster
Asst. Jr. High Girls Basketball	
Varsity Basketball – Boys	Troy Engelhardt
Asst. Varsity Basketball –Boys	Eric Hon
Varsity Basketball – Girls	Bobby Brewster
Asst. Varsity Basketball- Girls	
Volleyball	Tori Descombes
Asst. Volleyball	Michaela Morris
Jr. High/Varsity Cheerleaders	
Pep Club	

EIGHTH HOUR DETENTION PROGRAM

1. The detention will begin with a bell at 3:20 PM and end with a bell at 4:10 PM.
2. The program will be available for students in *grades 3-12*.
3. Teachers, teacher's aides, and substitutes may assign students to Eighth Hour for discipline. The Eight Hour teacher may also supervise make-up work, tests, or other incomplete assignments made by classroom teachers.
4. Teachers assigning students to Eighth Hour shall **complete and email** a discipline form to the Principal. Forms are available in "*Public*" under "*Forms*." The Principal will email the assigning teacher the detention date. *The teacher is to call/email the parent(s)* and inform them of the detention details and date.
5. Students serving a detention will be posted on Powerschool's bulletin and will be announced at the weekly Pledge assembly.
6. All Eighth Hour Detentions are served in the **library**.
7. A substitute day may be arranged by parental request at the discretion of the Principal.
8. Students who do not serve their detention shall serve one (1) day In-School-Suspension per detention assignment.
9. Students serving Eighth Hour detention shall be prepared to study during the period. Students that do not bring study material shall be provided an appropriate educational assignment.

Detention Rules:

- A. No restroom or other breaks allowed.
 - B. No unauthorized conversation is permitted.
 - C. Students are to remain in their assigned seat.
 - D. No food, drinks, chewing gum, etc. is allowed.
 - E. **Students may not be tardy for Eighth Hour.**
10. Students earning excessive detention notices may be suspended by the Principal.
 11. Transportation home is not provided.
 12. Possible ways to be assigned an Eighth Hour:
 - A. Tardy to school or class.
 - B. Discipline in classroom or on the bus.
 - C. Missing/Incomplete work.

EIGHTH HOUR SUPERVISION

Sept	6	D. Bridges	Feb	7	D. Bridges
	13	M. Bauman		14	L. Burgin
	20	B. Brewster (M. Bridges)		21	T. Descombes (M. Bridges)
	27	L. Burgin		28	B. Dunkin
Oct	4	T. Descombes	Mar	7	R. Gregory
	11	B. Dunkin		14	C. Murchie
	18	R. Gregory (M. Bridges)		21	M. Bauman (M. Bridges)
	25	C. Murchie		28	B. Brewster
Nov	1	M. Bauman	Apr	4	D. Bridges
	8	B. Brewster		11	L. Burgin
	15	D. Bridges (M. Bridges)		18	T. Descombes (M. Bridges)
	29	L. Burgin		25	B. Dunkin
Dec	6	T. Descombes	May	2	R. Gregory
	13	B. Dunkin			
Jan	10	R. Gregory			
	17	C. Murchie			
	24	M. Bauman (M. Bridges)			
	31	B. Brewster			

Mrs. Bridges will be available the 3rd Wednesday of each month to provide academic counseling during 8th hrs.

AM/ PM BUS DUTY & MORNING SUPERVISION

<u>MONTH</u>	<u>WEEK</u>	<u>NORTH</u> (Car Riders) (AM/PM)	<u>ELEM GYM</u> (AM) Bus (Afternoon)	<u>SOUTH</u> (AM/PM) (cafeteria)	<u>JH/HS GYM</u> (Morning) Bus (Afternoon)
<i>Aug</i>	17-18	K. Bergen	L. Gulling	M Bauman	B Brewster
	21-25	L. Hathcock	R. Moore	D Bridges	M Bridges
<i>Aug-Sept</i>	28-1	A. Kabir	S. Ordal	L Burgin	T Descombes
	5-8	K. West	K. Bergen	B Dunkin	R Gregory
	11-15	L. Gulling	L. Hathcock	R Kershner	C Murchie
	18-22	R. Moore	A. Kabir	M Bauman	B Brewster
<i>Oct</i>	26-29	S. Ordal	K. West	D Bridges	M Bridges
	2-6	K. Bergen	L. Gulling	L Burgin	T Descombes
	9-13	L. Hathcock	R. Moore	B Dunkin	R Gregory
	16-20	A. Kabir	S. Ordal	R Kershner	C Murchie
	23-27	K. West	K. Bergen	M Bauman	B Brewster
<i>Oct-Nov</i>	30-3	L. Gulling	L. Hathcock	D Bridges	M Bridges
	6-10	R. Moore	A. Kabir	L Burgin	T Descombes
	13-17	S. Ordal	K. West	B Dunkin	R Gregory
<i>Nov-Dec</i>	20-21	K. Bergen	L. Gulling	R Kershner	C Murchie
	27-1	L. Hathcock	R. Moore	M Bauman	B Brewster
	4-8	A. Kabir	S. Ordal	D Bridges	M Bridges
	11-15	K. West	K. Bergen	L Burgin	T Descombes
<i>Jan</i>	18-19	L. Gulling	L. Hathcock	B Dunkin	R Gregory
	4-5	R. Moore	A. Kabir	R Kershner	C Murchie
	8-12	S. Ordal	K. West	M Bauman	B Brewster
	16-19	K. Bergen	L. Gulling	D Bridges	M Bridges
	22-26	L. Hathcock	R. Moore	L Burgin	T Descombes
<i>Jan-Feb</i>	29-2	A. Kabir	S. Ordal	B Dunkin	R Gregory
	5-9	K. West	K. Bergen	R Kershner	C Murchie
	12-16	L. Gulling	L. Hathcock	M Bauman	B Brewster
<i>Feb-Mar</i>	20-23	R. Moore	A. Kabir	D Bridges	M Bridges
	26-2	S. Ordal	K. West	L Burgin	T Descombes
	6-9	K. Bergen	L. Gulling	B Dunkin	R Gregory
	12-16	L. Hathcock	R. Moore	R Kershner	C Murchie
<i>Apr</i>	19-23	A. Kabir	S. Ordal	M Bauman	B Brewster
	2-6	K. West	K. Bergen	D Bridges	M Bridges
	9-13	L. Gulling	L. Hathcock	L Burgin	T Descombes
	16-20	R. Moore	A. Kabir	B Dunkin	R Gregory
<i>Apr-May</i>	24-27	S. Ordal	K. West	R Kershner	C Murchie
	30-4	K. Bergen	L. Gulling	M Bauman	B Brewster
	7-11	L. Hathcock	R. Moore	D Bridges	M Bridges
	14-16	A. Kabir	S. Ordal	L Burgin	T Descombes

ELEMENTARY SPECIALS SCHEDULE

	Art	Library/Counselor	Music	PE
Day 1	K & 1	2 & 3	4	5 & 6
Day 2	2 & 3	4	5 & 6	K & 1
Day 3	4	5 & 6	K & 1	2 & 3
Day 4	5 & 6	K & 1	2 & 3	4

JH/HS BELL SCHEDULE

2017-2018

8:05	Warning Bell
8:09 - 8:59	1 st
9:03 - 9:53	2 nd
9:57 - 10:47	3 rd
10:51- 11:41	4 th
11:45- 12:05	Bulldog Time
<i>12:05- 12:33</i>	<i>Lunch</i>
12:37- 1:27	5 th
1:31 - 2:21	6 th
2:25 - 3:15	7 th

PLC SCHEDULE

2017-2018

8:05		Warning Bell
8:09 -	8:46	1 st
8:50 -	9:27	2 nd
9:31 -	10:08	3 rd
10:12 -	10:49	4 th
10:53 -	11:30	6 th
11:34 -	12:13	7 th
12:13 -	12:40	Lunch
12:40 -	1:27	5 th
1:30 -	3:15	Couns/Enrich/ Assembly (Gym) PLC Time

(*) Used every 3rd Wednesday for JH/HS: *9/20, 10/18, 11/15, 1/17, 2/21, 3/21, 4/18*

EARLY RELEASE SCHEDULE

2017-2018

8:05	Warning Bell
8:09 - 8:38	1 st
8:42 - 9:11	2 nd
9:15 - 9:44	3 rd
9:48 - 10:17	4 th
10:21- 10:50	5 th
10:54 - 11:23	7 th
11:27 - 11:56	6 th
<i>11:56 - 12:21</i>	<i>Lunch</i>
12:25 - 1:05	Bulldog Time

PLC GUIDE

PLC (Professional Learning Community) time is provided on a regular basis for all classroom teachers to meet in a collegial atmosphere, without interruption to review assessment data, plan student interventions for academic improvement, and discuss strategies to implement proven best-practice teaching methods in all content areas and grade levels.

PLC time is NOT time to: make individual lesson plans; “chat” about students, parents, or other teachers; grade papers; complete other assigned or personal tasks unrelated to student learning and improvement.

PLC Leaders are assigned by the administration. Their task is to lead each meeting and act as liaison between teachers and the administration. All PLC team members are expected to contribute in a positive manner to discussions, research and data collection, and in providing feedback in a professional manner. Each PLC will develop and be accountable for adhering to team norms.

FORMS

- The following list of forms and information you will need periodically throughout the school year are located on your network drive in the FACULTY drive, FORMS folder (print and use as needed):
 - Accident Report
 - Calling Tree
 - CheckOut17 – *end of the school year*
 - Computer Maintenance Form2- *deliver or email to C Murchie*
 - DISCIPLINE NOTICE- *email to Mr. Hon*
 - Employee Absentee Form- *email or place in Mr. Hon's hanging box (Lori's office)*
 - Fax Cover
 - Letterhead
 - Maintenance Request- *deliver to Mr. Siebeneck*
 - Mission Statement
 - P.O.-1516- *fill out completely, leave in Mr. Hon's hanging box (Lori's office)*
 - Request for Reimbursement- *get prior approval*
 - SOCS Page-Blog info- *teacher pages on school website*
 - Sub instructions PS- *log-in info for subs*
 - Transportation Request Form- *deliver to Mr. Hon*
- Under FACULTY - FORMS - PROFESSIONAL DEVELOPMENT
 - Professional development Hours
 - PD Log
 - Prof Devel Application
- Under FACULTY - TEACHER RESOURCES - COMMON CORE STATE STANDARDS
 - ELA
 - Math
- Under FACULTY - INVENTORY- Inventory 1617
 - EOY 1516 has been saved & re-named for 16/17- *end of year check-out*
- Under PUBLIC- OFFICE USE- EMERG PLAN
 - Earthquake Preparedness Drill
 - Fire Evacuation
 - Intruder Alert
 - Tornado Drill
- Under FACULTY - SMARTBOARD MATERIALS
 - *Several folders of instructions and tips*
- Under FACULTY - BULLDOG EXPECTATIONS
 - Ballard Matrix
 - Flyers
- Under FACULTY- TEACHER RESOURCES

APPENDIX A

BALLARD R-II TEACHER EVALUATION STANDARDS AND SCORING GUIDE

Ballard R-II School will use the Network for Educator Effectiveness model for evaluation, as provided by the University of Missouri. The NEE model fully satisfies the requirements of MSIP 5 Teacher Evaluation Standards and Missouri's NCLB Waiver. Three teacher standards will be used to assess all teachers. The "What to look for" sections are examples of learning activities related to each standard's scoring rubric that can help earn certain scores. Standard effectiveness is rated on an ascending 7 point scale. If some aspects of a certain level are present, but not all, a number between scoring levels will be selected.

Each teacher will receive a minimum of *8-10 mini observations* per year, lasting 8-10 minutes each. Non-tenured teachers will receive no less than one full lesson observation annually. An email will be sent to each teacher indicating a report has been submitted for your review. The report will include scores for each standard observed and any notes from the evaluator. A debriefing with the evaluator should be held within 24 hours of all observations.

ADDITIONAL CRITERIA

A teacher professional development plan must be created using the NEE template. The plan is considered a "work in progress" throughout the school year and may be reviewed briefly after one or two walk-throughs. It will be submitted to NEE and scored by the Principal as part of the summative evaluation in the spring. An ascending 4 point scale will be used to assess the submitted PDP.

Student surveys will be conducted in February for non-tenured teachers. Tenured teachers' students will conduct surveys every other year. Student survey data can be analyzed by the teacher at any time, however, for evaluation purposes no survey data will be used until a minimum of 25 responses has been attained. In some cases, it could be two years before survey data is valid. (if applicable)

Teachers will also complete two Units of Instruction (GVVC Grade Level/Content – a total of 2) including the SLO tracker. UOI's will be focused on Communication Arts and Math in the Elementary/Junior High and tested areas in the High School.

Individual teachers may be assessed on additional standards under directive of the evaluator, and based upon observed areas of needed improvement. A teacher may be placed on a *Professional Improvement Plan* for areas of concern. The PIP will include a description of the area of needed improvement; intended outcomes; resources to assist the teacher in the process; and a timeline to achieve intended results. A PIP may be extended beyond the timeline. Failure to meet the requirements of a PIP may result in termination of the teacher's contract.

SUMMATIVE REVIEW

The Principal and teacher will review all scored data from the school year, including the formative mini observations, relevant student survey data (not valid until 25 responses) and submitted PDP in the spring each year. At any debriefing, or at the summative review, if by mutual agreement, the Principal can submit a scoring change to the NEE administrator. The summative review will be used to determine teacher retention/termination.

RESOURCES

Sample PDP's, and a timeline for reviews/data submission are located at <http://nee.missouri.edu/resources.aspx>

PROFESSIONAL DEVELOPMENT

The NEE system is designed to help teachers improve practice, rather than be punitive in nature. There are multiple video and written resources to guide teacher improvement for each standard. It is expected that teachers will utilize these resources to

improve all areas scored. The standards selected below are from both BR2 teacher choice and from strategies of known best practice that affect student achievement.

STANDARDS ASSESSED

K-12 Grade Teacher Standards

Indicator 1.2: Cognitively engages students in the content

Indicator 4.2: Appropriately uses instructional resources to enhance student learning

Indicator 6.3: Supports effective student expression and communication in speaking, writing, and other media

K-2nd Grade Teacher Standards

Indicator 5.2: Manages time, space, transitions and activities

3rd-6th Grade Teacher Standards

Indicator 7.1: Uses effective, valid and reliable assessments

7th-12th Grade Teacher Standards

Indicator 7.4: Monitors effect of instruction on individual and class learning

Ballard R-II School’s Social Behavior Matrix

The purpose of Ballard R-II’s schoolwide discipline plan is to establish a foundation of life-long learners by becoming respectful, responsible, and considerate learners.

	All Settings	Classroom	Bus	Hallway	Cafeteria	Bathroom	Playground
Be Kind	-Be respectful of everyone, including visitors -Only use positive statements -Take turns	-Every classroom will define rules based on Be Kind, Be Safe, and Be Responsible	-Help others when there is a problem	-Use low or no voices while classes are in session -Use language that is above reproach and appropriate for all to hear	- School appropriate conversation -Keep hands, feet and other objects to yourself	-Maintain privacy -Always flush	-Cooperate and include others -Share equipment
Be Safe	-Keep your hands and feet to yourself - Maintain and respect personal space	-Every classroom will define rules based on Be Kind, Be Safe, and Be Responsible	-Stay seated while bus is moving -Be on time -Keep the aisle clear	-Stay to the right side as you meet others	-Be aware of surroundings -Be where expected to be -Gain permission to leave from the supervisor	-Wash hands	-Follow playground rules -Be aware of your surroundings -Watch for others
Be Responsible	-Follow directions the first time you are asked -Accept consequences (take ownership for decisions) without arguing or complaining -Respect personal and school property	-Every classroom will define rules based on Be Kind, Be Safe, and Be Responsible	-Help the driver maintain a safe environment -Keep your area clean -Remove all items you brought onto the bus	-Be courteous -Go directly to class	-Eat in a timely manner -Clean up your mess	-Clean up after yourself -“Get in, get out” -Maintain personal hygiene	-Take care of playground equipment (bring indoors) -Report accidents/emergencies to teacher on duty immediately