Montrose R-XIV School District

Staff Handbook

2026-2027 School Year

Approved: August 19, 2026

The District does not discriminate on the basis of race, color, national origin, ethnicity, sex, religion, disability, age, sexual orientation or perceived sexual orientation in its programs, activities or employment practices.

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Mission Statement

Equip individual learners to be productive citizens in a diverse world.

What Mrs. Drehle Supports	What Mrs. Drehle Does NOT Support
• Have a positive attitude about school and be a positive role model. • Be a PR person for our school with parents, other staff, and the community. • Have a 'whatever-it-takes' attitude in regard to student success. • Be a problem solver and a team player.. • Follow school and district policies at all times. • Actively supervise students at ALL times. **W**alk around, **O**bserve, & have **C**onversations with **K**ids (**WOCK**) • Maintain a professional demeanor at all times. This includes electronic communication/social media. • Maintain confidentiality. Share information with only those who have a "Need to Know" as stated in FERPA. • Treat students respectfully at all times. • Collaborate with your peers and treat each other with respect. • Maximize instruction time. • Design instruction based on the needs of your students rather than expecting students to fit in your instruction. • Be self-reflective and evaluative. Constantly monitor and adjust instruction. • Take care of yourself and your family!	• Embarrassing a child. Using put downs or sarcasm (punitive). • Using a condescending tone or phrase. • Being unprepared for instruction. • Using excuses about outside forces that we cannot control • Not having a plan in place for students who are finished with their work. • Whole class punishments • Taking away field trips and parties as a consequence

This handbook is made available to you as a more concise version of the Administrative Regulations and Board of Education Policy books in an effort to create and maintain open communication between administration and staff. The complete policy and regulations books are available in the Superintendent's office or online at http://montrose.k12.mo.us The Montrose R-XIV School District is a member of the Missouri School Boards Association (MSBA) and the policies and regulations contained in the fore-mentioned books are those the local school Board has adopted from MSBA.

Public Relations

Education is highly valued at the community level, the Constitution of the United States of America specifically omits most educational issues. Schools are to be administered by local control. It is, therefore, imperative that employees of schools remember they are guests in the school district and are employed there because the community is entrusting their children's educational experience to them.

There will be a staff member appointed who will be responsible for providing school news and promoting positive public relations in various ways. Teachers and district employees are asked to assist this person and make information concerning students available for promotion.

Teachers and administrators will maintain a climate of open communication with the community in general and parents specifically, educational research identifies open communication between home and school as one of the most effective tools in raising student achievement. Montrose R-XIV School District is committed to meaningful engagement with the parents of Montrose School students.

The Board of Education is the elected governing body of the local school district and governs the district in ways that will benefit students and the community. The Montrose R-XIV School District is committed to a high standard of excellence that will be apparent within and outside the walls of the school. *Teachers, administrators, and staff members are expected to uphold the school and present it in a positive manner to the public.*

Relations with Administration, Staff and Other Teachers

Effective schools are those in which collaboration and cooperation are present and visible in an ongoing manner. The relationships among the adults of a school do much to determine the state of school culture. The Montrose R-XIV School District is committed to a high standard of excellence both academically and socially. The way in which adults conduct themselves and interact with others serves as a model for students. Teachers, administrators, and staff are expected to work together as a team, making visible the characteristics of respect for others, responsibility for making positive contributions to the school and willingness to work for the good of all.

Chain of Command

The Montrose R-XIV School District is an organization based on cooperation, fairness, and open communication. Effective lines of communication are necessary for any organization to run smoothly. A distinct chain-of-command, therefore, must be in place. Teachers, administrators and staff are expected to honor the appropriate manner in which decisions or conflicts are resolved. When confronted with an issue of uncertainty or conflict, employees should address suggestions, questions or concerns to their immediate supervisor. If, after discussing the matter with that supervisor and a resolution is not possible at that level, an employee must make an appointment with the individual at the next level of the chain-of-command. Supervisors are expected to make sure the issue was initially presented at the appropriate level before acting upon it. Teachers should talk to their building administration before approaching the Board of Education. If meeting with the Superintendent becomes necessary, an employee must make an appointment with the administrative assistant. Exceptions will be made on an emergency basis. Such a meeting shall not be used to resolve formal grievances.

Confidentiality

According to the Family Educational Rights and Privacy Act (FERPA), any information known by a school district employee pertaining to students' records, discipline, or other areas of student life (both inside and outside school), must be maintained in strict confidence. This information is used only

by school officials to assure order and safety within or outside the school walls. FERPA articulates these regulations in this manner:

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

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

  ✔ School officials with legitimate educational interest;

  ✔ Other schools to which a student is transferring;

  ✔ Specified officials for audit or evaluation purposes;

  ✔ Appropriate parties in connection with financial aid to a student;

  ✔ Organizations conducting certain studies for or on behalf of the school;

  ✔ Accrediting organizations;

  ✔ To comply with a judicial order or lawfully issued subpoena;

  ✔ Appropriate officials in cases of health and safety emergencies; and

  ✔ State and local authorities, within a juvenile justice system, pursuant to specific State Law.

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

Reporting Suspected Child Abuse

The welfare of students both within and outside the school walls is a primary concern of the Montrose R-XIV School District. Teachers are mandated by law to report suspected cases of child abuse and the district expects this law to be followed. There are, however, certain procedures a teacher or other school official is expected to follow when concerned about a particular child's safety. Teachers or support staff must report child abuse suspicions to the building level administration to whom the child is assigned. The teacher will be expected to report the hotline to the Children's Division immediately and complete the electronic Hotline Form for proper documentation. The Hotline Form can be found in the current year Staff Google Drive in the Forms folder. Under no circumstance should a teacher report a suspected case of abuse without notifying the administrator in charge.

Grievance Procedure

Individuals who believe a written Board of Education policy or administrative regulation has been violated should attempt to clarify and resolve the dispute at the level closest to those involved on an informal basis. If necessary, a formal complaint may be filed by following these steps:

Step 1: If after four days of the informal conference, the dispute has not been rectified, an individual should complete a formal dispute form and submit it to their immediate supervisor.

Step 2: If the dispute is not resolved after the informal conference in Step 1, the employee must submit a written referral to the Superintendent, or the designee within five days. The Superintendent, or designee, will schedule a conference with the appropriate parties within five days. A written response will follow this conference within ten days.

Step 3: If the employee is not satisfied with the response provided by the Superintendent, the conflict may be referred to the Board of Education within four days of the conclusion of Step 2. At the next regular Board meeting, the Board will consider the dispute and determine if a formal review is necessary. If the decision that a formal review is not warranted, the ruling in Step 2 becomes final. If a formal review is warranted, the Board will set a date for the hearing. Both parties will be entitled to legal counsel during the hearing. The Board will issue a written decision within ten days of the hearing. The decision of the Board is final and binding on all parties.

(See Grievance Form included in Addendum)

Expectations, Responsibilities and Duties of Certificated Staff

The following regulations are outlined in this handbook to ensure all Montrose R-XIV School District employees are given sufficient information to perform their jobs with confidence and security.

Professional Development

In effective and successful schools, continual professional growth is provided for teachers and administrators and the expectation is that teachers will participate and benefit from those activities. Attendance at professional development activities is mandatory unless approved by the building level administration. Extracurricular activities, practices or other faculty meetings are not to be scheduled in conflict with professional development activities.

As prescribed by law, a Professional Development Committee (PDC) consisting of representatives from each area of the school, has been established. Members meet on a monthly basis to

provide supportive and developmental programs for beginning and experienced teachers. The responsibility of this group is to promote student achievement by focusing on activities that will strengthen building and district CSIP plans. Administrators shall serve as ex-officio members of this committee.

Personnel File

Employees of the Montrose R-XIV School District will have on file, in the Superintendent's office, the following information: Certificated Staff: completed school district application, resume, letters of recommendation, signed contract(s) or letter of intent, a current Missouri Teaching Certificate, a current college transcript(s), registration in the Missouri Public School Retirement System, employment data form, background check from a Missouri law enforcement agency, statement of confidentiality, drug-free workplace notice, family and medical leave notice, ethnicity and race staff self-identification from, certificated new employee information. A completed I-9 form and a copy of acceptable documents and Missouri State and Federal W-4 forms will be kept in a separate file.

Support Staff: completed school district application, resume, letters of recommendation, registration in the Missouri Non-Teacher Retirement System, employment data form, and a background check from a Missouri law enforcement agency. A completed I-9 form and a copy of acceptable documents and Missouri State and Federal W-4 forms will be kept in a separate file.

Teachers' personnel files may also contain evaluations and, if applicable, Professional Improvement Plans. Personnel files shall be open only to the teacher, administration, and Board of Education.

Attendance

To achieve a high degree of student success, it is critical that teacher attendance is high. The Board of Education expects and appreciates the diligent effort of teachers to attend school to the best of their ability and according to life circumstances. In the instance an absence is necessary; the teacher will contact the Superintendent, Administrative Assistant, and Principal as soon as there is a need for leave or before 6:30 A.M.

Leaves and Absences

The Montrose R-XIV Board of Education recognizes occasional absences due to illness of the employee or immediate family members (defined as: spouse, parent, grandparent, child, sibling, daughter-or son-in-law, brother-or sister-in-law or non-family member residing in the employee's home) are necessary. The Board has adopted specific policies that afford leave for the employee under these circumstances. Policies, contained in the Board Policy Book, include:

- Leave
  - 1 leave day per contracted month, accumulative to **60 days** for certificated & non-certified staff. Leave days may not be used for extended contract days.
  - Administration may require a physician's statement.
  - Upon resignation or retirement from the District, unused leave will be paid to the employee at a rate of $35.00 a day not to exceed 60 days.
  - Employees who have accumulated 60 leave days will be compensated for each day over **60** gained during the current school year in the June paycheck.

- Leave may not be taken the day before or day after a holiday, unless in an emergency situation and approved by administration.
- Leave will be considered in increments of .50 for four hours, and 1 for full day.

- Leave for Jury Duty
  - To qualify for paid leave, payment for jury duty from the judicial system, excluding food, lodging, and mileage shall be paid to the District.
- Religious Holidays.
- Military Leave.
- Bereavement- Staff will be granted bereavement leave with pay in an amount not to exceed five (5) days for each death in the immediate family: spouse, child, parent, sister, brother, grandparents, grandchildren, parents-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law or any person who is wholly dependent upon the employee. (This leave, when approved by the superintendent or principal, will not be deducted from available leave time.)
- Professional Leave of Absence.
- Family and Medical Care Leave (FMLA).

Teachers will be granted a total of ten (10) days of leave during the school year.

If a teacher's absences exceed the number of days of leave authorized or for a reason not approved by the administration, one day's pay will be deducted for each day of absence. Employees leaving the District after June 1st will not be entitled to or compensated for any of their unused leave days.

Leaving the Building

Employees may leave the school during contracted hours. Please notify administration before leaving outside of plan time. A log is kept in the main office for employees to sign out and sign in upon return.

Arrival and Departure Times

- Teachers will report to work at 7:30 AM and shall remain in the building until 3:40 PM. Before leaving staff should ensure all students are out of the building, all lights are turned off and all doors or locked. All teachers should park in the front parking lot and enter through the front doors.
- Students will be allowed in the building at 7:35 AM; breakfast will be served from 7:35 AM to 7:50 AM. Classes will start at 7:50 AM.

Communication with Home

Any letters, bulletins, flyers, etc. to be sent home with students must have prior approval of the building administrator. Any posters, announcements, etc. to be hung in the hallways of the school must have the building administrator's approval.

Grading and Grade Checks

Teachers will update grades weekly in the Infinite Campus gradebook to keep students and parents informed of ongoing progress. Grades will be entered by the end of the day each MONDAY. Grade checks will be done each Tuesday.

Dress Code

Because teachers and staff are important role models for students and represent our school to parents, visitors, and community members, every aspect of demeanor and appearance is critical. A very important issue in school improvement that has been recognized by the Montrose R-XIV Board of Education is raising the expectations district employees have for students and themselves. In light of our commitment to higher standards, this employee dress code will be a means to ensure professional appearance.

Appropriate Dress Will Consist of:

1. Conventional and appropriate dresses, skirts and dress shorts must be no shorter than 3 inches above the knee.
2. Capris, dress sweaters, dress shirts, pant suits, slacks, and dress pants.
3. All clothing must reflect style, good taste, good judgment, and common decency.
4. Leggings and yoga pants may only be with a top that at least reaches the bottom of the thumb while in a standing position.
5. T-shirts, jeans, shorts, jogging pants, sweatpants and sweat suits are inappropriate for professional staff. Denim skirts or dresses are acceptable, but denim bib overalls are not.
6. On days designated as "professional casual," (first and last day of the week or teacher workdays) dress should remain appropriate with no torn jeans or shirts. Jeans, t-shirts, sweat shirts and tennis shoes are appropriate and allowable dress for "professional casual" days. Shirts with a school logo or school colors should be worn on days when jeans are allowed.
7. Dresses, blouses, or shirts should be cut appropriately. Showing too much of the chest area is not appropriate for school dress. No spaghetti straps and bras should not be visible.
8. Clothing should not be too tight or transparent enough to allow undergarments to show.
9. Appropriate footwear will consist of: dress shoes, dress sandals, and tennis shoes. Footwear must be worn at all times. Very casual sandals, and flip flops are not appropriate footwear. (Individuals with medical conditions requiring the use of special shoes need to provide the administration with documentation from a physician denoting the length of the necessity.)
10. P.E. teachers should dress in athletic attire.
11. Custodial staff may wear jeans and t-shirts that are in good taste. T-shirts must be without inappropriate or suggestive print.

Appropriate Grooming will Consist of:

1. Clean hair, which is attractively styled and neatly combed.
2. A cleanly shaven face, a neatly trimmed mustache or beard.
3. Clothing that is neatly pressed and clean.
4. Clothing should completely cover undergarments.
5. There should be evidence of good daily hygiene.

Homeroom Expectations

In order for homeroom to be successful for all students, there are some basic expectations that everyone will need to follow.

1. All students need to bring class assignments to Homeroom to work on. On those rare occasions that a student does not have a pending class assignment or test, students are to bring a book and read.

2. Students need to bring all needed materials to Homeroom. Students should plan ahead and should always have their reading book with them.

3. Homeroom is for quiet study and quiet tutoring.

4. Homeroom teachers will establish a weekly grade checking method that is appropriate for the group and grade level.

5. Most club and class meetings need to take place during Homeroom. Advance notice and arrangements for non-participating Homeroom students is appreciated.

Teachers should ensure students do a self grade check on Wednesdays. The D and F list will be emailed to all JH/HS teachers, they can ask about homework and make sure assignments are turned in. A reading book should accompany every student to their homeroom so they can read when all assignments are complete.

Additionally, class and club meetings should continue to happen during Homeroom. If the librarian is here students can go to the library and check out a book.

Preparation for Class

Organization and planning of lessons is not only beneficial to regular teachers, but critical to substitute teachers. Teachers must come to class prepared to teach their daily classes. Lesson plans should be made out in advance and be on the teacher's desk. Teachers will be required to leave adequate lesson plans that maintain a "regular" schedule of work for their class when they are absent. All teachers are required to have the red emergency lesson plan folder on their desk. Folders must be completed before school starts and should be updated throughout the year as needed. Teachers who do not show adequate planning may be required to turn lesson plans in to the principal on a daily or weekly schedule.

Adult Conduct In or Outside the Classroom

It is the expectation of the Montrose R-XIV Board of Education and administration for adults to conduct themselves appropriately and professionally as role models for students. Children need appropriate relationships with adults. Teachers and/or coaches are often one of the most important persons in a student's life. **There are, however, very few times when it is appropriate for school officials to have relationships with students beyond school business.** Teachers, and other school representatives, are strongly advised <u>not</u> to have students visit in their homes or meet students outside school.

Staff Conduct

The Board of Education requires all staff members to serve as positive role models for District students. District schools exist to provide a quality education for District students in a safe and appropriate setting. In achieving these objectives, staff are required to meet certain performance criteria including, but not limited to:

1. Review and comply with Board policies, regulations, and procedures as well as related building rules and practices.
2. Properly prepare for student instruction.
3. Fully utilize instructional time for learning activities.
4. Maintain students under active supervision at all times.
5. Assess student performance in a regular and accurate manner.
6. Modify instructional goals to meet the needs of each student.
7. Comply with administrative directives.
8. Communicate with students in a professional and respectful manner.
9. Communicate with colleagues, parents and District citizens in a professional manner.

10. Properly operate and maintain district property.
11. Utilize district technology solely for school district business.
12. Maintain required records and submit requested reports in a timely manner.
13. Comply with all safety guidelines and directives.
14. Refrain from the use of profane and obscene language.
15. Dress in a professional manner.
16. Attend all duties in a punctual manner.
17. Maintain student confidentiality pursuant to state and federal law.
18. Follow and implement student Individual Education Programs (IEP) under the Individuals with Disabilities Education Act (IDEA) or plans under Section 504 of the Rehabilitation Act.
19. Maintain and account for District funds in the staff member's possession and control.

20. Maintain professional relationships with students. With the exception of students who are immediate family with the staff member, this requirement also includes avoiding situations that could lead to allegations of inappropriate relationships with students, including, but not limited to:

    a. Being present in any setting where students are provided or are consuming alcohol or illegal drugs.
    b. Inviting students to be alone with a staff member at a staff member's residence, on staff member's private property, or in a staff member's motor vehicle without the prior consent of the building principal.
    c. Communicating with students, electronically or in person, about the student's sexual activity or concerning the staff member's sexual or romantic conduct.
    d. Being present on District premises alone with a student in a room where the door is closed, the door is locked, or the lights are off, unless required temporarily due to emergency circumstances. Counselors and administrators are exempted from this prohibition in performance of professional duties.
    e. Covering the interior window(s) of instructional space and offices with any material that blocks or obscures outside vision into the space, unless required temporarily due to emergency circumstances.
    f. Communicating with students about sexual topics outside approved District curriculum, unless done as part of a District investigation into sexual abuse or harassment.
    g. Utilizing students to attend to personal errands for the staff member.
    h. Allowing students to drive a staff member's vehicle.

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COMMUNICATION WITH STUDENTS BY ELECTRONIC MEDIA

Employee personal communication with students, in all forms including oral and nonverbal shall be appropriate and consistent with Board policy. Personal communication shall be deemed to be inappropriate if such communication is sexual in nature; is sexually suggestive; suggests romantic activity with student or students; or is otherwise inconsistent with Board policy. Violation of this provision will result in disciplinary action up to and including dismissal.

Communications between employees and students will be primarily direct, oral or written in nature. Employees may not communicate with district students via electronic media regardless of whether created or maintained by the employee or students. As restricted in this policy the phrase "electronic media" includes but is not limited to social networks, texting, and emails. This policy does not preclude electronic communication between teachers and their siblings and children who may be district students.

The District will provide official electronic media (Remind, HUDL, Google Classroom, AristotleK12, district Email) which may be utilized by employees for communication with students for dissemination of school related information (i.e. homework, practice schedules, supplemental instructional material.)

Classroom Management

For each student to be given the opportunity to learn and grow at school, an atmosphere of order and safety is necessary. Each teacher is responsible for the organization, classroom management, and use of discipline (if necessary) of his/her classroom.

To promote an orderly atmosphere, each teacher should establish clear expectations for students and review them often. Expectations should be short, general, and easily understood by students and parents. District rules include:

- Students may not use electronic devices during class time without prior permission from the teacher or administration.
- **NEVER** leave students unsupervised.
- Never use inappropriate language. In addition to cursing, discussing alcohol, drugs, sexual behavior, or other staff and administration negatively is not acceptable.

All teachers must post attendance at the beginning of the school day (Grades K-6) and at the beginning of each class period (Grades 7-12). Morning announcements will be at 7:55 a.m. Lunch count is taken the first hour of the day and should be indicated on the student information system by 8:15 a.m. In the event a student leaves before the regularly scheduled afternoon dismissal, the parent/guardian must sign the student out in the office.

Although the building administrator is available for discipline measures for above normal intervention, teachers are expected to maintain an atmosphere of order rather than sending students to the principal/superintendent for issues that are best solved in the classroom. *Teachers must submit a discipline referral and let the office know that a referral has been submitted. The administration will contact the teacher regarding the issue. If a student needs to be removed immediately, call the office for removal of the student. Teachers are to control their classrooms and handle issues with appropriate guidance and action. Although a teacher may use appropriate restraint to protect themselves and students, there shall be no corporal punishment administered to students by any teacher or staff member of the Montrose R-XIV School District.*

Extra-curricular Duties

An effective school provides opportunities for students to participate in various activities outside the classroom. These activities promote teamwork, respect, and maturity as a well-rounded individual. Outstanding adult supervision and coaching can ensure student and school pride and success. Extracurricular sponsors and coaches will:

- Remain on duty at the school, or appropriate location, until the building is closed or all students have been released.
- Students may be released to their parent(s) or legal guardian only after personal contact with an administrator or coach.
- All students participating in an activity that requires transportation by bus, must travel to the activity on the bus. Students wishing to use other transportation home may only be released by

the sponsor or coach to their parent(s) or legal guardian. If the parent(s) or legal guardian wants their child to ride home with another adult, a prior request must be made during the school day.
- Students returning home from an extracurricular activity must be picked up at school.
- Extra-curricular pay shall be determined by the Board of Education and Administration and shall be offered on a yearly contractual basis.

Other Duties as Assigned

The Board of Education and Administration may assign duties not specifically mentioned in the district contracts or job descriptions. These duties will be reasonable and within expectations of individuals in the teaching field.

- **Staff Meetings –** ALL teachers, full or part time, shall attend all building level faculty meetings before, during, or after school hours. Staff meetings will be monthly during Monday PD, or as needed
- **Collaboration -** Teachers will be given the opportunity, and are expected, to collaborate with their colleagues.
- **Supervision of Students** - Student safety is a concern that cannot be compromised. A rotation of duties may be used for supervision.
- **Admin at Athletic Events**- Teachers may be asked to Admin basketball games.
- **Teachers** may be required to fill in for other teachers if they have free time exceeding their daily plan time.
- **Teachers** willing to fill in for others when needed during their plan time will be paid $20.00 per 50 minute class period. Payment will be received at the end of the school year in the teacher's last paycheck.
- **Teachers** are required to complete yearly training on Anti-Bullying, Dyslexia, and Safe Schools every year.
- **Teachers and Students** are required to attend the Violence Prevention training provided annually by the Henry County Sheriff's Dept. or other training department.
- All teachers and staff are required to know the location of our AEDs and Stop the Bleed kits. Our AEDs are in the following locations: on top of the refrigerator in the teacher's lounge, on the route bus, and one with the athletic med bag. Our Stop the Bleed kits are in the following locations: on top of the refrigerator in the teacher's lounge, on both school buses, and in the shop classroom.
- **Academic Assistance** hours that are reimbursable are any time **before** 7:30 a.m. and **after** 3:40 p.m. In order for teachers to receive reimbursement, they must be actively re-teaching concepts with students.
- **Academic Assistance and Detention Supervision** stipend will be $20 per hour.
- **Morning Supervision:** Students shall report to assigned areas. There will be teacher supervision in these specific areas at all times, beginning at 7:35 a.m.
- **Cafeteria Supervision:** Teachers/Staff are responsible for student supervision in the cafeteria.
- **Playground Supervision:** Each classroom teacher is responsible for familiarizing students with the rules of the playground and, when supervising, applying these rules in a consistent manner.
- **Bus Loading Supervision:** Elementary and high school teachers are to dismiss their students in orderly fashion and assist with supervision. Please refer to the student handbook for the proper location and guidelines.
- **Parent/Teacher Communication –** It is again noted that open communication between home and school is one of the most effective tools in raising student achievement. The Montrose R-XIV School District is committed to meaningful engagement with the parents of Montrose R-XIV students. Teachers are strongly encouraged to communicate with parents outside the school day at their mutual conveniences.

- **Attendance is Mandatory** on professional development days unless approved by administration.
- **Attendance at the Back to School Open House** – The importance of the partnership between parents and teachers in the success of students and the entire Montrose R-XIV School District is upheld by the Board of Education. Attendance at the Back to School/ Meet the Teachers is **MANDATORY** for all staff members.
- **Attendance at the Montrose R-XIV School District Graduation Ceremony** – Graduation from high school is a celebration of success, not only for students, but of outstanding instruction and leadership from teachers at every level. The basic mission of any school system is to form a close relationship with students for thirteen years. All teachers, at all levels, have participated in this relationship. It is appropriate for teachers to have an important part in the graduation celebration.
- **Teachers may be required to assist in extra-curricular activities, including activities outside their usual grade level assignment.**
- **Evening activities -** Elementary teachers are required to attend: Title 1 family nights, music programs, Spelling Bee, and Graduation. High School teachers are required to attend: Awards Banquets, Graduation, music programs, and Homecoming. High School sponsors will supervise the Homecoming dance. The Junior and Senior sponsors will supervise Prom. There may be other evening school activities, including working in the concession stand, that will be required for staff to attend.

Instructional Assignments

The Montrose R-XIV School District Board of Education and administration will remain committed to the recruitment and retention of quality teachers, as well as assigning personnel to appropriate levels and subjects. It is desirable to consider the interests and aspirations of teachers when making instructional assignments and every effort will be made to do so. If possible, grade levels or subjects will be assigned to teachers at the time employment contracts are issued.

If a teacher's assignment changes, the building administrator will discuss the change and reasons for it with the teacher concerned. When vacancies occur, those teachers who have expressed an interest in the identified area will be considered first to fill the vacancy. If the administration finds it necessary to modify a teaching assignment(s), after contracts have been issued, but before the end of the school year, a letter explaining the change will be issued and the appropriate administrator will confer with the teacher involved.

Salary and Benefits Considerations

A salary schedule with base pay and increments for certificated employees will be recommended annually by the administration and approved by the Board of Education and the Board reserves the right to waive the approved salary schedule and employ teachers who are experienced in areas of great need.

Teachers who complete additional graduate hours toward a higher degree in their teaching field must notify the Superintendent before the first week of teaching in August. At this time the teacher may request a contract modification to reflect an increase in salary for the coming school year. Individuals requesting a modification will be required to provide an updated transcript to the Superintendent. The Board of Education will adhere to the requirements set forth by the Missouri Department of Elementary and Secondary Education concerning continuing education classes, election and retention of teachers, and awarding tenure.

No changes will be allowed on benefits or deductions in salary after the beginning of the school year. Forms must be turned in to the office. If an employee loses a check and requests a new check to

be issued, a stop payment will be put on the original check and the employee is responsible for paying the stop payment fee charged by the bank.

Beginning in the 2026-2027 school year, all teachers and paras will receive their June paycheck on June 10th and they will receive their July and August paychecks after the June School Board meeting.

Employment Outside of the District

The Montrose R-XIV Board of Education reserves the right to prohibit or limit employment outside the district by employees if, in the opinion of the Board, that employment would be a hindrance to the performance of the employee to perform expected duties or if that employment would cast a negative light on the school district.

Teacher Evaluation Procedure

The purposes of teacher evaluations are to aid individual teachers to grow professionally, raise standards of the teaching profession as a whole, and to raise the quality of instruction and educational services provided to the students of the District. Evaluation is developmental in nature and is designed to assist teachers in identifying strengths and concerns for professional improvement. The evaluation also serves as a guideline for moving teachers from probationary to permanent status as required by the Missouri Teacher Tenure Act.

The primary responsibility for teacher evaluation rests with the building level administrator. The building administrator will review the evaluation procedures with their faculty and familiarize them with the criteria upon which she/he will be evaluated. Teacher evaluation is an on-going process that has formal and informal components. Building level administrators are expected to visit classrooms and conduct informal observations and walk-throughs. These walk-throughs are not always evaluative in nature, but used to enhance dialogue between the building administrator and teacher concerning effective instruction. The building administrator will familiarize teachers with the tools and expectations used by administrators in conducting walk-throughs. Formal and informal evaluations and conferences will be conducted throughout the school year. Most teachers will be informally observed several times a week. Additional observations, formal or informal, will be conducted at the discretion of the administration. Evaluations may be scheduled or unscheduled.

High student achievement and success is the foundation of a highly effective school. Student performance, in many areas, is the measurement of achievement and success. Student growth data and progress will be a component of teacher evaluations and will be documented with data, quantitative and qualitative, gathered by the teacher and provided to the building administrator that shows measurable, long-term goals of academic growth that represents a portion of a teacher's impact on student learning. An individual teacher's effect on student performance will be considered over time and will be measured on a multi-criteria basis, including but not limited to, test scores.

Professional Improvement Plans

In the instance a teacher's work is not up to the district's expectations, the building administrator shall take immediate steps to ensure the opportunity for improvement. These activities may include a Professional Improvement Plan that clearly identifies the area(s) of concern and what remediation should take place to correct for sufficient improvement. This plan requires the signatures of the teacher and the building administrator. The Professional Improvement Plan shall be in place until sufficient evidence of improvement is noted by the building administrator. If improvement is not evident in an

appropriate amount of time, the administration will proceed to other measures that may include a change in assignment or dismissal.

Membership in Professional Organizations

Staff members may belong to as many professional organizations as they choose, but they will not be compensated for professional organization memberships from the Montrose R-XIV School District funds.

Re-Employment of Teachers

The Superintendent shall recommend the reemployment of teachers to the Board of Education before the first day of April. The Board will consider the recommendations and notify teachers of the intent to rehire in accordance with Missouri laws governing the election of teachers. In the consideration of the reemployment of teachers, the Board shall act in strict adherence with the terms, conditions, and procedures set forth by the Teacher Tenure Act of the State of Missouri.

Probationary teachers will be notified, in writing, concerning reemployment on or before the 15th day of April of the year in which their contract expires. Failure to notify permanent teachers of change in their employment status will constitute reemployment in the same staff position as provided in the contract for the current year. The Board will present a contract or a letter of intent to each teacher no later than April 15th of the current year. Probationary teachers must provide written acceptance or rejection of the Board's offer within 15 days of the issuance of the contract. Failure to present the acceptance in such time constitutes a rejection of the Board's offer.

Resignation/Termination of Certificated Employees

Teachers must realize that a contract is tendered in good faith and when returned as signed implies an obligation to fulfill it. After contracts have been signed by both parties concerned, serious consideration shall be given before requesting release from the obligation outlined in the contract. The welfare of Montrose R-XIV students will always be held paramount in decisions of teacher placement or resignation. Individuals who wish to resign are expected to do so in writing before May 1st as stated in their contract.

After May 1st, the Montrose R-XIV Board of Education will consider requests for release from a signed contract using the following guidelines:

- Health - a documented statement verifying a physical condition, including pregnancy or adoption that precludes an employee from fulfilling contractual agreements.
- Transfer of spouse or other significant other – this shall be contingent upon the employment of a qualified replacement.
- The securing of employment that will greatly benefit the employee's personal situation. This also shall be contingent upon the employment of a qualified replacement.

In the instance of a request for release from a contract, district administration will determine if a qualified replacement is available.

In the event a teacher leaves the District without proper release, the Superintendent shall contact the Missouri Department of Elementary and Secondary Education for appropriate action.

In adherence to policy, the Board of Education, acting alone or on recommendation from the administration, **may discharge any employee for incompetence, inattention to duty, discrimination, insubordination, or any other good cause.** A grievance procedure is available to district employees as outlined in this handbook.

Money Collection and Purchases

All money collected by teachers, staff, and students must be deposited in the office **daily**. All purchases made for school use must be approved by the building administrator or you need to have the Superintendent's/Principal's signature on an official purchase order.

Guidelines for Computers

All computer software will be purchased by the school, approved by the building administrator, and installed by the Technology Specialist. No copies of computer programs or software are allowed to be installed on any equipment owned by the Montrose R-XIV School District. Students are not allowed on computers unless they are supervised. There will be no access to chat rooms or other inappropriate sites. The technology agreement and internet protection policy are to be strictly enforced.

Employees must contact the school office if they need assistance with technology or items repaired in the classroom or other areas of the school. Approval from administration is needed to print color copies.

School personnel are hereby notified that any and all computer files, including email files, maintained on district computers are subject to examination and search at any time by administrators or administration designees. Computers are the property of the school district, therefore employees should have no expectation that any records kept on classroom computers or files are the private possession of students or staff.

Any student or staff member who chooses to engage in sabotage of district computer system hardware or software will be held responsible with penalties up to and including dismissal. Forms of activity considered to be sabotage include, but are not limited to the following, logic bombs, data diddling, piggy backing, Trojan horses or hacking into any computer data files.

INTERNET USAGE

Personal Responsibility

Access to electronic research requires students and employees to maintain consistently high levels of personal responsibility. The existing rules found in the District's Behavioral Expectations policy as well as employee handbooks clearly apply to students and employees conducting electronic research or communication.

One fundamental need for acceptable student and employee use of District electronic resources is respect for, and protection of, password/account code security, as well as restricted databases, files, and information banks. Personal passwords/account codes may be created to protect students and employees utilizing electronic resources to conduct research or complete work.

These passwords/account codes shall not be shared with others; nor shall students or employees use another party's password except in the authorized maintenance and monitoring of the network. The maintenance of strict control of passwords/account codes protects employees and students from wrongful accusation of misuse of electronic resources or violation of District policy, state or federal law. Students or employees who misuse electronic resources or who violate laws will be disciplined at a level appropriate to the seriousness of the misuse.

Acceptable Use

The use of District technology and electronic resources is a privilege, which may be revoked at any time. Staff and students are only allowed to conduct electronic network-based activities that are classroom or workplace related. Behaviors which shall result in revocation of access shall include, but will not be limited to: damage to or theft of system hardware or software; alteration of system hardware or software; placement of unlawful information, computer viruses or harmful programs on or through the computer system; entry into restricted information on systems or network files in violation of password/account code restrictions; violation of other users' rights to privacy; unauthorized disclosure, use or dissemination of personal information regarding minors; using another person's name/password/account to send or receive messages on the network; sending or receiving personal messages on the network; and use of the network for personal gain, commercial purposes, or to engage in political activity.

Students and employees may not claim personal copyright privileges over files, data or materials developed in the scope of their employment, nor may students or employees use copyrighted materials without the permission of the copyright holder. The Internet allows users access to a wide variety of media. Even though it is possible to download most of these materials, students and staff shall not create or maintain archival copies of these materials unless the source indicates that the materials are in the public domain.

Access to electronic mail (E-mail) is a privilege and designed to assist students and employees in the acquisition of knowledge and in efficiently communicating with others. The District E-mail system is designed solely for educational and work related purposes. **E-mail files are subject to review by District and school personnel.** Chain letters, "chat rooms" or Multiple User Dimensions (MUDs) are not allowed, with the exception of those bulletin boards or "chat" groups that are created by teachers for specific instructional purposes or employees for specific work related communication.

Students or employees who engage in "hacking" are subject to loss of privileges and District discipline, as well as the enforcement of any District policy, state and/or federal laws that may have been violated. Hacking may be described as the unauthorized review, duplication, dissemination, removal, damage, or alteration of files, passwords, computer systems or programs, or other property of the District, a business, or any other governmental agency obtained through unauthorized means.

To the maximum extent permitted by law, students and employees are not permitted to obtain, download, view or otherwise gain access to "inappropriate matter," which includes materials that may be deemed inappropriate to minors, unlawful, abusive, obscene, pornographic, descriptive of destructive devices, or otherwise objectionable under current District policy or legal definitions.

The District and school administration reserve the right to remove files, limit or deny access, and refer staff or students violating the Board policy to appropriate authorities or for other disciplinary action.

Privileges

The use of District technology and electronic resources is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. Passwords are to remain strictly confidential. The password/account code may be suspended or closed upon the finding of user misuse of the technology system or its resources.

Network Etiquette and Privacy

Students and employees are expected to abide by the generally accepted rules of electronic network etiquette. These include, but are not limited to, the following:

1. System users are expected to be polite. They may not send abusive, insulting, harassing, or threatening messages to others.
2. System users are expected to use appropriate language; language that uses vulgarities or obscenities, libels others, or uses other inappropriate references is prohibited.

3. System users may not reveal their personal addresses, their telephone numbers or the addresses or telephone numbers of students, employees, or other individuals during E-mail transmissions.
4. System users may not use the District's electronic network in such a manner that would damage, disrupt, or prohibit the use of the network by other users.
5. System users should assume that all communications and information is public when transmitted via the network and may be viewed by other users. The system administrators may access and read Email on a random basis.
6. Use of the District's electronic network for unlawful purposes will not be tolerated and is prohibited.

Services

While the District is providing access to electronic resources, it makes no warranties, whether expressed or implied, for these services. The District may not be held responsible for any damages including loss of data as a result of delays, non-delivery or service interruptions caused by the information system or the user's errors or omissions. The use or distribution of any information that is obtained through the information system is at the user's own risk. The District specifically denies any responsibility for the accuracy of information obtained through Internet services.

Security

The Board recognizes that security on the District's electronic network is an extremely high priority. Security poses challenges for collective and individual users. Any intrusion into secure areas by those not permitted such privilege creates a risk for all users of the information system.

The account codes/passwords provided to each user are intended for the exclusive use of that person. Any problems, which arise from the user sharing his/her account code/password, are the responsibility of the account holder. Any misuse may result in the suspension or revocation of account privileges. The use of an account by someone other than the registered holder will be grounds for loss of access privileges to the information system.

Users are required to immediately report any abnormality in the system as soon as they observe it. Abnormalities should be reported to the classroom teacher or system administrator.

The District does use filtering, blocking or other technology to protect students and staff from accessing Internet sites that contain visual depictions that are obscene, child pornography or harmful to minors. The District shall comply with the applicable provisions of the Children's Internet Protection Act (CIPA) and the Neighborhood Internet Protection Act (NCIPA).

Vandalism is defined as any malicious attempt to alter, harm, or destroy equipment or data of another user, the District information service, or the other networks that are connected to the Internet. This includes, but is not limited to, the uploading or the creation of computer viruses, the alteration of data, or the theft of restricted information. Any vandalism of the District electronic network or technology system will result in the immediate loss of computer service, disciplinary action and, if appropriate, referral to law enforcement officials.

Consequences

The consequences for violating the District's Acceptable Use Policy may include, but are not limited to, one or more of the following:

1. Suspension of District Network privileges;
2. Revocation of Network privileges;
3. Suspension of Internet access;

4. Revocation of Internet access;
5. Suspension of computer access;
6. Revocation of computer access;
7. School suspension;
8. Expulsion; or
9. Employee disciplinary action up to and including dismissal.

School District Property

All district buildings, facilities, rooms and room furnishings are the property of the Montrose R-XIV School District. All facilities and the district owned contents of those facilities are subject to inspection and, on appropriate occasion, search. It is expected that **teachers keep classrooms in near-perfect condition and as clean and organized as can be at all times**. School administration will have access to all areas of the building. Teachers will not have locks on any areas that administration does not have access to, unless approved and documented in the office.

Telephone Usage

Teachers should make every attempt to make phone calls during their planning time, except during an emergency. Long distance calls (non-school business, will be paid for by the staff member). Students are not allowed to use the telephone during the school day. Usage of a telephone by a student must be approved by building/office personnel. All phone calls are recorded to ensure the highest level of safety and security of our staff and students. Cell phones should not be used for personal use during class time except for family emergencies. Staff may use cell phones before school, during passing periods, at lunch time, and after school.

Year End Check-Out Guidelines

All employees are required to complete a Closing Procedures Form (which will be provided to them two weeks before the close of school) within one week from the last scheduled workday. Inventories are located in the shared Staff Google Drive. These forms and documents must be completed, signed by the building administrator, and submitted to the bookkeeper before end of the year checks will be issued. Daily attendance will be required until completion of checkout.

Vacation and Leave Procedures for Support Staff

Every full-time support staff employee of the Montrose R-XIV School District will be given leave according to Board policy. It is recommended that leave should be requested at least one week in advance in the SISFIN portal, unless in an emergency situation, and approved by the supervisor before the leave will be considered for salary compensation. Vacation must be used from July 1 to June 30, no vacation days will be carried over. Employees leaving the District after June 1st will not be entitled to or compensated for any of their unused leave days.

Maintenance and Custodial Requests

If extra maintenance or custodial work is needed in a classroom or other areas of the school, employees must make a request by contacting the building administrator. If the request is approved; the building administrator will notify the maintenance or custodial personnel who will be completing the request. Maintenance and custodial personnel may not undertake an extra task without approval of the administration.

Disclaimer: To the extent this handbook conflicts with Board policy, the Board policy prevails.

District Van Guidelines

The district van shall be used by staff to attend all off-campus meetings, conferences, events, and activities. When two district events are happening on the same day/same time, the event that is the furthest away will take the van. If the van is in use and a staff member is required to attend an event, they may ask the Superintendent for permission to drive their own vehicle and receive mileage reimbursement. No mileage reimbursement will be given without prior approval from the Superintendent. All staff members are expected to follow these van expectations:

- Fill out the mileage information every time you drive the van.
- If you have to get gas, KEEP the receipt. If the receipt doesn't print, take a picture of the pump showing the amount and text/email it to Amy.
- DO NOT bring the van back on EMPTY!
- Everyone in the van is required to wear their seat belt at ALL times.
- Drivers should never be on their phones when driving.
- Students are NEVER allowed to drive the van.
- If you notice any problems(s), report them to Carey, Amy, and Gary ASAP.
- Only current school district employees are allowed to drive the van.
- Staff needing to use the van should reserve it on our Van Reservation shared calendar. Please add the event name, date, time, and location.
- Clean out the trash after each use.

MONTROSE R-XIV SCHOOL DISTRICT

GRIEVANCE FORM

(The definition of "grievance" shall be a claim of a violation, misinterpretation, or misapplication of provisions of Board Policy, Job Description, or Personnel Handbook or the existence of a condition which jeopardizes employee health or safety.)

Name of Grievant:_____

Position held:_____

Date grievance occurred:_____

Name of direct supervisor:_____

Did a previous discussion with the direct supervisor take place?_____

If yes, where?_____

Section of Board Policy, Job Description, or Personnel Handbook in question:_____

_____

_____

_____

_____

_____

Briefly state problem:_____

_____

_____

_____

_____

_____

What remedy is sought?

_____

_____

_____

_____

_____

_____

Date submitted:_____

Signature of Employee submitting Grievance:

Copies: Superintendent
Direct Supervisor
Grievant



GENERAL ADMINISTRATION

Equal Opportunity

Notice of Nondiscrimination

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 and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

District Compliance Officer:

Carey Drehle
Superintendent/Principal
307 E. 2nd Street
Montrose, MO 64770
(660) 693-4812

The District has a policy and procedures detailing the Prohibition Against Harassment, Discrimination, and Retaliation. District Board of Education Policies can be found on the District's website and/or available in the District's Central Office.

For further information about anti-discrimination laws and regulations, or to contact the Office for Civil Rights in the U.S. Department of Education (OCR) regarding the District's compliance with anti-discrimination laws and regulations, please contact OCR at One Petticoat Lane, 1010 Walnut Street, Kansas City, Suite 320, Missouri 64106, (816) 268-0550 (voice), or (877) 521-2172 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

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TO: **District Certificated and Support Staff Employees**

FROM: **Mrs. Carey Drehle**

DATE: **July 19, 2026**

RE: **Acknowledgment of Receipt of Personnel Policies Contained in Faculty and Staff Handbook (To be returned to the Superintendent's office before the September payroll.)**

By signing below you are acknowledging that you are aware that the 2026-2027 Montrose R-XIV School District's Handbook for Staff can be found in the Staff Shared Drive in the Handbook folder. Furthermore, you are aware that Board Policies are located on the Montrose School District Website (http://www.montrose.k12.mo.us).

_____ _____

Employee Signature **Date**