

Joplin Elementary Schools

Staff Handbook

The purpose of this handbook is to make staff members aware of the general procedures for Joplin Elementary Schools. Please refer to this handbook as a resource during the school year. This handbook is a concise report of the Board of Education’s Policies. As those policies are amended from time to time, the original published Board Policy will be considered the final authority on any matter of clarification or conflict with this handbook. If you have any questions or concerns at any time during the school year, please do not hesitate to contact your supervisor. A full listing of Board Policies can be found on the district website.

All Joplin Schools staff members are expected to be familiar with and follow all [Joplin School Board Policies](#). Any violation of any policy can result in discipline, up to and including termination.

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STAFF CONDUCT

EXPECTATION OF PROFESSIONALISM

- All Joplin Schools employees should act professionally, ethically and responsibly; use good judgment; and do what is necessary to maintain a safe learning environment and positive relations with students, parents/guardians, coworkers and the public per [Policy GBCB: Staff Conduct](#).
- Staff should refrain from sharing personal political or religious views in their professional capacity.
- School staff are expected to dress professionally. If you have questions in regard to what is acceptable and what is not, please meet with your school administrator.
- Staff are expected to maintain confidentiality regarding all protected student data according to [Policy JO-1: Student Records](#). Staff should not share sensitive student information with others who do not have a need to know. Additionally, staff should be cautious about sharing or posting personally identifiable information about students in public places either online or in the classroom. [Policy EHBC: Data Governance and Security](#)

ATTENDANCE

- Teachers should arrive no later than 7:30 am. Teachers should not depart the school campus prior to 3:10 pm. Any requests for exceptions to the contract time must be made to the principal.
- Staff are expected to be at work daily and on time. In cases where a staff member must be gone, it is the staff member's responsibility to notify their supervisor as soon as possible. Excessive absences or tardies may be cause for dismissal ([Policy GBCBC: Staff Absences and Tardies](#)).
- Teachers should have lesson plans, current rosters, and emergency procedures prepared in advance for absences and available for a substitute. Teachers should also have 5 days of generic plans that can be used in the case of a sudden emergency absence.
- Teachers are responsible for entering their own absences in the district's absence management system. When absences are scheduled in advance, those absences should be entered as soon as possible to ensure proper coverage. See [Policy GCBDA: Professional Staff Short-Term Leaves](#), [Policy GCBDB: Professional Staff Long-Term Leaves](#), and [Policy GDBDA: Support Staff Leaves](#) for acceptable reasons for absences.

CURRICULUM & INSTRUCTION

CURRICULUM IMPLEMENTATION

- Teachers are expected to adhere to district-adopted curriculum. In order to provide a consistent experience for students from grade to grade and school to school, teachers should follow district pacing guidelines as closely as possible.
- While there may be times that teachers use their professional judgement to supplement or enhance the curriculum with alternate resources, district-selected curriculum materials should be the primary source of instruction.

LESSON PLANNING

- Teachers should, upon request, have their lesson plans for the upcoming week available for review by administrator or sub should the need arise. Lessons should be based on district standards and curriculum.
- Teachers should maintain a record of their lessons throughout the year and be able to produce their plan as well as any materials used upon request.
- Teachers should retain access to any media or digital tools they use as part of their instruction.
- As part of their contracted work day, teachers are provided planning time which should be used for the purpose of planning and preparing instruction, reviewing data or working collaboratively with teaching partners, attending meetings for students, or other such professional uses. Use of this time for personal business is discouraged.

ASSESSMENT & GRADING

- Teachers are expected to evaluate their students' progress regularly and provide meaningful feedback. Each quarter, teachers will be expected to provide grades using the district grade card. Teachers should be able to support final marks given on grade cards with adequate evidence collected throughout the term.
- Teachers should provide regular and specific feedback to students quickly enough for students to benefit from the feedback.
- Teachers are expected to administer all district-adopted assessments with fidelity to provide data for district, building, and classroom instructional improvement. [Policy IL-1: Assessment Program](#)

TECHNOLOGY USE IN INSTRUCTION

- Care should be given to limit the amount of screen time expected of students throughout the school day and break it up to avoid long periods of time in front of a screen.
- Videos shown to the classroom should be aligned to the curriculum and part of regular instruction. When using clips from online resources, be cautious of advertisements embedded in the video or on websites where the video is housed.
- Screen time used for reward should be sparing and should adhere to guidelines for appropriate use. Reward or incentive screen time for individuals should utilize age-appropriate, vetted resources and should NOT include free searches or public video streaming services.
- Be mindful of ratings on commercially produced videos to avoid showing material not suitable for the age of the student.
- Teachers are responsible for supervising student technology use any time it is permitted and for setting and enforcing appropriate technology-use guidelines for students. [Policy EHB: Technology Usage](#)
- Staff are expected to uphold copyright and fair use standards as described in policy and law. [Policy EGAAA: Reproduction of Copyrighted Materials](#)

ALTERNATIVE METHODS OF INSTRUCTION

- At times, in accordance with state and district allowances, teachers may be required to provide instruction in alternative formats such as digitally on inclement weather days. Teachers will be made

aware by their supervisor of modified expectations in those circumstances and should expect to continue to provide services to students. [Policy GBAD: Telework](#)

SPECIAL EDUCATION PROCESS

- As special education instruction is governed by state and federal guidelines, care should be taken to follow the intervention and identification procedures set out by the district's special education department to avoid denying students free and appropriate public education.
- For students who have been identified and are to receive special services through an IEP or 504 Plan, teachers are required to abide by the modifications and accommodations specified in the plan.
- Teachers should be prepared to attend meetings for such plans, share relevant information and classroom data, participate in the revision or development of such plans, and abide by the final decision of the team.

DISCIPLINE & SUPERVISION

SUPERVISION OF STUDENTS

- Staff are expected to properly supervise all students. All students are to be under assigned adult supervision at all times during school and during any school activity. Employees must not leave students unsupervised except as necessary to handle an emergency situation per [Policy GBCB: Staff Conduct](#).
- Employees shall not use communication devices when they are responsible for supervising students unless the conditions in [Policy GBCC: Staff Use of Communication Devices](#) are met.
- Teachers are expected to be on time for all duties (before school, after school, recess, lunch, etc). It is your responsibility to find coverage if you are not able to fulfill your scheduled duty. If you are unable to fulfill your duty obligation, please notify your building supervisor immediately.

GUESTS & STAFF CHILDREN ON CAMPUS

- Staff children on campus are expected to follow the same common expectations of all students, should be properly supervised by their parents at all times, or should remain in the staff member's classroom at all times. Staff should not invite guests to the campus during the work day without prior approval from the principal. [Policy KK: Visitors to District Property/Events](#)
- Animals are not allowed on district property, including district transportation, except in accordance with law and [Policy ECG: Animals on District Property](#). Teachers must seek administrator approval for any animal on district property.

DISCIPLINE

- Teachers are expected to set clear expectations and procedures during the first few days of school essential to the classroom setting. [Policy JG: Student Discipline](#)
- Teachers are expected to establish and maintain a positive and effective learning environment for all students. Classroom Management plans should align to and support district or building adopted behavior expectations such as the 4 Core Behaviors established by the school district.

- Office referrals will be handled by the building administrator. Communication regarding the office referral will be shared with parents via a phone call and/or a written referral sent home. Building principals are responsible for the development and enforcement of additional student conduct rules needed to maintain proper behavior in schools under their supervision.

COMMUNICATION & STAFF RELATIONS

COMMUNICATION WITH PARENTS

- Communication with parents is essential in the establishment of a learning partnership. Teachers are expected to make positive contacts with parents on a regular basis.
- Classroom teachers are expected to contact parents regarding their child's behavior prior to office referrals except in extreme situations where no prior notification is able to be given.
- Teachers should use district-approved platforms for digital communication with parents. Additionally, they may need to communicate through in person conferences, video conferencing, phone calls, and/or email.
- Teachers are discouraged from sharing their personal contact information with parents and should instead use district provided devices and accounts when available.
- Teachers should maintain good communication with parents by responding to parent questions or requests in a timely manner. Teachers are encouraged to set limits after hours to protect reasonable family and personal time. Teachers should focus on instruction and supervision during times when they are with students; therefore, it is most appropriate that teachers respond to parent communication during planning or non-instructional times.

ELECTRONIC COMMUNICATION

- Social media posts affiliated with staff positions should be professional, positive, and appropriate for the school setting. School related posts should be appropriate for the age of the students served. Social media posts to staff personal accounts should not be made during instructional hours.
- Official school communications should take place using district devices and accounts. Staff members are discouraged from sharing their personal contact information with students and parents.

STAFF/STUDENT RELATIONS

- Staff members are expected to maintain courteous and professional relationships with students. All staff members have a responsibility to provide an atmosphere conducive to learning through consistently and fairly applied discipline and the maintenance of physical and emotional boundaries with students. These boundaries must be maintained regardless of the student's age, the location of the activity, whether the student allegedly consents to the relationship or whether the staff member directly supervises the student. Maintaining these boundaries is an essential requirement for employment in the district per [Policy GBH: Staff/Student Relations](#).
- Providing a student with transportation in the staff member's personal vehicle is only allowed with supervisor's approval, and the staff member must be accompanied by another staff member or the student's parent or guardian. [Policy GBH: Staff/Student Relations](#)

VIDEO RECORDING

- Because the district predominantly serves minors, is subject to a number of confidentiality laws, respects parent/guardian and community concerns about privacy, and seeks to minimize disruption to the education environment, the district prohibits audio and visual recordings on district property, district transportation or at a district activity unless authorized in [Policy KKB: Audio & Visual Recording](#).

SAFETY & SECURITY

FACILITIES USE & MAINTENANCE

- Staff should refrain from using products designed to add fragrances in the environment including but not limited to wax pots, diffusers, plug-ins, sprays, and potpourri. [Policy JHCF: Student Allergy Prevention & Response](#)
- Microwaves, refrigerators, fans, heaters, and beverage brewers in individual classrooms are highly discouraged by the facilities department. Instead, staff should utilize communal appliances.

DISTRICT PROPERTY & RESOURCES

- Staff should take care to protect district assets and report loss, theft, or damage of district property to their immediate supervisor as soon as they become aware of it. [Policy DID: Inventory Management](#)
- The district is not obligated to reimburse staff for purchases made without prior approval and cannot reimburse for items not necessary to the function of the school or for tax paid. If staff have a need, they are advised to make a request of their supervisor. [Policy DJF-1-AP\(1\): Purchasing](#); [Policy DLC: Expense Reimbursements](#)
- Teachers should seek approval from their administrator and/or the district before applying for grants. All grants that involve district property, students or personnel in their capacity as employees are considered district grants and are subject to the requirements of this policy. Any equipment or funding obtained as a result of a district grant is considered district property. No individual will use grant proceeds in the district without district permission. [Policy DD: Grants](#)

SAFETY & SECURITY

- Staff are expected to be familiar with the emergency procedures for their site in those cases and to follow them during any drill. Staff that are responsible for students should communicate those emergency plans to students in advance and maintain supervision of students during those drills to ensure safety. [Policy EBC-1: Emergency Drills](#)
- Staff may be assigned specific roles to fulfill during emergency situations. It is the responsibility of the staff member to complete available training and carry out those responsibilities during drills or actual emergency situations. If a staff member is unable to fulfill those responsibilities, he or she should contact his or her supervisor immediately. [Policy EBCA: Crisis Intervention Plan](#) .
- Staff are expected to take precautions to avoid workplace injuries and the spread of illness. Staff may receive annual training and/or periodic reminders of general safety expectations and should abide by the safety instructions they are provided.

- In the case of an injury, the staff member should report it immediately to his or her supervisor. The district expects for staff to appropriately assist any individual who is injured or becomes ill while on district property, on district transportation or attending a district activity. Such assistance may include providing first aid or emergency treatment if the staff member is trained to do so or contacting emergency medical services when appropriate. [Policy EBBA: Illness and Injury Response and Prevention](#).
- Staff are responsible for any building keys or security codes issued to them and should immediately report the loss or theft of keys or security codes to their supervisor.
- Staff who visit the building after hours should do so with permission of their supervisor. Staff who enter district buildings after hours should confirm that the building is secured before they leave. [Policy ECA-1: Building and Grounds Security](#).
- See also the District's [Safety Handbook](#).

PERSONNEL

PROFESSIONAL STAFF

The district expects teachers and staff to engage in professional growth and development. The district recognizes the need for feedback in that process. Therefore, staff will receive performance feedback in accordance with board policy and state law.

- [Policy GBL: Personnel Records](#)
- [Policy GCA: Professional Staff Positions](#)
- [Policy GCI: Professional Staff Reassignment & Transfer](#)
- [Policy GCL: Professional Staff Development Opportunities](#)
- [Policy GCN: Evaluation of Professional Staff](#)
- [Policy GCPB: Resignation of Professional Staff Members](#)
- [Policy GCPD: Suspension of Professional Staff Members](#)
- [Policy GCPE: Termination of Professional Staff Members](#)
- [Policy GCPF: Renewal of Professional Staff Members](#)

SUPPORT STAFF

The district expects teachers and staff to engage in professional growth and development. The district recognizes the need for feedback in that process. Therefore, staff will receive performance feedback in accordance with board policy and state law.

- [Policy GBL: Personnel Records](#)
- [Policy GDA: Support Staff Positions](#)
- [Policy GDBA: Support Staff Compensation](#)
- [Policy GDI: Support Staff Reassignment & Transfer](#)
- [Policy GDL: Support Staff Development Opportunities](#)
- [Policy GDPB-1: Resignation of Support Staff](#)
- [Policy GDPD: Suspension of Support Staff](#)
- [Policy GDPE: Non-Renewal and Termination of Support Staff](#)

EXTRA DUTY ASSIGNMENTS & COMPENSATION

- All staff members are expected to perform reasonable duties over and above their regular responsibilities when the district determines that such additional work is necessary to supervise students, monitor an event, assist in an emergency situation or otherwise further the district's education mission. [Policy GBAA: Staff Extra Duty Assignments](#)
- Professional staff may be eligible for additional compensation for the completion of certain extra duties. Prior approval should be obtained before completing any extra duty assignment for compensation. [Policy GCBA: Professional Staff Compensation](#)

DISTRICT NOTICES

- [Policy AC: Prohibition Against Discrimination, Harassment, and Retaliation](#)
- [Policy JFCF: Bullying](#)
- [Policy AH: Use of Tobacco Products and Vaping Products](#) - Use of tobacco and vaping products is prohibited on district property.
- [Policy GBEBB: Drug-Free Workplace](#) - Employees are prohibited from performing job duties while consuming or under the influence of alcohol or controlled substances.
- [Policy GBEBB-2: Employee Alcohol and Drug Testing](#) - All employees may be tested for alcohol and drugs if the district has reasonable suspicion that the employee has consumed alcohol or drugs in violation of Board policy.
- [Policy JHCD: Administration of Medication to Students](#)
- [Policy GBM: Staff Grievances](#)
- [Policy GBBDA: Family and Medical Leave Act](#)
- [Policy GBEA: Workers' Compensation](#)
- [Policy GBCBB: Protected Staff Communications](#)

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Acknowledgement

I, _____, acknowledge that I have received access to the Joplin Schools Elementary Staff Handbook and am aware of the guidelines set forth in it. I understand I am expected to abide by the policies and procedures set in the handbook and that it is my responsibility to address any questions or clarifications with my supervisor.

Signature

Date