

Pattonsburg R-II Teacher Handbook 2024-2025



PO Box 200
Pattonsburg, MO 64670
(660) 367-2111
Elementary Principal: Becky Morris
High School Principal: Randi McMillen

Pattonsburg R-II School District Notice of Nondiscrimination

The Pattonsburg R-II School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law in its programs and activities. The following person has been designated as the District's Compliance Coordinator to handle inquiries or complaints regarding the District's non-discrimination policies: This is effective 2-8-2025

Name: Bill Pottorff

Title: Superintendent

Address: Pattonsburg R-II School District, 1 Panther Drive, Pattonsburg, MO 64670

Telephone: (660) 367-2111

For further information about anti-discrimination laws and regulations, or to contact the Office for Civil Rights in the U.S. Department of Health and Human Services (OCR) regarding the District's compliance with anti-discrimination laws and regulations, please contact OCR at 601 East 12th Street, Room 353, Kansas City, Missouri, 64106; (800) 368-1019 (voice), or (800) 537-7697 (telecommunications device for the deaf).

Pattonsburg R-II

2024-2025

School Board Members:

Josh Hulet-----President
Amanda Hulet-----Treasurer
Brian Teel-----Member
Steve Pankau-----Member

Brooke Johnson-----Vice-President
Amy McCrary-----Secretary
Slade Rice-----Member

Faculty and Staff:

Bill Pottorff-----Superintendent
Alan Hutchcraft ----- High School Principal/AD
Latrenda Snider-----Administrative Assistant
Becky Morris-----Elementary Principal/Special Education Director
Katie Crabtree-----Counselor
Jake Cameron-----Transportation Director/Bus Driver
Mary Burkhead-----Attendance Center
Lisa Hillyard -----Food Service
Susie Sperry-----Food Service
Amanda Wynne-----Food Service
Mary Cruthis-----Custodian/Bus Driver

Elementary

Cindy Husky-----Title Reading
Shelly Stanley -----Preschool
Fawn Sayre -----Preschool
Studies
Julie Lupfer-----Kindergarten
Kristy Shock-----First Grade
Angie McCrary-----Second Grade
Helena Booth-----Third Grade
Annette Graver-----Fourth Grade
Services Teacher
Jessica Sullenger-----Fifth Grade
Para
Kelly Burke -----Sixth Grade
Anita Malo-----Special Services Teacher
Gina Scott-----Special Services Paraprofessional
/Tech Co.
Julie Mason----- Special Services Paraprofessional
P.E./Health
Nicki Clay----- Parents as Teachers Educator

High School

Tuanett Hulet ----- Science
Jackie Reed--- ----- English
Hunter Scott----- Social

Debra Burns ----- Business
Stan Coulson----- JH Math
Rick Lin ----- HS Math
Austin Steele-----Ag
Nichelle Cameron----Special

Gwen McKinley--Special Services

Shared Teachers

Jillian Marsh----- Art
Heather Jones-----Library

Brandon Burkhead-----

Kelly Briggs -----Music
Kelly Briggs-----Band

Pattonsburg R-II School 2023 - 2024 Calendar

No school on Mondays unless otherwise listed

August 15	New Teacher Orientation
August 16, 17, 18	Staff In-service Days
August 22	First Day of School (All day)
September 4	No School
September 11	Teacher In-Service Day
October 13	End of 1st Quarter
October 23	No School Parent Teacher conferences 11a.m. – 6pm
November 20	Monday School is in session
Nov. 22 - 24	No School – Thanksgiving Break
December 11	Teacher In-Service Day
December 18	Monday School is in session
December 20	End of 2nd Quarter
Dec. 21 – Jan. 2	No School – Winter Break (Teacher In-Service January 2)
January 3	School Resumes
February 5	Teacher In-Service Day
March 8	End of 3rd Quarter
March 11	Teacher In-Service Day
March 29 - April 1	No School Easter Break
May 12	Graduation
May 13	Monday School is in session
May 16	Out @ 12:30 Last Day of School/End of 4th Quarter
May 17	Teacher In-Service

2024-2025 Elementary Morning Duty Schedule

	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
Cafeteria Duty	Ms. Sayre	Mrs. Yost	Ms. Marsh	Mrs. Mason

Elementary School students will report to the classroom after students have eaten breakfast.
 High School students will be waiting in the gym before school.
 The school will do the Pledge Allegiance during the first hour.

The High School Gym duty schedule is included on the next page

Morning Duty Personnel Should Report by 7:20

The Kindergarten – 5th grade students will go to their classroom after breakfast. The students that do not eat breakfast will be released to the classroom at 7:30 a.m. Between 7:30 to 7:50 a.m. students may work on homework, bell work or reading silently.

High school students will sit on the north side of the gym.

Those on cafeteria duty should stay in the lunchroom to help monitor students. Mrs. Morris will be available to assist with opening the entrance door for students to enter the building and will stand near the bathrooms to monitor both directions.

Please call an administrator if you are running late so that supervision can be arranged until you arrive.

Teacher Responsibilities

Teacher Hours

Teachers are expected to be at school by 7:30 a.m. (except for faculty meetings or special circumstances) and may leave the building at 3:50 p.m. **(If you have morning duty you are expected to be on duty by 7:20 a.m. You may leave the building by 3:45 p.m. on these days.)** In the event an errand needs to be run during school hours, please inform the principal and office before leaving. You MUST return to campus prior to your next instructional period. **You can begin counting time for the career ladder at 3:40.**

School Day

The Pattonsburg School District begins at 7:50 a.m. and dismisses at 3:36 p.m.

2024-2025 Morning Duty Schedule

Week of

August 20, 2024
August 27, 2024
September 3, 2024
September 10, 2024
September 17, 2024
September 24, 2024
October 1, 2024
October 8, 2024
October 15, 2024
October 22, 2024
October 31, 2023
November 5, 2024
November 12, 2024
November 19, 2024
November 26, 2024
December 3, 2024
December 10, 2024
December 17, 2024
January 7, 2025
January 9, 2025
January 16, 2025
January 23, 2025
January 30, 2025
February 6, 2025
February 13, 2025
February 20, 2025
February 27, 2025
March 5, 2025
March 12, 2025
March 19, 2025
March 25, 2025
April 2, 2025
April 9, 2025
April 16, 2025
April 23, 2025
April 30, 2025
May 7, 2025
May 13, 2025

Teacher

Mrs. Hulet
Mrs. Burns
Mr. Burkhead
Ms. Marsh
Mrs. Reed
Mr. Scott
Mr. Steele
Mr. Reed
Mrs. Hulet
Mrs. Burns
Mr. Burkhead
Ms. Marsh
Mrs. Reed
Mr. Scott
Mr. Steele
Mr. Reed
Mrs. Hulet
Mrs. Burns
Mr. Burkhead
Ms. Marsh
Mrs. Reed
Mr. Scott
Mr. Steele
Mr. Reed
Mrs. Hulet
Mrs. Burns
Mr. Burkhead
Ms. Marsh
Mrs. Reed
Mr. Scott

ALL Pattonsburg R-II faculty and staff must follow the Pattonsburg R-II School District Board of Education Policies and Procedures as set forth by the Board of Education. These manuals may be found in the administrative office and the library media center. They are also available on the school website. Faculty and staff are also responsible for the information in the student handbooks.

Professionalism

The smooth operation of our school requires a high level of professionalism at all times. Always maintain supervision of your class and never leave students unattended in the building. Use the chain of command to solve problems and do not discuss school problems with outside sources, especially students. Keeping the lines of communication open will eliminate many problems and hurt feelings.

Any and all uncomplimentary conversations about another teacher or staff member are to be discouraged. If anyone has a concern or complaint with anyone, please find an appropriate place and time to communicate and gain closure with which you have the concern. Remember what is said about school is a reflection of you as well as school. We are professionals and have a need for responsibility and accountability.

Please dress professionally for both school and outside activities. What you wear can impact the respect that you receive from your students. You may wear jeans on Fridays as long as you get money (\$10) to May Burkhead for the flower fund. **No Shorts are allowed.**

Teacher Evaluation

The NEE (Network for Educator Effectiveness) will be utilized in assessing teaching effectiveness and as a tool for improving instruction. Instructors should be able to use the NEE website to meet requirements set forth by the Department of Elementary and Secondary Education. Staff is required to meet certain performance criteria including, but not limited to:

- Properly prepare for instruction
- Fully utilize instructional time for learning activities – teach bell to bell
- Maintain students under active supervision at all times
- Assess student performance in a regular and accurate manner
- Modify instructional goals to meet the needs of each student
- Comply with administrative directives
- Motivate students to achieve learning objectives
- Communicate with students in a professional and respectful manner
- Maintain relationships with students in a professional teacher-student model
- Review and comply with Board policies, regulations, and procedures as well as related building rules and practices
- Properly operate and maintain district property
- Utilize district technology solely for school district business
- Maintain required records and submit requested reports in a timely manner
- Comply with all safety guidelines and directives
- Refrain from the use of profane and obscene language
- Dress in a professional manner
- Attend all duties in a punctual manner.

Attendance/Record Keeping of Students

All teachers will complete attendance at the beginning of each day using the Lumen reporting system. Please turn any lunch money into the elementary office at the beginning of the school day. Elementary teachers also need to make sure to get the building principal any notes from home pertaining to absences for record keeping.

Grade Books – Records

Each teacher is given a grade book to record student marks. However, all grades will then be transferred to the Lumen record system. The grade book is to be turned into the office at the end of the school year. Refer to the district grading scale to determine grades. Teachers should inform students of their grading procedures during the first week of school. **Teachers need to make sure they show all students their grades at midterms so they know where their current grade is.**

Attendance should also be kept in the grade book. Attendance marks should indicate the date the absence occurred, whether it was an excused or unexcused absence or if tardy.

Quarter Ending Dates

1st Quarter October 13th
 2nd Quarter December 20th
 3rd Quarter March 8th
 4th Quarter May 16th
 7 -12)

Grades Due

October 16th by Noon
 January 2nd by Noon
 March 11th by Noon
 May 15th by Noon (K-6) May 17th by Noon (Grades 7 -12)

Grade Checks and Mid-Term Dates: K-12 (Grades updated on the computer by noon)

1st Quarter September 1st, Mid –term - September 15th, September 29th
 2nd Quarter November 3rd, Mid-term - November 17th, December 1st, December 20th
 3rd Quarter January 12th, January 26th Mid-term - February 9th, February 23th, March 8th
 4th Quarter March 22nd, April 5th, Mid-term - April 19th, May 3rd, May 17
 Dates could be changed if needed

Mid-Term/Progress Reports

Students need to be aware of how they are doing in their classes. Mid term reports will be sent home with ALL Elementary students. High school teachers should show grades to students so they know where they stand in class. Grades should be updated by noon of the grade check/mid-term dates listed above. All teachers need to keep a parent contact log during the year to show how they are keeping parents informed about how their child is doing.

Parent/Teacher Conference: October 23rd. There will be no conferences for the 3rd quarter.

Conferences from 11:00 a.m. – 6:00 p.m.

Plans for Substitute Teachers

- There must be specific teaching plans in your plan book. These plans must be specific enough to guide the substitute teacher.
- Teachers should have a generic sub folder left in the office for an unexpected absence. This should include schedule and special class times for each day of the week.
- The teaching plans take the form of long-range planning and the day-by-day activity. They should be clear and intelligible not only to the regular teacher but also to the second party who cannot discuss them but must get the full meaning from the written word. Nothing does more to reflect the regular teacher than this phase of his/her

work. It means that purposeful and clear planning had taken place by the regular teacher. Remember you need to always be prepared!

- A list of students should be inside the front cover of the plan book or grade book. (Also a couple of names of whom the teacher might ask for help.)
- Make sure that you leave a list of duties/supervision for the day. Please leave a list of expectations for your areas of responsibility so the substitute will understand expectations.
- Instructional materials should be filed or placed so they are easily accessible.
- Supplementary books should be placed for quick and easy reference.
- The substitute teacher works under a great handicap, and some are more successful than others. It is necessary that the regular teacher display a professional attitude toward the substitute.
- The substitute should follow the same code of ethics as stated in the manual.

Safety/Supervision of Students

It is the responsibility of the teachers to make certain that all students under their supervision are properly supervised and also that a safe atmosphere is provided to all students at all times. Make sure copies of the student emergency permission forms are taken to all off campus activities. Teachers are to be in the classroom at ALL times to supervise students. In cases where teachers must leave the classroom, they should ask another teacher or administration to supervise until they return.

We all share the responsibilities of supervision in the halls, restrooms and all other areas of the school property. This should be done before school, between classes and after school. During passing periods, please stand by your door to supervise the students. If you see misbehavior, deal with the situation immediately and inform the teacher or administration if necessary.

Sponsors/Coaches/Activities

Each sponsor or coach is responsible for the appropriate dress and behavior of the members of his/her group. STUDENTS ARE NOT TO WEAR BLUE JEANS TO ACTIVITIES IN WHICH THEY ARE PARTICIPATING OR RECEIVING AN AWARD. Please stress the importance of wearing the PHS logo with pride and self-discipline. Mileage reimbursement will not be granted for any activity one is expected to attend.

REMEMBER! ALL ACTIVITIES MUST BE CLEARED THROUGH THE PRINCIPAL'S OFFICE BEFORE THEY ARE PLACED ON THE MASTER SCHEDULE.

Meetings and Assemblies

Please be prompt to all meetings and assemblies. When a high school assembly takes place teachers are to be present with the students at all times to help other staff in the management of behavior. Elementary teachers must sit with their class during assemblies.

Student Dismissal from Class

Students should never be out of class without a valid reason. Please limit the number of students dismissed to use the restroom. If a student is sick, they need to let the teacher know and then the teacher should call the principal. The principal will then make sure arrangements are made before allowing the student to leave.

School Calendar/Master Schedule

All activities, special practices, pep rallies, class meetings, etc. MUST be cleared with the office at least 48 hours in advance before they are official. A “MASTER” calendar is maintained in the high school office.

Faculty Meetings

Faculty meetings will be held as needed, but will generally not exceed more than once per month. Meetings will be held either before school or directly after school or during available inservice time. When scheduled, please be on time so that the meeting can be conducted in an orderly fashion.

Faculty Absence from school

Teachers are to contact the building principal for purposes of finding a substitute. This includes each morning that you will be absent unless prior notice has been made. Personal days must be requested in writing at least 2 weeks in advance except for an emergency situation.

If you are going to be absent for the day please call by 6:00 a.m. so arrangements for a substitute can be made. If at all possible, please call the night before.

Call Becky Morris
 (660)605-0277

 Alan Hutchcraft
 (816)724-1598

Sick Leave

Professional staff employees whose assignment calls for full-time employment only during the regular school term will be entitled to 12 days of leave. Professional staff employees whose assignment calls for twelve months full-time employment will be entitled to 14 days of leave. Unused leave days will be cumulative to 60 sick leave days. The district will buy back up to 60 days of sick leave upon a teacher leaving the district at a rate of substitute teacher rate pay. The district will buy back up to 60 days of leave days upon a non-certified staff member leaving the district at a rate of substitute teacher rate pay. Any absence of one - four hours shall be counted as a half-day of leave. Any absence over 4 hours will be determined by the administrator as a half day or full day missed. Unpaid leave shall not be considered sick leave.

Crisis and School Climate Plan

All faculty and staff of the Pattonsburg R-II School District are responsible to follow the goals of the school climate plan and the procedures in the crisis plan. Elementary and High School teachers are required to read the document, located in the principals' offices, and sign the documentation sheet.

Equipment

Equipment on your inventory is your responsibility unless you are released from the responsibility by the superintendent or principal. Any equipment loaned or taken home should be approved by the building principal.

Daily Bulletin

A daily bulletin will be typed in the mornings and emailed to staff. Information for the bulletin should be taken to the office before 8:00 a.m. The bulletin will be posted on the school server and the district website.

Keys

Keys will be issued to the teacher for areas of responsibility. Keys are to be turned in during checkout for the teachers not returning the following academic year. Teachers returning may keep the keys over the summer. Main door keys should be checked out through Mrs. Snider. Teachers should not issue keys to students and should accompany students requiring admission.

Telephone/Cell Phone

Teachers are not to be called from their classes to answer calls unless it is an emergency. Should you want someone to call you while at school, give them the time of your planning period. The attendance center should take any messages while teachers are in class. Do not call from room to room during instruction time, as you are not only disrupting the educational process in your room, but that of the other room as well. Cell phones inside the building must be turned off during instruction. If you are on your cell phone during the school day, excluding planning period and your lunch time, the first time you will be given a written warning to get off your phone during class time. The second offense, you will receive a job target which could lead to losing career ladder or eventually termination.

Gate Duty

Gate duty at all activities will be assigned by the Athletic/Activities Director. The schedule will be placed in the teacher workroom. If you are not able to work your gate duty, it is your responsibility to find someone to trade with. All money collected will be turned into the Athletic/Activities Director or designee. The Athletic Director will turn in required documentation for gate keepers to be paid on payday of that month or the following month depending on the gate duty date. There could be additional gate duties assigned during the year if additional games or tournaments are scheduled.

Bus Information/Request

Bus requests for activities and athletics must be requested at least 7 days in advance to the Athletic/Activities Director office and the Transportation Director. All other transportation questions should be addressed to the Superintendent's office.

Textbooks

All textbooks should be numbered. Inform students that lost books will be charged to them at the replacement cost. Undue wear on books will be prorated. Use your grade book for book check-out.

Room Appearance

Teachers are responsible for their work areas. The teacher that has the last period in the classroom is to turn off the lights unless otherwise informed by the administration.

Forms and their usage:

- Absentees will be reported at the beginning of each day using Lumen. Please make sure that if a student leaves at any point throughout the day that he/she is checked out at the attendance center.
- Hall Passes: Every teacher is to see that every student leaving their room has a hall pass. Some reasons that a student should be allowed to leave the classroom include: restroom, drink, requested by office, sent to office, sent to library or sent to counselor.
- Disciplinary Referrals: Please bring students causing disciplinary problems to the office. Students should be accompanied with a disciplinary form explaining the circumstances. Do not send a student to the office without some explanation.
- Grade Cards: Student grade cards are to be entered into the Lumen system by each teacher. Grade cards will be printed per quarter using this system.
- Accident reports: Injury reports are available in the office, as well as individual classrooms. Should a student be injured, the teacher is to fill out the accident report and submit it to the office. This is very important for insurance purposes and potential liability issues.

Pay Day

The Pattonsburg R-II School District issues paychecks on the 21st of each month or the Friday before if the 21st is on the weekend.


June and July paychecks will be mailed or may be picked up from Latrenda on payday of each month.


School Business/Payroll & Purchase Orders


All payroll and purchase order items need to be turned into the business office by the last working day of each month. If these items are not turned in by the end of the month they will not be paid out during the next pay period.


Payroll items consist of bus trips, substitute pay, grant salaries, etc. Purchase order items consist of reimbursements, mileage, supplies, etc.


Purchase Order Flow-Chart


 Identify material to be purchased. Obtain information pertaining to the exact cost of each item and shipping costs if applicable.

 Request a purchase order from the Building Administrator or get one from Latrenda's office.


 Fill out the purchase order with all of the information requested including vendor, address, phone number, quantity, price, and date of request. Also, make sure there is a total amount of purchases and shipping costs at the bottom of the purchase order.


 Take the purchase order to your building level principal for approval. You must get the PRINCIPAL'S signature of approval first.

 Once the purchase order is approved by the building principal, then hand deliver the purchase order to the Superintendent. If approved by the Superintendent, he will sign it and have you take the purchase order to the Bookkeeper.







 The Bookkeeper will then enter the information onto the computer and generate a typed purchase order that will be signed by the Superintendent.

 **NOW YOU MAY PLACE YOUR ORDER!!!**

 Please make sure you follow these procedures. If you fail to do so, you will be held responsible for the material you purchase. Do NOT leave purchase order requests in the Superintendent's mailbox, on his desk, or with the bookkeeper. Do NOT purchase anything with cash or your own personal credit card. Make sure all receipts are given to the bookkeeper.

 Staff and faculty will need to plan ahead in ordering and purchasing material and supplies. If you wait until the last minute you may be unable to obtain the proper signatures for your request. **DO NOT ORDER BEFORE YOU GET A PURCHASE ORDER # THAT IS GENERATED FROM LATRENDAS COMPUTER OR YOU WILL PAY FOR IT YOURSELF!**

Needed for your file in the Superintendent's office

-  Current Teaching Certificate
-  Current Transcript
-  Missouri Teacher's Retirement Number
-  State and Federal Withholding Forms
-  Application for Employment
-  Background Check

ACKNOWLEDGEMENT

Please sign and return to Mr. Hutchcraft/Mrs. Morris

I have received, read, and understand the Pattonsburg R-II Teacher handbook for the 2022-2023 school year.

Teacher Signature

Date