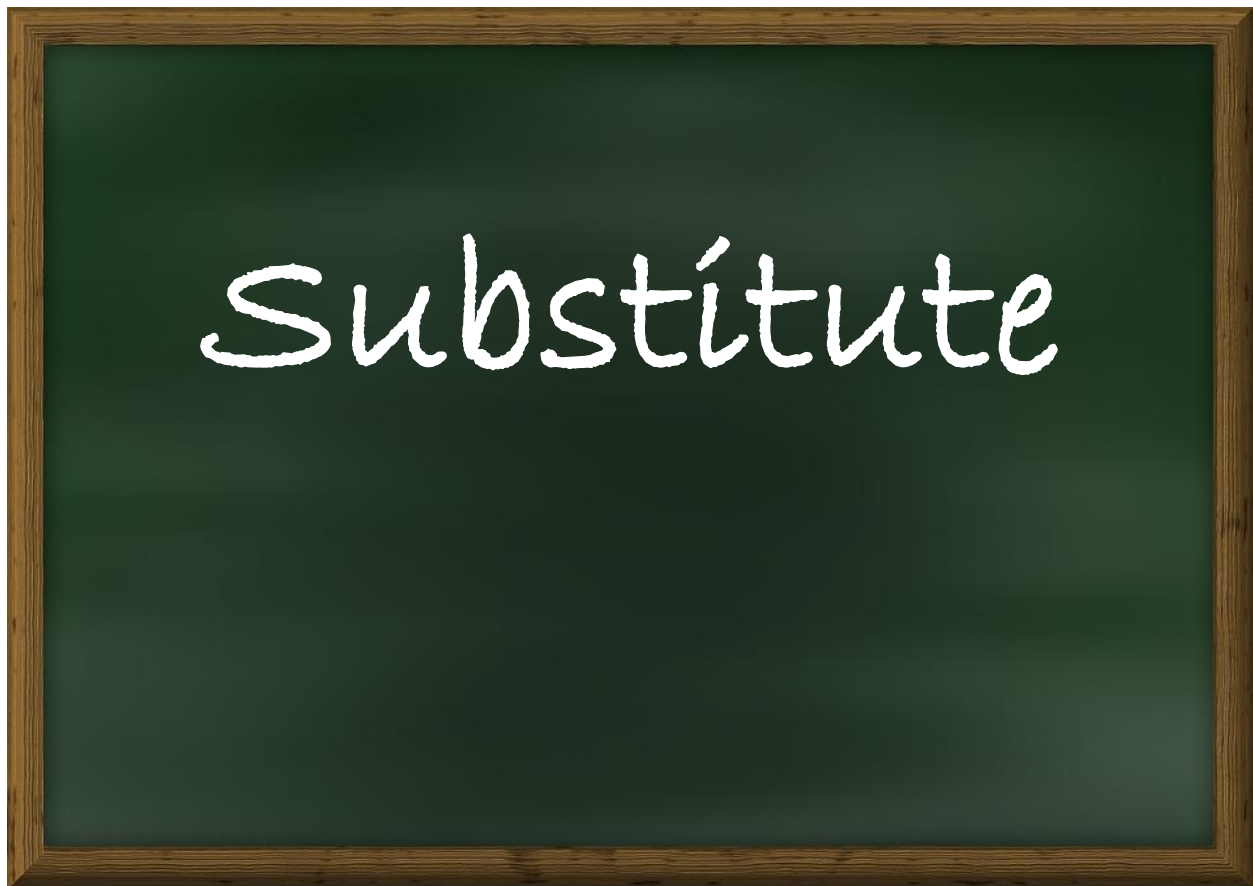


# Rules & Regulations 2023-2024

*Revised & Board Approved June 2023*



1110 N Westwood Blvd

Poplar Bluff MO 63901



Phone: 573-785-7751

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District Website: [poplarbluffschoools.net](http://poplarbluffschoools.net)



**TABLE OF CONTENT**  
**Substitute Teacher Rules & Regulations**  
**2023-2024**

(Changes in handbook are bolded.)

	Page
NOTICE OF NONDISCRIMINATION.....	1
EQUAL OPPORTUNITY EMPLOYMENT STATEMENT .....	2
OVERVIEW OF RESPONSIBILITIES.....	2
SUBSTITUTE JOB DESCRIPTION.....	3
<b>INFORMATION AND SUGGESTIONS FOR SUBSTITUTES</b>	
Arrival at School.....	5
Beginning Activities .....	5
Professional Attitude.....	5
Duties and Responsibilities to the Schools .....	5
Substitute’s Responsibility to the Profession.....	6
Staff/Student Relations .....	6
<b>EMPLOYMENT</b>	
Application.....	9
Qualifications.....	9
Requirements.....	9
Certification .....	9
Availability .....	10
Assignment.....	10
Retired PSRS Member Regulations.....	10
School Directory Information.....	11
Building Time Schedules .....	11
<b>SALARY INFORMATION</b>	
Deductions .....	13
<b>Pay Scale</b> .....	13
<b>Pay Schedule</b> .....	15
<b>DISTRICT POLICIES</b>	
Safety, Security and Communications Policy .....	17
Employee-Student Communication Policy .....	17
Staff Use of Communication Devices Policy .....	20
Harassment Policy.....	21
Bullying Policy .....	22
Tobacco Policy .....	23
Weapons Policy.....	23
Alcohol and Illicit Drugs Policy.....	23
Drug Free Work Place Policy.....	24
Reference Request.....	25
Social Media.....	25
<b>2023-2024 SCHOOL CALENDAR.....</b>	<b>27</b>



# **SUBSTITUTE TEACHER RULES & REGULATIONS 2023-2024**

The mission of the Poplar Bluff School District R-I, in partnership with parents and community, is to educate all students to their potential, and to inspire them to be lifelong learners, who possess the skills and knowledge necessary to be productive members in our changing world.

These Rules and Regulations are intended as guidance for and a supplement to the directives issued as approved Board Policies. If any conflicts exist between these Rules and Regulations and Board Policy, the latter shall prevail and these Rules and Regulations shall not be interpreted to expand the district's responsibilities beyond Board Policies. Pursuant to Board Policy GBCB, employees are directed to become familiar with, enforce and follow all applicable Board policies and regulations, administrative procedures, other directions given by district administrators and supervisors, and state and federal laws.

## **NOTICE OF NONDISCRIMINATION**

The Poplar Bluff School District is committed to maintaining an educational and workplace environment that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities, and facilities. The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion, and contracted services.

In its programs and activities, 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 and as required by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title II of the Americans with Disabilities Act of 1990. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups. Further, no person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination based on the above listed characteristics under a school nutrition program for which the District receives federal financial assistance from the U.S. Department of Agriculture (USDA Food and Nutrition Service).

The following person is designated and authorized as the District's Non-Discrimination and Title IX Coordinator to coordinate compliance with the laws identified above, including to handle inquiries or complaints regarding the District's non-discrimination policies:

Michael Owen  
Title II, Title VI, Title VII, Title IX, Age Discrimination Act, FMLA  
1110 N. Westwood Blvd., Poplar Bluff, MO 63901  
Telephone: 573-785-7751  
michaelowen@pb.k12.mo.us

The following person is designated and authorized to coordinate compliance with Section 504 of the Rehabilitation Act of 1973 identified above:

Camille MacDonald (504 Coordinator)  
3203 Oak Grove Road, Poplar Bluff, MO 63901  
573-785-2248

For information regarding how to report or file a claim of discrimination, harassment, or retaliation, see Board of Education Regulation AC. Policy and Regulation AC shall govern the grievance procedures, process, and response for complaints and concerns by parents, patrons, employees, or students of the District related to discrimination, harassment, or retaliation on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law.

Inquiries or concerns regarding civil rights compliance by school districts should be directed to the local school district's Non-Discrimination and Title IX Coordinator. Inquiries and complaints may also be directed to the Kansas City Office, Office for Civil Rights, US Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; (816) 268-0050; TDD (877) 521-2172.

Any person may also contact the Equal Employment Opportunity Commission for concerns relating to the Age Discrimination in Employment Act, or Title VII.

Robert A. Young Federal Building  
1222 Spruce Street, St. Louis, MO 63103  
Telephone: 800-669-4000

Other agencies dealing with non-discrimination issues include:

Missouri Commission for Human Rights  
Department of Labor and Industrial Relations  
P.O. Box 1129  
3315 W. Truman Blvd., Room 212  
Jefferson City, MO 65102-1129  
Telephone: 573-751-3325  
Toll Free: 877-781-4236

U.S. Department of Justice  
950 Pennsylvania Ave., NW  
Washington, DC 20530-0001  
Telephone: 202-353-1555

St Louis District Office  
US Department of Labor, Wage & Hour Division  
1222 Spruce Street, Room 9, 102B, St Louis MO 63103-2830  
Telephone: 314-539-2706  
Toll Free: 866-487-9243

## EQUAL OPPORTUNITY EMPLOYMENT STATEMENT

**The Board of Education of the School District is an equal opportunity employer. The Board is committed to providing equal opportunity for all individuals in all areas of recruitment, selection, placement, training, assignment, transfer, compensation, benefits, discipline, retention, and promotion. The Board commits itself to the policy that there shall be no unlawful discrimination or harassment against any person because of race, color, religion, age, sex, national origin, ethnicity, disability, or any other characteristic protected by law. All decisions with regard to employment shall be in compliance with applicable state and federal laws.**

**The Board is required by the immigration Reform and Control Act to employ only American citizens and aliens who are authorized to work in the United States. The purpose of this law is to preserve jobs for those individuals who are legally entitled to them.**

## OVERVIEW OF RESPONSIBILITIES

It shall be the responsibility of the Board to provide satisfactory school facilities to insure excellence in education.

It shall be the responsibility of the administrators to utilize school facilities and to organize the school day to insure that the ability and energy of each teacher is used effectively, creatively, and constructively. It shall be the duty of each teacher to reach for excellence in education by meeting the guidelines of the curriculum and by appropriating a measure of freedom to work creatively.

This handbook details the policies and procedures of the Poplar Bluff School District R-I concerning substitute teachers.

The Poplar Bluff School District R-I considers the substitute teacher an integral member of the instructional staff. The substitute teacher provides the student with educational opportunities when the regular teacher must be absent. Since instruction must continue daily, the service of substitute teachers is essential.

Realizing the contribution, the substitute makes to the educational program of the Poplar Bluff Schools, a receptive atmosphere for the substitute is desired. This district goal is attained through the cooperative effort of the principals, teachers and students. When everyone involved makes the necessary preparation the educational activities find success.

The personal satisfaction for the substitute in having a good day, for the regular teacher in receiving a report that all went well and the objectives for the day were met, and, most of all for the students in engaging in profitable work are the foremost goals of the Poplar Bluff R-I School District

# Substitute Teacher Job Description

## General Definition

Manages student learning in accordance with the goals and directives of the schools and states.

## Essential functions/Key Responsibilities

The minimum performance expectations include, but are not limited to, the following essential functions:

- Maintains and respects confidentiality of student and school personnel information.
- Maintains discipline and classroom control that fosters a safe and positive learning environment for all students and staff in accordance with school and county policies.
- Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities.
- Reports to office upon arrival at school, requests clarification of school rules and procedures.
- Reports all student injuries, accidents, illnesses and discipline problems to the appropriate authority immediately or as soon as is reasonably possible.
- Implements lesson plans, while ensuring the integrity of academic time and in a manner which motivates students to learn and participate.
- Organizes students for effective instruction.
- Dismisses all students from the classroom before leaving the building.
- Completes a Substitute Teacher Report Form for the regular classroom teacher.
- Returns instructional materials, equipment, and keys to proper place.
- Complies with and supports school and state regulations and policies.
- Performs other related duties as assigned by building administrator(s) in accordance with school/state policies and practices.
- Provides classroom instruction to students as outlined in lesson plans.
- Maintains a safe and orderly environment.
- Maintains established routine of the school and classroom procedures in which assigned.
- Maintains a professional appearance as an example to students.
- Completes other duties as assigned.

## Education and Certificates

Must have a minimum of 60 Missouri DESE approved/accepted college credit hours and a Missouri DESE issued Substitute Teacher Certificate.

## Knowledge, Skills and Abilities

Must be able to follow oral and written directions and have the ability to establish effective working relationships with staff and students. Ability to maintain effective classroom management strategies. Ability to read, analyze, and interpret lesson plans, technical procedures, and textbooks. Ability to write general correspondence. Ability, both orally and in writing, to present information effectively and respond appropriately to questions and concerns from individuals, administrators, and students. Ability to establish and maintain effective relationships with students and staff through oral and written communication. Ability to perform duties with awareness of district requirements. Ability to implement lessons based on district and school objectives and student needs and abilities.

## Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to speak, stand, talk, walk, see, hear, (corrected or uncorrected) and, sometimes, to sit. The employee is occasionally required to climb, stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, analyze computer data and the ability to read small print. The employee must frequently bend, reach above the head, reach forward, and use fine motor skills. Occasional movement of students by wheel chairs and other mechanical devices may be required.

## Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential function of this job.

The noise level will vary depending on the daily activity. It, at times, is very quiet in the classroom but often, as in the cafeteria and/or school assemblies, is moderate to very loud. The employee must often meet deadlines and must report to class and/or duty assignments on time. The work environment includes inside and outside areas. The work environments include exposure to sunlight; exposure to environmental allergens (grass, weeds, pollen and trees).

### Special Requirements

- Candidate must attend an orientation/training session and complete required District and State credentialing requirements (Background Check, Fingerprinting).

The information contained in this job description is for compliance with the Americans with Disabilities ACT (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.



# INFORMATION AND SUGGESTIONS FOR SUBSTITUTES

Being on call and ready to teach, sometimes with very little notice, is a responsible undertaking. Your willingness and readiness to accept a position indicates your understanding of the need for continued systematic instructional activity in an effective school system.

## Arrival at School

Under normal conditions, substitutes are expected to report to the principal's office one-half hour before the school day begins; secure the necessary materials and complete the required record forms. The principal may wish to give a substitute teacher specific rules that apply to that particular building. The substitute teacher should read thoroughly the content of the regular teacher's daily lesson plans. They should comply with these plans. Serious discipline cases should be referred to the principal's office. Corporal punishment is to be administered only with the approval of the principal. Remember, substitutes are replacing a regular teacher and should always assume the regular teacher's duties unless notified otherwise. The regular teacher will expect to find a brief summary of the day's work as well as any other information that would be helpful, such as bulletins, parental notes, assignments and problems.

## Beginning Activities

Establish rapport with the students as quickly as possible. It is helpful if a substitute teacher writes or prints their name on the board. Explain to the students the reason for the regular teacher's absence and briefly outline the general plans for the day or specific class period. The more aware a student is of the need for this change in routine, the less concerned he/she is. Students are always in need of helpful guidance. Subs are expected to actively partake in all the classroom activities. If the activity planned calls for free reading, preparation of reports, small group work, and/or pupil involved independent study, it would be helpful if substitutes avail themselves to their needs in any way possible. A substitute teacher's role as a teacher is one of constant assistant.

## Professional Attitude

It is of prime importance that the substitute teachers do all that he or she can to advance the profession. Remember that substitutes often see unusual classroom reactions, and unfavorable comparisons among schools and classes should be guarded against. Please respect the difference found among teachers and children. Good planning does not in itself insure the absence of all problems. However, the better prepared substitutes are to meet these problems, the more effective their services will be. Follow as closely as possible the regular teacher's lesson plans and strive to maintain acceptable standards of conduct. The principal's office will supply information when subs report to the building.

## Duties and Responsibilities to the Schools

1. Report to the school office promptly and identify self as a substitute. Given sufficient notice, the substitute should report at the same time regular teachers begin duty: thirty (30) minutes before the school day begins and remains until the school day ends.
2. Ask for any special directions the principal designee may suggest, and also the special events that may be planned for the day, as well as the regular teacher's special duties for the day.
3. Locate the teacher's daily schedule, plan book, attendance slips, record book, manuals, and other needed materials. Information relative to these items will be provided in the principal's office.
4. Locate the teacher's mailbox and check for notes, memos, bulletins, or specific announcements pertinent to the day's activities. U.S. mail or other materials may be left in the mailbox.
5. If not provided, and if not familiar with class, ask if there are any specific problems or needs that the substitute should be aware of, e.g., behavior, physical handicaps, etc.
6. Check the regular teacher's schedule for any duties you may have: recess, lunchroom, student council, etc.
7. Check or refresh your memory regarding fire drill procedures, emergency procedures, or other procedures for the school and specific class. These should be posted in the classroom.
8. Assist in the supervising of halls, stairs, etc. as needed.

9. Report any illness or accidents to the office.
10. Classroom discipline is an area in which classes will undoubtedly test a substitute. Be friendly, but firm and business-like and behavior will be good. If a problem is unusual, substitutes should seek assistance from the office.
11. If the substitute is teaching for an extended time, attendance at all scheduled meetings is expected. In case of doubt, contact building principal.
12. Correct all papers, workbooks, or tests given while you are substituting. Keep the individual subject areas or activities clipped together by date or day.
13. At the end of a substitution, leave a summary of the work completed, as well as other information that would be helpful to the teacher (notes, assignments, special bulletins, etc.).
14. Substitutes may be called to work in a subject area, which will require teaching in more than one building. The principal or the head of the department will provide this information. The substitute should check with the building principal for specific schedules or directions.
15. Report to the principal's office at the end of the school day regarding the next day or any problems concerning your stay in the building.
16. A substitute teacher is expected to follow the same schedule as the regular teacher.
17. ALL accidents are to be reported to the office immediately.

### **Substitute's Responsibility to the Profession**

1. Endorse the principle that the profession must accept responsibility for the conduct of its members.
2. Support school policy.
3. Make every effort to serve when called upon.
4. Regard criticism of the regular teacher as unprofessional.
5. Be considerate and loyal in relationships with fellow teachers.

### **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.**

**Although this policy applies to the relationships between staff members and district students, staff members who inappropriately interact with any child may be disciplined or terminated when the district determines such action is necessary to protect students.**

**There are some interactions between staff members and students that are never acceptable and are absolutely prohibited including, but not limited to:**

1. **Touching, caressing, fondling or kissing students in a sexual or sexually intimate manner.**
2. **Dating a student or discussing or planning a future romantic or sexual relationship with a student. The district may presume that this provision has been violated if a staff member begins a dating or sexual relationship with a student immediately after graduation or immediately after a student has left the district.**
3. **Making sexual advances toward a student or engaging in a sexual relationship with a student.**
4. **Engaging in any conduct that constitutes illegal harassment or discrimination as defined in policy AC or that could constitute a violation of that policy if pervasive.**

5. **Engaging in any conduct that violates Board policies, regulations or procedures or constitutes criminal behavior.**

**Any person, including a student, who has concerns about or is uncomfortable with a relationship or activities between a staff member and a student should bring this concern immediately to the attention of the principal, counselor or staff member's supervisor. If illegal discrimination or harassment is suspected, the process in policy AC and/or ACA will be followed.**

**Any staff member who possesses knowledge or evidence of possible violations of this policy must immediately make a report to the district's administration. All staff members who know or have reasonable cause to suspect child abuse shall immediately report the suspected abuse in accordance with Board policy. Staff members must also immediately report a violation or perceived violation of the district's discrimination and harassment policy (AC and/or ACA) to the district's nondiscrimination compliance officer. Staff members may be disciplined for failing to make such reports.**

**The district will not discipline, terminate or otherwise discriminate or retaliate against a staff member for reporting in good faith any action that may be a violation of this policy.**



# EMPLOYMENT

## Application

Substitute teacher application forms are available at the Curriculum/Instruction Office, 1110 N. Westwood Boulevard, Poplar Bluff, Missouri, 63901. The name of the applicant for substitute teaching will be submitted to all elementary principals, junior high principal and senior high principals for their approval or rejection. If the applicant is approved for substitute teaching by the Department of Elementary and Secondary Education, the name of the applicant will be placed on the eligible substitute teacher list and sent to all schools in the district.

## Qualifications

Each applicant must possess a minimum of DESE approved 60 semester hours of college credit. There must be on file in the curriculum office transcripts depicting those hours. The individual must be of good moral character.

## Requirements

All substitute teachers must be approved by the Assistant Superintendent-Personnel. These substitutes, who have substitute taught for less than 2 years, must attend required district training.

## Certification

The substitute teaching applicant must apply for a substitute teaching certificate through the Department of Elementary and Secondary Education. The applicant then must complete paperwork through the Curriculum/Instruction Office for employment. The following requirements must be completed.

1. An application for substitute teaching.
2. Employee Eligibility Verification (I-9) form and identification listed on back of the I-9.
3. All employees will be subject to a background check. As part of the criminal records check, any person employed after January 1, 2005, shall be fingerprinted pursuant to the standards determined by the Missouri Highway Patrol and the Federal Bureau of Investigation. (The fingerprinting fee through IdentoGo is \$41.75 and the responsibility of the applicant.) The background check is inclusive of a Sex Offender check.

The district reserves the right to require any employee or volunteer to submit to additional criminal background checks at the district's expense or to rerun background checks at any time. The district will provide the Department of Elementary and Secondary Education (DESE) the relevant personnel information necessary to conduct postemployment background checks as allowed by law.

The district may update all criminal background checks required under this policy at least every five years if the person is still volunteering or working for the district or working on district property. The district may update the driving records for all drivers of district transportation every six months. Any employee refusing to submit to a background check may be disciplined or terminated. The district may decline to utilize the services of volunteers or contractors who refuse to participate.

4. The Poplar Bluff School District R-I is insured by MUSIC (Missouri United School Insurance Council). Following MUSIC guidelines, every employee is required to complete a Child Abuse or Neglect/Criminal Record form. These forms will be submitted to the Children's Division Central Registry maintained by the Missouri Department of Social Services.
5. The Department of Elementary and Secondary Education has an online application process for prospective substitute teachers to apply directly to the Department. The applicant must fill out an educator profile and application, send their original transcripts to DESE, and obtain the fingerprint check from IdentoGo. When the transcripts are reviewed and the fingerprints cleared, the applicant will be issued an electronic certificate. The school district will be able to select the substitute from a state list of approved substitute teachers.

6. Upon renewal of a substitute certificate, the substitute teacher may be eligible for reimbursement of the certificate fee. The sub must substitute teach 10 days after the approved renewal is issued to be eligible for reimbursement. Documentation of the paid fee and a copy of the substitute certificate must be submitted to Central Office to initiate the reimbursement process.

### **Availability**

Substitute teachers are called to substitute on an as needed basis. They are not guaranteed any lengths of time to substitute teach. The district tries to secure positions for substitute teachers in the schools and subject matter of their choice. However, when emergencies do arise elsewhere, substitutes are encouraged to accept these positions whenever possible. If substitutes desire to be removed from the substitute list, or if a sub's address changes, he or she may call the office of the assistant superintendent/curriculum. The phone number is 785-7751.

### **Assignment**

Available substitute teaching jobs will be posted on Frontline. Substitutes may accept or reject available jobs by logging on to the Frontline website, via phone call from Frontline or a building principal or secretary, or by calling in to Frontline. Any questions or concerns a substitute may have should be directed to the building principal or the district personnel office.

### **Retired PSRS Member Regulations**

Retired PSRS Members can substitute teach up to 550 hours in a school year. Based on a 7 hour day, a retiree may sub 78.5 days per school year.

If a member retires on July 1, that person can begin working August 1 in a part-time or temporary-substitute position up to the 550-hour/50% of earnings limit, and can continue receiving monthly retirement benefits. They cannot teach summer school, work under the critical shortage provision, or work in any other capacity (this may include volunteer work) during the month of July in the year in which that person retires.

The IRS rules state that retirement systems must require a clear separation of service between the termination of employment and post-retirement work. For those retiring on or after July 1, termination of employment means that members must:

1. End all employment with PSRS-covered employers,
2. Not be under contract for employment with any PSRS-covered employer, and
3. Not return to work for a PSRS-covered employer until at least one month has lapsed since their effective retirement date.

All retirees working for PSRS-covered employers are required to maintain a written record of dates and hours worked, wages earned and information on employing school district(s). Employers are also required to maintain such records. Record-keeping forms will be sent to you and your employer each school year when you return to work after retirement. These forms are also available on the PSRS Web site, [www.psr-peers.org](http://www.psr-peers.org). PSRS may request access to these record forms for review at any time.

## SCHOOL DIRECTORY INFORMATION

<u>Building</u>	<u>Address</u>	<u>Phone #</u>	<u>Principal /Secretary</u>
Senior High	3209 Oak Grove Rd	785-6471	Valerie Ivy Shelly Board
Junior High	550 N. Westwood	785-5602	Candace Warren Shari Pulliam
Technical Career Center	3203 Oak Grove Rd	785-2248	Leigh Ann Cornman Laura Barrett
Middle School	1300 Victory Lane	785-5566	Josh Teeter Jennifer Sievers
Eugene Field	700 Arthur Street	785-4047	Jennifer Taylor Sandra Pike
Lake Road	986 Highway AA	785-4392	Rondi Vaughn Terri Jennings
Oak Grove	3297 Oak Grove Rd	785-6589	Kristie Robinson Dacey Greer
O'Neal	2300 Baugh Lane	785-3037	Amy Dill Leslie Lewis
Kindergarten Center	1200 Camp Road	785-4905	Jessica Thurston Taylor Armes
Early Childhood Education	1202 Camp Road	785-6803	Jo Anne Westbrook Sandra Case
Mark Twain School	1235 North Main	712-2180	Aaron Burton Kaci Tatum

### Building Time Schedules

Early Childhood Center	7:45-11:15 a.m. (a.m. session) 11:55-3:25 p.m. (p.m. session)
Kindergarten Center	8:40 a.m.-3:45 p.m.
Eugene Field Elementary	8:40 a.m.-3:55 p.m.
Lake Road Elementary	8:40 a.m.-3:55 p.m.
Oak Grove Elementary	8:40 a.m.-3:55 p.m.
O'Neal Elementary	8:40 a.m.-3:55 p.m.
Middle School	7:30 a.m.-2:45 p.m.
Junior High School	7:35 a.m.-2:50 p.m.
Senior High School	7:45 a.m.-3:00 p.m.
Mark Twain School	7:45 a.m.-2:30 p.m.





## **SALARY INFORMATION**

### **Deductions**

Deductions will be made for social security, federal and state taxes as required by law. Internal Revenue Service Form W-4 must be completed and filed with the payroll department each year. This is done at the same time the application to substitute teach is completed. Substitute teachers are ineligible for insurance and retirement benefits.



**Poplar Bluff R-1 Schools**  
**2023-2024**  
**CERTIFIED MONTHLY & SUBSTITUTE TEACHER**  
**PAYROLL SCHEDULE**

<b>DEADLINE FOR CHANGES/TIMESHEETS TO BE TURNED IN</b>	<b>CHECKS ISSUED</b>
<b>7/5/2023 (12 Month contracts)</b>	<b>7/21/2023</b>
<b>8/4/2023 (10,11,12 Month contracts)</b>	<b>8/22/2023</b>
<b>9/5/2023</b>	<b>9/15/2023</b>
<b>10/4/2023</b>	<b>10/20/2023</b>
<b>11/3/2023</b>	<b>11/22/2023</b>
<b>12/4/2023</b>	<b>12/21/2023</b>
<b>1/4/2024</b>	<b>1/22/2024</b>
<b>2/2/2024</b>	<b>2/22/2024</b>
<b>3/4/2024</b>	<b>3/22/2024</b>
<b>4/4/2024</b>	<b>4/22/2024</b>
<b>5/3/2024</b>	<b>5/22/2024</b>
<b>6/3/2024</b>	<b>6/21/2024</b>
<b>6/3/2022 JULY 2023-2024 contracts</b>	<b>6/27/2024</b>
<b>6/3/2022 AUG 2023-2024 contracts &amp; SS</b>	<b>6/28/2024</b>

**CHECKS**

When school is in session, staff receiving live checks will obtain those at each individual building unless prior arrangements are made. When school is dismissed (including collaboration days), live payroll checks will be available until 1:00 p.m. at the Central Office-Payroll/Business Office. After that time, any remaining checks will be mailed unless a staff member calls ahead (785-7751, opt.1) to arrange for their check to be held. Questions concerning payroll checks can be directed to the payroll department at Central Office.



# DISTRICT POLICIES

## SAFETY, SECURITY AND COMMUNICATIONS POLICY

### Safety Standards

The Board of Education directs the Superintendent to ensure that the management of all District operations be in compliance with local laws and regulations pertaining to student and staff safety and state and federal laws and standards regarding occupational safety and health. At various times District supervisors will issue specific safety standards and will provide ongoing directives, oral and written, to maximize employee and student safety. Failure to comply with such safety directives will be considered serious misconduct and will result in disciplinary action up to and including dismissal.

### Safety Requirements

In order to promote safety and to reduce the occurrence of injuries to the employee; to the employee's colleagues, students and visitors to our schools, the following requirements are mandated by the Board. These requirements are not intended to be exclusive, but to be illustrative for measures required to promote safety. Moreover, these requirements are in addition to all relevant requirements of federal and state law as well as Board policy. Employees will be required to review this policy on an annual basis. These requirements are:

1. All accidents are to be reported, in writing, to your supervisor on the date they occur.
2. All unsafe conditions are to be reported to your supervisor immediately.
3. No running or horseplay is permitted.
4. The use of alcohol or non-prescribed drugs during work hours is strictly prohibited. The use of prescribed drugs is permitted subject to the limitations imposed by the prescribing physician.
5. Standing on chairs, desks, boxes, or any object other than a ladder or step stool is prohibited.
6. When using chemicals, all appropriate safety equipment must be used. If the appropriate safety equipment is not available, the absence of same should be reported to your supervisor.
7. If your duties require you to drive, the use of a seatbelt is mandatory. The use of a cell phone for phone calls or texting is prohibited in a moving vehicle.
8. The use of employer provided safety devices is mandatory.

The above requirements are not all inclusive. Additions can be made by the location an employee is working at, by the supervisor the employee is working under, the specific job the employee is working on, and/or Local, State or Federal law. Failure to comply with one or more of these requirements will result in disciplinary action.

## EMPLOYEE-STUDENT COMMUNICATION POLICY

### Definitions

*Educational Purpose* - A reason associated with the staff member's duties in the district including, but not limited to: counseling, the treatment of a student's physical injury, or coordination of an extracurricular activity, depending on the staff member's job description.

*Staff Member* - For the purposes of this policy, a staff member is any individual employee of the district, including part-time and substitute employees and student teachers.

*Student* - Individuals currently enrolled in the Poplar Bluff R-I School District.

### General

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.

Although this policy applies to the relationships between staff members and district students, staff members who inappropriately interact with any child may be disciplined or terminated when the district determines such action is necessary to protect students.

### **Absolute Prohibitions**

There are some interactions between staff members and students that are never acceptable and are absolutely prohibited including, but not limited to:

1. Touching, caressing, fondling or kissing students in a sexual or sexually intimate manner.
2. Dating a student or discussing or planning a future romantic or sexual relationship with a student. The district may presume that this provision has been violated if a staff member begins a dating or sexual relationship with a student immediately after graduation or immediately after a student has left the district.
3. Making sexual advances toward a student or engaging in a sexual relationship with a student.
4. Engaging in any conduct that constitutes illegal harassment or discrimination as defined in policy **AC and/or ACA** or that could constitute a violation of that policy if pervasive.
5. Engaging in any conduct that violates Board policies, regulations or procedures or constitutes criminal behavior.

### **Exceptions to This Policy**

The goal of this policy is to protect students from harm and staff members from allegations of misconduct by requiring staff members to maintain professional boundaries with students. The district does not intend to interfere with or impede appropriate interactions between staff members and students.

An emergency situation or an educational purpose might justify deviation from some of the professional boundaries set out in this policy. Likewise, staff members might be related to students or have contact with students outside the school environment through friends, neighborhood or community activities, or participation in civic, religious or other organizations. These contacts might justify deviation from some of the standards set in this policy, but under no circumstance will an educational or other purpose justify deviating from the "Absolute Prohibitions" section of this policy.

The staff member must be prepared to articulate the reason for any deviation from the requirements of this policy and must demonstrate that he or she has maintained an appropriate relationship with the student. To avoid confusion, the district encourages staff members to consult with their supervisors prior to engaging in behaviors or activities that might violate professional boundaries as defined in this policy.

### **Failure to Maintain Boundaries**

Unless an educational purpose exists or an exception as defined in this policy applies, examples of situations where professional physical and emotional boundaries are violated include, but are not limited to:

1. Being alone with a student in a room with a closed or locked door or with the lights off. Counselors or others who need to work with students confidentially must discuss with their supervisors the appropriate manner of meeting with students.
2. Meeting students in non-work settings without the parent/guardian being present, even if the parent/guardian grants permission.
3. Associating with students in any setting where students are provided, are consuming or are encouraged to use or consume alcohol, tobacco, drugs or any other product or service prohibited to minors.
4. Communicating with students about sexual topics verbally or by any form of written, pictorial or electronic communication.
5. Discussing the staff member's personal problems with or in the presence of students.
6. Sponsoring parties for students outside of school unless as part of an extracurricular activity that is appropriately supervised by additional staff members.
7. Inviting students to the staff member's home.
8. Being present when students are fully or partially nude.
9. Sending students on personal errands.
10. Allowing a student to drive the staff member's vehicle.
11. Providing a student (other than the staff member's children, stepchildren or other children living in the staff member's home) transportation in the staff member's personal vehicle without a supervisor's approval, unless another staff member or the student's parent/guardian is also present in the vehicle.

12. Allowing any student to engage in behavior that would not be tolerated if done by other similarly situated students.
13. Giving gifts to individual students.
14. Frequently pulling a student from another class or activity to be with the staff member.

### **Electronic Communication**

Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the district or the staff member uses his or her own personal electronic communication devices, accounts, webpages or other forms of electronic communication.

The district's policies, regulations, procedures and expectations regarding in-person communications at school and during the school day also apply to electronic communications for educational purposes, regardless of when those communications occur. Staff communications must be professional, and student communications must be appropriate. Staff members may only communicate with students electronically for educational purposes between the hours of 6:00 a.m. and 10:00 p.m. Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose.

1. When communicating electronically with students for educational purposes, staff members must use district-provided devices, accounts and forms of communication (such as computers, phones, telephone numbers, e-mail addresses and district-sponsored webpages or social networking sites), when available. If district-provided devices, accounts and forms of communication are unavailable, staff members communicating electronically with students must do so in accordance with number two below. Staff members may communicate with students using district-provided forms of communication without first obtaining supervisor approval. These communications may be monitored. With district permission, staff members may establish websites or other accounts on behalf of the district that enable communications between staff members and students or parents/guardians. Any such website or account is considered district sponsored and must be professional and conform to all district policies, regulations and procedures.
2. A staff member's supervisor may authorize a staff member to communicate with students using the staff member's personal telephone numbers, addresses, webpages or accounts (including, but not limited to, accounts used for texting) to organize or facilitate a district-sponsored class or activity if the communication is determined necessary or beneficial, if a district-sponsored form of communication is not available, and if the communication is related to the class or activity. The district will provide notification to the parents/guardians of students participating in classes or activities for which personal electronic communications have been approved. Staff members may be required to send the communications simultaneously to the supervisor if directed to do so. Staff members are required to provide their supervisors with all education-related communications with district students upon request.
3. Staff use of any electronic communication is subject to the district's policies, regulations and procedures including, but not limited to, policies, regulations, procedures and legal requirements governing the confidentiality and release of information about identifiable students. Employees who obtain pictures or other information about identifiable students through their connections with the district are prohibited from posting such pictures or information on personal websites or personal social networking websites without permission from a supervisor.
4. The district discourages staff members from communicating with students electronically for reasons other than educational purposes. When an electronic communication is not for educational purposes, the section of this policy titled "Exceptions to This Policy" applies, and if concerns are raised, the staff member must be prepared to demonstrate that the communications are appropriate. This policy does not limit staff members from communicating with their children, stepchildren or other persons living within the staff member's home who happen to be students of the district.

## **Consequences**

Staff members who violate this policy will be disciplined, up to and including termination of employment. Depending on the circumstances, the district may report staff members to law enforcement and the Children's Division (CD) of the Department of Social Services for further investigation, and the district may seek revocation of a staff member's license(s) with the Department of Elementary and Secondary Education (DESE).

## **Reporting**

**Any person, including a student, who has concerns about or is uncomfortable with a relationship or activities between a staff member and a student should bring this concern immediately to the attention of the principal, counselor or staff member's supervisor. If illegal discrimination or harassment is suspected, the process in policy AC and/or ACA will be followed.**

Any staff member who possesses knowledge or evidence of possible violations of this policy must immediately make a report to the district's administration. All staff members who know or have reasonable cause to suspect child abuse shall immediately report the suspected abuse in accordance with Board policy. Staff members must also immediately report a violation or perceived violation of the district's discrimination and harassment policy (AC and/or ACA) to the district's nondiscrimination compliance officer. Staff members may be disciplined for failing to make such reports.

The district will not discipline, terminate or otherwise discriminate or retaliate against a staff member for reporting in good faith any action that may be a violation of this policy.

## **Training**

The district will provide training to district staff that includes current and reliable information on identifying signs of sexual abuse in children and potentially abusive relationships between children and adults. The training will emphasize legal reporting requirements and cover how to establish an atmosphere where students feel comfortable discussing matters related to abuse.

## **STAFF USE OF COMMUNICATION DEVICES POLICY**

The Poplar Bluff R-I Schools encourages district employees to use technology, including communication devices, to improve efficiency and safety. The district expects all employees to use communication devices in a responsible manner that does not interfere with the employee's job duties. Employees who violate district policies and procedures governing the use of communication devices may be disciplined, up to and including termination, and may be prohibited from possessing or using communication devices while at work. Communication devices may not be used in any manner that would violate the district's policy on student-staff relations.

### **Definitions**

***Communication Device*** - Any portable device that sends or receives calls or text messages allows the retrieval of e-mail or provides access to the Internet.

***Use/Using*** - Answering the phone or talking on the phone; sending or responding to a text, e-mail or other communication; opening and viewing pictures or digital recordings; opening and listening to music or audio communications; continuously checking a communication device; or any activity with a communication device that interferes with the employee's job duties or appropriate supervision of students.

### **General Use**

The district prohibits employees from using any communication device that interrupts or disrupts the performance of duties by the employee or otherwise interferes with district operations, as determined by the employee's supervisor. This prohibition applies regardless of whether the communication device used is owned by the employee or provided by the district.

Employees are responsible for keeping communication devices secure and, if possible, password protected.



Supervision of students is a priority in the district, and employees who are responsible for supervising students must concentrate on that task at all times. Employees shall not use communication devices when they are responsible for supervising students unless any of the following conditions occurs:

1. The device is being used to instruct the students being supervised at the time.
2. The use is necessary to the performance of an employment-related duty.
3. The employee has received specific and direct permission from a supervisor.
4. There is an emergency.

Even when these conditions exist, the employee is responsible for obtaining assistance in adequately supervising students during the approved use so that students are supervised at all times.

### **Use in Vehicles**

Regardless of other provisions of this policy, unless there is an emergency, employees shall not use communication devices when:

1. Driving district-provided vehicles.
2. Operating a vehicle in which a student is being transported when the transportation is provided as part of the employee's job.
3. Supervising students who are entering or exiting a vehicle, crossing thoroughfares or otherwise safely reaching their destinations.

Even in emergency situations, employees should first take all possible safety precautions before using communication devices.

### **Use of District-Provided Communication Devices**

The district may provide communication devices and service to some employees to assist them in carrying out their employment-related duties on and off district property. Use of a district-provided communication device is a privilege. The superintendent or designee has sole discretion as to which employees will be provided communication devices and may recall any previously issued communication device. Employees do not have any expectation of privacy in district-provided communication devices or any information stored on them, and such devices may be confiscated and searched at any time.

Employees are expected to exercise reasonable care to protect district-provided communication devices from damage or theft and must report any such incidents immediately. The district may require employees to reimburse the district for any damage or theft that was the result of the employee's negligence. Users of district-provided communication devices must abide by any use limitations included in the district's service contract.

### **Personal Use of District-Provided *Communication Devices***

Personal use of district-provided communication devices is permissible as long as the use does not exceed the limits of the applicable plan. An employee whose use exceeds plan limitations will be required to reimburse the district for all expenses beyond those covered by the plan and may have privileges suspended or revoked unless the employee can show that all use was for employment-related duties and the device was not used for personal reasons. The amount of personal use of a communication device or service paid for under E-Rate can be no greater than the cost allocation submitted in the request for the E-Rate discount.

## **HARASSMENT POLICY**

It is the policy of the District to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, age, ethnicity, disability, or any other characteristic protected by law. The School District prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, age, ethnicity, disability, or any other characteristic protected by law.

It shall be a violation of District policy for any student, teacher, administrator, or other school personnel of this District to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race, color, sex, national origin, age, ethnicity, disability, or any other characteristic protected by law as defined by this policy.

It shall also be a violation of District policy for any teacher, administrator, or other school personnel of this

District to tolerate sexual harassment or harassment because of a student's race, color, sex, national origin, age, ethnicity, disability, or any other characteristic protected by law as defined by this policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the School District.

For purposes of this policy, the term "school personnel" includes Board of Education members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District.

The school system and District officials, including administrators, teachers and other staff members will act to promptly investigate all complaints, either formal or informal, verbal or written, of unlawful harassment or unlawful discrimination because of race, color, sex, national origin, age, ethnicity, disability, or any other characteristic protected by law; to promptly take appropriate action to protect individuals from further harassment or discrimination; and, if it determines that unlawful harassment or discrimination occurred, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this policy, and/or to take other appropriate action reasonably calculated to end the harassment/discrimination.

The District prohibits retaliation against a person who files a complaint of discrimination or harassment and further prohibits retaliation against persons who participate in related proceedings or investigations.

## **BULLYING POLICY**

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward District personnel or students on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict physical, emotional or mental suffering on another individual or group of individuals.

Bullying occurs when a student:

- Communications with another by any means including telephone, writing or via electronic communications, with the intention to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose, or
- Physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact can include intimidating gestures. (does not require physical touching, although touching may be included)

Students who are found to have violated this policy will be subject to disciplinary action.

First Offense: Principal/Student/Parent conference, corporal punishment, in-school suspension, or 1-10 days out-of-school suspension

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, expulsion, possible notification to law enforcement officials, and documentation in student's discipline record

District employees are required to report any instance of bullying of which the employee has first-hand knowledge. Moreover, the District will provide training for employees relative to enforcement of this policy.

## **TOBACCO POLICY**

It is the intent of the Poplar Bluff School District R-I Board of Education to eliminate the use of tobacco products in or on all property of the district by employees.

Designated smoking areas will be provided for the public at school activities and functions.

## **WEAPONS POLICY**

The purpose of establishing this policy is to insure a safe environment for all students and employees of the Poplar Bluff School District R-I.

The Board of Education does determine that possession and/or use of a weapon by any person on school property or at any school-sponsored or sanctioned activity is detrimental to the welfare and safety of the students and employees of the Poplar Bluff School District R-I. The two (2) exceptions to this are:

1. Weapons under the control of on-duty law enforcement personnel in the regular course of their duties. This EXCLUDES Poplar Bluff school personnel with municipal or county law enforcement commission cards who are not performing law enforcement duties.
2. Weapons that are registered and handled in a legal manner for the purpose of education.

### **Definitions:**

The Board of Education defines "dangerous weapon" as an object constructed for and considered to be a weapon by nature of design and use. This also includes any other object which is capable of inflicting bodily harm and/or which can be used to threaten, frighten, or intimidate by the manner in which it is used and/or intended to be used or by its appearance as a dangerous weapon. This includes, but is not limited to: firearms, ammunition, explosive devices, switchblade knives, butterfly knives, hunting knives, razors, karate sticks, nunchakus, clubs, chains, metal knuckles, Kung Fu stars, slingshots, and replicas of such weapons.

The Board of Education defines "weapon" as any object which may not commonly be considered a weapon but which may be used to inflict or to threaten bodily harm and/or to frighten, intimidate, or to harass. This includes, but is not limited to: belts, other articles of clothing, combs, pencils, files, compasses, scissors, and utility or work-related knives (i.e., box cutters).

### **Violation:**

An employee who brings a dangerous weapon, or who is found to be in possession of a dangerous weapon, or who places a person in fear of bodily harm, or who inflicts bodily harm with a weapon or a dangerous weapon on school property before, during, or after school or at any school-sponsored or sanctioned activity is in violation of this policy.

## **ALCOHOL AND ILLICIT DRUGS POLICY**

The District prohibits all employees from the possession, distribution, or presence under the influence of alcohol and non-prescribed controlled substances while on school premises. Violation of this policy will result in disciplinary action up to and including termination.

### **Post-Accident Drug / Alcohol Testing:**

Employees under the influence of alcohol, drugs, or controlled substances while on duty are a serious risk to themselves, to students, to other employees, and to District property. Where an employee holding a safety sensitive position is involved in an accident producing injury, the District will require the employee to submit to post injury alcohol/drug testing.

Post-accident testing will be utilized after any accident

- involving the loss of life;
- resulting from a violation of Board Policy or Regulations, or municipal, state, or federal law;
- which results in an injury to a person who receives medical treatment;
- resulting in disabling damage to any motor vehicle or piece of District equipment;
- resulting from a violation of a safety regulation or safety directive.

Refusal to submit to post injury testing will result in disciplinary action up to, and including termination, and may result in forfeiture of Workers Compensation benefits for injuries related to the request for testing.

Employees holding a non-safety sensitive position will be subject to post accident drug testing where a District administrator has sufficient cause to suspect the employee's use of alcohol or non-prescribed controlled substance producing accident, in conjunction with or related to a work place testing. Such post-accident testing will be utilized in the instance of the occurrence of any of the five instances set forth in this policy.

### **Safety Sensitive Positions:**

The following list of positions are hereby classified as "safety sensitive" due to the serious risk of harm that can result from performing said job duties while impaired by drugs or alcohol; therefore, employees occupying such positions are subject to drug testing in accordance with published Board Policies and Regulations:

- Food service employees.
- Transportation employees.
- Custodial employees.
- Maintenance employees (HVAC, Electrical, Plumbing).
- Any district employee whose job duties involve the performance of supervising children, including, but not limited to teachers, teachers' aides, lunchroom/playground monitors, etc.

## **DRUG FREE WORK PLACE POLICY**

The unlawful possession, use or distribution of illicit drugs and alcohol on school premises or as a part of school activities is strictly prohibited.

Employees under the influence of alcohol, drugs, or controlled substances while on duty are a serious risk to themselves, to students and to other employees. Employees, who display physical manifestations of drug or alcohol use while on duty, may be subject to drug testing. Any employee who violates this policy will be subject to disciplinary action up to and including termination and referral for prosecution. Employees may also be required to satisfactorily participate in rehabilitation programs.

As a condition of employment, all employees must abide by the terms of this policy. Employees who are convicted of a drug offense which occurred on school premises or while on duty must notify the Superintendent of their conviction. Notification must be made by the employee to the Superintendent within five (5) days of the conviction. Within ten (10) days, the Superintendent will provide notice of such violation to the Impact Aid Program, United States Department of Education, or other appropriate government agency.

The District will institute a drug-free awareness program to inform employees of:

1. The dangers of drug and alcohol abuse in the workplace.
2. This policy of maintaining a drug-free workplace.
3. Available counseling and rehabilitation.
4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

On the basis of medical certification, employees with the illness of chemical dependency shall qualify for the employee benefits and group insurance coverages that are provided for under group health and medical insurance policies. The confidential nature of the medical records of employees with chemical dependency shall be preserved in the same manner as for all other medical records.

The District's responsibility for chemical dependency is limited to its effects on the employee's job performance. If the employee violates this policy, refuses to accept diagnosis and treatment, or fails to respond to treatment, and performance is adversely affected, the employee will be subject to employment action in proportion to the performance problem. Implementation of this policy will not require or result in any special regulations, privileges or exemptions from the standard administrative practice applicable to job performance requirements.

Upon the request of the Department of Elementary and Secondary Education or an agency of the United States, the District shall certify that it has adopted and implemented the drug prevention program described in this policy, in the form required by such agency. The District shall conduct a periodic review of this policy

to determine its effectiveness, implement necessary changes, and to ensure that the disciplinary sanctions are consistently enforced.

This policy shall be distributed in writing to all present and future employees.

## **REFERENCE REQUEST**

The district will maintain information regarding current and former employees as confidential within the limits of the law. Only the superintendent or a person or persons specifically designated by the superintendent may respond on behalf of the district to a reference request for a current or former employee. District employees must direct reference requests to the superintendent or designee. Upon request employees will assist the superintendent or designee with the preparation of accurate reference information.

## **SOCIAL MEDIA PRACTICES FOR DISTRICT PAGES**

At Poplar Bluff Schools, we recognize that many of our staff, students, parents and community members are active social media users. As a school district, we incorporate social media as a strategic tool for communication with our patrons. The best practices listed below complement, but do not replace, any existing policies regarding the use of technology, computers, email and the Internet that are in place at the Poplar Bluff R-I School District.

- Comments related to the school district should always meet the highest standards of professional discretion. When commenting on district-approved pages, school personnel should act on the assumption that all postings are in the public domain, including direct messages. Deleted content can still show up in online searches. Or, with the click of a button, other users can take a screen shot, re-post or share your content.

- No photos of student activities to which the general public was not invited or not allowed should be posted on faculty and staff's personal social media accounts. However, these photos should be initially posted on a school or organization, district-approved social media account and then shared from that account if the staff member wishes to share them on his/her personal social media.

Photos of student activities to which the general public was invited may be posted on private accounts first; however, as a best practice, the district recommends that those photos are posted first on a school or organization, district-approved social media account and then shared from that account.

- School personnel should not 'friend' or 'follow' current students or recent graduates on social media. The district recognizes there may be certain limited exceptions to these guidelines, such as a student being a family member or relative, or in those instances when an employee's interaction with a student is a result of certain non-district activities, such as Boy Scouts, Girl Scouts, religious organizations, or other similar relationships.





# Poplar Bluff R-I School District 2023-2024 Academic Calendar



<p><b>JULY 2023</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						<p><b>4 Independence Day</b></p> <p>Capturing Kids Hearts</p>	<p><b>1-3 No School</b>  <b>15 M.L. King Jr.'s Birthday – No School</b>  <b>16-17 Collaboration Day – No Classes</b></p>	<p><b>JANUARY 2024</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table> <p>17 Days</p>	S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31										
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If more hours are missed for weather-related events than have been built into the calendar, the following days will be available as potential make-up days: January 16, 17, February 20 & April 02. Teachers may be required to make up the collaboration day(s) when school is not in session due to weather. This calendar is subject to change by board vote as a result of inclement weather, school activities, or any emergency that may occur.

**\*Board Approved 01-19-2023\***