

**ORGANIZATION, PHILOSOPHY AND GOALS**

**Policy 0100**

**Legal Status**

The School District is organized under the authority of the Missouri State Legislature and exercises powers delegated directly and indirectly by the State Legislature.

**District Name**

The corporate name of the School District shall be The School District of the City of Independence, District No. 30. (Also known as Independence School District, Independence #30 School District, Independence Public School District, and Independence Public Schools.)

The School District of the City of Independence, District No. 30

District Name

201 North Forest Avenue

District Address

Independence, Missouri 64050

816-521-5300

Phone

**ORGANIZATION, PHILOSOPHY AND GOALS**

**Policy 0110**

**Legal Status**

**Identification Codes**

048-077

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County/District Code

44-6003031

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Federal Identification Number

## **ORGANIZATION, PHILOSOPHY AND GOALS**

**Policy 0200**

### **School District Philosophy**

It is the responsibility of the Board of Education to ensure that all children located within our school district have access to a quality education that enables them to achieve their full potential and to fully participate now and in the future in the social, economic, and educational opportunities of our local community, state and nation. Our beliefs are grounded on two principles. First, that a general diffusion of knowledge is essential for the future welfare of the children we serve. Second, that a successful public education system is directly related to a strong, dedicated, and supportive family and that parental involvement in the school is essential for the maximum educational achievement of a child.

In carrying out its responsibilities, the Board of Education is guided by the desire to use the resources of the community, staff and students to provide the highest quality education permitted by financial resources. In reaching decisions, the Board will act in the best interests of its students.

To this end the Board of Education has adopted the following:

### **School District Vision**

A community united to improve the quality of life through education.

### **School District Mission**

By providing a quality education, the Independence School District will ensure that each learner will achieve the skills and self-confidence to be successful in an ever-changing world.

### **School District Values**

All students can learn  
All people have the right to be accepted and treated with respect  
Schools will be safe, orderly and caring environments  
Effective teaching / learning is the responsibility of the family, school and community

### **School District Goals**

Increase student achievement  
Attract, support, and retain high quality staff  
Improve relationships through effective communication  
Maximize resources to facilitate learning

## **ORGANIZATION, PHILOSOPHY AND GOALS**

## **Policy 0310**

### **School Board Organization**

#### **School Board Purpose and Roles**

The Board of Education is a representative body elected by the registered voters of the Independence School District. It is the purpose and the role of the Board of Education to exercise general supervision over the schools of the district, and to ensure that the schools are maintained as provided in state statutes, the rules and regulations of the Missouri State Board of Education and/or the Missouri Department of Elementary and Secondary Education, and the policies, rules and regulations of the school district. In addition, the Board is accountable to the electorate, and shall be responsive to the educational needs and imposed financial constraints of the district. In conducting its various functions as the legislative and policy-making authority for the district, the Board recognizes the following general responsibilities as paramount:

*Legislative and Policy Making* – The Board is responsible for the development of policies, rules and regulations to serve as guidelines for the general management and administrative actions of the district. The establishment of the goals and objectives of the school district and the methods of financial support needed to reach those goals and objectives are a part of the policy-making function of the Board.

*Executive* – The Board shall employ a superintendent to serve as the chief executive officer of the district. The Board shall delegate, in writing to the superintendent, the executive and administrative duties and responsibilities necessary for carrying out its policies, and shall hold the superintendent accountable.

*Appraisal* – The Board is responsible for evaluating the effectiveness of its policies and their implementation to determine the efficiency of operation, the value of the activities and instruction and the need to revise existing activities and programs. The Board shall hold the superintendent responsible for furnishing complete information necessary for the Board's evaluation of the district's programs.

*Provision of Financial Resources* – The Board is responsible for the adoption of the annual budget, which will provide financial basis for personnel, facilities, materials and equipment to enable the district to carry out its educational program. The Board will exercise fiscal responsibility that includes long range implications as well as short range effect.

*Staffing and Appraisal* – The Board is responsible for employing the professional and support staff necessary for carrying out the district's instructional program. The Board is also responsible for establishing salary schedules, terms of employment, and other policies district-wide, and for regular evaluation of its staff.

*Public Relations* – The Board is responsible for keeping the district patrons informed about the schools, and for keeping itself and the school staff informed about the needs and wishes of the

public.

**Policy 0310**  
**Page 2**

*Educational Planning and Evaluation* – The Board is responsible for establishing educational goals which will guide both the Board and the staff in working together toward the continued improvement of the educational programs of the district. It is responsible for providing for an ongoing evaluation of the school program as measured through the goals and objectives set forth by the Independence School District and by the Missouri State Board of Education.

*Judicial* – The Board is responsible for acting as a court of appeals for the professional and support staff members, students, and the district patrons when issues involve Board policies and their fair implementation.

The Board of Education shall control all aspects of the operations of the district within the limits of the law. However, the Board will make its members, the district professional and support staff, and the district patrons aware that the Board has the authority to take official action only when it is acting as a whole. The Board shall be the final authority. No section of the policies, rules and regulations may be construed to limit the statutory powers of the Board to exercise its own prudent judgment.

The achievement level of students shall be the guiding standard through which all success shall be measured.

## **ORGANIZATION, PHILOSOPHY AND GOALS**

## **Policy 0311**

### **School Board Organization**

#### **Statement of Practices**

##### **Attendance**

Members shall attend all regularly scheduled Board of Education meetings insofar as possible. Any member failing to attend the meeting of the Board for three (3) consecutive regular meetings, unless excused by a majority of the Board for reasons satisfactory to the Board, shall be deemed to have vacated the seat; and the secretary of the Board shall certify that fact to the Board. The vacancy shall be filled as other vacancies occurring in the Board. Attendance for purposes of this provision shall be defined as actual, physical attendance at the Board meeting until all of the business of the Board has been completed unless a member is excused by a majority of the Board.

##### **Knowledge**

Members shall come to Board of Education meetings informed concerning the issues to be considered.

##### **Abstentions**

Members shall avoid abstaining except when required by statute or Board policy. The members of the Board have been elected to make difficult decisions on behalf of the students, parents, patrons and employees of the district. The concept of trusteeship requires each member to review the issues under the Board's consideration and to take a stand regarding those issues. A member who has conformed to the above-described tenets of knowledge, open discussion, and independent judgment, should be prepared to cast a vote on each of the issues before that member.

##### **Cooperation/Delegation**

Members shall work with other Board members to establish effective Board policies and to delegate authority for the administration of the schools to the Superintendent. Members shall not attempt to by-pass, undermine, or usurp the Superintendent's authority and responsibility for the daily operation of the schools.

##### **Conflict of Interest**

Members shall avoid being placed in a position of conflict of interest, and shall not use the Board position for personal or partisan gain. Members shall conduct themselves in accordance with the conflict of interest policy and disclosure requirements prescribed by statute, Missouri Ethics Commission Rules and Regulations, and Board policy.

### **Confidentiality**

Members shall not disclose confidential information. Information is confidential if it is (a) communicated during executive session; or (b) otherwise communicated with a mutual understanding of confidentiality.

### **Acceptance of Gifts**

Members shall not solicit or accept gifts, payments, or anything greater than a nominal value item or holiday gifts of nominal value from any person, organization, group, or entity doing business or desiring to do business with the School District.

### **Contact with Vendors**

Members, if contacted by a vendor requesting information about the District's bidding procedures, whether of a general nature or with regard to specific goods or services to be bid, shall provide the vendor with the name and business telephone number of the administrator responsible for purchasing such goods or services. The member shall request that the vendor contact the relevant administrator and direct all questions and concerns to that administrator.

### **Board Communications to Staff**

All official communications, policies, and directives of staff interest and concern will be communicated to staff members through the Superintendent, and the Superintendent will employ such media as are appropriate to keep the staff fully informed of the Board's concerns and actions.

### **Visits to Schools**

Individual Board members who, in their parental capacity, wish to visit the school(s) or classroom(s) of their child(ren) will follow the regular procedures for visitors. Board members who wish to visit other schools or classrooms as an informal expression of interest in school affairs will report to the principal's office on entering the building so that the office will be aware of their presence. Official visits by Board members will be conducted only with the full knowledge of the Superintendent and principal(s) involved.

### **Educational Welfare**

Members shall remember always that the first and greatest concern must be the educational welfare of the students attending the School District.

## **ORGANIZATION, PHILOSOPHY AND GOALS**

**Policy 0320**  
**(Regulation 0320)**

### **School Board Organization**

#### **School Board Elections and Term**

The governance and control of The School District of the City of Independence shall be vested in a board of seven (7) directors elected by the qualified voters of the District as provided in the Revised Statutes of Missouri (RSMo).

The qualified voters of the School District shall biennially, on the first Tuesday after the first Monday of April, elect two (2) directors for terms of six (6) years, except, effective for Board elections beginning in April of 1994, and each six years thereafter, when three (3) directors shall be elected for terms of six (6) years.

Elections shall be conducted in accordance with all provisions of state law. An election shall not be held if the number of candidates who have filed for the Board is equal to the number or positions available.

#### **Qualified Voters in the School District**

An individual must be a registered voter in order to vote in a school election. In order to vote, a person must be eighteen (18) years of age or older, must be a citizen of the United States, and must reside in the School District thirty (30) days.

#### **Candidate Qualification - Method of Filing**

Qualified applicants for the Board may file for office beginning at 8:00 a.m. in the Superintendent's office commencing on the sixteenth (16th) Tuesday prior to the election and ending at 5:00 p.m. on the eleventh (11th) Tuesday before the election. The candidate shall declare his/her intent to become a candidate, in person and in writing to the secretary of the Board of Education. The names of qualified candidates shall be placed on the ballot in the order of filing. The notice of election and certification of candidates must be submitted to the county clerk by the tenth Tuesday prior to the election. Candidates must comply with all of the prevailing laws concerning eligibility and campaign financing.

A candidate who files for one vacancy and later decides to run for another shall be positioned on the ballot according to the time when his/her change of declaration is received by the secretary of the Board, not on the basis of when the first petition was filed.

Candidates must be citizens of the United States and resident taxpayers of the District, reside in his/her state for one year next preceding their election or appointment, and be at least twenty-four (24) years of age. Candidate must also complete a notarized copy of Missouri Department of Revenue Form 5120 (MCE Form 0320) attesting that the candidate is not currently aware of any delinquency in the filing or payment of state income taxes, personal property taxes,



municipal taxes or real property taxes on the candidate's place of residence provided on the Department of Revenue Form 5120. Candidates will be disqualified from participation in a Board election if the candidate is delinquent in the payment of any state income taxes, personal property taxes, municipal taxes, or real property taxes on the residence of the candidate. The candidate must further attest that they are not a past or present corporate officer of the office that owes any taxes to the state, which are not in dispute. Failure to accurately complete and file Form 5120 with the Department of Revenue may disqualify a candidate from the ballot. Each newly elected or appointed director shall qualify and take his/her oath of office in the manner prescribed by law and according to Policy 0330 - Oath of Office.

No person may be a candidate for a position on the Board if such person is registered as a sex offender or is required to be registered as a sex offender under state law. Any Board member who is likewise required to register or who is registered as a sex offender under state law will immediately be requested by the Board to resign from the Board. Should such Board member refuse to resign, the member will be ineligible to serve as a Board member at the end of his/her term.

In addition, no person shall qualify as a candidate for the Board of Education who has been found guilty of or has pled guilty to a felony or misdemeanor under federal law or to a felony under Missouri law or has been found guilty of an offense in another state, that would be considered to be a felony in the State of Missouri.

It is not the District's responsibility to investigate and determine a candidate's eligibility. That responsibility rests with the Department of Revenue and/or the County Election Authority.

## **ORGANIZATION, PHILOSOPHY AND GOALS**

**Policy 0321**  
**(Regulation 0321)**

### **School Board Organization**

#### **School Board Officers**

Within seven days after the biennial Board election in April, the Board will meet to administer the oath of office to new Board members and to elect a president, vice-president, secretary and treasurer.

The secretary and treasurer may or may not be members of the Board (RSMo. Section 162.301(2)).

Any officer of the Board may be removed from office for cause by a vote of two-thirds of the directors.

## **ORGANIZATION, PHILOSOPHY AND GOALS**

**Policy 0323**

### **School Board Organization**

#### **Resignation**

Any School Board member who wishes to resign from office shall inform the School Board Secretary in writing. The School Board Secretary shall certify to the Board that the office is vacant. The Board will then appoint a replacement to serve until the next School Board election, at which time the position shall be filled by election to complete the unexpired term.

A Board member's resignation must be in writing and must be delivered to the Board Secretary. Upon receipt, the Board Secretary will notify the Board President and Superintendent. The Board will act on the resignation at its next regularly scheduled Board meeting. The Board may not refuse to accept a resignation.

The Board will fill the vacant seat according to Policy 0324.

## **ORGANIZATION, PHILOSOPHY AND GOALS**

**Policy 0324**

### **School Board Organization**

#### **Filling Board Vacancies**

Whenever a vacancy occurs on the Board of Education, the remaining members of the Board will, by majority vote, appoint an individual to fill the vacant position until the next school election, at which time the position shall be filled by election to complete the unexpired term.

If the vacancy occurs less than six (6) months prior to the next school board election, the Board may use its discretion whether to fill the vacancy.

In filling the vacancy, the Board will inform the community and will solicit qualified community members to apply for the vacant position. The vote taken to fill the vacancy will occur in an open session meeting of the Board.

**ORGANIZATION, PHILOSOPHY AND GOALS**

**Policy 0330**

**School Board Organization**

**Oath of Office**

Within seven (7) days after their election, the newly elected or appointed members of the Board shall take the oath of office prescribed by Article VII, Section II, of the Constitution of Missouri, RSMo. Section 162.301(1).

**OATH OF OFFICE**

I, \_\_\_\_\_, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Missouri, and that I will faithfully and impartially discharge the duties of school director in and for The School District of the City of Independence, County of Jackson, State of Missouri, to the best of my ability according to the law, so help me God.

**School Board Organization**

**Code of Ethics**

The Board shall be guided by the following:

- A. As a member of a local Board, representing all citizens of my district, I recognize:
1. That my fellow citizens have entrusted me with the educational development of the children and youth of this community.
  2. That the public expects my first and greatest concern to be in the best interest of each and every one of these young people without distinction as to who they are, what their background may be, or where they may live.
  3. That the future welfare of this community, of the State and of the nation depends in the largest measure upon the quality of educational experiences we provide in the public schools to fit the needs of every learner.
  4. That my fellow Board members and I must take the initiative in helping all the people of this community to have all the facts all the time about their schools, to the end that they will readily provide the finest school program, school staff and school facilities.
  5. That legally, the authority of the Board is derived from the State which ultimately controls the organization and operation of the school district and which determines the degree of discretionary power left with the Board and the people of this community for the exercise of local autonomy.
  6. That I must never neglect my personal obligation to the community and my legal obligation to the State, nor surrender these responsibilities to any other person, group or organization; but beyond these, I have a moral and civic obligation to the Nation which can remain strong and free only so long as public schools in the United States are kept free and strong.
- B. In view of the foregoing consideration, it shall be my constant endeavor:
1. To devote time, thought and study to the duties and responsibilities of a school Board member so that I may render effective and creditable service.
  2. To work with my fellow Board members in a spirit of harmony and cooperation in spite of differences of opinion that arise during vigorous debate of points and issues.

3. To base my personal decision upon all available facts in each situation; to vote my honest conviction in every case, unswayed by partisan bias of any kind; thereafter to abide by and upon the final majority decision of the Board.
4. To resist every temptation and outside pressure to use my position as Board member to benefit either myself or any other individual or agency apart from the total interest of the district.
5. To bear in mind under all circumstances that the primary function of the Board is to establish policies by which the schools are to be administered, but that the administration of school matters shall be left to the employed superintendent and his or her professional or non-professional staff.
6. To welcome and encourage active cooperation by citizens and organizations in the district with respect to establishing policy on current school operation and proposed future developments.
7. Finally, to strive step by step toward ideal conditions for the most effective Board service to my community, in a spirit of teamwork and devotion to public education as the greatest instrument for the preservation and perpetuation of our representative democracy.

## **ORGANIZATION, PHILOSOPHY AND GOALS**

**Policy 0342**  
**(Regulation 0342)**  
**(Form 0342)**

### **School Board Organization**

### **Nepotism, Conflict of Interest and Financial Disclosure**

Board members shall not debate or vote upon the employment of any person to whom they are related within the fourth degree. (See Form 0342.) Provided the Board member relative does not debate or vote upon the employment issue, the Board may employ a person related to a Board member. However, the Board may not under any circumstances employ one of its members.

Members of the Board of Education will conduct themselves in a manner which complies not only with the letter of conflict of interest laws, but also in the spirit of those provisions. Board members will at all times make good faith efforts to avoid the appearance of a conflict of interest. If a situation arises which involves the potential for a conflict of interest, the individual Board member will declare his interest and will refrain from debating or voting upon the question of engaging or using the business entity in question.



**ORGANIZATION, PHILOSOPHY AND GOALS**

**Policy 0350**

**School Board Organization**

**School Board Compensation**

No member of the Board shall accept a salary from, or be employed by the Board, or profit financially in any manner by reason of any dealings with the Board.

## **ORGANIZATION, PHILOSOPHY AND GOALS**

**Policy 0351**

### **School Board Organization**

#### **School Board Travel**

As provided in state statutes, compensation is not provided for members of the Board of Education. However, the Board recognizes the benefits derived by the school district through Board member attendance at regional, state and national conferences and conventions and similar efforts on behalf of the school district. As the school district as a whole is benefitted, the Board will reimburse Board members for normal expenses for lodging, food, registration, and transportation costs incurred while attending authorized conferences or meetings.

Each Board member who has been approved for travel shall file with the Board Secretary an itemized account of anticipated expenses and may request and receive an advancement for these expenses. Upon completion of travel, an actual expense account report, with appropriate receipts, shall be filed with the Board Secretary within the next two weeks.

**School Board Organization**

**Board Committees**

The Board may appoint committees to assist it in carrying out the Board's responsibilities. However, the Board may not delegate those functions which, by law, must be exercised by the Board of Education.

**Committee Guidelines**

1. Committees created by the Board of Education will be assigned specific tasks to be performed and will be assigned a specific time frame within which to accomplish assigned tasks.
2. Upon completion of these tasks or upon expiration of the time allotted, the committee will be dissolved, unless extended by the Board.
3. Reports of Board committees may be made in written form or be presented verbally at a Board meeting at the discretion of the Board.

**Committee Meetings**

Meetings of committees appointed by the Board or at the Board's direction including advisory committees appointed for the specific purpose of recommending policy, policy revisions, expenditures of public funds to the Board or to the Superintendent will comply with the notice and open meeting provision applicable to Board of Education meetings. The Board Secretary will maintain a current list of such advisory committees.

## **ORGANIZATION, PHILOSOPHY AND GOALS**

## **Policy 0410**

### **Meetings**

### **Meetings**

#### **Regular**

The Board of Education shall meet in regular sessions within the District boundaries throughout the year to transact such business as deemed necessary for the effective operation of the District.

The regular business meeting of the Board of Education shall be held at the Administration Building on the second Tuesday of each calendar month beginning at 6:00 pm unless otherwise designated by the Board.

Public notice of the time, date, place and the tentative agenda for the business meeting will be posted as provided in Section 610.020 RSMo. It shall be the duty of the Board Secretary to implement this policy.

All meetings of the Board of Education shall be open to the public and the press, except closed sessions as authorized by law. **Rev. 6/09**

#### **Special**

Special meetings may be held at the time set by the Board or on the call of the Board president or a majority of the Board. (Not less than twenty-four (24) hours written notice, stating the time and place of the meeting and the business to be considered, will be given to each member.) Simultaneously with the giving of notice of such meeting to the members of the Board, a written notice of the meeting and the matters to be considered will be posted in the same manner as postings for regular Board meetings.

No business shall be transacted at a special meeting except that for which it was called, unless by unanimous consent of the Board directors present.

#### **Rules of Order**

The rules of parliamentary procedure contained in the latest edition of *Roberts Rules of Order, Revised* shall govern the Board in its deliberations.

#### **Quorum and Majority Vote**

A majority of the Board shall constitute a quorum for the transaction of business.

Employment of personnel, approval of bills for payment and warrant orders require an affirmative vote of the majority of the Board.

In the absence of a quorum, no business may be legally transacted except to vote to adjourn the meeting to another time or to recess and attempt to secure a quorum.

**Closed Meetings**

The Board may vote to conduct closed executive sessions as provided for in Policy 0430. In order to enter into executive session, such motion must be approved by a roll call majority vote. The motion to enter executive session must reference the specific statutory matters to be discussed.

**Firearms/Weapons**                      Rev. 4/10/2003

Possession of firearms and weapons are prohibited from all school premises and school activities. This prohibition specifically applies to meetings and activities of the Board of Education and applies to all attendees, including members of the Board of Education. The firearm prohibition includes permitted weapons.

**Rev. 8/15**

## **ORGANIZATION, PHILOSOPHY AND GOALS**

**Policy 0411**  
**(Regulation 0411)**  
**(Form 0411)**

### **Meetings**

#### **Meeting Agenda**

A tentative agenda for each regular, special or proposed closed meeting of the Board shall be prepared by the Superintendent, in consultation with the Board president, and shall be included in any public notice of such meetings. Any member of the Board may request items to be placed on the agenda. The tentative agenda, related materials and minutes of the previous meeting shall be mailed or delivered to each member of the Board at least four days prior to the stated meeting unless a special emergency meeting is called at a time which makes the four day prior notice impossible.

The agenda for closed sessions shall be on a separate document; however, the motion to close a meeting must be voted on during a public meeting and must also include the reasons for closing the meeting with references to the specific topics under the provision of Section 610.021, RSMo. as valid grounds for a closed meeting session.

**Meetings**

**Meetings - Participation by Public**

A period of time not to exceed thirty (30) minutes, unless extended by the Board, will be allotted to residents of the District and staff at the beginning of the meeting for comments. The Board is very interested in citizen viewpoints and problems, however, citizens are encouraged to work through problems at the building and/or administrative levels before coming to the Board. Remarks may be limited to five minutes and to one appearance, thus allowing a maximum number of participants in the allotted time period in which citizens are to speak to issues. Questions directed to the Board cannot always be answered immediately. All questions will be responded to by an appropriate person within a reasonable period of time.

District residents and employees may present items to be considered for placement on the agenda. This request must be in writing, specifying the subject of the presentation, supporting data, and the desired action. The request is to be directed to the Board of Education and must be received in the Office of the Superintendent of Schools by 4:00 pm two weeks before the regular meeting of the Board of Education. The Board President and the Superintendent shall determine whether or not the request is appropriate for inclusion on the agenda.

## **ORGANIZATION, PHILOSOPHY AND GOALS**

**Policy 0420**  
**(Form 0420)**

### **Meetings**

#### **Minutes**

##### **Open Session Minutes**

Minutes of the Board of Education meetings shall be available to District residents for inspection at the Superintendent of Schools office during business hours. The minutes will include the date, time, place, members present, members absent, and a record of any votes taken.

##### **Closed Session Minutes**

A separate minute book used solely for the purpose of executive sessions shall be used to record the minutes. Under such circumstances, the Board members and others in attendance are honor-bound not to disclose the details or discussions or minutes of the executive session. Any vote taken during a closed session will be taken and recorded by a roll call vote.



## **ORGANIZATION, PHILOSOPHY AND GOALS**

## **Policy 0430**

### **Meetings**

#### **Executive Sessions**

The Board reserves the right, as provided by law, to close meetings, records and votes as they relate to the matters below. All discussion and action by the Board in executive session must be related to the reasons set forth in the motion to enter executive session. The minutes of the executive session shall be recorded and maintained in a separate, confidential minute book. (See Policy 0420 – Minutes.)

#### **Legal Matters**

Litigation including privileged communications between the Board, its representatives, and its attorneys. Upon completion of the litigation or upon the execution of a settlement agreement, the vote, minutes, and settlement agreement will be made public unless subject to a court order closing the record.

#### **Real Estate Matters**

The lease, purchase or sale of real estate where public knowledge of the details of the proposed acquisition might adversely affect the District's interests. Any vote or public record approving such a contract shall become available to the public within seventy-two (72) hours after execution of the contract.

#### **Personnel Matters**

Actions related to the hiring, firing, disciplining or promotion of a District employee when the performance or individual merits of this employee is considered. Any vote on a final decision to hire, fire, promote or discipline will be available to the public within seventy-two (72) hours of the close of the meeting, except that good faith efforts will be made to notify the affected employee prior to the information becoming publicly available. Disclosure of Board action on such personnel matters will include notice of how each Board member voted on the proposition.

#### **Employee Negotiations**

Preparations for negotiations with employees and employee representatives, including any work product of the Board.

#### **Nonjudicial mental or physical health**

Nonjudicial mental or physical health proceedings involving identifiable persons, including medical, psychiatric, psychological, alcoholism, or drug dependency diagnosis or treatment.

**Student Matters**

Scholastic probation, expulsion, discipline, or graduation of identifiable persons, including records of individual test or examination scores subject to the provisions of the Board's student records policy and regulations.

**Municipal hotlines**

Records pertaining to municipal hotlines established for the reporting of abuse and wrongdoing.

**Software Codes**

Software codes for electronic data processing and documentation thereof.

**Test Matters**

Testing and examination materials before the test or examination is given and until use of the test is discontinued.

**Bidding Matters**

Competitive bidding specifications, until officially approved or published for bids. Sealed bids, until the earlier of the time all are opened or all are accepted or rejected.

**Personnel Records**

Individually identifiable personnel records, performance ratings or records related to employees or applicants for employment. However, the public will have access to the names, positions, salaries, and length of service of employees of the District.

**Communications with District Auditor**

Confidential and privileged communication between the Board and its auditor, including all auditor's work product.

**Records**

Records which are protected from disclosure by law.

## **ORGANIZATION, PHILOSOPHY AND GOALS**

**Policy 0440**  
**(Form 0440)**

### **Meetings**

#### **Notification of Board Meetings**

Notice of meetings of the Board of Education will be given in a manner to reasonably inform the public of the matters to be considered by the Board.

Notice of the time, date, and place of the meeting as well as the tentative agenda will be provided at least twenty-four hours, exclusive of holidays and weekends, prior to the meeting unless for good cause it is impossible or impractical to provide such notice. In such instances, the nature of the impossibility or impracticality will be stated in the minutes. In order to maximize public participation, notice of Board meetings will be posted at the District's administrative offices. Members of the media will be provided with notice of the meeting at the same time notice is provided to members of the Board.

## **ORGANIZATION, PHILOSOPHY AND GOALS**

## **Policy 0510**

### **Policy Development and Review**

#### **Policy Development**

The development and adoption of policies to govern operation of the District is the responsibility of the Board. In developing policy, the Board may solicit input from the community, staff and other professionals. Implementation of Board policy, once adopted, is the responsibility of the Superintendent of Schools.

## **ORGANIZATION, PHILOSOPHY AND GOALS**

## **Policy 0520**

### **Policy Development and Review**

#### **Policy Review and Adoption**

The Board of Education shall review written policies on a continuing basis to ensure consistency and legality of Board action and administrative decisions. Policies shall be reviewed and revised as a result of newly enacted state and/or federal legislation, court decisions, as a result of research and/or policy development as presented by state and/or national organizations and agencies, or for other reasons as determined by the Board of Education.

Policies may be revised or amended by a majority vote of the Directors of the Board of Education provided the revision or amendment has been read at a regular meeting and adopted at a subsequent regular meeting.

The formal adoption of policies shall be recorded in the minutes of the Board of Education. Only those written statements so adopted and so recorded shall be regarded as official Board policy.

#### **Rules, Regulations and Forms**

The Board of Education authorizes the Superintendent to develop rules, regulations and forms in order to implement Board policy.

Rules, regulations and forms may be revised or amended by a majority vote of the Directors of the Board of Education provided the revision or amendment has been read and adopted at a regular meeting.

## **ORGANIZATION, PHILOSOPHY AND GOALS**

## **Policy 0530**

### **Policy Development and Review**

### **Policy Implementation**

The Superintendent of Schools is assigned the responsibility for insuring that all Board policies, rules and regulations are implemented. The Superintendent shall notify all employees and students of their need to abide by Board policies and regulations.

Administrators shall prepare staff, student and parent handbooks which interpret Board policies and state rules and regulations which affect each population set. The handbooks shall be revised annually and distributed within the first month of the school term.

## **GENERAL ADMINISTRATION**

## **Policy 1100** **(Regulation 1100)**

### **Religion**

The School District supports the constitutional separation of church and state. The philosophy of the District is to share with the community the responsibility for education. Since religious observances and the display of religious symbols rightfully belong in the home and in the church or synagogue and not in a tax-supported entity, the District urges that the responsibility for the use of such symbols, and observances of religious occasions, be the province of the home and community.

The District respects the diversity of its community, staff, and student body and wishes to encourage the teaching and appreciation of cultural pluralism in the District curriculum and school-sponsored activities without emphasizing or giving school time to religion(s) or religious celebrations beyond the scope of the curriculum.

It is expected that all activities during school time will be geared toward instruction and will have curriculum significance in accordance with the District's curriculum guides. When developing instructional units and educational activities, staff members should recognize the differences between the religious and the cultural heritage of groups in a pluralistic society.

**Calendar Requirements**

**School Year and School Day**

The Board will annually adopt a school calendar that will provide for a minimum of 173 days and 1,044 hours of pupil attendance.

The length of the school day will meet State Department of Elementary and Secondary Education requirements for six (6) clock hours of instruction. A school year and school day in excess of the state required minimum may be recommended by the Superintendent and approved by the Board.

If the District's schools are dismissed due to inclement weather after school has been in session for three or more hours, that day shall count as a full day. When the total hours lost due to inclement weather exceed twelve (12) hours, the time must be made up in half- or full-day additions to the school term.

The District shall be required to make up no more than eight (8) school days lost or canceled due to inclement weather and half the number of days in excess of eight days.



**Calendar Requirements**

**School Day**

The length of the school day will meet State Department of Elementary and Secondary Education requirements for six clock hours of instruction. The length of the school day in excess of the state required minimum will be recommended by the Superintendent and approved by the Board. The specific daily opening and closing time for individual schools may vary to facilitate the scheduling of the District's transportation program.

If the District's schools are dismissed due to inclement weather after school has been in session for three or more hours, that day shall count as a full day.

Days that the District's schools are closed for inclement weather or emergency reasons, which cause a violation of the necessary 173 days of pupil attendance, will be made up in accordance with state statutes and as approved by the Board upon the Superintendent's recommendation.

**Equal Opportunity and Statement of Non-Discrimination, Harassment, and Retaliation**

The District is committed to providing equal opportunity in all areas of admission, recruiting, hiring, retention, promotion, contracted services, and access to programs, services, activities, and facilities. The District further commits itself to the policy that there shall be no unlawful discrimination, harassment, or retaliation against any person because of race, color, religion, disability, age, sex, gender, national origin, or any other characteristic protected by law. The District is an equal opportunity employer.

The District's equal opportunity policy extends to prohibitions against discrimination, harassment, and retaliation of and against students or employees due to the individual's race, color, religion, disability, age, sex, gender, national origin, or any other characteristic protected by law. The District strictly prohibits such unlawful discrimination, harassment, and retaliation by its employees and students. The District also prohibits retaliatory action, harassment, or discrimination against individuals who make complaints of, report, or otherwise participate in the investigation of any such unlawful discrimination, harassment, or retaliation.

Persons who believe that they have been discriminated, harassed, and/or retaliated against in violation of this policy should report the alleged discrimination, harassment and/or retaliation to the Compliance Officer, unless the Compliance Officer is unavailable or the subject of the report. In that case, the report should be made directly to the alternative Compliance Officer (see Board Policy/Regulation 1310).

All employees, students, and visitors who have witnessed any incident or behavior that could constitute discrimination, harassment, or retaliation under this policy must immediately report such incident or behavior to the District's Compliance Officer for investigation.

If a student alleges sexual misconduct on the part of any District employee to any person employed by the District, that person will immediately report the allegation to the Children's Division (CD) of the Department of Social Services in accordance with state law.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.

**Public Notice**

The superintendent or designee will continuously publicize the District's policy prohibiting discrimination, harassment, and retaliation, and will disseminate information to employees, parents/guardians, and students, as well as to newly-enrolled students and newly-hired employees, regarding how to report discrimination, harassment, and retaliation.

**Freedom from Discrimination, Harassment, and Retaliation**

It is the policy of the Board of Education to maintain a learning and working environment that is free from discrimination, harassment, and retaliation on the basis of race, color, religion, disability, age, sex, gender, national origin, or any other characteristic protected by law.

The District strictly prohibits unlawful discrimination, harassment, and retaliation against employees, students, or others, as provided in Board Policy/Regulations 1300 and 1310. These policies shall extend not only to students with regard to educational opportunities and freedom from discrimination, harassment, and retaliation, but also to employees with regard to employment opportunities, and to individuals with whom the Board does business.

It will be the policy of the District to continually evaluate its practices and procedures to ensure fair and equitable educational and employment opportunities and freedom from discrimination, harassment, and retaliation for all of its students and employees.

For the purposes of this Policy, the term “school personnel” includes Board members, school employees, agents, volunteers, contractors, and any other persons subject to the supervision and control of the District.

**Compliance Officer**

The Board will designate an individual to act as the compliance officer, and ensure that the compliance officer’s name, business address, and telephone number, as well as the District’s Board Policy 1300 are published to patrons, employees, and students on an annual basis.

The Board designates the following individual to act as the District’s compliance officer:

Human Resources Supervisor  
201 North Forest Avenue  
Independence, MO 64050  
(816) 521-5300  
Fax: (816) 521-5619

In the event the compliance officer is unavailable or is the subject of a report that would otherwise be made to the compliance officer, reports should instead be directed to the alternative compliance officer:

Director of Human Resources  
201 North Forest Avenue  
Independence, MO 64050  
(816) 521-5300  
Fax: (816) 521-5680

It shall be the compliance officer's responsibility 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.

The compliance officer will act to promptly investigate all complaints, either formal or informal, verbal or written, of unlawful harassment, discrimination, or retaliation because of race, color, religion, disability, age, sex, gender, national origin, or any other characteristic protected by law.

### **Discrimination**

It is the policy of the Board of Education to maintain a learning and working environment that is free from discrimination on the basis of race, color, religion, disability, age, sex, gender, national origin, or any other characteristic protected by law.

The District does not and will not discriminate on the basis of race, color, religion, disability, age, sex, gender, national origin, or any other characteristic protected by law in the educational programs, activities, and vocational opportunities offered by the District.

The District assures that it will comply with:

1. This Policy/Regulation and state and federal law.
2. The Missouri Human Rights Act, MO. Rev. Stat. § 213.010 et seq., which prohibits discrimination and harassment on the basis of race, color, religion, national origin, sex, disability and age. The Act also makes it unlawful to retaliate against any individual for filing a complaint of discrimination and/or harassment or for participating in an investigation into a complaint of discrimination and/or harassment.
3. 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.
4. Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of handicap in programs and activities receiving Federal financial assistance.
5. Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et seq., which prohibits discrimination on the basis of sex in education 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 District does business.

6. 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.
7. The Boy Scouts of America Equal Access Act, by which the District will provide equal access to District facilities and related benefits and services and will not discriminate against any group officially affiliated with the Boy Scouts of America, the Girl Scouts of the United States of America, or any other youth group designated in applicable federal law.
8. The National School Lunch Act, and other requirements of the U.S. Department of Agriculture (USDA), as it relates to school nutrition programs for which the District receives federal financial assistance, including the National School Lunch Program, the Special Milk Program, the School Breakfast Program, and the Summer Food Service Program.
9. All regulations, guidelines, and standards lawfully adopted under the above statutes by the United States Department of Education.

### **Harassment**

It is the policy of the Board of Education to maintain a learning and working environment that is free from harassment on the basis of race, color, religion, disability, age, sex, gender, national origin, or any other characteristic protected by law. The District's prohibition against harassment extends not only to students with regard to educational opportunities, but also to employees with regard to employment opportunities, and to individuals with whom the Board does business.

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 any other student or staff member through conduct or communication 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.

It shall also be a violation of District policy for any teacher, administrator, or other school personnel of this District to tolerate harassment or sexual harassment of a student because of the student's race, color, religion, disability, age, sex, gender, national origin, 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 District.

### **Retaliation**

The District prohibits retaliation against any person who files a complaint of discrimination, harassment, or retaliation, and further prohibits retaliation against any person who testifies, assists, or otherwise participates in any investigation, proceeding, or hearing relating to such discrimination, harassment, or retaliation. The District will discipline or take other appropriate action against any student, teacher, administrator, or other school personnel who retaliates against any such person.

### **Consequences and Remedies**

When the District receives a report of unlawful discrimination, harassment, and/or retaliation, the District will take appropriate interim measures to protect the alleged victim(s). If, after investigation, it is determined that discrimination, harassment, and/or retaliation in violation of Policies 1300 and 1310 did occur, the District shall take prompt, effective, appropriate action reasonably calculated to end the harassment, discrimination, and/or retaliation and to protect individuals from further such harassment, discrimination, and/or retaliation.

The District will discipline or take other appropriate action against any student, teacher, administrator, or other school personnel who is found to have violated this Policy. Patrons, contractors, visitors, or others who violate this Policy may be prohibited from District property or otherwise restricted while on District property.

### **Grievances**

It is the policy of the District to process all grievances in a fair and expeditious manner. Regulation 1310 provides mechanisms for the resolution of grievances/complaints by employees, patrons, and/or students under this Policy.

### **Students with Disabilities**

This policy and 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 2110 – Equal Education Opportunity, and Policy and Regulation 6250 – Instruction for Students with Disabilities.

**NEW 9/16**

## **GENERAL ADMINISTRATION**

## **Policy 1405** **(Regulation 1405)**

### **School/Community Relations**

#### **Parent/Family Involvement in Education**

The Board of Education recognizes the positive effects of parents/families' involvement in the education of their children. The Board also recognizes the importance of assisting schools in eliminating barriers that impede parent/family involvement and will facilitate an environment that encourages collaboration with parents/families and community. The Board is committed to strong parent/family involvement in working collaboratively with District staff as knowledgeable partners in educating District students. In order to implement the Board's commitment to parent/family involvement in education, the Superintendent will appoint a committee of parents, staff, and community representatives to serve as the District's Parent Involvement Committee. The Committee's responsibilities will include recommendations for program development, parent/staff training and program evaluation.

1. Promote regular, two-way, meaningful communication between home and school.
2. Promote and support responsible parenting.
3. Promote the fact that parents/families play an integral role in assisting their children to learn.
4. Actively solicit parent/family support and assistance for school programs.
5. Include parents as partners in decisions affecting their children and families.
6. Use available community resources to strengthen and promote school programs, family practices, and the achievement of students.

Program evaluation reports will be prepared and submitted to the Superintendent annually by June 1. The evaluation will be used to improve and/or create practices to enhance parent/family involvement.

**GENERAL ADMINISTRATION**

**Policy 1410**

**School/Community Relations**

**Relations with Law Enforcement Authorities**

It is the District policy to cooperate fully with law enforcement agencies in promoting the welfare of District's students, staff and the community. As provided in Policy and Regulation 2673, District officials will satisfy the reporting requirements of the Safe Schools Act. (See also Policy 2150 – Searches by School Personnel, and Policy 2160 – Interviews, Interrogations and Removal from School.)



**GENERAL ADMINISTRATION**

**Policy 1420**  
**(Regulation 1420)**

**School/Community Relations**

**Community Use of School Facilities**

School District facilities are available for community use when facilities are not required for instructional or administrative purposes. Use of District facilities is subject to approval of the community group's application and is subject to conditions established by the Board of Education as set forth in administrative regulations.

To the extent that school facilities are available for community use, such facilities will be open, under the same terms and conditions, to youth groups including but not limited to Boy Scouts, Girl Scouts, Big Brothers-Big Sisters of America, Boys and Girls Clubs of America, Little League Baseball and similar groups. When outside groups are permitted to use school facilities under this policy, the District will not lawfully discriminate against groups based upon a group's religious, political or philosophical content of the speech at such meetings.

## **GENERAL ADMINISTRATION**

## **Policy 1421**

### **School/Community Relations**

#### **Polling Places on School Premises**

School District facilities may be used as polling places pursuant to Section 115.117.1 of the Revised Missouri Statutes.

Pursuant to Section 115.637(18) of the Revised Missouri Statutes, exit polling, surveying, sampling, electioneering, distributing campaign literature, posting sign or placing vehicles bearing signs with respect to any candidate or question to be voted on shall be prohibited on election day inside any School District building in which a polling place is located or within twenty-five (25) feet of the building's outer door closest to the polling place. The Board of Election Commissioners or a duly appointed election judge shall enforce the distance requirement.

On non-election days, the posting or placing of election campaign or candidate signs on School District property is prohibited except for twelve hours immediately prior to the opening of the polls on election day. Election campaign or candidate signs placed on School District property on election day pursuant to this Policy 1421 shall be removed from School District property on or before 6:00 a.m. on the day after election day. Any signs not so removed may be confiscated and destroyed by School District personnel.

## **GENERAL ADMINISTRATION**

**Policy 1425**

### **School/Community Relations**

#### **School Volunteers**

The District encourages participation of parents and citizens of the community to volunteer in the schools in order to serve as additional resources to the teachers and students. Prior to serving as a volunteer, each individual who may have unsupervised contact with a child must complete an application for the position, have a satisfactory criminal records check, and have a satisfactory check of the child abuse/neglect records maintained by the Missouri Department of Social Services.

**School/Community Relations**

**Visitors To Schools**

Principals and teachers shall welcome and encourage visits by parents/guardians, Board members, volunteers and patrons of the schools. All visitors shall report to the principal's office on entering the building so that the office will be aware of their presence. When a patron of the school has a need for a conference with a teacher or counselor, an appointment should be made so the staff member may proceed with his/her assigned duties without undue interruption.

Groups of visitors wishing to visit the school or facilities shall notify the Superintendent as far in advance as possible.

Students dismissed earlier in one school than others are not permitted to be on the grounds of any other school in the District.

All persons who do not obtain permission from the principal's office to visit the school, or visitors who create serious distractions to the learning environment in the building or on the premises, shall be considered trespassers and subject to arrest and prosecution.

In order to minimize the potential harm to staff and students, persons listed on the sex offenders list may not be present in any school building, or on district property, in any district vehicle utilized to transport students, or be present at school activities without the written permission of the Superintendent. If permission is granted for a specific event or events, the Superintendent will notify the principal, where the sex offender will be present.

**Observations by Parents, Advocates, or Others**

Under applicable state and federal law, a parent does not have a right to observe his/her child in the educational setting. However, if a parent, advocate or other person wishes to conduct an observation of any child, activity, teacher, or classroom, he or she must submit a written request to the building principal, within five school days of the date he or she wishes to observe, with the following information:

1. The name and position of the individual(s) who will be observing;
2. The date and time he or she wishes to observe;
3. The amount of time he or she wishes to observe;
4. The specific purpose for which he or she wishes to observe.

The building principal must then grant written permission for the observation to occur. The District reserves the right to deny any observation that it believes will disrupt the educational environment or may lead to a direct or indirect release of personally identifiable information about a student or students. The building principal or other administrator will provide a written or verbal explanation of its decision prior to the requested observation date.

**GENERAL ADMINISTRATION**

**Policy 1431**  
**(Regulation 1431)**

**School/Community Relations**

**Code of Conduct - Adults**

The Board of Education believes in and fosters a safe and orderly environment for all students, staff, and visitors.

Therefore, the Board of Education has established a code of conduct for all employees, parents, patrons, and visitors on school premises and at school activities. All employees, parents, patrons, and visitors will be expected to conduct themselves in a manner reflective of a positive role model for children. Public displays contrary to this expectation as provided in Regulation 1431 will result in sanctions which will limit a person's access to school activities and school premises.

**School/Community Relations**

**Prohibition Against Firearms and Weapons**

The presence of firearms and weapons poses a substantial risk of serious harm to District students, staff and community members. Therefore, possession of firearms and weapons is prohibited on school premises at all times except for law enforcement officials. As used in this policy, the phrase “school premises” includes all District buildings, grounds, vehicles, and parking areas. This prohibition also extends to the sites of school activities whether or not those school activities are conducted on School District property.

Individuals found to be in violation of this policy will be dealt with severely. Students will be disciplined up to and including expulsion as provided in Policy/Regulation 2620. Law enforcement officials will be notified and the individual violating the policy will be directed to leave school premises. Non-students violating this policy will be barred from all school premises and school activities for a period of one year. Subsequent violations by the same individual will result in a permanent bar from school premises and school activities.

**GENERAL ADMINISTRATION**

**Policy 1440**  
**(Regulation 1440)**  
**(Form 1440)**

**School/Community Relations**

**Research Requests**

Requests for research studies involving students and/or staff of the School District must be submitted to the Superintendent of Schools or the Superintendent's designee for approval. Any research utilizing human subjects must be authenticated by the sponsoring university. Written permission from parents of the students to be involved must also be obtained as well as approval of each principal whose school is to be involved.



**GENERAL ADMINISTRATION**

**School/Community Relations**

**Policy 1450**  
**(Regulation 1450)**  
**(Form 1450)**

**Public Access to District Documents**

The District provides public access for the inspection and copying of the District's public records. As a general practice, the District requires advance payment of a copy fee which does not exceed the actual cost of document search and duplication. However, copies of the District's public records may be provided without a fee or at a reduced fee when it is determined by the Board that a reduction is in the public interest. In assessing fee reductions, the Board will consider the potential that the reduction will significantly contribute to public understanding of the District's operations and will consider the degree of commercial value to be gained by the person requesting a fee reduction.

Similarly the District will provide public access for inspection and duplication of the District's public records maintained on audio, video, or similar media. Public access includes but is not limited to computer facilities, recording tapes, discs, video tapes, films, pictures, slides, graphics, and illustrations. The District requires advance payment not to exceed the expense of duplication, staff time required to duplicate, programming if necessary and the cost of the disc or tape used for duplication.

In order to facilitate public access to the District's public records, the Board will appoint the Board Secretary as the custodian of records. The custodian will be responsible for maintaining the District's public records as well as for assuring access to the District's public records. The identity, business address, and office telephone number of the custodian of records will be published annually and will be available at the District's administrative office. The procedures for implementing public access provided in this policy are set forth in Regulation 1450.

**GENERAL ADMINISTRATION**

**Policy 1460**  
**(Regulation 1460)**

**School/Community Relations**

**Community Involvement in Decision Making**

The Board of Education recognizes that many residents of the District may be especially qualified to take an active part in school affairs because of their training, experience, or personal characteristics and encourages them to take an active part in school affairs.

The Board shall give substantial weight to the advice it receives from individuals and community groups interested in the District's schools, but shall use its own judgment in arriving at decisions.

## **GENERAL ADMINISTRATION**

## **Policy 1470**

### **School/Community Relations**

#### **Public Gifts to Schools**

The Board of Education recognizes the educational value of appropriate gifts to schools from Parent Teacher Associations (PTA), other civic groups, corporations, or individuals, and encourages their use to enrich the instructional program. Therefore, gifts which may serve to enhance and extend the work of the schools may be received by the District.

The superintendent is authorized to accept donations and gifts to the school district. The superintendent may designate other administrators to be authorized to accept the gifts for particular schools on behalf of the Board. All major donations or gifts will be reported to the Board of Education and publicly announced.

Instances where the superintendent / designee doubts the appropriateness or usefulness of a proposed donation or gift, the item(s) may be declined, or the matter be referred to the Board for consideration.

**School/Community Relations**

**Memorials**

Sadly the death of a student, former student, or staff member is an event that may occur at any time. Temporary memorials can provide students the opportunity to give testimony to their peers, as well as learn how to direct their generosity to grieving family members. The opportunity to participate in temporary activities and projects can help students and staff come to accept the finality of their loss. An initial memorial site will be designated by the principal where flowers, poems, pictures, stuffed animals in an area where those who wish not to be reminded can easily avoid that location. Memorial items will be removed after the family funeral in a way that permits presentation of these symbols of caring to the family.

Memorials for staff and students lost through suicide will not be established. This policy is the result of the fact that recognition of student suicide may adversely affect others predisposed to suicide.

**School/Community Relations**

**Public Complaints**

Although no member of the community shall be denied the right to petition the Board of Education for redress of a grievance, the complaints will be referred through the proper administrative channels for solution before investigation or action by the Board. Exceptions are complaints that concern Board actions or Board operations only.

The Board advises the public that the proper channeling of complaints involving instruction, discipline, or learning materials is as follows:

1. Teacher
2. Principal
3. Appropriate Central Office Administrator
4. Superintendent
5. Board of Education

Any complaint about school personnel will be investigated by the Administration before consideration and action by the Board.

**GENERAL ADMINISTRATION**

**Policy 1510**

**Office Methods and Data Management**

**Records**

**Custodian of District Records**

The Board of Education will designate the Board Secretary as the custodian of District records who shall maintain, protect, and make such records accessible to authorized persons.

**GENERAL ADMINISTRATION**

**Policy 1520**  
**(Regulation 1520)**

**Office Methods and Data Management**

**School District Annual Report**

School District officials will submit to the Missouri Department of Elementary and Secondary Education all data and reports as required by law and/or by regulations of the Missouri State Board of Education. The Annual Report will be completed and submitted in accordance with department regulations.

The Annual Report will be distributed to all media outlets serving the District, and will be made available to all District patrons, and to each member of the general assembly representing a legislative District which contains a portion of the School District.

**GENERAL ADMINISTRATION**

**Policy 1600**

**Private, State and Federal Programs Administration**

Where appropriate, the District will seek to participate in private, state and federal grant programs as recommended by the Administration and approved by the Board of Education. Procedures for development of grant proposals are set forth in Regulation 1620 – Private, State and Federal Funding.



**Private, State and Federal Programs Administration**

**Protection of Student Rights**

All instructional materials, including teachers' manuals, films, tapes or other supplementary material which will be used in connection with any survey, analysis or evaluation shall be available for inspection by parents/guardians of the students.

No student shall be required to submit to a survey, analysis, or evaluation as part of a school program that requires students to reveal information concerning:

1. Political affiliations of the student or student's family;
2. Mental and psychological problems of the student or his/her family;
3. Sexual behavior and attitudes;
4. Illegal, antisocial or self-incriminating behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Religious practices and affiliations;
7. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers; or
8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The School District will give parents notice of their right to inspect surveys and instructional materials used in educating their children.

## **GENERAL ADMINISTRATION**

**Policy 1620**  
**(Regulation 1620)**

### **Private, State and Federal Programs Administration**

#### **Private, State, and Federal Funding**

Grants from outside agencies are to be related to the needs and priorities of the District in the form of program improvement. Outside funds are to be regarded as supplemental in nature, intended to enhance or augment the usual efforts toward desired goals, quality of learning, inservice education, or capital improvement. Grants may lead to research and development that will be of value to the District. All such funds will be deposited, accounted, and reported through the District's accounting office. The Board directs that the Administration keep financial and program records to document the compliance with all state and federal requirements and to corroborate program success.

All employees of the School District who plan to apply to an outside agency (private, corporate, or governmental) for grants or other types of funds for District use must clear the request with the Superintendent of Schools or designee before preparing an application. The application must then be approved by the Board of Education before submission to the source of funding.

Grants cannot be requested that would require District expenditures not budgeted in the current fiscal year. District funds may not be obligated in advance for future years by the terms of a grant without prior Board approval.

If a grant requires participation by children in experimental types of instruction, written permission of parents must be secured.

**GENERAL ADMINISTRATION**

**Policy 1621**  
**(Regulation 1621)**  
**(Form 1621)**

**Private, State and Federal Programs Administration**

**Title I**

**Parent Involvement**

The Board recognizes the importance of parental involvement with the Title I program and will provide a variety of opportunities for parents to be involved in policy design and in the planning, implementation and review(ing) of Title I programs.

**Staff Qualifications**

Title I teachers and paraprofessionals must meet the qualifications outlined in Regulation 1621.

**Reporting Requirements**

Pursuant to the provisions of the No Child Left Behind Act of 2001, the District will submit its Federal Title I ESEA Plan, describing the District's Title I services.

**Private, State and Federal Programs Administration**

**Head Start Program Policies – 1994**

**Conflict of Interest/Nepotism - Required by: Code of Federal Regulations (CFR) 130.31**

No Head Start employee shall solicit or accept gratuities, favors, or anything of monetary value from contractors or potential contractors.

Head Start shall not employ any individual if a director of that individual's immediate family is employed in an administrative capacity or is a director of the Head Start Policy committee. The term "immediate family" means wife, husband, son, daughter, mother, father, brother, sister or relative by marriage of comparable degree; the term "administrative capacity" means a position having responsibilities related to the selection, hiring or supervising of employees. If a vacant position cannot be filled without hiring such an individual, the policy may be waived. However, employment records must be maintained to provide evidence that no other individual within the service area is qualified and available for employment.

**Probationary Period - Required by: 45 CFR part 101, Subpart D**

All Head Start staff directors will be subject to a Probationary Period. The first six (6) months following appointment to a position is the "Probationary Period." The Probationary Period allows time to examine and act on the results of criminal records check and child abuse/neglect check.

Should a criminal record or child/abuse neglect record check reveal an arrest, pending criminal charge, or a conviction of a probationary employee, a review of the case by District administrators, the Head Start Director, and the Head Start Personnel Committee to assess the relevancy of an arrest charge or conviction to a hiring decision will be conducted. No probationary employee will be dismissed arbitrarily on the basis of arrest, a pending criminal charge, or a conviction.

The Probationary Period also permits the employee to demonstrate his or her capacity to perform and the employer to measure the employee's performance. There may be evaluations of the employee during the Probationary Period. There shall be an evaluation of the employee at the end of the six (6) months, and the employee shall receive a written copy of the evaluation.

At the end of this period, the employee shall be advised of the decision regarding his or her retention as an employee of Head Start.

At any time during the Probationary Period, the Head Start Director, after following procedures, may terminate an employee whose performance does not meet the required standards. The

employee may request notification in writing as to the reason for his or her dismissal, and any such notification shall become part of the permanent personnel records of the School District of Independence.

The School District of the City of Independence reserves the right to shorten the probationary period for any employee found to be fully qualified, and the District may end the probationary period if, in the sole discretion of the District, circumstances make an elongated probationary period necessary.

**Employee Grievance Procedure - Required by: CFR 1301.31**

All grievances and problems of the Head Start staff director must first be presented to the Head Start Director. Any grievance or problem not resolved after consultation with the Head Start Director should be presented in writing to the Assistant Superintendent for Student Services, and if not then resolved to the Associate Superintendent for Human Resources. If a grievance or problem is not resolved at that level, the Head Start staff director should present the complaint in writing to the Superintendent of Schools.

**Confidentiality - Required by: CFR 1304.4-2(c)**

a. Staff

Client confidentiality is a family's right to the protection of private, personal information shared with an agency for the purpose of receiving services. Confidentiality is an ethical obligation of every staff director, as well as a program requirement. The Head Start Performance Standards mandate that programs "provide for the establishment, maintenance and confidentiality of records...." CFR 1304.4-2(c)

Head Start staff will collect only data required for operation and funding and personal information necessary to provide comprehensive and individualized services. The information collected must be essential, factual, objective, and accurately dated.

Client information shall not be shared with any other agency or persons without written consent of the parents or legal guardian.

Staff directors must not discuss Head Start children and families outside the agency. This includes with the employee's family and friends.

Staff directors must exercise care to make sure visitors and volunteers do not access confidential information. This includes the deliberate sharing of information through formal and informal conversation, and the discussion of children and families with other staff in front of visitors, volunteers, or children.

Telephone numbers and addresses of Head Start families and staff directors are not to be released to outside agencies without permission.

Staff directors are expected to work together as a team to share factual, objective, and relevant information to provide appropriate services to children and families.

Facts and data may be released to the Policy Committee, Policy Council directors, and the Board of Education, but other personal identifiers should not be included.

Children's files shall include the initial enrollment application, enrollment card, case history, partnership agreement, child/parent/staff permit agreement form, health information and screening results, nutrition assessment, DIAL-R, child development summary, and developmental observation checklist. These files are kept in a locked file cabinet at the Head Start Office. Those persons who access these files are:

Any U. S. Department of Health and Human Services official representative  
Any U. S. Department of Agriculture official representative  
Any Missouri official, such as: Dept. of Social Services, Dept. of Health  
The Auditor for The School District of Independence, Missouri  
District's Head Start Director and Secretary  
District's Head Start Health Coordinator  
District's Head Start Health Services/Disabilities Assistant  
District's Head Start Education Coordinator  
District's Head Start Disabilities Coordinator  
District's Mental Health Coordinator  
District's Head Start Parent Involvement/Social Service Coordinator  
District's Head Start Social Services/Parental Involvement Assistant  
KCMC Child Development Corporation Karing for Kids Main Concern Head Start  
Director  
KCMC Child Development Corporation Karing for Kids Main Concern Executive  
Director  
District's Head Start Teacher(s)  
Administrators of The School District of Independence

A breach of the Confidentiality Policy and/or a violation of a client's confidentiality will be grounds for dismissal.

b. Parental Rights

Client confidentiality is a family's right to the protection of private, personal information shared with an agency for the purpose of receiving services. Confidentiality is an ethical obligation of every Head Start staff director as well as a program requirement. All

required records of families and children must be safeguarded to assure confidentiality. A child's file is kept in a locked cabinet in the Head Start Office. Those persons who have access to these files are listed below:

Any U. S. Department of Health and Human Services official representative  
Any U. S. Department of Agriculture official representative  
Any Missouri official, such as: Dept. of Social Services, Dept. of Health  
The Auditor for The School District of Independence, Missouri  
District's Head Start Director and Secretary  
District's Head Start Health Coordinator  
District's Head Start Health Services/Disabilities Assistant  
District's Head Start Education Coordinator  
District's Head Start Disabilities Coordinator  
District's Mental Health Coordinator  
District's Head Start Parent Involvement/Social Service Coordinator  
District's Head Start Social Services/Parental Involvement Assistant  
KCMC Child Development Corporation Karing for Kids Main Concern Head Start  
Director  
KCMC Child Development Corporation Karing for Kids Main Concern Executive  
Director  
District's Head Start Teacher(s)  
Administrators of The School District of Independence

To protect client confidentiality, the Independence Head Start complies with regulations of "Family Educational Rights and Privacy Act of 1974". This law grants parents or guardians the following rights:

- (1) to review official school records and data directly related to a student within a 45 day period after written request is made;
- (2) to review the content of the student's records for the purpose of questioning or deleting inaccurate, misleading, or otherwise inappropriate data contained therein;
- (3) to give or withhold consent before personally identifiable records are released to authorized persons or agencies;
- (4) to be notified when records directly relating to the child are subpoenaed by a court of law;
- (5) to communicate with the United States Department of Health and Human Services if a parent or guardian believes their rights have been violated;

- (6) to withhold the following information from being released as public information: student name, address, date and place of birth, participation in officially recognized activities and awards received.
- c. The Head Start Director shall be authorized to develop staff and parental confidentiality signature forms to meet CFR requirements.

### **Lobbying**

Employees of Head Start are subject to the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which prohibits spending any federal appropriated funds for the purpose of influencing or attempting to influence an officer or employee of any agency, a director of Congress, an officer or employee of Congress, or an employee of a director of Congress in connection with the awarding or any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

### **Drug-Free Workplace - Required by; Drug-Free Workplace Act of 1988; 45 CFR Part 76, Subpart F.**

The Head Start Director shall be authorized to develop the following procedures for grantee certification and to submit such procedures to the Superintendent of Schools prior to implementation.

- a. publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- b. establish an ongoing drug-free awareness program to inform employees about:
  - (1) the dangers of drug abuse in the workplace;
  - (2) the grantee's policy of maintaining a drug-free workplace;
  - (3) any available drug counseling, rehabilitation, and employee assistance programs; and
  - (4) the penalty that may be imposed on employees for drug-abuse violations occurring in the workplace;



- c. require that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;
- d. notify each employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will:
  - (1) abide by the terms of the statement; and
  - (2) notify the employer in writing of his/her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction;
- e. notify the agency in writing, within ten (10) calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- f. take one of the following actions within thirty (30) calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted:
  - (1) take appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - (2) require such employee to participate satisfactorily in a drug-abuse assistance or rehabilitation program approved for such purpose by a federal, state or local health, law enforcement, or other appropriate agency;
- g. make a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a, b, c, d, e, and f.

## **GENERAL ADMINISTRATION**

**Policy 1710**

### **Administrative Organization and Roles**

#### **Administrative Reports**

The Board of Education may require reports from the Superintendent and other administrative officials concerning the status of District programs, educational needs and long term District planning. The Board will take steps to monitor the success of District schools in achieving their educational objectives.

## **GENERAL ADMINISTRATION**

**Policy 1720**  
**(Regulation 1720)**

### **Administrative Organization and Roles**

#### **Superintendent of Schools**

The Superintendent is the chief administrative officer of the School District. The Superintendent, under the direction of the Board, is responsible for the general supervision of the schools and all School District personnel. The Superintendent is the chief executive officer of the Board and shall be responsible to the Board for the execution of the policies, rules and regulations and directives given by the Board.

#### **Qualifications of the Superintendent of Schools**

The superintendent of schools shall meet all legal and Missouri Department of Elementary and Secondary Education requirements for certification.

Prior experience as a teacher and a school administrator is desirable.

#### **Terms of Employment**

Twelve month year. Salary and work year to be established by the Board.

**GENERAL ADMINISTRATION**

**Policy 1721**

**Administrative Organization and Roles**

**Authorized Representative**

The School District Superintendent is the authorized representative and signature for all official matters pertaining to the School District.

**GENERAL ADMINISTRATION**

**Policy 1722**  
**(Form 1722)**

**Administrative Organization and Roles**

**Superintendent's Contract**

The Superintendent of Schools may be employed by the Board of Education for a term of from one (1) to three (3) years. The terms of the Superintendent's employment will be contained in a written contract signed by the Superintendent, the Board President and the Board Secretary. During the term of the Superintendent's contract, the amount of compensation and benefits provided in the contract may not be changed.

**GENERAL ADMINISTRATION**

**Policy 1723**  
**(Form 1723)**

**Administrative Organization and Roles**

**Evaluation of the Superintendent**

The Board of Education will evaluate the performance of the Superintendent during December of each contract year. The Superintendent's evaluation will be based, in part, upon the Superintendent's annual goals provided to the Board of Education.

## **GENERAL ADMINISTRATION**

**Policy 1724**

### **Administrative Organization and Roles**

#### **Termination of Superintendent**

The employment of the Superintendent terminates upon expiration of the Superintendent's contract. The decision to extend the Superintendent's contract or to deny such extension lies in the total discretion of the Board.

In addition, and as provided in the Superintendent's employment contract, the Superintendent's contract may be terminated by mutual consent, termination for cause, or death or incapacity.

## **GENERAL ADMINISTRATION**

**Policy 1730**

### **Administrative Organization and Roles**

#### **Building Administration**

Under the supervision of the Superintendent or the Superintendent's designee, the building principals serve as the instructional leaders of their assigned buildings. In that capacity, building administrators are responsible for the implementation of Board policies and regulations. Each building administrator will be evaluated on his/her instructional leadership and the success of his/her students.



**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.

## **STUDENTS**

## **Policy 2110** **(Regulation 2110)**

### **Nondiscrimination and Student Rights**

#### **Equal Educational 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 SS 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.

## **STUDENTS**

## **Policy 2120**

### **Nondiscrimination and Student Rights**

#### **Students of Legal Age**

Upon attainment of the age of eighteen (18), students will be deemed to be adults for purposes of educational records, placement and reporting.

## **STUDENTS**

## **Policy 2140**

### **Nondiscrimination and Student Rights**

#### **Marital, Parental Status of Students**

Students who are married, pregnant or who have given birth will be treated in a like manner as other students with respect to academic matters, student activities as well as other educational benefits provided by the District.

## **STUDENTS**

**Policy 2150**  
**(Form 2150)**

### **Nondiscrimination and Student Rights**

#### **Searches by School Personnel**

School lockers and desks are the property of the Board of Education and are provided for the convenience of students, and as such, are subject to periodic inspection without notice, without student consent, and without a search warrant. The lockers and desks may be searched by school administrators or staff who have a reasonable suspicion that the lockers or desks contain drugs, alcohol, material of a disruptive nature, stolen properties, weapons, items posing a danger to the health or safety of students and school employees, or evidence of a violation of school policy. In addition, the Board of Education authorizes the use of trained dogs to sniff lockers or other school property to assist in the detection of the presence of drugs, explosives, and other contraband.

Students or student property may be searched based on reasonable suspicion of a violation of District rules, policy or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided or reasonable inference drawn from such facts or information. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses, if such witnesses are available. Students may be asked to empty pockets, remove jackets, coats, shoes and other articles of exterior clothing for examination if reasonable under the circumstances.

No employee shall perform a strip search of any student. The exception to this would be if a school administrator reasonably believes that a student possesses a weapon, explosive, or substance that poses an imminent threat of physical harm to himself or herself or another person, and if a commissioned law enforcement officer is not immediately available. Strip searches may be conducted by, or under the authority of, a commissioned law enforcement officer.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains the authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on school premises may be searched if a school administrator has reasonable suspicion to believe that illegal, unauthorized or contraband items, or evidence of a violation of school policy is contained inside the vehicle.

Law enforcement officials shall be contacted if the search produces a controlled substance, drug paraphernalia, weapons, stolen goods or evidence of a crime, in any case involving a violation of law when a student refuses to allow a search, or where the search cannot safely be conducted. Parents may also be contacted. A student who refuses to submit to a search may be appropriately disciplined by school officials.

## **STUDENTS**

## **Policy 2160**

### **Nondiscrimination and Student Rights**

#### **Interviews, Interrogations and Removal From School**

##### **Interview or Interrogation**

The School District has legal jurisdiction over students during the school day and hours of approved extracurricular activities. The school administration is responsible for making an effort to protect each student's rights with respect to interrogations by law enforcement officials. When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school principal or designee will be present and the interview will be conducted in private.

The principal will verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school. The principal ordinarily will make reasonable efforts to notify the student's parents/guardians.

##### **Removal of Students From School**

Before a student at school is arrested or taken into custody by a law enforcement or other legally authorized person, the principal will verify the official's authority to take custody of the student. The school principal will attempt to notify the student's parent/guardian that the student is being removed from school.

## **STUDENTS**

**Policy 2170**  
**(Regulation 2170)**

### **Nondiscrimination and Student Rights**

#### **Distribution of Noncurricular Publications by Students**

The District recognizes that student expression regarding a variety of topics may be beneficial to the District's education mission. Discussion and debate regarding serious issues can engender tolerance for diverse viewpoints. The District, however, has the obligation to ensure that student expression is consistent with the District's educational mission. Accordingly, the District has adopted guidelines to regulate student expression in a manner consistent with the District's educational goals.

## **STUDENTS**

**Policy 2180**

### **Nondiscrimination and Student Rights**

#### **Pledge of Allegiance**

Schools shall ensure that the Pledge of Allegiance is recited in at least one scheduled class of every student no less than once a week.

No student shall be required to recite the Pledge of Allegiance.



## **STUDENTS**

### **Policy 2200** **(Regulation 2200)**

#### **Admission and Withdrawal**

The admission and denial of admission of all students shall be under the direction of the Superintendent/Designee, subject to the approval of the Board of Education. All persons seeking admission to the District and its instructional programs must satisfactorily meet all residency, academic, age, immunization, health, safety, and other eligibility prerequisites as established by Board policies, rules and regulations, and by law. Students entering the District will be required to present a birth certificate or some other acceptable proof of age, proof of residency in the District, or a request for a waiver of the residency requirements unless the student is exempt from the residency requirements as set forth in District policies, rules, and regulations and/or law.

Upon a request to enroll any student in the District, the Superintendent/Designee will request the student's previous school records along with any other relevant records as set forth in Regulation 2200 and state law. Any enrollment of a student prior to receipt of the student's previous discipline records will remain conditional until receipt of such records. A student will be allowed to attend school during conditional enrollment so long as the student does not violate the District's code of conduct or pose a threat of harm to students or employees of the District. (See Regulation 2200, Policy 2290, and Policy and Regulation 2664).

Students who are entering kindergarten or first grade are encouraged to pre-register in the spring prior to the fall semester in which they are to begin attendance.

#### **Placement of Students**

The Independence School District believes neighborhood schools are essential in providing a high quality public education to our students and building a strong sense of community and collaboration throughout the district. Students shall attend the school designated for the attendance area in which the student resides.

**REV. 9/16**

## **STUDENTS**

## **Policy 2210**

### **Admission and Withdrawal**

#### **Entrance Age**

##### **Entrance Age for Pre-Kindergarten Programs**

If the District chooses to maintain a pre-kindergarten program, the students must have reached the age of three (3) before August 1 of the school year beginning that calendar year to be eligible for admission.

##### **Entrance Age for Kindergarten**

To be admitted to kindergarten or to summer school prior to the student's regular term, a student must be five (5) years old before August 1 preceding entrance.

##### **Entrance Age for First Grade**

To be admitted to first grade a student must be six (6) years old before August 1 preceding entrance. However, students who have completed an accredited kindergarten program will be considered for enrollment in the first grade regardless of the August 1 cut-off date.

A birth certificate or some other acceptable document will be required as proof of age.

##### **Military Dependents**

Military dependents that have completed an accredited pre-kindergarten or kindergarten program in another state may enter kindergarten or first grade regardless of age. The District will facilitate the timely enrollment of children of military families and will ensure that they are not placed at a disadvantage due to difficulty in their transfer of education records from the previous school district(s) or variations in entrance legal requirements.

**Rev. 9/2014**

## **STUDENTS**

## **Policy 2220**

### **Admission and Withdrawal**

### **Compulsory Attendance Ages**

The Board of Education shall abide by the compulsory attendance laws of the state by requiring District resident students between the ages of seven and either seventeen years or successful completion of sixteen credits toward high school graduation, to attend school full time, with the exception of those students who may be excused from full-time attendance by the Superintendent. Individual petitions for any deviation from full-time attendance shall be considered by the Superintendent on the merits of the individual student's application and in compliance with state law and regulations. For purposes of this Policy, a completed credit toward high school graduation is defined as one hundred hours of instruction or more in a course.

Any student age seventeen years or older who drops out of school for any reason other than to attend another school, college or university, or to enlist in the armed services, shall be reported to the state literacy hotline office by the School District.

## **STUDENTS**

**Policy 2230**  
**(Regulation 2230)**  
**(Form 2230)**

### **Admission and Withdrawal**

#### **Admission of Non-Tuition Students**

##### **Resident Students**

Resident students of the District five to twenty-one (5-21) years of age who have not graduated from high school or received any document evidencing completion of the equivalent of a secondary curriculum (G.E.D.) and are not barred from enrollment by provisions of the Safe Schools Act (See Policy and Regulation 2664) may attend District schools tuition free. Resident students must provide proof of residency in the District at the time of enrollment. To be a resident of the District, a student must both physically reside and be domiciled within District boundaries. The domicile of a minor child is the domicile of a parent, military guardian pursuant to a military issued guardianship, or court-appointed legal guardian.

Where due to military stationing or deployment out-of-state of one or both of a child's parent(s), the child, a resident of Missouri, relocates to live with other family members that live in the District or live in a military support community located in the District, the child may attend District schools. If the parents' active duty orders expire during the school year, the student will be permitted to finish the current school year at the District.

In addition, the District will provide tuition-free special education services to resident students who qualify for special education services between the ages of 3 and 21 as required by law.

##### **Students Entitled to Enroll Without Proof of Residency**

The residency provisions of this policy are not applicable to homeless students, inter-District court-ordered desegregation students, wards of the state, students placed in residential care facilities, students placed in a residential care facility due to a mental illness or developmental disability, students placed in a residential facility by a juvenile court, students with a disability identified under state eligibility criteria if the student in the district for reasons other than accessing the district's educational program, students attending regional or cooperative alternative education programs, students attending an alternative education program on a contractual basis, or students attending a school pursuant to R.S.Mo s/s 167.151(2) or (4). The exemptions to the residency requirement are expressly established by state law and entitle such students to tuition free school attendance. Additionally, a student may be partially exempt from the payment of tuition as set forth in Policy and Regulation 2240 and state law. For purposes of IDEA special education evaluation and provision of special education services, a student attending a private school located within the District will be evaluated as a resident student.

**Requests for Waiver of Proof of Residency Requirements**

Those students who are unable to satisfy the proof of residency requirements and who are not entitled to enroll as provided in the previous section of this Policy and state law may request a waiver of the proof of residency requirements. Upon filing a Request for Waiver of Proof of Residency (Form 2230.1) and satisfaction of all other enrollment requirements, the student will be conditionally enrolled and allowed to attend school pending a Board of Education hearing on the student's request unless there is reason to suspect that the admission of the pupil will create an immediate danger to the safety of other students or employees of the District. If there is reason to suspect that the student poses an immediate danger, the Superintendent/Designee may convene a hearing within five working days of the request to register and determine whether or not the pupil may register. (See Policy and Regulation 2200, Regulation 2230 and Policy and Regulation 2664).

**Students of Nonresident Teachers and Regular Employees**

Nonresident students of District teachers or regular District employees may be permitted to attend school without payment of tuition. Such students will be considered a "resident" student for purposes of state aid.

## **STUDENTS**

## **Policy 2240** **(Regulation 2240)**

### **Admission and Withdrawal**

#### **Admission and Tuition – Nonresident Students**

Nonresident students will be permitted to attend the District schools only upon the processing of the student's Request for Waiver of Proof of Residency (Form 2230.1) and payment in full of tuition as determined by District representative in their sole discretion, and provided the student is not barred from enrollment by provisions of the Safe Schools Act. (See Policy 2664.) Prior to the first day of school, the District must receive the full tuition payment as established by the Board, unless the student is exempt from tuition as required by law. All costs of transportation for any student admitted on a tuition basis will be the sole responsibility of the person enrolling the student, unless otherwise required by law. In no event shall the Independence School District be responsible for the transportation costs for a student admitted on a tuition basis. Tuition rates will be determined annually by the Board of Education on the basis of the per-pupil cost for the preceding year including operation, maintenance, and debt service of the schools.

In accordance with state law, the district will admit nonresident students ("transfer students") who reside in a Missouri school district that: (1) is located in the same or an adjoining county as the district (Jackson County, Missouri); and (2) is currently classified as unaccredited by the Missouri State Board of Education.

The unaccredited school district shall pay the full tuition for each semester before the transfer student will be enrolled or allowed to attend that semester, unless an alternative arrangement is made with the district and approved by the Board of Education. If a timely payment of tuition is not made, the transfer student shall not be entitled to attend the district.

Transfer students will be permitted to enroll in the district on a semester basis only. Transfer students will not be admitted during the term of a school semester. For the fall semester, applications will be accepted from January 1 to February 1. For the spring semester, applications will be accepted from October 1 through October 31. Late applications will not be considered. Students residing in an unaccredited district must submit an application by no later than January 1 for every school year they wish to attend the district, but students who have been admitted for the fall semester are not required to reapply for the spring semester.

Pursuant to guidance issued by the State Board, the district has adopted a procedure for establishment of class size and student-teacher ratios for all grade levels. The district will not enroll transfer students if enrollment would require the district to exceed its standards for class size and student-to-teacher ratios.

Within two (2) business days of enrollment in the District by state officials of a nonresident student pursuant to state statute, the Superintendent/designee will request the student's transfer and discipline records from all schools or facilities previously attended and from other state agencies

and entities involved in the placement of the student within the twenty-four (24) month period preceding enrollment. The Superintendent/designee is authorized to share relevant portions of such student's transfer and discipline records with District employees who, based upon their duties, have a need to know such information. Such records will be maintained in confidence for purposes of maintaining discipline and for assistance to the student.

**REV. 12/13**

## **STUDENTS**

**Policy 2250**  
**(Regulation 2250)**

### **Admission and Withdrawal**

#### **Admission of Exchange Students**

Exchange students under sponsorship of the American Field Service shall be accepted as resident students, and shall have all the rights and privileges of a resident student during the period of enrollment.



## **STUDENTS**

**Policy 2260**  
**(Regulation 2260)**

### **Admission and Withdrawal**

#### **Homeless Students**

The Board of Education is committed to providing equal access for all eligible homeless students to a free, appropriate education in the same manner as is provided to other District students. In carrying out this commitment, the District will identify and assess the needs of the District's homeless students; provide for the placement of its homeless students in the school of best interest; provide access to the District's programs; and appoint a homeless coordinator. The Superintendent will review all District policies to determine whether they act as barriers to the enrollment of homeless students. Special attention will be given to policies regarding transportation, immunization, residency, birth certificates, school records and guardianship.

## **STUDENTS**

## **Policy 2270** **(Regulation 2270)**

### **Admission and Withdrawal**

#### **Migrant Students**

The Board of Education is committed to the identification, needs assessment and enrollment of migrant students living within the District. The District's Coordinator of Programs for Homeless Students is also responsible for implementation and maintenance of the District's program for migrant students. (See Policy 6274 - Instruction for Migrant Students.)

The Board of Education directs the administration to screen students, as required by law, to assist the state in identifying migratory children. If the District becomes aware of any student who might be a migrant student, the superintendent or designee will notify the state director of migrant education, as designated by the Department of Elementary and Secondary Education (DESE), so that the student may be formally recognized as a migrant student.

The administration will develop written administrative procedures for ensuring that migrant students, once identified, receive services for which they are eligible. In developing and implementing a program to address the needs of migratory children, the District will:

1. Screen students and assess the educational and related health and social needs of each student identified as migrant.
2. Provide a full range of services to migrant students, including applicable Title I programs, special education, gifted education, career or technical education, language programs, counseling programs, elective classes, fine arts classes, etc.
3. Provide migratory children with the opportunity to meet the same statewide assessment standards that all children are expected to meet.
4. To the extent feasible, provide advocacy and outreach programs to migratory children and their families and professional development for district staff.
5. Provide parents/guardians an opportunity for meaningful participation in the program.

**Rev. 3/17**

## **STUDENTS**

## **Policy 2280**

### **Admission and Withdrawal**

#### **Admission of Home Schooled Students**

Students who enroll in the District from a home-schooled status must meet residency requirements as stipulated in Policy 2230.

Grade placement will be determined by an administrative evaluation of records from the home-school setting and assessment of student's age, total educational experience, achievement tests administered at the time of District registration, and consultation with parents/guardians.

## **STUDENTS**

## **Policy 2290**

### **Admission and Withdrawal**

#### **Denial of Admission and Student Withdrawal from School**

##### **Denial of Admission**

A student who is conditionally enrolled pending a Waiver of the Proof of Residency Requirement hearing may be denied admission and barred from attending school after denial of the student's waiver request as provided in Regulation 2230 and state law.

A student may be denied admission based upon a previous disciplinary expulsion that would result in expulsion in the District or criminal conduct as provide in Policy and Regulation 2664 and state law.

A nonresident student who is not otherwise entitled to a free public education in the District may be denied admission for any nondiscriminatory reason in accordance with District policies, regulations and rules, and state and federal law.

##### **Administrative Removal of Student from Enrollment Not Resulting from Student Disciplinary Action**

Upon information that calls into question a student's entitlement to a free public education in the District, the Superintendent/Designee will attempt to contact the student's parent(s) or guardian and give him/her the opportunity to respond. If the Superintendent/Designee determines after this communication or attempted communication that the student is not entitled to a free public education in the District, the Superintendent/Designee will provide written notification of this determination to the parent(s)/guardian and will notify the parent(s)/guardian of the right to appeal this determination to the Board of Education. The student will not be removed from the District's enrollment and barred from school attendance until after the time period to appeal to the Board has expired or if the Superintendent/Designee's determination is appealed, the Board has upheld the Superintendent/Designee's determination.

##### **Voluntary Student Withdrawal**

Students who voluntarily withdraw from school for any reason are required to notify the building principal and provide a specific reason for withdrawal.

Each building principal will submit a monthly report to the Superintendent concerning the identity and reason of each student withdrawing from school.

**Requests to Transfer Student's Records to Another Public, Private or Charter School**

Building principals will respond within five (5) business days to requests by other schools for the records of students transferring from District schools. Records transferred pursuant to such requests will include the written notification of criminal charges/adjudications by law enforcement officials for criminal acts listed in Regulation 2673.

**Rev. 9/2014**

## **STUDENTS**

## **Policy 2310** **(Regulation 2310)**

### **Attendance**

#### **Student Attendance**

The Board of Education believes that regular attendance is essential to achieving success in school. Education is a total process based upon continual communication and shared responsibilities among parents, students, teachers and school. As students mature and progress through the educational system, they should increasingly assume responsibility for regular attendance. However, parents have a legal and moral responsibility to require regular attendance at school.

**STUDENTS**

**Policy 2320**  
**(Regulation 2320)**

**Attendance**

**Part-Time Attendance**

Resident students may attend District schools on a part-time basis as provided by state law and regulations of the Board of Education.

## **STUDENTS**

**Policy 2330**  
**(Regulation 2330)**

### **Attendance**

#### **Student Early Dismissal Procedures**

Students are to be released from school during school hours only with permission of the building principal/designee.

Early dismissal of a student may be approved only by the principal/designee. Normally requests for early dismissal must be in writing, signed and dated by a parent/guardian.

The Principal gives permission, upon enrollment, for students to leave school early as a result of block scheduling.



## **STUDENTS**

## **Policy 2340** **(Regulation 2340)**

### **Attendance**

#### **Truancy and Educational Neglect**

The Board of Education believes regular attendance is important to academic success. Therefore, the Board directs that problems with attendance on the part of any student be investigated and acted upon promptly.

Truancy is defined as deliberate absence from school on the part of the pupil with or without the knowledge of the parent/guardian and for which no justifiable excuse is given. When a pattern of truancy becomes evident, the principal will investigate and take such action as circumstances dictate.

Section 210.115 R.S.Mo. mandates reporting to the Division of Family Services when there is reasonable cause to suspect that a student's nonattendance is due to the educational neglect of the parents/guardians.

Any school official or employee who knows or has reasonable cause to suspect that a student is being subjected to home conditions or circumstances which would reasonably result in truancy will immediately report or cause a report to be made to the building principal, or his/her designee, who will then become responsible for making a report via the Student Abuse Hotline to the Missouri Division of Family Services (DFS). The building principal shall inform the Superintendent/designee that a report has been made, and keep the Superintendent apprised of the status of the case.

## **STUDENTS**

**Policy 2400**  
**(Regulation 2400)**  
**(Form 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.

## **STUDENTS**

## **Policy 2510**

### **Student Academic Achievement**

#### **Grade Placement for Transfer Students**

All students entering the District from other educational settings are required to submit evidence of their achievement in the last grade attended. Grade placement of a student may be adjusted on the basis of examination of the student's previous record, achievement tests administered, or other factors which the principal and staff believe are appropriate under the circumstances. A transcript of all entering secondary school students is required before enrollment can be completed. However, a student may be permitted to enroll temporarily until a full transcript is obtained.

#### **Transfers from Unaccredited Schools**

Parents/guardians should be advised that if they choose to transfer their student to the public school from an unaccredited school, the student will not be guaranteed comparable placement in the public schools. Students transferring will be assigned an appropriate grade level and class assignment based on their educational and developmental level as determined by the principal through assessment of student's age, educational experience, achievement tests and consultation with parent/guardian and personnel from the student's former school.

## **STUDENTS**

## **Policy 2520** **(Regulation 2520)**

### **Student Academic Achievement**

#### **Promotion and Retention**

The purpose of promotions and retentions is to provide maximum consideration for the long range welfare of the student and to provide an opportunity for each student to progress through school according to his/her own needs and abilities.

It is expected that most students in the schools will be promoted annually from one grade level to another upon completion of satisfactory work, however, a student may be retained when his/her standards of achievement or social, emotional, mental, or physical development would not allow satisfactory progress in the next higher grade. Retention normally occurs before the student leaves the primary grades.

Parents/guardians who wish to appeal the decision for retention must first contact the building principal. If parents/guardians do not accept the decision at the building level, an appeal may be made in writing to the Superintendent. All appeals must be requested within two (2) weeks after the last student attendance day.

The process for reading assessments and remediation, and retention guidelines for students who fail to meet the District's objectives for reading, are contained in Regulation 2520 – Promotion and Retention.

**Student Academic Achievement****Graduation Requirements - Students with Disabilities**

The District must provide a free appropriate public education (FAPE) for students with disabilities pursuant to the Individuals with Disabilities Education Act (IDEA) until they graduate or until the student reaches twenty-one (21) years of age.

Students with disabilities pursuant to the IDEA who have completed four years of high school shall be allowed to participate in the graduation ceremony of the student's high school graduating class and all related activities if the student's individualized education program (IEP) prescribes special education, transition planning, transition services, or related services beyond the student's four years of high school, and the student's individualized education program team determines the student is making satisfactory progress toward the completion of the individual education program and participation in the graduation ceremony is determined appropriate.

The District shall provide timely and meaningful written notice to children with disabilities and their parents or guardians about this policy. [Notice of the District's policy shall be provided at the annual IEP meeting that occurs prior to the student's fourth year of high school.] The purpose of the notice is to inform parents and students about the policy and should not be confused with IDEA notices of action relating to the identification, evaluation, placement, or provision of FAPE.

This policy does not apply to non-IDEA students.

## **STUDENTS**

## **Policy 2540**

### **Student Academic Achievement**

#### **Early Graduation**

Graduation, with all attendant privileges, will be allowed any time after seven (7) semesters of attendance beginning with grade nine and attainment of all requirements as set by the state and local School Boards. Early graduation should be part of a cooperative plan arrived at by students, their parent/guardian, and the school.

The above requirements may be modified in exceptional cases with approval of the Board of Education, upon recommendation of the Superintendent.

**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.

## **STUDENTS**

## **Policy 2610** **(Regulation 2610)**

### **Discipline**

#### **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.



## **STUDENTS**

## **Policy 2620** **(Regulation 2620)**

### **Discipline**

#### **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.

## **STUDENTS**

## **Policy 2630**

### **Discipline**

#### **Closed Campus**

With the safety and welfare of the students in mind, the Board of Education has closed all campuses during the school day. Permission to leave school will be granted only for valid reasons, and only with a written request signed by a parent/guardian. In emergency situations, a telephone call from a parent/guardian may suffice, with approval of the building principal.

## **STUDENTS**

## **Policy 2640**

### **Discipline**

#### **Student Use of Tobacco, Alcohol and Drugs**

##### **Smoking**

The Board of Education believes that smoking and the use of any tobacco products or substances appearing to be tobacco products are detrimental to the health and well-being of staff and students. Therefore, the Board prohibits the use, sale, transfer, and possession of any tobacco products or substances appearing to be tobacco products, i.e. e-cigarettes, 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(20c)(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.

**Rev. 9/2014**

## **STUDENTS**

## **Policy 2641**

### **Discipline**

#### **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. 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.

## **STUDENTS**

**Policy 2650**  
**(Form 2650)**

### **Discipline**

#### **Student Vehicle Use**

Building principals have the authority to regulate student use of automobiles at school. Use of school property for student parking purposes is a privilege that may be denied due to violation of District regulations and school policies. Student vehicles parked on District property are subject to search by school officials where there is reason to believe a vehicle contains materials prohibited by District regulations.

## **STUDENTS**

## **Policy 2651**

### **Discipline**

#### **Student Dress**

The Board of Education expects each student to share in promoting a positive, healthy and safe atmosphere. Student dress which is offensive or detracts from the learning process or creates a health or safety problem will not be permitted. This expectation includes the school day and school sponsored extracurricular activities.

## **STUDENTS**

**Policy 2652**  
**Form 2652**

### **Discipline**

#### **Student Conduct on Buses**

The safety of students during their transportation to and from school is a responsibility which they and their parents/guardians share with the bus drivers and school officials. Therefore, the rules of student conduct will be issued to all students at the beginning of the school year, and to new students upon enrollment.

## **STUDENTS**

## **Policy 2653** **(Regulation 2653)**

### **Discipline**

#### **Student Participation in Secret Organizations and Gangs**

The Board of Education prohibits the organization of or membership in secret fraternities, sororities, or in other clubs or gangs not sponsored by established agencies or organizations recognized by the School District. The Board considers those organizations or memberships in those organizations detrimental to the good conduct and discipline of the school.

The Board of Education feels that the presence of gangs and gang activities can cause a substantial disruption of or material interference with school and school activities. A “gang” as defined in this policy is any group of two or more persons whose purposes include the commission of illegal acts.

The Board of Education has adopted Regulations 2653 in order to prohibit the existence of gangs and gang activities on or about school property or at any school function.



## **STUDENTS**

## **Policy 2654**

### **Discipline**

#### **Student Use and Care of School Property**

The Board of Education recognizes that acts of destruction, defacing, trespassing, burglary and theft of District property are contrary to the interests of students, staff and taxpayers. The District officials will cooperate fully with all law enforcement agencies in the prevention of crimes against District property as well as in the prosecution of persons involved in such conduct.

The District will seek restitution from students and other persons who have damaged or destroyed District property. As permitted by law, the District will also seek restitution from the parent/guardian of children involved in such misconduct.

**Discipline****Bullying**

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation toward District personnel or students on school grounds, during the school day, at any school-sponsored activity, or in any school-related context. Bullying of students and District personnel is prohibited on all school property, during any District-sponsored activity, and on all District school buses.

“Bullying” means intimidation, unwanted aggressive behavior, or any other unwanted negative action that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, cyberbullying, electronic or written communication, and any threat of retaliation for reporting such acts.

Bullying occurs when a student:

- Communicates to another individual by any means (including face to face, by telephone, in writing, through cyberbullying, or via electronic communications), an intention to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose, or
- Physically contacts another individual 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.

“Cyberbullying” means bullying as defined above through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager.

The District shall have jurisdiction to prohibit cyberbullying that originates on a school’s campus or at a District activity if the electronic communication was made using the school’s technological resources, if there is sufficient nexus to the educational environment, or if the electronic communication was made on the school’s campus or at a District activity using the student’s own personal technological resources. The District may discipline any student for such cyberbullying to the greatest extent allowed by law.

### **Anti-Bullying Coordinator**

The Superintendent shall, on an annual basis, appoint a District employee who is teacher-level staff or above at each school to serve as the Anti-Bullying Coordinator.

The list of District Anti-Bullying Coordinators shall be kept on file at central office, along with this Policy.

### **Reporting**

District employees are required to report any instance of bullying of which the employee has first-hand knowledge. District employees who witness an incident of bullying are required to report the incident to the school Anti-Bullying Coordinator within two (2) school days of the employee witnessing the event, unless the Anti-Bullying Coordinator is unavailable or is the subject of a report. In that case, the report should be made directly to the District's Compliance Officer (see Board Policy 1310).

All District employees shall instruct all persons seeking to report an incident of bullying to communicate directly with the Anti-Bullying Coordinator.

If a verbal report is made, the person will be asked to submit a written complaint to the Anti-Bullying Coordinator. If such person refuses or is unable to submit a written complaint, the Anti-Bullying Coordinator will summarize the verbal complaint in writing.

Even if a written complaint is not directly filed, if the Anti-Bullying Coordinator otherwise learns about possible bullying or cyberbullying, the District will conduct a prompt, impartial, adequate, reliable, and through investigation to determine whether unlawful conduct occurred and will implement the appropriate interim measures, if necessary. The District may take action upon finding a violation of law, District policy, or District expectations even if a complaint is not directly filed.

### **Investigation**

Within two (2) school days of receiving a report of an incident of bullying, the Anti-Bullying Coordinator, the school principal, or his/her designee shall initiate an investigation of the incident. The school principal may appoint other school staff to assist with the investigation.

The investigation shall be completed within ten (10) school days from the date of the written complaint of bullying, unless good cause exists to extend the investigation.

### **Retaliation**

The District prohibits retaliation against any person who files a complaint of bullying,

cyberbullying, or retaliation, and further prohibits retaliation against any person who testifies, assists, or otherwise participates in any investigation, proceeding, or hearing relating to such bullying, cyberbullying, or retaliation. The District will discipline or take other appropriate action against any student, teacher, administrator, or other school personnel who retaliates against any such person.

### **Consequences and Remedies**

When the District receives a report of bullying, cyberbullying, and/or retaliation, the District will take appropriate interim measures to protect the alleged victim(s). If, after investigation, it is determined that bullying, cyberbullying, and/or retaliation did occur, the District shall take prompt, effective, appropriate action reasonably calculated to end the bullying, cyberbullying, and/or retaliation and to protect individuals from further bullying, cyberbullying, and/or retaliation.

Students who are found to have violated this policy will be subject to the following consequences: loss of privileges, classroom detention, conference with teacher, parents contacted, conference with principal, in-school suspension, out-of-school suspension, expulsion, and/or law enforcement contacted. Consequences imposed shall depend on factors such as: age of student(s), degree of harm, severity of behavior, disciplinary history and number of incidents.

The District will discipline or take other appropriate action against any student, teacher, administrator, or other school personnel who is found to have violated this Policy. Patrons, contractors, visitors, or others who violate this Policy may be prohibited from District property or otherwise restricted while on District property.

### **Public Notice**

The superintendent or designee will continuously publicize the District's anti-bullying policy and will disseminate information to employees, parents/guardians, and students, as well as to newly-enrolled students and newly-hired employees, regarding how to report incidents of bullying. This Policy shall also be published in District student handbooks.

In addition, the District shall:

- a. Provide information and appropriate training to district staff who have significant contact with students regarding the policy;
- b. Give annual notice of the policy to students, parents/guardians, and staff;

- c. Provide education and information to students regarding bullying, including information regarding the school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to address bullying (including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have
- d. engaged in bullying, reprisal, or retaliation against any person who reports an act of bullying);
- e. Instruct school counselors, school social workers, licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for students to overcome bullying's negative effects. Such techniques shall include, but not be limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself or herself assertively and effectively; helping the student develop social skills; and/or encouraging the student to develop an internal locus of control; and
- f. Implement programs and other initiatives to address bullying, respond to such bullying conduct in a manner that does not stigmatize the victim, and make resources or referrals available to victims of bullying.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken. Complaints alleging unlawful discrimination, harassment, or retaliation in violation of Board Policy/Regulation 1300 and/or 1310 shall be referred to the compliance officer for investigation pursuant to Board Policy/Regulation 1310.

**NEW 9/16**

## **STUDENTS**

## **Policy 2656**

### **Discipline**

#### **Cell Phone Usage for Audio and Video Recordings**

The use of student cell phones, digital cameras, iPads, and similar electronic devices for the purpose of producing audio and/or visual records is banned during the instructional day, as well as in dressing areas during extra-curricular activities and on District-provided transportation, including but not limited to buses.

The policy does not prohibit the use of student cell phones, digital cameras and similar electronic devices for the purpose of producing audio and/or visual recordings when:

- (1) The recording is produced as part of a required school-sponsored class or activity;
- (2) The recording is produced at a school performance, activity, or sporting event to which the general public is invited;
- (3) The recording is otherwise permitted by these policies or the building principal.

Violation of this policy will result in in-school suspension for the first offense, while second offenses will result in out-of-school suspension being imposed.

**Rev. 3/17**

## **STUDENTS**

**Policy 2660**  
**(Regulation 2660)**

### **Discipline**

#### **Detention**

The provisions of a detention program for student violations of policies, rules and regulations shall provide principals with an additional alternative for dealing with disciplinary problems that occur in the schools. Detention is an assigned before-school and/or after-school period, during which student activity is closely monitored and severely restricted. Students are expected to be quiet during the entire detention period and to work exclusively on assigned tasks.

## **STUDENTS**

## **Policy 2661**

### **Discipline**

#### **In-School Suspension**

In-school suspension is a structured disciplinary action in which a student is isolated or removed from regular classroom activities, but is not dismissed from the school setting. The principal/designee may assign students to the in-school suspension program for a reasonable and specified period of time.



## **STUDENTS**

**Policy 2662**  
**(Regulation 2662)**  
**(Form 2662)**

### **Discipline**

#### **Suspension**

*Suspension* refers to an exclusion from school for a specific period of time short of permanent exclusion. Building principals are authorized to suspend students for periods of time not to exceed ten (10) consecutive school days for violation of District regulations, and are authorized to impose additional suspensions of not more than 10 consecutive school days in the same school year for separate acts of misconduct. Building principals may also recommend extensions of suspension for periods of time up to 180 consecutive school days by the Superintendent. The Superintendent of schools may suspend students for periods up to 180 consecutive school days and recommend longer suspensions and expulsions to the Board of Education. Only the Board may impose suspensions in excess of 180 consecutive school days.

## **STUDENTS**

**Policy 2663**  
**(Regulation 2663)**  
**(Form 2663)**

### **Discipline**

### **Expulsion**

The term "expulsion" refers to permanent exclusion from school.

If a student consistently or grossly refuses to conform to school policies, rules and/or regulations, the Superintendent may recommend to the Board of Education that the student be expelled from school. Parent(s) (guardian(s)) may waive the right to a hearing for their student provided the student is under the age of eighteen (18) and provided the waiver is in writing.

## **STUDENTS**

**Policy 2664**  
**(Regulation 2664)**

### **Discipline**

#### **Enrollment or Return Following Suspension and/or Expulsion**

No student shall be readmitted, or permitted to enroll or otherwise attend school (except as may otherwise be required by law), following a suspension or expulsion from this or any other school until the District has conducted a conference to review the conduct that resulted in the expulsion or suspension, and any remedial actions needed to prevent any future occurrences of such or related conduct.

## **STUDENTS**

## **Policy 2670**

### **Discipline**

#### **Corporal Punishment: Prohibited**

No person employed by or volunteering for the School District shall administer or cause to be administered corporal punishment upon a student attending District schools.

A staff member may, however, use reasonable restraint against a student without advance notice to the principal, if it is essential for self-defense, the preservation of order, or for the protection of other persons or the property of the School District.

## **STUDENTS**

### **Discipline**

**Policy 2671**  
**(Regulation 2671)**  
**(Form 2671)**

#### **Student Discipline Hearings**

Parents/guardians of students suspended for more than ten (10) school days may make a written request for a hearing before the Board of Education. This request will be addressed to the Superintendent/Designee who will review all matters concerning the suspension and refer the request for a Board hearing.

In conducting a discipline hearing, the Board will carefully consider the information presented by the administration and by the parent/guardian. In making its decision concerning guilt and innocence as well as punishment, the Board will be mindful of Board discipline policies in place, the effect of its decision upon the individual student, and the safety and welfare of District students and staff.

## **STUDENTS**

**Policy 2672**  
**(Regulation 2672)**

### **Discipline**

#### **Discipline of Students with Disabilities**

The obligation and the responsibility to attend school regularly and to comply with the District's discipline policies applies to all students. The District may discipline a student with a disability who has not complied with the District's discipline policies in a manner that is consistent with the District's policies and applicable law. Special education services will be provided to a disabled student if the student has been removed from school for more than ten (10) school days. If a student with a disability is removed for less than ten (10) cumulative days, educational services will be provided only if such services are provided to students without disabilities who have been similarly removed in accordance with applicable federal and state law and Board policy.

## **STUDENTS**

### **Discipline**

**Policy 2673**  
**(Regulation 2673)**  
**(Form 2673)**

### **Reporting of Violent Behavior**

The District requires school administrators to report acts of school violence to all teachers at the attendance area and other District employees who are directly responsible for the student's education or who interact with the student in the performance of the employee's duties, and who have a need to know. School administrators will also disclose to appropriate staff members portions of any student's individualized education program that is related to past or potentially future violent behavior. Violent behavior and the phrase acts of school violence are defined as the use of physical force by a student with the intent to do serious physical injury to another person while on school property, including a school bus, or while involved in school activities.

In addition the Superintendent/designee will report to law enforcement officials, as soon as is reasonably practicable, the commission of any of the acts or related juvenile offenses listed in Regulation 2673, which are committed on school property, including school buses, or while involved in school activities.

## **STUDENTS**

## **Policy 2710** **(Regulation 2710)**

### **Student Welfare**

#### **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 may be subjected to abuse or neglect, such employee and the Superintendent shall forward 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.

The District will post in each student restroom and in a clearly visible location in each school office, the toll free child abuse and neglect hotline number established by the Children's Division. These signs will be published in both English and Spanish. Such child abuse and neglect hotline numbers shall be depicted in large print on posters 11 inches by 17 inches and will be placed at eye level for easy viewing. The hotline number will be shown in bold print. The signs shall also contain instructions to call 911 for emergencies and contain directions for accessing the Children's Division's website for more information on reporting abuse and neglect.

**REV. 3/16**



## **STUDENTS**

**Policy 2720**  
**(Form 2720)**

### **Work Certificate**

#### **Employment of Students**

The Superintendent of Schools will make provision for the issuance of work permits to students between the ages of fourteen (14) and sixteen (16). In addition, principals/designees and District employees holding a student service certificate and, who is authorized by the Superintendent, may issue work certificates to students who are attending their schools. Employees with authority to issue certificates may not issue a certificate to their own child.

Principals issuing work certificates will provide self-certification that the principal understands the legal requirements for issuing work certificates. The principal issuing a work certificate will submit a copy of each certificate and the certificate application to the Superintendent. The Superintendent may revoke a certificate issued by a principal if the Superintendent becomes aware of any grounds upon which the student may be ineligible for a work certificate.

## **STUDENTS**

## **Policy 2730**

### **Student Welfare**

#### **Supervision of Students**

Students are to be under supervision of the professional staff at all times during school hours and at school sponsored activities.

It is the responsibility of principals to arrange for adequate supervision during school hours. It is the duty of teachers to perform assigned supervision during school hours. Students are not to be left unsupervised during the school day whether in instructional areas or on the playground.

It is the responsibility of principals to arrange for adequate supervision at school sponsored activities.

## **STUDENTS**

## **Policy 2740** **(Regulation 2740)**

### **Student Welfare**

#### **Student Safety**

The District places a high priority on the safety of its students and employees. When a student or employee is the victim of a violent criminal offense, severe disciplinary consequences will be imposed. (See also Regulation 2610 – Behavioral Expectations.) In addition and pursuant to the No Child Left Behind Act of 2001, student victims of a violent criminal offense that was committed on school premises will be offered transfer to another District school. To insure awareness of this policy, the parents of student victims will be notified in writing of their right to a school transfer.

For purposes of this policy, a *victim* is a student who has suffered personal injury or injuries to his or her property as a direct result of a violent criminal offense. This definition does not include bystanders or witnesses to the act unless they suffered personal or property injury as a direct result of a violent criminal offense while on school premises.

The District will notify the Department of Elementary and Secondary Education (DESE) of all violent criminal offenses committed on school premises when the victim is a student or employee. Reportable offenses are set out in Regulation 2740.

## **STUDENTS**

## **Policy 2750** **(Regulation 2750)**

### **Student Welfare**

#### **Wellness**

The District is committed to the optimal development of every student. The District believes that for students to have the opportunity to achieve personal, academic, developmental and social success, there needs to exist a positive, safe, and health-promoting learning environment at every level, in every setting, throughout the school year.

The District promotes healthy schools, by supporting wellness, good nutrition, and regular physical activity as part of the total learning environment. The District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. Schools contribute to the basic health status of children by facilitating learning through the support and promotion of good nutrition and physical activity. Improved health optimizes student performance potential.

## **STUDENTS**

## **Policy 2760** **(Regulation 2760)**

### **Student Welfare**

#### **Students in Foster Care**

The District is committed to ensuring and facilitating the proper educational placement, transportation, enrollment in school and checkout from school for foster children.

In order to facilitate this process and to serve as the educational liaison for District foster children, the District will designate the Director of Neighborhood Family Services to oversee and assess the District's foster care program.

A foster care child whose home placement is changed may remain enrolled and attend their school of origin, or return to a previously attended school in an adjacent district.

For any foster care student whose best interest is to remain in his or her school of origin, the District will work collaboratively with the local child welfare agency to ensure that the student is provided transportation to and from the school of origin. Transportation will be provided in accordance with federal law and the plans and procedures set forth in the District's "Transportation Procedures Agreement" with the local child welfare agency.

The District will accept for credit full or partial course work satisfactorily completed by a foster child while attending a public school, nonpublic school or non-sectarian school in compliance with District policies, regulations and practices.

If a child in foster care is absent from school due to a decision to change the placement of a pupil made by a court or child placing agency, or due to a verified court appearance or related court-ordered activity, the grades and credits of the pupil will be calculated as of the day the pupil left school and no reduction in grades will occur as a result of the pupil's absence under these circumstances.

If a foster care student transfers into the District prior to or during a school year, the District will initially honor the placement of the student in educational courses and programs based on the student's prior enrollment or educational assessments; will provide comparable services to transferring foster care students with disabilities based on the student's current IEP; and will make reasonable accommodations and modifications to address the needs of a student with disabilities, subject to an existing 504 or Title II Plan in order to provide equal access to education. The District will conduct evaluations, where necessary, to ensure proper placement and services.

The District will waive specific courses required for graduation if similar course work has been satisfactorily completed at another school. Similarly, the District may waive prerequisites for

placement in a District course or program based upon courses taken at a prior school. If a waiver is denied for reasonable justifications, the District will provide an alternative means of acquiring the required course work so that graduation may occur on time. If foster care students who transfer at the beginning of their senior year or during their senior year are deemed ineligible to graduate after all alternatives have been considered, the sending District and this District will ensure that a qualified student who satisfied graduation requirements of the sending school, will receive a diploma from the sending school.

Students in foster care who have completed the graduation requirements of the District while under juvenile court jurisdiction will receive a diploma in the same manner as other District students.

**Rev. 3/17**

**Student Welfare**

**Seclusion and Restraint**

**Purpose**

Through the adoption of this policy the Board expects to:

- Promote safety and prevent harm to all students, school personnel and visitors in the school district.
- Foster a climate of dignity and respect in the use of discipline and behavior-management techniques.
- Provide school personnel with clear guidelines about the use of seclusion, Safe Room placement, 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 and positive behavior support techniques.
- Meet the requirements of RSMo 160.263.

**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 Safe Room placement,
- 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. Corporal punishment administered in accordance with state law is not an aversive intervention for the purpose of this policy.

“**Behavior Intervention Plan (BIP)**” means a plan developed by an IEP team for a student with a disability who displays need for specific behavior interventions for chronic patterns of problem behavior. If a disabled student’s team develops a BIP in those circumstances, the BIP becomes a part of the IEP.

“**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.

“**Discipline**” means consequences for violating the district’s student code of conduct.

“**Emergency situation**” is one in which a student’s behavior poses a serious, probable threat of imminent physical harm to self or others or destruction of 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).

“**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: (1) an adaptive or protective device recommended by a physician or therapist when used as recommended; (2) safety equipment used by the general student population as intended (e.g. seat belts, safety harnesses on student transportation; or (3) 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. This would include, for example, the act of preventing a student from leaving an enclosed space for safety purposes. 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, intervening in a fight, or carrying a student when developmentally appropriate to do so.

**“Positive Behavior Supports”** means comprehensive, school-wide procedures applied in a proactive manner that constitute a continuum of strategies and methods to support and/or alter behavior in all students.

**“Safe Room placement”** means the confinement of a student in an enclosed room without the use of locking hardware, with a staff member present in the room with the student. Safe Room placement also includes the confinement of a student alone in a room with a staff-engaged locking system where the student is constantly attended and supervised by school personnel through a window or other viewing device. Safe Room placement does not include supervised in-school suspension, detention, or timeout/time away used as disciplinary consequences in accordance with the district’s student discipline code.

**“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 and unattended in an enclosed space from which the student is physically prevented from leaving by locking hardware. Seclusion does not include situations where a student is alone in a locked room if the student is constantly attended and supervised by school personnel through a window or other viewing device.

“**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 policy.

“**Student Support Plan**” sets forth specific behavior interventions and/or supports for a specific student who displays chronic patterns of problem behavior.

“**Time out**” means brief removal from sources of reinforcement within instructional contexts that does not meet the definition of seclusion or Safe Room placement. 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 strictly prohibited.

#### **Use of Aversive Interventions**

Aversive interventions will only be used in accordance with this policy. District personnel shall never use aversive interventions that compromise health and safety.

##### **o Safe Room Placement**

Safe Room placement, as defined in this policy, may only be used by authorized school personnel, as defined in this policy.

At the time a student’s Individualized Education Program (IEP), Section 504 plan, BIP, or other parentally agreed-upon plan to address a student’s behavior is developed, the parent/guardian will be provided with a permission form regarding the use of the Safe Room.

If a student’s parent/guardian has not had the opportunity to sign the permission form because no IEP, Section 504 Plan, BIP, or other parentally agreed-upon plan to address a student’s behavior is in place for the student, the following procedure will take place if deemed necessary by school personnel:

- The classroom will be cleared of all other students and the student's behavior will be managed in that room, if appropriate;
- The student will be disciplined in accordance with the student discipline code;
- A parent/guardian will be notified of the need to clear the classroom due to the student's behavior and of the discipline imposed;
- A behavior team meeting will take place within five (5) school days following the incident and a BIP or other parentally agreed upon plan will be developed for the student, if necessary.

If a student's parent/guardian has signed the permission form, the Safe Room will be utilized for that student if necessary and a staff member will be present in the room with the student at all times unless one of the following escalations in conduct occurs: (1) the student becomes physically violent; (2) the student expels bodily fluids; or (3) the student begins disrobing. If any of these escalated behaviors occurs, the staff member will leave the room, utilize the staff-engaged locking system, and supervise the student through a window or other viewing device.

If a parent chooses not to give permission for his/her student to be placed in the Safe Room, the following procedure will take place if deemed necessary by school personnel:

- The student will be taken to the Recovery Room;
- The Recovery Room will be cleared of all other students;
- The student's parent/guardian will be notified of the behavior issue and will be required to pick-up the student from school;
- Law enforcement officials will be notified if an assault or other crime has occurred and charges may be pressed against the student; and
- If the parent/guardian of the student fails to pick-up the student within thirty (30) minutes of receiving notification of the behavior issue (or if the parent/guardian cannot be reached upon reasonable attempts by school personnel) and it is determined that an emergency situation exists, the student will be placed in the Safe Room.
- The parent/guardian will be responsible for any and all damage to property caused by their student during the incident.

Use of Safe Room placement 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 Safe Room placement 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 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 placed 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.

Safe Room placement 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 physical harm [or harm to property];
- 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 an 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, Section 504 plan,

BIP, or other parentally agreed-upon plan to address a student's behavior with the exception of mechanical restraints employed by law enforcement officers in school settings used in accordance with law enforcement policies, procedures, and appropriate professional standards.

- **Chemical Restraint**

Chemical restraints shall never be used by school personnel.

## **Communication and Training**

- **School Personnel Meeting**

Following any situation involving the use of Safe Room placement or restraint, as defined in this policy, a meeting shall occur as soon as possible but no later than two (2) school days after the emergency situation. The meeting 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, Section 504 plan, BIP, or other parentally agreed-upon plan to address a student's behaviors:

Following a situation involving the use of restraint or use of the Safe Room where the staff member was required to leave the room due to escalated behaviors, 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 unless circumstances render it unreasonable or impossible to notify the parent or guardian by the end of the day in which case the parent or guardian shall be notified through verbal or electronic means of the incident no later than noon of the next day.

- 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, Safe Room placement and restraint.

**Students with Disabilities**

The foregoing policy applies to all students. However, if the IEP or multi-disciplinary team determines that a form of restraint, Safe Room placement, 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, Safe Room placement, or aversive behavior interventions must be limited to what is set forth in the IEP or Section 504 plan unless otherwise provided for in this policy. Before adding the use of restraint, Safe Room placement, or aversive behavior interventions to an IEP or Section 504 plan, the student must have undergone appropriate assessments which may include, but are not limited to, a functional behavior assessment, a review of existing data, and formal assessment observations. The plan must outline preventative techniques, de-escalation strategies, and the development of coping strategies, and the preventative techniques should support the elimination of the use of restraint, Safe Room placement, or aversive behavior intervention over time.

**Reports on Use of Safe Room Placement, Restraint or Aversive Behavior Interventions**

The District will maintain records documenting the use of Safe Room placement and restraint showing each of the following: when they were used, reason for use, duration of use, names of school personnel involved, whether students or school personnel were injured, name and age of the student, whether the student has an IEP, Section 504 plan, 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.

## **STUDENTS**

**Policy 2780**

### **Student Welfare**

#### **Use of Tracking Devices**

District employees are prohibited from requiring students to use an identification device that uses radio frequency identification technology, or related technology to identify the student, to transmit information regarding the student, or to monitor or trace the location of the student.

**New 9/2014**

## **STUDENTS**

## **Policy 2810**

### **Student Services**

#### **Guidance and Counseling Services**

The Board of Education supports a systematic program of Guidance and Counseling which will be provided to all students from kindergarten through twelfth grade. This program will be a total education process with a priority of assisting students in reaching their full potential in their personal and educational development.

The Guidance and Counseling program may include the following areas:

1. Counseling
2. Developmental Guidance
3. Testing
4. Orientation, Registration, and Scheduling
5. Referrals



## **STUDENTS**

**Policy 2815**

### **Student Services**

#### **Contact and Involvement With Outside Agencies**

The counseling staff, in consultation with other staff members, is responsible for reviewing students' academic progress as well as personal/social concerns. Where appropriate, the District will make contact with and/or put students and their parents/guardians in contact with outside agencies or professional resources. Where appropriate, the District will cooperate and assist other agencies or professional resources that become involved with students. Student information will not be provided to outside agencies or professional resources until the student's parents/guardians or the eligible student has signed a release of information form. Except as required by law, including but not limited to the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973, the cost of any services provided by the outside agency or professional resource is the sole responsibility of individual parents/guardians or eligible student.

**Rev. 10/2013**

## **STUDENTS**

## **Policy 2820**

### **Student Services**

#### **Psychological Testing of Students**

Psychological tests administered to students by qualified District personnel or appropriate diagnostic agencies will ensure quality psychological services in the District, and will protect the educational rights, dignity and privacy of students and parents/guardians.

Psychological evaluations will be made only after informed and written consent of the student's parent/guardian is obtained. A conference will be held with the parent/guardian to review all test results and the student's specific educational needs in the educational program. Psychological data are only partial criteria for determining any change in a student's educational program. Psychological data older than three years shall not be used as the basis for prescriptive teaching or placement.

All psychological services provided by the District or agencies contracted by the District will be in accordance with state and federal statutes and regulations concerning the privacy of student records and use of psychological services.

## **STUDENTS**

## **Policy 2830**

### **Student Services**

#### **Health Services**

The Board of Education believes that in order to provide for the safety and well being of its students, it is necessary to implement and maintain a District-wide student health services program. The health service staff will be responsible to their building principal and may also be responsible to a designated District administrator.

The District will be responsible for providing first aid or emergency treatment for students in cases of sudden illness or injury. Where necessary, and with notice to the parent/guardian, emergency health services will be secured. The parent/guardian is responsible for the cost of their child's medical treatment.

## **STUDENTS**

**Policy 2835**  
**(Form 2835)**

### **Student Services**

#### **Consent to Medical Treatment and Educational Service**

As provided by statute, and as otherwise provided in Board Policy, the following individuals may consent to student medical treatment and educational services:

1. Parents
2. Student's legal guardian
3. Relative caregiver
4. Foster parent
5. Any person who under court order is authorized to give consent for a student

A "relative caregiver" is defined by statute as a competent adult (18 years of age or older) who is related to the student by blood, marriage, or adoption and who is not the parent. Relative caregivers are required to provide an affidavit attesting that the student lives with the relative caregiver and they are responsible for the care of the student. (See Form 2835).

A relative caregiver acting under the requirements of an affidavit may consent to medical treatment and educational services for a student who cannot otherwise legally consent if the parent has delegated these responsibilities in writing or if after reasonable efforts the consent of the parent cannot be obtained.

The consent of the relative caregiver will be revoked in the event the student's parent withdraws their authorization provided the parent's decision does not threaten the life, health or safety of the student. In addition, if the student ceases to live with the relative caregiver, the relative caregiver must immediately notify the District. Upon receipt of such notice, the relative caregiver can no longer consent to medical treatment or educational services.

A relative caregiver's affidavit is valid for one year from the date received by the District.

**New 9/2014**

## **STUDENTS**

**Policy 2840**

### **Student Services**

#### **Student Insurance Program**

The Board of Education believes that parents/guardians, students and others should have an opportunity on an annual basis to purchase student accident insurance.

## **STUDENTS**

**Policy 2850**  
**(Regulation 2850)**  
**(Form 2850)**

### **Student Services**

#### **Inoculations of Students**

All students attending District schools are required to be in compliance with state programs mandating immunization against specific diseases. Failure to comply with District immunization requirements will result in exclusion from school until proof of compliance is provided. Homeless children will be granted a temporary thirty (30) day grace period within which to submit proof of compliance.

The Superintendent shall institute procedures for the maintenance of health records, which are to show the immunization status of every student enrolled or attending in the District, and for the completion of all necessary reports in accordance with guidelines prepared by the Department of Social Services-Missouri Division of Health.

Upon written request, the District will notify the parents/guardians of pre-kindergarten students whether other pre-kindergarten students are attending school with an immunization exemption. The identity of students for whom an immunization exemption has been filed is confidential and will not be released except as required by law.

**REV. 9/16**

## **STUDENTS**

## **Policy 2860** **(Regulation 2860)**

### **Student Services**

#### **Students with Communicable Diseases**

A student shall not attend classes or other school-sponsored activities, if the student (1) has, or has been exposed to, an acute (short duration) or chronic (long duration) contagious or infectious disease, and (2) is liable to transmit the contagious or infectious disease, unless the Board of Education or its designee has determined, based upon medical evidence, that the student:

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 any child suspected of having a contagious or infectious disease to be examined by a physician and may exclude the child from school, 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.

A student who has a chronic infectious disease, and who is permitted to attend school, may be required to do so under specified conditions. Failure to adhere to the conditions will result in the student being excluded from school. A student who has a chronic infectious disease and who is not permitted to attend school or participate in school activities will be provided instruction in an alternative educational setting in accordance with District policy.

Students with acute or chronic contagious or infectious diseases and their families have a right to privacy and confidentiality. Only staff members who have a medical reason to know the identity and condition of such students will be informed. Willful or negligent disclosure of confidential information about a student'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.

## **STUDENTS**

### **Student Services**

**Policy 2870**  
**(Regulation 2870)**  
**(Form 2870)**

#### **Administering Medicines To Students**

It shall be the policy of the Board of Education that the giving of medicine to students during school hours be discouraged and restricted to medication that cannot be given on an alternative schedule. The Board of Education recognizes that some students may require medication for chronic or short-term illness/injury during the school day to enable them to remain in school and participate in their education. Employees providing routine first aid according to District procedures will be immune from liability or disciplinary action. Similarly, trained employees will be immune from civil liability for administering cardiopulmonary resuscitation and other lifesaving methods in good faith and according to standard medical practices. The Board of Education also recognizes that the administration of medication may be required under Section 504 of the Rehabilitation Act of 1973 and/or the Individuals with Disabilities Education Act to provide a free appropriate public education for identified as disabled under those laws.



## **STUDENTS**

## **Policy 2875** **(Regulation 2875)**

### **Student Services**

#### **Student Allergy Prevention and Response**

The purpose of this policy is to create an organized system for preventing and responding to allergic reactions in accordance with House Bill 922 (2009). This policy is not a guarantee of an allergen-free environment; instead, it is designed to increase awareness, provide education and training, reduce the chance of exposure and outline responses to allergic reactions.

This policy applies to district facilities to which students have access and includes transportation provided by the district. The Board instructs the superintendent or designee to develop procedures to implement this policy.

#### **Identification**

An allergic reaction is an immune system response to a substance that itself is not harmful but that the body interprets as being harmful. Allergic reactions range from mild to life-threatening. Each school in the district will attempt to identify students with life-threatening allergies, including food allergies. At enrollment, the person enrolling the student will be asked to provide information on any allergies the student may have.

#### **Prevention**

Students with allergies that rise to the level of a disability as defined by law will be accommodated in accordance with district policies and procedures pertaining to the identification and accommodation of students with disabilities. An Individualized Health Plan (IHP), including an Emergency Action Plan (EAP), may be developed for students with allergies that do not rise to the level of a disability.

All staff members are required to follow any 504 Plan or IHP/EAP developed for a student by the district. Staff members who do not follow an existing 504 Plan or IHP/EAP will be disciplined, up to and including termination.

Staff members shall not use air fresheners, oils, candles, incense or other such items intended to add fragrance in any district facilities. This provision will not be construed to prohibit the use of personal care items that contain added fragrance, but the principal may require staff members to refrain from the use of personal care items with added fragrance under particular circumstances.

Staff members are prohibited from using cleaning materials, disinfectants, pesticides or other chemicals except those provided by the district.

The district will not serve any processed foods, including foods sold in vending machines, which are not labeled with a complete list of ingredients. Vended items must include a list of ingredients on the individual package. The food service director will create an ingredient list for all foods provided by

the district as part of the district's nutrition program, including food provided during the school day and in before- and after-school programs. This list will be available upon request.

Prepackaged items used in concessions, fundraisers and classroom activities must include a list of ingredients on the package. If the package does not contain a list of ingredients, the list of ingredients must be available at the location where the package is sold or provided.

### **Education and Training**

All staff members will be annually trained on the causes and symptoms of and responses to allergic reactions. Training will include instruction on the use of epinephrine premeasured auto-injection devices.

Age-appropriate education on allergies and allergic reactions will be provided to students as such education aligns with state Grade-Level Expectations (GLEs) for health education. Education will include potential causes, information on avoiding allergens, signs and symptoms of allergic reactions and simple steps students can take to keep classmates safe.

### **Confidentiality**

Information about individual students with allergies will be provided to all staff members and others who need to know the information to provide a safe learning environment for the student. Information about individual students with allergies will be shared with students and others who do not have a legitimate educational interest in the information only to the extent authorized by the parent/guardian or as otherwise permitted by law, including the Family Educational Rights and Privacy Act (FERPA).

### **Response**

Response to an allergic reaction shall be in accordance with established procedures, including application of the student's 504 Plan or IHP/EAP, where applicable. Each building will maintain an emergency supply of epinephrine premeasured auto-injection devices to be administered in accordance with Board policy, and if parents are aware that their student(s) have a life-threatening allergy, they should supply the school with the epinephrine premeasured auto-injection devices to be administered in accordance with Board policy.

## **STUDENTS**

## **Policy 2880**

### **Student Services**

#### **Student Physical Examination**

The Board of Education may require any student to be examined by a physician for the purpose of determining whether the student is afflicted with a contagious or infectious disease or have the liability of transmitting the disease.

The Board may also require certification from a physician indicating a student's fitness to participate in specific educational programs or extra-class activities.

Refusal on the part of parent/guardian to obtain the required examination and to submit the certification indicating freedom from contagious or infectious disease may result in student exclusion from school.

Students may be excused from engaging in required educational activities upon proper certification from a physician advising of student disability.

All costs of physical or other examinations shall be at the expense of students unless State or Federal law specifically mandates the examination to be the responsibility of the school.

**Student Services****Do Not Resuscitate (DNR) Orders**

The School District recognizes that some students have progressive medical conditions that may result in the students' death while present at school or school activities. The District appreciates the difficult medical and emotional decisions that must be made when families choose to limit resuscitative efforts for these students. Accordingly, the administration shall develop procedures for evaluating requests by a parent or guardian that the District honor a Do Not Resuscitate (DNR) order from a licensed physician.

At a minimum, the procedures will require an individualized evaluation of each request. The procedures will comply with federal and state law. A health care and resuscitation/non-resuscitation plan shall be developed for each request and shall include a determination regarding what if any resuscitation efforts are appropriate. Health care and resuscitation/non-resuscitation plans will be developed by a multidisciplinary team that shall include the student's parents or guardians and physician; appropriate school personnel (including but not limited to, the principal, counselor, and school nurse) and their consultants; and when appropriate, the student. This team will consider the best interests of the student.

The team will also address and plan for the effect of a student's sudden death on other students and staff in each school setting in which the student participates. Health care and resuscitation/non-resuscitation plans shall be reviewed regularly and have a specific limited duration. Such plans will be communicated to all school personnel who have a need to know in order to implement these plans. The administration shall coordinate with local emergency medical services to implement the plans.

## **STUDENTS**

## **Policy 2910** **(Regulation 2910)**

### **Activities and Athletics**

#### **Student Publications**

The Board of Education encourages student production and distribution of publications which can provide opportunities for practical journalistic experience and for the written expression of differing opinions. The Board of Education recognizes that freedom of speech and press bring corresponding responsibilities, therefore, in its inherent authority based on Missouri Public School Law, it designates the school principal as the Board's representative. The principal, through appointment of a faculty advisor or committee, shall provide guidance to students in appropriate methods for preparing and producing publications.

The building principal/designee may delay or stop distribution of any materials proposed for printing or that have been printed which may be reasonably forecast to cause substantial and material disruption or obstruction of any lawful mission, process, or function of the school or school district.

## **STUDENTS**

**Policy 2920**  
**(Regulation 2920)**  
**(Form 2920)**

### **Activities and Athletics**

#### **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.

## **STUDENTS**

### **Activities and Athletics**

#### **Concussions – Brain Injury**

**Policy 2930**  
**(Form 2930)**  
**(Form 2930.1)**  
**(Form 2930.2)**

Any District athlete suspected of sustaining a concussion or brain injury must be removed from practice and competition immediately and may not participate in contact athletic practice or competition for at least twenty-four (24) hours. Athletes suspected of sustaining concussion or brain injury will not be permitted to return to contact practice or competition until being evaluated by a licensed health care provider trained in the evaluation and management of concussions and receiving a written clearance from the provider to return to competition. (See Form 2930 - MSHSAA Concussion Return to Play Form). Information about concussions obtained from MSHSAA (Form 2930.2) or similar materials will be made available to all student athletes and to their parents/guardians.

**New 12/12**

## **STUDENTS**

**Policy 2940**  
**(Regulation 2940)**

### **Activities and Athletics**

#### **Student Group Use of School Facilities**

Pursuant to the Equal Access Act, District secondary schools will provide an opportunity for student-initiated noncurricular groups to conduct meetings on school premises, during noninstructional time, and will not discriminate against students on the basis of the religious, political, philosophical, or other content of the speech at such meetings.

An activity is to be considered curricular if the subject matter is or will be taught in a regularly offered class; if the subject matter concerns the body of courses as a whole; if participation in the group is a requirement for a course; or if academic credit is available for participation. Extracurricular activities include activities organized and supervised under the auspices of the school. Extracurricular activities primarily involve students in activities occurring outside academic class time, for which no units of credit are awarded. Any activity which does not meet the definition of a curricular or extracurricular activity will be considered noncurricular.



## **FINANCIAL OPERATION**

## **Policy 3100** **(Regulation 3100)**

### **Financial Management**

The Board of Education will adopt a series of policies to provide direction regarding the District's budget and financial affairs which reflect the educational philosophy of the School District and provide a framework in which the District's administration can effectively operate.

The budget and finance processes will conform to all state and local requirements as set forth by the State constitution, State statutes, Department of Elementary and Secondary Education rules, and Board policies.

Good business necessitates keeping accurate, legal and understandable records of receipts and expenditures. It is also essential that procedures be followed which will help to insure that the budget adopted by the Board of Education is effective in providing parameters for the fiscal affairs of the School District.

The purpose of the District budget and finance policies will be to provide direction for a systematized procedure that maintains continuity from year to year and informs the public regarding the education and financial operations of the School District.

**Financial Operations****Debt Management Policy**

The debt management policy of the District is to remain in full compliance with statutes of the State of Missouri by borrowing within the allowable limits of no more than fifteen percent (15.00%) of the District's assessed valuation, which can include state assessed railroad and utility properties located within its boundaries. It is also important that the District exercise caution and prudence concerning its full compliance with the rules and regulations of the United States Department of the Treasury Internal Revenue Service (IRS) to avoid any risk of loss of the tax exempt status of any proposed financings, as well as those currently in existence. Generally the improper spending of the bond proceeds is what triggers a violation of IRS regulations and not complying with the ballot language for the projects can create problems with the Missouri State Auditor and local patrons.

In terms of philosophy toward the monitoring of a long term debt management policy, the Board of Education and Administrators recognize that to achieve the necessary 4/7 or 2/3 majority for approval by the voters of general obligation bond issues it is likely to be much easier if no increase in the debt service fund levy occurs. As a result, it is the District's practice to issue general obligation bonds with optional redemption (call) provisions that facilitate prepayments when excessive debt service fund balances accumulate with the goal of maintaining a constant debt service fund levy. This policy has enabled the District to achieve significant interest savings by issuing refunding bonds to capture lower interest when municipal bond markets change.

On occasion the District may consider capital facilities or equipment lease financing programs. It is the intent to only enter into those types of transactions when it is clear based upon reports from the District's Municipal Bond Underwriter that such a program is affordable and that its implementation does not harm the overall operating budget. If the project and lease financing are deemed essential, but beyond the range of reasonable affordability, the Board of Education and Administration will approach the voters for a temporary or permanent increase in the operating levy to produce the additional revenue.

Since general obligation bond issues and capital facilities or equipment lease financings happen intermittently, it presents challenges for administrators and board members to keep fully informed about the conditions of the municipal bond market, changing rules and regulations issued by the U.S. Treasury Department, etc. For these reasons the Board of Education engages the service of a municipal bond underwriter on a continuing basis to assist the administrators and board members to keep up to date and understand what refunding opportunities exist and what actions are necessary to preserve the existing debt service fund levy to remain on track with the long range facilities plans.

The Superintendent of Schools and other staff providing assistance with those special duties are responsible to the Board of Education for carrying out this policy.

**New 12/12**

**Financial Management**

**Fraud Prevention**

The District is committed to protecting the public funds with which it has been entrusted. Minimizing the losses to fraud and corruption is an essential part of ensuring that all of the District's resources are used for the purpose for which they are intended.

The public is entitled to expect the District to conduct its affairs with integrity, honesty and openness, and demand the highest standards of conduct from those working for it and with it.

**Definition of Fraud and Corruption**

Although there is no precise legal definition of fraud, the term is used to describe a multitude of offences, including deception, forgery, theft, misappropriation, collusion and false representation of material facts.

Corruption arises when a person receives any benefit which influences them and causes them to act differently when conducting District business.

**The District's Response**

Board policy requires that matters involving any financial irregularities are referred to the Superintendent for investigation. These matters are taken seriously and additional action, such as disciplinary proceedings and/or prosecution, will be taken where evidence of offences is found.

The Superintendent/designee will:

- ◆ Compile a report of findings for submission to the Board with a recommendation as to whether disciplinary action is appropriate.
- ◆ Where appropriate, coordinate with the police in order for them to consider taking criminal action.
- ◆ Advise departments on how to address procedural weaknesses identified during investigation.

**The Investigation Process**

The purpose of any investigation is to establish the facts in an equitable and objective manner.

The process will involve the use of authority or delegated powers to:

- ◆ screen allegations or information to gauge their credibility;
- ◆ secure all evidence;

- ◆ interview suspects;
- ◆ interview witnesses;
- ◆ take statements; and
- ◆ coordinate with departments or other agencies (including the police).

The Superintendent/designee will establish and record the basis of the concerns raised and establish what further actions are required. The Board will be informed of all reported disclosures and the actions being taken. In the case of disclosures on alleged fraud and corruption, the Chief Financial Officer will inform the District's external auditors.

Whenever possible, the individual raising the concern will be advised of the outcome of the investigation. If an individual is not satisfied with the response received and any subsequent action taken, they should put their concerns in writing to the Superintendent who will arrange any further investigation as he/she deems appropriate. The Superintendent will send a written response to the individual concerned.

### **Reporting Suspicions**

If fraud or corruption is suspected, then the matter should be reported without delay. Employees should report suspicions to a supervisor at the outset and retain all evidence. However, if it is thought the supervisor might be involved or there may be a conflict of interest, the matter should be reported directly to a more senior administrator.

It is recognized that for some individuals, raising a concern under this procedure may be a difficult experience. All reported incidents will be investigated.

All reports will be dealt with in confidence, with staff being informed on a need to know basis only.

To ensure that this policy is adhered to, and to assure staff that the concern will be taken seriously, the District will:

- ◆ not allow the person raising the concern to be retaliated against for doing so;
- ◆ treat retaliation against whistle blowers as a serious matter leading to disciplinary action that may include dismissal;
- ◆ not attempt to conceal evidence of poor or unacceptable practice;
- ◆ take disciplinary action if an employee destroys or conceals evidence of poor or unacceptable practice or misconduct; and
- ◆ ensure confidentiality clauses in employment contracts do not restrict, forbid or penalize whistle blowing.

**Overall Objectives**

The District's overall objective is to identify and maintain good practices, address weaknesses in current processes and introduce improved systems for the management of those processes. The end result is that of minimizing the amount of fraud and corruption which may occur within the system and significantly reduce the opportunity for fraud or corruption to occur in the future.

## **FINANCIAL OPERATION**

**Policy 3110**  
**(Regulation 3110)**

### **Financial Management**

#### **Preparation of Budget**

Each year the Superintendent of Schools is required to submit to the Board of Education for their consideration a detailed annual budget showing estimates of income and expenditures for the ensuing fiscal year. The Board may accept, reject, modify or request revisions of the budget, but will adopt a budget by June 30, according to statutory provisions.

By law the approved estimated expenditures for each fund cannot exceed the estimated revenues to be received plus the unencumbered beginning cash balance for the fund. After the beginning of the fiscal year, the Superintendent shall review with the Board the adopted budget in relationship to the beginning cash balances for each fund.

**FINANCIAL OPERATION**

**Policy 3111**

**Financial Management**

**Fiscal Year**

The fiscal year begins annually on the first day of July and ends on the thirtieth day of the following June.

**Financial Management****District Fund Accounts**

The District will maintain the following funds for the accounting of District moneys: teachers' fund, incidental fund, capital projects fund and debt service fund. The treasurer of the District will open and maintain an account for each fund. These funds are denoted for state reporting purposes as: General Fund, Fund 1 – comprised of the Incidental; Fund 2 – the Special Revenue Fund, comprised of the Teachers' Fund; Fund 3 – The Debt Service Fund; and Fund 4 – the Capital Projects Fund.

All sums received from the county school fund and all sums derived from taxation for teachers' wages will be credited to the teachers' fund. All tuition fees, state moneys received under §162.975 and 163.031, and all other sums received from the state except as otherwise provided in this policy will be credited to the teachers' fund and incidental funds at the discretion of the Board. The portion of state aid received by the District pursuant to §163.031, which is included in the operating levy for school purposes, will be credited to the debt service or capital projects funds. Sums received from other Districts for transportation and sums received from taxation for incidental expenses will be credited to the incidental fund. All sums received from taxation or received from any other source for the erection of buildings, building additions, remodeling, or reconstruction, furnishing, for the payment of lease purchase obligations, for purchase of real estate, for sale of real estate or personal property, from insurance, from sale of bonds other than refunding bonds will be credited to the capital projects fund.

Sums received from taxation for the retirement of bonds and the payment of interest on bonds will be credited to the debt service fund. Receipts from delinquent taxes will be credited to individual funds on the same basis as receipts from current taxes. However, where such distribution of receipts from delinquent taxes would affect the previous years' obligations, distribution to the various funds will be based on the levies for the years in which the obligations were incurred. All refunds will be credited to the fund from which the original expenditure was made. Sums donated to the District will be credited to the fund from which it can be expended to meet the purpose of the donation. Sums received from any other source will be credited to the fund designated by the Board.



**Financial Management**

**Fund Balance**

This Policy establishes guidelines to be used during the preparation and execution of the annual budget to ensure that sufficient reserves are maintained for unanticipated expenditures or revenue shortfalls. The Policy is based upon a long-term perspective with a commitment to keeping the District in a strong fiscal position that will allow it to better weather negative economic trends.

**Background**

Statement No. 54 of the Governmental Accounting Standards Board (GASB 54) establishes accounting and financial reporting standards for all governments that report governmental funds.

It establishes criteria for classifying fund balances and clarifies definitions for governmental fund types.

GASB 54 establishes five fund balance categories: Nonspendable, Restricted, Committed, Assigned, and Unassigned.

**Nonspendable Fund Balance** consists of funds that cannot be spent due to their form (e.g., inventories and prepaids) or funds that legally or contractually must be maintained intact.

**Restricted Fund Balance** consists of funds that are mandated for a specific purpose by external parties, constitutional provisions or enabling legislation.

**Committed Fund Balance** consists of funds that are set aside for a specific purpose by the District's highest level of decision making authority. Formal action must be taken prior to the end of the fiscal year. The same formal action must be taken to remove or change the limitations placed on the funds.

**Assigned Fund Balance** consists of funds that are set aside with the intent to be used for a specific purpose by the District's highest level of decision making authority or a body or official that has been given the authority to assign funds. Assigned funds cannot cause a deficit in unassigned fund balance.

**Unassigned Fund Balance** consists of excess funds that have not been classified in the previous four categories. All funds in this category are considered spendable resources. This category also provides the resources necessary to meet unexpected expenditures and revenue shortfalls.

**Actions Leading to Restricted, Committed, and Assigned Fund Balances**

The Board of Education has the authority to set aside funds for a specific purpose. Commitments are authorized by formal Board resolution. The passage of a resolution must take place prior to June 30th of the applicable fiscal year. If the actual amount of the commitment is not available by

June 30th, the resolution must state the process or formula necessary to calculate the actual amount as soon as information is available. Assignments are authorized by fund placement in the Special Revenue, Capital Projects and Debt Service funds in the original adopted and later revised budget.

Upon adoption of a budget where fund balance is used as a source to balance the budget, the Chief Financial Officer shall record the amount as Assigned Fund Balance.

The Board delegates the authority to assign amounts for specific purpose(s) to the Chief Financial Officer.

**Order of Spending**

When both restricted and unrestricted funds are available for expenditure, restricted funds should be spent first unless legal requirements disallow it.

When committed, assigned and unassigned funds are available for expenditure, committed funds should be spent first, assigned funds second, and unassigned funds last.

## **FINANCIAL OPERATION**

## **Policy 3120**

### **Financial Management**

#### **Petty Cash**

In order to facilitate minor purchases and refunds, the Board authorizes a petty cash fund checking account in each school facility including attendance centers, Facilities office, Transportation office, Food Service office and Central office.

The account custodian for the accounts in the schools will be the building principal. The account custodian in the district wide offices will be the department director. Each account custodian will appoint a second administrator in their facility to be a backup custodian. Authorized check signers will be approved annually by the Board. Each account's authorized signers will include the account and backup custodians, Controller and Director Business/Benefits.

Each transaction must be supported with proper receipts by the account custodian. Justifiable expenditures from the petty cash accounts include but are not limited to miscellaneous instructional materials and supplies, office supplies, postage, freight, refunds, or refreshments. Petty cash should not be used to avoid district policy on purchasing authority.

The petty cash funds will be reconciled by the custodian monthly. The reconciliation and all receipts will be submitted to accounts payable for reimbursement.

Rev. 6/28/04

## **FINANCIAL OPERATION**

**Policy 3130**

### **Financial Management**

#### **State and Federal Projects**

With Board of Education approval, the School District may operate various specially funded programs that must be administered in accordance with particular federal and/or state laws, regulations and other conditions for use of such funds.

The Superintendent or his Designee shall be responsible for coordinating funded projects, administering programs and ensuring that the various departments operating these programs do so within the guidelines of the particular program. The administration shall keep accurate and separate records, as required by state and federal programs, to enable the District to verify program compliance and success. The Superintendent shall keep the Board fully informed.

Staff involvement will be solicited by the administration in the planning, implementation and evaluation of programs authorized and approved within the guidelines of Title I of the Improving American Schools Act of 1994 and/or other significant legislative enactments. The vehicle for such involvement shall be determined by the administration, with the approval of the Board of Education.

**FINANCIAL OPERATION**

**Policy 3140**  
**(Regulation 3140)**  
**(Form 3140)**

**Financial Management**

**Banking Services**

The Board of Education has the option of annually selecting District funds depositaries or the Board may enter into a contract of one to five years duration for the deposit of District funds.

When depositaries are to be selected, the District will receive sealed proposals from banking institutions in the county in which the District is located or in adjoining counties.

## **FINANCIAL OPERATION**

## **Policy 3150**

### **Financial Management**

#### **Payment Procedures**

All money received by the District shall be disbursed only for the purposes for which they are levied, collected or received.

The Board will give final approval to all bills paid. Payment of bills shall be authorized by the Superintendent/designee, only after verification of delivery and satisfaction by the department or staff receiving the item(s). No payment for goods or services shall be made unless both an itemized invoice showing the name of the person or firm to whom payment is due is presented, and a receiving document bearing the signature of an authorized school employee is on file. Furthermore, the invoice must have been issued in response to an approved purchase order.

The Superintendent/designee shall audit all claims, and shall submit all invoices to the Board for approval and authorization for payment. However, payments for materials or services which are necessary for normal business operations which do not individually exceed \$500 or exceed an aggregate monthly amount of \$10,000 may be authorized by the Superintendent/designee. In addition, if cash discount or avoidance of financial penalty can be achieved, the Superintendent/designee is authorized to issue a check. In all such cases, the identity and amounts of such payments will be provided to the Board at the next regular meeting following payment. The Board will consider such payments and ratify the action taken.

## **FINANCIAL OPERATION**

**Policy 3155**  
**Regulation 3155**

### **Financial Management**

#### **Payments from Federal Awards/Cash Management**

Payments from Federal awards will minimize the time elapsing between transfer of funds from the federal pass through entity and the disbursement of funds by the District to vendor recipients regardless of whether the payment is made by electronic transfer, or issuance/redemption of checks, warrants or payments. The District will make timely payment to contractors consistent with the terms of each specific contract. Advance payments of Federal funds will be deposited and maintained in insured interest-bearing accounts. Interest amounts of up to \$500.00 per school year will be maintained by the District to be utilized for administrative purposes. The District's cash management of Federal funds will be consistent with requirements §200.305 of the Code of Federal Regulations.

**Rev. 3/17**

## **FINANCIAL OPERATION**

## **Policy 3160** **(Regulation 3160)**

### **Financial Management**

#### **Investments of District Funds**

The Board has an obligation to the citizens of the District to direct the management of District funds. The primary objective of the District's investment plan will be legality, safety, liquidity, yield and the provision of a capital base for future needs. In the management of such funds, the District adheres to the "prudent investor" rule. Investments will be made with judgment and care, under the circumstances which persons of prudence, discretion and intelligence exercise in the management of their own investments. Funds will be managed for investment, not for speculation considering the safety of the funds invested and the probable income to be derived.

District personnel, including Board members, who are involved in the investment of District funds, will not engage in any personal business activity which could:

1. Impair their ability to make impartial decisions concerning investment of District funds;
2. Conflict with proper execution of the District's investment program; or
3. Create an appearance of impropriety.

District employees and directors involved in investment of District funds will disclose any material interests in financial institutions in which they conduct business. Such disclosure will include, but not be limited to any personal financial/investment positions that could be related to the performance of the District's investment portfolio. Similarly, District employees and directors involved in investment of District funds will not engage in personal investment transactions with the same individual with whom business is conducted on behalf of the District.

Investments will be made through banks or securities dealers who have been approved by the Investment Committee of the State Treasurer's Office. Such banks and securities dealers will have been subjected to an appropriate investigation by the staff of the State Treasurer's Office. This investigation will include, among other things, a written review of the firm's financial statements and the background of the sales representatives. All approved dealers must be fully licensed and registered FINRA Brokers/Dealers or exempt banks. Criteria used to select securities dealers include:

1. Financial strength and capital adequacy of firm;
2. Services provided by firm;
3. Research service available;



4. Resume, reputation, and qualifications of sales representatives.
5. Due diligence and firm references; and
6. State government expertise.

The performance goals of the District's active investment management program, over time, should produce book yields which are greater than yields from low risk passive investments. In analyzing the results of the District's investment program, the District will calculate the book yield and total rate of return on District funds compared to the appropriate security market indexes.

The Superintendent/designee will direct the preparation of quarterly investment reports providing a summary of the District's current investment portfolio and all transactions executed since the last report.

Such investment reports will be prepared by the appropriate bank(s) or security dealers for review by the Board and the Superintendent. Investment reports are considered to be public records and will be made accessible to the public.

Criteria and procedures implementing the District's investment policy have been approved by the Board and are contained in Regulation 3160.

**REV. 3/16**

## **FINANCIAL OPERATION**

**Policy 3166**  
**(Regulation 3166)**

### **Financial Management**

#### **Federal Awards – Allowable Costs**

The District assumes responsibility for ensuring that Federal funds have been expended and are accounted for consistent with Federal program regulations and approved applications. Costs are generally categorized as either direct or indirect. All coding of direct and indirect costs will generally follow the Missouri School Finance Accounting Manual.

#### **Direct Costs**

Direct costs include salaries, fringe benefits, purchased services, supplies and equipment. Direct charging of administrative or clerical staff costs will be appropriate only if all of the following conditions are met:

1. Such costs are integral to a project or activity.
2. Individuals involved can be specifically identified with the project or activity.
3. Such costs are explicitly included in the budget or have the prior written approval of the Federal Award Agency.
4. The costs are not recovered as an indirect cost.
5. These conditions may be met using a job description along with time and effort documentation.

#### **Indirect Costs**

Indirect costs are those which are not readily identified with the activities funded by the Federal grant or contract, but are nevertheless incurred for the joint benefit of these activities and other activities and programs of the District. Accounting, auditing, personnel, budgeting, purchasing and operation/maintenance of plant are examples of services which typically benefit several activities and programs for which appropriate costs may be attributed to the Federal program by means of an indirect cost allocation plan. The indirect rate cost used in calculating the indirect cost depends on whether the grant is a restricted or unrestricted.

#### **Documentation of Personnel Costs**

Charges for salaries and wages will be based upon records that reflect the work performed. Records are required for all employees, including teachers, paraprofessionals, administrators and other staff paid with Federal funds. These records will document the time and effort such individuals spend within the program. The portion of the federally paid salary will be reflective of the actual activity, not budgeted, the individuals has contributed for the specific Federal program. Time and effort reporting is required when any part of an individual's salary is charged to a Federal program or used as a match for a Federal program.

**New 3/17**

## **FINANCIAL OPERATION**

**Policy 3170**

### **Financial Management**

#### **Purchases By and/or Solicitation of School Staff**

##### **Conflict of Interest**

The School District will not purchase supplies or materials from a staff member of the School District, nor from a member of the household of the staff member, except in emergency situations as determined by the Superintendent of Schools. Neither will the District purchase supplies, materials or services from a member of the Board of Education or from a member of his/her household, or from a firm in which he/she holds a major interest.

##### **Endorsements**

Employees of the District will not endorse products or services in such a manner that will identify the employee as an employee of the School District.

##### **Procurement Activities**

In any purchasing activities all employees shall refrain from soliciting, discourage the offer of, and decline gifts if offered by any vendor wishing to do business with, or who is doing business with the School District. Instead of making an offer of gifts, the vendor should be encouraged to discount the price of the goods to the school.

##### **Solicitation/Distribution**

The advertising of sale or distribution of any goods or service on school property, for any school activity, shall have prior approval from the building principal or Superintendent. This includes but is not limited to: school personnel, students, parents/guardians, relatives, general public and commercial businesses.

##### **Solicitations of School Staff**

Agents, solicitors, and salespersons will be denied the privilege of seeing the school staff during the school day except with permission of the administration.

**Financial Operations****Procurement of Professional Services**

The Board of Education and the Administrators recognize that some professional services are necessary on certain occasions to assist in the governance of the District. These services include attorneys to provide legal counsel with specific expertise regarding education policy matters, architects, and certified public accountants to annually audit the financial statements of the District and to provide answers to questions that arise during the course of the fiscal year. Similarly, it may be necessary to obtain financial advisory services to monitor the long range debt objectives of the District, as well as, bond counsel to address questions that arise with existing debt and various reports occasionally sought by the Missouri State Auditor and the United States Treasury branch of Internal Revenue Service and others.

While in some instances it may be possible to seek bids for the financial services and bond counsel each time a need arises, there are also numerous benefits to maintaining longer term relationships with specific professionals. Having a satisfactory relationship with a professional service provider includes fair pricing, timely delivery, dependable and sound advice concerning areas of expertise, a personality match with administrators and board members and numerous other factors. As long as the board members and administrators are comfortable with the quality of services provided, it is not essential that annual bidding occur merely to drive prices to their lowest level. By losing historical memory of any professional service provider, the District may in the long run incur more expense for the new firm to educate their representatives. On other occasions if the administrator expresses belief that service quality is slipping, expenses and fees are escalating at unacceptable levels, or any other non favorable working situation is developing, nothing in this policy is intended to preclude seeking proposals from other vendors offering similar services. The Board of Education and Administration believes that the collective expertise within the District is sufficient to judge if and when seeking alternative providers is prudent.

**New 12/12**

## **FINANCIAL OPERATION**

## **Policy 3210**

### **Payroll**

#### **Payroll Deductions**

Payroll deductions may be made for the following purposes:

1. To meet legal requirements.
2. Insurance premiums charged by the insurance company which is currently providing coverage purchased by the School District.
3. Deductions for annuity contributions at the employee's option, provided however, that the payments are to be made to: (1) a company for which the school is currently making deductions; (2) the company with which the school has group health insurance coverage.
4. Other items as may be agreed upon by the District and the employee.

**FINANCIAL OPERATION**

**Policy 3220**

**Payroll**

**Benefits: Group Insurance Coverage**

The benefits for all school personnel who are eligible shall be determined by the annual school budget as approved by the Board of Education.

**FINANCIAL OPERATION**

**Policy 3230**  
**(Form 3230)**

**Payroll**

**Expenditures for Certificated Staff**

The District will expend for tuition, teacher retirement, and compensation of certificated staff a percentage of current operating costs that is no less than two percentage points less than the base school year certificated salary percentage

**Or**

Have an unrestricted fund balance in the combined incidental and teachers' fund on June 30 which is equal to or less than 10% of the combined expenditures for the year from those funds.

**Or**

Maintain or increase its fiscal instructional ratio of efficiency (FIRE) compared to the District's FIRE for the 1997-98 base year.

The District's FIRE is the quotient of the sum of the District's current operating costs plus the cost of improvement of instruction and the cost of purchased services and supplies for operation of the facilities housing those programs, and excluding student activities divided by the sum of the District's current operating cost for kindergarten through grade twelve, plus all tuition revenue received from other districts minus all noncapital transportation and school safety and security costs.

## **FINANCIAL OPERATION**

**Policy 3310**

### **Revenue**

#### **Revenue from Tax Sources**

##### **Local Tax Sources**

In the process of preparing the annual budget, the Superintendent or Finance Administrator shall estimate the amount of actual local tax revenue anticipated to be raised, the rate required to produce the amount, and the rate needed to support the principal and interest payment on bonded indebtedness and general financial obligations of the District. The Superintendent shall recommend the appropriate tax rate to the Board of Education for approval.

If required, the Board shall submit to the voters a proposition for increase in the tax rate beyond the current approved level if it is deemed necessary to obtain increased revenue to meet projected District expenses. State law and Article X, Section 11C of the Missouri Constitution shall govern tax election procedures.

##### **State Tax Sources**

All state funds will be accepted for the operation of the District as provided by entitlement by law and through regulations of the Missouri State Board of Education or Missouri Department of Elementary and Secondary Education.

The Superintendent or District Finance Administrator is responsible for filing all required reports and forms to obtain state funds to which the District is entitled to receive according to developed rules and regulations.



## **FINANCIAL OPERATION**

**Policy 3320**  
**(Regulation 3320)**

### **Revenue**

#### **Taxing Authority/Tax Rate Hearing**

The Board will annually prepare an estimate of the amount of money to be raised by taxation for the ensuing school year, the tax rate required to produce the amount and the rate necessary to sustain the District's schools for the ensuing year, to meet principal and interest payments on the bonded debt of the District, and provide funds to meet other legitimate District purposes. The District will forward the estimate to the county clerk on or before September 1.

**FINANCIAL OPERATION**

**Policy 3330**  
**(Regulation 3330)**

**Revenue**

**Bonded Indebtedness**

The School Board may issue bonds for any District expenditures as prescribed in state law. Funds raised through the sale of bonds may be expended only for the purpose set forth in the election which authorized the sale.

## **FINANCIAL OPERATION**

**Policy 3331**

### **Revenue**

### **Borrowed Funds**

State law authorizes the Board to borrow funds in anticipation of the collection of taxes in order to insure continuity in the operations of the District. The School Board must approve in advance all applications for loan indebtedness. The amount borrowed and the repayment of notes payable shall be within guidelines as established by state law and rules and regulations of the Missouri Department of Elementary and Secondary Education.

**FINANCIAL OPERATION**

**Policy 3340**

**Revenue**

**Building Use**

All receipts from fees for the use of school property by individuals or community groups shall be deposited in the General Revenue fund.

## **FINANCIAL OPERATION**

**Policy 3350**

### **Revenue**

#### **Student Fees and Fines**

##### **Fees**

No fees shall be charged for enrollment, supplies, equipment or costs attributable to courses of study which are offered for credit. Students shall be required to pay for materials which are used in constructing projects or other items which are to be removed from the school and are thereby the property of the student. All projects constructed at school with materials provided by the school are the property of the District and therefore shall not be removed from school unless approved by the appropriate administrator.

Students may be charged fees or admission for participation in activities which are voluntary, such as attendance at school athletic or other co-curricular events. The fee schedule for such events shall be submitted to the Board of Education for approval annually.

##### **Fines**

Every effort shall be made to protect the financial resources of the District by collecting all payment for student fines, lost or damaged textbooks, damage or vandalism to school property. Collected fines shall be deposited in the appropriate account in order to charge replacement costs for books, materials, equipment or repaired property to the appropriate budget item.

## **FINANCIAL OPERATION**

## **Policy 3360**

### **Revenue**

### **Tuition**

Except when waived, tuition must be paid by nonresident students of the District. The annual rate will be determined by the Board of Education for individuals who wish to attend. Permission to enroll will be granted after reasons for requesting admission have been reviewed and after it has been determined that class enrollments are not excessive.

## **FINANCIAL OPERATION**

**Policy 3370**

### **Revenue**

### **Fund-Raising**

All fund-raising activities and planning for fund-raising shall be done after school hours unless prior permission is received from the building principal.

Any fund-raising activity which involves students or employees shall require the approval of the building principal and Superintendent. Involvement is defined as: any activity which advertises the school, students or school organization.

**FINANCIAL OPERATION**

**Policy 3380**  
**(Regulation 3380)**

**Revenue**

**Sale/Lease of Real Property**

The Board of Education may vote to sell or lease real property, land, and/or buildings which are no longer needed by the District and which are located within the boundaries of the District. Similarly, the Board may vote to sell such real property located outside of the District's boundaries.



**Revenue**

**Purchase Lease of Real Estate**

The Board may enter into agreements in order to provide for the acquisition, construction, improvement, extension, repair, remodeling, renovation, and financing of sites, buildings, facilities, furnishings, and equipment for the use of the District for educational purposes.

**Lease**

The Board may approve a lease of sites, buildings, facilities, furnishings, and equipment. The Board may also sell or lease at fair market value any existing sites, buildings, and facilities in order to acquire, construct, improve, extend, repair, remodel, renovate, furnish and equip buildings and lease back or purchase such sites provided that any lease back to the District is not for more than one (1) year in length and will not provide for more than twenty-five (25) successive options to renew the lease under the same conditions and provided there is an agreement to convey or sell the sites, buildings, or facilities and attendant improvements back to the District with clear title at the time payments have been completed.

The Board may make such rental payments under such leases provided that in no event shall the District become indebted in an amount in any year exceeding the income and revenue of the District for such year plus any unencumbered balances from previous years.

Notice that the Board is considering such project shall be given publication in a newspaper published within the county in which all or part of the District is located which has general circulation in the area once a week for two (2) consecutive weeks, the last publication to be at least seven (7) days prior to the date of the Board meeting at which the project will be concluded and acted upon.

## **FINANCIAL OPERATION**

## **Policy 3390**

### **Revenue**

#### **Sale/Lease of Personal Property**

Whenever the District has personal property (i.e., desks, file cabinets, materials, equipment) which the District no longer needs, a majority of the Board may vote to sell or lease such surplus property. Surplus personal property may be sold or leased to a city, state agency, municipal corporation, or other governmental subdivision of the state which is located within the boundaries of the District for public purposes at a mutually agreed price and upon notice to the public. In the alternative, the District may sell or lease such surplus personal property to the highest bidder. Public notice of the sale or auction of surplus personal property will be published once a week for two consecutive weeks in a general circulation newspaper published within the county in which the District is located. The sale itself will occur as scheduled by the Board at least seven (7) days after the final published notice. The proceeds from the sale or lease of surplus personal property will be placed in the capital projects fund.

**FINANCIAL OPERATION**

**Policy 3410**

**Accounting and Reporting**

**Accounting System**

The District will adhere to the accounting guidelines of the Missouri Department of Elementary and Secondary Education.

## **FINANCIAL OPERATION**

**Policy 3420**

### **Accounting and Reporting**

#### **Annual Report**

The District annually publishes a statement of all receipts of school moneys, when and from what source derived, and all expenditures and the account from which expenditures were made. This statement will also include the present indebtedness and the nature of such indebtedness as well as the rate of taxation for all purposes for the year. Such statement will be attested by the president and secretary of the Board and forwarded to the State Board of Education.

This financial statement will be published on or by December 1, in a newspaper located within the District or generally circulated within the District.

**FINANCIAL OPERATION**

**Policy 3430**

**Accounting and Reporting**

**Authorized Signatures**

The School Board president and treasurer shall sign all checks issued by the District. According to state statutes, if approved by the Board of Education, facsimile signatures may be printed on District checks.

## **FINANCIAL OPERATION**

**Policy 3440**  
**(Regulation 3440)**

### **Accounting and Reporting**

### **Travel and Reimbursement**

It is the policy of the Board of Education to pay reasonable travel expenses for those who travel on School District business and whose trip has been approved in advance by the Superintendent of Schools. These expenses include registration, transportation, meals, lodging, tolls, and parking charges. Expenses are reimbursed only when properly accounted for by an individual and approved by the Superintendent.

### **Federal Award Programs**

Travel costs, include transportation, lodging, meals, subsistence, and related expenses incurred by employees who are in travel status on official business of the District. When District employees are traveling on Federal Program business, automobile travel will be reimbursed at the then existing IRS mileage rate. The reasonable costs of lodging, meals, and related costs will be fully reimbursed. However, such costs will be allowable only to the extent such costs do not exceed charges normally allowable by the District in its regular operation. With prior approval, commercial air travel is a covered expense, provided the air travel utilizes the least expensive, unrestricted accommodation class.

In addition, the District's Policy and Regulation 3440 are applicable except where District policies conflict with specific Federal Award Program guidelines set out here in. In such cases, Federal Award Program guideline control.

**Rev. 3/17**

## **FINANCIAL OPERATION**

**Policy 3450**  
**(Regulation 3450)**

### **Accounting and Reporting**

#### **Sales Tax**

Pursuant to Chapter 144, R.S.Mo., school districts are exempt from Missouri sales and use tax on purchases. All sellers or vendors shall be furnished a copy of the official State of Missouri Tax Exemption Letter by the Finance Office at the time a purchase order is delivered.

Administrators, teachers, or other school staff who have been authorized to make purchases for the District from local retail dealers will provide a copy of the tax-exempt letter to such dealer at time of purchase.

District representatives are prohibited from using the District tax-exempt letter for purchase of articles for personal use.

## **FINANCIAL OPERATION**

**Policy 3460**

### **Accounting Reporting**

#### **Student Attendance Accounting**

An accurate accounting of student attendance, transportation and food service records shall be kept by the School District. The records will be in accordance with state law and appropriate regulations of the Missouri Department of Elementary and Secondary Education.

Building principals/supervisors will be responsible for maintaining student attendance accounting, and for submitting monthly reports of such records to the Superintendent, who will in turn be responsible for preparing reports to be submitted to the appropriate state offices.



**Accounting and Reporting**

**Average Daily Attendance – Early Childhood Program**

Pupils between the ages of three and five who are eligible for free and reduced lunches and who attend the early childhood education program are included in the District's calculation of average daily attendance.

The total number of three- and five-year olds included in the District's calculation of average daily attendance must not exceed four percent (4%) of the total number of students who are eligible for free and reduced lunch between the ages of three and eighteen who are included in the District's average daily attendance.

**New 9/2014**

## **FINANCIAL OPERATION**

**Policy 3510**

### **Auditing**

#### **Annual Audit**

The books and accounts of the District will be audited by an independent certified public accountant in conformance with the prescribed standards and legal requirements. The Superintendent shall place before the Board the matter of the retaining of a certified public accountant. The auditor shall be selected by the Board.

The Superintendent will be responsible for filing copies of the audit with the proper authorities as prescribed by law.

The audit **and the management letter** shall be presented to the Board for examination.

## **FINANCIAL OPERATION**

## **Policy 3610**

### **School Activities Funds**

#### **Management**

School activity funds are used to finance a program of student activities which supplement but do not take the place of the instructional programs provided by the Board of Education. Whether funds are collected from student contributions, club dues, special activities, or result from admissions to events or from other fund-raising activities, all funds will be under the jurisdiction of the Superintendent and building principals. The funds will be expended to benefit students currently enrolled in school. The management of the funds will be in accordance with good business practices, including sound budgetary and accounting procedures, and will be audited in the same manner as District funds. There shall be full disclosure of the sources and expenditures of all funds.

## **FINANCIAL OPERATION**

**Policy 3710**

### **Insurance**

#### **Property Insurance**

The District will maintain coverage of all buildings and capital outlay contents. Coverage should be 100% without coinsurance if available.

**FINANCIAL OPERATION**

**Policy 3720**

**Insurance**

**Student Accident Insurance**

The School Board will provide for the District to participate in a student accident insurance program. The provider shall be approved by the School Board annually.

## FINANCIAL OPERATION

## Policy 3730

### Insurance

### Liability

The Board recognizes that legal actions may be initiated from time to time against the School District as a corporate entity, against the Board as a whole, against Board members as individuals, or against District officers, employees or other agents. The Board also recognizes the contribution that is rendered to the students of the District by volunteers and is mindful that legal actions may be initiated against these individuals as well.

To protect members of the Board, District officers, employees, other agents and volunteers in the performance of their duties and responsibilities, the Board will defend its Board members, officers, employees, other agents and volunteers against claims for suits arising out of the performance of their duties and responsibilities. The Board shall indemnify its Board members, officers, employees, other agents and volunteers against all financial liability or loss resulting from such claims or suits including judgments for damages, attorney's fees, fines, court costs and amounts paid in settlement of such matters and reasonable and customary ancillary costs. Ancillary costs may include, for example, travel expenses incurred by Board members or others if they must appear for a case that is being tried outside the area.

The protection provided by this policy shall apply on an *occurrence* basis, which means that an individual will be indemnified even though he/she is no longer a member of the Board of Education or employed by or otherwise associated with the District when the lawsuit is filed.

The Board reserves the right, however, to deny representation and indemnification to any person covered by their Board policy in any instance in which there would be no coverage under the District applicable liability insurance program in which the claim "results in civil judgment or criminal conviction for" an intentional tort, immoral conduct, violation of any criminal or civil statute or violation of Board policy or regulations or administrative order or directive, whether verbal or written.

As a prerequisite to the right of legal representation and indemnification, any person who is served with legal notice commencing any action or proceeding against him/her for which indemnification is sought is required to immediately notify the Superintendent of the legal action after receipt of such legal notice.

The District shall maintain a program of self-insurance and/or insurance coverages sufficient to provide the legal defense and indemnification described in this policy.

**FINANCIAL OPERATION**

**Policy 3740**

**Insurance**

**Bond For All Employees**

All employees of the School District shall be covered by a blanket bond in an amount to be determined by the Board of Education with premiums to be paid by the Board.

## **PERSONNEL SERVICES**

**Policy 4120**  
**(Regulation 4120)**  
**(Form 4120)**

### **Employment**

#### **Employment Procedures**

The Board of Education, upon recommendation of the Superintendent, votes on the employment of all certificated 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.

#### **Background Checks**

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.

#### **Vacancies**

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.)

#### **Responding to Requests for Employee Information**

The Superintendent or designee is the person who shall respond to requests from potential employers for information regarding a former District employee. The information the District will 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 designee shall disclose the allegations of sexual misconduct and the findings of a Children's Division 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 and acting in good faith reports authorized information as provided in this policy or 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.

### **Public Service Loan Forgiveness**

In accordance with State law, the District will provide current, accurate, and complete information to each new employee regarding his or her eligibility for public service loan forgiveness within ten (10) days following the start of employment.

**PERSONNEL SERVICES**

**Policy 4125**

**Employment**

**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.

## **PERSONNEL SERVICES**

**Policy 4130**  
**(Regulation 4130)**

### **Employment**

#### **Certificated Staff Contracts**

Employment contracts will be in writing and will be signed by the employee, the Board president and the Board secretary. Contracts will include the amount of annual compensation and the days of service.

Certificated staff members under contract include probationary teachers, permanent teachers and administrative staff. The probationary period allows a teacher to demonstrate, and the District to assess the teacher's competence. Beginning after the initial one (1) year contract, teachers who have demonstrated their competence through performance may be offered additional contracts.

## **PERSONNEL SERVICES**

**Policy 4131**  
**(Form 4131)**

### **Employment**

#### **Extra Duty and Extended Contracts**

Certificated employees may be contracted to provide sponsorship and coaching duties as recommended by the Superintendent(/Designee) and approved by the Board. Compensation for such positions will be provided in accordance with a Board approved (compensation) extra duty salary schedule. (Such contracts will be reviewed annually and may be extended for an additional year upon recommendation of the Superintendent/Designee and at the discretion of the Board.)

Certificated employees (also) may be contracted for additional days (periods of time) beyond the (school year) regular contract period. Compensation for such extended duty will be calculated on the existing salary schedule. The Board may establish a separate salary schedule for summer school assignments.

Assignment to extra duty, extended duty and summer school is for one (1) year only and may be renewed or eliminated annually upon the recommendation of the Superintendent(/Designee) and at the discretion of the Board.

**PERSONNEL SERVICES**

**Policy 4140**

**Employment**

**Certificated Personnel Reemployment**

The reemployment of teachers shall be considered not later than the regular April meeting of the Board. All employees shall be recommended by the Superintendent/Designee and the appropriate principal.

**PERSONNEL SERVICES**

**Policy 4150**

**Employment**

**Substitute Teacher Employment**

The Board of Education will employ qualified substitutes for all employee groups. The Superintendent/Designee will prepare and submit to the Board a procedure for reporting absences, assigning substitutes and developing a substitute compensation plan.

Substitute teachers shall meet all requirements as established by the State Board of Education. Rate of compensation shall be according to the annual school budget approved by the Board of Education.

Records shall be kept by the Superintendent/Designee concerning number of days taught by substitutes and the amount of funds expended. The Board shall be informed concerning this data at periodic intervals.

**Certificated Staff**

**Personnel Assignments and Transfer**

**Transfer Request and Vacancies**

- A. Right of District to Determine Assignment. An employee accepting employment with the district agrees to accept the building assignment of the Superintendent or designee.
1. When making the decision about a transfer, the Superintendent or designee will consult with the affected building principals.
  2. An employee will not be placed under the direct supervision of a member of the employee's immediate family (father, mother, son, daughter, sister, brother, or spouse).
  3. Staff transfers may be initiated by administrative directive or by staff request.
- B. Voluntary Transfers: An employee may request a change in grade or subject assignment, or a transfer to a position in another building.
1. The transfer request shall be made on the District Assignment and Transfer Request Form which will be available in the Human Resources Office.
  2. Requests shall be active for a given school year and must be renewed annually to receive proper consideration.
  3. An employee must accept the transfer requested unless the employee has notified the Superintendent or designee in writing of a desire to withdraw the request.
  4. A notice to withdraw a request for transfer must be received by the principal and the Superintendent or designee before the date on which notification of transfer is sent to the employee.
- C. Vacancies: The District will post notices of all vacancies on the District website and in all relevant district buildings.

**PERSONNEL SERVICES**

**Policy 4220**  
**(Regulation 4220)**

**Personnel Assignment and Transfer**

**Certificated Staff Duties Schedules, and Working Hours**

Certificated staff are required to be on duty during the teaching day. In addition to the teaching day, certificated staff are required to attend scheduled staff meetings, parent conference days, IEP meetings, and other meetings as may be determined by the administration and Board of Education.



## **PERSONNEL SERVICES**

**Policy 4221**  
**(Regulation 4221)**

### **Personnel Assignments and Transfer**

#### **Non-Certificated Staff Duties, Schedules and Working Hours**

The school year and work calendars will be set annually by the Board of Education. Work hours may be changed by the administration as needed.

Regular attendance is essential in order to maintain a high quality of instruction. Non-certificated staff employees, with reasonable notice, will be subject to disciplinary action when their absenteeism is deemed to be excessive.

#### **Overtime/Compensatory Time**

Employees who work overtime must receive prior authorization from their immediate supervisors.

## **PERSONNEL SERVICES**

## **Policy 4310**

### **Absences, Leave and Vacation**

#### **General Attendance**

Regular attendance is essential in providing District students with a high quality of instruction. Full-time employees are allowed sick leave to include ten (10) days per school year plus one (1) day for each additional full contract month beyond a regular nine month contract.

Regularly appointed part-time teachers are allowed the proportionate part of sick leave as determined by their assigned schedule.

When employees are absent more than ten (10) days in any semester or more than fifteen (15) days per school year, their absence is considered excessive. The Superintendent/Designee will review each incident of excessive absence and may require the employee to provide medical documentation or may consider disciplinary actions up to and including termination.

Appropriate documentation may also be requested for unusual patterns of absences, or absences of three or more consecutive days.

**PERSONNEL SERVICES**

**Policy 4320**  
**(Regulation 4320)**

**Absences, Leave and Vacation**

**Personnel Leave**

The Board of Education shall adopt regulations for the following types of leave for District employees:

1. Sick Leave
2. Personal Leave
3. Authorized Leave
4. Authorized Leave of Absence Without Pay
5. Bereavement Leave
6. Emergency Leave
7. Leave for Jury Duty
8. Military Leave
9. Leave of Absence
10. Family and Medical Care Leave (See Policy and Regulation 4321)

Specific provisions of the various types of District leave are set out in Regulation 4320.

Rev. 6/28/04

## **PERSONNEL SERVICES**

**Policy 4321**  
**(Regulation 4321)**

### **Absences, Leave and Vacation**

#### **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 service members' 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 work weeks 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.

**Rev. 12/2013**

**PERSONNEL SERVICES**

**Policy 4330**

**Absences, Leave and Vacation**

**Personnel Leave**

The Board will annually adopt a calendar which will provide for at least the following holidays:

1. 4th of July
2. Labor Day
3. Thanksgiving
4. Christmas
5. Memorial Day

Staff members will not receive compensation for holidays unless they are required to work on such holidays, or unless otherwise authorized by the Board of Education.

**PERSONNEL SERVICES**

**Policy 4331**  
**(Regulation 4331)**

**Absences, Leave and Vacation**

**Vacation**

Employees working eleven or twelve months annually will earn vacation in accordance with the regulations.

## **PERSONNEL SERVICES**

**Policy 4335**

### **Absences, Leave, Vacation**

#### **Employee Emergency Service**

Staff members joining any fire department, fire protection district, volunteer firefighter department, the Missouri-1 Disaster Medical Assistance Team, Missouri Task Force One, Urban Search and Rescue Team, or staff member activated by the Federal Emergency Management Agency (FEMA) to respond to a national disaster will not be subject to dismissal due to their joining such organizations. However, such employees who are absent from work, or who are late to work due to such service may be docked and/or required to submit written verification concerning the time and date of the emergency. In addition, such employees are required to make a reasonable effort to notify their supervisors that they will be absent or late due to emergency service.

## **PERSONNEL SERVICES**

**Policy 4410**  
**(Regulation 4410)**

### **Professional Activities, Training and Professional Growth**

#### **General Professional Development**

All employees will be engaged in a continuous program of professional and technical growth in order that they may be qualified to provide quality educational programs and services for all students.

It is the policy of the Board of Education that a program of in-service training be established to provide an opportunity for the continuous professional and technical growth for all employees. The in-service training program for each year will be outlined in the school calendar and the proposed budget for that year with estimated cost to be approved by the Board of Education.

As a result of the operation of this policy, employees will become knowledgeable regarding new developments and changes in their specialized fields and will utilize new and improved methods in practice.

The administrative staff, employing administration and management techniques consistent with modern management development, will provide leadership that will assist each employee to make a maximum contribution to the District's effort to provide quality educational programs and services for all students.



## **PERSONNEL SERVICES**

**Policy 4411**  
**(Regulation 4411)**

### **Professional Activities, Training and Professional Growth**

#### **Professional Development Program**

The Board shall provide a Professional Development Program to be in compliance with State Statutes regarding assistance for beginning teachers. A committee will be elected to develop a plan to carry out the goals of the Professional Development Program.

The District will establish a Professional Development Committee to work with beginning teachers and experienced teachers in identifying instructional concerns and remedies; assist beginning teachers with implementation of their professional development plan; serve as a consultant upon a teacher's request; arrange training programs for mentors; assess faculty needs and develop in-service opportunities for school staff; present faculty suggestions, ideas and recommendations pertaining to classroom instruction within the School District; and review and evaluate the District's staff development program.

**PERSONNEL SERVICES**

**Policy 4420**  
**(Regulation 4420)**

**Professional Activities, Training and Professional Growth**

**Conferences and Travel**

The Superintendent may authorize professional leave for attendance of personnel at state, regional, and national meetings without pay deduction. The number of absences allowable for professional leave is a judgment value on the part of the Superintendent and is subject to budget limitations for employing substitutes and reimbursement for travel, meals and lodging and registration.

**PERSONNEL SERVICES**

**Policy 4430**

**Professional Activities, Training and Professional Growth**

**District Committees**

**Guidelines for District-wide Committees**

A written description of each district-wide committee established in the District will be posted in each building explaining the goals and objectives of the committee and the method used to select members to the committee.

Each committee will write a summary report of its findings and/or recommendations and present this to the appropriate administrator. The chairperson of said committee may present this report to the Board of Education at the appropriate scheduled Board meeting.

**Professional Activities, Training and Professional Grants**

**Mentoring**

The District's mentoring goal is to facilitate the growth and development of new educators by pairing them with experienced veteran educators. Through the effort of both the mentor and the mentee, the mentee shall draw upon the experience and knowledge of the veteran mentor to enhance professional skills and enhance student learning. It is vital to the success of our students that new educators become integrated through the mentoring program into the school's culture and are given the opportunity to better themselves with the assistance of one of their veteran peers.

Through the mentoring program the Board hopes to not only create a stronger learning community but also a community where the strong professional and personal bonds between the educators in the District provide students and employees the best possible working and learning environment.

**New 9/2014**

**PERSONNEL SERVICES**

**Policy 4505**  
**(Regulation 4505)**

**Compensation**

**Salary Schedules**

The Superintendent/Designee, with input from staff members, will prepare salary schedules annually for all employee groups. These schedules will be submitted to the Board of Education for approval.

The Board of Education will designate certain extra duty positions for additional compensation. The Board's designations of positions for additional pay will be based upon the time and responsibility required in specific performance. Extra duty and extended year positions are contracted on an annual basis and may be eliminated each year at the Board's discretion.

## **PERSONNEL SERVICES**

**Policy 4510**  
**(Regulation 4510)**

### **Compensation**

### **Benefits**

The Board of Education provides fringe benefits to full-time staff members, and staff members who work a minimum of 25 hours per week.

Insurance coverage for staff members includes:

1. Medical Insurance
2. Dental Insurance
3. Life Insurance
4. Long-Term Disability Insurance – Effective October 1, 2004.

Details of these employee benefits will be outlined annually in the employee handbook.

Rev. 6/28/04

## **PERSONNEL SERVICES**

**Policy 4520**

### **Compensation**

#### **Salary, Checks and Salary Deduction**

##### **Withholding Taxes**

A Federal withholding tax is retained for the Collector of Internal Revenue as payment on Federal Income Tax for the current year. The amount withheld is determined by salary and the number of dependents. No salary check will be issued until all withholding forms are submitted.

A State withholding tax is retained for the Missouri Department of Revenue. The amount withheld is determined in the same manner as the Federal Income Tax. Employees may authorize additional sums to be withheld by notifying the payroll department in writing and completing a new W-4 form indicating the additional amount to be withheld each pay period. No salary checks will be issued until all withholding forms are submitted.

##### **Public School Retirement System (PSRS) of Missouri**

All full-time teachers and part-time teachers who work twenty (20) hours or more per week are members of PSRS. Support employees with a teaching certificate are also eligible for membership in PSRS.

##### **Non-Teacher School Employee Retirement System (NTRS)**

All non-certificated employees who work twenty (20) hours or more per week on a regular basis for thirty (30) calendar days are members of NTRS and are also covered by Social Security.

##### **Medical**

Medical insurance expenses beyond the Board paid premiums, will be deducted for all employees on a twelve (12) month prorated basis each month.

##### **Credit Union and Tax Sheltered Plan**

Credit Union and Tax Sheltered Plans will be deducted under the terms of the respective contracts.

##### **Tax Sheltered Annuities**

The School District provides for payroll deduction and processing for employees participating in tax sheltered annuities.

**Salary Deductions**

Any staff member may authorize additional voluntary deductions for payment of tax sheltered annuities, dues to professional organizations, Credit Union, and dependent coverage for medical benefits. All voluntary deductions may be changed at any time at the discretion of the employee.



**Compensation**

**Workers' Compensation Benefits**

Employees who suffer an injury caused by an accident or occupational disease arising out of and in the course of employment ("work-related injury") will receive benefits paid by the District according to the Workers' Compensation Law of the State of Missouri ("the Law"). Employees driving District owned or subsidized vehicles are not covered by this policy when driving such District owned vehicles to or from the home or to or from the work station. Absence from duty resulting from a work-related injury will be compensated according to the Law. Employees who receive workers' compensation benefits for lost time from work due to a work-related injury are not eligible for additional sick leave or vacation benefits under this policy, except with respect to those employees whose average weekly wage as defined by the Law ("average weekly wage") exceeds the actual wage necessary to obtain the maximum total disability rate as defined by the Law ("maximum wage").

In addition to the benefits for temporary total disability allowed under the Law, an employee whose average weekly wage at the time of the work-related injury exceeds the maximum wage at the time of the work-related injury will receive in wages the difference between the employee's average weekly wage and the maximum wage during the time period such employee is entitled to temporary total disability benefits under the Law. This additional benefit provided herein does not affect an employee's wage rate for purposes of permanent disability benefits.

## **PERSONNEL SERVICES**

**Policy 4540**  
**(Regulation 4540)**

### **Compensation**

#### **Group Insurance Benefits**

The Board of Education directs that medical group insurance coverage for staff members will be provided. The Superintendent/Designee will solicit proposals and make recommendations to the Board for approval of the insurance provider. The contract for medical insurance will be submitted for competitive bidding at least once every three years.

Employees shall be given information regarding COBRA benefits at the time of employment and separation.

**Compensation**

**Retirement Compensation**

Retirement provisions for all eligible employees will be in accordance with the provisions of the Missouri Public School Retirement System (PSRS) and the Public Education Employees Retirement System (PEERS).

Full-time certificated staff employed after April 15, 1986 are subject to the Medicare portion of Social Security.

At the time of initial employment an employee shall be given his/her first COBRA notification. Second notification and continuation of benefits is contingent upon the employee notifying the District of a qualifying event.

Any plan of group health insurance shall include a provision allowing persons who retire, or who have retired, to become members of the plan if they are eligible to receive benefits under the Retirement System, by paying premiums at the same rate as other members of the group.

Employees who retire or who have retired and who are eligible for retirement benefits from either the PSRS or PEERS Plans are eligible to participate in District health benefit programs. In addition, the spouse and/or unmarried dependent children of any employee may also participate in District health benefit programs provided that these family members are receiving or are eligible to receive retirement benefits from either the PSRS or PEERS Systems. The retiree must apply for insurance coverage within the first year he/she is eligible to receive retirement benefits.

**Performance Evaluation**

**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.

Evaluation of all teachers is to be made in accordance with the following guidelines:

1. Procedure for Evaluation - The evaluator shall be the teacher's principal and/or immediate supervisor.

2. Frequency and Time Schedule

a. Probationary Teachers

All probationary teachers shall be evaluated annually. The evaluations will be completed by March 1.

b. Tenure Teachers

A permanent teacher may be evaluated at any time at the teacher's request or the evaluator's discretion. However, the teacher must be evaluated at least once every four years before March 1.

c. Reevaluation

A teacher may request a reevaluation of the formal evaluation between March 1 and April 1. The principal will complete the evaluation prior to October 15.

3. Evaluation Conference - The evaluator(s) shall discuss with the teacher in personal conference the evaluation instrument and any other information relative to the success and professional growth of the teacher.

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.

## **PERSONNEL SERVICES**

## **Policy 4620**

### **Performance Evaluation**

#### **Non-Certificated Staff Performance Evaluation**

The development of a competent non-certificated staff is a major objective of the performance evaluation. All supervisors and/or principals will complete an annual written evaluation on all non-certificated staff under their supervision. The following areas will be considered:

1. Job knowledge
2. Quality of work
3. Quantity of work
4. Dependability
5. Cooperation
6. Attendance
7. Punctuality
8. Other areas as appropriate for the specific job

This evaluation will be used to improve job proficiency and to determine eligibility for reemployment.

**Performance Evaluation****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 a safe and appropriate setting. In achieving these objectives, staff are required to meet certain performance criteria including, but not limited to:

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

18. Follow and implement student Individual Education Programs (IEP) under the Individuals with Disabilities Education Act (IDEA) or plans under Section 504 of the Rehabilitation Act.
19. Maintain and account for District funds in the staff member's possession and control.
20. Maintain professional relationships with students. With the exception of students who are immediate family with the staff member, this requirement also includes avoiding situations that could lead to allegations of inappropriate relationships with students, including, but not limited to:
  - a. Being present in any setting where students are provided or are consuming alcohol or illegal drugs.
  - b. Communicating with students, electronically or in person, about the student's sexual activity or concerning the staff member's sexual or romantic conduct.
  - c. Being present on District premises alone with a student in a room where the door is closed, the door is locked, or the lights are off, unless required temporarily due to emergency circumstances. Counselors and administrators are exempted from this prohibition in performance of professional duties.
  - d. Communicating with students about sexual topics outside approved District curriculum, unless done as part of a District investigation into sexual abuse or harassment.
  - e. Allowing students to drive a staff member's vehicle.



**Performance Evaluation**

**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.

**New 10/2013**

## **PERSONNEL SERVICES**

**Policy 4650**  
**(Regulation 4650)**

### **Performance Evaluation** **Communication with Students by Electronic Media**

Employee personal communication with students in all forms including oral and nonverbal must be professional and respectful and consistent with Board policy. All communications between employees and students must be consistent with a teacher-student relationship. Communication shall be deemed to be inappropriate if such communication is sexual in nature, is sexually suggestive, suggests romantic activity with student or students, occurs at an inappropriate time or place, or is otherwise inconsistent with Board policy. Violation of this provision will result in disciplinary action up to and including dismissal.

Communications between employees and students will be primarily direct, oral or written in nature. Employees are strictly prohibited from engaging in Private Electronic Communications with students, as defined in Regulation 4650. As specified in Regulation 4650, the term “Private Electronic Communications” includes communicating with students on social networks, websites, or webpages that are not accessible to the public, e-mailing with students, and texting students. This prohibition does not preclude Private Electronic Communications between employees and their siblings and children who may be district students.

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

**REV. 3/15**

## **PERSONNEL SERVICES**

**Policy 4710**  
**(Regulation 4710)**

### **Separation**

#### **Resignation: Certificated Staff**

Certificated employees who for any reason intend to retire or resign at the end of the current school year are encouraged to indicate their plans in writing to the Board as early as possible, but no later than June 1.

Resignations to become effective during the school year require a release by the Board and must be considered on an individual basis. Letters of resignation shall be submitted to the Superintendent of Schools/Designee and principal/supervisor to be presented to the Board of Education. The letter should state reasons and an effective date for the resignation.

The Board recognizes that, in some limited cases, it might be necessary for a teacher to seek release from a teaching contract of employment with the District. The Board is not obligated to release a teacher from a contract of employment and may seek to enforce a contract of employment. The recommendation of the Superintendent is required in order for the Board to approve a teacher's release from contract. Regulation 4710 further describes the process regarding release from a teacher's contract of employment.

In the event that a resignation is not approved by the Board and the certificated staff member breaches his or her contract of employment, the Board may pursue any lawful remedies and exercise any lawful rights including, but not limited to, monetary damages and an action to seek revocation of the staff member's certification, including a teacher's certificate of license to teach.

The Board reserves the right to evaluate the assessment of liquidated damages and further reserves the right to waive liquidated damages on a case-by-case basis.

**Rev. 8/15**

**PERSONNEL SERVICES**

**Policy 4711**

**Separation**

**Resignation: Non-Certificated Staff**

Non-certificated staff who wish to resign should address a letter of resignation to the Superintendent/Designee with copies to the Human Resources Office and the principal/supervisor. The letter should state reasons and an effective date for the resignation.

Fourteen (14) days written notice is the minimum amount of time for resignation by a non-certificated staff member.

## **PERSONNEL SERVICES**

**Policy 4720**

### **Separation**

#### **Suspension or Termination: Non-Certificated Staff**

##### **Non-Contractual Employees**

Individuals employed without a contract are subject to suspension and dismissal at any time.

##### **Contractual Employees**

During the term of the employment contract, a non-certificated employee may be suspended with pay pending review of the Board. Prior to suspension or termination, such non-certificated employees will be informed of the reason for discipline and will be given an opportunity to respond to those reasons. Upon request of the employee, a meeting with the Board of Education will be scheduled to review the recommendation for suspension or dismissal. Contractual employees, who are not offered a new contract, are not entitled to meet with the Board of Education. However, in such situations, the employee may review the non-renewal with the Superintendent/Designee.

## **PERSONNEL SERVICES**

**Policy 4730**  
**(Regulation 4730)**

### **Separation**

#### **Nonrenewal/Termination: Probationary Teacher**

Pursuant to section 168.126.2, RSMo. (Supp. 1992), the Board of Education may choose to non-renew a probationary teacher's contract for the coming school year or may choose to terminate a probationary teacher's employment during the term of a contract in accordance with procedures outlined in Regulation 4730.

The Board of Education may terminate a probationary teacher's contract during the term of a contract for statutory causes as follows:

1. Physical or mental condition that renders the teacher unfit to instruct or associate with children.
2. Immoral conduct.
3. Willful or persistent violation of, or failure to obey, the school laws of the state or the published regulations of the School District.
4. Excessive or unreasonable absence from the performance of duties.
5. Conviction of a felony or a crime involving moral turpitude.
6. Incompetence, inefficiency, or insubordination.

Prior to mid-contract termination of a probationary teacher for causes 1-6, the teacher will be provided with written charges and will be provided with an opportunity for a due process hearing before the Board of Education as set forth in Regulation 4730. Prior to the mid-year termination for cause #6, the teacher will also be provided with a notice of deficiencies and probationary period as set forth in Regulation 4730.

## **PERSONNEL SERVICES**

**Policy 4731**  
**(Regulation 4731)**

### **Separation**

#### **Termination of Contract: Permanent Teacher**

Pursuant to sections 168.114 and 168.124, RSMo. 1986, the Board of Education may terminate a permanent teacher's indefinite contract for one or more of the following causes:

1. Physical or mental condition that renders the teacher unfit to instruct or associate with children.
2. Immoral conduct.
3. Incompetency, inefficiency, or insubordination.
4. Willful or persistent violation of, or failure to obey, the school laws of the state or the published regulations of the School District.
5. Excessive or unreasonable absence from the performance of duties.
6. Conviction of a felony or a crime involving moral turpitude.

The indefinite contract of a permanent teacher may be terminated for the foregoing reasons only in accordance with the procedures prescribed by sections 168.116, 168.118, and 168.120, RSMo. 1986.



## **PERSONNEL SERVICES**

**Policy 4740**  
**(Regulation 4740)**

### **Separation**

#### **Reduction in Force: Certificated Staff**

If it becomes necessary to reduce the number of teachers due to a decrease in enrollment, District reorganization or the financial condition of the District, the Board will act to retain the most qualified teachers while following all applicable statutory guidelines.

The Board may place a permanent teacher upon unrequested leave of absence without pay when the Board determines that such action is necessary because of a decrease in pupil enrollment, District reorganization or the financial condition of the District. In placing such a teacher on leave, the Board will be governed by the provisions of the Teacher Tenure Law and District policies and regulations.

**PERSONNEL SERVICES**

**Policy 4741**  
**(Regulation 4741)**

**Separation**

**Reduction in Force: Non-Certificated Staff**

The Board of Education is authorized to reduce the number of non-certificated staff when, in the Board's sole discretion facts, including, but not limited to, decreases in student enrollment, District reorganization or financial reasons necessitate such reduction. In making such staff reductions, the Board will seek to retain those staff members best able to serve the needs of District's students.

## **PERSONNEL SERVICES**

**Policy 4820**  
**(Regulation 4820)**

### **Staff Welfare**

#### **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 liable 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.

**PERSONNEL SERVICES**

**Policy 4830**  
**(Regulation 4830)**

**Staff Welfare**

**Board/Staff Communications**

While the primary line of communication between the staff and the Board of Education remains through the Superintendent, the Board expresses a desire to maintain open communication with the certificated and non-certificated staff. Open communication between Board and staff facilitates continuing improvement of education and the proper disposition of personnel matters that may arise.

**PERSONNEL SERVICES**

**Policy 4831**

**Staff Welfare**

**Staff Involvement in Decision Making**

The Board of Education encourages the staff to provide input and participate in the development and implementation of District programs. However, the final decision on all policy matters will be made by the Board of Education.

**PERSONNEL SERVICES**

**Policy 4840**  
**(Regulation 4840)**

**Staff Welfare**

**Conflict of Interest**

District employees are prohibited from engaging in any activity which would conflict, or raise a reasonable question of conflict, with their responsibilities in the District.

**PERSONNEL SERVICES**

**Policy 4850**  
**(Regulation 4850)**

**Staff Welfare**

**Staff Dispute Resolution**

A. Board Grievance Policy

1. 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.
2. The Board has adopted a formal process for dispute resolution that encourages employees to resolve concerns quickly and at the most immediate administrative level.
3. 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.

## **PERSONNEL SERVICES**

## **Policy 4860**

### **Staff Welfare**

#### **Personnel Records**

Personnel files on all employees will be maintained in the District's administrative offices. It is the intent of the Board of Education to maintain complete and current personnel files, including all information necessary to comply with the Fair Labor Standards Act, for all District employees.

The District will maintain the following information in personnel files: applications, certification documents, performance evaluations, current transcripts, employment contracts and performance related documents. Medical records, including health insurance records, will be maintained separately. Files containing immigration records will be kept separate from personnel files

The personnel file(s) of an individual employee will be considered confidential to the extent allowed by law. Access to personnel files will be on a strict need-to-know basis by appropriate District administrators, legal counsel, or state agencies with authority.

Upon request to, and in the presence of, the appropriate administrative official, any employee will have the right during regular working hours to inspect his/her own personnel file, with the exception of the ratings, reports and records obtained prior to the employment of the individual, including confidential placement papers.

Information of a critical nature will not be entered or filed in the employee's personnel folder until the employee is given notice, as well as an opportunity to review the information and comment thereon. The employee will have the right to append a reply to the statement, which will also be included in the folder.



**Staff Welfare**

**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.

## **PERSONNEL SERVICES**

**Policy 4871**  
**(Regulation 4871)**

### **Staff Welfare**

#### **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.

**Staff Welfare**

**Alcohol and Illicit Drugs**

The District prohibits all from the possession, distribution, or presence under the influence of alcohol and non-prescribed controlled substances while on school premises. This prohibition is exemplified by policy 4870 Drug-Free Workplace and Policy/Regulation 4871 Driver Drug Testing. Violation of this policy as well as Policies 4870 and 4871 will result in disciplinary action up to and including termination. In addition, such violation may result in substantially reduced or forfeiture of workers compensation benefits where the use of substances prohibited by this policy was in conjunction with or related to a work place injury.

**Post Accident Drug/Alcohol Testing**

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

Post accident testing will be utilized after any accident

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

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

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

**Safety Sensitive Positions:**

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

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

**Staff Welfare**

**Cell Phone Usage for Audio and Video Recordings**

The use of cell phones, iPads, and similar personal electronic devices for the purpose of producing video and/or audio recordings presents a significant safety and privacy risk for students. For these reasons, the instructional staff and support staff are not permitted to use such personal electronic devices for the purpose of producing video and/or audio records during the instructional day, as well as in dressing rooms during extracurricular activities.

The policy does not prohibit the use of cell phones, digital cameras and similar electronic devices by staff for the purpose of producing audio and/or visual recordings when:

- (1) The recording is produced as part of a required school-sponsored class or activity;
- (2) The recording is produced at a school performance, activity, or sporting event to which the general public is invited;
- (3) The recording is otherwise permitted by these policies or the building principal.

Employees who violate District policies and procedures regarding the use of personal electronic devices may be disciplined, up to and including termination, and may be prohibited from possessing or using such devices while at work.

**NEW 3/16**

## **SUPPORT SERVICES**

**Policy 5110**  
**(Regulation 5110)**

### **Buildings and Grounds Management**

#### **Buildings and Grounds Maintenance and Inspection**

The Board recognizes the tremendous investment in the District's facilities, buildings, grounds and equipment. It is acknowledged that normal deterioration from natural elements and ordinary use will occur. However, with proper care and attention the rate of deterioration can be reduced and repair and replacement costs held within reasonable limits. Therefore, the Board believes that a proper program of preventive maintenance is a requirement for efficient and economic building operation.

The District shall survey and assess the exposure of friable asbestos in all buildings. A written report shall be filed with appropriate state agencies, and will be available for public review in the Superintendent's office. The report shall be filed as required by law. The District shall take all steps necessary to comply with the Asbestos Hazard Emergency Response Act, as described in regulations of the Environmental Protection Agency.

## **SUPPORT SERVICES**

**Policy 5120**

### **Building and Grounds Management**

#### **Maintenance of Facilities**

A maintenance division, under the supervision of a custodial/maintenance manager, shall be provided to perform maintenance tasks. The primary function of the maintenance division shall be to safeguard the public's investments in school facilities, grounds, and equipment by ensuring their continued useful service to the instruction program and to the community.

Each school principal is charged with the direct supervision of the facility. Custodians are employed to do routine cleaning tasks under the direction of the principal and the Director of Buildings and Grounds.



**SUPPORT SERVICES**

**Policy 5130**  
**(Regulation 5130)**

**Building and Grounds Management**

**Energy Conservation Measures**

In the interest of sound control of District financial resources and in general ecological management, the Board of Education directs that the Administration develop procedures for utilities use that will best meet the need of conservative utilization of these resources.

## **SUPPORT SERVICES**

**Policy 5140**

### **Building and Grounds Management**

#### **Capital Outlay and Minor Improvements**

Capital outlay work, including minor improvements to building and grounds, is the responsibility of the Maintenance Department. In-house maintenance crews should concentrate on the maintenance program rather than capital outlay work except in those instances where private contracts are not feasible.

**SUPPORT SERVICES**

**Policy 5210**  
**(Regulation 5210)**

**Safety, Security and Communications**

**Hazardous Materials**

The District will develop and implement written procedures for the purchase, use, storage and disposal of substances designated as hazardous by local, state and federal authorities.

## **SUPPORT SERVICES**

## **Policy 5211**

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

#### **Eye Protection**

All students, teachers and visitors are required to wear industrial quality eye protective devices when participating in or observing the following activities in any class

1. Exposure to molten materials.
2. Milling, sawing, turning, shaping, cutting, grinding or stamping of any solid materials.
3. Heat treatment, tempering or kiln firing of any materials.
4. Gas, electric arc or other forms of welding.
5. Repair or servicing of any vehicle.
6. Exposure to/or laboratory use of caustic or explosive materials, hot liquids or solids, injurious radiation, or other similar hazards.

Eye protective devices designed to provide protection for the hazards involved and to meet standards specified by state law will be provided by the School District. These devices may be issued to the students or provided at work stations for individual activities. If the devices are issued to the students, principals are authorized to charge students for loss, damage or failure to return any device issued.

## **SUPPORT SERVICES**

## **Policy 5220**

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

#### **School Bus Safety**

Safe transportation of students shall be the paramount obligation of the transportation staff. All procedures and rules developed by the administration shall be governed by this requirement. State and local laws pertaining to the operation of buses and vehicles used to transport students will be observed by drivers, students and staff.

The Administration will develop regulations for students to be included in Policy and Regulation 2610 – Behavioral Expectations. These rules and regulations will be published annually in student handbooks to be distributed to students and parents/guardians. Students will receive instruction for the safe loading, riding, unloading and emergency evacuation procedures.

**SUPPORT SERVICES**

**Safety, Security and Communications**

**Accident Reporting**

**Policy 5230**  
**(Regulation 5230)**  
**(Form 5230)**

In order that proper measures may be taken to avoid recurrence of accidents, written reports will be prepared on all accidents occurring on school premises or at a school-sponsored activity.

## **SUPPORT SERVICES**

**Policy 5240**  
**(Regulation 5240)**

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

#### **Weather, Earthquake and Fire Emergencies**

At the direction of the Superintendent of Schools, the principal will determine areas in each building which are best suited for the protection of students during civil defense emergencies, including adverse weather conditions. School will not be dismissed in the case of a civil defense alert or tornado warning.

It shall also be the duty of the Superintendent of Schools to provide for fire inspections on an announced and unannounced basis in each building. The Superintendent is responsible for remedying unsafe conditions reported by local fire marshals acting in their official capacities.

The principal will assume responsibility for preparing a fire drill and emergency exit plan for each building. The plan will permit students to leave the building safely and quickly. Fire drills will be held the first full month of school and quarterly thereafter.

The District may adopt emergency plans for the use of the District's resources during natural disasters or other community emergencies. These resources may include food assistance through the use of federal commodity foods, and the use of school buildings and buses.

## **SUPPORT SERVICES**

**Policy 5241**

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

#### **Emergency School Closings**

The Superintendent may order the delay of opening, early dismissal or the closing of schools due to inclement weather, hazardous road conditions or specific emergency situations which would make the operation of school impractical or hazardous to pupils. Notification of such actions will be given over local radio and television stations. Unless individually approved by the Superintendent, after school activities will be canceled on the day which school is closed or dismissed early due to weather or other emergency conditions.

Instructional time lost due to weather and other emergency conditions will be made up as required by the State and as approved by the Board of Education.



## **SUPPORT SERVICES**

**Policy 5250**

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

#### **Use of Tobacco Products**

The Board of Education recognizes that the use of tobacco products represents a health and safety hazard. Similarly, the use of substances appearing to be tobacco products, including but not limited to e-cigarettes, creates an environment where tobacco products are endorsed. Therefore, the use of tobacco products and substances appearing to be tobacco products shall be prohibited in all District buildings, grounds, and vehicles. This policy applies to all employees, students, and patrons attending school-sponsored activities and meetings.

**Rev. 9/2014**

**Safety, Security and Communications****Safety and Standards**

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 directions, 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.

**Safety, Security and Communications**

**Security of Buildings and Grounds**

The administration will develop procedures to ensure that school facilities are safeguarded against criminal acts and negligent use. All District employees are responsible for the care and proper use of School District property. Maintenance personnel are responsible for the care, repair and annual maintenance of District equipment and facilities. After school access to District facilities is limited to authorized individuals and groups.

## **SUPPORT SERVICES**

**Policy 5280**

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

#### **Vandalism and Theft**

The administration will take appropriate actions to punish individuals determined to have vandalized District property. Such actions include, but are not limited to school disciplinary action, restitution and criminal and civil charges.

Incident reports are to be sent to the Superintendent/designee and the Director of Building and Grounds by the building administrator no later than the day following an incident. A telephone call to the Superintendent is to be made on the day of discovery as soon as practical.

## **SUPPORT SERVICES**

## **Policy 5310**

### **Purchasing and Supply Management**

#### **Purchasing Furniture and Equipment**

The Superintendent/designee shall develop a standardized furniture and equipment list for each type of facility in the School District. Furniture or equipment needed in addition to the standardized list requires specific approval of the Superintendent/designee prior to bidding or purchase.

Furniture and equipment shall be purchased in accordance with the policies governing bidding requirements and purchasing procedures of the Board of Education.

The Board may purchase apparatus, equipment and furnishings for its schools and operations by entering into lease/purchase agreements with vendors. Any agreement which may result in District ownership of the leased object must contain a provision which allows the District an option to terminate the agreement on at least an annual basis without penalty. All expenditures related to lease/purchase agreements shall be considered expenditures for capital outlay and shall be paid pursuant to the provisions of section 165.011, RSMo., Budget and Current Financing.

**SUPPORT SERVICES**

**Policy 5320**

**Purchasing and Supply Management**

**Preference for Missouri Products**

Preference will be given to making District purchases to all commodities manufactured, mined, produced, or grown within the state and to all firms, corporations, or individuals doing business as Missouri firms, corporations, or individuals when quality and price are approximately the same.

## **SUPPORT SERVICES**

## **Policy 5410** **Regulation 5410**

### **Inventory Management**

### **Inventory Requirements**

#### **Annual Inventory**

The Board shall require a physical count of all stock supply and equipment items at least once each year. This inventory total shall be recorded on the District's accounts.

This is done to provide:

1. Complete local property information for ready reference.
2. Information for insurance purposes.
3. Audit needs to determine capital worth.
4. Accountability of the physical property of the District.

The building principal is responsible for the inventory. The person responsible for the room and its contents should take the inventory.

"Physical Property" for inventory purposes is defined as that property other than the building and built-in facilities such as bookcases, wall lockers and toilets. "Physical Property" includes such items as desks, chairs, typewriters, computers, audio-visual equipment, industrial technology equipment, family and consumer science equipment and physical education equipment even though attached to the building (i.e., stage curtains, auditorium seating, clocks and public address systems). "Physical Property" meets all the following criteria:

1. Retains its original shape and appearance with use.
2. Is nonexpendable (more feasible to repair than replace).
3. Represents an investment of money which makes it advisable to capitalize the item.
4. Does not lose its identity through incorporation into a different or more complex unit.

"Physical Property" does not include supplies, textbooks, reference books, material, chalk and erasers, picture frames, cutlery, glassware, etc. Supply items which are not included are those which meet one or more of the following conditions:

1. Consumable
2. Loses its original shape or appearance
3. Expendable (more feasible to replace than repair)
4. Inexpensive item with value less than \$250.00.

### **Equipment Inventory**

Inventory documentation includes:

1. Description
2. Serial/ID number
3. Finding source
4. Federal Award Identification Number (FAIN) where applicable
5. Title holder, if applicable
6. Acquisition date
7. Cost
8. Percentage of Federal participation, if any
9. Location
10. Use and Condition
11. Disposition, if applicable

**Rev. 3/17**



## **SUPPORT SERVICES**

**Policy 5420**

### **Inventory Management**

#### **Maintenance and Control of Instructional Materials**

All School District instructional materials and equipment, including media materials and equipment, will be classified and catalogued. All textbooks purchased by the District are school property and will bear identification of School District ownership. Obsolete materials and worn out equipment will be replaced on a regular basis.

Textbooks will be made available to all students in sufficient quantity and at appropriate levels, enabling teachers to meet both the planned curriculum sequence and the special instructional needs of the students.

Principals are responsible for textbooks assigned to teachers, and for instituting an inventory of all books at the end of the school year. Each teacher shall keep an accurate record of books issued to students. Students will be held responsible for the proper care of all schoolbooks, supplies, apparatus and furniture supplied to them by the Board of Education. Any student who defaces or damages school property shall be required to pay for all damages. Any student who loses school property shall be required to pay for its replacement.

## **SUPPORT SERVICES**

**Policy 5430**

### **Inventory Management**

#### **Insurance**

The Board of Education shall maintain adequate insurance programs to cover property, liability and personnel, within the requirements of good risk management and state law. The administration will recommend to the Board the kind and amount of property, casualty and/or liability insurance needed for the protection of the District property, employees, and Board of Education, and will administer insurance authorized by the Board, unless otherwise directed.

Every effort shall be made to obtain insurance at the most economical cost consistent with required service, by obtaining quotations or by negotiations, whichever method is advantageous to the District.

The District will maintain coverage on all buildings and capital outlay contents. The liability coverage should include: comprehensive general liability, employee benefits liability, vehicular liability and school board legal liability.

**SUPPORT SERVICES**

**Policy 5440**

**Inventory Management**

**Equipment on Loan**

School District equipment is not to be lent to individuals or groups outside the schools. Deviation from this policy requires permission from the Superintendent / Designee.

## **SUPPORT SERVICES**

## **Policy 5510**

### **Food Service Program**

#### **Food Service Management**

The Superintendent / Designee will develop and implement procedures for operating a food services program. In addition, the Superintendent / Designee will monitor the quality and efficiency of the District's food service program.

The District's food service program will comply with all state and federal regulations for food quality and financial reimbursement.

The Board may elect to contract with a food service management company to manage the District's food service program.

The duration of contracts with food service management companies will be limited to one (1) year with no more than four (4) annual renewals.

**SUPPORT SERVICES**

**Policy 5520**  
**(Forms 5520)**

**Food Service Program**

**Uniform Policy for Free and Reduced-Price Meals**

The District will participate in the national school lunch program. Eligible students will be identified for participation in the free and reduced-price lunch program based upon federal and state guidelines.

Information concerning the eligibility standards will be distributed annually within the District. The identification of student participants in the program will be confidential with such information disclosed to staff members on a strict need-to-know basis.

## **SUPPORT SERVICES**

**Policy 5530**

### **Food Service Program**

#### **Competitive Food Sales**

In order to comply with requirements of Part 210, National School Lunch Program, and Part 220, School Breakfast Program as amended, respecting the sale of food in competition with meals served under the National School Lunch Program and the School Breakfast Program, the sale of categories of foods of minimal nutritional value during the meal periods in the cafeteria is prohibited. The restricted categories of foods are identified as soda water (carbonated beverages), water ices, chewing gum and certain candies (hard candies, jellies and gums, marshmallow candies, fondants, licorice, spun candies and candy-coated popcorn).

## **SUPPORT SERVICES**

## **Policy 5610**

### **Transportation**

#### **School Bus Drivers**

The safety and welfare of District students is of paramount importance to the Board of Education. This concern is especially true when students are transported in District vehicles where the pupil-employee ratio is high and when the potential risks are significant. Accordingly, no person will operate a District school bus unless the person possesses a valid school bus permit and has complied with the regulations of the Department of Revenue. Applicants for school bus permits may be required to annually pass a written skills examination.

As required by regulations of the Missouri Department of Elementary and Secondary Education, all school bus drivers employed by the District or through a transportation contractor are required to submit a health certificate completed by a physician for each current school term. In addition to the required health certificate, the Board may require evidence of continued good health from individual drivers at any time it deems necessary.

## **SUPPORT SERVICES**

## **Policy 5620** **(Regulation 5620)**

### **Transportation**

#### **Student Transportation Services**

The Board of Education, in accordance with state law, shall provide free transportation for eligible students attending the District schools. The Superintendent shall ensure that the transportation services of the District meet all of the guidelines established by the Missouri Department of Elementary and Secondary Education (i.e., Missouri Pupil Transportation Administrative Handbook, Missouri Minimum Standards for School Buses, Missouri Certified Bus Driver Instructor's Manual, and Missouri School Bus Driver Manual) as well as the policies that pertain directly to the qualifications of bus operators and operational procedures adopted by the Board of Education.

According to regulations of the Department of Elementary and Secondary Education, bus transportation will be provided to and from District schools for all students who reside three and one-half (3.5) miles or more from the school located in their attendance areas. State regulations provide for reimbursement to districts providing transportation for those students living more than one (1.0) mile from their attendance area school. The District may transport students who reside less than one (1.0) mile from school when students are required to cross a state highway or county arterial without access to sidewalks, traffic signals, or a crossing guard and no existing bus stop is changed to avoid administrative penalty. In such instance, the District will request a waiver of the administrative penalty. The Superintendent is directed to prepare annually a plan for student transportation services for the upcoming school year which addresses student transportation needs within the limitations of District finances, including state aid for transportation services. The plan will address mileage distance from school and grade level requirements for receiving transportation to be provided by the District. This plan shall be presented for School Board approval no later than the regular September Board meeting of each school year. In cases when the transportation plan remains the same as the prior school year, the plan may be submitted to the School Board as an information rather than an action item.

All eligible students with disabilities will be provided bus transportation by the District between home and the special education program. Transportation for a student with disabilities will be provided between schools if the Individualized Education Plan (IEP) team determines that such transportation is necessary as a related service due to the student's disability. Eligibility must be stated in the student's IEP.

Students are expected to comply with behavioral expectations as stated in Policy 2652 "Student Conduct on Buses" while they are passengers in District vehicles.

**Rev. 9/06**



## **SUPPORT SERVICES**

**Policy 5630**

### **Transportation**

#### **Bus Routes and Schedules**

The administration will prepare and monitor District bus routes and schedules. The Board will initially approve all bus routes no later than October 31 of each school year; the final bus routes must be approved by June 30 of each school year. Buses will be routed with student safety, efficiency and economy as the controlling factors.

## **SUPPORT SERVICES**

## **Policy 5640**

### **Transportation**

#### **Bus Inspections**

All District vehicles which are used to transport students will be inspected annually by the Missouri State Highway Patrol after February 1 of each year.

State bus inspections conducted by District employees shall not be made more than sixty (60) days prior to operating the vehicles during the school year. Bus drivers and bus maintenance employees have the responsibility to inspect, report and remedy any condition of District buses which poses an unreasonable risk of harm to students and staff.

Newly purchased, newly leased, newly placed into service, newly contracted vehicles or vehicles replaced under contracted services with a rated capacity to carry more than ten (10) passengers including the driver, and used to transport students, shall meet state and federal specification and safety standards applicable to school buses.

**SUPPORT SERVICES**

**Policy 5650**  
**(Forms 5650)**

**Transportation**

**Transportation Records and Reports**

The Superintendent will develop and maintain procedures for monitoring and reporting student transportation infractions.

Records of student ridership will be taken and reported for each route on the second Wednesday of October and February, as per Department of Elementary and Secondary Education (DESE) regulations.

## **SUPPORT SERVICES**

**Policy 5660**  
**(Regulation 5660)**  
**(Forms 5660)**

### **Transportation**

#### **Field Trips**

The use of bus transportation services for field trips may be authorized from Board of Education appropriated funds budgeted for field trips if approved by the Superintendent/designee.

Transportation services may be provided for school-related activities provided the sponsoring organization pays the cost. The Superintendent/designee will approve such requests based upon the availability of buses and drivers.

**SUPPORT SERVICES**

**Policy 5661**  
**(Regulation 5661)**

**Transportation**

**Field Trip Transportation in Private Vehicles/Common Carriers**

Authorized vehicles other than approved school buses may be used for transportation of students. The number of students transported shall be limited to the number of seat belts available in the authorized vehicle. The School Board shall adopt regulations for transportation in other than approved school buses and standards for use of authorized common carriers.

## **SUPPORT SERVICES**

**Policy 5670**

### **Transportation**

#### **Use of School Buses**

School buses will be used only for the transportation of students to and from school or for District educational purposes.

District buses used to transport children solely for Head Start programs will display signs indicating that the bus is a Head Start bus.

## **INSTRUCTIONAL SERVICES**

**Policy 6110**  
**(Regulations 6110)**

### **Curriculum Services**

#### **Curriculum Development**

The Board of Education recognizes the need and value of a systematic and on-going program of curriculum review. The Board encourages and supports the professional staff in its efforts to identify and review new curricular ideas, develop and improve existing programs and evaluate all instructional programs.

The Board of Education directs the Superintendent to continuously carry out the curriculum development and implementation process. As used in this policy, curriculum is the process, attitudes, skills, and knowledge that are taught and learned at the appropriate levels in District schools.

However, the Board of Education is responsible for the approval and adoption of curriculum used by the District.

Similarly, the Board may adopt the District's own education standards, in addition to those already adopted by the state, provided the additional standards are in the public domain and do not conflict with the standard adopted by the State Board of Education.

**Rev. 9/2014**

## **INSTRUCTIONAL SERVICES**

## **Policy 6111**

### **Curriculum Services**

#### **Curriculum Planning**

The plan for curriculum development will address all requirements indicated by the Outstanding Schools Act of 1993 including the Show-Me-Standards: Section 160.514, RSMo and Code of State Regulations, 5 CSR 50-375.100. These standards include performance (process) standards and knowledge (content) standards. All curriculum developed by the District shall satisfy moving District students toward achieving Missouri's definition of what students should know and be able to do by the time they graduate from high school.



## **INSTRUCTIONAL SERVICES**

## **Policy 6112**

### **Curriculum Services**

### **Curriculum Research**

The Board of Education directs that all curriculum developed and/or adopted by the District shall be based on current research relative to how students best learn. Resources to be consulted include, but are not limited to, local or area universities, State Department of Elementary and Secondary Education services, Association for Supervision of Curriculum Development and similar national, state and/or local curriculum organizations. Every effort should be made to insure that District curriculum is current and based on sound educational research findings.

## **INSTRUCTIONAL SERVICES**

**Policy 6113**

### **Curriculum Services**

#### **Curriculum Design**

The design of District curriculum shall follow curriculum frameworks offered by the State Department of Elementary and Secondary Education which are intended to provide assistance in aligning local curriculum with the Show-Me-Standards.

**INSTRUCTIONAL SERVICES**

**Policy 6114**

**Curriculum Services**

**Curriculum Adoption**

All curriculum developed by District staff shall be formally presented to the Board of Education for official approval before classroom implementation.

**INSTRUCTIONAL SERVICES**

**Policy 6115**

**Curriculum Services**

**State Mandated Curriculum: American History**

As provided by state law, the District's curriculum will include (the following subject matter components) American History components.

American History courses at all levels will include instruction in the details and events of the racial equality movement that have resulted in major changes in the laws and attitudes of the United States and of Missouri. Instruction will be sequenced in the proper time line.

**Curriculum Services**

**State Mandated Curriculum: Human Sexuality**

Any course materials and instruction related to human sexuality and sexually transmitted diseases will be medically and factually accurate and will:

1. Provide instruction on human sexuality and in HIV prevention that is age appropriate;
2. Present abstinence from sexual activity as the preferred choice of behavior, in relation to all sexual activity for unmarried students;
3. Advise students that teenage sexual activity places them at a higher risk of dropping out of school;
4. Stress that sexually transmitted diseases are serious, possible health hazards of sexual activity;
5. Provide students with the latest medical information regarding exposure to human immunodeficiency virus, AIDS, human papilloma virus, hepatitis, and other sexually transmitted diseases;
6. Present students with the latest factually accurate information regarding the possible side effects and benefits of all forms of contraception;
7. Include discussions of the possible emotional and psychological consequences of preadolescent and adolescent sexual activity. Such discussions will include the consequences of adolescent pregnancy, the advantages of adoption, the adoption of special needs children, and the process involved in making an adoption plan;
8. Teach skills of conflict management, personal responsibility, and positive self-esteem. Instructions will include the prohibition against making unwanted sexual advances and methods to resist sexual advances and other negative peer pressures;
9. Advise students of the laws relating to their financial responsibility to children born out of wedlock and the criminal sanctions for statutory rape;
10. Not encourage or promote sexual activity;
11. Not distribute or aid in the distribution of legally obscene materials to minors on school property;

12. Teach students about the dangers of sexual predators, including on-line predators;
13. Teach students how to behave responsibly and remain safe on the Internet;
14. Teach students the importance of having open communications with responsible adults;
15. Teach students how to report an inappropriate activity to a responsible adult, and where appropriate, to law enforcement, Federal Bureau of Investigations or the National Center for Missing and Exploited Children's CyberTipline;
16. Teach students about the consequences, both personal and legal, of inappropriate text messaging, including texting among friends.

The parents/guardians of each student will be advised of:

1. The content of the District's human sexuality instruction;
2. Their right to remove their student from any part of the District's human sexuality instruction.

The District's human sexuality curriculum will be available for public examination prior to its use in actual instruction. Consideration will be given to separating students by gender for human sexuality instruction.

The District will not permit any individual or organization that provides abortion services, to offer, sponsor, or furnish course materials related to human sexuality or sexually transmitted diseases.

**INSTRUCTIONAL SERVICES**

**Policy 6117**

**Curriculum Services**

**Veteran's Day Commemoration**

Each District school will devote at least one class period in preparation for Veteran's Day in order to convey the meaning and significance of Veteran's Day. In addition, the Board may annually designate Veteran's Day as a school holiday.

**New 9/2014**

## **INSTRUCTIONAL SERVICES**

## **Policy 6120**

### **Curriculum Services**

#### **Curriculum Guides**

Written curriculum guides shall be developed and Board approved for implementation in the following areas K–12:

1. English/Language Arts
2. Social Studies
3. Mathematics
4. Science
5. Foreign Language
6. Health, Safety and Physical Education
7. Fine Arts (Visual and Performing Arts)
8. Practical Arts and Vocational Programs (Business, Industrial Technology, and Family and Consumer Science)
9. Counseling and Guidance
10. Computer Science / Technology

Health education is to include drug education and AIDS education as mandated by federal legislation.

Curriculum Guides at all levels will include a philosophy statement and sections defining behavioral goals and objectives reflecting content standards, teaching resources, and evaluation criteria reflecting performance standards. Each Guide will include strategies for interdisciplinary studies and cooperative classroom implementation.



## **INSTRUCTIONAL SERVICES**

## **Policy 6130**

### **Curriculum Services**

#### **Drug Education**

The Board of Education understands that parents/guardians, educators, students and other community members are seriously concerned about the adverse effects of drug abuse on the individual and society. Furthermore, the Board believes that effective drug education programs require both the acquisition of knowledge and the development of positive personal values. Both the school and other community agencies must share in the development and conduct of programs to alleviate the problems of drug abuse.

Therefore, the School District will abide by the following:

1. Be concerned with the education of all areas of drug and alcohol abuse.
2. Establish and maintain a realistic, meaningful drug and alcohol education program that will be incorporated in the total educational program.
3. Establish and maintain an ongoing in-service drug and alcohol education program for school personnel.
4. Cooperate with government and private agencies offering services related to drug and alcohol problems.
5. Encourage and support activities that will develop a positive peer influence in the area of drugs and alcohol.
6. Create a climate whereby students may seek and receive counseling about drugs and alcohol and related problems without fear of reprisal.
7. Follow federal mandates concerning drug and alcohol education.

## **INSTRUCTIONAL SERVICES**

**Policy 6140**

### **Curriculum Services**

#### **Services for Students with Disabilities**

The District does not utilize a separate curriculum for students with disabilities. It is the policy of the District to implement a program of regular and special education based on the individualized needs of each disabled student.

The District will provide special education and/or related services to students with disabilities in accordance with applicable law, including the IDEA, its implementing regulations, the Missouri State Plan for Part B of the IDEA, Section 504 of the Rehabilitation Act of 1973, its implementing regulations, and Title II of the American with Disabilities Act.

For students identified as disabled under the Individuals with Disabilities Act (IDEA), each student's IEP team will develop an Individualized Educational Plan (IEP) that will address how that student's disability affects that student's involvement and progress in the general curriculum. Each student's IEP team also will, in accordance with IDEA, create an IEP that includes a statement of the special education, related services and supplementary aides and services that will enable the student to be involved in and make progress in the general educational curriculum.

**Rev. 10/2013**

## **INSTRUCTIONAL SERVICES**

## **Policy 6145** **(Regulation 6145)**

### **Curriculum Services**

#### **Service Animals in Schools**

The District recognizes that service animals may be used to provide assistance to qualified individuals with disabilities. This policy governs the presence of service animals in the District's buildings, on school property (including school buses), and at school activities. The Board of Education adopts this policy to ensure that individuals with disabilities are permitted to participate in and benefit from District programs, activities and services, and to ensure that the District does not discriminate on the basis of disability.

Qualified students and/or adults with disabilities may be accompanied by a "service animal" on school property, in school buildings, and at school functions when required by law and subject to the conditions of this Policy.

#### **Service Animals**

Under federal law, a "service animal" means "any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability." Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition (See, however, provisions on miniature horses below). The work or tasks performed by a service animal must be directly related to the handler's disability. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

Under Missouri law, the term "service dog" is defined as "any dog specifically trained to assist a person with a physical disability by performing necessary physical tasks which the person cannot perform. Such tasks shall include, but not be limited to, pulling a wheelchair, retrieving items, and carrying supplies.

The District will permit the use of a miniature horse as a service animal if: (1) the miniature horse has been individually trained to do work or perform tasks for the benefit of an individual with a disability.

In determining whether to permit the use of a miniature horse as a service animal, the District will consider: (1) the type, size and weight of the miniature horse and whether the facility can accommodate these features; (2) whether the handler has sufficient control of the miniature horse; (3) whether the miniature horse is housebroken; and (4) whether the miniature horse's presence compromises legitimate safety requirements that are necessary for the safe operation of the facility. All additional requirements outlined in this Policy which apply to service animals, shall apply to miniature horses.

If an individual with a disability requests to use a service animal in a District building, on District property, in a District vehicle or at a District function, the District will not ask about the nature or extent of the person's disability. However, the District may make the following inquiries to determine whether an animal qualifies as a service animal: (1) whether the animal is required because of a disability; and (2) what work or task the animal has been trained to perform. The District may not make these inquiries when it is readily apparent that an animal is trained to work or perform tasks for an individual with a disability.

The District will not require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal.

**New 12/12**

## **INSTRUCTIONAL SERVICES**

**Policy 6150**

### **Curriculum Services**

#### **Curriculum for At-Risk Students**

The Board of Education directs that curriculum be developed to meet the needs of students at risk of failure. This curriculum is to include strategies infused in all areas of regular education, K - 12, to address the special needs of students at-risk.

As provided by state and federal guidelines and funds, the Board directs the administration to utilize funds from ESEA, Title I and state programs for alternative education, among others, as resources for curriculum development for students at-risk.

## **INSTRUCTIONAL SERVICES**

## **Policy 6160**

### **Curriculum Services**

#### **Curriculum for Gifted and Talented Students**

The Board of Education directs that curriculum be developed to meet the needs of students who have been identified as gifted and talented by multi-criteria assessment developed by professional staff. This curriculum is to include strategies infused in all areas of regular education, K- 12, as well as specific curriculum designed to enrich the regular curriculum in order to meet the challenge of educating the gifted student.

The Board directs the Administration to seek whatever resources are available to develop curriculum and programs in this area, including Department of Elementary and Secondary resources for Gifted and Talented Education.

## **INSTRUCTIONAL SERVICES**

**Policy 6170**

### **Curriculum Services**

#### **Early Childhood Education**

The critical importance of the early years in determining the educational development of children is recognized by the Board.

The Board directs that a written curriculum will direct the services offered to pre-kindergarten age children.

## **INSTRUCTIONAL SERVICES**

**Policy 6180**  
**(Form 6180)**

### **Curriculum Services**

#### **English Language Learner (ELL)**

The Board of Education is committed to identifying and assessing the educational needs of students whose native or home language is other than English. Once identified, the District will provide appropriate programs to address the needs of these students. Students entitled to considerations under this policy include:

1. Language Minority (LM) - students who come from a background where English is not the student's first language, or where the primary language of the home is not English or both.
2. Limited English Proficient (LEP) - Students whose English language skills are insufficient to lead to success in an English-only classroom.

The District will also take steps to ensure to the maximum extent practicable that the interests of ELL students are included in the development and implementation of District programs and services that are offered by the District to and for its student body.

To ensure that parents/guardians are properly notified of the ELL program, all new and enrolling students are to be given the Student Home Language Survey (Form 6180). The form shall be completed and returned to the school by the parents/guardians if they feel their child may be in need of such services.



## **INSTRUCTIONAL SERVICES**

## **Policy 6190**

### **Student Academic Achievement**

#### **Virtual Instruction Program**

The District will participate in the State's Virtual Instruction Program (MoVIP). MoVIP offers District students the opportunity to participate in free or tuition-paid online courses in a variety of grade level and content areas from kindergarten through grade 12. District students who wish to enroll in the Missouri virtual school must first enroll in the public school of residence.

MoVIP courses may be taken during the school day or outside of the school day. The number of credits that a student may earn during any academic period will not be limited by the District. Students and their parents/guardians are encouraged to meet with school counselors to develop an educational program, including MoVIP courses, which best meets the individual needs of District students. Students participating in MoVIP courses will have access to District facilities and technology which are otherwise available to students participating in the regular school program. The District does not provide equipment, Internet access, supplies, or materials to students participating in the Missouri Virtual School.

The District will receive notification from MoVIP concerning the percentage of work satisfactorily completed by each student for each virtual education class completed. District staff members will assign a grade and course credit depending upon the percentage of work satisfactorily completed for each class. In awarding credit and assigning grades, the District will apply the same standards for grade assignment and credit award as are applied to courses completed in the District's traditional curriculum. Credit toward meeting District graduation requirements will be awarded for MoVIP courses provided the work completed meets the academic standards required in the District's traditional educational program.

The District may also recognize and assign credit for courses offered through other electronic media courses such as satellite video courses, cable video courses, interactive education television consortium, and computer-driven or on-line courses. Students may also be awarded credit for satisfactorily completed course work from accredited institutions. In addition, the District may offer virtual courses that could take place outside of a District facility. The District will ensure that virtual courses purchased from outside vendors are aligned with the Show-Me curriculum standards and comply with state requirements for teacher certification. Students and their parents/guardians should consult with their school counselor to determine whether satisfactory completion of such work is eligible for award of District credit. This discussion should occur prior to enrollment in such programs.

**REV. 6/11**

## **INSTRUCTIONAL SERVICES**

## **Policy 6210**

### **Instruction**

#### **Instructional Time**

The primary focus of the District's staff and programs is maximization of student learning. While learning occurs as a result of extracurricular activities and as a result of non-structured interaction between students and between students and staff, most learning occurs as a result of planned learning activities during class time. Therefore, every effort will be made to minimize disruptions in instructional time. Public address announcements and pull out programs will be planned to avoid loss of critical instruction time.

## **INSTRUCTIONAL SERVICES**

## **Policy 6220**

### **Instruction**

#### **Student Teachers, Interns and Fellows**

The Board of Education authorizes contractual arrangements to be made for the acceptance for training of student teachers from regularly accredited colleges and universities to the extent that the training of these student teachers will both enhance educational opportunities of the classroom students as well as provide a training opportunity for the student teacher.

Guidelines will be prepared for the direction of staff members in handling the student teacher program. These guidelines will also be written to provide a definite program for the improvement of the student teacher while assigned to this School District.

The Board of Education supports and promotes the continued development and expansion of partnerships with institutions of higher education that focus on improving the quality of teacher training and education. Top priority will be given in the placement of student teachers, interns and fellows in district designated partnership schools.

## **INSTRUCTIONAL SERVICES**

**Policy 6230**  
**(Regulation 6230)**

### **Instruction**

#### **Textbook Selection and Adoption**

The Superintendent/designee will appoint a committee of teachers and administrators to review textbook offerings in specific instructional areas. The committee will submit its report together with its recommendation to the Superintendent. The Superintendent will consider the committee's report and inform the Board of his / her final decision.

## **INSTRUCTIONAL SERVICES**

**Policy 6231**  
**(Regulation 6231)**

### **Instruction**

#### **Textbook Usage - Students**

Textbooks on which assignments are based are to be available to each student. Under the guidance of the teacher and the rules for a particular class, a textbook should be available for the student to take home overnight or over a weekend so that the student may prepare homework assignments and so that the parents/guardians may see the textbook.

Textbooks and library books are to be treated with respect by the students, used wisely, cared for, and returned in good condition when the assignment or course is concluded. The student to whom a textbook or library book is issued will be held responsible for its return in good condition. A reasonable system of fines, penalties, or methods of repayment for a fair value of the book is to be developed.

## **INSTRUCTIONAL SERVICES**

**Policy 6240**

### **Instruction**

#### **Instructional Materials**

The Superintendent/designee shall formulate administrative regulations as necessary to be included in faculty handbooks relative to the purchase and appropriateness of instructional materials. Guidelines relative to guest lecturers or presentations shall be included.

## **INSTRUCTIONAL SERVICES**

**Policy 6241**  
**(Regulation 6241)**  
**(Form 6241)**

### **Instruction**

#### **Challenged Materials**

The Board has the ultimate responsibility for establishing the curriculum and for purchasing instructional and/or media materials to be used in the District. While the Board recognizes the right of students to free access to the many different types of books and instructional materials, the Board also recognizes the right of teachers and administrators to select books and other materials in accordance with current trends in education and the established curriculum.

It is therefore the policy of the Board to require that books and other instructional materials shall be chosen for values of educational interest and the enlightenment of all students in the community. Instructional materials shall not be excluded on the basis of the writer's racial, nationalistic, political, or religious views. Every effort will be made to provide materials that present all points of view concerning international, national and local problems and issues of our times. Books, or other instructional or media materials of sound factual authority, shall not be prescribed, nor removed from library shelves or classrooms on the basis of partisan or doctrinal approval or disapproval. The Board will strive to provide stimulating, effective materials that will be appropriate to the community's values and the students' abilities and maturity levels.

Instructional or media materials used in the District's educational program consist of various types of print and nonprint materials. Despite the care taken to select those materials deemed to be educationally useful, occasional objections to the selection of instructional materials may be made by the public.

If a challenge is made, it should be properly channeled through guidelines and procedures established by the Board.

## **INSTRUCTIONAL SERVICES**

## **Policy 6242**

### **Instruction**

#### **Religious or Controversial Issues**

Religious education is the responsibility of the home and church. The espousal 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.



## **INSTRUCTIONAL SERVICES**

## **Policy 6243**

### **Instruction**

#### **Copyrighted Materials**

It is the intent of the Board to delineate, enforce, and abide by the provisions of current copyright laws and regulations as they affect the School District and its employees. The District will not purchase any videos, computer software, audio tapes, publications or other materials that have been illegally copied or reproduced.

Copyrighted materials, whether they are print or non-print, will not be duplicated unless such reproduction meets “fair use” standards, or unless written permission from the copyright holder has been received.

Details about “fair use” will be made available to all teachers. A summary of these standards will be posted or otherwise made easily available at each machine used for making copies.

The Board does not sanction illegal duplication in any form. Employees who willfully disregard the District’s copyright position are in violation of Board policy; they do so at their own risk and assume all liability responsibility.

Any materials produced by an employee (or employees), during the time he/she is paid for production of said materials, shall be owned by the School District and any civil rights of authorship are forfeited with payment by the District for production of materials.

## **INSTRUCTIONAL SERVICES**

**Policy 6250**  
**(Regulation 6250)**  
**(Form 6250)**

### **Instruction**

#### **Instruction for Students with Disabilities**

It is the policy of the District to provide a free appropriate public education to all public school students with disabilities. Students with disabilities are defined as those students who have one of the categorical disabilities as enumerated in the Missouri State Plan for Part B of the Individuals with Disabilities Education Act (IDEA) and who are in need of special education services or who have a mental or physical impairment that substantially limits one or more major life activities as defined by Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

The District will provide special education and/or other services to students with disabilities in accordance with applicable law, including the IDEA, and its amendments, Section 504 of Rehabilitation Act of 1973, §162.670-.995, RSMo., and Missouri's State Plan for Part B of the IDEA. For appeal procedures and information as to where to obtain a copy of the District's 504 Procedural Safeguards regarding identification, evaluation or educational placement of a student under Section 504, refer to Regulation 2110 - Equal Education Opportunity.

To obtain a copy of the District's IDEA procedural safeguards, including appeal procedures, please contact Director Special Services at Central Office.

When providing print materials to students with visual impairments, the District will adhere to the National Instructional Materials Accessibility Standards (NIMAS) or will provide such print materials in timely fashion via high quality accessible materials.

## **INSTRUCTIONAL SERVICES**

**Policy 6255  
(Regulation 6255)**

### **Instruction**

#### **Independent Educational Evaluation Policy for Disabled Students under the IDEA**

The parent or legal guardian of a student with a disability pursuant to the Individuals with Disabilities Education Act (“IDEA”) or of a student suspected of having an IDEA disability has the right to obtain an independent evaluation subject to the provisions of this policy. The parent or legal guardian has the right to an independent educational evaluation at public expense if they disagree with an evaluation or any component of an evaluation obtained or conducted by the District. The parent or legal guardian may request one independent educational evaluation in response to each evaluation completed by the District. If the parent request for an independent evaluation comes one year or more from the date of the completion of the District’s evaluation, the District may seek to complete a reevaluation prior to paying for an independent educational evaluation.

#### *Definitions:*

1. *An independent educational evaluation (IEE)* means an evaluation conducted by a qualified examiner who is not employed by the District. An independent educational evaluation must meet the educational evaluation criteria used by the District when it initiates an evaluation to the extent those criteria are consistent with the parent’s right to an IEE.
2. *Public expense* means that the District either pays for the full cost of the evaluation or ensures that the evaluation is otherwise provided at no cost to the parent. The District may, therefore, use whatever State, local, Federal or private sources of financial support are available to pay for the costs of an independent educational evaluation.

A parent is not required to notify the District prior to obtaining an IEE. However, if the parent or legal guardian requests an independent educational at public expense, the District will request that the parent provide a reason why he or she objects to the District’s evaluation. In making that request, the District may not unreasonably delay either providing the requested independent educational evaluation at public expense or initiating a due process hearing to defend the District’s evaluation.

If a parent requests an independent educational evaluation at public expense, the District will:

- (1) Provide the parent or legal guardian with a copy of this policy and the District’s IEE procedures; and
- (2) Provide the parent with information about where an IEE may be obtained within the parameters of this policy and the District’s procedures; and

(3) (a) ensure that an independent educational evaluation is provided at public expense; or (b) initiate a due process hearing to show that the District's evaluation is appropriate or that the IEE obtained by the parent did not meet District criteria.

If the District initiates a hearing and the final decision supports the appropriateness of the District's evaluation, the parent still has the right to an independent educational evaluation, but not at public expense.

If a parent or legal guardian obtains an IEE at private expense and presents that IEE to the District, the results of that evaluation must be considered by the District in any decision regarding the provision of a free appropriate public education to the student. In addition, any IEE obtained by the parents at private expense may be presented as evidence at a due process hearing regarding that student.

## **INSTRUCTIONAL SERVICES**

## **Policy 6260**

### **Instruction**

#### **Educational Surrogate**

The Board of Education directs the Administration to determine whether a disabled student is in need of an educational surrogate within thirty (30) days of the date of notification that the student is living within District jurisdiction. The Administration is directed to notify the Division of Special Education at the Missouri Department of Elementary and Secondary Education in writing within ten (10) days of the determination that such need exists.

The District designates the Director of Special Services who is responsible for overseeing the educational surrogate program in the District.

**Rev. 10/2013**

**INSTRUCTIONAL SERVICES**

**Policy 6270**  
**(Regulation 6270)**

**Instruction**

**Instruction for At-Risk**

The School District shall meet all federal and state requirements for identifying and providing services to educationally at-risk students.

At-risk students are those whose educational outcomes are in jeopardy because they are experiencing academic deficits, have become disaffected with school and learning, or impacted by other factors which impede education and social development.

## **INSTRUCTIONAL SERVICES**

## **Policy 6271**

### **Instruction**

#### **Instruction for Gifted and Talented Students**

The Board of Education, recognizing the need for programs addressing the special needs of gifted and talented students, shall endeavor to provide the level of monetary support it deems proper to enhance programs for those students so identified. Procedures for the selection of programs and students will be developed by the professional staff and approved by the Board.

## **INSTRUCTIONAL SERVICES**

**Policy 6272**

### **Instruction**

#### **Instruction for Pre-school**

The Board of Education will enter into programs for pre-school children, as is provided for in the statutes of the State of Missouri, and subject to the rules and regulations of the specific legislation governing the administration of the program. The School District will provide an organization for continuous progress in education to fit the needs of individuals of the community within the limitations of District finances.

Within these limitations, the Board will provide school facilities for the purpose of maintaining and expanding programs and services for pre-school children. Such programs will be commensurate with the needs of the community. The Board will provide administrative, ancillary and other supportive services needed to enhance the quality of the pre-school education program.



## **INSTRUCTIONAL SERVICES**

**Policy 6273**  
**(Regulation 6273)**

### **Instruction**

#### **Instruction for Homeless Students**

The Board of Education is committed to providing access to educational opportunities to eligible homeless students. Services will be provided consistent with federal law and with Missouri's state plan for the education of homeless children.

## **INSTRUCTIONAL SERVICES**

**Policy 6274**

### **Instruction**

#### **Instruction for Migrant Students**

The Superintendent will develop appropriate means to identify migrant students and to develop plans to meet the educational needs of these children. Migrant students will be provided the full range of education and related services provided to other District students.

**INSTRUCTIONAL SERVICES**

**Policy 6275**  
**(Form 6275)**

**Instruction**

**Instruction for Homebound Students**

Homebound instructional programs will be administratively considered for non-disabled students who for health reasons are likely to be absent for more than ten school days. Decisions with respect to homebound instruction for disabled students under Section 504 or the IDEA are made by the students' 504 or IEP team. Please refer to Regulation 6275 for specific homebound procedures.

**Instruction**

**Vocational and Technical Education**

The Board of Education believes that vocational and technical education is critical to the development of skills necessary for satisfying careers. The underlying foundation for all academic courses should be the relationship of class concepts to practical job application. Occupational education shall encompass career awareness, career exploration and career preparation to include vocational training opportunities, either within the local high school(s) and/or local area vocational and technical schools.

District vocational programs shall meet all state and federal guidelines and requirements, including the formation and utilization of advisory councils in all areas.

## **INSTRUCTIONAL SERVICES**

**Policy 6310**  
**(Regulation 6310)**

### **Libraries, Media and Technology Services**

#### **School Libraries**

The Board believes that it is the responsibility of the District's library/media centers to provide materials that reflect the ideals and beliefs of religious, social, political, historical and ethnic groups, and their contributions to American and world cultures. Materials will be selected which are related to and support the District's curriculum. Selection of and access to library/media materials will be based upon the contribution to the education program and the age appropriateness of the materials.

#### **Intellectual Access**

The library/media program serves as a point of access to information and ideas for students as they acquire critical thinking and problem-solving skills. Students and educators served by the library/media program should have access to resources and services free of constraints resulting from artificial barriers. Artificial barriers should not prevent students from accessing and using resources except as defined by District policies and regulations, including but not limited to selection, acquisition and Internet usage policies and regulations.

#### **Confidentiality**

The District recognizes the need for confidentiality of school library records. Therefore, no person will release any library record of any student, faculty or other library user to any third party except as provided by law.

## **INSTRUCTIONAL SERVICES**

**Policy 6320**  
**(Regulation 6320)**

### **Libraries, Media and Technology Services**

#### **Internet Safety Policy**

##### **A. Introduction**

It is the policy of the District to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

##### **B. Access to Inappropriate Material**

To the extent practical, technology protection measures shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

##### **C. Internet Safety Training**

In compliance with the Children's Internet Protection Act, each year, all District students will receive internet safety training which will educate students about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, and cyberbullying awareness and response. Such training will include internet, cell phones, text messages, chat rooms, email, and instant messaging programs. (See also Policy 6116 - State Mandated Curriculum – Human Sexuality)

##### **D. Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

**E. Supervision and Monitoring**

It shall be the responsibility of all District employees to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's

Internet protection Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Executive Director of Technology or designated representatives.

**REV. 3/16**

## **INSTRUCTIONAL SERVICES**

**Policy 6410**  
**Form 6410**

### **Evaluation Services**

#### **Evaluation of Instructional Programs**

The Board of Education believes that maximizing the quality of District services and administrative decision-making requires the regular evaluation of all District programs. Evaluations may identify the success of District programs in meeting their objectives. Utilization of program evaluation should result in the improvement of District programs and will provide data for Board and staff decision-making. The Superintendent is directed to develop procedures for program evaluation and reporting.



## **INSTRUCTIONAL SERVICES**

## **Policy 6420**

### **Evaluation Services**

#### **Test Security**

All standardized testing materials shall be stored, distributed and collected according to procedures which insure the security and authorized access to test booklets. The Superintendent shall designate a District test coordinator who will direct the administration and security procedures for each testing site.

**Evaluation Services**

**Statewide Assessments**

All students will participate in statewide assessments or alternate assessments as determined by a student's IEP team. The administration will annually develop an assessment schedule for the current school year. The testing schedule will list the assessment instrument to be administered and the grade level of students that will be administered each test or assessment instrument. This policy and the assessment schedule are available to each student, parents/guardians, and the public each school year via the District website.

The District does not administer statewide Grade-Level assessments or End-of-Course assessments to students who reside within District boundaries but who are not enrolled in the District full-time, including but not limited to private school and homeschooled students. The District will administer the ACT to students who reside within District boundaries but who are not enrolled in the District full-time, including but not limited to private school and homeschooled students one day each year on the date designated by DESE as "statewide administration of ACT day." Non-enrolled students must meet the criteria set forth by DESE to participate in this no cost ACT administration.

## **INSTRUCTIONAL SERVICES**

## **Policy 6450**

### **Evaluation Services**

#### **Assignment of Grades**

Student performance is assessed on a continual basis throughout the school year. This evaluation assesses student growth in expression of ideas, communication, achievement of educational goals, and personal growth, and development. Grades will be assigned based upon student ability, achievement, effort, and cooperation.

A disabled student's IEP team or Section 504 team may determine that his/her academic requirements, including but not limited to the requirements for achieving a specific letter or numerical grade, may be modified or altered. Under these circumstances, the IEP team or Section 504 team shall determine whether the student shall be included in the computation of class rank. Students who are not included in the class rank shall still receive a cumulative grade point average (G.P.A.) and shall be eligible for the honor roll.

If a non-disabled student is receiving homebound instruction, the principal, counselor and/or classroom teacher(s) for such course(s), in conjunction with the homebound teacher, shall determine whether the student shall be included in the computation of class rank, depending on the degree of modification or alteration to the curriculum the homebound student requires. Homebound students who are not included in the class ranking shall still receive a cumulative G.P.A. and shall be eligible for the honor roll.

## **INSTRUCTIONAL SERVICES**

**Policy 6510**

### **Community Education/Continuing Education Program**

#### **Instruction for Adults**

The administration will assess the needs of the community for post school programs. Where community needs are identified and where funds are available, the Board will consider initiation of specific adult education programs. In cooperation with the Department of Elementary and Secondary Education, the District will seek community assistance in raising the level of community awareness of its English language services when the District provides Adult Basic Education programs.

**Office Methods and Data Management**

**E-mail Records and Electronically Stored Information**

Any e-mails that constitute a record under District Policy and Regulation 6531 or otherwise should be retained for the benefit of the District and therefore must be saved for an extended period of time to exceed one month shall either be 1) printed and physically filed in such a way that it will be easily retrievable or 2) saved directly to a file on one of the District servers from which it will be easily retrievable. The District will regularly delete unnecessary e-mails on the District's computer system, typically, on the first school day of each month during the school year.

Until the District's e-mail system can be equipped with such capabilities, all District e-mail account holders shall regularly update their e-mail account by either saving necessary and pertinent e-mails to a District approved storage device, printing them and filing them appropriately, or deleting unnecessary e-mails from their account. This process shall become a permanent and regular occurrence if the automatic deletion process is not implemented into the District's e-mail system.

## **FACILITIES DEVELOPMENT**

## **Policy 7110**

### **Facilities Planning and Design**

#### **Educational Specifications**

To ensure that all new and remodeled facilities are designed to best implement the educational program of the School District, the Superintendent will provide for the development of detailed educational specifications to apply to the design and construction of new or remodeled buildings. The preparation of educational specifications will serve the following purposes.

1. Clarify and consolidate the thinking of the staff, administration, Board and community on the needs, desires and objectives of educational programs to be conducted within the proposed new or remodeled building.
2. Organize important information in a manner that can be easily and clearly interpreted by an architect.

When educational specifications are prepared, an introductory section will be devoted to a brief description of the community, enrollment trends, and the educational philosophy of the District. Educational specifications are detailed descriptions of the following items:

1. Activities that will take place in the building.
2. Organization of instruction and curriculum to be housed in the building.
3. Specific architectural characteristics desired.
4. Facilities needed, equipment required and space relationship to other facility elements.
5. Pertinent budget and other governing factors.

The persons involved in developing educational specifications should include: the Board, which adopts policies, approves final specifications, employs the architect and provides the budget; the Superintendent, who provides administrative leadership, interpretation and evaluation; principals, staff members, students and patrons, who utilize the facilities; and the architect, who develops architectural plans for the facility.

Consultants may be used in the development of educational specifications when deemed necessary by the Superintendent and the Board.

## **FACILITIES DEVELOPMENT**

**Policy 7120**  
**(Regulation 7120)**

### **Facilities Planning and Design**

#### **Procurement of Architects, Engineers, and Land Surveyors**

The Board of Education may select qualified firm(s) and negotiate contract(s) for architectural, engineering and land surveying services for the various building projects in the school district. Selection shall be made on the basis of demonstrated competence and qualifications for the types of services specified by the district at fair and reasonable prices.

In selecting such firm(s), the following criteria will be considered:

- \* Training, specialized experience and technical competence, including that of partners and associates, demonstrated either with the district or elsewhere with respect to the type of services desired by the Board
- \* Planning ability, efficiency and promptness of the firm(s), including the capacity and capability of the firm(s) to perform the tasks requested, as well as any specialized services, within the time limitations established for the completion of the project.
- \* Demonstrated educational specifications writing, to include accuracy and sufficiency of detail.
- \* Inspection of job effectiveness, to include analysis of the past record of performance of the firm(s) with respect to control of costs, quality of work, design, appearance and utility and the ability to meet time schedules
- \* Proximity to and familiarity with the geographical area in which the project shall be located.

When considering the need for architectural, engineering and / or land surveying services, the administration of the district shall prepare a written description of the services desired by the district. Interested firms may be requested to submit statements of their qualifications and performance data with respect to the above criteria. Disadvantaged, minority, and women's business will be affirmatively sought for participation. All firms will be asked to submit fee schedules. The superintendent, with the assistance of the administrative staff, shall analyze the data received and list the top three qualified firms. The Board shall select the firm(s) considered best qualified and capable of performing the desired services, and shall negotiate a contract. Should the Board be unable to negotiate a contract with the firm(s) first selected, the Board may negotiate a contract with another firm from the list, or may direct the superintendent to seek additional statements of qualifications from other firm(s) and then submit a new list of qualified firm(s).

## **FACILITIES DEVELOPMENT**

**Policy 7130**  
**(Regulation 7130)**

### **Facilities Planning and Design**

#### **Construction Manager Selection**

The Board of Education may desire to engage the services of a construction manager when planning, designing, improving, altering, repairing, or constructing a building or structure. The District recognizes the need to enter into contracts with qualified construction managers at a price the District considers to be fair and reasonable. It shall be the formal policy of this District to observe the procedures set forth in its Administrative Regulations when the District determines that construction management services are needed.



**Facilities Construction****Construction Contracts, Bidding and Awards**

All facilities construction projects which exceed an expenditure of \$15,000 shall be advertised once a week for two consecutive weeks in a newspaper of general circulation located in the city or county in which the District is located. In addition to the city or county newspaper, the District may also advertise in business, trade or minority newspapers. Competitive bids shall be solicited according to state law only after the plans and specifications have been approved by the Board of Education. In order to protect the Board of Education, each bidder may be required to submit, with his bid, a bidder's bond in an amount determined by the estimated cost of the project

The construction contract shall be awarded to the best bidder whose bid is in accordance with the Board approved plans and specifications and has provided the required security. The Board reserves the right to waive any informalities in, or reject any or all bids or any part of any bid. No bid for the construction, alteration, or repair of any building shall be accepted if it does not conform to the Board approved plans and specifications.

Whenever two or more proposals or bids of equal amount are the lowest proposals submitted by reasonable bidders pursuant to the advertisement of bids, the Board of Education may award the contract to any one of the bidders as determined by exercise of discretion.

The contractor shall receive monthly payments for the work completed, less a percentage to be determined to ensure completion. The contractor may be required to submit a performance bond and a material and labor bond to the satisfaction of the Board. The final payment shall be made only after acceptance of the project by the Board of Education and completion of the items to be corrected. Lien waivers shall be provided by the contractor and his subcontractors and suppliers.

All pay requests by the contractor shall be approved by the architect prior to submission to the Board of Education for payment.

If a change order is submitted to the architect, approval by the superintendent or designee is required prior to the performance of the work specified in the change order. The change order submitted to the architect must provide the following:

- a detailed description of the change proposed
- the reason for the change
- the original amount contracted
- the amount related to the change proposed
- the total amount of the proposed change is approved

In the event that the change amounts to \$15,000 or more or 5% of the total originally contracted amount, whichever is greater, Board approval is required prior to performance of the work described in the change order.

The superintendent/designee or Board must also determine, with respect to any change order submitted and on a case-by-case basis, whether the change proposed warrants rebidding of the project. The following factors must be weighed in order to make a rebidding determination:

1. The increase or decrease in cost related to the change, as compared to the total original amount contracted;
2. Whether the scope of the contract is deemed to have substantially changed due to the change order;
3. Whether the additional work proposed under the change order is sufficiently distinct from the original scope of the project;
4. The location of the work for the proposed change;
5. The time required in order to rebid the project;
6. The deadline for completion of the project and circumstances related thereto; or
7. The cost associated with rebidding the project as compared to the cost associated with approval of the change order.

Change orders which must be submitted to the Board for approval due to the proposed cost of the change pursuant to this policy shall be accompanied by Superintendent's recommendation regarding the necessity for rebidding based on these factors.

If it is determined that the change order should be approved without rebidding, either by the superintendent/designee or by the Board, the approval must be signed and transmitted to the contractor prior to performance. Once the work has been performed, the invoice for the work must be attached to the next pay application submitted to the district and processed normally, unless a contract specifically dictates to the contrary.

## **FACILITIES DEVELOPMENT**

**Policy 7220**

### **Facilities Construction**

#### **Board Inspection and Acceptance**

The Board of Education shall withhold the acceptance of new construction until all details are complete and the buildings are certified complete by the Superintendent of Schools in consultation with the architect.

## **FACILITIES DEVELOPMENT**

**Policy 7300**

### **Site/Facilities Retirement**

Certain school buildings may no longer be adequate for instructional purposes and should be used to benefit the School District or public in other ways. In determining when a facility is to be retired from regular school purposes, the Board will be guided by a combination of factors, to include:

1. Review of the in-depth demographic studies and population groupings.
2. Age and current physical condition of the building, its operating systems and program facilities.
3. Adequacy of site, location, accessibility, surrounding development, traffic patterns, and other environmental conditions.
4. Reassignment of children, including alternative plans, according to Board policy.
5. Transportation factors including numbers of children bused, time, distance and safety.
6. Alternate uses of the building.
7. Costs/savings
  - a. Personnel
  - b. Plant operation
  - c. Transportation
  - d. Capital investment
  - e. Alternate use

If the Board determines to close a school, it will first consider other uses that the School District might make of the building; then it will consider its sale. Sale or lease of any District facility will be conducted as set forth in Regulation 3380 – Sale/Lease of Real Property.

## **FACILITIES DEVELOPMENT**

**Policy 7400**  
**(Regulation 7400)**

### **Naming Rights for School Sites and Facilities**

The Board of Education recognizes that the naming of District buildings, facilities, programs, and special events is important to all constituents including students, parents, and community members. Therefore, it is necessary to consider carefully all factors relevant to the name including the overall benefit to the school system and whether the names will continue to reflect positively on the District.

The final responsibility for naming or renaming schools, facilities, programs, special events, and/or equipment rests with the Board of Education.