

## **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.

**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**

#### **Public Access to District Documents**

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

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 Every Student Succeeds Act, the District will submit its Federal Title I LEA 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.