

BOARD OF EDUCATION  
The School District of Independence

10953

The Board of Education met for a Tax Rate Levy Hearing on Tuesday, August 11, 2015, at 5:45 p.m. in the Board Room at the Board of Education Office, 201 North Forest Avenue, Independence, Missouri.

Members Present: Mrs. Ann Franklin, President  
Mrs. Jill Esry, Vice President  
Mr. Ken Johnston, Director  
Dr. Matt Mallinson, Director  
Mr. Greg Finke, Director  
Mr. Blake Roberson, Director

Member Absent: Mrs. Denise Fears, Treasurer


Also Present: Dr. Dale Herl, Superintendent  
Dr. Dred Scott, Dr. Lance Stout, Dr. Linda Gray Smith, Dr. Janet Richards,  
INEA, PTA, interested patrons and staff, and Ms. Annette Miller.

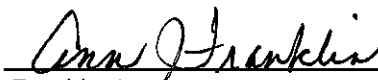
The meeting was called to order by the President, Mrs. Ann Franklin, and minutes of the meeting were recorded by the secretary, Ms. Annette Miller.

Dr. Herl reviewed the proposed Tax Rate Levy for the 2015-2016 school year. He explained that the District receives revenue from three main sources: Federal (10%); State Foundation Formula (45%); and the Local Tax Levy (45%). Based on the recent Tax Levy election in April, Dr. Herl said the Administration is recommending a Tax Rate Levy for the 2015-2016 school year of \$4.643 for the Operating Fund and \$1.27 for Debt Service for a total of \$5.9130 per \$100 of Assessed Valuation. This actually is a roll back for tax payers of almost \$.03 per \$100 Assessed Valuation. The District submits the Tax Rate Summary to the County Clerk's Office and then to the State Auditor's office annually, using the State's forms, for their approval.

The Board of Education commended the School District for the great job it does educating students and being good stewards of the District's funds.

There being no further business to come before the Board of Education, the motion was made by Greg Finke, second by Blake Roberson, at 5:50 p.m. to adjourn the meeting. The motion was unanimously approved by the Board of Education.

  
Secretary

  
President

The Board of Education met in regular session Tuesday, August 11, 2015, at 6:00 p.m. in the Board Room at the Board of Education Office, 201 North Forest Avenue, Independence, Missouri.

Members Present: Mrs. Ann Franklin, President  
Mrs. Jill Esry, Vice President  
Mr. Ken Johnston, Director  
Dr. Matt Mallinson, Director  
Mr. Greg Finke, Director  
Mr. Blake Roberson, Director

Member Absent: Mrs. Denise Fears, Treasurer

Also Present: Dr. Dale Herl, Superintendent  
Dr. Dred Scott, Dr. Lance Stout, Dr. Brad MacLaughlin, Dr. Beth Savidge,  
Dr. Janet Richards, Dr. Linda Gray Smith, Mrs. Sherry Potter, Mr. Robert  
Burkey, Mr. Brent Catlett, Mrs. Jana Corrie, INEA, PTA, interested patrons  
and staff, and Ms. Annette Miller.

The meeting was called to order by the President, Mrs. Ann Franklin, and minutes of the meeting were recorded by the secretary, Ms. Annette Miller. Mrs. Franklin welcomed everyone.

Dr. Herl presented a video on the 2015 Project Shine event. Participating volunteers; including parents, staff, students, and community members, talked about how much they enjoy giving back to the School District by providing their service one day a year. Project Shine is held at five buildings each year and receives tremendous support from the community.

Jill Esry made the motion to approve the August 11, 2015 Board of Education Agenda as presented. The motion was seconded by Greg Finke and unanimously approved by the Board of Education.

There were no employees or District citizens that wished to address the Board of Education.

Dr. Herl stated the August Bills amount \$6,875,865.79 was a little lower than normal but very typical as last month was a little higher with preordering of supplies/equipment. He also stated that item 4. on the Consent Agenda is to let bids for repair of the retaining wall at the apartment building. This issue has been caused by the recent rains.

Ken Johnston made the motion to approve the August 11, 2015 Consent Agenda as printed.

1. Minutes – July 14, 2015 – Regular Session
2. Approval of August 11, 2015 List of Bills totaling \$6,875,865.79
3. Personnel Recommendation #3
  - A. Employment of Certificated Staff for the 2015-2016 School Year.
    1. Kimberly Whited, Special Reading Teacher
    2. Cynthia Leech, Early Childhood Special Education
4. Approval to Let Bids for Repairs to the Retaining Wall at the Maple Arms Apartment Building.

The motion was seconded by Jill Esry and unanimously approved by the Board of Education.

Dr. Herl introduced Dr. Patrick Layden and Mr. Jace Ferguson. Dr. Layden reported on the progress for the new on-line student enrollment and he introduced the Registrars that were in attendance. This is the first time in 149 years for the District to conduct on-line enrollment. Dr. Layden said that his staff has helped over 1,000 families in the last month and a half. Online enrollment/registration means there are no longer paper copies of information. Mr. Ferguson wrote the program and it was launched July 8<sup>th</sup>. This gives the District the ability to adjust the program as needed. He said the District will try to integrate more data into this program as it is developed. Dr. Layden also thanked technologists Kristy Minnick and Wendy Gwinn who provided assistance at all levels through this process. Where does the District go from this baseline on-line enrollment program and how can it be improved? Some of the items include: kindergarten registration, proof of residency, expand registration at all sites, improve PowerSchool and other District systems, etc. Three other school districts are doing on-line enrollment. The Board expressed what an incredible job the Admissions Department has done and they are glad to see what the District is doing to improve user friendly forms/reports. Dr. Herl said this may help with MSIP data information also.

Dr. Herl reviewed the Tax Rate Levy information that was shared at the 5:45 p.m. public hearing prior to this Board of Education meeting. He stated that the Administration is recommending a Tax Rate Levy of \$5.9130 for the 2015-2016 school year with \$4.643 in the Operating Fund and \$1.27 in the Debt Service Fund.

Dr. Matt Mallinson made the motion that the Board of Education authorizes the Superintendent, or his designee, to set the Tax Rate Levy at \$5.9130, with \$4.643 in the Operating Fund and \$1.27 in the Debt Service Fund, for the 2015-2016 school year and to authorize the Superintendent, or his designee, to submit the Estimate of Required Local Taxes to the Jackson County Clerk. The motion was seconded by Ken Johnston and unanimously approved by the Board of Education.

Dr. Herl shared information on the Board of Education Policies that needed to be revised or added based on State statute changes/requirements. The proposed changes were reviewed by the Board Policy Committee. He stated this is the second and final reading for approval of the changes.

Jill Esry made the motion that the Board of Education approves this as the second and final reading of changes and additions to Board of Education Policies as presented: 0320, 0410, 1623, 2655, 3155, 4710, and 6440. The motion was seconded by Greg Finke and unanimously approved by the Board of Education. (Pages 10956-10964)

Dr. Herl stated that the Board Policy Committee has reviewed the proposed changes to Board of Education Regulations 1520, 1623, 2530, 2672, 4120, 4320, and 4710. The Policy Committee and the Administration are recommending approval of the proposed Regulation changes.

The motion was made by Blake Roberson, second by Jill Esry, that the Board of Education approves adopting the changes to Board of Education Regulations 1520, 1623, 2530, 2672, 4120, 4320, and 4710 as presented. The motion was unanimously approved by the Board of Education. (Pages 10965-10991)

Dr. Herl stated that Salary Guides are normally approved in the annual Budget. These guides are recommended for approval due to changes or additions that need to be made. These guides will become part of the Budget book for the 2016-2017 year.

Blake Roberson made the motion that the Board of Education approves the changes to the FY 2015-2016 Salary Guides as presented. The motion was seconded by Jill Esry and unanimously approved by the Board of Education.

Dr. Herl explained that the Administration is recommending that 947 S. Arlington and 9615 E. 9<sup>th</sup> Street be declared as surplus property and schedule them to be demolished. This will allow the District to expand the area at Van Horn High School.

Matt Mallinson made the motion that the Board of Education approves the Administration's recommendation to declare 947 S. Arlington and 9615 E. 9<sup>th</sup> Street as District surplus properties and schedule them for demolition. The motion was seconded by Ken Johnston and unanimously approved by the Board of Education.

The Missouri Ethics Council requires the Board of Education to readopt Policy 0342 every two years in an open meeting.

A motion was made by Jill Esry, second by Blake Roberson, that the Board of Education approves readopting Board Policy 0342 regarding Nepotism, Conflict of Interest, and Financial Disclosure Statement for the 2015-2016 and 2016-2017 school years. The motion was unanimously approved by the Board of Education. (Page 10992)

Dr. Herl stated that the Administration is recommending setting the District tuition rate for the 2015-2016 school year at \$9,676.45. Families that live outside the District but want their children to attend Independence would need to own property in the District and then they could pay tuition for them to attend.

Matt Mallinson made the motion that the Board of Education approves the recommendation to set the 2015-2016 Tuition Rate at \$9,676.45 as presented. Greg Finke seconded the motion and it was unanimously approved by the Board of Education

There being no further business to come before the Board of Education, Blake Roberson made the motion, second by Ken Johnston, to adjourn the meeting and go into executive session for real estate, legal, and personnel issues at 6:34 p.m. The motion was approved as follows:

**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 of 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,

**Policy 0320**  
**Page 2**

municipal taxes or real property taxes on the candidate's place of residence provided on the Department of Revenue Form 5120. 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.

**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.

~~The Board of Education shall conduct a work session in the following months: August, October, February, and June to be held at the Administration Building on the first Tuesday of the listed calendar months 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.

**Policy 0410****Page 2****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. 7/15

Policy 1623  
(Regulation 1623)

DISTRICT DECISION-MAKING

~~Good communication and shared decision-making go hand-in-hand in the District. There are numerous opportunities for employees and stake holder groups to become informed, provide input, propose solutions to problems, and participate in the decision-making process.~~

~~The Board of Education supports the concept of district wide decision-making and subscribes to the following tenets:~~

- ~~1. — People who are affected by decisions should be involved in the decision-making process.~~
- ~~2. — If each District stake holder group is to be held accountable for results of the educational process, member(s) of each stake holder group should share in the decision-making process.~~
- ~~3. — When decisions affecting District employees are made by the people responsible for the District's programs, the District can respond more effectively to the needs of its students and the community it serves.~~

~~The purpose of a District wide decision-making team is to maintain and/or create an effective and exemplary school district which fosters an environment where all children learn.~~

~~The Superintendent shall have the responsibility for organizing a system to implement district wide decision-making. The Superintendent's recommendation will clearly state the scope of authority being granted to the district wide decision-making team.~~

~~That system shall include the involvement of representatives from various stake holder groups, including the Board of Education, central office administrators, building level administrators, teachers, support staff, and when appropriate, parents, students and representatives of the community.~~



STUDENTSPolicy 2655DisciplineBullying

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward District personnel or students on school grounds, or school time, at a school sponsored activity or in a school related context. "Bullying" means intimidation or harassment that causes a reasonable student to fear for his or her physical safety or property. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting of such acts. ~~Bullying is the intentional action by an individual or group of individuals to inflict physical, emotional or mental suffering on another individual or group of individuals.~~

Bullying occurs when a student:

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

Students who are found to have violated this policy will be subject to the following consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Consequences: Loss of privileges, classroom detention, Conference with Teacher, parents contacted, conference with Principal, in-school suspension, out-of-school suspension, expulsion and law enforcement contacted.

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

Rev. 7/15

FINANCIAL OPERATIONPolicy 3155Financial ManagementPayments from Federal Awards

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. The Districts cash management of Federal funds will be consistent with requirements §200.305 of the Code of Federal Regulations.

New 7/15

**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.

~~It is the practice of the administration to recommend to the Board those certificated employees who request to resign after June 1 and prior to July 31 be released from their contracts when there is good cause determined by the Board. After July 31, a certificated employee may petition the Superintendent to recommend a release from his/her contract for extremely unusual reasons. Should the Superintendent decline to recommend a release and the certificated employee leaves the District, the District reserves the right to pursue any and all legal options available to it.~~

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.

**INSTRUCTIONAL SERVICES****Policy 6440****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 will be given to each student as well as their parent/guardian at the beginning of each school year. In addition, a copy of this policy and the assessment schedule will be available to the public in the District office during normal business hours.

The District does not administer any statewide assessments, including Grade-Level assessments, End-of-Course assessments, and the ACT, to students who reside within District boundaries but who are not enrolled in the District full-time, including private school and homeschooled students.

**Rev. 7/15**

**GENERAL ADMINISTRATION****Regulation 1520****Office Methods and Data Management****School District Annual Report**

The Board of Education will annually issue a report to each household with a student enrolled in the District. Copies of the School Accountability Report Card shall be available at all school or administrative buildings and shall also be distributed to all media outlets serving the District. The School Accountability Report Card for each school building will include the following information:

1. Accreditation Status
- ~~2. Enrollment~~
2. Preschool Enrollment
3. K-12 Enrollment
4. Rates of Pupil Attendance.
5. High School Dropout Rate.
6. High School Graduation Rate
7. Number of Suspensions of Ten (10) Days or Longer
8. Rate of Suspensions of Ten (10) Days or Longer
9. District Ratio of Students to Administrators
10. District Ratio of Students to Teachers
11. Average Years of Experience of the Professional Staff ~~and advanced degrees earned.~~
- ~~12. Student scores on the SAT or ACT, as appropriate, along with the percentage of students taking each test.~~
12. Number of Advanced Degrees Earned by the Professional Staff.
13. Student Achievement Measured by the District assessment System.
14. Student Scores of ACT.

**Regulation 1520**  
**Page 2**

15. Percentage of District Graduates Taking the ACT.
16. Average Teachers' and administrators' Salaries Compared to the State Averages.
17. Average Administrators Salaries of non-certificated personnel Compared to State Averages.
18. Average Per Pupil Expenditures for the District as a whole and for each attendance center in the District.
19. Average Per Pupil Expenditures by Attendance Center.
20. Adjusted Voted and adjusted Tax Rates of the District levied.
21. District's Assessed Valuation.
22. Percentage of the District's Operating Budget received Derived from State, Federal, and Local Sources.
23. Percentage Number of Students Eligible for Free or Reduced Lunch.
- ~~15. School calendar information, including days of student attendance.~~
- ~~16. Parent teacher conferences and rates of participation.~~
- ~~17. Staff development or in-service training.~~
- ~~18. Data on course offerings.~~
- ~~19. Special education programs.~~
- ~~20. Early childhood special education programs.~~
- ~~21. Parents as teachers programs.~~
- ~~22. Vocational education programs.~~
- ~~23. Gifted or enrichment programs.~~
- ~~24. Advanced placement programs.~~
24. ~~Data on the number~~ Percentage of Students Continuing their Education in Post-Secondary programs.

**Regulation 1520****Page 3**

25. Placement Rate for Students who Complete District Vocational Education Programs.
26. ~~Information about job placement for students who complete District vocational education programs.~~ Existence of a State-Approved Gifted Education Program.
27. ~~District's most recent accreditation by the state Board of Education, including measures for school improvement.~~ If a District Gifted Program exists, the Number of Students Currently Being Saved in Such Program.
28. ~~Rates, duration of, and reasons for suspensions of ten (10) days or longer and expulsions of students.~~

**School Report Card**

The District Report Card will permit disclosure of data on a school-by-school basis. However, school reporting will not be personally identifiable to any student or professional staff member.

**Rev. 8/15**

**GENERAL ADMINISTRATION****Regulation 1623****DISTRICT DECISION MAKING****Collaborative Team Process****PURPOSE**

The District's goal, "Improve relationships through effective communication," is essential to the well-being and positive attitude of all employees as they contribute in developing the best environment for learning. A critical belief in developing employee relations is that all employees, no matter what level of educational attainment, are to be respected and valued for the contribution they make to the children in the District. It is recognized by all that each employee has a critical job in the life of children.

To better meet the needs of all employees of the district as well as recognize the different needs of each employee group, a two level process of decision making will be in effect.

**LEVEL 1 - EMPLOYEE GROUP ADVISORY COUNCILS**

Representatives of each employee group shall have monthly meetings with the administrative representatives that directly supervise that particular area of work. Employee groups that have elected a "recognized group" organization as certified by the Missouri State Board of Mediation shall be represented by such organizations. Employee groups that have not established a recognized group under Missouri law or do not fall under this jurisdiction shall be represented by the employee association that maintains the greatest number of potential members, which shall be certified by the Superintendent on an annual basis so long as that organization conducts regular meetings, elects officers, and keeps minutes of their meetings. If no such employee association or organization exists, the selection of a representative from the employee group shall be made by the employee group.

Meetings shall not occur in December or July, and meetings may be cancelled with consensus of the employee group and the district administration. Discussions of the Employee Group Advisory Council shall be about quality of work conditions and general issues pertinent for that particular work group. Working condition discussions shall focus on such conditions that can be addressed through that year's approved budget. Other working condition issues must be addressed through the Collaborative Team. The purpose of the Advisory Council is to promote open and honest communication, build positive relationships, and resolve concerns in a timely and efficient manner. The employee group will select their representatives for the Advisory Council.

**LEVEL 2 - COLLABORATIVE TEAM**

With a belief of employee equity, the Collaborative Team approach is the best way to open the lines of communication regarding salary, benefits, and working conditions that have greater financial impact than the current year's budget. To this end, the Collaborative Team will formulate recommendations for quality benefits that are affordable and provide for competitive



Regulation 1623Page 2

~~and affordable compensation. Beginning each March, one representative from each classified employee group, two representatives from the teacher group, as well as members of the administration and the Board of Education, shall meet. The Team's discussions will center around issues arising from the work environment (that have financial impact beyond the current year's budget), benefits, and compensation.~~

**GUIDELINES****Collaborative Team Members**

~~It is recommended the Collaborative Team consist of thirteen (13) members; two (2) teachers, seven (7) classified employees, two (2) administrators, and two (2) members of the Board of Education.~~

**MEMBERSHIP SELECTION**

~~**Teacher organizations**—Once membership is determined from the two largest teacher organizations, one certificated staff member from each of those two teacher organizations will serve on the Collaborative Team.~~

~~**Classified Employees** shall be elected within their organization, if organized, or elected within the classification if not organized. One member will be elected from the following classified categories: Transportation; Nutrition Services; Secretaries/Clerks; Paraprofessionals/Teacher Assistants; Nurses/Family School Liaisons; Custodians/Maintenance, and Early Education. Classified employee representatives on the Collaborative Team shall be chosen in the same manner as for the Employee Group Advisory Council.~~

~~**Administrators** shall be appointed by the Superintendent of Schools. This may include administrators representing Administration, Finance, Human Resources, Elementary, and Secondary.~~

~~**Board Members** will be appointed by the President of the Board of Education.~~

**MEMBERSHIP REPLACEMENT**

~~Each employee group is encouraged to develop a policy regarding membership placement on the Collaborative Team that reflects the longevity needed to grow together as a cohesive team. This plan would consider a minimum membership of three years~~

**SURVEYING**

~~Classified employee organizations that are representing employee groups shall have responsibility of surveying all employees in their group. Representatives from non-organized employee groups shall make every effort to survey all employees in that group. The teacher organization representing the teacher employee group shall survey all teachers in the district.~~

**Regulation 1623****Page 3****TRAINING**

The Collaborative Team may request, through the appointed district administrator, that training be offered when the body determines such training would be beneficial to the Team.

**FACILITATION**

The Collaborative Team shall be jointly facilitated by one member from the employee groups and one member of the administrative team. The decision as to which employee/administrator shall serve as the co-facilitator shall be made by each side respectively.

**COMMUNICATION**

Minutes shall be recorded from the Collaborative Team Meetings. At the end of each meeting, a joint communication shall be transmitted electronically (if practical) to all affected employees with 24 hours.

**DISCUSSION PROCESS**

Leadership for organizing and scheduling the meeting(s) will be handled by an administrator appointed by the Superintendent.

**PROPOSALS**

Proposals concerning salary and other conditions of employment may originate from the Collaborative Team or from employee groups.

**Proposals From The Collaborative Team**

A Collaborative Team Communiqué will be released to staff prior to any other organizational information. Upon reaching consensus, final recommendations will be provided to the Superintendent for presentation to the Board of Education.

**Proposals From Employee Groups**

Proposals from employee groups must be in writing to the Superintendent. All proposals must be clearly labeled "Proposal Regarding Salary or Other Conditions of Employment." After receipt of such a proposal by the Superintendent, District representatives will meet, confer and discuss the proposal with the employee group. Upon the completion of discussions, the results will be reduced to writing and District representatives will present the proposal to the Board of Education for adoption, modification or rejection. The Board may reject the proposal or the Board may refer it to the Collaborative Team for consideration or recommendation.

Only those employee groups who are permitted membership on the Collaborative Team under this Regulation may submit proposals. For classified employee groups with a bargaining representative certified by the State Board of Mediation, only the bargaining representative may present proposals on behalf of such employees. Employee groups should have regular meetings, elect officers, and keep minutes of their meetings.

Regulation 1623

Page 4

**CONCLUSION**

The two-level process is a means to meet the following objectives:

1. — Establish a cohesive team process
2. — Provide for a year-round discussion model
3. — Create an atmosphere for open and honest discussions.
4. — Develop a strong foundation of trust and cooperation among all participants.
5. — Value the importance of **ALL** employee groups in a collaborative discussion process
6. — Establish a single voice of communication to **ALL** employees regarding discussion of work environment, benefits, and compensation.

January 07

**STUDENTS****Regulation 2530****Student Academic Achievement****Graduation Requirements****Graduation Requirements for the Class of 2016 and Subsequent Years:**

1. **Twenty-five (25) units of credit** are required for graduation to be earned in grades nine through twelve.

2. **Graduation Requirements**

<b>Specific Courses</b>	<b>Requirements Classes of 2016</b>	<b>Requirements Class of 2017</b>	<b>Requirements Classes of 2018</b>	<b>Requirements Class of 2019</b>
Language Arts	4 units	4 units	4 units	4 units
Social Studies	3 units	3 units	3 units	3 units
Mathematics	3 units	3 units	3 units	3 units
Science	3 units	3 units	3 units	3 units
Fine Arts	1 unit	1 unit	1 unit	1 unit
Practical Arts	1 unit	1 unit	1 unit	1 unit
Physical Education	1 unit	1 unit	1 unit	1 unit
Health	0.5 unit	0.5 unit	0.5 unit	0.5 unit
Personal Finance	0.5 unit	0.5 unit	0.5 unit	0.5 unit
Other Electives	8 units	9 units	10 units	11.5 units
<b>Total to Graduate</b>	<b>25 units</b>	<b>26 units</b>	<b>27 units</b>	<b>28.5 units</b>

The Independence School District requires that each student select, as part of their preparation for graduation, an Academy pathway. The intent of Academy requirement is to encourage students to clarify education and career interest to prepare for advanced study at four-year colleges/universities, community colleges, or technical institutions and/or for direct entry into the world of work.

3. **Classification of Secondary Students**

A classification system is recommended as follows: with at least 7 credits earned = Sophomore status, 14 credits earned = Junior status, and 21.5 credits earned = Senior status. Graduation Plans would be required for sophomores with fewer than 7 credits, juniors with fewer than 14 credits, and seniors with fewer than 21.5 credits.

**Additional Considerations Regarding Graduation****Summer School**

Course credit(s) earned in summer school or night school may be counted toward the high school graduation requirements if the courses meet Missouri Department of Elementary and Secondary Education standards and regulations. Summer school grades do not influence class rank.

Regulation 2530Page 2**Credit Recovery Options**

Credit recovery provides an opportunity for high school students who fail a course to complete the requirements of the class. Once the student demonstrates mastery of the course requirements, the student shall receive credit for the course. Grades earned through credit recovery options such as night school and FuelEd will not impact a student's class rank.

**Correspondence Credit**

A maximum of two (2) units of correspondence credit from accredited colleges and universities may be counted toward the high school graduation requirements. Students desiring to use correspondence credit to meet graduation requirements shall obtain prior approval of the principal or his/her designee.

**Virtual Instruction Program**

The District will participate in a virtual instruction program called FuelEd. The District will receive notification from teachers facilitating FuelEd courses 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.

**Special Education**

Exceptions to the above graduation requirements may be made for students enrolled in special education classes. In making these exceptions, the instructional and administrative staffs will be guided by each student's ability to perform. Specific courses may be required of a special education student when it is determined to be in the best interest of the student. The Individual Educational Plan (IEP) may determine the appropriate educational program leading to the awarding of a diploma, as well as exemption from class rank.

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 FuelEd courses provided the work completed meets the academic standards required in the District's traditional education program.

<b>Locations and Courses</b>	<b>Current Credit Awarded Per Year</b>	<b>Waiver of One (1) Unit of Academic Credit</b>
<b>Summit Tech. Acad.</b>		
Pre-Prof. Nursing	3 in Science/Practical Arts	Science
Enter. Media Tech.	3 in Fine Arts	Na

Summit Intl. Studies Academy	3 in General Electives	Social Studies
<b>Herndon Career Ctr.</b>		
Auto Collision I and II	3 in Practical Arts	Science
Cosmetology	3 in Practical Arts	Com. Arts or Science
Auto Tech. I and II	3 in Practical Arts	Science
Culinary Arts	3 in Practical Arts	Com. Arts/Math/Science
Diesel Mechanics I and II	3 in Practical Arts	Science
Early Childhood Prof.	3 in Practical Arts	Com. Arts
Electronic Systems Tech. I and II		Math
Foundations of Nursing	3 in Practical Arts	Science
Heating, Vent. AC I and II	3 in Practical Arts	Com. Arts or Science
Networking Sys. I and II	3 in Practical Arts	Com. Arts or Math
Small Business Management	3 in Practical Arts	Com. Arts
Welding/Metal Fab. I and II	3 in Practical Arts	Science or Math
<b>Metropolitan Comm. College</b>		
MCC Manufacturing Technology	3 in Practical Arts	Math
MCC Public Safety	1.5 in Practical Arts	NA

### Course Credits, Board of Education Award, Weighted Courses

#### Course Credits

Required courses may be taken during the regular school day, during the District's summer school, through approved correspondence programs, and through approved virtual instruction programs. Additional considerations concerning graduation involving summer school, correspondence credit, transfer students, and other issues may be discussed with a counselor. Students who voluntarily withdraw from a class after the first twenty (20) attendance days of each semester will receive an "F" in the class for that semester. Exceptions may be allowed by the principal or his/her designee.

#### Board of Education Award

All graduating seniors will be ranked. Over the course of the high school career, all semester GPAs are combined to comprise the cumulative GPA. However, class rank is based on total accumulated grade points, not GPA. **Rev. 10/2007**

The Board of Education shall present a scholastic medal and plaque to those graduating seniors who:

- place in the top one percent of the class;
- complete eight semesters of high school attendance; and

Regulation 2530Page 4

- attend four years of high school education totally in The School District of the City of Independence.

**Graduation Honors**

Each year at graduation, we recognize outstanding academic achievement through a system of honors known as Latin Honors. The honors are bestowed based on an individual's grade point average as opposed to rank. The following breakdown describes each level of honor, how the honor is recognized, and what criterion is used to determine the honor.

Honor	Criterion	Regalia
Cum Laude	Grade Point Average of 3.5-3.69	Red Honor Cord
Magna Cum Laude	Grade Point Average of 3.7-3.89	Gray Honor Cord
Summa Cum Laude	Grade Point Average of 3.9 or higher	Red and Gray Honor Cord

Grade point averages for honors are based on the weighted grade point average. Transfer students may receive other recognition if earned.

**Weighted Courses**

Weighted courses are available in selected subject areas. They carry an additional grade point value and some offer college credit as well, due to the nature of the class. Weighted courses are determined according to the following criterion:

- 1) Advanced Placement (AP)/Pre-AP
- 2) College credit status (Project Lead the Way)
- 3) Dual Credit
- 4) The lower weighting chart will go into effect for all incoming freshmen scheduled to graduate in 2013.

Courses taken in Advanced Placement or dual-credit formats will receive added grade points in the grading system. Students enrolled in Pre-AP or Project Lead the Way (PLTW) courses will receive a weighted value of .50 on a 4.0 scale. Students enrolled in AP or dual-credit courses will receive a weighted value of 1.0 on a 4.0 scale.

Grade	Grade Points Awarded		
	Un-Weighted	Dual-Credit/AP	Pre-AP/PLTW
A	4	5	4.5
B	3	4	3.5
C	2	3	2.5
D	1	2	1.5
F	0	1	0

A current listing of weighted courses can be found in the Program of Studies.

Regulation 2530  
Page 5

**Transfer Students**

For a class to be counted as a weighted class, the student must have come from an accredited high school in Missouri or the equivalent classification from another state or a North Central Association or equivalently accredited high school.

No class taken in another school district will be counted as weighted unless the same course is offered as a weighted class in the District's curriculum and is conducted as an honors/weighted class in the sending school.

Students who are transferring more or fewer credits than can be earned by Independence high school students (4 credits per semester), will have their potential grade points adjusted to 4 credits so as to not provide an unfair advantage when calculating class rank. Under these circumstances, the counselor will correlate the courses identified on the transcript from the previous school to the courses offered through the District's program of studies. If a course is identified that is not offered in the District's program of studies, then this course will be removed from the accumulated grade points available. The course credit will still be applied toward graduation requirements. If all the courses transferred are found with the District's program of studies, then the course that is not an identified course needed for graduation will be removed from the calculation. If all courses are needed for graduation, then the lowest grade will be removed from the calculation.

**Grade Point Average (GPA), Class Rank, and Weighted Courses**

Grade points are awarded based on the table on the preceding page. The grade points are used in computing a GPA. Over the course of the high school career, all semester GPA's are combined to comprise the cumulative GPA. However, class rank is based on total accumulated grade points, not GPA. Students who take a full schedule all four years, and include as many weighted courses as possible will earn more grade points than students who take a few weighted courses or who take a partial schedule during the senior year.

**Semester Attendance Requirement**

The Board of Education recommends that each student attend eight (8) semesters of high school in the regular four year course of study in grades nine and above. A student desiring to graduate after seven (7) semesters of attendance must have approval by the Board of Education. Students wishing to graduate early must submit their letters of intent to their principal and Board of Education by November 1<sup>st</sup> to be eligible for consideration. Through this procedure, students must complete credit check forms to be signed by their counselor, parents, principal, and must be attached to the letter of intent. Students should be advised that omission of the eighth semester will affect the class rank and cause them to forfeit participation in activities regulated by the Missouri State High Schools Activities Association under its eligibility requirements. (Rev. 1/14/2003) A student desiring to graduate after six (6) semesters of attendance must demonstrate a significant cause for consideration and they must follow the same process as previously stated.



Regulation 2530**Page 6**

Satisfactory completion of twenty-eight and one half (28.5) units of credit is required for graduation by the Board of Education for the classes of 2019 and subsequent years.

Students who have completed all graduation requirements are eligible to receive a diploma during the spring graduation ceremony of that given year.

The attendance requirement may be reduced for pupils who cannot attend due to illness. Part of the minimum requirement may be earned by these students through correspondence or through approved homebound study. (Rev. 6/2011)

**REV. 8/15**

**STUDENTS****Regulation 2672****Discipline****Discipline of Students with Disabilities****Removal from Current Educational Placement for Not More Than Ten Consecutive School Days; Not More Than Ten Cumulative Days Removal for the Current School Year**

Any student with a disability who violates the District's discipline policy who has not been removed from their current educational placement for more than ten (10) cumulative days for the current school year may be disciplined in the same manner as other students, provided that any discipline will not result in removal from the student's current educational placement for more than ten (10) cumulative days for the current school year or for ~~not~~ more than ten (10) consecutive school days ~~in the same manner as other students~~.

Services will not be provided to the student when the total number of days the students has been removed from the current educational placement is not more than ten (10) days, unless services are provided to children without disabilities who have been similarly removed.

**Removal from Current Educational Placement for More than Ten Cumulative School Days**

Any student with a disability who violates the District's discipline policy who has been removed from the current educational placement for more than ten (10) cumulative days in the current school year may be disciplined for not more than ten (10) consecutive school days in the same manner as other students, if the pattern of short term ~~exclusions~~ suspensions totaling more than ten (10) cumulative days does not constitute a ~~change of placement~~ pattern of suspension.

On the eleventh day of removal in a school year, the District will provide educational services. If the cumulative removals do not constitute a ~~change of placement~~ pattern of suspension, the services to be provided will be determined by school personnel in consultation with the student's special education teacher.

A series of removals from the current educational placement for more than ten (10) days may amount to a pattern of ~~exclusion~~ suspension that constitutes a change of placement. If a student with a disability has been removed for more than ten (10) cumulative school days and the removals constitute a ~~change of placement~~ pattern of suspension, or if a school administrator determines that a removal for more than ten (10) consecutive school days is being considered, on the date a ~~decision to make such a removal is made~~ determination is made as to whether the behavior is a manifestation of the student's disability, the parents will be notified of the ~~decision~~ determination and provided a copy of the IDEA procedural safeguards.

Not later than ten (10) business days after commencing a cumulative removal that constitutes a ~~change of placement~~ pattern of suspension or when considering a removal of greater than ten (10) consecutive school days, the District will convene an IEP meeting to develop a functional

**Regulation 2672****Page 2**

behavioral assessment plan if one has not previously been conducted. After completing the assessment, an IEP meeting will be held to develop a behavioral intervention plan if appropriate and necessary. If a behavior plan already has been developed, the IEP team will meet to review the plan and its implementation. The plan and its implementation will be modified as necessary.

In addition, not later than ten (10) days after the date of the decision to remove a student for more than ten (10) cumulative days constituting a ~~change of placement~~ pattern of suspension, the IEP team and other qualified personnel will meet to review the relationship between the student's disability and the behavior subject to disciplinary action.

If a determination is made that the student's behavior was a manifestation of the student's disability, the student will not be removed for more than ten (10) consecutive or cumulative days for that disciplinary incident ~~rules will be applied to the student in the same manner they would be applied to a student without a disability, except that a free appropriate public education will be provided to the student as determined by the IEP team.~~ The IEP team will conduct a functional behavior assessment, or, if a functional behavior assessment has already been developed, review and modify the behavioral intervention plan if necessary.

**Long-Term Changes in Placement (Drugs, Weapons, and Serious Injury)**

In addition to any other actions consistent with this regulation, District administrators may assign a student to an interim alternative educational setting for a period of time not to exceed forty-five (45) calendar days, when a student with a disability is involved in a disciplinary action involving:

1. Possession of a weapon at school or at a school function; or
2. Possession or use of illegal drugs or sale or solicitation for sale of a controlled substance while at school or at a school function; or
3. A serious bodily injury.

On the date a decision to make such a removal is made, the parents/guardians will be notified of the decision and provided a copy of the IDEA procedural safeguards.

Not later than ten (10) business days after commencing such a removal, the District will convene an IEP meeting to develop a functional behavioral assessment plan if one has not been previously conducted. After completing the assessment, an IEP meeting will be held to develop a behavioral intervention plan if appropriate and necessary. If a behavior plan already has been developed, the IEP team will meet to review the plan and its implementation. The plan and its implementation will be modified as needed.

Not later than ten (10) days after the date of the decision to place a student in an interim alternative educational setting, the IEP team and other qualified personnel will meet to review the

**Regulation 2672****Page 3**

relationship between the student's disability and the behavior subject to the disciplinary action and to determine the interim alternative educational placement.

The IEP team will decide on an interim alternative educational setting that will allow the student to continue to progress in the general curriculum, to receive the services and modifications that will enable the child to meet the goals set out in the student's IEP, and to receive services and modifications to attempt to prevent the student's behavior from recurring.

**IDEA Disabled Students**

Students who are disabled pursuant to the IDEA will be disciplined pursuant to the IDEA as amended and its implementing regulations, as well as applicable state statutes and the Missouri State Plan for Special Education Regulations Implementing Part B of the IDEA.

**Section 504 Disabled Students**

The following procedures apply to students who are disabled pursuant to Section 504 of the Rehabilitation Act alone (students who are not disabled pursuant to the IDEA). In general, most 504 students should be expected to follow the District's disciplinary policies, rules, regulations and procedures and this should be noted on the 504 Plan. When determining a student's 504 eligibility, the multidisciplinary team should consider whether the impairment that is substantially limiting has a direct impact on a student's behavior and, if so, the team may consider conducting a functional behavioral assessment as part of the student's evaluation. If the team concludes that the impairment has a direct and substantial relationship to the student's behavior, the team should address the behavior through the 504 Plan and should consider whether a behavior plan is necessary for the student to have an equal opportunity to participate.

Under Section 504, a disciplinary removal from a student's placement for more than 10 consecutive school days, or 10 cumulative school days where there is a pattern of suspension, constitutes a change of placement and requires certain procedures be followed. When a student is suspended, out of school, for more than 10 consecutive school days or when a student's short term removals (10 days or less) constitute a pattern of ~~exclusion~~ suspension (because the series of removals totals more than 10 school days in a school year; because the student's behavior is substantially similar to the student's behavior in previous incidents that resulted in the series of removals; and because of additional factors such as the length of each removal, the total amount of time the student has been removed, and the proximity of the removals to one another) ~~as currently defined by the IDEA, the District will, within 10 school days of the date of the decision to change the student's placement through a disciplinary removal,~~ upon the 11<sup>th</sup> day of the disciplinary removal constituting a change in placement, convene a multidisciplinary team to determine if the student's act of misconduct is related to his or her disability. The multidisciplinary team will apply the IDEA manifestation standard that is in place at that time. Prior to, or as part of the manifestation determination, the team will conduct a reevaluation pursuant to Section 504. Such reevaluation may consist of a review of existing data alone or in

**Regulation 2672****Page 4**

conjunction with formal assessments. The parents will be invited to attend but are not required participants.

If the team concludes that the student's misconduct is related to his or her disability, the student can be suspended for up through 10 consecutive school days with no educational services provided or for any amount of cumulative school days, so long as a pattern of exclusion suspension is not created. If deemed necessary, the team may need to convene to determine if a change of educational placement may be needed, if additional accommodations are necessary, or if the student should be referred under the IDEA.

If the team concludes that the student's misconduct is unrelated to his or her disability, the student will be treated the same as nondisabled students and may be suspended or expelled according to District policy and the Student Code of Conduct. District administrators will determine the appropriate discipline including, but not limited to, a long-term suspension or expulsion. During the period of disciplinary removal, the District will not provide any educational services to the student unless it provides such services to its nondisabled students in similar circumstances.

A student is not considered to be disabled under Section 504 if he or she is currently engaged in the illegal use of drugs when the District is acting on the basis of that use. Therefore, when a 504 student is being disciplined for the current illegal use of a controlled substances (including alcohol), that student will lose his or her 504 protection and will be disciplined as if he or she was a regular education student. No manifestation determination will be held.

**Definitions**

*Illegal Drug* means a controlled substance not including drugs legally used or possessed under the supervision of a health care professional.

*Weapon* means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2 1/2 inches in length.

*Controlled substance* means a drug or other substance identified under schedules I, II, III, IV or V in 21 U.S.C. § 812 (c).

**PERSONNEL SERVICES****Regulation 4120  
(Form 4120)****Employment****Employment Procedures****Certificated Staff**

All staff members shall be appointed by the Board only upon recommendation of the Superintendent. Should a person nominated by the Superintendent be rejected by the Board, it shall be the Superintendent's duty to make another nomination. All certificated teaching position vacancies shall be posted for a minimum of five (5) school days before the Superintendent recommends a qualified applicant to the Board for employment.

The Superintendent shall assure that all persons nominated for employment meet certification requirements and the qualifications established for the particular position.

Interviewing and selection procedures shall assure that the principal or other administrator to be directly responsible for the work of the staff member has, to the extent possible, an opportunity to aid in his/her selection; however the final selection shall be made or approved by the Superintendent.

All candidates shall be considered on the basis of their merits and qualifications and the needs of the school system. In each instance the Superintendent and others playing a role in the selection shall seek to hire the best-qualified person for the job. No person shall on the basis of sex, race, religion, national origin, marital status, age or disability that will not impair performance be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment for recruitment, consideration, or selection, therefore, whether full-time or part-time, certificated or noncertificated, under any educational program or activity operated by the District.

To teach in the public schools of Missouri, the teacher must possess an appropriate and valid teaching certificate. The laws state specifically that the teacher must not assume that a portion of the school year can be taught before obtaining a certificate, because the certificate must be in force for the full time for which the contract is effective, beginning the first day of school. If the teacher does not already have a teacher's certificate or has not made arrangement to secure it, he/she should contact the office of the Superintendent/designee at once to make such arrangements. This certificate, along with official copies of transcripts showing all college hours and degrees must be kept on file with this office. If the certificate or letter of intent from the State Department is not on file, no salary payments will be made.

**Support Staff**

Letters of employment for support staff are issued as soon as feasible after salary schedule and terms have been approved by the Board. Since full-time employees begin their year on July 1, target date for issuance of letters of employment is as close to the beginning of the fiscal year as

**Regulation 4120****Page 2**

possible. The work year for support staff personnel will be set by the Board based on classification and responsibilities.

Support staff employees will be paid on the Board-approved salary schedule.

**Reassignment of Certified Staff and Support Staff**

The Board directs the Superintendent to assess the staffing needs of the District on an ongoing basis and to assign existing staff as necessary to meet those needs.

The Superintendent may reassign or promote certified staff and support staff to different positions and to different buildings, unless the reassignment or promotion would require a new or amended contract to be issued to the employee. Reassignment by the Superintendent may occur after a contract has been assigned and in the middle of a school year.

Positions that are filled by reassignment of an existing employee are not considered vacancies and do not need to be posted.

**Immigration Reform and Control Act**

The federal Immigration Reform and Control Act requires all employers to hire only American citizens and aliens who are authorized to work in the United States in order to preserve jobs for those who are legally entitled to them. The District will implement the following procedures to assure compliance with the law:

1. Any employee hired after November 6, 1986, will complete an Eligibility Verification Form (Form I-9), and will produce documents that will establish his/her identity and eligibility to work. (Form I-9 contains a list of documents that will fulfill this requirement.)
2. The District will retain an individual's Form I-9 for three years after the date of hire or one year after the individual is terminated, whichever is later.
3. The form may be reviewed by the Department of Homeland Security (DHS) and potentially by other federal agencies. In order to minimize potential intrusion, Eligibility Verification Forms will be maintained separately from the employee's personnel files as stipulated in Policy 4860.

For further information concerning the procedures surrounding the Form I-9 or the District's obligations under the Act, consult the District office responsible for personnel matters.

**PERSONNEL SERVICES****Regulation 4320****Absences, Leave and Vacation****Personnel Leave****Paid Sick Leave**

Sick leave may only be used for illness of the staff member or a member of the immediate family of the employee or spouse. Immediate family is defined as spouse, parent, grandparent, child, sibling, daughter or son-in-law, grandchild, or non-family residing within the staff member's home. The Superintendent/Designee may request a physician's statement regarding an absence and/or verification that the employee may return to work. Sick leave may not be used on days in which the employee engages in other employment for which remuneration is received.

The employee is required to contact the building principal or immediate supervisor each day to report the need to be absent due to personal illness.

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 certificated teachers are allowed the proportionate part of sick leave as determined by their assigned schedule.

Part-time support staff employed to work between 25-37.49 hours per week will be eligible to receive the following leave benefits:

- 9 month part-time support staff employees - 5 sick days (± 2 of which can be used as a personal day)
- 3 Bereavement Days
- 10 month part-time support staff employees - 6 sick days (± 2 of which can be used as a personal day)
- 3 Bereavement Days
- 11 month part-time support staff employees - 7 sick days (± 2 of which can be used as a personal day)
- 3 Bereavement Days
- 12 month part-time support staff employees - 8 sick days (± 2 of which can be used as a personal day)
- 3 Bereavement Days

Sick leave days will accumulate to 65 days. Bereavement days do not accumulate.

**Rev. 6/06    Rev. 8/15**

During the first year of employment, sick leave time shall accumulate at the rate of two (2) days per month until allowable days are accumulated. During the second and subsequent years of employment, annual allowable sick leave days are accumulated immediately upon assuming responsibilities during said year and are designated current days. Sick leave days not used each year shall accumulate and total accumulated sick leave shall be capped at 65 days effective June 30, 2004. To be eligible to draw from current sick leave, an employee shall have actually assumed his/her school duties for the year in which such leave is drawn. Cumulative time may



**Regulation 4320****Page 2**

be drawn irrespective of current days. Deductions from such leave time shall be made only for school days missed and not holidays.

As of June 30, 2004, the District will cap the number of reimbursable days for unused sick leave at 65. The days will be paid at the prevailing Board approved rate at the employee's time of retirement, with the exception of the grandfathered employees identified in the next paragraph.

For employees with more than 65 days of accumulated sick leave on June 30, 2004 the following provision will apply. Upon retirement, the June 30, 2004 accumulated sick leave total, if unused, will be reimbursed at the prevailing Board approved rate at their time of retirement. The maximum number of days the District will reimburse any employee grandfathered under this provision is the total identified on June 30, 2004 – minus any days sold back to the District in the 2004-2005 school year.

Upon retirement all unused sick leave days shall be redeemed at the prevailing Board approved rate per day. Rev. 8/15/05

Upon the death of a staff member, the surviving spouse or the beneficiary so designated in the Public School Retirement System of Missouri shall be paid for up to 65 days of accumulated sick leave days, unless a grandfathered employee, at the prevailing Board approved rate per day.

Substitute teachers placed on reserve teacher status are allowed sick leave of one (1) day for each twenty (20) consecutive days of assignment. These days are only cumulative during each appointment period and are only available for use during that appointment period. Rev. 6/28/04

**Personal Leave**

Each full-time employee shall be granted three (3) days of personal leave annually, limited to no more than ten (10) percent of each building staff usage on any given day. Regularly appointed part-time teachers shall be granted the proportionate part of personal leave as determined by their assigned schedule. Rev. 7/8/2003

Personal leave days are to be deducted from current or accumulated sick leave.

Buildings with less than ten (10) full-time staff equivalent will be considered eligible for one personal leave approval under this limitation.

Personal leave is authorized for personal business and should not be used for other employment for which remuneration is received or for vacation time.

Personal leave will not be granted on the day immediately before and immediately following

**Regulation 4320****Page 3**

authorized holidays, holiday weekends, or vacation periods, as defined by the adopted school calendar.

Personal leave may not be used on the opening and closing contract day or the first and last pupil attendance day of each school year.

Use restrictions, other than the allotted days, will be waived when airports and/or roads are closed due to inclement weather occurring while involved in out-of-area travel, personal business activities, and professional development activities that are approved by the Human Resources office and the building principal. Personal business activities under this restriction must be accompanied by a written request explaining the reason for the leave.

Personal leave will be administered by the building principal or the immediate supervisor.

**Authorized Leave**

No staff member shall be absent from regular assignment for the purpose of attending professional meetings without the prior approval and authorization of the Superintendent of Schools.

The Superintendent of Schools may direct or request a staff member to attend such meetings, as in their opinion, shall serve the best interest of the schools. In this instance, the District shall assume the cost of meals, transportation, and lodging as well as costs of substitutes. No deductions shall be made from salary or leave time.

Teacher association officers and/or delegates will be given authorized absences to attend regular business sessions of the state and national associations. Absences for such purposes shall not exceed seven (7) per school year. The association will reimburse the district the substitute rate per day for each day of absence. Teacher association activities will be conducted outside the regular classroom hours.

Upon request, the Superintendent of Schools may grant an employee special permission to discharge the duties of an officer in a state or national professional education association to which the employee has been elected or appointed. The association concerned must provide total reimbursement to cover the salary and fringe benefits of the employee. In such cases, the employee will retain all District benefits and will be considered a current employee of the District.

Upon request, tenured certificated employees shall be granted a leave of absence of up to one year in order to run for public office. If elected, further extension may be requested annually from the Board of Education. At the conclusion of this public service, the employee may request to be reinstated according to the provisions of the return from leave of absence policy.

**Regulation 4320****Page 4****Authorized Leave of Absence Without Pay**

Each certificated staff member who desires a special leave of absence without pay must submit a written request for said absence to the Superintendent of Schools/Designee. Each request shall be considered on the basis of its individual merit. Salary reduction will be the annual salary divided by the number of contract days for each day of absence under this provision.

**Action**

All administrators who process conference and workshop requests shall inform their personnel of these guidelines prior to making any recommendation and forwarding the request.

**Bereavement Leave**

In the event of death in the immediate family of the employee or spouse, bereavement leave may be used. Immediate family is defined as spouse, parent, grandparent, child, sibling, daughter or son-in-law, grandchild, or non-family residing within the staff member's home. A maximum of three (3) days may be used in any school year for bereavement purposes. Bereavement leave is not accumulative. Bereavement leave will not be deducted from accumulated sick leave.

If in any school year additional leave is required for Bereavement purposes, these days will be deducted from sick leave. The administration reserves the right to request confirmation of the event.

**Emergency Leave**

Emergency Leave not to exceed the allotted number of days listed in items a. through d. of this section of policy, may be granted yearly to each full-time employee, upon approval by the Superintendent of Schools/Designee for the following reasons:

- a. critical illness in the immediate family of the employee or spouse, or death in the immediate family of the employee or spouse (provided bereavement leave has been used). Immediate family is defined as spouse, parent, grandparent, child, sibling, daughter or son-in-law, grandchild, or non-family residing within the staff member's home (not to exceed 10 days);
- b. marriage in the immediate family (not to exceed 5 days);
- c. employee's divorce (not to exceed 5 days);
- d. obligations incurred by an employee through the process of adopting a child (not to exceed 5 days).

When practicable, emergency leave must be requested in advance of the absence. Any days

**Regulation 4320****Page 5**

taken as emergency leave, shall be deducted from current or accumulated sick leave.

All regularly appointed part-time certificated employees will be given a proportionate allotment of Emergency Leave.

NOTE: Emergency leave will not be interpreted to include (1) absence because of weather and road conditions or lack of transportation; or (2) illness of employee. Rev. 6/28/04

**Leave for Jury Duty**

Employees called for jury duty or subpoenaed to testify in a civil or criminal proceeding will be granted leave, not to be deducted from accumulated sick leave or personal leave. A copy of the summons must accompany the leave form.

**Military Leave**

An employee who is a member of the National Guard, or an organized military service of the United States, and who is required by laws of the United States or the State of Missouri to report for military duty, including training, shall be eligible for a grant of military leave.

Application for military leave shall be made in advance, as soon as practicable after the employee becomes aware of his/her obligation to report and immediately upon the employee's receipt of official notice to report. A copy of the official orders must be added to the leave application. The Superintendent/Designee must approve the application. Emergency mobilization orders shall be dealt with on an individual basis.

The District recognizes that employees who receive notice to report for duty typically are not provided with discretion as to when to report. However, whenever an employee has a choice as to when to report for military duty, the employee's military leave shall be arranged during periods in which school is not in session. When the employee is given a choice as to when to report for duty, the Superintendent/Designee may request that the employee seek a change in military orders if such a change appears in the best interest of the District.

Employees shall receive leave with pay for ~~the first fifteen (15) calendar days~~ up to 120 hours of military leave in each federal fiscal year. Additional military leave shall be without pay, except as required by federal and state law.

Each employee shall furnish a copy of the employee's military payroll voucher to the Superintendent/Designee within thirty (30) days of the employee's return to regular assignment so that the necessary salary adjustments can be made.

Employee eligibility for reinstatement after military duty is completed shall be determined in

**Regulation 4320**  
**Page 6**

accordance with federal and state laws.

Rev. 7/8/2003

**Leave of Absence**

Upon the recommendation of the Superintendent/Designee and the approval of the Board, an employee of the District may be granted a leave of absence for non-Family and Medical Leave Act (FMLA) child care, education, or other good cause. Such leave is renewable upon written request for one additional year only. Application for leave is to be made in writing to the Superintendent/Designee via principal/supervisor and must include the period for which the leave is requested and the reasons for the request. The period should be set to least disrupt the education of students. Requests for leave for an entire school year should normally be made in writing before March 1 of the preceding year.

If leave is approved by the Board, the employee is not paid for the period of the leave. Insurance benefits may be continued by the employee by making all payments to the Payroll Office, one month in advance.

Whenever a leave of absence has been granted by the Board to the end of the school year, the employee must notify the Superintendent in writing by the first day of March of an intention to resume his/her position at the beginning of the next school year. Failure to notify the Superintendent/Designee of such intention will be regarded as a resignation.

Upon completion of an approved leave, provided proper notification is given, a teacher will be re-employed by the District unless placed on involuntary leave of absence if tenured; or, if notified of non renewal of contract by April 15 if a probationary teacher.

If desired, and whenever feasible, the employee will be placed in the same or equivalent position to the one held prior to the approved leave.

The employee shall not lose accumulated sick leave or experience credit on the appropriate salary schedule when employment is resumed at the conclusion of the officially granted leave.

NOTE: Leave of absence without pay under the provisions of this regulation does not apply as service towards tenure for probationary teachers.

Rev. 8/2015

**PERSONNEL SERVICES****Regulation 4710****Separation****Resignation: Certificated Staff**

Certificated employees who wish to resign should address a letter of resignation to the Superintendent/Designee and the principal/supervisor to be presented to the Board of Education. Resignations shall only become effective by release by the Board of Education. The letter should state reasons, and an effective date for the resignation.

~~For certificated staff personnel to be released after June 1, when they are under contract for the ensuing school year, approval of the resignation by the Board of Education may depend upon the availability of a qualified and suitable replacement. After June 1, a certificated employee may petition the Superintendent to recommend a release from contract for extremely unusual reasons. Should the Superintendent decline to recommend a release and the certificated employee leaves the District, the District reserves the right to pursue any and all legal options available.)~~

The Board will require a teacher wishing to terminate his or her contract to pay liquidated damages in order to compensate the District for the costs of finding a suitable replacement, training expenses and other disruptions. Because the actual damages will be difficult to ascertain, the payment of liquidated damages set forth herein is a reasonable estimation.

Resignations of teachers under contract will be considered according to the following conditions:

- 1) Resignations must be submitted in writing to the Board of Education accompanied by a certified check or money order for the proper amount of liquidated damages. The check will be returned if the teacher is not released from his or her contract.
- 2) Liquidated damages will be assessed as follows:

Date Resignation Submitted	% of Teacher's Base Salary Amount*
After June 1 but prior to June 15	3%
After June 14 but prior to July 1	4%
After June 30 but prior to July 15	5%
After July 14 but prior to August 1	6%
After August 1	8%

\* The teacher's base salary amount shall be based upon the base teachers' salary included in the salary schedule for the following school year adopted by the Board of Education.

**Regulation 4710****Page 2**

In the event that a newly hired teacher or a probationary teacher signs a contract for the following school year, and wishes to be released from his or her contract from the date of execution of the contract of employment but prior to June 15, the calculation of liquidated damages will be 3% of the teacher's base salary amount, and such teacher must apply for release from his or her contract of employment in accordance with the procedure set forth previously herein.

In the event that a resignation is not approved by the Board and the teacher 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 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**

**ORGANIZATION, PHILOSOPHY AND GOALS**

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

**School Board Organization****Nepotism, Conflict of Interest and Financial Disclosure**

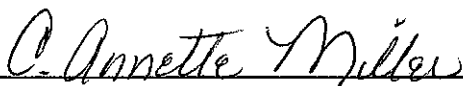
Board members shall not debate or vote upon the employment of any person to whom they are related within the fourth degree. (See Form 0342.) Provided the Board member relative does not debate or vote upon the employment issue, the Board may employ a person related to a Board member. However, the Board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



Ayes: Ann Franklin  
Jill Esry  
Ken Johnston  
Greg Finke  
Matt Mallinson  
Blake Roberson

Absent: Denise Fears

  
Secretary

  
President