Jasper R-V School District
Staff Handbook
2026-2027



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Directory

Jasper Elementary	**Ph: 417-394-2301**	**Fax: 417-394-2001**
Jasper High School	**Ph: 417-394-2511**	**Fax: 417-394-9977**
Admin/Coordinators	**Job Title**	**E-mail**
Dr. Cindy Hansen	Superintendent	cindy.hansen@jasper.k12.mo.us
Mitch Shaw	High School Principal	mitch.shaw@jasper.k12.mo.us
Daniel Durst	Elementary Principal	daniel.durst@jasper.k12.mo.us
Birgit Hylton	Bookkeeper	
Jacob Webb	Tech & Safety Director	
Geoff Fusco	Maintenance Director	
Jared Jeffries	Transportation Director	
Justin Sentlinger	Athletic Director	

Important Links

- District Calendar 2026-2027
- Jasper R-5 Policy Book
- Coach's Handbook
- High School Student Handbook
- Elementary Student Handbook
- Weblink (enter absences & complete a requisition)
- Transportation Request
- Travel Reimbursement

All Staff

Absences

Consistent staffing is important to the learning environment and is therefore is an essential duty of all employees. When an employee is routinely tardy, frequently absent, or absent for an extended period of time, the learning environment deteriorates and the students suffer.

Excessive absences can result in disciplinary action, up to and including termination of employment.

All absences must be entered in WebLink prior to the absence.

For an unexpected absence (illness or emergency), enter the absence in WebLink and also contact **Birgit Hylton** after 6:00AM at **417-793-9269**.

Arrival and Departure

Student instructional time is from 8:00AM-3:45PM.

Teachers:

- Hours of attendance are 7:45AM-4:00PM.

Hourly Staff:

- For arrival and departure times, all hourly staff are to follow the time outlined on their **Letter of Intent to Employ**. Certain paraprofessionals might have additional duties beyond their regular hours, as directed by special education needs.
- Unless directed differently by the superintendent, full-day hourly staff use opentimeclock.com to clock in. If you do not have a login, please see **Birgit Hylton** in the district office.

Background Checks for Volunteers

Volunteers who might be left alone with students are required to have a criminal background check per Policy GBEBC. Fees are paid by the volunteer or an in-and-out account. Volunteers can get background check information from the district office.

- *Activities.* If you supervise an activity in which a volunteer is with students outside of your line of sight, please direct the volunteer to Birgit Hylton to complete a background check form.
- *Overnight Field Trips.* Overnight field trip chaperones are required to have a criminal background check.

- *Daytime Field Trips.* Parent volunteers may join the whole-class group but may not be in charge of their own group if that group will be out of the line of sight of the teacher.

Chain of Command

Communication is a key element in a good classroom or work environment, but it is often the number one cause of conflict. If a problem arises in the working environment, it is vital to discuss it first with the person involved. If you cannot resolve the issue, follow the chain of command as outlined in the Communications Plan.

Confidentiality

FERPA (Family Educational Rights and Privacy Act)

- Do not share any information about a student's behavior, performance, or personal life with anyone except the child's parent or legal guardian or someone who falls into "the need to know" category. It is the role of the teacher to communicate student academic/behavior progress with parents.
- "**Need to Know**" = only staff that are working directly with the student

Dress and Appearance

Staff are expected to dress in a professional manner. Casual attire and jeans can be worn on Fridays with preference of a spirit shirt (Jasper shirt).

Duties / Responsibilities / Assignments

Teacher assignments will be made by building principals.

Paraprofessional assignments will be made based on the needs of individuals or group of students. Paraprofessionals are asked to perform a variety of duties for student needs in various settings. These settings include Resource Classroom, General Classroom, and Personal Assistant. In the resource classroom, the paraprofessional assists the teacher with daily activities and lessons. In a general classroom environment, the paraprofessional goes into the general education classroom and assists the classroom teacher in a supportive role. The role of the personal assistant is to work one-on-one to assist individual students with daily needs in order to achieve their goals.

Other hourly assignments will be made by your supervisor.

All staff members share in extra duties. Teachers and hourly staff may be assigned to extra duties at the discretion of their supervisor. Examples are playground or hall supervision, bus duty, supervision in the cafeteria, or crossing guard duty.

Emergency/Crisis Procedures

Ensure there is an emergency plan and maps located by the door in your classroom or workspace; contact your building office if you do not have them. The chart instructs where you and students should go in case of an emergency. It is your responsibility to be familiar with all information in the emergency plan.

Emergency School Cancellation

Faculty and staff will be notified by ParentSquare in case of school cancellation.

- *Teachers* are required to provide AMI activities, monitoring, attendance tracking, and grades as directed by the building principal.
- *Hourly staff* can choose to take cancelled days as personal days. Otherwise, the time is unpaid.
    - It is possible but not expected that the district will offer hourly staff an opportunity to make up hours lost due to school cancellation. Those opportunities will be directed by the superintendent. Hourly staff are not able to choose their own hours, days, or activities for make-up hours.

Field Trips

Submit field trip bus requests early in the year to ensure you will be able to attend on your preferred date.

Overnight chaperones are required to have a criminal background check.

In an attempt to keep buses out of the playground area during the day please follow these procedures:

1. All field trips leaving and returning between the hours of 8:00AM and 2:50PM will load and unload in the bus zone in front of the administration building.
2. All athletic trips can load in the bus zone in front of the administration building or in the small parking lot directly behind Godfrey on the east side by driving through the east gate. Do not back the bus to the patio unless the driver has a spotter.

Health

Each classroom has a first aid kit. See the health office if you need one.

A first aid bag will be sent on field trips.

There are AEDs, EpiPens, and Narcan Spray located in the HS, Elementary, Tabler Gym Lobby, and Godfrey Lobby. There is a LifeVac (choking) tool in the Godfrey Lobby.

Telephones

Cell phone usage during the school day should be for school business purposes only. Limit personal phone calls during the school day to your scheduled break time.

Parent Communication

The district uses ParentSquare for parent communication, including texts, mass calls, and emails.

Please do not use personal phone numbers or social media accounts when communicating with students or parents. See Policy GBH: Staff/Student Relations.

Personal Leave

Teachers and full-day hourly employees receive 10 personal days per year. If you are taking a personal day, you will need to fill out a request online through WebLink **prior to the absence**. If you need assistance with this process, the building secretary can assist you with completing the form in WebLink. All personal days are subject to limitation and must be approved in advance by the building principal or superintendent.

The district offers a set amount of personal days per year rather than bereavement days. Use your personal days wisely. If you need to be gone due to a family loss or funeral, you will need to use your personal days for the time off.

If you are a personal paraprofessional and the student assigned to you is absent for the day, please notify the building principal. You will be assigned to assist in another location for the day.

- There is always something that needs done in any public school setting; all employees are expected to demonstrate initiative and remain busy and productive throughout the entirety of their working hours.

Professional Development

Professional Development Days are designated on the District Calendar. Regular working hours apply on PD days.

The PD Chair is **Courtney Walker**. PD forms are on the website under Staff Forms.

Teachers:

- Attendance is required. Repeated absences by teachers on professional development days could result in a reassignment of PD days to additional student days on future calendars.

Hourly Staff:

- Professional Development Days are not always working days for hourly staff. Please follow the Paraprofessional Calendar and the 12-Month Employee Calendar on the district website (under Staff Forms).
- **If you are scheduled to work on a professional development day, you are required to work your regular hours, even if your immediate supervisor has different hours that day.*** Failure to do so will result in reduced pay at the end of the year when we reconcile hours. Please communicate with your immediate supervisor about activities you should complete when your supervisor is not present.
    - **Full-day hourly employees are paid on a 12-month schedule, even if they only work 9 months; their pay is spread equally across 12 months. This creates additional payroll work for the district but is a benefit to employees. It allows continued pay and benefits over the summer. However, this also requires that hourly employees work their full hours each day, even on professional development days.*

Qualifications

Teachers:
It is the responsibility of the teacher to maintain current and correct certification for the classes they are assigned to teach.

Paraprofessionals:
The following are the required qualifications to be a paraprofessional in Missouri. Documentation of one of the following must be provided to the district office for the personnel file.

- Obtain 60 college credit hours, or
- Have passed the required assessment, or
    - Before September 23, 2013 = ParaPro Assessment
    - September 23, 2013 through June 20, 2024 = Paraprofessional Assessment through Pearson
    - July 1, 2024 through June 30, 2026 = ParaPro through ETS/Praxis
    - July 1, 2026 forward = Para Pathways through ETS/Praxis
- Completed the 20-Hour Substitute Certificate Course

In addition, DESE requires that first-year paraprofessionals accumulate 15 in-service hours within the first 6 months of hire and 10 hours every year after.

Salary and Benefits

Salary and hourly pay steps are determined on education and experience. These steps are established by the Board of Education and are reviewed annually.

Health Insurance: Full-time employees receive district-paid health insurance (single coverage). If you want to add additional family members or choose a plan with a lower deductible, those additional expenses would be deducted from your paycheck.

Retirement: Be aware of PSRS/PEERS retirement benefits. Create a login on their membership portal.

Safety

You are responsible for ensuring the safety of yourself and your students. In addition to awareness of emergency procedures, please be aware of the following:

- The windows of your classroom door must not be covered. They must provide an unobstructed view of your classroom at all times.
- Have a window covering available for use during a lockdown only.
- Please keep classroom doors locked, except during passing time.
- Stop the Prop! Do not prop open any exterior doors.
- As you go through gates, make sure they close and latch behind you.

Student Supervision

Do not leave any students in your care unattended. If you need to leave the classroom for any reason, find another staff member to cover for you.

Technology

Computers are located in all classrooms and work spaces. All staff have e-mail accounts. You should check your account daily for school-related information.

Elementary Staff

Curriculum

- *Reading:* Ready Reading K-6, Ready Writing 2-5, 95% Phonics K-5
    - *Reading Assessment:* iReady 3x/year
- *Math:* Ready Math
    - *Math Assessment:* iReady 3x/year
- *Science:* Mystery Science is available as a resource to all grade levels
- *Social Studies:* Studies Weekly

Lunch Money

Lunch money needs to be in a marked envelope with the student's name. The box is outside the office door. The PTA box is located in the front entryway.

Parent-Teacher Conferences

Teachers have the option to schedule meetings with parents before/after school or during plan times instead of meeting on the designation P/T Conference Day. Send a copy of the sign-in sheet to the office after conferences are completed.

Procedures

Beginning of Day:
All students report to Godfrey. Supervising staff will have students line up in classes and send them to the classrooms. Teachers need to be waiting at doors to greet students.

End of Day:

- Bus Riders release to the buses at 3:40. A staff member will notify teachers when buses are ready to load after an all clear.
- PPU release to Godfrey at 3:40 (may not be released to parents until 3:45).
- Walkers release at 3:45.
- All students/athletes crossing the street must use designated crosswalks where a crossing guard is stationed.

Custodial/End of Day:
Please stack chairs and place trash cans outside the classroom doors.

Supervision Duties

Morning Bus and Parent Drop-Off Outside Godfrey:
Staff member on duty unlocks (name badge 3 taps) the north cafeteria door at 7:30AM. Unload students from buses and cars. Two cars are unloaded at a time as buses and cars pull up to the stairs. Lock door at 7:55AM (name badge 3 taps).

Morning Inside Godfrey:
Students sit in assigned locations in the gym starting at 7:30AM. If students eat breakfast, they need to so immediately upon entering the cafeteria. At 7:55AM, supervising staff will have students line up with classes and walk to rooms. Teachers will be at classroom doors to greet students.

Lunch:
Classroom teachers will supervise students as they go through the cafeteria line. Supervising staff will monitor students while eating. Students will throw away trash and clean trays in trash cans next to the tables. Forks will go in the containers on tables or the shelf. Students are allowed to sit with friends and quietly visit.

Afternoon Parent Pick-Up Godfrey Lobby:
Students are expected to stand or sit quietly with siblings until name is called to line up outside. Supervising staff will need walkies for student names being called. Walkies are located in the office.

Afternoon Parent Pick-Up Outside Godfrey (Car Loading):
Staff members load students into cars after buses have been cleared. Two cars are loaded at a time. Students line up on the stairs after name is called.

Afternoon Walkers:
Students are supervised in the library until dismissed.

Supplies

Building/teacher supplies (pencils, highlighters, paper, tape, staples, etc.) are located in the office. Please let the building secretary know if you need items.

Classroom supply dues are $20 per student. Teachers keep a record of students who have turned in their money and provide a receipt to the student; please see the office if you need a receipt book. Approved POs are required for purchase of classroom student supplies. Teachers can check out a district credit card in the district office after a PO is approved.

Title I Night

Title I Nights are held two times per year. Please consider volunteering and attending these evening events. This is a great way to get involved and meet families!

High School Staff

Job Descriptions

Job descriptions provide a general overview of typical duties and responsibilities; they do not encompass the details of every task. If you believe an item on a job description is in error, please contact your supervisor.

Athletic Coach/Sponsor
Athletic Director
Building-Level Secretary
Bus Driver
Bookkeeper/AP
Classroom Teacher
Counselor
Maintenance Director
Paraprofessional
Principal: Elementary
Principal: HS
School Nurse
Social Worker
Technology & Security Director
Transportation Director