

**Concordia High School**  
**Staff Handbook**  
**2019-2020**



This handbook contains information and procedures pertaining to:

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# **MISSION STATEMENT**

## **Concordia R-2 School District**

The mission of the Concordia R-II School District is to help all students develop their unique talents as well as the critical thinking, technological, and life-long learning skills needed in order to become productive, responsible, citizens in a global community.

*Adopted Nov 2001*

## **Concordia R-2 Pillars**

1. Strong relationships between students, staff, parents and community.
2. Student success both academically and post high school.
3. Safe and healthy learning environment.
4. Systems of support that meet student needs.

## **Concordia High School**

### **Mission Statement**

Our mission is to create a respectful and trusting atmosphere where students and staff will accomplish academic and vocational goals through teamwork and accountability.

### **Vision**

In accordance with our mission, the students, staff, and community envision a school that promotes and develops the individual growth of all students through these four ideals.

#### **Learning:**

- Develop a challenging curriculum that differentiates instruction through real world application.
- Sustain a high level of expectation for all students.
- Co-exist in a safe and orderly environment.

#### **Commitment:**

- Teach new concepts that allow everyone to develop individual strengths.
- Set high standards and expectations for staff and students.

#### **Accountability:**

- Share responsibilities for the success of the school.
- Inspire appropriate behavior among peers.
- Provide timely and appropriate feedback.

#### **Teamwork:**

- Support all members of the community.
- Collaborate to maintain professional atmosphere.
- Provide open communication among all members of the community.
- Respect each other for our individual differences.

## **Absence/Leave**

Twelve (12) annual leave days with no designation of sick or personal. However, if a teacher were to take more than five (5) leave days in a row they would have to provide a rationale. If it is more than seven (7) days in a row, it would require approval from the Superintendent. Reimbursement for leave days when they accumulate to over 45 days would be \$50.00 a day. Upon termination of employment in the Concordia School District, each employee shall be reimbursed \$50.00 a day if they have accumulated the 45 days.

Absence not covered by sick, personal or professional leave policies shall result in the deduction of 181th of a teacher's pay for each day absent. Teachers shall be notified and deduction will be made from the next one to two months check of the current school year

Teachers who need to leave the building need to inform the office. If a teacher has to miss more than one hour of time during the day, he/she will be assessed a half of day of leave.

Leave of Absence for educational advancement may be granted if special arrangements are made and properly requested at contract time (prior to April 15). This leave plan is to be available only after the sixth (6th) contract year, or the teacher has established tenure within the Concordia R-2 School system. The teacher would maintain his/her salary placement on the school district salary schedule upon return.

## **Accidents**

If minor accidents occur, send the student (with another if necessary) to the nurse. If the accident is serious, do not move the student, call the office for help. Do not send the student to a doctor. You may send students not involved in the accident to a neighboring teacher to allow you to focus on the injured student. Leave the classroom only in an emergency—have students cease any activity if left unsupervised. Do not have students wipe up blood, pick up broken glass, etc. Call for the custodian or principal. In the event of an accident, file a report with the principal within 24 hours.

## **Activity Accounts**

Money from student fees, dues and receipts are kept in a revolving account. This internal accounting is the responsibility of the superintendent's office. All money collected will be turned in upon receipt. ***Any Check Collected for a school account needs to be made out to the Concordia R-2 Schools.*** After any event, accounting forms are to be filled out and signed by the sponsor(s). Any money box used for an event will need to be turned in to the administrator present.

Please remember that money should always be kept in a locked, secure location. Do not keep money in your desk unsecured.

## **Activity Days**

At least one day each semester will be designated as Activity Day. Any sponsors wishing to hold a class or organizational meeting will need to notify the principal in advance to schedule a meeting. Tests should not be scheduled on these days as it is understood that students may be leaving class periodically.

## **Assemblies**

Assemblies may be held at various times. Each teacher is responsible for the conduct of his/her students during an assembly. Plan to sit near your class. Teachers that have planning time during assemblies are encouraged to attend.

## **Attendance Accounting**

Attendance will be monitored hourly using STI. Please take attendance and enter absences and tardies at the beginning of each class period. Please use the paper attendance slips when you have a substitute as these will be collected by the office aid each hour. Should a student arrive to class after you have submitted attendance, they should have a readmission slip, a pass, or you should have received a call from whomever had detained the student. Should the previous requirements not be met, please send the student to the office to sign in, or contact the office with questions.

A student is considered tardy if they arrive to class within 15 minutes of the bell and absent if they arrive after 15 minutes.

## **Attendance Policy**

The Staff at CHS believe that regular attendance is essential for success in school. It is understandable that students will be absent from school. Students will be allowed ten unexcused absences during a semester. Any absences over these days will cause the loss of credit in the class(es) in which the absence occurred. Students who are denied credit can appeal the decision using the due process procedures outlined in Board Policy 2662.

For an absence to be considered excused it must meet one of these reasons:

- 1.) Illness of student (parent notification required: note or phone call);
- 2.) Days of Religious observance (must be arranged prior to absence);
- 3.) Death in the family;
- 4.) Family emergency which necessitate absence from school.

To support the absence(s), a parent/guardian(s) note must be presented to the office the day the student returns to school. If the Student is seen by a doctor the doctor's note must be presented to the office the day the student returns to school. If the parent/guardian or doctor's note is not provided upon return to school; the absence will be considered unexcused.

The student shall obtain assignments from appropriate staff members. Assignments shall be obtained in advance if the absence is foreseen. All assigned work while absent (excused or

unexcused) shall be submitted within two days upon returning to school. All classroom work (including tests) shall be completed as indicated by the individual classroom teacher.

## **Building**

### **General Procedures**

The building will be opened for students at 7:30am. Teachers/sponsors requiring students to be present before this time must make arrangements to allow them entrance. Any groups using the gym should be prompt in restoring it to the original condition. Students will be held in the cafeteria, gym, and west halls until 7:55 am. Teachers and staff need to be available at 7:55 am for supervision of the hall.

### **Security**

In an effort to eliminate building security problems follow these guidelines:

- The sponsor or coach is directly responsible for the students in his/her program.
- Have a schedule for practices and activities, so students can tell their parents what time to pick them up. Give Mr. Basye a copy of your practice schedule to avoid conflicts.
- Students are to be out of the building as soon as practice is over. Sponsors are not to leave the building until all students have left the building.
- Tell your students what door to use when entering and leaving the building. This will eliminate the need for you to check other doors.
- Sponsors are responsible for securing doors when they leave and turning off *all* lights. This includes the *locker rooms* and any other interior/exterior doors used by the group.
- **Never give a student your keys!**
- Lock your classroom doors and windows when leaving at the end of the day.
- Electronic equipment should be turned off and secured properly at the end of each day. Do not leave it accessible for anyone.

## **Bulletin**

Turn in all announcements for the daily bulletin to the office by 7:30am. The daily bulletin will be read by classroom teachers daily during 1<sup>st</sup> AND 2<sup>nd</sup> hours. Be sure to read the bulletin to students daily as their may be important information pertaining to them. The student bulletin should be posted after reading. The weekly newsletter provided from the principal's office is for staff use only.

## **Calendar**

A master calendar is kept by the Activity Director. All activities must be approved and scheduled through the Activity Director's office.

## **Class Sponsors**

Class sponsors stay with the class they have been assigned through the senior year. The sponsors are responsible for keeping a record of student fees and obligations. This record will be used to identify students who cannot participate in activities during their junior and senior year, so records need to be secured and turned in to the office at the end of the year.

Specific duties include:

- Grades 7 & 8
  - Organize class meetings, organize one fundraiser, & organize and Chaperone the JH dance.
    - 7<sup>th</sup> Grade (Michael Brown)
    - 8<sup>th</sup> Grade (Omar Lovercamp)
- Grade 9 & 10:
  - Organize class meetings, organize one fundraiser, & chaperone one dance (9-homecoming & 10-Courtwarding).
    - 9<sup>th</sup> Grade (Karen Hemmee)
    - 10<sup>th</sup> Grade (Brandon Rittmiller & )
- Grade 11:
  - Coordinate the football & volleyball concessions;
  - Coordinate and Chaperone prom;
  - Organize class meetings
  - Plan any other fundraisers as necessary.
    - (Steve Denton & Karen Hemme)
- Grade 12:
  - Chaperone Prom
  - Coordinate the basketball concessions
  - Coordinate with the principal and counselor to plan graduation
  - Coordinate the senior trip;
  - Organize class meetings
  - Plan any other fund raisers as necessary
    - (Cole Schlesselman & )

## **Classroom Management**

- Plan to utilize every minute of the period as efficiently as possible.
- Students may have gum, candy, food or drinks in the classroom only with approval of the principal and the classroom teacher.

### **• THE FIRST DAYS**

Set your expectations (PBIS).  
Establish Procedures and Policies. PBIS and safety procedures.  
Have a positive attitude.  
Have a seating chart ready.  
Start off with an activity.  
Keep them busy, over plan if necessary.  
Get to know the students.  
Have FUN!!!!

REMEMBER THE FIRST DAY SETS THE TONE FOR THE REST OF THE SCHOOL YEAR!

## **Clubs**

Sponsors are to have an organizational meeting on the first activity day. A copy of the club information should be turned in to the principal. No hazing or harmful initiation procedures are allowed. No trips without prior administrative approval, and a signed parental consent form for each student.

All purchases are to be made via purchase orders. The minutes will be recorded in the secretary's book and a fiscal report kept by the treasurer. Sponsors collect these books and turn them in to the principal's office at the end of the year.

Fund raisers will be scheduled through the principal's office. Supervision of these events will be the responsibility of the sponsor. *A fundraiser form needs to be filled out and approved before the fundraiser can be started minimum 1 month prior*

## **Confidentiality/FERPA**

Information obtained by school officials concerning pupils is for educational use only. There is a definite obligation and responsibility for those entrusted with confidential information to maintain it in strict confidence and to use it only for the purpose for which it was obtained. Information obtained from student records is covered under the Federal Education Rights and Privacy Act of 1974 (FERPA).

Employees are required to follow all FERPA guidelines. Never discuss a student's performance, grades, attendance, etc. with anyone except the student, a guardian of the student, or staff members on a need to know basis. These conversations should be taken behind closed doors rather than held in open spaces such as the hall or workroom (with others present) to protect a student's privacy.

## **Discipline**

Concordia High School has established expectations and behaviors that are in accord with a School-Wide Positive Behavior Support model. To promote good discipline, the staff must set a good example by demonstrating good planning and practicing self-discipline themselves.

Advertise your expectations and be consistent in upholding them:

- begin class as soon as the bell rings
- plan an activity for every learning style and class period; most students cannot sustain one activity for a full period, even in a seven period day—use varied techniques
- treat students with the same respect you expect from them
- reprimands should be made as unobtrusive as possible; confrontations generally escalate simple situations into serious ones



- hazing, ridicule, or demeaning behavior is not acceptable—hazing is against district policy
- if a student has a ‘side’ to tell, listen to them, if possible—if this begins to take away from the learning time of others, arrange time to discuss it after/before school
- assign consequences that help remedy the behaviors that brought on the behavior
- move serious discipline problems to the office—***do not sit students in the hallway***, go on with class as smoothly as possible
- **Any** Student sent to the office will need to have an Office Discipline Referral (ODR) filled out and sent to the office. Contact should be made with the parents of the student ***any time*** they are sent to the office or given a classroom detention.

## **Dress Code:**

Teaching is a professional endeavor and as such there is an expectation of appropriate dress. The staff and faculty are expected to be dressed in a manner that aligns to his/her specific job duties. Consider as well that staff and faculty set the example for students. Therefore, staff and faculty should not violate the student dress code.

Fridays are considered Oriole Pride days and Jeans and School Shirt may be worn. There are also occasions during spirit weeks or through principal approval that jean days will be scheduled.

## **Electronic Communications**

Board Policy 4650 requires that electronic communications between staff members and students must be made available to the student’s parents/guardian. Employees must notify the principal in writing of the date and time of the electronic communication and the identity of the student with whom the communication occurred. If there is reason to believe that an employee has inappropriately communicated with a student they may be required to provide access to the specific communication in question.

An official documentation form is available to document the electronic communications and available on the forms page. This form will need to be turned in to the principal at the end of each semester.

## **Emergency Procedures:**

In cases of Emergency not listed please follow procedures from the Crisis Response Manual. All procedures need to be posted in your classroom in an area visible when exiting the classroom.

## **Storm Warning**

Storm warnings will be announced over the intercom or with two long blasts from the boat horn. Please follow the procedures that are posted in your classroom to safely move to the locker rooms. Staff should take emergency bags with them and maintain accountability throughout.

## **Fire**

The fire alarm will sound to signal a fire or fire drill. In the absence of the alarm, three short blasts from the boat horn will be used. Leave everything and file out of the room in an orderly manner. Walk to the nearest exit and continue until all students have reached the football field. Staff should take emergency bags and conduct roll to account for all students. Directions to the nearest exit are posted in each classroom.

## **Bomb Threat**

Prevention:

- 1) room should be locked when not in use
- 2) check rooms upon arrival each day, reporting any unusual circumstances

Receiving a threat:

- 1) do not hang up the phone
- 2) attempt to get any information from the caller (location, time, etc)
- 3) Contact an administrator immediately, the administration will notify the police (463-7515), highway patrol (524-1407) and fire department (463-2244)

Plan of action:

- 1) evacuate the building by use of fire drill
- 2) return after search is completed
- 3) in bad weather, return to gym, cafeteria or ag building after those areas are searched
- 4) leave all items and evacuate the building
- 5) search team will be made up of principal, safety coordinator and designated teachers
- 6) priority search areas: lockers, gym, cafeteria and any area mentioned by caller
- 7) information to news media to be released only by the superintendent
- 8) a joint decision of the administration and law enforcement officials will determine what course of action to be followed after a search
- 9) local officials will have a copy of the district's guidelines and formulate their own procedures

## **Extra-Curricular**

The district strongly encourages teachers to attend extra-curricular events. There will be a work list for various gate duties at the beginning of the year for teachers to voluntarily commit to working.

## **Faculty Meetings**

Faculty meetings will be scheduled monthly. There will be both an afternoon meeting and a morning meeting. Faculty only need to attend one of these meetings each month. The tentative agenda will be shared with teachers the week prior to the meeting. If a meeting is not necessary in any given month, the principal will notify the staff of the cancellation.

## **Field Trips**

If a field trip is planned, get the principal's approval in advance. Any requests for transportation need to go through the principal's secretary. Each student needs to have a permission slip signed by a parent/guardian showing date and time for departure and pick-up.

## **Finals**

All high school courses will have a final exam given on designated final exam days the last week of the semester (other days may be used with approval). The final exam will be calculated into the final grade and will not be weighted more than 10% of the grade for the course. Senior finals for spring semester will be given the last two days that the seniors are in attendance. Students who will not be present during finals need to have approval from the office and make arrangements with teachers to schedule the final prior to the end of school.

## **General Expectations**

- All teachers should have current credentials and certification on file in the superintendent's office.
- Active membership in professional organizations is encouraged.
- Teachers will be assigned certain duties and responsibilities which may or may not come under the direct functions of a particular department.

## **Grade Book**

Your grade book will need to be kept current with grades and attendance. Make sure to keep your grade book in a secure location in your room if you choose to keep a paper gradebook. Do not allow students access to your grade book. Ensure that grades are updated in STI at least weekly. This is considered a permanent record and as such falls under the FERPA guidelines.

## **Guidance Department**

Teachers should make maximum use of the services provided to students through the guidance department. If changes are noted in behavior patterns of a particular student, please call it to the attention of the principal or counselor.

## **Hall passes**

- When necessary to send students from the classroom, fill out a pass. This practice should be kept to a minimum.
- Do not take students from another class without first making arrangements with the other teacher.
- In case of illness, send the student to the office or the nurse, but call first.
- Students are NOT permitted to go out to their cars during the school day. Any exceptions to this must be cleared through the office.
- No student should leave the building during the school day with anyone other than a parent or with parental consent and students must sign out through the office.

- Do not allow more than one student to leave the classroom at any given time, unless necessary. If you use a restroom break during class, be sure to supervise the students during the break.

## **Homework**

Homework should be an integral part of the instructional program; however, 'busywork' or just increasing the quantity of work will have little positive effect upon the quality of instruction. Homework should be designed to give quality to the program, broaden the base of the material presented, and elevate the standard of performance for each student. If assigned work is not meeting these criteria, re-evaluate it as far as the role it plays in your program.

## **Hours of Duty**

Teachers are expected to be in the building from **7:45 am until 3:17 pm.**; notify the principal's office if you must leave during your planning or lunch time.

## **Internet Usage**

All staff members (including student teachers) that have access to the district network must sign a district computer use form. If a teacher suspects a student of misuse, the teacher should contact a building administrator. If the administrator feels it should be checked, the building technician will then assist the administrator in the investigation. If adult misuse is suspected, an administrator will immediately contact the district technician to investigate.

## **Lesson Plans**

Lesson Plans need to be kept weekly. Copies of lesson plans may be requested at any time. When copies are requested by the principal, such plans are to be turned in within the specified time frame. However, teachers welcomed and encouraged to share copies of their weekly plans with the principal on a regular basis. This will help as she plans observations.

## **Library-Media Center**

Currently, there is no one person staffing the LMC on a full time basis. Mrs. Hemme will be spending some time working on collection development throughout the year. Staff will be trained on check in and check out to ensure access to materials.

Professional materials and audio-visual items and equipment should be checked out through the library system. Students should not be sent to the LMC without supervision.

The library will be used throughout the day for small group instruction through both the special services departments and dual credit programs. However, you may schedule the LMC for whole class use for both check in/check out, as well as other instructional use. This may be done months ahead of time. A calendar will be in the LMC for signing your class up for use. If you use the library, ensure that the library is cleaned and placed in the same way it was left.

## **Lunch**

Lunch is provided for staff members at a reasonable rate. Adults are charged more than students, but are provided larger sized portions.

## **Charges**

To aid in the operation of the food service accounts, please make sure that you pay for your lunch *charges monthly*. If a teacher becomes too far behind with payment of accounts, they will no longer be able to charge lunches.

## **Duty**

Throughout the year teachers will be asked to help with lunchroom supervision. A weekly schedule will be provided to the staff to designate when they will need to supervise lunch. The person on duty for that week will need to be in the cafeteria during his/her lunch shift.

Expectations:

- Keep an orderly environment in the cafeteria
- Students are not to leave the lunchroom without permission
- Make sure that students enter the cafeteria in an orderly fashion
- The Lunch staff will have a list of students who are behind on their lunch fees and will have to eat peanut butter and jelly or not be able to get extra's. The list will need to be checked daily and students monitored to ensure that they do not get through the line with a lunch. This list is confidential and should not be shown to students.

## **Maternity Leave**

Teachers should inform the administration as soon as possible after pregnancy is confirmed and arrange for a leave of absence. The teacher should be able to continue to teach as recommended by her physician. While on maternity leave, the teacher shall maintain her position on the salary schedule and hold her status as a tenure or probationary teacher. The pregnancy or related disability shall be treated as a temporary disability and the teacher should be entitled to all leave benefits available to the teachers until the female employee is certified by her physician as being capable of performing her teaching duties.

## **Medication**

**Drugs are not to be administered by any teacher to any student (this includes over the counter pain medication).** Students will need to come by the office/nurse for medication.

## **Money Handling**

- Any money collected should be deposited daily with the principal's secretary—do not keep money in lockers or desks.
- Money from student fees, dues and receipts are kept in a revolving account. This internal accounting is the responsibility of the superintendent's office. All money collected will be turned in upon receipt. After any event, accounting forms are to be filled out and signed by the sponsor.

## **Morning Duty**

Throughout the year, teachers will be expected to help with morning duty. This will be assigned at the beginning of the year. Any changes to this schedule need to be cleared through the office to ensure supervision of students is covered. Specifics related to this duty will be clarified at staff meetings annually.

## **NEE (Teacher Evaluation)**

All classes will be observed multiple times periodically during the school year. It should not disturb a teacher if the principal/superintendent/special services director or another evaluator enters. If you have a special discussion, demonstration, project, etc, that you wish to have observed, inform the principal.

The mini-observation is used to get a quick glimpse of what the students are doing during class time. A summative evaluation will still be given towards the end of the year as set forth by NEE.

Teachers will also be expected to complete a professional development plan on the NEE website and review it both at mid-year and the end of the year.

## **Open Door**

To aid in the Walkthrough process doors should be left open during regular class time. The door should be locked so that it can be closed quickly during an emergency situation.

## **Outdoor Activities**

Any teacher wishing to take a class outside will need to notify the office and check out a two way radio (in the event the teacher or a student is needed).

## **Parent Contact**

Teachers should contact parents when a student's grade drops to a D or F during a grading period. This will help keep lines of communication open and help prevent surprises when grade cards are sent home. Email and phone calls should be saved/documented.

Teachers should also make it a habit to contact parents for any behavior concerns in the classroom, especially prior to big things happening. Positive calls/emails are always encouraged as well!

## **Payday/Health Insurance**

Pay checks are directly deposited to your designated account on the 23<sup>rd</sup> of the month, or before the 23<sup>rd</sup> if that day falls on a weekend or a holiday. It shall be the policy of the Board of Education to pay health and life insurance to each full time certified teacher of the school district. The employee's paid health insurance benefit begins with the employee's first salary payment for the contracted year. This policy is to be reviewed annually prior to the next contract year.

## Payroll Items

1. Teachers shall receive, as a maximum, credit for no more than five (5) years plus two-thirds of prior teaching experience. A teacher, who has had at least one-half year experience in the Concordia R-2 School District or any other teaching position, will be given credit for a full year of experience.
2. Graduate credit or undergraduate credit within your teaching field and approved by the Superintendent, in order to apply toward additional salary, must be in the form of an official transcript. All credit, in order to apply on the adopted salary schedule, must have been earned prior to September 1.
3. It shall be the Board's policy that as long as it is found necessary to employ a teacher in a critical needs area, the salary may be set by the Board of Education and need not necessarily conform to the adopted salary schedule.
4. Twelve (12) annual leave days with no designation of sick or personal. However, if a teacher were to take more than five (5) leave days in a row they would have to provide a rationale. If it is more than seven (7) days in a row, it would require approval from the Superintendent. Reimbursement for leave days when they accumulate to over 45 days would be \$50.00 a day. Upon termination of employment in the Concordia School District, each employee shall be reimbursed \$50.00 a day if they have accumulated the 45 days.
5. Maternity Leave: Teacher should inform the administration as soon as possible after pregnancy is confirmed and arrange for a leave of absence. The teacher should be able to continue to teach as recommended by her physician. While on maternity leave, the teacher shall maintain her position on the salary schedule and hold her status as a tenure or probationary teacher. The pregnancy or related disability shall be treated as a temporary disability and the teacher should be entitled to all leave benefits available to the teachers until the female employee is certified by her physician as being capable of performing her teaching duties.
6. Leave of Absence for educational advancement may be granted if special arrangements are made and properly requested at contract time (prior to April 15). This leave plan is to be available only after the sixth (6th) contract year, or the teacher has established tenure within the Concordia R-2 School system. The teacher would maintain his/her salary placement on the school district salary schedule upon return.
7. It shall be the policy of the Board of Education to pay a new teacher their daily rate of pay for two-three additional in-service days to take place before the start of school.
8. Absence not covered by sick, personal or professional leave policies shall result in the deduction of 181th of a teacher's pay for each day absent. Teachers shall be notified and deduction will be made from the next one to two months check of the current school year.
9. Faculty members requested to collect admission at school events shall be paid from the appropriate fund. Payment to be as follows:
  - a. Football \$20.00 per night, per person
  - b. Volleyball & Basketball \$10.00 per game, per person
10. Other extra duty assignments as follows:
  - a. Test Coordinator 7.5%

b.	Summer School Coordinator	\$1,800.00
c.	I-TV Stipend	\$ 500.00
d.	After School Tutoring	\$ 15.00/hour
e.	Community Ed Classes	\$ 25.00/hour
f.	IQ Testing	\$ 75.00/test
g.	Buildings Maintenance	\$ 750.00
h.	Grounds Maintenance	\$ 750.00
i.	Safety	\$ 750.00

## **Phone/fax Usage**

Students may carry cell-phones at school, but are not to use them during class time without prior authorization. If a staff member sees a student using a cell phone without permission, confiscate the phone. The phone will need to be turned in to an administrator as soon as possible. In an emergency, the student can come to the office to use his/her cell phone.

Staff may use cell-phones at school **during planning time—not during class time**. Teachers should refrain from using cell phones in front of students (see policy 4873)

If the school phone is used for long distance calls for school business, make an entry in the telephone log by each phone. Staff members are assigned a code number to be used when making these calls. Do not use school phones for personal long distance calls unless you use a phone card.

## **Promotion and Retention of Students (Regulation 2520)**

Students will be promoted to the next grade level if they are meeting grade level expectations as identified by local and State Department of Education core subject objectives.

A list of students who are not meeting grade level objectives in reading, language arts or mathematics will be given to the building principal by the October, January and March reporting periods. With respect to any student who is reported as not meeting grade level objectives in reading, language arts or mathematics:

- a. The teacher, principal and counselor will meet to review the student's academic record, current test scores and work samples.
- b. The parent/guardian will be notified as soon after the review as possible that retention is being considered. A meeting with the parent/guardian will be scheduled. The parent/guardian will be informed that the student is not meeting grade level objectives and will be retained in the same grade unless there is strong and positive improvement in the student's work.
- c. A follow-up conference for the parent/guardian will be scheduled with the principal or the principal's designee to review the student's progress.
- d. An academic program including remediation will be offered to the student

## **Press Releases**

Final approval of press releases concerning school matters will be coordinated through the principal.



## **Professionalism**

### **Toward Students**

- always keep confidential information just that: CONFIDENTIAL
- treat all pupils with impartiality and respect
- criticism of school regulations, colleagues or other students is a breach of ethics
- insist on students addressing you properly and earn their respect

### **Toward Other Staff/Faculty**

- avoid criticism of predecessors, fellow staff and other schools
- be helpful and cordial to new teachers and substitutes
- maintain professional behavior at all times

### **Toward Administration**

- take any suggestions or problems to your principal
- respect and observe all official decisions even though they may be contrary to your own opinions
- observe professional courtesy by transacting official business through proper channels

### **Toward Community**

- accept professional responsibility toward the community and be an active member within the community
- establish respect among the business people by being prompt with all obligations, both social and school related
- encourage positive parent and school relationships

## **Purchases**

Purchases made for students or outside groups need to be billed to the individual students or the outside group. The school is not responsible for these outside purchases and the school tax exemption cannot be used for the purchase.

### **Purchase orders**

Submit a purchase order for all purchases through the office secretary. Do not purchase an item without an approved purchase order. Once your PO is approved, you are responsible to make sure the items are ordered. Items purchased that are not in the specific budget have no advance assurance of payment by the board and may become the responsibility of the teacher. Local merchants should be given first consideration when quality and price are comparable. Any items purchased with a purchase order must be picked up and signed for by a staff member, not a student or family member.

## **Student Suspension**

### **In-School Suspension**

In School Suspension (ISS) is assigned by administration. The date of suspensions will be as close as can be scheduled to the date of infraction. While in ISS, the students should be assigned equal work. In-class activities that can not be done while in ISS (i.e. laboratory investigations, projects, presentations, etc...) will need to be given an alternative assignment to do during the class time. It is at the individual teacher's discretion whether or not the student will have to schedule an alternative time for the student to complete the in-class activity, but an alternative assignment will still need to be provided for the student.

## **Out of School Suspension**

Out of school suspension is assigned by the administration. Students serving out of school suspension may not make up work, except for assignments on material covered before suspension began (book reports, tests, projects, etc) unless approval has been granted by the Principal. An email will be sent to the teachers that a student will be in OSS and whether or not assignments can be made up.

## **Supervision**

Teachers are responsible for supervising the hall before and after school, as well as during passing time. If for some reason you are unable to be out in the hall make sure that another teacher is aware that you will not be in the hall to ensure that the hallways are supervised. Students need to be supervised at all times. Do not leave students in a classroom unsupervised. If at any time you may need to leave your classroom, please call the office in order to get someone to watch your class for you.

## **Syllabi**

A copy of the syllabus for each of your classes will need to be turned in to the principal by the end of the first week of each semester. Please email a copy to Mrs. Hemme in order to load on to the school website.

Each syllabus should contain all classroom expectations, policies and procedures as well as any special projects. The Syllabus should outline specific procedures for homework and your expectations for acceptance of late work. Changes made to policies and procedures listed on the syllabus need to be clearly communicated to students and parents through multiple forms of communication (email, note home, teacher's website) and need to be updated with the principal.

## **Teacher Absence**

If you know you will be absent from school in advance for any reason, please fill out an Employee Absence Form and give it to the principal's secretary or the principal. You may type or handwrite this form. This form can be found on the shared drive and blank copies will be made available in the office.

If you are unable to report for duty and were not able to plan in advance, you can call or text Mrs. Jurkowski before 9:00 pm the night before (660-238-0908). You may also call or text after 6:00 am the day of the absence. After 7:30 am please count on being at school until a substitute can be found. If you leave a message (verbal, email, or send a text) and do not receive a response within a reasonable time, call to confirm receipt of the message.

When absent:

- Leave seating charts, rosters, rules and grade book (if needed) for the substitute.
- Leave detailed lesson plans that outline the expectations of the students and the substitute.
- All visual aids or special equipment should be arranged.
- Teacher's editions of texts and curriculum guides need to be available.
- Have all copies prepared for the substitute.

Two days worth of Emergency lesson plans need to be created and kept with your substitute folders. This Lesson should be available if for some reason you are unable to create a lesson for the day. This lesson plan should fit within the frame work of your curriculum and should not be a movie day or a study hall.

## **Teacher Workroom**

Please do your part in keeping the workroom neat and clean. Students are not allowed in the workroom unless under the direct supervision of a staff member. Office and teacher aides should be sent to copy materials at the main office. Each teacher will have a mailbox in the workroom. If you have a package to be mailed for school business, take the package to the superintendent's office.

## **Transportation**

All students participating in school sponsored activities will be expected to ride the school transportation to the activity. Participants will not be allowed to drive their own car. Students should return on the bus. Students may secure permission to return with their parents by having parents sign a transportation release form before leaving the activity. Students may return with other parents or adult family members by having their parents clear this through the principal's office before the activity.

Staff members transporting students with their personal vehicle will need to have a copy of their driver's license and current insurance turned in to the office prior to the trip. The staff member will also need to have a permission slip signed by a parent or guardian granting permission to transport the student.

If you are in need of the van or a bus, you will need to contact the HS office. You can get a van request form from the HS office or the central office.

## **POLICIES**

Board policies can be found on the district website. Below are a handful that may be of particular help to employees.

### **1110 Religious Expression**

The District is committed to provide educational services and to maintain a learning environment, which does not limit or deny participation in constitutionally protected prayer or other protected religious expression. Consistent with the provisions of the First Amendment, the District and its employees, who are engaged in official duties, will not sponsor any religious activity or expression. Conversely, the District and its employees, who are engaged in official duties, will not discourage or preclude religious expression that is privately initiated, consistent with this policy and regulation. (For Board policy regarding instruction and religious or controversial issues, refer to Policy 6242 - Religious or Controversial Issues.)

### **1310 Civil Rights, Title IX, Section 504**

The District assures that it will comply with:

1. Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et seq., which prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance.
2. Section 504 of the Rehabilitation Act of 1973 (Section 504), as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of disability in programs and activities receiving Federal financial assistance.
3. Title IX of the Education Amendments of 1972 (Title IX), as amended, 20 U.S.C. 1681 et seq., which prohibits discrimination on the basis of sex in educational programs and activities receiving Federal financial assistance. The provisions of Title IX apply to students with regard to educational opportunities and freedom from harassment, employees with regard to employment opportunities and freedom from harassment, and to individuals with whom the Board does business.
4. The Age Discrimination Act of 1975, as amended 42 U.S.C. 6101 et seq., which prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance.
5. All regulations, guidelines, and standards lawfully adopted under the above statutes by the United States Department of Education.

The District shall appoint an administrator(s) to assure compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and the Age Discrimination Act of 1975. A District may designate only one employee to serve as both the Title IX and Section 504 Coordinator. In that case, the individual must assume the responsibilities of both coordinators. Those responsibilities are outlined in Regulation 1310.

It is the policy of the District to process all grievances in a fair and expeditious manner, with the intent of resolving them in a mutually agreeable manner. Regulation 1310 provides mechanisms for the resolution of grievances/complaints by employees, patrons and/or students relating to discrimination under Section 504 and Title IX.

This policy and the corresponding regulation do not pertain to the identification, evaluation or placement of students under Section 504. The topics of the identification, evaluation and placement of students under Section 504 are addressed in the following separate District policies and regulations: Policy and Regulation 2110 - Equal Education Opportunity, and Policy and Regulation 6250 - Instruction for Students with Disabilities.

For issues pertaining to freedom from harassment, refer to Policy and Regulation 2130 - Harassment, and Policy and Regulation 4810 - Sexual Harassment.

For any issues contact Deanna Jurkowski @ 660-463-2246

### **Policy 2100 Nondiscrimination and Student Rights**

The Board of Education reaffirms its belief that every student regardless of race, color, sex, national origin, age, ethnicity, religion, disability, sexual orientation or perceived sexual orientation be given equal opportunity for educational development.

The Board recognizes the importance of providing each student with a school environment conducive to intellectual, emotional and social growth through participation in a full range of educational programs and activities. Board and staff commitments insure equal educational opportunities in course offerings, guidance and counseling, test procedures, extracurricular activities, discipline procedures and student support services.

### **2110 Equal Education Opportunity**

It is the policy of the Board of Education to provide a free and appropriate education for students with disabilities. Students with disabilities are those who, because of certain atypical characteristics, have been identified by professionally qualified personnel as requiring special educational planning and services. Students with disabilities will be identified on the basis of physical, health, sensory, and/or emotional handicaps, behavioral problems or observable exceptionalities in mental ability. It is possible that a student may have more than one type of disability.

The District's programs and services available to meet the needs of these students will be in accordance with The Individuals with Disabilities Education Act, The Education for All Handicapped Students Act of 1975, The Rehabilitation Act of 1973, Section 504, and 162.670 - .995 RSMo., Missouri Special Education Services. In addition, the identification of students with disabilities and the services provided by the District will be in accordance with the regulations and guidelines of the Missouri Department of Elementary and Secondary Education's Current

Plan for Part B of The Education of the Handicapped Act, as amended. (See Policy and Regulation 6250 - Instruction for Students with Disabilities.)

## **2130 Harassment**

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, sexual orientation, or perceived sexual orientation. The School District prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation.

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, sexual orientation, or perceived sexual orientation 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, sexual orientation, or perceived sexual orientation, 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 school board 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, sexual orientation, or perceived sexual orientation; 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.

## **2600 Students Discipline**

The District has the authority to discipline for student conduct that is prejudicial to good order and discipline in the schools as provided by state law. School officials are authorized to hold

students accountable for misconduct in school, on school property, and during school-sponsored activities. Students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline up to and including expulsion. However, no student will be confined in an unattended locked space except for emergency situations while awaiting the arrival of law enforcement officials.

Students forfeit their right to a public school education by engaging in conduct prohibited in Regulation 2610, the code of student conduct, and/or state or federal law. Disciplinary consequences include, but are not limited to, withdrawal of school privileges (athletics, intramurals, student clubs and activities and school social events); the reassignment of the student to another school; removal for up to ten (10) school days by building principals; extension of suspensions for a total of 180 days by the Superintendent; and longer term suspension and expulsion from school by the Board of Education. See also Policies 2610, 2662, and 2663.

Removal of any student who is a student with a disability under Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act is subject to state and federal procedural due process rights. See policy 2672 and its corresponding regulation.

The District will provide annual in-service training to all employees concerning the District's discipline regulations and their implementation. Annual training will also include, but will not be limited to, approved methods of dealing with school violence, discipline of students with disabilities, and the requirements of student confidentiality.

The District has the authority to discipline for student conduct that is prejudicial to good order and discipline in the schools as provided by state law. School officials are authorized to hold students accountable for misconduct in school, on school property, and during school-sponsored activities. Students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline up to and including expulsion. However, no student will be confined in an unattended locked space except for emergency situations while awaiting the arrival of law enforcement officials.

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Removal of any student who is a student with a disability under Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act is subject to state and federal procedural due process rights. See policy 2672 and its corresponding regulation.

The District will provide annual in-service training to all employees concerning the District's discipline regulations and their implementation. Annual training will also include, but will not be limited to, approved methods of dealing with school violence, discipline of students with disabilities, and the requirements of student confidentiality.

## **2610 Misconduct and Disciplinary Consequences**

All students attending school in District schools will be expected to accept the obligation and responsibility to attend school on a regular basis and to comply with the District's discipline code set forth in Regulation 2610. Those students who choose not to fulfill their responsibilities at school will be held accountable for their conduct. Consequences for individual acts of misconduct are calculated to discipline the student, to deter future misconduct, and to provide a safe and positive environment in which students can learn. Students who engage in significant acts of misconduct off campus which materially and adversely impact the educational environment of district students to the extent allowed by law will be subject to discipline up to and including expulsion.

## **2620 Firearms and Weapons in School**

The District recognizes firearm and weapon possession as a potential threat to the health, safety and security of students, employees, and other persons. The District will not tolerate the presence of firearms or weapons on the premises of our schools. This prohibition includes possession of firearms and weapons on school playgrounds, school parking lots, school buses, and at school activities, whether on or off school property. The District complies with the provisions of the Improving America's Schools Act of 1994 and other applicable federal and state law.

Nothing in this policy shall prohibit the District from permitting a Civil War re-enactor to bring a Civil War era weapon to school for educational purposes so long as the weapon is not loaded.

Students who violate this policy will be suspended for no less than one (1) year and are subject to permanent expulsion. However, the Superintendent may recommend to the Board a modification of the suspension on a case-by-case basis. Students with disabilities under the Individuals with Disabilities Act and/or Section 504 of the Rehabilitation Act are entitled to the protections of those laws.

This policy will be annually submitted to the Department of Elementary and Secondary Education together with a report of disciplinary action taken for possession of a "firearm" or "weapon" as defined in Regulation 2620.



## **2640 Student use of Tobacco, Alcohol, and Drugs**

### **Smoking**

The Board of Education believes that smoking; the use of any tobacco products; and substances appearing to be tobacco products are detrimental to the health and well-being of staff and students. This prohibition includes electronic cigarettes, vaping and similar objects used in conjunction with vaping. Therefore the Board prohibits the use, sale, transfer and possession of tobacco products and substances appearing to be tobacco products, i.e. e-cigarettes, vaping paraphernalia, at school and at school activities.

### **Alcohol and Drug Use**

The improper use of controlled substances, alcohol and substances represented to be such is detrimental to the health and welfare of students and is detrimental to discipline in school. Such conduct, as well as the possession of drug paraphernalia, is prohibited and is subject to disciplinary action as set forth in Regulation 2610.

Pursuant to 29 U.S.C. 705(20)(c)(iv), a student with a 504/ADA disability who is currently engaging in the illegal use of alcohol or drugs is not considered a student with a disability under those laws and the District, may take disciplinary action – to the same extent that disciplinary action is taken against nondisabled students – in relation to that use or possession of alcohol or drugs. In such cases, the due process procedures contained in the Section 504 regulations will not apply to protect those students. This provision does not apply to students who are identified as disabled under the Individuals with Disabilities Education Act. However, school personnel may remove an IDEA disabled student to an interim alternative educational setting for not more than 45 school days without regard to whether that student's behavior is a manifestation of his/her disability where that student knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the District's jurisdiction. "Illegal drug," as it pertains to the discipline of IDEA students, means a controlled substance but does not include a controlled substance that is legally possessed or used under the supervision of a licensed health-care professional or under any other authority.

The determination of whether or not a student is under the influence of alcohol or a controlled substance is based upon a variety of information including but not limited to, physical appearances, speech patterns, and witnesses statements. While not required, District administrators may request a student suspected of alcohol use to submit to a Breathalyzer. Conduct that includes possession of or use of alcohol or controlled substances as well as the possession of drug paraphernalia is prohibited and is subject to disciplinary action as set forth in Regulation 2610.

## **2641 Drug-Free Schools**

Pursuant to requirements of the 1989 amendments of the Drug-Free Schools and Communities Act and to the requirements of the Safe Schools Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, the District shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs to all students from early childhood level through grade twelve (12). (See also Policy 6130 - Drug Education.) Such programs will address the legal, social and health consequences of drug and alcohol use, and provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

The District shall provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. Students may be required to participate in such programs in order to avoid suspension or expulsion if they are found to be in violation of this policy. All parents/guardians and students shall annually be provided with a copy of this policy.

The District certifies that it has adopted and implemented the drug prevention program described in this policy in the form required by the Department of Elementary and Secondary Education or the United States Department of Education. The District conducts a biennial review of such program to determine its effectiveness, to implement necessary changes and to ensure that the disciplinary sanctions are consistently enforced.

## **2655 Bullying**

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:

- Communicates with another by any means including telephone, writing, cyberbullying or via electronic communications, 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 does not require physical touching, although touching may be included.

Students who are found to have violated this policy will be subject to the following consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Consequences: Loss of privileges, classroom detention,

Conference with Teacher, parents contacted, conference with Principal, in-school suspension, out-of-school suspension, expulsion and law enforcement contacted.

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.

## **2130 Harassment**

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, sexual orientation, or perceived sexual orientation. The School District prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation.

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, sexual orientation, or perceived sexual orientation 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, sexual orientation, or perceived sexual orientation, 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 school board 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, sexual orientation, or perceived sexual orientation; 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.

## **2400 Student Educational Records**

A cumulative educational record shall be maintained for each student from his/her entrance into school through the last date of attendance or through graduation, whichever occurs first.

Each student's educational record will include information required by state and federal statutes, regulations or agencies and shall include other information considered necessary by school officials.

The District will comply with the mandates of the Family Educational Rights and Privacy Act (FERPA) and the Safe Schools Act regarding confidentiality of student records and disclosure of personally identifiable information.

The parents/guardians of students who are attending or have attended the District's schools have the right to inspect and review the educational records of their students and to request amendment of their students' educational records. The District has adopted procedures (Regulation 2400) for the granting of parental requests for access to the educational records of their students within a reasonable period of time, but in no case more than forty-five (45) days after the request is made.

All information contained in a student's educational record, except information designated as directory information by the District, shall be confidential and shall be directly accessible only to school officials who demonstrate a legitimate educational interest in the student's records and to parents/guardians or eligible students.

Upon request by military recruiters or an institution of higher learning, the District will provide students' names, addresses and telephone listings. Parents will be notified annually of their right to individually request that such information not be released without prior parental consent. Military recruiters will be provided the same access to students as is given to institutions of higher learning.

## **2710 Reporting Student Abuse**

The Board of Education believes that school staff members are in a unique position to assist children, families, and the community in dealing with the issue of child abuse and neglect. Child abuse is defined as any physical injury, sexual abuse or emotional abuse inflicted on a child other than by accidental means. Neglect is defined as the failure to provide the proper or necessary support, education, nutrition or medical, surgical or other care necessary for the child's well-being. Employees making reports of allegations of sexual abuse of a student will be provided immediate unrestricted use of communication technology and will be temporarily released from their work duties to make an immediate report.

If a school employee has a reasonable belief including a report of abuse to believe that a student has been or maybe subjected to abuse or neglect, such employee and the Superintendent shall report the information immediately upon receiving the information to the Children's Division. Thereafter, the Superintendent will investigate the allegation for the purpose of making decisions

about the accused person's employment. Depending upon the specific facts, the District may place the alleged abuser on paid leave of absence; place the employee in a non-student contact position; initiate dismissal proceedings, or continue the employee in their present position pending outcome of the investigation.

Any school district employee, acting in good faith, who reports alleged sexual misconduct on the part of a school employee will not be disciplined or discriminated against because of such reporting.

The District will annually provide employee training, which will include but not be limited to current information concerning identification of the signs of sexual abuse in children as well as the identification of the danger signals of potentially abusive relationships between children and adults. This training will emphasize the importance of mandatory child abuse reporting, including the obligation to report suspected abuse by other mandated reporters. Employees will receive training on the need for and methods to create an atmosphere of trust so that students believe their school and school employees are available to discuss matters concerning abusive behavior.

## **2770 Seclusion and Restraint**

It is the purpose of this policy to:

Meet the requirements of RSMo 160.263.

- Promote safety and prevent harm to all students, school personnel and visitors in the school district.
- Treat all students with dignity and respect in the use of discipline and behavior-management techniques.
- Provide school personnel with clear guidelines about the use of seclusion, isolation and restraint on school district property or at any school district function or event.
- Promote retention of teachers and other school personnel by addressing student behavior in an appropriate and safe manner.
- Promote parent understanding about state guidelines and district policies related to the use of discipline, behavior management, behavior interventions and responses to emergency situations.
- Promote the use of non-aversive behavioral interventions.

### **Definitions:**

**"Authorized School Personnel"** means school personnel who have received annual training in:

- De-escalation practices,
- Appropriate use of physical restraint,
- Professionally-accepted practices in physical management and use of restraints,
- Methods to explain the use of restraint to the student who is to be restrained and to the individual's family,

- Appropriate use of isolation,
- Appropriate use of seclusion, and
- Information on the policy and appropriate documentation and notification procedures.

**"Assistive technology device"** means any item, piece of equipment or product system that is used to increase, maintain or improve the functional capacities of a child with a disability.

**"Aversive behavioral interventions"** means an intervention that is intended to induce pain or discomfort to a student for the purpose of eliminating or reducing maladaptive behaviors, including such interventions as: contingent application of noxious, painful, intrusive stimuli or activities; any form of noxious, painful or intrusive spray, inhalant or tastes; or other stimuli or actions similar to the interventions described above. The term does not include such interventions as voice control, limited to loud, firm commands; time-limited ignoring of a specific behavior; token fines as part of a token economy system; brief physical prompts to interrupt or prevent a specific behavior; interventions medically necessary for the treatment or protection of the student.

**"Behavior Intervention Plan (BIP)"** sets forth specific behavior interventions for a specific student who displays chronic patterns of problem behavior.

**"Chemical restraint"** means the administration of a drug or medication to manage a student's behavior that is *not* a standard treatment and dosage for the student's medical condition.

**"Emergency situation"** is one in which a student's behavior poses a serious, probable threat of imminent physical harm to self or others. **[District option to also include "or destruction of school or another person's property."]**

**"Functional Behavior Assessment"** a formal assessment to identify the function or purpose the behavior serves for the student so that classroom interventions and behavior support plans can be developed to improve behavior. The assessment could include observations and charting of the behavior and interviews with family, teachers, and the student, so as to determine the frequency, antecedent and response of the targeted behavior.

**"IEP"** means a student's Individualized Education Program as defined by the Individuals with Disabilities Education Act (IDEA).

**"Isolation"** means the confinement of a student alone in an enclosed space without locking hardware.

**"Law enforcement officer"** means any public servant having both the power and duty to make arrests for violations of the laws of this state.

**"Locking hardware"** means mechanical, electrical or other material devices used to lock a door or to prevent egress from a confined area.

**"Mechanical restraint"** means a device or physical object that the student cannot easily remove that restricts a student's freedom of movement of or normal access to a portion of his or her body. This includes but is not limited to straps, duct tape, cords or garments. The term does not include assistive technology devices.

**"Physical escort"** means the temporary touching or holding of the hand, wrist, arm, shoulder or back for the purpose of inducing a student who is acting out or eloping to walk to a safe location.

**"Physical restraint"** means the use of person-to-person physical contact to restrict the free movement of all or a portion of a student's body. It does not include briefly holding or hugging a student without undo force for instructional or other purposes, briefly holding a student to calm them, taking a student's hand to transport them for safety purposes, physical escort or intervening in a fight.

**"School personnel"** means

- Employees of a local board of education.
- Any person, paid or unpaid, working on school grounds in an official capacity.
- Any person working at a school function under a contract or written agreement with the school system to provide educational or related services to students.
- Any person working on school grounds or at a school function for another agency providing educational or related services to students.

**"Seclusion"** means the confinement of a student alone in an enclosed space from which the student is physically prevented from leaving by locking hardware.

**"Section 504 Plan"** means a student's individualized plan developed by the student's Section 504 multidisciplinary team after a pre-placement evaluation finding the student is disabled within the meaning of Section 504 and its implementing regulations.

**"Time out"** means brief removal from sources of reinforcement within instructional contexts that does not meet the definition of seclusion or isolation. Time out includes both of the following:

- a. Non-exclusionary time out: removal of reinforcers from the student without changing the physical location of the student (e.g., asking the student to put his/her head down on the desk); and
- b. Exclusionary time-out: removal of the student from participation in an activity or removal from the instructional area.

### **Use of Restrictive Behavioral Interventions:**

- **Time-Out**  
Nothing in this policy is intended to prohibit the use of time-out as defined in this section.

- **Seclusion**

Seclusion as defined in this policy is prohibited except for an emergency situation while awaiting the arrival of law enforcement personnel as provided for in RSMo 160.263.

- **Isolation**

Isolation, as defined in this policy, may only be used by authorized school personnel, as defined in this policy:

- After de-escalating procedures have failed;
- In an emergency situation as defined in this section; or
- As specified in a student's Individualized Education Program (IEP), Section 504 plan, or other parentally agreed-upon plan to address a student behavior.

Use of isolation requires all of the following:

- The student to be monitored by an adult in close proximity who is able to see and hear the student at all times. Monitoring shall be face-to-face unless personal safety of the child or staff member is significantly compromised, in which case technology-supported monitoring may be utilized.
- The total time in isolation is to be reasonably calculated by District personnel on a case-by-case basis based on the age of the child and circumstances, and is not to exceed 40 minutes [District option to alter the time limit] without a reassessment of the situation and consultation with parents and/or administrative staff, unless otherwise specified in an IEP or Section 504 Plan or other parentally agreed-upon plan to address a student's behavior.
- The space in which the student is placed should be a normal-sized meeting or classroom commonly found in a school setting.
- The space in which the student is confined is comparable in lighting, ventilation, heating, cooling, and ceiling height to those systems that are in use in other places in the school.
- The space in which the student is placed must be free of objects that could cause harm.

Isolation shall never be used as a form of punishment or for the convenience of school personnel.

- **Physical Restraint**

Physical restraint shall only be used in one of the three circumstances below:

- In an emergency situation, as defined in this policy;
- When less restrictive measures have not effectively de-escalated the situation; or
- When otherwise specified in an IEP, Section 504 Plan or other parentally agreed-upon, plan to address a student's behavior.

Physical restraint shall:

- Only be used by authorized school personnel, as defined in this policy.
- Only be used for as long as necessary to resolve the actual risk of danger or harm that warranted the use of the physical restraint;



- Use no more than the degree of force necessary to protect the student or other persons from imminent bodily injury;
- Not place pressure or weight on the chest, lungs, sternum, diaphragm, back, neck or throat of the student which restricts breathing; and
- Only be done by school personnel trained in the proper use of restraint.

Any school personnel using physical restraint shall:

- Use only methods of restraint in which the person has received district approved training.
- Conduct restraint with at least one additional adult present and in line of sight, unless other school personnel are not immediately available due to the unforeseeable nature of the emergency situation.

Physical restraints should never be used as a form of punishment or for the convenience of school personnel.

- **Mechanical Restraint**

Mechanical restraint shall only be used as specified in a student's IEP or Section 504 plan with two exceptions:

- Vehicle safety restraints shall be used according to state and federal regulations.
- Mechanical restraints employed by law enforcement officers in school settings should be used in accordance with law enforcement policies and procedures and appropriate professional standards.

- **Chemical Restraint**

Chemical restraints shall never be used by school personnel.

Aversive interventions that compromise health and safety shall never be used by school personnel.

## **Communication and Training**

- **School Personnel Debriefing**

Following any situation involving the use of seclusion, isolation or restraint, as defined in this policy, a debriefing shall occur as soon as possible but no later than two (2) school days after the emergency situation. The debriefing shall include, at a minimum, a discussion of the events that led to the emergency and why the de-escalation efforts were not effective; any trauma reactions on the part of the student, other students or school personnel; what, if anything, could have been done differently; and an evaluation of the process.

- **Parental Notification**

Except as otherwise specified in a student's IEP or Section 504 plan:

- Following a situation involving the use of seclusion, isolation or restraint the parent or guardian of the student shall be notified through verbal or electronic means of the incident as soon as possible, but no later than the end of the day of the incident.

- The parent or guardian shall receive a written report of the emergency situation within five (5) school days of the incident. The written incident report shall include all of the following:
  - Date, time of day, location, duration, and description of the incident and de-escalation interventions.
  - Event(s) that led up to the incident.
  - Nature and extent of any injury to the student.
  - Name of a school employee the parent or guardian can contact regarding the incident, and contact information for that employee.
- **Staff Training**

School districts shall ensure that all school personnel are trained annually regarding the policy and procedures involving the use of seclusion, isolation and restraint.

### **Students with Disabilities**

The foregoing policy applies to all students. However, if the IEP team determines that a form of restraint or isolation or aversive behavior intervention may be appropriate in certain identified and limited situations, the team may set forth the conditions and procedures in the IEP or Section 504 plan. Any use of restraint, isolation or aversive behavior interventions must be limited to what is set forth in the IEP or Section 504 plan. Before adding the use of restraint, isolation or aversive behavior interventions to an IEP or Section 504 plan, the student must have undergone appropriate assessments to include, but not limited to, a formal functional behavior assessment and a positive behavior intervention plan must be developed, which indicates a plan to eliminate the use of the restraint, isolation or aversive behavior intervention over time.

### **Reports on Use of Seclusion, Isolation, Restraint or Aversive Behavior Interventions**

Districts shall maintain records documenting the use of seclusion, isolation, restraint and aversive behavior interventions showing each of the following: when, reason for use, duration, names of school personnel involved, whether students or school personnel were injured, name and age of the student, whether the student has an IEP, Behavior Intervention Plan (BIP) or other personal safety plan, when the parents were notified, if the student was disciplined, and any other documentation required by federal or state law.

### **Applicability of this Policy**

This policy applies to all district school personnel. School personnel assigned to programs not located on district premises (hospitals, detention centers, juvenile facilities, and mental health facilities) shall follow the policy and procedure of the facility/program where they work.

### **2920 Interscholastic Activities and Athletics**

The District provides opportunities for students to participate in interscholastic activities and athletics. The interscholastic programs should encourage participation by as many students as possible and should be carried on with the best interests of the students as the primary consideration. The programs are expected to be well organized and well conducted and to have a positive influence on the students and the community.

Participation in interscholastic and extracurricular activities is a privilege and not a right. Interscholastic competition may be withheld from any student as a condition of discipline. Furthermore, all policies that apply to the regular school day apply also to interscholastic competition. Coaches and sponsors may establish policies for their groups in addition to those set out by the Missouri State High School Activities Association.

## **Hazing**

Student hazing is inconsistent with the educational goals of the District and poses a significant risk to the physical and mental welfare of District students. Hazing of students, on or off District property, is prohibited and may result in suspension or expulsion from school and from activity/athletic participation.

## **4110 Equal Opportunity Employment**

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, sex orientation or perceived sex orientation. 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.

## **4120 Employment Procedures**

The Board of Education, upon recommendation of the Superintendent, votes on the employment of all staff members. In approving applicants the Board will be guided by the desire to obtain individuals committed to providing the highest quality education for the District's students. For Title I staff qualifications and hiring, refer to [Policy](#) and Regulation 1621 - Title I.

No person will be employed by the Board until the District obtains a clear criminal records check and a clear check of the Child Abuse/Neglect Registry maintained by the Missouri Department of Social Services. Similarly, all persons employed by outside vendors/contractors who will have contact with students will be required to successfully undergo a criminal records and a clear check of the Child Abuse/Neglect Registry prior to contact with students. Such background checks will be performed at the vendors/contractors' expense and will, upon request, be shared with the District. All finalists for an employment position will be required to sign a release of liability authorizing prior employers, including school districts, to furnish any information about the applicant and the applicant's work performance, including but not limited to discipline records and performance evaluations. The administration may also conduct random background checks after employment. Failure to check references and prior employment for new hires prior to their start date may result in disciplinary action up to and including suspension without pay.

As part of the criminal records check, any person employed after January 1, 2005, shall submit two sets of fingerprints to be used by the Missouri Highway Patrol and the Federal Bureau of Investigation. The fingerprints shall be collected pursuant to standards determined by the Missouri Highway Patrol.

All vacancies should be posted for a minimum of ten (10) school days before the Superintendent may recommend a qualified applicant to the Board for employment. In an emergency situation the Superintendent may temporarily employ an applicant prior to the expiration of the posting. The temporary applicant may be considered along with other applicants for the position after the ten days. However, in order to hire a Board member's spouse, the position must have been advertised. (Refer to Policy 0342 - Nepotism, Conflict of Interest and Financial Disclosure.)

*The Superintendent or his designee is the person who shall respond to requests from potential employers for information regarding a former District employee. The information the District should provide is title, position, length of employment, whether the employee was terminated or resigned, and whether the District would re-hire the employee.*

Additionally, when requests for information regarding a former employee against whom allegations of sexual misconduct involving a student have resulted in the employee being terminated or resigning in lieu of termination, or allegations of sexual misconduct have been substantiated by Children's Division, the Superintendent or his designee shall disclose the allegations of sexual misconduct and the findings of a CD investigation when responding to requests for information to a potential public school employer .

Any school district employee who is permitted to respond to requests for information, acting in good faith, who reports authorized information, as provided in this policy or, who, in good faith, reports alleged sexual misconduct on the part of a District employee, will not be disciplined or discriminated against because of such report.

This foregoing policy is intended to comply with the Amy Hestir Student Protection Act, Senate Bill 54, including section 162.068 RSMo. The District shall provide notice of this policy to all current employees and to all potential employers who contact the District regarding the possible employment of a District employee.

### **4125 Notice of Arrest, Abuse Complaint, Traffic Citation**

Every employee and volunteer who is arrested for a criminal act, felony, or misdemeanor must notify their supervisor in writing within three (3) work days of the arrest. Similarly, every employee/volunteer must notify their supervisor within the same time period of notice of a child abuse complaint against them. Traffic violations related to Driving Under the Influence will be treated as a criminal arrest. In addition to the preceding, transportation employees must notify their supervisors of any moving traffic violations whether or not on work time.

Whenever the District receives a finding of substantiated sexual or physical abuse from the Children's Division against an employee, the employee will be immediately suspended with pay.

The employee so affected may be returned to work if the allegation is unsubstantiated, revised or reversed on appeal.

### **4321 Family and Medical Leave**

The Board of Education recognizes that leaves of absence are occasionally necessary due to family or medical reasons or in certain circumstances associated with servicemembers' service in the Armed Forces. The District has adopted detailed procedures to ensure compliance with the Family and Medical Leave Act of 1993 (FMLA). As provided by District regulations, eligible employees are entitled to use up to twelve (12) workweeks of unpaid leave for family and medical reasons (up to 26 workweeks for covered events related to those serving in the Armed Forces). The Board of Education has designated a District administrator to act as FMLA Compliance Officer. As part of its compliance program, the District will notify each employee of the name, address and telephone number of the District's FMLA Compliance Officer and will provide a statement of commitment to adhere to FMLA regulations. The FMLA Compliance Officer will regularly evaluate the District's FMLA compliance to ensure fair and equitable opportunities for all eligible employees.

### **4610 Certificated Personnel Performance Evaluation**

The Board of Education's ultimate goal in education is to provide the highest quality educational experience to all District students. The District's performance-based evaluation system contributes to that goal by promoting the professional improvement of each staff member and, when necessary, by providing data to remove an employee whose employment is detrimental to students.

Performance-based evaluation is a process endorsed by the Board of Education for performance improvement that includes identification of performance expectations, documentation of performance, discussion of performance, development of improvement plans, and making personnel decisions based upon performance. The evaluation process for every employee is an on-going process that takes place every day. Formal, summative evaluations will be prepared and reviewed with each tenured teacher at least every other year. All other District employees will receive summative evaluations annually.

The District's performance evaluation system incorporates the seven "Essential Principles of Effective Evaluation" adopted by the State Board of Education and set out as follows:

1. Uses research-based and proven practices to measure educator performance;
2. Establishes performance indicators for educators based on their level of performance;
3. Aligns the evaluation process with an educator's probationary period to provide for an appropriate accumulation of performance data;
4. Uses student learning, based on a variety of performance measures, in the evaluation process;
5. Assesses educator performance on a regular basis and provides feedback to teachers and administrators that they can use to improve their performance through their careers;

6. Ensures evaluators are highly trained so that evaluation ratings are fair, accurate and reliable; and
7. Uses the evaluation process to guide school district policies that impact the development of educators and student learning.

Notwithstanding the State's essential principles, the major focus on the District's evaluation system is on positive learning outcomes, cognitive and affective, for District students. Educators are responsible for the positive learning outcomes for their students.

The Board recognizes the fundamental experience differences between tenured and probationary teachers. Accordingly, District evaluators will focus their attention, non-exclusively, on probationary teachers and on tenured teachers whose practices adversely affect student learning. District evaluators will be trained and assessed on their ability to consistently evaluate educators under their discretion.

### **4630 Staff Conduct**

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

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

## **4640 Teaching Standards**

District teaching standards include, but are not limited to:

- Ensuring that students are actively participating and are successful in the learning process.
- Teacher will monitor and manage student learning by specific assessment vehicles.
- Student and teacher will be prepared and knowledgeable of the curricular content.
- Teacher will maintain students' on task behavior.
- Teacher will use professional communications and interactions with the school community.
- Teacher will remain current on instructional knowledge.
- Teacher will seek and explore changes in teaching behaviors that will enhance student learning.
- Teacher will act responsibly in the overall mission of the school
- Teacher creates learning experiences that make the subject matter meaningful.
- Teacher demonstrates knowledge of the subject matter by implementing instruction pertinent to the subject matter.
- Teacher provides learning opportunities that support the intellectual, social and personal development of all students.
- Teacher cultivates the unique skills and talents of every student.
- Teacher will use a variety of instructional activities of critical thinking, problem solving, and performance skills.
- Teacher creates a positive learning environment that encourages active engagement in learning, positive social interactions and self-motivation.
- Teacher models effective verbal, nonverbal and media communication techniques with students and parents to foster active inquiry, collaboration and supportive interaction in the classroom.
- Teacher will use formal and informal strategies to assess learners' progress.
- Teacher will actively seek out opportunities to grow professionally in order to improve learning for all students.
- Teacher will maintain effective working relationships with students, parents, colleagues and community members.

Final standards for teaching in the District will be in place by June 30, 2010.

## **4650 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. Employee's communication with students and/or teacher's electronic media must be made available to the student's parents/guardians. While the employee need not notify their building principal of the content of the electronic communication, the employee must notify the principal, in writing, of the date and time of the communication and the identity of the student with whom communication occurred. Such notification is not required where the communication is between the teacher and his/her children or siblings.

The District does not have sufficient staff to monitor every communication between employees and students and does not, therefore, commit to monitoring such communication. Nonetheless, where there is reason to believe that an employee has inappropriately communicated with a student(s) they may require the teacher to provide access to the specific communication in question.

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

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### **4810 Sexual Harassment**

Sexual harassment constitutes unlawful sex discrimination. It is the policy of the Board of Education to maintain a learning and working environment that is free from sexual harassment.

It shall be a violation for any employee of the School District to harass another staff member or student through conduct or communication of a sexual nature. It shall also be a violation of this policy for students to harass other students through conduct or comments of a sexual nature. Furthermore, it shall be a violation of this policy for any person who is not an employee or student of the District to harass a staff member or student of the District through conduct or comments of a sexual nature while such employee is engaged in the performance of duties for the District or while such student is under District supervision.

### **4820 Employees with Communicable Diseases**

An employee may be excluded from work if the employee (1) has, or has been exposed to, an acute (short duration) or chronic (long duration) contagious or infectious disease, and (2) is likely to transmit the contagious or infectious disease, unless the Board of Education or its designee has determined, based upon medical evidence, that the employee:

1. No longer has the disease.
2. Is not in the contagious or infectious stage of an acute disease.
3. Has a chronic infectious disease that poses little risk of transmission in the school environment with reasonable precautions.

School officials may require an employee suspected of having a contagious or infectious disease to be examined by a physician and may exclude the employee from work, in accordance with the procedures authorized by this policy, so long as there is a substantial risk of transmission of the disease in the school environment.

Employees with acute or chronic contagious or infectious diseases have a right to privacy and confidentiality. Only staff members who have a medical reason to know the identity and condition of such employees will be informed. Willful or negligent disclosure of confidential information about an employee's medical condition by staff members will be cause for disciplinary action.

The District will implement reporting and disease outbreak control measures in accordance with the provisions of Missouri Department of Health publication PACH-16, "Prevention and Control of Communicable Diseases: A Guide for School Administrators, Nurses, Teachers and Day Care Operators," a copy of which shall be on file in the office of the Supervisor of Health Services and in the office of each school nurse.

## **4841 Use of District Letterhead**

To avoid the appearance that the District supports the non-school related endeavors of its employees, District Employees are prohibited from the use of District letterhead without the express written permission of their building principal. Additionally, the use of District letterhead shall be restricted to official District business. The unauthorized use of District letterhead may result in employee discipline, up to and including termination of employment.

## **4850 Staff Dispute Resolution**

The Board of Education recognizes that in any workplace misunderstandings and disputes arise. If left unresolved, these disputes could undermine staff morale and can interfere with the educational mission of the District. The Board has adopted a formal process for dispute resolution that encourages specified employees to resolve concerns quickly and at the most immediate administrative level. This policy does not limit the right of any employee to file grievances under Policy and Regulation 4810 - Sexual Harassment, or Policy and Regulation 1310 - Civil Rights, Title IX, Section 504.

## **P 4870 Drug Free Workplace**

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 biennial 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.

### **4871 Driver Drug Testing**

The District recognizes that it shares the responsibility to prevent accidents and injuries resulting from the misuse of alcohol or the use of controlled substances by its employees who operate commercial motor vehicles. The District complies with the provisions of the Omnibus Transportation Employee Testing Act of 1991, which mandates that the District test its drivers who are required to hold commercial drivers licenses under specified conditions. The District will regularly evaluate its policies and procedures to ensure that it remains in compliance with federal regulations.

### **4873 Staff Cell Phone Usage**

The use of cell phones, iPads and similar personal electronic devices during work time presents a significant safety risk, as well as, adversely impacts work time. For safety and educational reasons, the instructional staff and support staff, except as provided in this policy for transportation employees, are not permitted to use such personal electronic devices during work time. Exceptions will be made for bonafide school related emergencies.

Bus drivers and other employees driving district vehicles and employees driving while on District business are prohibited from using cell phones, iPads, and related electronic devices while driving. If an emergency occurs, the vehicle should be parked and remain parked in a safe location during the use of the electronic device. Bus drivers and employees driving District

vehicles should log those work time emergency calls with date, time, call duration and vehicle location with their supervisor as soon as is practicable.

## **5260 Safety, Security and Communications**

The Board of Education directs the Superintendent to ensure that the administration and 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, sign and return 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 immediately.
- 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.

## **6242 Religious or Controversial Issues**

Religious education is the responsibility of the home and church. The espousal by any teacher or staff member of any particular religious denomination or faith is strictly forbidden; however, teachers may teach about religion with information being presented at an appropriate maturity level for students.

No partisan political views may be espoused by any teacher or staff member; however, teachers may teach about political parties and politics as related to the governmental systems of the nation or world.

### **Prohibition of Smoking**

The R-II district adopts the following policy on smoking on school premises and at public functions:

“To carry out this policy, to promote further the health and safety of all students and staff, and to promote the cleanliness of all facilities, the board of education bans the use of all tobacco products in all school buildings in the district and in all school vehicles by all persons at all times. This ban extends to all employees, students and patrons attending school sponsored events and various school related meetings. The ban extends to school owned or operated vehicles and facilities except in designated areas. The board issues this ban in a sincere appeal to all employees, students and patrons to cooperate in helping create within our facilities a truly healthy environment for all concerned.”