

PURPOSE

The purpose of this handbook is to help each teacher get acquainted with the policies of our school, including the duties and responsibilities of the faculty. Please read it and use it for reference throughout the year. It is approved by the Board of Education as official school policy.

MICHAEL ALLRED, SUPERINTENDENT

BARRY BRANSCUM, HIGH SCHOOL PRINCIPAL

B. J. STONE, ASST. HIGH SCHOOL PRINCIPAL

KIM TAYLOR, ELEMENTARY SCHOOL PRINCIPAL

PORTAGEVILLE SCHOOL DISTRICT
EDUCATIONAL PHILOSOPHY AND GOALS

BELIEF STATEMENT

The Portageville School District believes that;

- All students are important and unique individuals.
- All students can learn in a safe and nurturing school environment.
- All students will accept responsibility for themselves by maintaining good social skills, healthy lifestyles, and respect for the law.
- Parents, teachers and community will guide and motivate all students to achieve personal success and academic excellence.

VISION STATEMENT

The Portageville School District envisions that all students will:

- Be provided with educational experiences appropriate to their learning styles to foster lifelong learning;
- Be self-motivated and become responsible, productive citizens to improve their community.


MISSION STATEMENT

The Portageville School District mission is to utilize its financial, personnel, educational, community, and technological resources to ensure the diverse student population the opportunity to develop academically, physically, mentally, emotionally, and socially to the fullest extent in a safe environment.

As teachers, we accept the premise that the students in Portageville Schools are the only reason for our employment. We further believe that if we are where we are supposed to be, doing what we are suppose to, when we are supposed to, the students of this school will receive the opportunities they so rightfully deserve.

Through the educational program, our school will support each individual student's efforts:

- To achieve mastery of basic competency skills in reading, mathematics, communication and problem solving.
- To expand intellectual development of learning skills for critical thinking, decision making, and to acquire independent study skills to facilitate continued learning throughout life.

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- To become economically self-reliant by developing respect for the dignity of work, acquiring job entry skills, and developing an understanding of the economic relationships between management of time, money and personal resources.
 - To identify and clarify ethical, moral, and spiritual values necessary for becoming a responsible and humane citizen.
 - To develop and maintain good physical and mental health including the ability to plan creatively for the positive use of leisure time.
 - To develop an understanding of the political heritage and democratic principles of society and acquire a sense of responsibilities to the American democracy.
 - To realize self-limitations and capabilities and develop insights into the unity and interrelatedness of knowledge.
 - To improve the quality of personal and professional technology-based decisions and participate in the transition from an industrialized society to a service and information age.

TEACHER'S WORKDAYS

The official workday for certified personnel is from 7:45 a.m. to 3:20 p.m. on each day of student attendance. Last minute chores should be completed by 7:52 a.m. so you can be at your doorway and assist with the hall supervision as students enter. All teachers are required to be outside classrooms to supervise and monitor students changing classes and to meet students entering classrooms.

Each teacher has a preparation period during the day. This time is to be used to plan lessons, grade papers, and conference with parents, call parents on the telephone, or engage in other professional activities. Teachers may, on occasion, leave the campus during their "prep" period with permission from the principal. On occasions when substitutes cannot be obtained, teachers will be asked to substitute during their "prep" period and will be compensated for each period.

Faculty meetings will be called whenever necessary. These meetings may be before school, after school, or at noon. The principal will work out the most appropriate time.

When a teacher finds it necessary to be absent from school you should see the principal in advance. When the absence is unexpected, call your respective principal as soon as possible. After 7:00 a.m., calls should be made to the school office. When absent, you must provide the information necessary for a substitute to be able to conduct meaningful learning activities. This includes lesson plans, grade books, duty assignments, and teacher texts.

EXTRA-CURRICULAR ACTIVITIES

An excellent method for improving school spirit and establishing rapport with the student body is by attending and showing interest in student activities. Gatekeepers, scorers, timers, etc. will be assigned on a voluntary basis and will be paid as set forth in the Board's Policy and Regulations Handbook. However, the principal may assign these and other duties if necessary.

LEAVING YOUR ROOM

Never leave students without supervision. If it becomes necessary to leave a class, notify the principal or have another teacher stay with your class. Do not send students out of the classroom where they will not be supervised.

LESSON PLANS

Teachers will turn in lesson plans each Monday morning. This gives you the weekend to finish writing your plans. On Monday morning, you should be turning in your lesson plans for that week.

MUSIC IN THE CLASSROOM

No music, radios, recorders, etc., are allowed in the classroom without prior approval. Students are not allowed to have electronic devices at school.

HOMEWORK

Homework is an important part of a student's education and a must in the learning process. All assignments should be made clear as possible and should be meaningful. Teachers should give homework as they see fit, however, discretion should be used as to how much and how often. All assignments should be posted on SIS12.

CLASSROOM OBSERVATIONS

The principal will observe teachers in the classroom as often as possible. The purpose of observations is to improve instruction.

Class observations can benefit both teacher and the administration. Any summary of any observations made by the principal will be available to the teacher at his/her request.

Some observations are for the purpose of teacher evaluations, while others are to observe students and learn more about the curriculum.

Performance Based Teacher Evaluations will be conducted by the principal in accordance with State Law and be used in the same manner. Summative evaluations will be complete by March 1st each year.

All information on an employee, maintained in the office in the district, may be examined by that employee at any time during school office hours. All personal information covering any employee is available upon request in the principal's office.

FIELD TRIPS

Field trips, if properly planned and conducted, are encouraged by the administration. Proper safety precautions must be taken and the teacher is responsible for the conduct of the students while on field trips. The procedures for field trips are:

1. Inform the principal of the plans and purposes of the trip.
2. Have the trip approved and on the school calendar at least two weeks prior to the date.
3. Have students bring consent forms from parents. These should be returned at least one day before the trip. Consent forms are available in the office.
4. Require students to dress properly for the trip.

5. Give a list of names of all students going to the office four days in advance so that we can advise the other teachers as to who will be gone.
6. ALL students must ride the bus to and from the field trip.
7. The teacher must arrange for an adequate number of chaperones for the trip.

AUDIO-VISUAL EQUIPMENT

Lessons should be planned in advance and teachers should sign up in advance to use A. V. equipment. Equipment is to be checked from the librarian. Make arrangements the day before whenever possible to avoid conflicts. Teachers must preview films before showing them.

MAINTENANCE REQUESTS

Requests for maintenance services and repairs are to be directed in writing to the principal's office. These requests should be brief but specific enough to be understood.

CARE OF CLASSROOM AND SCHOOL EQUIPMENT

Teachers are expected to exercise reasonable supervision over the furniture, equipment, and other apparatus in their classrooms. Any acts of vandalism should be reported immediately. Do not allow students to open windows or turn on/off air conditioners. Please turn off all lights when the room is not in use. Classroom doors should remain closed at all times for safety reasons and for efficiency of heating and cooling.

VISITORS IN SCHOOL

Students are not allowed to bring visitors to school. Guest speakers and other visitors must have prior approval of the principal and the superintendent. Teachers should send all visitors to the office when you see them in the hall. Persons wishing to visit the school must first check through the principal's office and sign the guest register.

LIBRARY PROCEDURES

Since we have no study halls, teachers must strive to incorporate "library time" into their instructional program. The high school library can accommodate 35 students per hour.

We do have a nice library facility, adequate volumes, and a librarian to assist you in reaching your teaching objectives. Please do not hesitate to use these facilities, but please work with the librarian and follow proper procedures.

First preference on scheduling students in the library goes to teachers desiring to bring an entire class to the library for class projects. The teacher must come with the students and supervise them. You should make reservations with the librarian at least three (3) days in advance if you desire to use the library in this way.

Teachers may send a student or group of students (maximum of 5) during a class period for library work. You must clear this with the librarian before the class period in question. You must give each student a hall pass and tell on the pass how long you wish them to stay in the library. The librarian will supervise them but if they don't behave, they will lose their privilege.

TEXTBOOKS

Textbooks are kept in respective classrooms and issued by the teacher at the beginning of the school year. Teachers are responsible to see that students put their name in the book and that they take proper care of it.

The student shall pay for lost or destroyed textbooks. The principal will determine the amount charged. This amount will depend on age of text, quality when assigned, and circumstances surrounding the loss of the book.

COPY MACHINES

Copying machines are not to be operated by students. These machines are located in the teacher workroom or office. All copying of material must be done before school, during preparation period, during noon, or after school.

STUDENT ATTENDANCE

All teachers are to take attendance at the beginning of every class period and report any absences or tardies on the SISK12 system.

Students returning to any class following an absence must have an admittance slip from the office. It will state either "excused" or "unexcused". Excused absences allow the student to make up all assignments they may have missed. The responsibility of making arrangements for make-up work following an excused absence rests with the student. However, the faculty members will actively remind and encourage students to make up any work missed and this practice is certainly acceptable and encouraged by the administration.

TARDINESS

Teachers should be ready to begin class when the bell rings and should stress the importance of arriving to class on time. Any student tardy must have an admit slip

from the principal's office to be admitted to class.

A record will be kept on SISK12 of every tardy that is reported. A warning will be given after one first hour tardy in a semester. If a student receives two tardies in any semester, that student will be subject to serving after school detention or CP. After three tardies, a student will receive ISS. Second thru seventh hour tardies are to be recorded by their respective teachers.

Additional tardies will require additional action. Any student with excessive tardiness (5 or more in one semester) will be required to attend summer school.

KEEPING STUDENTS AFTER SCHOOL AND TAKING STUDENTS OUT OF CLASS

Any after-school activity must have prior approval from the principal. Activities must be supervised at all times.

No students should be taken out of any class by a teacher without permission from the principal and the teacher from whose class they are taken. Guidance appointments should be made in advance and students with appointments may be excused to see the counselor.

ANNOUNCEMENTS

Announcements (approved by the principal) will be announced over the intercom and put in SIS. Teachers are requested to read announcements to the students. All announcements for the day need to be in the office by the end of 2nd hour.

HALL PASSES

Every student is accountable to some faculty member at all times. If a student is in the halls, he/she should have a hall pass issued by the teacher who is responsible for the student at that time. It is the responsibility of the faculty to see that the students do not abuse this privilege by continually asking for a pass. Use discretion. Teachers will complete in detail this pass for the student. No more than one student should be allowed to leave the room for any purpose other than to go to the library or in case of school business. Any student in the hall without a pass should be sent to the office.

DISCIPLINE

Portageville School is an orderly school with an environment conducive to learning. The basic philosophy is that of preventive discipline. Work hard to prevent problems instead of reacting after they occur. There is much truth in the statement "Good teachers do not have discipline problems." Problems can be prevented by well-planned and meaningful lessons. The teacher who keeps the students busy and is fair and consistent will not have problems.

As we attempt to address the topic of discipline, we are aware that it is impossible to offer guidelines to cover each problem and situation. Students are expected to show good judgment with the continued support and direction from the school, parents, and community.

Students are required to confirm to school rules whenever they are in the charge of the school staff. This would include any time students are going to and from school, or are on the school grounds, during or immediately before or after school hours. This would also include any time a school organization or group, or any time students are off school grounds at school-sponsored activities such as sports events, field trips, and out-of-town trips.

When a teacher does have a problem with a student the following actions should be taken:

1. Talk privately with the student and try to solve the problem at that level. Also, consult the counselor for information on the student.
2. Call the parents and get them involved to help you solve the problem.
3. Send the student to the principal for disciplinary action.
4. Any written assignments used by teachers for the purpose of discipline in school must be a learning situation

The following suggestions may be helpful in preventing problems:

1. Classroom work should be well planned and meaningful to all students.
2. Do not accept an infraction by any student as something personal. The fact that a student misbehaves in class does not necessarily mean that he dislikes the teacher.
3. Students should be corrected quietly and calmly.
4. Threats should be avoided. These may serve only as a challenge to some students to see how far they can go before being punished.
5. The teacher should be firm, fair, and considerate in dealing with all students.
6. The teacher should be friendly, but do not let the students forget that you are the teacher.
7. Avoid stereotyping a student as a discipline problem.
8. The classroom should be a neat and pleasant place in which to work.
9. The student should be made to feel that he or she is a vital part of the class.

A major responsibility of the entire faculty is in the continuance of efforts toward improving and maintaining desirable student behavior. Correct any student, when necessary, without hesitation. Handle discipline problems whenever possible, but don't be reluctant to seek administrative assistance when needed.

TELEPHONE

Teachers or students will not be called to the telephone during class time except in the event of an emergency.

MAILBOXES

Every teacher has a mailbox in the teacher's lounge. Each day's mail is sorted by 11:30 a.m. You should check your mailbox at least once daily so as not to let mail accumulate.

NEWS RELEASES

All news releases shall be handled through the principal's office. We encourage a continuous program of public information in order to provide patrons with information about their school. All news stories and/or photograph coverage that are needed should be brought to the attention of the office personnel. The principal will notify local media and set up appointments for interviews and photo sessions.

PARKING

Teacher parking is provided in several areas. These areas are as follows:

High School

1. Behind the gym.
2. Behind the high school.
3. In front of the high school.
4. Behind the shop building.

Middle School

1. In front of the building.
2. Across the street.
3. Behind the building.

Elementary

1. In front of the building.
2. The north side of the building.
3. The back of the building.
4. Behind the Ag building.

Teachers should park in the area closest to your working station. Students are to park in the designated area at the north end of the Ag building.

FUND RAISING

1. No fund raising of any nature may take place on school grounds without permission of the Superintendent of Schools.
2. All fund raising must have prior approval of the building principal.
3. Requests for approval must include the purpose of the money being raised, the amount needed, the product to be sold, the cost of the product, the percentage received by the school, and the name of the fund raising company.
4. All planned activities must be submitted at least one month in advance.

DUTY ASSIGNMENTS

Duty assignments are made by the principal. If the need occurs, it is permissible for faculty members to exchange duty assignments. Any request for change must be reported to the principal as soon as possible. It is the responsibility of the teacher to whom the "duty" was originally assigned to make necessary arrangements insuring the supervision of the duty area. Each teacher will receive a copy of the duty schedule for the school year. A teacher may be legally liable for negligence in failing to supervise students properly.

LUNCH TIME

Please monitor the noise level in the cafeteria. Make sure your students understand the rules for eating in the cafeteria. Staff members will remain on campus during their lunch period even if this coincides with a prep period. Arrive at lunch at the proper time and leave at the proper time.

PROFESSIONALISM AND RESPECT

While in the presence of students, professional conduct requires that all faculty members address one another as Mr., Mrs., or Coach. Insist that students address you in this manner and address students only by their given name. Any comments to a student concerning another teacher, student, the administration, or school policies are to be avoided.

As professional people, we need to dress in a professional manner. Your appearance often sets the atmosphere of your classroom, the working style of your students, and the respect necessary for you as a teacher. Not only are you a role model for your students but the community is also observing you. Therefore, your manner of dress should be one that meets the standards of our school district and community.

District employees will refrain from commenting negatively to students in reference to students, teachers, administrators, or school policies or regulations.

SCHOOL CLOSING

The Board of Education authorizes the superintendent to delay the opening of school, to close school early, or close school the entire day in case of hazardous weather or other emergencies, which jeopardize the safety of students, school staff, and/or school property.

When a decision has been made to delay opening of school or to close school the entire day, the superintendent shall send an appropriate announcement to all designated radio stations as soon as possible. In the event school is to be closed early, the superintendent shall notify the same radio stations as soon as possible. The stations to be notified are:

KFVS Television – Channel 12 (Cape)
KMIS Radio – 1050AM/106.5FM (Portageville)
Notification will also be sent via Textcaster.

GRADE BOOKS

It is imperative that you have everything recorded in point value in the grade book program in SIS. Any grade given to a student must be “backed” by correct percentages according to our system. Grades should be closely guarded and students should not be allowed to view them except to receive his/hers own grades. Grades to be put in the computer must be updated weekly also all assignments must be posted through SIS (This is for accountability reasons and so parents can stay updated on the Parent Portal).

TEACHER’S LOUNGE

A faculty lounge is provided in each school building. No students are allowed in the teacher’s lounge.

EMERGENCY PROCEDURES

All emergency procedures are located in the emergency procedure plans. These plans will be located in each teacher’s classroom, gyms, counselor’s offices, principal’s and district office.

CELL PHONE USE

Teachers are not to have their cell phones turned on during the instructional day. The only exceptions to this are as follows:

1. During teacher’s planning period.
2. On duty (for emergency purposes only).
3. Other, as approved by the building principal.

GRADING POLICY

Grades for Portageville secondary students are based on a full semester, no partial credit may be given. Grades are entered on a student's permanent record at the end of each semester.

Grade reports will be given to students the first Thursday following each quarter ending period. The reports shall contain a grade, a record of attendance and such other information as the staff may see desirable.

The standard marking system will be used as follows:

A	96-100	4.0000 grade points
A-	93-95	3.6667 grade points
B+	89-92	3.3334 grade points
B	85-88	3.0000 grade points
B-	82-84	2.6667 grade points
C+	79-81	2.3334 grade points
C	74-78	2.0000 grade points
C-	70-73	1.6667 grade points
D+	67-69	1.3334 grade points
D	63-66	1.0000 grade points
D-	60-62	0.3337 grade points
F	0-59	0 grade points

Beginning in the ninth grade, grade point averages and graduation credits are computed and recorded on permanent records. All grades are included in the average. Grade point averages are computed from the above named scale.

Each teacher must adhere to this scale in all classes.

Portageville School District

STEPS TO PURCHASE ITEMS

LOCAL:

Purchases under \$100 may be purchased locally without a requisition. You only need approval from the building principal. After receiving approval from your principal you may make the local purchase at any business in town and sign a charge ticket with your name and if it is for an organization, the name of the organization. This charge ticket is to be turned into the building office.

OUT OF TOWN:

Orders to be placed out of town must be entered on a SISfin requisition. If your principal approves the requisition, it will be sent to the superintendent for approval. Once he/she has approved the order, a purchase order will be issued and the order sent. **ANY OUT OF TOWN PURCHASE MADE WITHOUT A PURCHASE ORDER WILL BE YOUR OWN RESPONSIBILITY. THE DISTRICT WILL NOT PAY THE BILL!** A rule of thumb if you're not sure if you need a purchase order is "If it's out of town, get a purchase order." **NO EXCEPTIONS.**

When the order comes in, there should be a packing slip inside the package. Remove the slip and check to see that everything they show as shipped is in the package. If everything is there, sign and date the packing slip and turn into the building office. If there is an item missing, note this on the packing slip and we will follow up.

Any item that needs to be returned must be noted on the packing slip and the company's procedure for returning the item followed. All returned items must be returned by UPS. Do not use the post office. We have no way of verifying that the company received the item.

STEPS TO ATTEND A WORKSHOP

1. Submit a workshop request to your principal. The Professional Development Chairman will provide you with a workshop request form.
2. If approved, the request will be sent to the Professional Development Committee and the superintendent. Once it has been approved the request form will be returned to the employee. Upon receipt of the approved request, complete the registration form and send over with the approved workshop request and information on lodging if needed. The registration will be sent in with any fees necessary. If it is an overnight workshop, your reservations will be made by the superintendent's office. If the workshop begins in the A.M., a room will be reserved for the night before the workshop begins.
3. If the workshop is overnight, the day before you leave you will be given a check for the hotel, if not direct billed to the district. The district has a standard mileage reimbursement schedule attached. You are to keep all your meal receipts and the hotel receipt if paid at the time you check into the hotel, and submit with your Expense Report. (Form enclosed) Additional Expense Report Forms can be obtained from the building office. Meals will be reimbursed at the following rate: Breakfast-\$10, Lunch-\$15, and Dinner-\$20. The district will not pay for tips and alcohol.
4. If the workshop is for the day only, submit an Expense Report Form for mileage and meals when you return.

If you are not sure about any of these items, please give me a call. I'll be happy to go over them with you.

Stefanie Dennison
Business Manager

PROFESSIONAL DEVELOPMENT WORKSHOP/ACTIVITY/CONFERENCE
REQUEST FORM

Staff Member _____ Date of Request _____
Workshop/Activity Title _____
Sponsored by _____
Date(s) of Workshop/Activity/Conference: _____
Destination _____
Give a brief description of the workshop/activity, the information/knowledge you hope to receive, and how it will
benefit you in your teaching: _____

Please mark the appropriate CSIP needs area that this activity addresses:

- _____ To improve academic achievement
_____ To improve educational persistence
_____ To improve programs and facilities
_____ To ensure graduates are prepared for post-secondary training or productive occupations
_____ To expand improvements to meet the state standards for MSIP and local goals

ITEMS REQUESTED:

Registration Fee _____
Mileage _____
Lodging(if needed) _____
Meal(s)-How Many _____
Substitute Needed _____

Employee Signature

Date

Principal Signature

Date

Superintendent Signature

Date

PDC Chairperson

Date

Application should be completed and presented for appropriate signatures in advance of the scheduled activity.
(Prefer minimum of one month) You may be required to present a workshop on the material(s) covered in this
workshop/activity/conference.

For office use only

_____ PDC Funds _____ Title I Funds _____ Eisenhower Funds

_____ Other

Signature

Date

PORTAGEVILLE SCHOOL DISTRICT
EXPENSE REPORT

DATE _____

EMPLOYEE NAME _____

DATE OF TRIP _____

REASON FOR TRIP-CONFERENCE NAME _____

CITY _____

MEALS

BREAKFAST \$ _____ (Maximum \$10/meal)

LUNCH \$ _____ (Maximum \$15/meal)

DINNER \$ _____ (Maximum \$20/meal)

GAS \$ _____

MILEAGE \$ _____ (per Standard Mileage Chart-\$0.45)

OTHER \$ _____ Explanation _____

TOTAL \$ _____

PDC APPROVED YES _____ NO _____

EMPLOYEE SIGNATURE: _____

APPROVED BY: _____

(Must be signed by principal or superintendent)

All request forms for travel expense reimbursement must be completed in full. Receipts must be attached for reimbursement expenses. No tips or alcohol beverages will be reimbursed by the District. Hotel receipts should be attached to this form. Your meal receipts must be itemized. A copy of the credit charge is not sufficient.

DESTINATION	MILEAGE	\$	REIMBURSEMENT
Advance, MO	128	.45	\$57.60
Armored, AR	86	.45	\$38.70
Bernie, MO	75	.45	\$33.75
Bloomfield, MO	120	.45	\$54.00
Blytheville, AR	82	.45	\$36.90
Branson, MO	570	.45	\$256.50
Campbell, MO	52	.45	\$23.40
Cape Girardeau, MO	145	.45	\$65.25
Caruthersville, MO	44	.45	\$19.80
Chaffee, MO	120	.45	\$54.00
Charleston, MO	94	.45	\$42.30
Clarkton, MO	34	.45	\$15.30
Columbia, MO	625	.45	\$281.25
Cooter, MO	65	.45	\$29.25
Corning, AR	105	.45	\$47.25
Deering, MO	52	.45	\$23.40
Delta, MO	130	.45	\$58.50
Dexter, MO	90	.45	\$40.50
Doniphan, MO	164	.45	\$73.80
Dyersburg, TN	84	.45	\$37.80
East Carter Co.	187	.45	\$84.15
East Prairie, MO	76	.45	\$34.20
Farmington	285	.45	\$128.25
Gideon, MO	27	.45	\$12.15
Gosnell, MO	87	.45	\$39.15
Halls, TN	110	.45	\$49.50
Hayti, MO	28	.45	\$12.60
Holcomb, MO	47	.45	\$21.15
Hornersville, MO	104	.45	\$48.80
Jackson, MO	155	.45	\$69.75
Jackson, TN	181	.45	\$81.45
Jefferson City, MO	650	.45	\$292.50

If your destination is not on this list, please keep track of your mileage for your reimbursement.

Reimbursement is at the rate of \$0.45 per mile

DESTINATION	MILEAGE	\$	REIMBURSEMENT
Kansas City, MO	900	.45	\$405.00
Kelly, MO	112	.45	\$50.40
Kennett, MO	60	.45	\$27.00
Lake of the Ozarks	600	.45	\$270.00
Libourn	27	.45	\$12.15
Malden, MO	60	.45	\$27.00
Marshfield, MO	490	.45	\$220.50
Memphis, TN	240	.45	\$108.00
Mingo Wildlife	140	.45	\$63.00
Mountain View, MO	282	.45	\$126.90
Nashville	460	.45	\$207.00
Neelyville, MO	142	.45	\$63.90
New Madrid, MO	25	.45	\$11.25
Oran, MO	100	.45	\$45.00
Piggott, AR	68	.45	\$30.60
Poplar Bluff, MO	116	.45	\$52.20
Risco, MO	32	.45	\$14.40
Ross	11	.45	\$4.95
St. Louis, MO	420	.45	\$189.00
Scott City, MO	114	.45	\$51.30
Senath, MO	84	.45	\$37.80
Sikeston, MO	80	.45	\$36.00
Six Flags	372	.45	\$167.40
Southland, MO	104	.45	\$46.80
Springfield, MO	500	.45	\$225.00
Steele, MO	52	.45	\$23.40
Tunica, MS	270	.45	\$121.50
Valle Catholic High School	240	.45	\$108.00
Van Buren, MO	200	.45	\$90.00
Wardell (North Pem.)	24	.45	\$10.80
West Plains, MO	360	.45	\$162.00

Implementation of Employee Policies and Procedures by Role & Function

Employees are a critical part of your school districts success. Keeping them safe is crucial throughout any transition back into the workplace. Once you have established a timeframe for re-occupying your facility(s) employee-specific policies, procedures and controls need to be implemented to ensure the safety of your people. Policies and procedures to consider:

• Hygiene:

- o Train staff on healthy hygiene practices so they can teach these to students.
- o Avoid touching eyes, nose, and mouth to prevent infection.
- o Ensure handwashing includes washing with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
- o Provide an alcohol-based hand sanitizer that contains at least 70% alcohol, if soap and water are not available and hands are not visibly dirty.
- o Ensure adequate supplies (e.g., soap, paper towels, hand sanitizer, tissue) to support healthy hygiene practices.
- o Train staff on potential use of additional personal protective equipment (PPE), especially custodial staff. This may include face mask, eye protection and gloves.

• Screening:

- o Employees should self-screen prior to entering the building.
- o Temperatures should be taken.

Anyone over 100.4° should contact their building administrator. Employees over 100.4° will be sent home.

o Questions to consider-

- ☐ Have you had a fever in the last 3 days?
- ☐ Are you experiencing any respiratory symptoms?
- ☐ Do you have any symptoms such as chills, muscle pain, new loss of taste or smell, vomiting or diarrhea, and/or sore throat?
- ☐ Have you traveled internationally in the last 14 days?

If any of these symptoms or situations are present notify your building administrator and then contact your physician.

BREAKFAST AND LUNCH PRICES

1. LUNCH PRICES

PAID TYPE "A" LUNCH	
Elementary	FREE
High School	\$2.25
REDUCED TYPE "A" BREAKFAST	\$0.40
ADULT LUNCH	\$3.00

2. BREAKFAST

Elementary	FREE
High School	\$1.00
REDUCED TYPE "A" BREAKFAST	\$0.30
ADULT BREAKFAST	\$1.50

3. EXTRA MILK CHARGES

WHOLE MILK	\$0.45
CHOCOLATE MILK	\$0.45

Your breakfast and lunch balance on the 1st of every month will be deducted from your checks that month. Check the balance of your account before the 1st of every month. No corrections will be made after the first of each month.

FOREWARD

The policies within this handbook are not inclusive of the district's policies. Complete policy manuals are located in the superintendent's office, principal's office and in each library. All district employees are expected to follow all district policies.

At the end of this section on policies this manual will have a copy of our current salary schedule, an extra duty schedule, and a school calendar. The building principal may choose to add other items in this section. We will call this section current information and you will receive updates every year to be included in this section.

As board policies are added or changed, these will be updated and furnished for you to put into your handbooks.

Any suggestions for additional information in next year's handbook would be appreciated.

ORGANIZATION, PHILOSOPHY AND GOALS

Policy 0410
(Regulation 0410)

Meetings

Meetings

Regular

The regular meeting of the Board shall be held on the second Tuesday in each month, at the hour of 6:30 p.m., except when a majority of the Board agrees in advance and public notice is given. Public meetings may be conducted in person or by conference call, video chats, Internet conferences, e-mails and Internet message board.

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.

Quorum and Majority Vote

The presence of a majority of the Board constitutes a quorum for the transaction of business. However, the letting of contracts, employment of personnel, approval of bills for payment and the ordering of warrants require an affirmative vote of a majority of the Board.

Closed Meetings

The Board may vote to conduct closed executive sessions as provided for in Policy 0430 – Executive Sessions. 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.

Any Board member may object to the closing of a meeting, record or vote if the member believes the motion to close violates the Sunshine Law; such member(s) must object at or before the motion to close is voted upon and must vote against closing. The member(s) shall be allowed to fully participate in any subsequent meeting or vote. The objecting member(s) shall be immune from any liability for improper closure of a meeting.

Recording of Board Meetings

The open sessions of Board meetings may be audio or video taped. The Board has adopted guidelines set forth in Regulation 0410 to minimize the potential disruptive effect of such recordings.

Firearms and Weapons

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. The firearm prohibition includes permitted weapons. (See also Policy 1432 – Prohibition Against Firearms and Weapons.)

ORGANIZATION, PHILOSOPHY AND GOALS

Policy 0412

Meetings

Meetings - Participation by Public

A designated period of time may be provided for public comments at all regular Board meetings. The Board is very interested in citizen viewpoints and problems; however, citizens are encouraged to work through problems at the building and/or administrative levels before coming to the Board. Remarks may be limited to three minutes and to one appearance, thus allowing a maximum number of participants in the allotted time period in which citizens are to speak to issues. Questions directed to the Board may not always be answered immediately. All questions will be responded to by an appropriate person as soon as possible. Persons who wish to suggest items for the agenda should contact the Superintendent.

ORGANIZATION, PHILOSOPHY AND GOALS

Policy 0420
(Form 0420)

Meetings

Minutes

Open Session Minutes

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

Closed Session Minutes

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

GENERAL ADMINISTRATION

Policy 1210
(Regulation 1210)

Calendar Requirements

School Year and School Day

The Board will annually adopt a school calendar that will provide for 1,044 hours of pupil attendance with no minimum number of school days. The beginning of the school year will not be earlier than fourteen (14) calendar days prior to the first Monday in September.

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. The planned calendar adopted prior to the beginning of the school year must be reported to DESE on Core Data Screen 10 by August 15 of each year, and cannot be changed after that date.

The District will only be required to make up the first thirty-six (36) hours of school lost or canceled due to inclement weather and half the number of hours lost or canceled in excess of thirty-six (36) hours up to twenty-four (24) hours of additional lost or canceled hours. Thus, the maximum number of hours that must be made up is sixty (60) hours. For purposes of this Policy, "inclement weather" shall mean ice, snow, extreme cold, flooding or a tornado, but not excessive heat. With the start of the 2020-21 school year, "excessive heat" will be added to the definition of "inclement weather."

The District will not be required to make up any hours of school lost or cancelled due to exceptional or emergency circumstances during a school year, if DESE has approved an alternative method of instruction plan submitted by the District. (See Regulation 1210).

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March, 2020

GENERAL ADMINISTRATION

Regulation 1210

Calendar Requirements

School Year and School Day

Alternative Methods of Instruction

Beginning in school year 2020-21, the District may use a DESE approved alternative method of instruction to compensate for certain hours lost due to exceptional and/or emergency circumstances. "Exceptional or emergency circumstances" include, inclement weather, a utility outage or an outbreak of a contagious disease.

Notification of Parents and Students

If the District utilizes such DESE approved alternative method of instruction plan, the District will notify students and parents on each day of the closure. In these circumstances, the District will ensure that each student receives assignments for that day in hard copy or receives instruction through virtual learning or another form of instruction.

Limitation on Utilization of Instruction Method

Alternative methods of instruction can be utilized for a maximum of thirty-six (36) hours during a school year. Days lost or cancelled beyond thirty-six (36) hours, will be made up in the scheduling of replacement days.

Application for Use of Alternative Methods of Instruction

The District's application to DESE will describe:

1. Manner in which the District intends to strengthen and reinforce instructional content.
2. Means of communicating to students and parents the decision to implement alternative methods.
3. Process for communicating the purpose and expectation of alternative changes.
4. Communication of proposed expectations.
5. Assignments and materials to be used.
6. Manner in which attendance will be determined.
7. Instruction methods to reach students electronically and to reach students without internet access.
8. Instructional methods for IEP students.
9. Role and responsibility of certified personnel to be available to communicate with students.

GENERAL ADMINISTRATION

Equal Opportunity

Policy 1300
(Regulation 1300)
(Form 1300)

Prohibition Against Harassment, Discrimination and Retaliation

The District is committed to maintaining a workplace and educational environment that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service. In accordance with law, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law in its programs and activities. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups. Further, no person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination based on the above listed characteristics under a school nutrition program for which the District receives federal financial assistance from the U.S. Department of Agriculture (USDA Food and Nutrition Service).

The following person has been designated as the District's Compliance Officer to handle inquiries or complaints regarding the District's non-discrimination policies:

Name Michael Allred
Title Superintendent
Address 711 King Ave. Portageville, Mo 63873
Telephone Number 573-379-3855

For information regarding how to report a claim of discrimination, harassment, or retaliation, see Board of Education Regulation 1300. Policy and Regulation 1300 shall govern all complaints and concerns by parents, patrons, employees, or students of the District related to discrimination, harassment, or retaliation on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law.

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February, 2018

GENERAL ADMINISTRATION

Policy 1425
(Form 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.

Screened Volunteers

Individuals who assist our schools on an uncompensated basis and who may periodically be left alone with students are considered "screened volunteers" under state statute. These individuals, among other service providers, may volunteer to regularly assist in the school office or library; mentor or tutor students; coach or supervise student activities before or after school; or chaperone students on overnight trips. Prior to being left alone with students at school or school activities, screened volunteers must have a clear criminal records check from the State Highway Patrol and Federal Bureau of Investigation. The District will pay for the cost of obtaining such criminal records checks. Screened volunteers may have access to students' educational records where necessary and when supervised by a staff member.

Non-Screened Volunteers

Non-screened volunteers are those individuals who are not left alone with students at school or school activities. For these volunteers, the District will, with the volunteer's consent, obtain a criminal records check from local law enforcement prior to beginning volunteer service. The District will assume any costs in obtaining such records checks.

Application for Volunteer Service

All volunteers must complete an application for volunteer service and may be interviewed prior to beginning volunteer service. (Form 1425). The District serves the right to deny individual applicants where the best interests of the educational program are served.

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October, 2019

GENERAL ADMINISTRATION

Policy 1430

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. Sex offenders cannot reside within 1,000 feet of a school or victim unless the individual is receiving treatment in a treatment facility or nursing home for purposes of getting treatment.

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.

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STUDENTS

Policy 2100

Nondiscrimination and Student Rights

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

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

STUDENTS

Policy 2115

Student Welfare

Transgender Students

The Board of Education believes that all students are entitled to a quality education in a safe environment. This belief extends to the growing number of transgender students, that is, students who self-identify with a gender that is different from their biological sex.

The Board seeks to balance the privacy needs of all students with the preferences of transgender students and their parents/guardians. This policy sets forth the practices that are in place for the welfare of all of our students. This policy does not anticipate every situation that might occur with respect to transgender students, and the needs of each transgender student must be assessed on a case-by-case basis.

Student Identity

Transgender students are permitted to select a first name and pronoun that more closely matches their gender identity. This chosen name shall be used by District staff to communicate verbally and electronically other than in official school records. Changes of name shall not be permitted to exceed one name change per school year.

Official school records shall continue to list the birth name and biological sex of the student. The student or their parents/guardians may obtain a name change through the court system. In such case, the District will amend its official school records to comply with the court order.

Restrooms

The District, when requested, will designate a gender neutral restroom(s) in each building with the appropriate signage.

All students, regardless of their gender identity will have the option of using the gender neutral restroom, or the restroom designated for their biological sex.

If a parent/guardian requests an alternative option, the option will be considered on a case-by-case basis. However, if agreement cannot be reached, the District will select the option that is in the best interest of all students.

Locker Rooms/Showering Facilities

Elementary students are not required to change into PE uniforms and, hence, do not require showering.

In District secondary schools, students who elect to participate in physical education classes that require access to locker rooms or showering facilities will be expected to use those facilities

January, 2017

designated for their biological gender. However, upon request of a transgender student and/or their parents, alternatives will be considered. In consultation with the student and parents, the alternative will include, but not be limited to, on-line PE courses, independent study; scheduling adjustments to include early access to change and showering facilities; separate enclosed change and shower room within the locker room. Each such request would be considered on a case-by-case basis. However, if consensus cannot be reached with the student/parents, the District will select an option that is in the best interest of all students.

Apparel

Transgender students are permitted to dress in the same manner as the gender with which they identify. However, all students are required to dress consistently with the school's dress code.

Extra-Curricular/School Activities

Similarly, all students are permitted to wear apparel associated with their gender or gender identity. On occasion, student activity groups schedule overnight trips. Students will be assigned rooms, with sponsor approval, mutually agreed upon by student roommates. The District is a member of the Missouri State High School Activities Association (MSHSAA). As such, the District is required to adhere to MSHSAA regulations regarding athletic participation by transgender students.

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STUDENTS

Policy 2150
(Form 2150)

Nondiscrimination and Student Rights

Searches by School Personnel

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

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

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

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

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

STUDENTS

Policy 2180

Nondiscrimination and Student Rights

Pledge of Allegiance

Schools shall ensure that the Pledge of Allegiance is recited at least once per school day. No student shall be required to recite the Pledge of Allegiance.

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October, 2016

STUDENTS

Policy 2525

Student Academic Achievement

Graduation Requirements

The graduation requirements set out in this policy will apply to the Class of 2010. Students who will be in the ninth (9th) grade for the 2006-07 must adjust their schedules for each school year beginning 2006-07 to satisfy the minimum requirements for high school graduation in 2010.

The minimum graduation requirements effective for the Class of 2010 are as follows:

Communication Arts	4 units
Social Studies	3 units
Mathematics	3 units
Science	3 units
Fine Arts	1 unit
Practical Arts	1 unit
Physical Education	1 unit
Health Education	½ unit
Personal Finance	½ unit
Electives	7 units
Total	24 units

The District will accept courses offered through Missouri's K-12 Virtual Instructional Program (MoVIP) as units of credit meeting state and local graduation requirements provided however the quantity and quality of completed student works meets standards applicable to the District's traditional program. (See Policy Virtual Instruction Program).

Eligible students as defined in Regulation 2525 may pursue a timely graduation from high school through the School Flex Program. Eligible students participating in the School Flex Program will be considered full-time students.

STUDENTS

Policy 2620 **(Regulation 2620)**

Discipline

Firearms and Weapons in School

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

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

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

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

DisciplineStudent Use of Tobacco, Alcohol and DrugsSmoking

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

Alcohol and Drug Use

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

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

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

STUDENTS

Policy 2655
(Form 2655)

Discipline

Bullying

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is strictly prohibited on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying.

Cyberbullying means bullying as defined above through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District may prohibit and discipline for cyberbullying that originates on any District campus or at a District activity if the electronic communication was made using the school's technological resources, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on the District's campus or at a District activity using the student's own personal technological resources. Further, students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline.

Bullying, as defined in this policy, is strictly prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building principal. District employees are required to report any instance of bullying of which the employee has witnessed within two (2) school days of the occurrence. Employees shall report the occurrence to the building principal, who is the person the District designates to receive reports of incidents of bullying. A principal who receives a report of an incident of bullying shall initiate an investigation into the allegations within two (2) school days of receipt of the report. The principal may assign other employees to assist in the investigation, or request that the superintendent assign an outside investigator. The investigation shall be completed within ten school days from the date of the written report of bullying unless good cause exists to extend the investigation. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

Students who are found to have violated this policy will be subject to consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Possible consequences to a student for a violation of this policy include: 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.

The District shall give annual notice of the policy to students, parents or guardians, and staff. This policy shall be included in all student handbooks. This policy shall also be posted on the District's web page (as a Board policy) and a copy shall be placed in the District Administrative Office.

The District shall provide information and appropriate training to District staff who have significant contact with students regarding the policy. All staff with significant student contact shall be trained on the requirements of this policy on an annual basis.

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

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STUDENTS

Policy 2710
(Regulation 2710)

Student Welfare

Reporting Student Abuse

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

If a school employee, volunteer or school contractor has a reasonable belief that a student has been or maybe subjected to abuse or neglect, such employee, volunteer or school contractor and the Superintendent shall report the information immediately upon receiving the information to the Children's Division. Thereafter, the Superintendent will investigate the allegation for the purpose of making decisions about the accused person's employment. Depending upon the specific facts, the District may place the alleged abuser on paid leave of absence; place the employee in a non-student contact position; initiate dismissal proceedings, or continue the employee in their present position pending outcome of the investigation.

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

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

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

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STUDENTS

Regulation 2710

Student Welfare

Reporting Student Abuse

Procedure for Reporting Abuse and Neglect

1. If notice of alleged child abuse or neglect is received. A report will be made to the Children's Division by telephoning the Abuse Hotline at 1-800-392-3738. The call will be logged with the date, time and nature of the report, if the Children's Division declines to accept the report, the name of the CD representative; the date and report made must be documented.
2. When CD representatives interview students on District property, a school staff member will be present. CD representatives may not meet with a child at any school or childcare facility where abuse of the child is alleged to have occurred.
3. When CD receives a report of suspected abuse involving a school employee, other than reports made under subsection (1), the CD is required to notify the Superintendent. If the alleged perpetrator is the Superintendent, CD will notify the Board President. However, if the report relates to spanking or the use of reasonable force to protect persons or property pursuant to Board policy, a report will be made to county law enforcement officials. The investigation into such report will be made by a law enforcement official in the county.
4. When the District and student involved request mediation of the child abuse situation in a school setting, the matter will be referred to the Office of Child Advocate.

STUDENTS

Policy 2742

Student Welfare

Sexual Abuse Awareness Training

Beginning in the 2020-21 school year and annually thereafter, The District will provide trauma-informed, developmentally-appropriate sexual abuse training to students in grades 6-12. Student training will include, but not be limited to:

1. Instruction in recognizing sexual abuse;
2. Instruction in reporting incidents of sexual abuse;
3. Instruction in actions that student-victims of sexual abuse can take to obtain assistance and intervention; and
4. Instruction in resources that are available to students affected by sexual abuse.

Prior to inception of the training, the District will notify parents/guardians of the training content and of the parents/guardians right to have their student excused from the training. Upon written request of the parent/guardian their student will be excused from the training.

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STUDENTS

Student Welfare

Policy 2785
(Regulation 2785)
(Form 2785)

Student Suicide Awareness

This policy and the accompanying regulation reflects the District's commitment to maintaining a safe environment to protect the health, safety and welfare of students. The corresponding regulation for this policy outlines key protocol and procedures for this District in educating employees and students on the actions and resources necessary to prevent suicide and to promote student well-being. This policy is being adopted pursuant to Section 170.048, RSMo. This policy and corresponding regulation will go into effect no later than July 1, 2018.

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December, 2017



STUDENTS

Policy 2871

Student Services

Medical Marijuana

The Board strives to honor families' private medical decisions while ensuring a learning environment free of disruption. To that goal, the District maintains a strict prohibition against the possession, use, sale and presence under the influence of prohibited substances, having adopted a Drug Free School Policy (*Policy 2641 – Drug Free Schools*) as well as a prohibition against Student Use of Tobacco, Alcohol and Drugs (*Policy 2640 - Student Use of Tobacco, Alcohol and Drugs*). The purpose of these policies and others is not primarily punitive to catch offenders, rather it is designed to provide a safe learning environment and to serve as a deterrence to drug use.

The State of Missouri has adopted a limited authorization of medical marijuana, as defined by state law and all applicable regulations (hereinafter "medical marijuana" or "drug"). Qualified individual students and employees (*see Policy 4866 – Medical Marijuana*) are permitted the use of medical marijuana. The law does not authorize the use of medical marijuana on school premises, nor does it require or permit district employees to administer the drug to students.

Overall, the District restricts the administration of medications, including medical marijuana, unless administration cannot reasonably be accomplished outside of school hours. Administration of medical marijuana to qualified students shall be in accordance with this policy. Administration of all other prescription and nonprescription medications to students shall be in accordance with applicable law and the Board's policy concerning the administration of medications to students.

Under this policy, caregivers of qualified users of medical marijuana should administer the drug before or after school hours. Caregivers are advised to administer the drug as early in the morning as possible or after school in order to avoid safety issues at school.

Administration at School

In the limited circumstances that a qualified student must receive the drug at school, certain procedures as determined by the District must be followed. Among those procedures, the caregiver must provide the principal with the student's valid authorization to use medical marijuana and the parent must provide the principal with doctor's orders confirming that the drug must be administered during the school day. Where the principal is satisfied that all procedural requirements have been met, the principal will provide a private place where the caregiver may administer the drug to a qualified student. Medical marijuana will not be stored at school, but rather must be brought to school by the caregiver. Following administration of the drug, the caregiver must leave school taking with them any remaining drug.

This procedure will be followed on school premises, on school transportation, and at school sponsored activities either within the District or outside the District. Violation of these procedures will result in the revocation of a qualified student's opportunity to receive the drug at school and disciplinary action.

August, 2019

Caregivers wishing to appeal a building level decision to limit use of medical marijuana at school may appeal the decision to the Superintendent. The Superintendent's decision will be final.

Additional Parameters

This policy conveys no right to any student or to the student's parents/guardians or other primary caregiver to demand access to any general or particular location on school or district property, a school bus or at a school-sponsored event to administer medical marijuana.

Student possession, use, distribution, sale or being under the influence of marijuana inconsistent with this policy may be considered a violation of Board policy concerning drug and alcohol involvement by students or other Board policy and may subject the student to disciplinary consequences, including suspension and/or expulsion, in accordance with applicable Board policy.

If the federal government indicates that the District's federal funds are jeopardized by this policy, the Board declares that this policy shall be suspended immediately and that the administration of any form of medical marijuana to qualified students on school property, on a school bus or at a school-sponsored event shall not be permitted.

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PERSONNEL SERVICES

Policy 2874

Student Services

Administering Opioid Antagonists

NARCAN, also known as naloxone is a medication that can be used to block the effects of opioids. Properly used, it can be a lifesaver in cases of opioid overdose.

The District shall maintain NARCAN or other opioid antagonist at each school in locked, secure locations to be administered to any student or staff member reasonably believed to be having a drug overdose. School nurses and other school personnel expected to provide emergency care in drug overdose situations shall be trained. The school nurse or other trained school personnel may utilize the school's supply of NARCAN, or similar opioid antagonist to respond to a drug overdose.

The school district will notify the parents/guardians of any student to whom NARCAN or other opioid antagonist has been administered. Parents who choose not to have an opioid antagonist administered to their student(s) must notify the district in writing. However, if their student is reasonably believed to be experiencing a drug overdose, parents will be notified by the school nurse as expeditiously as possible. In such situations, local medical services will be notified.

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FINANCIAL OPERATION

Policy 3440
(Regulation 3440)

Accounting and Reporting

Travel and Reimbursement

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

Federal Award Programs

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

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

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March, 2017

PORTAGEVILLE SCHOOL DISTRICT TRAVEL POLICY

Introduction

The Superintendent may authorize professional leave for attendance of personnel at state, regional, and national meetings without pay deduction. The number of absences allowable for professional leave is a judgment value on the part of the Superintendent and is subject to budget limitations for employing substitutes and reimbursement for travel, meals and lodging and registration.

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

General

The Superintendent may authorize attendance at professional meetings by staff members, Board members and others working on District matters, and may approve reasonable expenditures that include an amount set annually by the Board for lodging, travel expenses and applicable registration fees.

The Superintendent shall notify the Board of the date and purpose of the event for which such approval is granted, name(s) of person(s) attending, and cost to the District.

The Superintendent shall have the power to excuse any employee from duty for the above purposes for a period not to exceed one (1) day without allowance for expenses.

All employees are required to abide by the rules and regulations concerning the payment of travel and subsistence expenses established by the Portageville School District Board of Education and administration.

Approval Process for Conferences and Travel

Requests will be submitted at least one month prior to the date of the conference workshop to the Professional Development Committee, so that it can be submitted to the Superintendent/designee fourteen (14) days prior to scheduled Board meetings. The requests must be submitted in sufficient time for Board approval prior to the date of the conference workshop.

The Professional Development Workshop/Activity/Conference Request Form will provide information about the workshop, such as the title of the conference, sponsor of the workshop, date of the workshop, state and city, a description of how this workshop will benefit the district and the employee professionally, as well as how the employee's job is tied to the workshop, the appropriate CSIP needs area that this workshop addresses, projected expenses, and signatures and dates of all required administration and employees. Conference requests must have an invitation or pamphlet attached for verification of activity and a rationale for the request, regardless of which funds are used to pay for the trip.

Request to attend professional conferences in order to sell items or man booths for professional organizations will not be approved.

Normally, no more than two persons from each school will attend conferences, depending upon available funding.

For major conferences held locally, normally only two (2) days of release time should be approved in order to permit attendance by as many teachers as possible.

Reimbursement Process

Upon return of each trip, the employee will complete and turn in an expense report with the actual cost of their meals, mileage, and other costs such as parking costs or public transportation. The report must have the employee signature and the administration (Superintendent or principal) that approved it. The itemized receipts must accompany the report.

The mileage is based upon a standard mileage chart provided by the district at \$0.45 per mile as of July 1st, 2018. Mileage reimbursement is not authorized between home and office/base school. Employees who travel directly from home to other than office/base school on official business are entitled to a mileage allowance of the distance in excess of that from home to office/base school. The same policy is applicable to return trips. In this case, a reimbursement request must show that all mileage excludes round trip mileage from home to office/base school. When transportation is performed by privately owned vehicle, mileage is authorized at an annually determined rate. Employees must utilize the most cost effective travel option. When private transportation can be pooled, the driver of the vehicle is authorized reimbursement at the annually determined rate. When transportation pooling is not desired by the individuals concerned, each traveler will be limited to an equal share of the annually determined rate per mile. The equitable allocation of travel funds to schools and offices will be the responsibility of the Superintendent/designee.

In performing necessary local travel (2 miles away or more), personnel will use the most direct well-traveled route between any two points. Claims for mileage reimbursement will be for actual miles driven based on odometer readings.

The employee will be reimbursed for meals up to \$10 for breakfast, \$15 for lunch, and \$20 for dinner. Itemized receipts must be turned in to the Central Office upon return. No tips or alcoholic beverages will be reimbursed by the District.

The District will only pay membership registration fees, with nonmembers being reimbursed only for member fees.

Conference attendees will not be paid unless a "report of conference" and verification of expenses is submitted.

For lodging costs, the Central Office Financial Manager sets up the reservations and pays with the school credit card or check. Lodging is selected by choosing the most reasonably priced accommodations. Hotel charges cover lodging only. Airfare tickets are purchased the same way as lodging, with the District Financial Manager calling and purchasing the tickets using the District credit card.

Employees must state on application whether or not the sponsoring organization is paying the conference attendee any "honorarium" or travel expenses. An employee receiving an honorarium must use a vacation or personal leave day. Otherwise, the honorarium must be remitted to the District.

The District will reimburse an employee for expenses incurred when the employee must cancel a trip due to either conflicting District responsibilities or personal obligations beyond the employee's control. The employee should take those steps necessary to minimize the cost incurred due to the cancellation, including:

1. Contacting his or her immediate supervisor regarding the trip cancellation as soon as reasonably possible.
2. Canceling any airline or hotel reservations in a timely manner.
3. Providing a statement explaining the circumstances surrounding the cancellation.

The District will not reimburse an employee for expenses incurred where trip cancellation was at the discretion of the employee. The employee will be required to reimburse the District for any expenses incurred due to the cancellation.

PERSONNEL SERVICES

Policy 4110

Employment

Equal Opportunity Employment

The Board of Education of the School District is an equal opportunity employer. The Board is committed to providing equal opportunity for all individuals in all areas of recruitment, selection, placement, training, assignment, transfer, compensation, benefits, discipline, retention, and promotion. The Board commits itself to the policy that there shall be no unlawful discrimination or harassment against any person because of race, color, religion, age, sex, national origin, ethnicity, disability, sex orientation or perceived sex orientation. All decisions with regard to employment shall be in compliance with applicable state and federal laws.

The Board is required by the Immigration Reform and Control Act to employ only American citizens and aliens who are authorized to work in the United States. The purpose of this law is to preserve jobs for those individuals who are legally entitled to them.

PERSONNEL SERVICES

Policy 4120

Employment

(Regulation 4120)

(Form 4120)

Employment Procedures

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

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

As part of the criminal records check, any person employed after January 1, 2005, shall submit two sets of fingerprints to be used by the Missouri Highway Patrol and the Federal Bureau of Investigation. The fingerprints shall be collected pursuant to standards determined by the Missouri Highway Patrol. All District employees who are authorized to access the Missouri Automated Criminal History Site (MACHS) will only use such criminal history information for purposes of verifying qualifications for employment. The District will not create copies of the criminal record for employment record purposes and will not disseminate the record, except as permitted by law.

The District will designate a full-time employee, who will be fully trained in the Missouri Highway Patrol's automated criminal history site (MACHS), to serve as the District Local Agency Security Officer (LASO). The District's LASO Security Officer will be responsible for implementation and oversight of the District's Use of MACHS for all applicants. Any employee who attempts to access MACHS without authorization, improperly disseminates an applicant's criminal history record or facilitates unauthorized access to MACHS, will be subject to disciplinary action up to and including termination.

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

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

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

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

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

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Employment

Notice of Arrest, Abuse Complaint, Traffic Citation

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

Whenever the District receives a finding of substantiated sexual or physical abuse from the Children's Division against an employee, the employee will be immediately suspended with pay. The employee so affected may be returned to work if the allegation is unsubstantiated, revised or reversed on appeal.

PERSONNEL SERVICES

Policy 4130
(Regulation 4130)
(Form 4130)

Employment

Certificated Staff Contracts

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

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

The Board may elect to employ certain certificated individuals on a part-time basis, as needed. Part-time certificated employees will be contracted on a class-by-class basis, not as a percentage of full-time employment. Part-time employees will not be provided the benefits provided to full-time employees. In addition, part-time certificated employees who do not teach at least four hours per day will not be eligible for pension benefits.

Visiting Scholar Certificate

The District may employ teachers with the Visiting Scholar Certification under the following provisions:

1. Verification from the District that such teacher will be employed as part of a business-education partnership designed to build career-pathways to teach in the ninth grade or higher for which the teacher's academic degree or professional experience qualifies the teacher.
2. Appropriate and relevant bachelor's degree or higher, occupational license or industry-related recognized credential.
3. Completion of the application for a one year visiting scholar certificate.
4. Completion of a background check as required by state law.

Under these circumstances, Department of Elementary and Secondary Education may issue a one year visiting scholar certificate. The visiting scholar may renew their certificate for a maximum of two (2) years based upon completion or completion of the requirements listed above; completion of professional development required by the District and attainment of a satisfactory performance-based teacher evaluation.

PERSONNEL SERVICES

Policy 4131
(Form 4131)

Employment

Extra Duty and Extended Duty Contracts

Certificated employees may be contracted to provide sponsorship and coaching duties as recommended by the Superintendent and approved by the Board. Compensation for such positions will be provided in accordance with a Board approved extra duty salary schedule.

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

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

PERSONNEL SERVICES

Policy 4140

Employment

Certificated Personnel Reemployment

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

PERSONNEL SERVICES

Policy 4210

Personnel Assignment and Transfer

Transfer Request

Staff accepting employment with the District agree to accept the building assignment of the Superintendent of Schools. Staff will not be assigned where they would be under the direct supervision of a member of the employee's immediate family (father, mother, son, daughter, sister, brother, or spouse).

Staff transfers may be initiated by administrative directive or by staff request. In order to facilitate awareness of opportunities, the Superintendent/designee will post vacancies on bulletin boards in each school. The decision concerning filling of the vacancy or new positions by transfer will be made by the Superintendent in consultation with the building principals affected.

An employee who desires a change in grade and/or subject assignment and/or a transfer to another building shall request the transfer on the prescribed form which will be available in the Personnel Office.

An employee must accept the transfer requested unless he/she has notified the administration in writing of a desire to withdraw the request and said notification is received by the principal and Superintendent/designee before the date on which notification of transfer is sent to the teacher.

PERSONNEL SERVICES

Policy 4220
(Regulation 4220)

Personnel Assignment and Transfer

Certificated Staff Duties, Schedules and Working Hours

The school year will be set annually by the Board of Education. The start date, end date, and number of contracted days will be contained in staff contracts. The length of the teaching day will also be set by the Board.

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

PERSONNEL SERVICES

Regulation 4220

Personnel Assignments and Transfer

Certificated Staff Duties, Schedules and Work Hours

Normal Working Day

Members of the teaching staff are required to be on duty fifteen (15) minutes before the beginning and fifteen (15) minutes after the close of the students' day.

It is recognized that professional duties and responsibilities extend beyond the student contact hours to include time for such activities as additional planning and evaluating, meetings, professional growth, parent conferences, sponsoring activities and participation in Open House and PTO meetings, if needed. These professional tasks will be equitably shared so that no staff member is given undue burdens.

Snow/Emergency Days

In the event that schools are closed due to snow or inclement weather, teachers are not expected to report for work.

Duty Free Lunch

Efforts will be made to provide an uninterrupted duty-free lunch period of at least twenty-five (25) minutes daily. When temporary, unanticipated emergency situations arise, teachers may not receive the full twenty-five (25) minutes.

The scheduling of lunch periods shall be determined by the building administrator or supervisor. Staff members may leave the school building during such periods; however, clearance must be made through the building principal/designee and a prompt return to assigned duties is mandatory.

PERSONNEL SERVICES

Policy 4221
(Regulation 4221)
(Form 4221)

Personnel Assignment and Transfer

Support Staff Duties, Schedules and Working Hours

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

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

Overtime/Compensatory Time

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

PERSONNEL SERVICES

Policy 4310

Absences, Leave and Vacation

General Attendance

Regular attendance is essential in providing District students with a high quality of instruction. Eligible certificated staff will have available 7 days of sick leave and 3 personal days per school year cumulative to 90 days. Eligible support 12 month employees have available 7 days of sick leave and 3 personal days per year cumulative to 90 days. Eligible support 9 month employees have 6 sick days and 2 personal days. Eligible support 10 month employees have available 5 sick and 3 personal days per year. All employees have 5 bereavement days in case of death of an immediate family member. Refer to Regulation 4320.

When employees are absent more than 10 days in any semester or more than 20 days per school year, their absence is considered excessive. The Superintendent/designee will review each incident of excessive absence and may require the employee to provide medical documentation or may consider disciplinary actions up to and including termination.

PERSONNEL SERVICES

Policy 4320
(Regulation 4320)

Absences, Leave and Vacation

Personnel Leave

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

1. Sick Leave
2. Personal Leave
3. Bereavement Leave
4. Leave for Jury Duty
5. Military Leave
6. Leave of Absence
7. Family and Medical Care Leave (See Policy and Regulation 4321.)

Specific provisions of the various types of District leave described in Regulation 4320.

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 the staff member's immediate family. 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.

Personal Leave

Paid personal leave days may only be used for personal business that cannot be transacted in non work hours. Personal leave days cannot be used for work stoppages, vacation or recreation use. Employees desiring to use personal days must schedule a request to the faculty principal at least one week in advance. The Superintendent/designee has the right to deny any request for personal leave that does not conform to the policy or would cause a hardship to students or staff. Employees will be provided with three (3) days of personal leave per year which shall be non-cumulative. Nine month employees will only receive two (2) personal days.

Bereavement Leave

In the case of death in the immediate family up to five (5) days of leave will be granted at full pay. The district may require verification of the need for the leave. The immediate family shall be defined to include grandparents, grandchildren, father, mother, brother, sister, husband, wife, child(ren), or children's spouses and any other family member residing with the employee. Up to two (2) days of leave at full pay may be granted in case of death of a close relative other than above. A close relative shall be defined to include an aunt, uncle, niece, nephew, first cousin, brother-in-law, sister-in-law, grandparents of spouse. In case of death, mother-in-law and father-in-law will be considered immediate family. These five (5) days of leave are noncumulative.

Leave for Jury Duty

Employees called for jury duty, for participation in the jury selection process, or subpoenaed to testify in a civil or criminal proceeding will be granted leave with pay. Employees will receive their normal pay less any jury or witness fees received. Employees called for jury selection or service on a jury will not be requested or required to use annual vacation, personal leave, or sick leave for time required in such civic service.

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 to be in the best interest of the District.

Employees shall receive leave with pay for the first fifteen (15) calendar days 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 accordance with federal and state laws.

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 nonrenewal of contract by April 15 if a probationary teacher.

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

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

PERSONNEL SERVICES

Policy 4321
(Regulation 4321)
(Form 4321)

Absences, Leave and Vacation

Family and Medical Leave

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

Sick Day Donation Policy

The building principal will be responsible for initiating the donation of sick days for employees that request help with sick days when warranted. (Due to HIPPA regulations the illness can't be discussed or identified) If another staff member requests the donation for a staff member, it will be considered by the building principal. If the building principal deems that the individual is in need of donation of days, then the principal shall email a written request to the Business Manager and Superintendent to request that donation of sick days be allowed for a district employee. The Superintendent, or designee, shall then notify the technology coordinator to send email throughout the district asking any employee that wishes to donate to an employee should email the Business Manager of their intentions.

PERSONNEL SERVICES

Regulation 4321
(Form 4321)

Absences, Leave and Vacation

Family and Medical Leave

A. ELIGIBLE EMPLOYEES

Employees eligible for family and medical leave must:

1. Have been employed for a total of at least twelve (12) months (not necessarily consecutive); and
2. Have worked at least 1,250 hours during the twelve (12) months immediately preceding the commencement of the leave (for noninstructional staff and part-time instructional staff), or have been considered full-time (for instructional employees); and
3. Be employed at a work-site where the employer employs at least fifty (50) employees within a 75-mile radius.

All periods of absence from work due to or necessitated by USERRA-covered service is counted in determining the employee's eligibility for FMLA leave.

B. QUALIFYING REASONS FOR LEAVE

An eligible employee may take unpaid leave for the following reasons:

1. The birth of the employee's child (leave must be concluded within one (1) year of the date of birth).
2. The placement of a child with the employee for adoption, or foster care when foster placement is pursuant to State action (leave must be concluded within one (1) year of the date of placement).
3. The care of the employee's child (including biological, adopted, or foster child, stepchild, legal ward, or child of a person standing in loco parentis, who is either under age 18, or age 18 or older and is incapable of self-care because of mental or physical disability), spouse or parent (including a person who stood in loco parentis to the employee when the employee was a child -- but not parent "in-law"), who has a serious health condition.
4. The serious health condition of the employee that makes the employee unable to perform the essential functions of the employee's position.
5. Any qualifying exigency arising out of the fact the employee's spouse, son, daughter, or parent is a military member on covered active duty (or has been notified of an impending

call or order to active duty) requiring deployment to a foreign country in support of a contingency operation. Such leave may include Rest and Recuperation leave up to a maximum of fifteen (15) calendar days.

6. Any qualifying exigency arising out of a military member's parent who is incapable of self-care when the care is necessitated by the member's covered active duty.
7. The care for a covered servicemember with a serious injury or illness, if the employee is the spouse, son, daughter, parent, or next of kin of the servicemember.

C. DEFINITIONS

1. Serious Health Condition - An illness, injury, impairment, or physical or mental condition that involves the following:

a. **Inpatient Care:** Inpatient care (overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care.

b. **Continuing Treatment:** Continuing treatment by a health care provider, including the following:

i. *Incapacity and Treatment:* A period of incapacity of more than three consecutive calendar days and any subsequent treatment or period of incapacity relating to the same condition that also involves:

1. Treatment two or more times, within 30 days of the first day of incapacity, by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services under order of, or on referral by, a health care provider; or

2. Treatment by a health care provider on at least one occasion, which results in a regimen of continuing treatment under the supervision of a health care provider. The in-person treatment visit must take place within seven days of the first day of incapacity.

ii. *Pregnancy or Prenatal Care:* Any period of incapacity due to pregnancy, or for prenatal care (even if the absence does not last more than three days and the employee or family member does not receive treatment from a health care provider during the absence);

iii. *Chronic Conditions:* Any period of incapacity or treatment for such incapacity due to a chronic serious health condition (even if the absence does not last more than three days and the employee or family member does not receive

treatment from a health care provider during the absence). A chronic serious health condition is one which:

1. Requires periodic visits for treatment by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider;
2. Continues over an extended period of time (including recurring episodes of a single underlying condition);
3. May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.).

iv. *Permanent or Long-Term Conditions:* A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer's, a severe stroke, or the terminal stages of a disease.

v. *Multiple Treatments:* Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), kidney disease (dialysis).

c. **Exceptions:** Unless complications develop, a Serious Health Condition does **not** include cosmetic treatments, such as most treatments for acne or plastic surgery, the common cold, the flu, ear aches, upset stomach, minor ulcers, headaches other than migraine, routine dental or orthodontia problems, periodontal disease, etc. Treatment for substance abuse by a health care provider or on referral by a health care provider may be a serious health condition if the conditions of this policy are met. Absence due to use of the substance, rather than for treatment, does not qualify for FMLA leave.

d. **Current Servicemember:** A serious injury or illness for a current servicemember includes any illness or injury that existed before the beginning of the member's active duty and which was aggravated by service in the line of duty on active duty in the Armed Forces.

e. **Covered Veteran:** A serious injury or illness is one that was incurred or aggravated by the member in the line of duty on active duty in the Armed Forces and manifested itself before or after the member became a veteran and is:

- i. A continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating; or
- ii. A physical or mental condition for which the covered veteran has received a VA Service Rated Disability Rating (VASRD) of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for caregiver leave; or
- iii. A physical or mental condition that substantially impairs the veteran's ability to secure or follow substantially gainful occupation by reason of a disability or disabilities related to military service or would so absent treatment; or
- iv. An injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

2. Treatment - examinations to determine if a serious health condition exists and evaluations of the condition. "Treatment" does not include routine physical, eye, or dental examinations.

3. Health Care Provider - includes doctors of medicine or osteopathy, podiatrists, dentists, clinical psychologists, optometrists, chiropractors (for limited purposes), nurse practitioners, nurse-midwives, clinical social workers, so long as they are licensed (if required by state law) and are performing within the scope of their practice as defined under state law; Christian Science practitioners listed with the First Church of Christ, Scientist, Boston, Massachusetts; any health care provider from whom an employer or a group health plan's benefit manager will accept certification to substantiate a claim for benefits; a health care provider as defined above who practices in a country other than the United States and is licensed in accordance with the laws of that country.

4. Regimen of continuing treatment - A course of prescription medication or therapy requiring special equipment to resolve or alleviate the health condition. A "regimen of continuing treatment" that includes the taking of over-the-counter medications such as aspirins, antihistamines, or salves, or bed rest, drinking fluids, exercise, and other similar activities that can be initiated without a visit to a health care provider, is not, by itself, sufficient to constitute a regimen of continuing treatment for purposes of FMLA leave.

5. Qualifying Exigency - One of the following activities or conditions, occurring while the employee's spouse, son, daughter, or parent is on active duty in a foreign country or call to active duty status in the National Guard or Reserves:

- a. Short-notice deployment - notice is received seven days or less from date of deployment;
- b. Military events and related activities;
- c. Childcare and school activities - arranging for alternatives or changed circumstances;
- d. Financial and legal arrangements;

- e. Counseling;
- f. Rest and recuperation (15 days maximum);
- g. Post-deployment activities; and
- h. Additional activities agreed upon by the employer and employee.

6. Covered Servicemembers – Any **current** member of the Armed Forces, including the National Guard or Reserves, and any covered veteran undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

7. Covered Veteran - An individual who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran.

7. Instructional employee - A person employed principally in an instructional capacity, whose principal function is to teach and instruct students in a class, a small group, or an individual setting, and includes athletic coaches, driving instructors, and special education assistants such as signers for the hearing impaired. The term does not include teacher assistants or aids who do not have as their principal function actual teaching or instructing, or auxiliary personnel such as counselors, psychologists, curriculum specialists, cafeteria workers, maintenance workers, bus drivers, or other primarily noninstructional employees.

D. LENGTH OF LEAVE

1. General Rule: An eligible employee is entitled to up to twelve (12) workweeks of unpaid leave within a twelve-month period without loss of seniority or benefits. When both spouses in a family work for the District, they will be entitled to a total of twelve (12) weeks of unpaid leave (rather than 12 weeks each) for the birth, adoption, or foster placement of a child, or to care for a parent with a serious health condition.

- The amount of leave available to an employee at any given time will be calculated by using a “rolling” 12 month period measured backward from the date an employee uses any FMLA leave.
- All leave taken under the policy and leave for any other reason that would qualify under FMLA (e.g., worker's compensation leave that qualifies as a serious health condition), will be counted against the employee's leave entitlement under FMLA. Employees will be required to run all FMLA leave concurrently with other leaves available to the employee.
- When an employee is not required to report for work for one or more weeks (e.g., instructional employees who do not report for work during Christmas/New Year holiday, or during the summer), such days will not count against the employee's FMLA leave.

2. Care of Covered Servicemembers Leave: An eligible employee is entitled to 26 workweeks of leave to care for a covered servicemember with a serious injury or illness

during a single twelve-month period, which begins on the first day the eligible employee requests this type of FMLA leave. The employee may take leave to care for a covered servicemember and leave for one of the other FMLA-qualifying reasons; however, in no event may an employee take more than 26 weeks of leave in a single twelve-month period.

3. Instructional Employees - End of Term Exceptions:

a. If an instructional employee seeks leave for any purpose, including the employee's own serious health condition, of at least three (3) weeks in duration and the requested leave would begin more than five (5) weeks prior to the end of the academic term (school semester), the District may require the employee to continue taking leave until the end of the school term, if the instructional staff member's return to employment would otherwise occur during the three (3) week period before the end of such term.

b. If the instructional employee seeks leave for any purpose other than the employee's own serious health condition, less than five (5) weeks prior to the end of the academic term, the District may require the staff member to continue taking leave to the end of the term, if the leave is greater than two (2) weeks in duration and the return to employment would occur within two (2) weeks prior to the end of the term.

c. If the instructional employee takes leave for any purpose other than the employee's own serious health condition, within three (3) weeks prior to the end of the term, and duration of the leave is greater than five (5) days, the District may require the staff member to continue the leave until the end of the term.

- When an employee is required to take leave until the end of an academic term, only the period of leave until the employee is ready and able to return to work shall be charged against the employee's FMLA leave entitlement.

E. COORDINATION WITH EXISTING LEAVE POLICIES

During a leave related to the employee's serious health condition, the employee shall exhaust all available paid sick leave, personal leave or vacation before continuing such leave on an unpaid basis.

During a family or medical leave provided under this regulation for all other FMLA-qualifying leave, an employee shall first exhaust all unused vacation or personal days before continuing such leave on an unpaid basis.

At the conclusion of any FMLA leave, an employee may elect to extend leave pursuant to the provision of other Board policies and regulations governing extended leave, so long as the employee is eligible for extended leave under such other policy or regulation. The amount of time taken for FMLA leave will be deducted from the period of leave available under other extended leave policies. Once the FMLA portion of the employee's leave has ended, and the employee has elected to continue on leave pursuant to another Board policy or regulation, the

remaining portion of the leave will be governed by the provisions of the other policy or regulation with respect to compensation, benefits, reinstatement, and all other terms and conditions of employment as set forth in the other policy or regulation.

F. CERTIFICATION

The District shall retain the right to request a certification of the FMLA-qualifying need for leave from any employee making such a request. The procedure for providing such certification shall be as follows:

1. Serious Health Condition – When an employee requests a leave of absence for a FMLA-qualifying reason, the employee must submit to the Superintendent/designee, a written medical certification form (available in the Superintendent/designee's office). When the leave is for the employee's own serious health condition and District provides a list of the employee's essential job functions, the employee's health care provider must certify the employee is unable to perform an essential function of the employee's job.

a. **Timing** – Upon receipt from the District, an employee has fifteen calendar days to return a complete and sufficient certification of the serious health condition. If the certification is incomplete or insufficient, as determined by the Superintendent/designee, the District shall state in writing the nature of the deficiency and grant the employee seven additional calendar days to provide the District with a complete and sufficient certification. Failure to provide such certification within the specified time period may result in denial or delay of leave.

b. **Who May Contact Health Care Provider** – In the event the District determines an employee's certification remains either incomplete or insufficient, after the employee has been notified of any deficiencies and been granted time to correct such deficiencies, the following individuals will be authorized to contact the employee's health care provider:

- i. The District's own health care provider;
- ii. Human resources professional;
- iii. Leave administrator; or
- iv. Administration official.

Under no circumstances will the employee's direct supervisor be permitted to contact the employee's health care provider to certify the employee's health condition. Should an employee deny the District the ability to communicate with the health care provider regarding an incomplete or insufficient certification, the employee will be denied FMLA leave.

c. **Second/Third Opinion** - The District reserves the right to require an employee receive a second (and possibly a third) opinion from another health care provider (at the District's expense) certifying the serious health condition of the employee or family member. Further, second and third opinions may be required for military caregiver leave certifications that are

completed by health care providers, as defined in Section 825.125 of the FMLA, who are not affiliated with DOD, VA or TRICARE.

d. **Fitness for Duty** - Before returning to work, an employee who is on leave for the employee's own serious health condition, must submit to the Superintendent/designee a health care provider's written certification form that the employee is able to perform the essential functions of the employee's job. The process for verifying the employee's fitness to return to duty shall be the same as for the initial certification set out above. Failure to provide a complete and sufficient fitness for duty certification may result in the delay or denial of job restoration.

e. **Recertification** - During the employee's leave, the District may periodically seek a recertification, no less than once every thirty days, unless the duration of the leave is known to be longer, in which case the District will not seek recertification until the end of the known duration of FMLA leave. The general rule has three exceptions, which permit the District to immediately seek a recertification from the employee. These exceptions include the following: 1) the employee requests a leave extension; 2) the circumstances necessitating leave change; or 3) the District received information disputing the validity of an earlier certification.

f. **Intent to Return to Work** - The District may require an employee to periodically report on the employee's intent to return to work.

g. **Family Relationship** - Employees requesting FMLA-qualifying leave related to a family member may be requested to provide reasonable documentation of the family relationship.

2. **Qualifying Exigency** - The District may require an employee to provide it with a copy of the covered military member's active duty orders in support of a contingency operation, prior to permitting FMLA leave for a qualifying exigency. The District may also require the employee to certify, with reference to appropriate facts, that the reason for taking FMLA leave is permissible as it is one of the eight enumerated basis for taking qualifying exigency leave, as stated above. The process for any such certification shall adhere to the procedure outlined for serious health conditions, listed above. For Rest and Recuperation leave, the District may require a copy of the military member's Rest and Relaxation leave orders, or other documentation issued by the military setting forth the dates of the military member's leave.

3. **Care for Covered Servicemembers** - The District may require certification completed by the covered servicemember's health care provider prior to permitting an employee to use FMLA for the care of a covered servicemember. In addition to certifying the authenticity of the covered servicemember's serious injury or illness, any certification must also identify the injury or illness as occurring in the line of duty while on active duty. The process for any such certification shall adhere to the procedure outlined for serious health conditions, listed above.

4. **Care for Military Caregiver** - The District may require a Certification of Military Caregiver Leave, to be completed by a Department of Defense (DOD) health care provider, a U.S. Department of Veterans Affairs (VA) health care provider, a DOD TRICARE network authorized private health care provider, a DOD non-network TRICARE authorized health care

provider or a health care provider, as defined in Section 825.125 of the FMLA who are not affiliated with DOD, VA or TRICARE. If the District requests certification, an employee may submit documentation of enrollment in the VA Program of Comprehensive Assistance for Family Caregivers as sufficient certification of the covered veteran's serious injury or illness. The documentation will be deemed sufficient even if the employee is not the named caregiver on the document. However, if the employee submits the documentation of the servicemember's enrollment in the VA Program of Comprehensive Assistance for Family Caregivers, the District may require the employee to provide additional information, such as confirmation of the familial relationship to the enrolled servicemember or documentation of the veteran's discharge date and status.

5. Possibility of Waiver of Certification – The District, at its sole discretion, may waive the certification requirements set forth in this Regulation, as the circumstances of each FMLA-leave request may permit. Under no circumstances shall the District's exercise of its discretion be interpreted or construed as a permanent waiver of the certification requirements, but such requirements shall remain in full force and effect unless and until the District specifically modifies or eliminates this Regulation.

G. INTERMITTENT OR REDUCED LEAVE

1. Birth or Placement - Leave taken under this policy for the birth of a child, the placement of a child for adoption or foster care, or to care for such child may be taken on an intermittent or reduced work schedule only with the approval of the Board of Education.

2. Non-Instructional Employees – FMLA leave, other than birth or placement of a child, may be taken on an intermittent or reduced-schedule basis when medically necessary. If an employee seeks leave on an intermittent or reduced-schedule basis, the employee must submit medical certification, as discussed above, and additional certification from a health care provider, that the intermittent or reduced-schedule leave is medically necessary.

- The District may require an employee taking intermittent or reduced-schedule leave to transfer temporarily to an alternative available position for which the employee is qualified or may modify the employee's current position to better accommodate the employee's recurring periods of leave.
- Whenever the need for the FMLA leave is reasonably foreseeable, the employee must make a reasonable effort to schedule the treatment so that it is not unduly disruptive to District operations.

3. Instructional Employees - Leave taken because of the employee or family member's serious health condition may be taken on an intermittent or reduced-schedule basis when medically necessary. If an employee seeks leave on an intermittent or reduced-schedule basis, the employee must submit medical certification, as discussed above, and additional certification from a health care provider that the intermittent or reduced-schedule leave is medically necessary.

If an instructional employee requests intermittent leave to care for a family member or the employee's own serious health condition that is foreseeable based on planned medical treatment, and the employee would be on leave for more than twenty (20) percent of the total number of working days over the period of the leave, the District may require the employee to:

1. Take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or
2. Transfer temporarily to an available position for which the employee is qualified, which has equivalent pay and benefits and which better accommodates recurring periods of leave than does the employee's regular position.

The employee must make a reasonable effort to schedule the treatment so that it is not unduly disruptive to District operations. The District will not require the employee to take more leave than is necessary to address the circumstances that precipitated the need for the leave, and will calculate time lost in the same method used to calculate other types of absences, at an increment of no more than one hour.

H. INSURANCE PREMIUMS

During an employee's family or medical leave of absence, the District will continue to provide health, life, vision, and dental insurance coverage for employees who are eligible for insurance benefits. Voluntary deductions (employee contributions) for (dependent) insurance for health/life/vision/dental (and employee disability and/or supplemental life insurance) must be paid in full each month and received by the twenty-fifth (25th) day of the month. Payments are to be submitted to the insurance office. Failure to make payments in a timely manner while on FMLA leave may result in the loss of any and all insurance coverage provided by the District to its employees. Employees should contact the District administrator responsible for coordinating insurance benefits regarding specific arrangements for making the required payments.

I. JOB RESTORATION

Upon return from FMLA-qualifying leave in accordance with this Regulation, the employee will be returned to the same or an equivalent position with no loss in benefits that accrued prior to the leave of absence. An employee who does not return to work at the end of an authorized leave may be subject to termination.

If an employee fails to return to work after the termination of the leave period, the District may recover health insurance premiums paid under the group plan during the leave period, except in certain circumstances (e.g., continuing serious health condition of employee or family member needing care, or other circumstances beyond control of employee). The District may recover any other insurance premiums (e.g., premiums for supplemental life insurance or for dependent coverage), submitted on behalf of the employee, for which the District has not been reimbursed, either upon the employee's return to work or the employee's failure to return after unpaid family or medical leave has ended.

J. NOTIFICATION

1. District Notification Procedure – The District shall provide its employees with notice of their rights and responsibilities under the FMLA through use of the following Notices:

- a. **General Notice** – A poster summarizing the FMLA entitlements shall be placed in an area accessible for employees and shall also be provided to each employee in the employee handbook.
- b. **Eligibility Notice** – This Notice shall state whether the employee qualifies to take FMLA leave.
- c. **Rights and Responsibilities Notice** – This Notice, issued in conjunction with the Eligibility Notice, will specify if a certification will be required from the employee, identify if paid leave will run together with the FMLA leave, address the procedure for making health insurance payments, the consequences of failing to make timely payments, and the employee's liability for repayment of health insurance premiums if the employee fails to return to work at the expiration of their FMLA leave. Finally, this Notice will explain the employee's right to return to the same or an equivalent job at the expiration of their FMLA leave. Both the Eligibility and Rights and Responsibilities Notices will be provided to all employees within five business days of when the District becomes aware of a potential FMLA situation.
- d. **Designation Notice** – Within five business days of the District's receipt of sufficient information from the employee to make a determination, the District shall provide the employee with the Designation Notice, which shall inform the employee if the leave shall be designated as FMLA leave. This Notice will designate the amount of leave counted against the employee's entitlement, specify if the FMLA leave will run concurrently with any accrued paid leave, and notify the employee if a fitness-for-duty exam will be required prior to returning to work.

2. Employee Notification Requirements – Absent unusual circumstances, all employees seeking FMLA leave must follow the District's customary call-in procedure for reporting absences. An employee who can reasonably foresee the need to take FMLA leave is required to notify the District of the date of commencement and the expected duration of the leave at least thirty days in advance of the leave, or if the need for the leave is not foreseeable, as soon as practicable. When the need for leave is foreseeable, an employee's failure to provide thirty days notice prior to taking leave may result in denial or delay of leave. An employee requesting leave under this policy should submit a completed application for leave form (forms available in the Superintendent's office) to the Superintendent/designee. An employee's failure to follow the District's call-in procedure is grounds for the delay or denial of the employee's FMLA leave request.

K. ADDITIONAL FMLA INFORMATION

The foregoing regulation represents compliance with the provisions of the Family and Medical Leave Act of 1993 and its revised regulations. Any employee desiring additional information or explanation of the rules and regulations of the Act, should review the District's General Notice Poster or arrange a conference with the Superintendent/designee.

PERSONNEL SERVICES

Policy 4330

Absences, Leave and Vacation

Holidays and Vacation

The Board will annually adopt a calendar that will provide for the following holidays:

Staff members will not receive additional compensation for holidays unless they are required to work on such holidays.

Administrators employed on a twelve (12) month contract shall have vacation as provided in their individual contracts. Vacation shall be scheduled in compliance with the Superintendent's guidelines and is subject to Superintendent approval.

PERSONNEL SERVICES

Policy 4335

Absences, Leave, Vacation

Employee Emergency Service

Staff members joining any fire department, fire protection district, volunteer firefighter department, the Missouri-1 Disaster Medical Assistance Team, Missouri Task Force One, Urban Search and Rescue Team, or staff member activated by the Federal Emergency Management Agency (FEMA) to respond to a national disaster will not be subject to dismissal due to their joining such organizations. However, such employees who are absent from work, or who are late to work, due to such service may be docked and/or required to submit written verification concerning the time and date of the emergency. In addition, such employees are required to make a reasonable effort to notify their supervisors that they will be absent or late due to emergency service.

PERSONNEL SERVICES

Policy 4410

Professional Activities, Training and Professional Growth

General Professional Development

The Board encourages all employees to be engaged in a continuous program of professional and technical growth in order that they may be qualified to provide quality educational programs and services for all students.

It is the policy of the Board of Education that a program of in-service training be established to provide an opportunity for the continuous professional and technical growth for all employees. The in-service training program for each year will be outlined in the proposed budget for that year with estimated costs to be approved by the Board of Education.

As a result of the operation of this policy, employees will become knowledgeable regarding new developments and changes in their specialized fields and will utilize new and improved methods in practice.

The administrative staff, employing administration and management techniques consistent with modern management development, will provide leadership that will assist each employee to make a maximum contribution to the District's effort to provide quality educational programs and services for all students.

PERSONNEL SERVICES

Policy 4411
(Regulation 4411)

Professional Activities, Training and Professional Growth

Professional Development Program

The Board shall provide a Professional Development Program to be in compliance with State Statutes regarding assistance for beginning teachers. A committee will be elected by the teachers to develop a plan to carry out the goals of the Professional Development Program.

The Professional Development Program shall further be in compliance with the "Outstanding Schools Act" Section 7 of Senate Bill #380 of the 87th General Assembly.

The District will establish a Professional Development Committee to work with beginning teachers and experienced teachers in identifying instructional concerns and remedies; assist beginning teachers with implementation of their professional development plan; serve as a consultant upon a teacher's request; arrange training programs for mentors; assess faculty needs and develop in-service opportunities for school staff; present faculty suggestions, ideas and recommendations pertaining to classroom instruction within the School District; and review and evaluate the District's staff development program.

In any year, expiring with fiscal year 2024, in which the amount appropriated and expended for transportation of students is less than 25% of the allowable costs of providing student transportation, the Board, by a majority vote, may allocate less than 1% of professional development funds to student transportation. However, in no case will the amount allocated be less than 0.5% of professional development funds.

The District provides teacher externships for teachers participating in a supervised practical experience in local and state business. Depending upon the type of externship, participating teachers may receive professional development credit or credit on the District's salary schedule. (See Regulation 4411).

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PERSONNEL SERVICES

Regulation 4411

Professional Activities, Training and Professional Growth

Professional Development Program

The District supports professional development of its certified staff through the maintenance of a professional development committee as well as assistance programs for new teachers and resource programs for experienced teachers.

Professional Development Committee

The purpose of the committee is to identify instructional concerns and remedies; assist beginning teachers with the implementation of their professional development plan; serve as consultant at a personal teacher's request; arrange training programs for mentors; assess faculty needs; develop in-service opportunities for school staff; and provide District administration with suggestions, ideas and recommendations concerning instruction.

Committee Composition

Eligibility to serve on the committee will be restricted to certified employees with a minimum of five years of teaching and /or administrative experience. Members selected will serve for a staggered three (3) year term with one of the committee selected each of three years. New members will be selected by classroom teachers, librarians and counselors. New members will be selected on or by April 30 of the year preceding the member's term. Teaching will be completed by June 30 and membership will commence on July 1 of the new school year. Efforts will be made to insure that each attendance center is represented on the committee and that a cross-section of grade levels and disciplines are represented. Administrators may be selected to serve on the committee but will not participate in the selection process.

New Teacher Assistance Program

Each inexperienced teacher employed by the District will be assigned a mentor by the building principal. Mentors will be required to possess at least five (5) years of teaching experience and have received or be willing to complete mentor training. Mentors will work closely with their assigned new teachers during the teachers' first two (2) years upon request or at the direction of the building principal during the mentoring period.

New teachers, with the assistance of their mentors, will prepare professional development plans. The plans will be consistent with the evaluation criteria and will establish plans of development for the teachers' first two (2) years of teaching.

Local Business Externships for Professional Development

Local business externship means an experience in which a teacher supervised by the District gains practical experience in a business, located within the District, through observations and interactions with employers and employees who are working on issues related to subjects taught by the teacher. Any hours spent in a local business externship will count as contact hours for professional development.

Local Business Externships for Credit

Teacher externships are practical experiences in which a teacher, supervised by the District, gains experience at a business located in Missouri through observation and interaction with employers and employees. Requirements for teacher externships to be considered the equivalent to graduate level credit hours for salary schedule purposes will be developed by the Department of Economic Development and Department of Elementary and Secondary Education by July 1, 2020. Teachers who satisfied their state graduate credit equivalences will receive appropriate credit on the District's salary schedule. Unless reauthorized by the General Assembly, the teacher externship program will expire on September 2024.

PERSONNEL SERVICES

Policy 4420
(Regulation 4420)

Professional Activities, Training and Professional Growth

Conferences and Travel

The Superintendent may authorize professional leave for attendance of personnel at state, regional, and national meetings without pay deduction. The number of absences allowable for professional leave is a judgment value on the part of the Superintendent and is subject to budget limitations for employing substitutes and reimbursement for travel, meals and lodging and registration.

PERSONNEL SERVICES

Regulation 4420

Professional Activities, Training and Professional Growth

Conferences and Travel

The following guidelines are established for absence from assigned duties in order to attend workshops and conferences:

1. Requests will be submitted in sufficient time to the Superintendent/designee fourteen (14) days prior to scheduled Board meetings. Further, requests must be submitted in sufficient time for Board approval prior to the date of the conference workshop.
2. The District will only pay membership registration fees, with nonmembers being reimbursed only for member fees.
3. Normally, no more than two persons from each school will attend conferences, depending upon available funding.
4. For major conferences held locally (reading, math, curriculum and instruction, etc.), normally only two (2) days of release time should be approved in order to permit attendance by as many teachers as possible.
5. The equitable allocation of travel funds to schools and offices will be the responsibility of the Superintendent/designee.
6. Conference requests need to have an invitation or pamphlet attached for verification of activity and a brief rationale for the request.
7. Conference attendees will not be paid unless a "report of conference" and verification of expenses are submitted.
8. Request to attend professional conferences in order to sell items or to man booths for professional organizations will not be approved.
9. Employees must state on application whether or not the sponsoring organization is paying the conference attendee any "honorarium" or travel expenses. An employee receiving an honorarium must use a vacation or personal leave day. Otherwise, the honorarium must be remitted to the District.

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

PERSONNEL SERVICES

Policy 4430

Professional Activities, Training and Professional Growth

District Committees

Guidelines for District-wide Committees

A written description of each district-wide committee established in the District will be posted in each building explaining the goals and objectives of the committee and the method used to select members to the committee.

Each committee will write a summary report of its findings and/or recommendations and present this to the appropriate administrator. The chairperson of said committee will present this report to the Board of Education at the appropriate scheduled Board meeting.

Guidelines for District-wide Committees with Employee Representation

District-wide committees may be formed for the purpose of recommending policy changes to the administration and Board. Employees who are selected to serve on these committees should represent all buildings and/or interests of the employee group(s).

PERSONNEL SERVICES

Policy 4505

Compensation

Salary Schedules

The Superintendent, with input from staff members, will prepare salary schedules annually for all non-administrative employee groups. These schedules will be submitted to the Board of Education for approval. (See also Policy 4131 - Extra Duty and Extended Duty Contracts.) Salary recommendations for all administrators will be prepared and submitted to the Board annually. Administrative salaries will be based upon a variety of factors including, educational preparation, years of service within the District, and within public education, years of service as an administrator at each administrative level, years of service within the District, regional comparisons to similar districts, number of contracted days, administrative responsibilities, and salaries of other District administrators within category – building and central office. Consideration will be given to administrators' previous salary for all newly hired administrators.

PERSONNEL SERVICES

Policy 4510

Compensation

Benefits

The Board of Education provides fringe benefits to full-time staff members. The extent and nature of fringe benefits provided may vary by employee group and work schedule.

Insurance coverage for staff members includes:

1. Liability Insurance
2. Workers' Compensation Insurance
3. Unemployment Compensation Insurance
4. Medicare Coverage
5. Medical Insurance
6. Life Insurance

PERSONNEL SERVICES

Policy 4520

Compensation

Salary Deductions

Withholding Taxes

A Federal withholding tax is retained for the Collector of Internal Revenue as payment on Federal Income Tax for the current year. The amount withheld is determined by salary and the number of dependents. No salary check will be issued until all withholding forms are submitted.

A State withholding tax is retained for the Missouri Department of Revenue. The amount withheld is determined in the same manner as the Federal Income Tax. Employees may authorize additional sums to be withheld by notifying the payroll department in writing and completing a new W-4 form indicating the additional amount to be withheld each pay period. No salary checks will be issued until all withholding forms are submitted.

Public School Retirement System (PSRS) of Missouri

All full-time teachers and part-time teachers who work seventeen (17) hours or more per week are members of PSRS. Support employees with a teaching certificate are also eligible for membership in PSRS.

Public Education Employees Retirement System (PEERS)

All support employees who work twenty (20) hours or more per week on a regular basis for thirty (30) calendar days are members of PEERS and are also covered by Social Security.

Medical

Medical insurance payments will be deducted for all employees on a twelve (12) month prorated basis each month.

Credit Union and Tax Sheltered Plan

Credit Union and Tax Sheltered Plans will be deducted under the terms of the respective contracts.

Tax Sheltered Annuities

The School District provides for payroll deduction and processing for employees participating in tax-sheltered annuities.

Additional Deductions

Any staff member may authorize additional voluntary deductions for payment of tax-sheltered annuities, dues to professional organizations, credit union, and dependent coverage for medical benefits.

PERSONNEL SERVICES

Policy 4525

Compensation

Payment of Salary

All certificated employees who are employed in certificated positions will be paid in equal amounts paid over the twelve months of the school year.

PERSONNEL SERVICES

Policy 4530

Compensation

Workers' Compensation Benefits

Employees who suffer an injury caused by an accident or occupational disease arising out of and in the course of employment ("work-related injury") will receive benefits paid by the District according to the Workers' Compensation Law of the State of Missouri ("the Law"). Absence from duty resulting from a work-related injury will be compensated according to the Law. Employees who receive workers' compensation benefits for lost time from work due to a work-related injury are not eligible for additional sick leave or vacation benefits under this policy, except with respect to those employees whose average weekly wage as defined by the Law ("average weekly wage") exceeds the actual wage necessary to obtain the maximum total disability rate as defined by the Law ("maximum wage").

In addition to the benefits for temporary total disability allowed under the Law, an employee whose average weekly wage at the time of the work-related injury exceeds the maximum wage at the time of the work-related injury will receive in wages the difference between the employee's average weekly wage and the maximum wage during the time period such employee is entitled to temporary total disability benefits under the Law. This additional benefit provided herein does not affect an employee's wage rate for purposes of permanent disability benefits.

PERSONNEL SERVICES

Policy 4540
(Regulation 4540)

Compensation

Group Insurance Benefits

The Board of Education directs that medical group insurance coverage for staff members will be provided. The Superintendent/designee will solicit proposals and make recommendations to the Board of Education for approval of the insurance provider.

Employees shall be given information regarding COBRA benefits at the times of employment and separation.

The contract for medical insurance will be submitted for competitive bidding at least once every three (3) years.

For purposes of this policy competitive bidding means public notice of the request for medical insurance bids and the provision of information about district participants, claims history, and the details of the District's existing health insurance policy and proposed modifications.

Development or Physical Disabilities

The District's medical group insurance for staff members, after January 1, 2020, will provide coverage for the diagnosis and treatment of autism spectrum disorders and for the diagnosis and treatment of developmental or physical disabilities to the extent that such diagnosis and treatment is not already covered by the District's health plan.

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PERSONNEL SERVICES

Policy 4550

Compensation

Retirement Compensation

Retirement provisions for all eligible employees will be in accordance with the provisions of the Missouri Public School Retirement System (PSRS) and the Public Education Employees Retirement System (PEERS).

Full-time certificated staff employed after April 15, 1986, are subject to the Medicare portion of Social Security.

At the time of initial employment an employee shall be given his/her first COBRA notification. Second notification and continuation of benefits are contingent upon the employee notifying the District of a qualifying event.

Any plan of group health insurance shall include a provision allowing persons who retire, or who have retired, to become members of the plan if they are eligible to receive benefits under the Retirement System, by paying premiums at the same rate as other members of the group.

Employees who retire or who have retired and who are eligible for retirement benefits from either the PSRS or PEERS Plans are eligible to participate in District health benefit programs. In addition, the spouse and/or unmarried dependent children of any employee may also participate in District health benefit programs provided that these family members are receiving or are eligible to receive retirement benefits from either the PSRS or PEERS Systems. The retiree must apply for insurance coverage within the first year he/she is eligible to receive retirement benefits.

Reporting Requirements

Ineligibility for Retirement Benefits

If an employee or former employee is charged or convicted of any of the listed felonies, where such felony is committed in direct connection with or related to the employee's duties with the District, the District will notify the employee's relevant retirement plan, PSRS or PEERS. Such reporting is only required where such filing was committed after August 28, 2014 and where District administrators knew of such charge or conviction. The District will further provide to the respective retirement plan all information related to the charge or conviction that is in the District's possession. Reportable offenses include:

1. Stealing involving money, property, or services valued at \$5,000.00 or more;
2. Receiving stolen property involving money, property, or services valued at \$5,000.00 or more;
3. Forgery;
4. Counterfeiting;

December, 2017

5. Bribery of a public servant;
6. Acceding to corruption 576.020

Conviction of one of the felonies set out in this policy may result in ineligibility for retirement benefits.

Reporting as Requested by PSRS

The District will cooperate with PSRS requests for information concerning the District's use of PSRS retired persons providing substitute teaching or other positions that would normally require certification. This reporting/assistance request applies to such retired persons who provide such services through an independent contractor.

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PERSONNEL SERVICES

Policy 4610
(Form 4610)

Performance Evaluation

Certificated Personnel Performance Evaluation

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

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

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

1. Uses research-based and proven practices to measure educator performance;
2. Establishes performance indicators for educators based on their level of performance;
3. Aligns the evaluation process with an educator's probationary period to provide for an appropriate accumulation of performance data;
4. Uses student learning, based on a variety of performance measures, in the evaluation process;
5. Assesses educator performance on a regular basis and provides feedback to teachers and administrators that they can use to improve their performance through their careers;
6. Ensures evaluators are highly trained so that evaluation ratings are fair, accurate and reliable; and
7. Uses the evaluation process to guide school district policies that impact the development of educators and student learning.

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

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

PERSONNEL SERVICES

Policy 4620
(Form 4620)

Performance Evaluation

Support Staff

The development of a competent support staff is a major objective of the performance evaluation. All supervisors and/or principals will complete an annual written evaluation on all support staff under their supervision. The following areas will be evaluated:

1. Job knowledge
2. Quality of work
3. Quantity of work
4. Dependability
5. Cooperation
6. Attendance
7. Punctuality
8. Other areas as appropriate for the specific job

This evaluation will be used to improve job proficiency and to determine eligibility for reemployment.

PERSONNEL SERVICES

Policy 4630

Performance Evaluation

Staff Conduct

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

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

18. Follow and implement student Individual Education Programs (IEP) under the Individuals with Disabilities Education Act (IDEA) or plans under Section 504 of the Rehabilitation Act.
19. Maintain and account for District funds in the staff member's possession and control.
20. Maintain professional relationships with students. With the exception of students who are immediate family with the staff member, this requirement also includes avoiding situations that could lead to allegations of inappropriate relationships with students, including, but not limited to:
 - a. Being present in any setting where students are provided or are consuming alcohol or illegal drugs.
 - b. Inviting students to be alone with a staff member at a staff member's residence, on staff member's private property, or in a staff member's motor vehicle without the prior consent of the building principal.
 - c. Communicating with students, electronically or in person, about the student's sexual activity or concerning the staff member's sexual or romantic conduct.
 - d. Being present on District premises alone with a student in a room where the door is closed, the door is locked, or the lights are off, unless required temporarily due to emergency circumstances. Counselors and administrators are exempted from this prohibition in performance of professional duties.
 - e. Covering the interior window(s) of instructional space and offices with any material that blocks or obscures outside vision into the space, unless required temporarily due to emergency circumstances.
 - f. Communicating with students about sexual topics outside approved District curriculum, unless done as part of a District investigation into sexual abuse or harassment.
 - g. Utilizing students to attend to personal errands for the staff member.
 - h. Allowing students to drive a staff member's vehicle.

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November, 2015

Performance Evaluation

Teaching Standards

District teaching standards include, but are not limited to:

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

- 
- Teacher will use formal and informal strategies to assess learners' progress.
 - Teacher will actively seek out opportunities to grow professionally in order to improve learning for all students.
 - Teacher will maintain effective working relationships with students, parents, colleagues and community members.

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

PERSONNEL SERVICES

Policy 4650
(lite)

Performance Evaluations

Communication with Students by Electronic Media

Employee personal communication with students, in all forms including oral and nonverbal shall be appropriate and consistent with Board policy. Personal communication shall be deemed to be inappropriate if such communication is sexual in nature; is sexually suggestive; suggests romantic activity with student or students; or is otherwise inconsistent with Board policy. Violation of this provision will result in disciplinary action up to and including dismissal.

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

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

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

PERSONNEL SERVICES

Policy 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. In the event that any teacher requests to be released from a contract after the first of June, the teacher may be required to pay the equivalent of one month's salary from the previous school year.

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/designee and the principal/supervisor. 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.

PERSONNEL SERVICES

Policy 4711

Separation

Resignation: Support Staff

Support staff who wish to resign should address a letter of resignation to the Superintendent with copies to the personnel administrator and the principal/supervisor. The letter should state reasons and an effective date for the resignation.

Fourteen (14) days written notice is the minimum amount of time for resignation by a support staff member.

PERSONNEL SERVICES

Policy 4720

Separation

Suspension or Termination: Support Staff

Non-Contractual Employees

Individuals employed without a contract are subject to suspension and dismissal at any time. The Superintendent is authorized to suspend such employees with pay subject to Board review. In addition, the Superintendent may recommend the suspension without pay or termination of non-contractual employees to the Board of Education.

Contractual Employees

During the term of the employment contract, a support staff employee may be suspended with pay pending review of the Board. Prior to suspension or termination, such support staff employees will be informed of the reason for discipline and will be given an opportunity to respond to those reasons. Upon request of the employee, a meeting with the Board of Education will be scheduled to review the recommendation for suspension or dismissal. Contractual employees, who are not offered a new contract, are not entitled to meet with the Board of Education. However, in such situations, the employee may review the nonrenewal with the Superintendent/designee.

PERSONNEL SERVICES

Policy 4730
(Regulation 4730)
(Form 4730)

Separation

Nonrenewal/Termination: Probationary Teacher

Pursuant to section 168.126.2, RSMo. (Supp. 1992), the Board of Education may choose to non-renew a probationary teacher's contract for the coming school year or may choose to terminate a probationary teacher's employment during the term of a contract in accordance with procedures outlined in Regulation 4730.

The Board of Education may terminate a probationary teacher's contract during the term of a contract for statutory causes as follows:

1. Physical or mental condition that renders the teacher unfit to instruct or associate with children.
2. Immoral conduct.
3. Willful or persistent violation of, or failure to obey, the school laws of the state or the published regulations of the School District.
4. Excessive or unreasonable absence from the performance of duties.
5. Conviction of a felony or a crime involving moral turpitude.
6. Incompetence, inefficiency, or insubordination.

Prior to mid-contract termination of a probationary teacher for causes 1-6, the teacher will be provided with written charges and will be provided with an opportunity for a due process hearing before the Board of Education as set forth in Regulation 4730. Prior to the mid-year termination for cause #6, the teacher will also be provided with a notice of deficiencies and probationary period as set forth in Regulation 4730.

PERSONNEL SERVICES

Regulation 4730
(Form 4730)

Separation

Nonrenewal/Termination: Probationary Teacher

Pursuant to section 168.126.2, RSMo. (Supp. 1992), the Board of Education may choose to non-renew a probationary teacher's contract for the coming school year or may choose to terminate a probationary teacher's employment during the term of a contract in accordance with the following procedures:

Nonrenewal

1. On or before the 15th day of April in each school year, the Board will notify in writing each probationary teacher whose contract will be nonrenewed for the next school year.
2. A probationary teacher is not entitled to a warning, a probationary period, notice of charges, nor a hearing prior to the Board's decision to nonrenew the contract of a probationary teacher.
3. A probationary teacher whose contract is nonrenewed may request a concise statement of the reasons for the Board's decision.
4. The District will issue a notice to the teacher if the reason for nonrenewal is due to a decrease in pupil enrollment, District reorganization or the financial condition of the District.

Termination of Employment During the Term of a Contract

1. If, in the opinion of the Board of Education, a probationary teacher is performing his/her professional duties in an incompetent or insubordinate manner, the Board/Superintendent will provide the teacher with a written statement setting out the deficiencies in the probationary teacher's performance and will provide the teacher with a ninety- (90) day probationary period within which to resolve the deficiencies.
2. If improvement, satisfactory to the Board, has not been made during the ninety- (90) day probationary period, the Board may terminate the employment of a probationary teacher. Prior to consideration of termination, the Board/Superintendent will provide the probationary teacher with a written Statement of Charges and Notice of Hearing. Upon request, the Board will conduct a due process hearing to consider termination.
3. The Board may also terminate a probationary teacher's contract during the term of a contract for statutory causes as listed in Policy 4730.

PERSONNEL SERVICES

Policy 4731
(Regulation 4731)
(Form 4731)

Separation

Termination of Contract: Permanent Teacher

Pursuant to sections 168.114 and 168.124, RSMo. 1986, the Board of Education may terminate a permanent teacher's indefinite contract for one or more of the following causes:

1. Physical or mental condition that renders the teacher unfit to instruct or associate with children.
2. Immoral conduct.
3. Incompetency, inefficiency, or insubordination.
4. Willful or persistent violation of, or failure to obey, the school laws of the state or the published regulations of the School District.
5. Excessive or unreasonable absence from the performance of duties.
6. Conviction of a felony or a crime involving moral turpitude.

The indefinite contract of a permanent teacher may be terminated for the foregoing reasons only in accordance with the procedures prescribed by sections 168.116, 168.118, and 168.120, RSMo. 1986.

PERSONNEL SERVICES

Regulation 4731
(Form 4731)

Separation

Termination of Contract: Permanent Teacher

Pursuant to state statute, the Board of Education may terminate the contract of a permanent teacher at anytime during the teacher's employment in accordance with the following procedures:

Termination for Incompetence, Insubordination and Inefficiency

1. Permanent teachers considered for possible termination for incompetence, insubordination, and inefficiency will be provided with a notice of performance deficiencies and an opportunity to resolve the noted deficiencies. The notice of deficiencies will advise the teachers of the specific performance concerns, which if not resolved may result in dismissal charges being filed. At the time the notice of deficiency is issued, a District administrator will be appointed to work with the teacher to assist in remediation.
2. The period of remediation will extend for a period of not less than thirty (30) days. In individual cases the period of remediation may be set for a period of time in excess of thirty (30) days. However, even where the remediation period is set for longer than thirty (30) days, if satisfactory improvement is not made, the remediation period may be terminated at any time after expiration of thirty (30) days. A meeting will be conducted between the teacher and designated administrator at the beginning of the period of remediation. The purpose of this meeting will be to review the notice of deficiency and to discuss the procedures to be utilized during the remediation period.
3. If any of the previously noted deficiencies have not been resolved by the end of the period of remediation, the Board or the Superintendent may authorize issuance of a Statement of Charges and a Notice of Hearing. The Statement of Charges will list the incidences of deficient performance that occurred during the period of remediation. The Notice of Hearing will advise the teacher of the proposed date of hearing. However, if the teacher does not request a hearing, the Board may vote to terminate the teacher's contract without a hearing. If requested by the teacher, a hearing before the Board will be held no sooner than twenty (20) days nor later than thirty (30) days after receipt of the Statement of Charges.

Termination for the Remaining Statutory Causes

1. In cases other than incompetence, insubordination or inefficiency, there will be no notice of deficiencies and no period of remediation. These procedures are not followed due to the gravity of the charges.

2. The dismissal process for cause under this subsection is initiated by a Statement of Charges and a Notice of Hearing. The Statement of Charges will provide the teacher with the alleged acts of misconduct which, if proven, may result in termination. The Notice of Hearing will advise the teacher of the proposed date of hearing. However, if the teacher does not request a hearing, the Board may vote to terminate the teacher's contract without a hearing. If requested by the teacher, a hearing will be held no sooner than twenty (20) days nor later than thirty (30) days after receipt of the Statement of Charges.

PERSONNEL SERVICES

Policy 4740
(Regulation 4740)

Separation

Reduction in Force: Certificated Staff

If it becomes necessary to reduce the number of teachers due to a decrease in enrollment, District reorganization or the financial condition of the District, the Board will act to retain the most qualified teachers while following all applicable statutory guidelines.

The Board may place a permanent teacher upon unrequested leave of absence without pay when the Board determines that such action is necessary because of a decrease in pupil enrollment, District reorganization or the financial condition of the District. In placing such a teacher on leave, the Board will be governed by the provisions of the Teacher Tenure Law and District policies and regulations.

PERSONNEL SERVICES

Policy 4741
(Regulation 4741)

Separation

Reduction in Force: Support Staff

The Board of Education is authorized to reduce the number of support staff when in the Board's sole discretion factors including, but not limited to, decreases in student enrollment, District reorganization or financial reasons necessitate such reduction. In making such staff reductions, the Board will seek to retain those staff members best able to serve the needs of District's students.

PERSONNEL SERVICES

Policy 4750

Separation

Administrative Leave

The Superintendent is authorized to place individual employees on paid leave of absence whenever the Superintendent determines that such leave is necessary due to the employee's misconduct or to investigate potential employee misconduct. Paid leave of absences will not affect an employee's sick leave or vacation leave.

Notification

Employee – The Superintendent will notify employees placed on a leave of absence, under this policy, of the general reasons for placement on leave. This notification will occur within seven (7) days of placement on such leave and will be communicated in writing. Statements of general reasons are confidential and are not open records under Chapter 610.

Board of Education - The Superintendent will notify the Board of Education within thirty (30) days of the reason(s) for placement of an employee on a paid leave of absence. Provided the employee remains on leave, the Superintendent will update the Board of Education, at each subsequent regular Board meeting, of the status of the employee's leave of absence. The updates to the Board will continue during the pendency of each such leave of absence.

Hearing

A Board of Education hearing will be conducted within sixty (60) days of an employee's placement on a leave of absence. Following the hearing, the Board will determine whether the leave will be continued. For good cause shown by the Superintendent, the hearing may be continued for a period of time not to exceed 180 days from the date the employee was placed on a leave of absence. Leave of absence hearings will be conducted in closed meetings.

At such hearing, the employee will be permitted to be represented by an attorney and will be permitted to offer evidence. A record will be made of the hearing. If employee is removed from administrative leave within thirty (30) days of being placed on leave, then no hearing is required.

Exceptions

The provisions of Policy 4750 will not be applicable where:

1. The employee is a probationary teacher;
2. The Superintendent has referred the employee to a law enforcement agency or to another state or federal agency due to employee's misconduct; or

3. A law enforcement agency or other state or federal agency has begun an investigation of the employee's misconduct related to the general reasons for the employee's placement on leave under this policy.

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PERSONNEL SERVICES

Staff Welfare

Sexual Harassment

Policy 4810
(Regulation 4810)
(Form 4810)

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

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

PERSONNEL SERVICES

Regulation 4810
(Form 4810)

Staff Welfare

Sexual Harassment/Title IX

The Board of Education is committed to maintaining a work environment for its employees that is free from sexual harassment. Furthermore, the Board of Education strongly believes that no person in the School District shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity.

DEFINITION OF SEXUAL HARASSMENT

In Employment

Sexual harassment in employment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of sexual nature when:

1. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment.
2. Submission to or rejection of such conduct by an individual is the basis for employment decisions affecting that individual.
3. Such conduct creates an intimidating, hostile, or offensive work environment.
4. Qualified employees are denied employment opportunities or benefits because the opportunities or benefits are given to another employee who submitted to an employer's sexual advances or requests for sexual favors.

Under Title IX (applies to students and employees)

Title IX forbids discrimination on the basis of sex in any educational program or activity that receives federal funds. This includes a prohibition on sexual harassment. The Office for Civil Rights of the U.S. Department of Education defines sexual harassment under Title IX as follows: "Verbal or physical conduct of a sexual nature, imposed on the basis of sex, by an employee or agent of a recipient that denies, limits, provides different, or conditions the provisions of aid, benefits, services or treatment protected under Title IX."

Sexual harassment under Title IX includes, but is not limited to, unwelcome¹ sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

¹ Sexual harassment of students by adults who otherwise come within this Policy is absolutely prohibited regardless of whether the conduct is "welcome."

1. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's academic status or progress, or employment.
2. Submission to or rejection of such conduct by an individual is the basis for educational or employment decisions affecting that individual.
3. Such conduct creates an intimidating, hostile, or offensive educational or work environment.
4. Qualified students or employees are denied educational or employment opportunities or benefits because the opportunities or benefits are given to another student or employee who submitted to sexual advances or requests for sexual favors.

EXAMPLES OF SEXUAL HARASSMENT

Unwelcome Sexual Advances

Whether the advance is "unwelcome" is determined on a case-by-case basis. Unwelcome advances may include, but are not limited to, the following:

1. Any invitation (even subtle) intended to result in a sexual liaison.
2. Invitations to dinner or social events, when refusal results in the loss of a promotion or in other adverse employment action.
3. Propositioning an employee.

Unwelcome Verbal Conduct of a Sexual Nature

This may include, but is not limited to, the following:

1. Sexually provocative or explicit speech.
2. Publicly expressed sexual fantasies.
3. Jokes of a sexual or crude nature.
4. Derogatory comments directed to males or females as a class (language directed toward a specific employee is more likely to be viewed as sexual harassment).
5. Demeaning comments.

6. Threats for not agreeing to submit to sexual advances.
7. Writing sexually explicit memos.

Unwelcome Physical Conduct of a Sexual Nature

This may include, but is not limited to, the following:

1. Grabbing or twisting an individual's arm.
2. Any unwarranted touching.
3. Sexually offensive pranks.
4. Drawing sexually explicit cartoons, other drawings, or graffiti.
5. Gestures indicating sexual behavior.
6. Suggestive winks.
7. Kissing.

Conduct Toward Students

In addition to the foregoing examples, students may experience harassment that is unique to their situation, some of which may not be immediately recognized as sexual harassment, but which may support a potential claim against the District and/or its employees if not remedied. Such harassment may include, but is not limited to, the following:

1. Unwanted sexual behavior, such as touching, oral comments, sexual name calling, spreading sexual rumors, jokes, pictures, leers, overly personal conversation, cornering or blocking a student's movement, pulling at clothes, students "making out" on school premises.
2. A student in a predominantly single-gender class who is subjected to sexual remarks by a teacher or students who regard the comments as joking and part of the usual class environment.
3. Interfering with a student's achievement in a predominantly or historically single-gender class by hiding tools or equipment, questioning the student's ability to handle the work, or suggesting that the student is "abnormal" for enrolling in the class.

4. Purposefully limiting or denying students access to educational resources because of their gender.
5. Teasing a student about the student's enrollment in a predominantly or historically single-gender class.

Nature of Sexual Harassment

Sexual harassment is not limited to conduct by males toward females. Sexual harassment may occur between any or all of the following:

1. Student to student.
2. Staff to student.
3. Student to staff.
4. Male to male.
5. Female to female.
6. Male to female.
7. Female to male.

INVESTIGATION OF SEXUAL HARASSMENT COMPLAINTS

Complaints Involving Employees

1. If an employee believes that he/she is being sexually harassed, the employee is encouraged to bring the concern to the attention of the employee's supervisor.
2. If the employee feels that such contact with the supervisor would be inappropriate, if the situation is not satisfactorily resolved by the supervisor, or if the employee simply feels more comfortable speaking with someone other than the supervisor, the employee should contact the Title IX compliance coordinator for the School District.
3. If neither the employee's supervisor nor the Title IX compliance coordinator is of the same sex as the employee, or the employee for any other reason would prefer to report the employee's concern to another supervisor/administrator within the District, the

employee may do so. However, it is essential that the report be made to someone with the authority and obligation to act upon the concern.

4. Any supervisor/administrator who receives a report, orally or in writing, from any employee regarding sexual harassment of that employee by another employee, non-employee doing business with the District, or student must notify the Title IX compliance officer within twenty-four (24) hours or within a reasonable time thereafter.
5. Oral complaints of sexual harassment will be put in writing by the complainant or by the person who receives the complaint, and should be signed by the complainant. However, the complainant's refusal to sign a complaint does not relieve the District of the obligation to investigate the complaint.
6. An employee who believes that he/she has been subjected to sexual harassment shall not be required to confront the alleged harasser prior to making the report.
7. Following receipt of the report, District personnel will promptly and fully investigate the complaint and will notify the employee and the alleged harasser of the results of the investigation. Investigations will be conducted with full recognition of the rights of all parties involved.
8. Upon receipt of the report, the Title IX officer will appoint an investigator to investigate the complaint. The investigation shall commence within forty-eight (48) hours after such appointment.
9. The District will maintain the confidentiality of the complaint and the details of the investigation to the fullest extent possible.
10. The investigator will put his/her findings in writing and will forward a copy to the Title IX compliance officer within one (1) week after concluding the investigation, or within a reasonable extension of time thereafter, for good cause shown.
11. If the investigation substantiates the complaint, the District will take appropriate disciplinary action against the offender(s), commensurate to the severity of the harassment (up to and including termination of employment). If the offender is a student, disciplinary action will be taken in accordance with Board established Policy 2610. If the offender is not an employee of the District, the District will take appropriate action within the scope of its authority to eliminate and redress the harassment.
12. If the investigation is indeterminate, the matter will be designated as unresolved, and the investigation file will be maintained by the Title IX compliance officer in a file separate

and apart from any student or personnel file.

13. There will be no retaliation against or adverse treatment of any employee who uses this procedure to resolve a concern when such complaint has been brought in the good faith belief that the complainant has been subjected to sexual harassment.
14. The responsible administrator shall follow up regularly with the complaining employee to ensure that the harassment has stopped and that no retaliation has occurred.

ENFORCEMENT

Employees

Each supervisor and administrator is responsible for maintaining an educational and work environment free from sexual harassment. In accordance with that responsibility, each site manager, or his/her designee, shall take appropriate actions to enforce the School District's sexual harassment policy, including but not limited to the following:

1. The supervisor/administrator shall provide an inservice training regarding sexual harassment to all staff by the end of the first full calendar week of each school year.
2. The supervisor/administrator shall provide a copy of the policy to all new employees of the District prior to the commencement of the employee's duties.
3. The supervisor/administrator shall further instruct employees regarding the procedures for reporting sexual harassment in the educational setting on an as-needed basis.
4. The supervisor/administrator shall take prompt action to investigate all complaints of sexual harassment.
5. The supervisor/administrator shall take appropriate disciplinary action, as necessary.

Students

Each building administrator is responsible for maintaining an educational and work environment free from sexual harassment. In accordance with that responsibility, each building administrator, or his/her designee, shall take appropriate actions to enforce the School District's sexual harassment policy, including but not limited to the following:

1. All vulgar or sexually offensive graffiti shall be removed from the premises.

2. The building administrator shall provide an inservice training regarding sexual harassment (including sexual harassment involving students) to all staff by the end of the first full calendar week of school.
3. Student instruction regarding sexual harassment shall be provided annually by the end of September to all students in grades six through twelve. Age appropriate instruction will also be presented to pre-kindergarten through fifth grade students.
4. All homeroom teachers shall discuss this policy with their students within one month after its adoption by the Board and during the first week of the school year thereafter. Written copies of the policy shall be given to each student in grades six through twelve (and in lower grades as may be appropriate) as part of these discussions. Discussion shall be conducted in an age appropriate manner and should assure students they need not tolerate any form of sexual harassment.
5. All teachers, counselors, and administrators shall instruct students on the procedures for reporting sexual harassment within the educational setting on an as needed basis.
6. The building administrator shall take prompt action to investigate all complaints of sexual harassment.
7. The building administrator shall take appropriate disciplinary action, as needed.

NOTIFICATIONS

A copy of the School District's sexual harassment policy shall:

1. Be displayed in a prominent location at each work site.
2. Be provided to each current employee, and to each new employee prior to commencement of their duties.
3. Appear in any School District newsletter or work site publication that sets forth the School District's comprehensive rules, regulations, procedures, and standards of conduct for employees.

The District's Title IX compliance officer will be available to answer all questions regarding this policy or its implementation.

DISCIPLINE/CONSEQUENCES

Complaints Involving Employees

1. Any employee who engages in the sexual harassment of anyone while on school property, or while in the employ of the District off school property will be subject to disciplinary action, up to and including dismissal.
2. Any employee who permits or engages in the sexual harassment of a student will be subject to disciplinary action up to and including dismissal.
3. Any employee who receives a complaint of sexual harassment from a student and who does not act promptly to forward that complaint to the principal and the District's Title IX coordinator shall be disciplined appropriately.
4. Any employee who retaliates, or engages in conduct that could be interpreted as retaliation, against any person who has made a complaint of sexual harassment or who has participated in the investigation of a complaint of sexual harassment will be subject to discipline, up to and including dismissal.
5. Any nonemployee doing business with the District who engages in sexual harassment, or who retaliates against any person who has made a complaint of sexual harassment or who has participated in the investigation of a complaint of sexual harassment, will be subject to discipline to the extent that the District has control over the nonemployee and his/her employer.
6. Any employee who brings a false charge of sexual harassment shall receive appropriate discipline. The term "false charge" means a charge brought in bad faith, that is, without the good faith belief that one has been subjected to sexual harassment. The term "false charge" does not include a charge that was brought in good faith, but which the District was unable to substantiate.

Complaints Involving Students

1. Any student who engages in the sexual harassment while on school property or while participating in school activities, will be subject to disciplinary action, up to and including expulsion.
2. Any employee who permits or engages in the sexual harassment of a student will be subject to disciplinary action, up to and including dismissal.

3. Any employee who receives a complaint of sexual harassment from a student and who does not act promptly to forward that complaint to the principal and the District's Title IX coordinator, shall be disciplined appropriately.
4. Any student who brings a false charge of sexual harassment shall receive appropriate discipline. The term "false charge" means charges brought in bad faith, that is, without the good faith belief that one has been subjected to sexual harassment. The term "false charge" does not include a charge that was brought in good faith, but which the District was unable to substantiate.

TITLE IX GRIEVANCE PROCEDURE (Sexual Harassment)

Level 1: Principal or Immediate Supervisor (Informal and optional-may be bypassed by grievant)

Many problems can be solved by an informal meeting with the parties and the principal or coordinator. A student who believes that he/she has been subjected to sexual harassment is encouraged to first discuss it with the teacher, counselor, or building administrator involved with the objective of resolving the matter promptly and informally. Employees with a sexual harassment complaint are encouraged to first discuss it with their principal or immediate supervisor with the same objective. If the individual's teacher/supervisor is the person alleged to have engaged in sexual harassment, the grievant should skip Level 1 and go directly to Level 2.

Level 2: Title IX Coordinator

If the complaint or issue is not resolved at Level 1 or if the grievant chooses to skip Level 1, the grievant may file a signed, written grievance stating: 1) the nature of the grievance; 2) the remedy requested; and 3) the date the grievance was submitted. The Level 2 written grievance should be filed with the Title IX Coordinator within fifteen (15) days of the event or incident, or from the date the grievant could reasonably become aware of such occurrence.

The Coordinator has authority to investigate all written grievances. If possible, the Coordinator will resolve the grievance. If the parties cannot agree on a resolution, the Coordinator will prepare a written report of the investigation which shall include the following:

1. A clear statement of the allegations of the grievance and remedy sought by the grievant.
2. A statement of the facts as contended by each of the parties.

3. A statement of the facts as found by the Coordinator and identification of evidence to support each fact.
4. A list of all witnesses interviewed and documents reviewed during the investigation.
5. A narrative describing attempts to resolve the grievance.
6. The Coordinator's conclusion as to whether the allegations in the grievance are meritorious.

If the Coordinator believes the grievance is valid, the Coordinator will recommend appropriate action to the Superintendent.

The Coordinator will complete the investigation and file the report with the Superintendent within fifteen (15) days after receipt of the written grievance. The Coordinator will send a copy of the report to the grievant.

If the Superintendent agrees with the recommendation of the Coordinator, the recommendations will be implemented.

The Coordinator and Superintendent may appoint an outside investigator once a written grievance is filed if the Coordinator or Superintendent is the alleged violator.

Level 3: The Board of Education

If the Superintendent rejects the recommendations of the Coordinator, and/or either party is not satisfied with the recommendations from Level 2, either party may make a written appeal within ten (10) days of receiving the report of the Coordinator to the Board of Education. On receipt of the written appeal, the matter shall be placed on the agenda of the Board of Education for consideration not later than their next regularly scheduled meeting. A decision shall be made and reported in writing to all parties within thirty (30) days of that meeting. The decision of the Board of Education will be final.

Other Options for Grievant

At any time during this process, a grievant may file a complaint with the Missouri Human Rights Commission or with the U.S. Department of Education, Office for Civil Rights.

PERSONNEL SERVICES

Policy 4820
(Regulation 4820)

Staff Welfare

Employees with Communicable Diseases

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

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

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

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

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

PERSONNEL SERVICES

Policy 4830
(Regulation 4830)

Staff Welfare

Board/Staff Communications

While the primary line of communication between the staff and the Board of Education remains through the Superintendent, the Board expresses a desire to maintain open communication with the certificated and support staff. Open communication between Board and staff facilitates continuing improvement of education and the proper disposition of personnel matters that may arise.

PERSONNEL SERVICES

Regulation 4830

Staff Welfare

Board/Staff Communications

Staff Communications to the Board

Communication to the Board from District employees concerning personnel matters or personal complaints shall be filed in writing with the Superintendent. However, this procedure will not be construed as denying the right of any employee to appeal to the Board (regarding alleged misapplication of policy or administrative decisions) provided that the Superintendent shall have been notified of the forthcoming appeal and that it is processed in accordance with Board policies and regulations on staff complaints and grievances. Moreover, this policy will not be construed to preclude resident staff members from exercising their rights to discuss matters of public concern in the same manner as other District residents.

All regular meetings of the Board are open for the public to attend. As such, they provide an excellent opportunity to observe the Board's deliberations on problems of staff concern. Staff members may participate in Board meetings in accordance with the policies and regulations regarding public participation at such meetings. Further, at times and with the knowledge of the Superintendent, the Board may invite staff members to speak at Board meetings or to serve on advisory committees to the Board.

Board Communications to Staff

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

PERSONNEL SERVICE

Policy 4831
(Regulation 4831)

Staff Welfare

Collective Bargaining

In the event that a group of employees select a bargaining representative in accordance with state law, the District will satisfy its legal obligation as set out in Regulation 4831.

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PERSONNEL SERVICES

Policy 4840
(Regulation 4840)

Staff Welfare

Conflict of Interest

District employees are prohibited from engaging in any activity that would conflict, or raise a reasonable question of conflict, with their responsibilities in the District.

PERSONNEL SERVICES

Regulation 4840

Staff Welfare

Conflict of Interest

The prohibition against conflicts and apparent conflicts of interest includes but is not limited to:

1. Employees shall not engage in or have a substantial interest in furnishing of real or personal property, commodity, equipment, supplies or services to the District either directly or through an outside representative, except as provided in this paragraph. A substantial interest includes ownership by the employee, the employee's spouse or a member of the employee's household of 10% or more of a business entity or annual receipt by the employee, employee's spouse, or member of the employee's household of \$1,000 or more in salary or other remuneration from a business entity. A business entity in which a District employee has a substantial interest may do business with the District provided competitive bids are obtained and the lowest bid is accepted.
2. Employees shall not make use of mailing lists or other information gained solely as a result of the employee's position with the District to either sell directly or indirectly services or merchandise to students or their parents who reside within the District. As provided by Board policy, this prohibition does not apply to student tutoring.
3. Employees shall not solicit or receive any payment or thing of value which might influence performance of the employee's duties.
4. Employees shall not disclose to any person, not otherwise entitled, information gained by virtue of the employee's duties or otherwise use such information for personal gain.
5. Employees shall not engage in outside employment which interferes with performance of the employee's duties. This prohibition includes outside employment which is performed during school hours or involves the use of school resources.

If an employee is in doubt concerning whether certain acts violate this regulation, the employee must seek an opinion from the Superintendent.

PERSONNEL SERVICES

Policy 4850
(Regulation 4850)

Staff Welfare

Staff Dispute Resolution

The Board of Education recognizes that in any workplace misunderstandings and disputes arise. If left unresolved, these disputes could undermine staff morale and can interfere with the educational mission of the District. The Board has adopted a formal process for dispute resolution that encourages specified employees to resolve concerns quickly and at the most immediate administrative level. This policy does not limit the right of any employee to file a complaint under Policy and Regulation 1300 based on harassment or discrimination because of an individual's race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any characteristic provided by law.

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February 2018

PERSONNEL SERVICES

Regulation 4850

Staff Welfare

Staff Dispute Resolution (Grievance Procedure)

Definitions

Grievance - A claim by a nonsupervisory employee or employees that a written Board policy or administrative regulation has been violated or misapplied. This policy is not applicable to the content of performance evaluations nor to decisions for which state statute may provide a means of resolving disputes, including but not limited to nonrenewal, termination and reduction in force.

Day - When the dispute resolution policy requires certain action to be taken within a specific number of days, days means working days and specifically excludes weekends and school holidays. In counting days, the day on which the event initiating the time limit is not counted.

Informal Resolution

Employees who believe that a written Board policy or administrative regulation has been violated must meet with their immediate supervisor within ten (10) days of the alleged violation. The purpose of this informal conference is to attempt to provide clarification of the issue and, where possible, resolve the dispute.

If the dispute is not resolved within four (4) working days of the informal conference, the employee may initiate the formal procedure by completing an appropriate District dispute form and submitting this form to the employee's immediate supervisor. A completed grievance form must be submitted to the employee's immediate supervisor within ten (10) days of the informal conference.

Step One: Immediate Supervisor

Within four (4) days of receipt of the completed dispute form, the immediate supervisor will schedule a meeting with the employee and the employee's employee representative, if desired. Within ten (10) days of this conference, the immediate supervisor will provide the employee with a written response to the dispute.

Step Two: Superintendent's Designee

If the employee is not satisfied with the resolution at Step One, the employee may refer the dispute in writing to the Superintendent. To proceed to Step Two, the written dispute referral must be submitted to the Superintendent within four (4) days of receipt of the Step One decision. Upon receipt of the referral, the Superintendent shall designate a District employee to hear the Step Two dispute. Within four (4) days of receipt of the Step Two referral, the Superintendent's

designee shall schedule a conference with the employee and his/her employee representative if desired. Within ten (10) days of the conference the Superintendent's designee will provide the employee with a written response to the dispute.

Step Three: Review by the Superintendent

If the employee is not satisfied with the resolution of Step Two, the employee may refer the dispute in writing for the Superintendent's direct review. To proceed to Step Three, the written dispute referral must be submitted to the Superintendent within four (4) days of receipt of the Step Two decision. Within four (4) days of receipt of the written referral, the Superintendent shall schedule a conference with the employee and his/her employee representative, if desired. Within ten (10) days of this conference, the Superintendent will provide the employee with a written response to the dispute.

Step Four: Board of Education Review

If the employee is not satisfied with the resolution at Step Three, the employee may refer the dispute in writing for the Board's consideration. To proceed to Step Four, the written dispute referral must be submitted to the Superintendent within four (4) days of receipt of the Step Three decision. At the next regular Board meeting following submission of the Step Four referral, the Board will consider the dispute and determine whether to conduct a formal review of the dispute. If the Board determines that its formal review is not necessary, the decision at Step Three becomes final.

If the Board determines that its formal review is warranted by the dispute, the Board will set a date for formal review. At formal review both parties are entitled to be represented by legal counsel. Procedures for formal presentations of the dispute are determined by the Board in its discretion. Within ten (10) days of the formal review, the Board will provide the employee with its written decision. The decision of the Board is final and binding on all parties.

Miscellaneous Provisions

1. Failure of an employee to comply with the timelines provided in the procedures above will result in final rejection of the dispute.
2. Failure of the administrator to comply with the timelines provided in the procedures above will result in the dispute being advanced to the next step.
3. Neither party to a dispute will be permitted to add witnesses or documentation that were not provided at preceding steps.
4. No employee will be retaliated against for the good faith submission and processing of a dispute under these regulations

PERSONNEL SERVICES

Policy 4860

Staff Welfare

Personnel Records

Personnel files on all employees will be maintained in the District's administrative offices. It is the intent of the Board of Education to maintain complete and current personnel files, including all information necessary to comply with the Fair Labor Standards Act, for all District employees.

The District will maintain the following information in personnel files: applications, certification documents, performance evaluations, current transcripts, employment contracts and performance related documents. Medical records, including health insurance records, will be maintained separately. Files containing immigration records will be kept separate from personnel files.

The personnel file(s) of an individual employee will be considered confidential to the extent allowed by law. Access to personnel files will be on a strict need-to-know basis by appropriate District administrators, legal counsel, or state agencies with authority.

Upon request to and in the presence of the appropriate administrative official, any employee will have the right during regular working hours to inspect his/her own personnel file, with the exception of the ratings, reports and records obtained prior to the employment of the individual, including confidential placement papers.

Information of a critical nature will not be entered or filed in the employee's personnel folder until the employee is given notice, as well as an opportunity to review the information and comment thereon. The employee will have the right to append a reply to the statement, which will also be included in the folder.

PERSONNEL SERVICES

Policy 4870

Staff Welfare

Drug Free Workplace

The unlawful possession, use or distribution of illicit drugs and alcohol on school premises or as a part of school activities is strictly prohibited. Similarly, CBD and similar products are prohibited on school premises and at school activities. Analysis of the strength and presence of unacceptable levels of psychotropic content are at best unreliable. Use of such products may jeopardize the safety of staff and students who are under staff supervision.

Employees under the influence of alcohol, drugs, or controlled substances while on duty are a serious risk to themselves, to students and to other employees. Employees who display physical manifestations of drug or alcohol use while on duty, may be subject to drug testing. Any employee who violates this policy will be subject to disciplinary action up to and including termination and referral for prosecution. Employees may also be required to satisfactorily participate in rehabilitation programs.

As a condition of employment, all employees must abide by the terms of this policy. Employees who are convicted of a drug offense which occurred on school premises or while on duty must notify the Superintendent of their conviction. Notification must be made by the employee to the Superintendent within five (5) days of the conviction. Within ten (10) days, the Superintendent will provide notice of such violation to the Impact Aid Program, United States Department of Education, or other appropriate government agency.

The District will institute a drug-free awareness program to inform employees of:

1. The dangers of drug and alcohol abuse in the workplace.
2. This policy of maintaining a drug-free workplace.
3. Available counseling and rehabilitation.
4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

On the basis of medical certification, employees with the illness of chemical dependency shall qualify for the employee benefits and group insurance coverages that are provided for under group health and medical insurance policies. The confidential nature of the medical records of employees with chemical dependency shall be preserved in the same manner as for all other medical records.

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The District's responsibility for chemical dependency is limited to its effects on the employee's job performance. If the employee violates this policy, refuses to accept diagnosis and treatment, or fails to respond to treatment, and performance is adversely affected, the employee will be subject to employment action in proportion to the performance problem. Implementation of this policy will not require or result in any special regulations, privileges or exemptions from the standard administrative practice applicable to job performance requirements.

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

It shall be a violation of this policy for any employee to possess, use, manufacture, distribute, or be under the influence of medical marijuana in any manner inconsistent with Missouri state law and applicable regulations. Additionally, employees may not be under the influence of marijuana while they are (i) acting in the scope of their employment, whether on District property or off, or (ii) present at any school- or District-sponsored or sanctioned event such as athletic events or conferences. Employees may seek reasonable accommodations related to medical marijuana under the District's policies and procedures addressing the Americans with Disabilities Act.

Transportation Employees

District employees who are subject to the Transportation Employee Testing Act may not use medical marijuana on work days and may not use marijuana while on District transportation. Transportation employees who test positive for any controlled substance including marijuana are subject to dismissal. Transportation employees who cannot, for medical reasons, comply with this policy may request a transfer to a non-safety sensitive position.

The information in this policy will be distributed to all present and future employees.

Opioid Antagonists

The District will maintain NARCAN or other opioid antagonists to be admitted in emergency situations by a trained school nurse. (See Policy 2874 - Administering Opioid Antagonists).

PERSONNEL SERVICES

Staff Welfare

Policy 4871
(Regulation 4871)
(Form 4871)

Driver Drug Testing

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

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March, 2020

PERSONNEL SERVICES

Regulation 4871
(Form 4871)

Staff Welfare

Driver Drug Testing

Definitions

For purposes of this Regulation, the following terms are defined:

1. *Alcohol* - the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols including methyl and isopropyl alcohol.
2. *Clearinghouse* - The Commercial Driver's License Drug and Alcohol Clearinghouse ("the Clearinghouse") is an online database that gives employers and state and federal agencies real-time information about certain drug and alcohol violations committed by commercial driver's license and commercial learner's permit holders. The purpose of the database is to make information about such violations easier to access and to avoid situations where drivers/applicants intentionally fail to disclose prior work history and prior testing history to a different employer. Records of drug and alcohol program violations will remain in the Clearinghouse for five years or until the driver has completed the return-to-duty process.
3. *Driver* - any person who operates a commercial motor vehicle (CMV) or is required by the District to hold a commercial drivers license (CDL). *Driver* includes, but is not limited to, full-time, regularly employed drivers, casual, intermittent or occasional drivers, leased drivers and independent, owner-operated contractors. For purposes of pre-employment/pre-duty testing, *driver* includes a person applying to the District for a position that involves the driving of a commercial motor vehicle.
4. *Employee* - an individual subject to drug urine and breath alcohol testing. For purposes of pre-employment testing, *employee* includes an applicant for employment.
5. *Federal Regulation* - The regulation entitled "Controlled Substances and Alcohol Use and Testing" 49 CFR Part 382.
6. *Medical Review Officer (MRO)* - a licensed physician responsible for receiving laboratory results generated by the District's drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result together with his/her medical history and any other relevant medical information.
7. *Safety-Sensitive Function* - a driver is considered to be performing a safety-sensitive function during any period in which he/she is actually performing, is ready to perform or is immediately available to perform any safety-sensitive function. *Safety-sensitive functions* include the following on-duty functions: all time at a facility waiting to be

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dispatched; all time inspecting or servicing a commercial motor vehicle; all time spent at the driving controls of a commercial motor vehicle; all time, other than driving time, spent on or in a commercial motor vehicle (except sleeping time); all time loading or unloading a commercial motor vehicle, assisting in loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded; all time spent performing the driver requirements associated with an accident; and all time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

8. *Substance Abuse Professional* - a person who evaluates employees who have violated a Department of Transportation (DOT) drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing and aftercare.

Covered Employees

Those District employees who are subject to the prohibitions and mandatory testing requirements of this regulation include all transportation workers, including, but not limited to, bus drivers and maintenance workers, who:

1. Hold commercial drivers licenses; and
2. Who perform safety-sensitive functions at any time during the course of their employment.

Program Coordinator

The Board designates the District's Manager of Transportation to be the Substance Abuse Professional to ensure that the District's employee alcohol and drug program is implemented in accordance with federal regulations and District policy and regulations. The Coordinator will also be responsible for collecting and maintaining all records required by federal law. The Coordinator's name, address and telephone number will be provided to all covered employees.

ALCOHOL MISUSE PREVENTION AND TESTING PROGRAM

Prohibitions

1. No driver shall use or possess, and the District shall prohibit a driver from using or possessing, alcohol while on duty or while performing a safety-sensitive function.

2. No driver shall use, and the District shall not permit a driver to use, alcohol for a minimum of four (4) hours before performing a safety-related function.
3. No driver shall perform, and the District shall not permit a driver to perform, safety-sensitive functions, where the driver is found, through testing conducted in conformity with federal rules, to have an alcohol concentration of 0.04 or greater until the driver has been evaluated by a substance abuse professional, completed any rehabilitation required by the substance abuse professional, and undergoes a return-to-duty test in which the driver tests at less than 0.02 for the presence of alcohol.
4. A driver who tests, through testing conducted in conformity with federal rules, at levels of 0.02 to 0.039 for the presence of alcohol shall be prohibited from performing, and shall be removed by the District from performing, safety-sensitive functions until the start of the driver's next regularly scheduled duty, but not less than 24 hours after the test was administered, and until he/she tests below 0.02.
5. A driver who exhibits behavior and/or the appearance characteristic of alcohol misuse will be prohibited from performing, and will be removed from performing, safety-sensitive functions until the driver tests at less than 0.02 for the presence of alcohol.
6. No driver required by federal law, or independent District policy, to take a post-accident alcohol test shall use alcohol for eight hours following the accident or until the driver undergoes a post-accident alcohol test, whichever comes first.

Administration of Alcohol Tests

Alcohol testing will be conducted through the use of a federally approved evidential breath testing device (EBTD), and by a trained breath alcohol technician (BAT), in accordance with federal regulations. The District will contract with an outside agency or organization to provide alcohol testing in accordance with federal regulations. The contract will provide that the alcohol testing site (1) must afford aural and visual privacy to the person being tested, and (2) must be secured while the testing is taking place.

DRUG MISUSE PREVENTION AND TESTING PROGRAM

Prohibitions

1. The District prohibits the unauthorized use of controlled substances. Illicit use of drugs, including medical marijuana by safety-sensitive employees is prohibited on or off duty.

2. No driver shall report for duty or remain on duty, and the District shall prohibit a driver from reporting for duty or remaining on duty, when the driver uses any drug, unless the drug is taken pursuant to the instructions of a physician who has advised the driver that the substance will not adversely affect his/her ability to safely operate a commercial motor vehicle.
3. The District may require a driver to notify it or the medical review officer of any therapeutic drug use if the driver tests positive, through testing conducted in conformity with federal law, for any controlled substance.
4. Following a determination through testing conducted in conformity with federal law that a driver has engaged in prohibited use of drugs, the District will remove the driver from performing safety-sensitive functions and will refer the driver to a substance abuse professional. The District will not permit the driver to return to the performance of safety-sensitive functions until the driver submits a verified negative test result and completes any rehabilitation required by a substance abuse professional.

Administration of Drug Tests

1. Collection Site - The District will contract with an outside agency or organization to serve as a collection site for the collection of urine samples for laboratory drug testing. The District will ensure that collection site personnel follow federally prescribed rules for the collection of urine samples. The District will ensure that the collection site generally ensures aural and visual privacy for the person giving the sample. The collection site person will be required to split the sample into two bottles (the primary specimen and the split specimen). Following completion of a chain of custody form, the collection site person will seal and ship both bottles to a laboratory certified by the Department of Health and Human Services for analysis.
2. Laboratory Analysis - The District will separately contract with a certified laboratory to perform the required drug analysis. If the primary specimen tests negative for drugs, the laboratory will dispose of the split specimen. If the laboratory confirms that the primary specimen tests positive, the laboratory will retain the split specimen to ensure that it remains available for testing.
3. Medical Review Officer - The District will contract with a Medical Review Officer (MRO) who possesses the qualifications required by federal regulations. The MRO will receive and review all laboratory results generated by the District's drug testing program and will report the results to the District's designee as required by federal regulations. In the event the MRO receives a confirmed positive test result from the laboratory, the

MRO will make every reasonable effort to confidentially contact the driver and give him/her the opportunity to provide a legitimate, alternative medical explanation for the positive result. If the MRO is unable to reach the driver directly, the MRO shall, in accordance with federal regulations, contact the District's designee who shall direct the driver to contact the MRO immediately. The District's designee shall inform the employee of the consequences of failing to contact the MRO within the next seventy-two (72) hours. The designated management official shall employ procedures that ensure, to the maximum extent practicable, that the requirement that the employee contact the MRO is held in confidence. If the MRO determines that there is a legitimate alternative medical explanation for the positive result, the MRO will report the drug test as being negative. If the employee expressly declines the opportunity to discuss the test, the MRO may verify the test as positive. If the employee is contacted by the designated employer representative but does not contact the MRO within seventy-two (72) hours, the MRO may verify the test as positive. If neither the MRO nor the designated employer representative has been able to contact the employee within ten (10) days after making all reasonable efforts, the MRO may verify the test as positive. If the MRO verifies the presence of illegal, controlled substances, the MRO shall inform the covered employee that he or she has seventy-two (72) hours to request that the split specimen retained by the laboratory be sent to another certified laboratory for analysis. If the split specimen fails to confirm the presence of illegal, controlled substances, the employee's test will be reported as negative.

REQUIRED TESTS

Pursuant to federal law, the District will require that all covered employees submit to the following tests:

Pre-Employment Testing

1. Before any driver can perform a safety-sensitive function, the driver must take a controlled substances test with a verified negative result.
2. This testing is required of applicants and of employees transferring to a covered position. Testing for newly hired drivers shall be conducted prior to the employment offer, but in any event before commencing safety-sensitive functions. If an applicant refuses to submit to pre-employment drug testing, the District will remove the applicant from employment consideration.

Post-Accident Testing

1. Pursuant to federal law, all drivers will be required to submit to drug and alcohol testing as soon as practicable after any accident (a) involving the loss of life or (b) after any accident in which the driver receives a citation for a moving violation, if the accident involved either (1) bodily injury to any person who, as a result of the accident, immediately receives medical treatment away from the scene of the accident, or (2) disabling damage to one or more motor vehicles which requires the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle. Pursuant to its independent authority, the District requires all drivers to submit to drug and alcohol testing after any accident in which the driver was performing safety-sensitive functions.
2. All post-accident testing shall be conducted within the federally prescribed time periods. If a test is not conducted within the required time periods, then the District will not require the driver to submit to a test and the Program Coordinator, in accordance with federal regulations, will prepare and maintain on file a report and submit it to the Department of Transportation (DOT) documenting the reason(s) why the test was not promptly given.
3. Prior to performing safety-sensitive functions, all drivers will be instructed on the necessity for post-accident testing and the procedures to be followed for post-accident testing so that the drivers can comply with federal regulations.

Random Testing

1. The District will conduct random, unannounced testing for drugs and alcohol for covered employees. The District's designee will establish a scientifically valid random selection method and will select covered employees using this method at unpredictable dates and frequencies throughout the testing year. Under the selection method, each covered employee will have an equal chance of being selected for each testing date.
2. Each year, the number of random alcohol tests conducted by the District will equal at least 25% of the average number of covered employees. Each year, the number of random drug tests conducted by the District will equal at least 50% of the average number of covered employees.
3. Random alcohol testing will be conducted just before, during, or just after a covered employee's performance of safety-sensitive duties. Random testing for drugs does not have to be conducted in immediate time proximity to the performance of safety-sensitive functions.

4. Once notified of selection for testing, the covered employee must proceed immediately (or as soon as possible) to the collection site for testing.

Reasonable Suspicion Testing

1. The District will require covered employees to be tested for drugs and/or alcohol when the driver's supervisor and/or other properly trained District officials determine that there is reasonable suspicion to believe that the driver has violated the provisions of this Policy.
2. All determinations that reasonable suspicion exists will be only by trained individuals and will be made solely on the basis of specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the covered employee. Possession of alcohol, standing alone, will not lead to reasonable suspicion testing.
3. Covered employees will be required to submit to reasonable suspicion testing only if the required observations are made by a trained supervisor or District official during, just preceding, or just after the period of the workday that the covered employee is performing a safety-sensitive function.
4. The District designates the Program Coordinator as the District official who will receive the requisite training to determine whether reasonable suspicion exists to require a drug test and/or an alcohol concentration test.
5. The District designee will be responsible for making and signing a written record of the observations leading to reasonable suspicion testing for drugs and/or alcohol. With respect to drug testing, the District designee will ensure that this written record is completed within twenty four (24) hours of the observed behavior or before the results of the drug test are released, whichever is earlier.

Return-to-Duty Testing

1. When a driver is determined, by testing in conformity with federal regulations, to have an alcohol concentration of 0.04 or greater and/or a verified positive test result for drugs, the District will refer that driver to a substance abuse professional. The substance abuse professional will determine what assistance, if any, the driver needs in resolving problems related to drug or alcohol abuse.
2. Before a driver can return to the performance of safety-sensitive functions, the driver must be evaluated by a substance abuse professional to ensure that he/she has completed any necessary rehabilitation. The driver must also submit the results of (1) an alcohol

concentration test showing an alcohol concentration of less than 0.02 and (2) a verified negative drug test.

3. Once the employee's violation of federal regulation has been reported to the Clearinghouse, the employee may not resume safety-sensitive functions until an inquiry is made to the Clearinghouse and demonstrates that the employee completed the return-to-duty process.

Follow-Up Testing

1. When a covered employee who has violated prohibited alcohol and/or drug standards returns to the performance of safety-sensitive functions, he/she will be required to submit to follow-up testing.
2. Follow-up tests are unannounced and at least six (6) tests must be conducted in the first 12 months after the employee returns to duty. Follow-up testing may be extended for a period not to exceed 60 months following return to duty.

Refusal to Submit to Testing

1. Federal regulations require covered employees to submit to required testing. When a covered employee refuses to submit to testing, or engages in conduct that obstructs the testing process, the test will be considered to be positive and the driver will, in accordance with federal regulations, be prohibited from performing safety-sensitive functions until all preconditions are satisfied.
2. Refusal to submit or to provide a specimen has the same sanctions under the federal regulations as a positive test. Any employee who fails to provide adequate breath or urine for testing must obtain, as soon as possible after the attempted test, an evaluation from a licensed physician who is acceptable to the employer concerning the employee's inability to provide a sufficient specimen. If the physician determines, in his/her reasonable medical judgment, that a medical condition has, or with a high degree of probability could have, precluded the employee from providing a sufficient quantity, the employer's failure shall not be deemed a refusal to take a test. The physician shall provide the District a written statement of the basis for his/her conclusion. If the licensed physician, in his/her reasonable medical judgment, is unable to make such a determination, the employee's failure to provide an adequate specimen shall be regarded as a refusal to take a test and a violation of this Policy.

TEST RESULTS, CONFIDENTIALITY AND RECORD RETENTION

Employee Records

1. All employee testing records are confidential and the District will ensure that all testing records are maintained in a secure location with controlled access. Test results and other confidential information may be released by the laboratory, the breath alcohol technician or the MRO only to designated District officials and/or the substance abuse professional. Any other release of confidential information is only pursuant to federal regulations or with the employee's written consent.
2. Covered employees are entitled, upon written request, to obtain copies of any records pertaining to the employee's use of alcohol or controlled substances, including records of tests and test results.
3. The District will report drivers' drug and alcohol program violations to the Clearinghouse within three (3) business days after District administrators become aware of the violation.

District Record Keeping and Retention

The District will comply with all federal record keeping and retention requirements. In addition, the Program Coordinator will maintain and compile all required statistics and reports and submit those reports to the necessary federal agencies. The District will notify the Director of the Department of Revenue within ten (10) days of notice that a District driver has failed a drug, alcohol or chemical test administered pursuant to this regulation. The District will retain records of all Clearinghouse inquiries obtained on applicant/driver for a period of three (3) years.

Evaluation, Referral and Rehabilitation

Employees who violate the alcohol and drug misuse rules will be referred to a substance abuse professional for evaluation and will be advised of the available resources for evaluation and treatment. Any treatment or rehabilitation will be provided in accordance with the health insurance, medical or other benefit plan, or under applicable labor or collective bargaining agreements. The District is not required to provide rehabilitation or pay for treatment. In addition, the District is not required to hold the employee's position or to reinstate the employee to a safety-sensitive position.

Consequences for Violations

Pursuant to federal regulations, the District will remove from the performance of safety-sensitive functions any covered employee determined to have violated the provisions of this Policy and will refer to a substance abuse professional those drivers who, based on testing conducted in conformity with federal regulations, have an alcohol concentration of 0.04 or greater and/or are determined to have a verified positive test result for drugs.

Based on its independent authority, the District reserves the right to impose additional consequences for violation of the provisions of this Regulation, including, but not limited to, placing the covered employee on indefinite unpaid leave or termination.

Federal Driver's Drug and Alcohol Clearinghouse

The District fully participates in the federal Commercial Driver's License Drug and Alcohol Clearinghouse (hereinafter "Clearinghouse"). The purpose of the Clearinghouse database is to make information about driver drug and alcohol violations easier to access and to avoid situations where driver/applicants intentionally fail to disclose prior work history and prior testing history to a different employer. The goal of the program is to provide safe transportation for District students.

Registration with the Clearinghouse

School officials will register with the Clearinghouse at <https://clearinghouse.fmcsa.dot.gov/Register>. The District authorizes the Director of Transportation to report information to or obtain information from the Clearinghouse and will verify the identity of that person annually.

Employee Notification

The District will give notice to employees who are subject to the federal drug and alcohol testing requirements and will report the following to the Clearinghouse:

1. Drug and alcohol program violations;
2. Verified positive or adulterated test results;
3. Refusal to submit to DOT mandated test;
4. Any alcohol or controlled substance use that is prohibited by federal regulations; and
5. Information concerning employees' follow-up and return-to-duty tests.

Each covered employee must sign a receipt indicating that he/she has received educational materials that explain the requirements of the federal alcohol and drug testing regulations and the District's policies and procedures relating to compliance with meeting their requirements.

Employee and Applicant Clearinghouse Inquiries

Pre-Employment Inquiry

1. All applicants who would be subject to this policy if employed by the Board must consent in writing to the release of any information gathered pursuant to federal regulation by any previous employers and must give written or electronic consent to any information sought by school officials of the Clearinghouse.
2. Before employing any applicant subject to this policy, school officials shall obtain, pursuant to the applicant's written consent, all records maintained by the applicant's previous employer regarding violations of federal use and testing regulations ("federal regulations") in the three years prior to the inquiry date. School officials will also seek information from the Clearinghouse to obtain any information regarding the applicant's violation of federal regulations.
3. If school officials obtain information from the applicant's previous employer or from the Clearinghouse that the applicant committed a violation of federal regulation and has not subsequently completed the return-to-duty process under federal law, the applicant may be disqualified from employment.

Annual Inquiry

School officials will conduct a limited inquiry of the Clearinghouse at least once per year for each employee subject to this policy pursuant to the employee's written or electronic consent in order to determine whether the employee had violations of the federal regulation. If information exists about the employee, school officials will obtain the Clearinghouse information within 24 hours of initiating the limited inquiry.

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PERSONNEL SERVICES

Policy 4872
(Form 4872)

Staff Welfare

Alcohol And Illicit Drugs

The District prohibits all employees from the possession, distribution, or presence under the influence of alcohol and non-prescribed controlled substances while on school premises. This prohibition is exemplified by Policy 4870 Drug-Free Workplace and Policy/Regulation 4871 Driver Drug Testing. Violation of this policy as well as Policies 4870 and 4871 will result in disciplinary action up to and including termination. In addition, such violation may result in substantially reduced or forfeiture of workers compensation benefits where the use of substances prohibited by this policy was in conjunction with or related to a work place injury.

Post Accident Drug / Alcohol Testing

Employees under the influence of alcohol, drugs, or controlled substances while on duty are a serious risk to themselves, to students, to other employees, and to District property. Where an employee holding a safety sensitive position is involved in an accident producing injury, the District will require the employee to submit to post injury alcohol/drug testing.

Post accident testing will be utilized after any accident

- involving the loss of life;
- resulting from a violation of Board Policy or Regulations, or municipal, state, or federal law;
- which results in an injury to a person who receives medical treatment;
- resulting in disabling damage to any motor vehicle or piece of District equipment;
- resulting from a violation of a safety regulation or safety directive.

Refusal to submit to post injury testing will result in disciplinary action up to, and including termination, and may result in forfeiture of Workers Compensation benefits for injuries related to the request for testing.

Employees holding a non-safety sensitive position will be subject to post accident drug testing where a District administrator has sufficient cause to suspect the employee's use of alcohol or non-prescribed controlled substance producing accident, in conjunction with or related to a work place testing. Such post accident testing will be utilized in the instance of the occurrence of any of the five instances set forth in this policy.

Safety Sensitive Positions:

The following list of positions are hereby classified as "safety sensitive" due to the serious risk of harm that can result from performing said job duties while impaired by drugs or alcohol; therefore, employees occupying such positions are subject to drug testing in accordance with published Board Policies and Regulations:

- Food service employees.
- Transportation employees.
- Custodial employees.
- Maintenance employees (HVAC, Electrical, Plumbing).
- Any district employee whose job duties involve the performance of supervising children, including, but not limited to teachers, teachers' aides, lunchroom/playground monitors, etc.

PERSONNEL SERVICES

Policy 4880

Staff Welfare

Use of District Property

Employees may be provided access to and use of District property including, but not limited to, desks, file cabinets, closets, storage areas and computers for classroom use. These items remain the property of the District and are subject to inspection by District administrators.

SUPPORT SERVICES

Policy 5250

Safety, Security and Communications

Use of Tobacco Products

The Board of Education recognizes that the use of tobacco products represents a health and safety hazard. Therefore, the use of tobacco products shall be prohibited in all District buildings. This policy applies to all employees, students and patrons attending school-sponsored activities and meetings.

SUPPORT SERVICES

Policy 5260

Safety, Security and Communications

Safety Standards

The Board of Education directs the Superintendent to ensure that the management of all District operations be in compliance with local laws and regulations pertaining to student and staff safety and state and federal laws and standards regarding occupational safety and health. At various times District supervisors will issue specific safety standards and will provide ongoing directives, oral and written, to maximize employee and student safety. Failure to comply with such safety directives will be considered serious misconduct and will result in disciplinary action up to and including dismissal.

Safety Requirements

In order to promote safety and to reduce the occurrence of injuries to the employee; to the employee's colleagues, students and visitors to our schools, the following requirements are mandated by the Board. These requirements are not intended to be exclusive, but to be illustrative for measures required to promote safety. Moreover, these requirements are in addition to all relevant requirements of federal and state law as well as Board policy. Employees will be required to review, sign and return this policy on an annual basis. These requirements are:

1. All accidents are to be reported, in writing, to your supervisor on the date they occur.
2. All unsafe conditions are to be reported to your supervisor immediately.
3. No running or horseplay is permitted.
4. The use of alcohol or non-prescribed drugs during work hours is strictly prohibited. The use of prescribed drugs is permitted subject to the limitations imposed by the prescribing physician.
5. Standing on chairs, desks, boxes, or any object other than a ladder or step stool is prohibited.
6. When using chemicals, all appropriate safety equipment must be used. If the appropriate safety equipment is not available, the absence of same should be reported to your supervisor.
7. If your duties require you to drive, the use of a seatbelt is mandatory. The use of a cell phone for phone calls or texting is prohibited in a moving vehicle.
8. The use of employer provided safety devices is mandatory.

SUPPORT SERVICES

Policy 5410
(Regulation 5410)

Inventory Management

Inventory Requirements

Annual Inventory

The Board shall require a physical count of all stock supply and equipment items at least once each year. This inventory total shall be recorded on the District's accounts.

This is done to provide:

1. Complete local property information for ready reference.
2. Information for insurance purposes.
3. Audit needs to determine capital worth.
4. Accountability of the physical property of the District.

The building principal is responsible for the inventory. The person responsible for the room and its contents should take the inventory.

"Physical Property" for inventory purposes is defined as that property other than the building and built-in facilities such as bookcases, wall lockers and toilets. "Physical Property" includes such items as desks, chairs, typewriters, computers, audio-visual equipment, shop, home economics and physical education equipment even though attached to the building (i.e., stage curtains, auditorium seating, clocks and public address systems). "Physical Property" meets all the following criteria:

1. Retains its original shape and appearance with use.
2. Is nonexpendable (more feasible to repair than replace).
3. Represents an investment of money which makes it advisable to capitalize the item.
4. Does not lose its identity through incorporation into a different or more complex unit.

"Physical Property" does not include supplies, textbooks, reference books, material, chalk and erasers, picture frames, cutlery, glassware, etc. Supply items which are not included are those which meet one or more of the following conditions:

1. Consumable
2. Loses its original shape or appearance
3. Expendable (more feasible to replace than repair)
4. Inexpensive item with value less than \$250.00.

Equipment Inventory

Inventory documentation includes:

1. Description
2. Serial/ID number
3. Finding source
4. Federal Award Identification Number (FAIN) where applicable
5. Title holder, if applicable
6. Acquisition date
7. Cost
8. Percentage of Federal participation, if any
9. Location
10. Use and Condition
11. Disposition, if applicable

SUPPORT SERVICES

Policy 5610

Transportation

School Bus Drivers

The safety and welfare of District students is of paramount importance to the Board of Education. Accordingly, no person will operate any school bus owned by or under contract with the District unless the driver has qualified for a school bus endorsement and has complied with the relevant rules and regulations of the Department of Revenue and all final rules issued by the Secretary of the United States Department of Transportation. A driver may also qualify if they possess a valid school bus endorsement on a valid commercial driver's license.

School bus endorsements are issued to applicants who meet the following qualifications:

- Has a valid state license;
- Is at least 21 years of age;
- Has passed an operator's examination prescribed by the Department of Revenue. Such Examination to include the commercial driver's license skills test (CDL); and
- Has obtained a satisfactory health certificate which will be valid for two (2) school years.

As deemed necessary by the District, individual drivers may be required to provide evidence of continued good health.

Operators who are 70 years of age or older will be required to annually pass the commercial driver's license skills test. Such annual examination does not include the pre-trip inspection portion of the CDL.

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INSTRUCTIONAL SERVICES

Policy 6110

Curriculum Services

Curriculum Development

The Board of Education recognizes the need and value of a systematic and on-going program of curriculum review. The Board encourages and supports the professional staff in its efforts to identify and review new curricular ideas, develop and improve existing programs and evaluate all instructional programs.

The Board of Education directs the Superintendent to continuously carry out the curriculum development and implementation process. As used in this Policy, curriculum is the process, attitudes, skills and knowledge that is taught and learned at the appropriate levels in District schools.

However, the Board of Education is responsible for the approval and adoption of curriculum used by the District.

Similarly, the Board may adopt the District's own education standards, in addition to those already adopted by the state, provided the additional standards are in the public domain and do not conflict with the standard adopted by the State Board of Education.

INSTRUCTIONAL SERVICES

Policy 6111

Curriculum Services

Curriculum Planning

The plan for curriculum development will address all requirements indicated by the Outstanding Schools Act of 1993 including the Show-Me-Standards: Section 160.514, RSMo and Code of State Regulations, 5 CSR 50-375.100. These standards include performance (process) standards and knowledge (content) standards. All curriculum developed by the District shall satisfy moving District students toward achieving Missouri's definition of what students should know and be able to do by the time they graduate from high school.

INSTRUCTIONAL SERVICES

Policy 6112

Curriculum Services

Curriculum Research

The Board of Education directs that all curriculum developed and/or adopted by the District shall be based on current research relative to how students best learn. Resources to be consulted include, but are not limited to, local or area universities, State Department of Elementary and Secondary Education services, Association for Supervision of Curriculum Development and similar national, state and/or local curriculum organizations. Every effort should be made to insure that District curriculum is current and based on sound educational research findings.

INSTRUCTIONAL SERVICES

Policy 6113

Curriculum Services

Curriculum Design

The design of District curriculum shall follow curriculum frameworks offered by the State Department of Elementary and Secondary Education which are intended to provide assistance in aligning local curriculum with the Show-Me-Standards.

INSTRUCTIONAL SERVICES

Policy 6114

Curriculum Services

Curriculum Adoption

All curriculum developed by District staff shall be formally presented to the Board of Education for official approval before classroom implementation.

INSTRUCTIONAL SERVICES

Policy 6115

Curriculum Services

State Mandated Curriculum

As provided by state law, the District's curriculum will include the following subject matter components.

American History

American History courses at all levels will include instruction in the details and events of the racial equality movement that have resulted in major changes in the laws and attitudes of the United States and of Missouri. Instruction will be sequenced in the proper time line.

Human Sexuality

Any course materials and instruction related to human sexuality will be medically and factually accurate and will:

1. Present abstinence from sexual activity as the preferred choice of behavior;
2. Advise students that teenage sexual activity places them at a higher risk of dropping out of school;
3. Stress that sexually transmitted diseases are serious, possible health hazards of sexual activity;
4. Provide students with the latest medical information regarding exposure to human immunodeficiency virus, AIDS, human papilloma virus, hepatitis, and other sexually transmitted diseases;
5. Present students with the latest factually accurate information regarding the possible side effects and benefits of all forms of contraception;
6. Include discussions of the possible emotional and psychological consequences of preadolescent and adolescent sexual activity. Such discussions will include the consequences of adolescent pregnancy, the advantages of adoption, the adoption of special needs children, and the process involved in making an adoption plan;
7. Teach skills of conflict management, personal responsibility, and positive self-esteem. Instructions will include the prohibition against making unwanted sexual advances and methods to resist sexual advances and other negative peer pressures.

8. Advise students of the laws relating to their financial responsibility to children born out of wedlock and the criminal sanctions for statutory rape.
9. Consider the option of separating students by gender for human sexuality instruction.

The parents/guardians of each student will be advised of:

1. The content of the District's human sexuality instruction;
2. Their right to remove their student from any part of the District's human sexuality instruction.

The District's human sexuality curriculum will be available for public examination prior to its use in actual instruction.

INSTRUCTIONAL SERVICES

Policy 6116

Curriculum Services

State Mandated Curriculum: Human Sexuality

Human Sexuality Instruction

Any course materials and instruction related to human sexuality and sexually transmitted diseases will be medically and factually accurate and will:

1. Provide instruction on human sexuality and HIV prevention that is age appropriate;
2. Present abstinence from sexual activity, as the preferred choice of behavior, in relation to all sexual activity for unmarried students.
3. Advise students that teenage sexual activity places them at a higher risk of dropping out of school;
4. Stress that sexually transmitted diseases are serious, possible health hazards of sexual activity;
5. Provide students with the latest medical information regarding exposure to human immunodeficiency virus, AIDS, human papilloma virus, hepatitis, and other sexually transmitted diseases;
6. Present students with the latest factually accurate information regarding the possible side effects and benefits of all forms of contraception;
7. Include discussions of the possible emotional and psychological consequences of preadolescent and adolescent sexual activity. Such discussions will include the consequences of adolescent pregnancy, the advantages of adoption, the adoption of special needs children, and the process involved in making an adoption plan;
8. Teach skills of conflict management, personal responsibility, and positive self-esteem. Instructions will include the prohibition against making unwanted sexual advances and methods to resist sexual advances and other negative peer pressures;
9. Advise students of the laws relating to their financial responsibility to children born out of wedlock and the criminal sanctions for statutory rape;
10. Not encourage or promote sexual activity;
11. Not distribute or aid in the distribution of legally obscene materials to minors on school property.

October, 2018

12. Teach students about the dangers of sexual predators, including on-line predators.
13. Teach students how to behave responsibly and remain safe on the Internet.
14. Teach students the importance of having open communications with responsible adults.
15. Teach students how to report an inappropriate activity to a responsible adult, and where appropriate, to law enforcement, Federal Bureau of Investigations or the National Center for Missing and Exploited Children's CyberTipline.
16. Teach students about the consequences, both personal and legal, of inappropriate text messaging, including texting among friends.
17. Teach students about sexual harassment defined as uninvited and unwelcome verbal or physical behavior of a sexual nature, including, but not limited to, conduct of a person in authority towards a subordinate.
18. Teach students about sexual violence defined as causing or attempting to cause another person to involuntarily engage in any sexual act by means of force, threat of force, duress or without the person's consent.
19. Advise students that in the context of sexual activity consent means a freely given agreement to engage in specific acts by a competent person. Consent is not given when:
 - a. A person does not verbally or physically consent; or
 - b. Submission to an act is the result of force, threat of force, or the placement of another in fear; or
 - c. A previous or current dating, social, or sexual relationship in and of itself; or
 - d. A person chooses to dress in any particular manner; or
 - e. A person is unable to make informed decisions because of the influence of alcohol or the influence of controlled substances.

An expression of lack of consent through words or conduct means there is no consent.

The parents/guardians of each student will be advised of:

1. The content of the District's human sexuality instruction;
2. Their right to remove their student from any part of the District's human sexuality instruction.

The District's human sexuality curriculum will be available for public examination prior to its use in actual instruction. Consideration will be given to separating students by gender for human sexuality instruction.

The District will not permit any individual or organization that provides abortion services, to offer, sponsor, or furnish course materials related to human sexuality or sexually transmitted diseases.

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INSTRUCTIONAL SERVICES

Policy 6120

Curriculum Services

Curriculum Guides

Written curriculum guides shall be developed and Board approved for implementation in the following areas K-12:

1. English/Language Arts
2. Social Studies
3. Mathematics
4. Science
5. Foreign Language
6. Health, Safety and Physical Education
7. Fine Arts (Visual and Performing Arts)
8. Practical Arts and Vocational Programs (Business, Industrial Technology, and Family and Consumer Science)
9. Counseling and Guidance

Health education is to include drug education and AIDS education as mandated by federal legislation.

Curriculum Guides at all levels will include a philosophy statement and sections defining behavioral goals and objectives reflecting content standards, teaching resources, and evaluation criteria reflecting performance standards. Each Guide will include strategies for interdisciplinary studies and cooperative classroom implementation.

INSTRUCTIONAL SERVICES

Policy 6243

Instruction

Copyrighted Materials

It is the intent of the Board to delineate, enforce, and abide by the provisions of current copyright laws and regulations as they affect the School District and its employees. The District will not purchase any videos, computer software, audio tapes, publications or other materials that have been illegally copied or reproduced.

Copyrighted materials, whether they are print or non-print, will not be duplicated unless such reproduction meets "fair use" standards, or unless written permission from the copyright holder has been received.

Details about "fair use" will be made available to all teachers. A summary of these standards will be posted or otherwise made easily available at each machine used for making copies.

The Board does not sanction illegal duplication in any form. Employees who willfully disregard the District's copyright position are in violation of Board policy; they do so at their own risk and assume all liability responsibility.

Any materials produced by an employee (or employees) during the time he/she is paid for production of said materials shall be owned by the School District, and any civil rights of authorship are forfeited with payment by the District for production of materials.

GENERAL ADMINISTRATION

Policy 6530

Office Methods and Data Management

E-mail Records and Electronically Stored Information

Any e-mails that constitute a record under District Policy and Regulation 6531 or otherwise should be retained for the benefit of the District and therefore must be saved for an extended period of time to exceed one month shall either be 1) printed and physically filed in such a way that it will be easily retrievable or 2) saved directly to a file on one of the District servers from which it will be easily retrievable. The District will regularly delete unnecessary e-mails on the District's computer system, typically, on the first school day of each month during the school year.

Until the District's e-mail system can be equipped with such capabilities, all District e-mail account holders shall regularly update their e-mail account by either saving necessary and pertinent e-mails to a District approved storage device, printing them and filing them appropriately, or deleting unnecessary e-mails from their account. This process shall become a permanent and regular occurrence if the automatic deletion process is not implemented into the District's e-mail system

GENERAL ADMINISTRATION

Policy 6531

Office Methods and Data Management

Records Retention/Destruction

It is the policy of this District to effectively maintain and manage its records, including those in electronic format, and to ensure the preservation of certain records as required by both state and federal law, including the Missouri Records Retention Law and Local Record Retention Schedule for Public School Districts as provided by the Missouri Secretary of State.

For purposes of this Records Retention/Destruction Policy, the term “record” is defined as any document, including in electronic format, which was made or received pursuant to law or in connection with the transaction of official business.

PORTAGEVILLE SCHOOL DISTRICT
ADMINISTRATION SALARY SCHEDULE
2020-21

<u>SUPERINTENDENT</u>		<u>YEARS</u>	<u>HS PRIN.</u>	<u>ELEM/MS PRIN.</u>	<u>ASSISTANT</u>
<u>STEPS</u>	<u>EdS</u>	<u>EXP.</u>			
BASE	31300				
0	84228.3		78250	62600	\$56,909
1	86388	0.025	79033	63383	\$57,620
2	88547.7	0.05	79815	64165	\$58,332
3	90707.4	0.075	80598	64948	\$59,043
4	92867.1	0.1	81380	65730	\$59,754
5	95026.8	0.125	82163	66513	\$60,466
6	97186.5	0.15	82945	67295	\$61,177
7	99346.2	0.175	83728	68078	\$61,889
8	101505.9	0.2	84510	68860	\$62,600
9	103665.6	0.225	85293	69643	\$63,311
10	105825.3	0.25	86075	70425	\$64,023
11	107985	0.275	86858	71208	\$64,734
12	110144.7	0.3	87640	71990	\$65,445
13	112304.4	0.325	88423	72773	\$66,157
14	114464.1	0.35	89205	73555	\$66,868
15	116623.8	0.375	89988	74338	\$67,579
16	117055.7	0.4	90770	75120	\$68,291
17	117487.6	0.425	91553	75903	\$69,002
18	117919.6	0.45	92335	76685	\$69,714
19	118351.5	0.475	93118	77468	\$70,425
20	118783.5	0.5	93900	78250	\$71,136
21	119215.4	0.525	94683	79033	\$71,848
22	119647.3	0.55	95465	79815	\$72,559
23	120079.3	0.575	96248	80598	\$73,270
24	120511.2	0.6	97030	81380	\$73,982
25	120943.2	0.625	97813	82163	\$74,693
26	121375.1	0.65	98595	82945	\$75,404
27	121807.0	0.675	99378	83728	\$76,116
28	122239.0	0.7	100160	84510	\$76,827
29	122670.9	0.725	100943	85293	\$77,539
30	123102.9	0.75	101725	86075	\$78,250

PORTAGEVILLE SCHOOL DISTRICT

SALARY SCHEDULE

2020-21

<u>YEAR</u>	<u>BS</u>	<u>BS+15</u>	<u>MA</u>	<u>MA+15</u>	<u>EdS</u>	<u>PhD</u>
0	\$31,300	\$32,865	34,743	35,682	36,621	37,560
1	\$32,239	\$33,804	35,682	36,621	37,560	38,499
2	\$33,178	\$34,743	36,621	37,560	38,499	39,438
3	\$34,117	\$35,682	37,560	38,499	39,438	40,377
4	\$35,056	\$36,621	38,499	39,438	40,377	41,316
5	\$35,995	\$37,560	39,438	40,377	41,316	42,255
6	\$36,934	\$38,499	40,377	41,316	42,255	43,194
7	\$37,873	\$39,438	41,316	42,255	43,194	44,133
8	\$38,812	\$40,377	42,255	43,194	44,133	45,072
9	\$39,751	\$41,316	43,194	44,133	45,072	46,011
10	\$39,939	\$41,504	44,133	45,072	46,011	46,950
11	\$40,127	\$41,692	45,072	46,011	46,950	47,889
12	\$40,314	\$41,879	46,011	46,950	47,889	48,828
13	\$40,502	\$42,067	46,950	47,889	48,828	49,767
14	\$40,690	\$42,255	47,889	48,828	49,767	50,706
15	\$40,878	\$42,443	48,828	49,767	50,706	51,645
16	\$41,066	\$42,631	49,016	49,955	50,894	51,833
17	\$41,253	\$42,818	49,204	50,143	51,082	52,021
18	\$41,441	\$43,006	49,391	50,330	51,269	52,208
19	\$41,629	\$43,194	49,579	50,518	51,457	52,396
20	\$41,817	\$43,382	49,767	50,706	51,645	52,584
21	\$42,005	\$43,570	49,955	50,894	51,833	52,772
22	\$42,192	\$43,757	50,143	51,082	52,021	52,960
23	\$42,380	\$43,945	50,330	51,269	52,208	53,147
24	\$42,568	\$44,133	50,518	51,457	52,396	53,335
25	\$42,756	\$44,321	50,706	51,645	52,584	53,523
26	\$42,944	\$44,509	50,894	51,833	52,772	53,711
27	\$43,131	\$44,696	51,082	52,021	52,960	53,899
28	\$43,319	\$44,884	51,269	52,208	53,147	54,086
29	\$43,507	\$45,072	51,457	52,396	53,335	54,274
30	\$43,695	\$45,260	\$51,645	\$52,584	\$53,523	\$54,462

**PORTAGEVILLE SCHOOL DISTRICT
AIDS SALARY SCHEDULE**

2020-2021

Aids/Assistant Teachers 164 DAY/7.42 HRS

<60 College Hrs.

60 College Hrs

B.S.

College Degree

Experience	Base Pay	Salary	Base Pay	Salary	Base Pay	Salary
0	\$10.30	\$12,533.86	\$12.89	\$15,685.58	\$15.88	\$19,324.05
1	\$10.61	\$12,909.88	\$13.28	\$16,156.15	\$16.36	\$19,903.78
2	\$10.92	\$13,285.90	\$13.66	\$16,626.72	\$16.83	\$20,483.50
3	\$11.23	\$13,661.91	\$14.05	\$17,097.29	\$17.31	\$21,063.22
4	\$11.54	\$14,037.93	\$14.44	\$17,567.85	\$17.79	\$21,642.94
5	\$11.85	\$14,413.94	\$14.82	\$18,038.42	\$18.26	\$22,222.66
6	\$12.15	\$14,789.96	\$15.21	\$18,508.99	\$18.74	\$22,802.38
7	\$12.46	\$15,165.98	\$15.60	\$18,979.56	\$19.21	\$23,382.11
8	\$12.77	\$15,541.99	\$15.98	\$19,450.12	\$19.69	\$23,961.83
9	\$13.08	\$15,918.01	\$16.37	\$19,920.69	\$20.17	\$24,541.55
10	\$13.14	\$15,993.21	\$16.45	\$20,014.80	\$20.26	\$24,657.49
11	\$13.20	\$16,068.41	\$16.52	\$20,108.92	\$20.36	\$24,773.44
12	\$13.27	\$16,143.62	\$16.60	\$20,203.03	\$20.45	\$24,889.38
13	\$13.33	\$16,218.82	\$16.68	\$20,297.14	\$20.55	\$25,005.33
14	\$13.39	\$16,294.02	\$16.76	\$20,391.26	\$20.64	\$25,121.27
15	\$13.45	\$16,369.23	\$16.83	\$20,485.37	\$20.74	\$25,237.22
16	\$13.51	\$16,444.43	\$16.91	\$20,579.49	\$20.83	\$25,353.16
17	\$13.58	\$16,519.63	\$16.99	\$20,673.60	\$20.93	\$25,469.10
18	\$13.64	\$16,594.84	\$17.07	\$20,767.71	\$21.03	\$25,585.05
19	\$13.70	\$16,670.04	\$17.14	\$20,861.83	\$21.12	\$25,700.99
20	\$13.76	\$19,745.24	\$17.22	\$20,955.94	\$21.22	\$25,816.94
21	\$13.82	\$16,820.45	\$17.30	\$21,050.05	\$21.31	\$25,932.88
22	\$13.88	\$16,895.65	\$17.38	\$21,144.17	\$21.41	\$26,048.83
23	\$13.95	\$16,970.85	\$17.45	\$21,238.28	\$21.50	\$26,164.77
24	\$14.01	\$17,046.06	\$17.53	\$21,332.39	\$21.60	\$26,280.71
25	\$14.07	\$17,121.26	\$17.61	\$21,426.51	\$21.69	\$26,396.66
26	\$14.13	\$17,196.46	\$17.69	\$21,520.62	\$21.79	\$26,512.60
27	\$14.19	\$17,271.66	\$17.76	\$21,614.73	\$21.88	\$26,628.55
28	\$14.26	\$17,346.87	\$17.84	\$21,708.85	\$21.98	\$26,744.49
29	\$14.32	\$17,422.07	\$17.92	\$21,802.96	\$22.07	\$26,860.44
30	\$14.38	\$17,497.27	\$17.99	\$21,897.07	\$22.17	\$26,976.38

PORTAGEVILLE SCHOOL DISTRICT
SECRETARY SALARY SCHEDULE

2020-2021

BUILDING
SECRETARIES

SUPERINTENDENT'S
SECRETARY

260 DAYS/ 7.5 HRS

Experience	Base Pay	193D/7.77HRS	193D/6.736HRS	Base Pay	SALARY
0	\$9.53	\$14,291.28	\$12,389.46	\$11.89	\$23,185.50
1	\$9.82	\$14,720.02	\$12,766.47	\$12.25	\$23,881.07
2	\$10.10	\$15,148.76	\$13,130.48	\$12.60	\$24,576.63
3	\$10.39	\$15,577.50	\$13,507.50	\$12.96	\$25,272.20
4	\$10.67	\$16,006.24	\$13,871.51	\$13.32	\$25,967.76
5	\$10.96	\$16,434.98	\$14,248.53	\$13.67	\$26,663.33
6	\$11.25	\$16,863.71	\$14,625.54	\$14.03	\$27,358.89
7	\$11.53	\$17,292.45	\$14,989.55	\$14.39	\$28,054.46
8	\$11.82	\$17,721.19	\$15,366.57	\$14.74	\$28,750.02
9	\$12.10	\$18,149.93	\$15,730.58	\$15.10	\$29,445.59
10	\$12.16	\$18,235.68	\$15,808.58	\$15.17	\$29,584.70
11	\$12.22	\$18,321.43	\$15,886.59	\$15.24	\$29,723.81
12	\$12.27	\$18,407.17	\$15,951.59	\$15.31	\$29,862.92
13	\$12.33	\$18,492.92	\$16,029.59	\$15.39	\$30,002.04
14	\$12.39	\$18,578.67	\$16,107.59	\$15.46	\$30,141.15
15	\$12.45	\$18,664.42	\$16,185.60	\$15.53	\$30,280.26
16	\$12.50	\$18,750.16	\$16,250.60	\$15.60	\$30,419.38
17	\$12.56	\$18,835.91	\$16,328.60	\$15.67	\$30,558.49
18	\$12.62	\$18,921.66	\$16,406.61	\$15.74	\$30,697.60
19	\$12.67	\$19,007.41	\$16,471.61	\$15.81	\$30,836.72
20	\$12.73	\$19,093.15	\$16,549.61	\$15.89	\$30,975.83
21	\$12.79	\$19,178.90	\$16,627.61	\$15.96	\$31,114.94
22	\$12.85	\$19,264.65	\$16,705.62	\$16.03	\$31,254.05
23	\$12.90	\$19,350.40	\$16,770.62	\$16.10	\$31,393.17
24	\$12.96	\$19,436.15	\$16,848.62	\$16.17	\$31,532.28
25	\$13.02	\$19,521.89	\$16,926.62	\$16.24	\$31,671.39
26	\$13.08	\$19,607.64	\$17,004.63	\$16.31	\$31,810.51
27	\$13.13	\$19,693.39	\$17,069.63	\$16.38	\$31,949.62
28	\$13.19	\$19,779.14	\$17,147.63	\$16.46	\$32,088.73
29	\$13.25	\$19,864.88	\$17,225.64	\$16.53	\$32,227.85
30	\$13.30	\$19,950.63	\$17,295.68	\$16.60	\$32,366.96

**PORTAGEVILLE SCHOOL DISTRICT
NURSE SALARY SCHEDULE
2020-2021**

REGISTERED

NURSE (168 Days 7.5 HRS.)

L.P.N. (168 Days)

EXPERIENCE	Base Pay			Experience	Base Pay
0	\$31,300.00			0	\$15.00
1	\$32,239.00			1	\$15.45
2	\$33,178.00			2	\$15.90
3	\$34,117.00			3	\$16.35
4	\$35,056.00			4	\$16.80
5	\$35,995.00			5	\$17.25
6	\$36,934.00			6	\$17.70
7	\$37,873.00			7	\$18.15
8	\$38,812.00			8	\$18.60
9	\$39,751.00			9	\$19.05
10	\$39,938.80			10	\$19.14
11	\$40,126.60			11	\$19.23
12	\$40,314.40			12	\$19.32
13	\$40,502.20			13	\$19.41
14	\$40,690.00			14	\$19.50
15	\$40,877.80			15	\$19.59
16	\$41,034.30			16	\$19.68
17	\$41,253.40			17	\$19.77
18	\$41,441.20			18	\$19.86
19	\$41,629.00			19	\$19.95
20	\$41,816.80			20	\$20.04
21	\$42,004.60			21	\$20.13
22	\$42,192.40			22	\$20.22
23	\$42,380.20			23	\$20.31
24	\$42,568.00			24	\$20.40
25	\$42,755.80			25	\$20.49
26	\$42,943.60			26	\$20.58
27	\$43,131.40			27	\$20.67
28	\$43,319.20			28	\$20.76
29	\$43,507.00			29	\$20.85
30	\$43,694.80			30	\$20.94

PORTAGEVILLE SCHOOL DISTRICT
BUS MECHANIC/MAINTENANCE - TL ASST. - DEGREED PROFESSIONAL
2020-2021

Bus Mechanic/ Maintenance(260 Days)			Tech Asst. 7.5Hrs/Day 236 Days		Degreed Professional	
Experience	SALARY	Hourly	Annual	BS	MA	
0	\$37,457	\$17.68	\$31,824.00	\$39,674	\$44,038	
1	\$38,581	\$18.21	\$32,778.72	\$40,864	\$45,359	
2	\$39,704	\$18.74	\$33,733.44	\$42,054	\$46,680	
3	\$40,828	\$19.27	\$34,688.16	\$43,245	\$48,002	
4	\$41,952	\$19.80	\$35,642.88	\$44,435	\$49,323	
5	\$43,076	\$20.33	\$36,597.60	\$45,625	\$50,644	
6	\$44,199	\$20.86	\$37,552.32	\$46,815	\$51,965	
7	\$45,323	\$21.39	\$38,507.04	\$48,006	\$53,286	
8	\$46,447	\$21.92	\$39,461.76	\$49,196	\$54,607	
9	\$47,570	\$22.45	\$40,416.48	\$50,386	\$55,928	
10	\$47,795	\$22.56	\$40,607.42	\$50,624	\$56,193	
11	\$48,020	\$22.67	\$40,798.37	\$50,862	\$56,457	
12	\$48,245	\$22.77	\$40,989.31	\$51,100	\$56,721	
13	\$48,469	\$22.88	\$41,180.26	\$51,338	\$56,985	
14	\$48,694	\$22.98	\$41,371.20	\$51,576	\$57,250	
15	\$48,919	\$23.09	\$41,562.14	\$51,814	\$57,514	
16	\$49,144	\$23.20	\$41,753.09	\$52,052	\$57,778	
17	\$49,368	\$23.30	\$41,944.03	\$52,290	\$58,042	
18	\$49,593	\$23.41	\$42,134.98	\$52,528	\$58,306	
19	\$49,818	\$23.51	\$42,325.92	\$52,766	\$58,571	
20	\$50,043	\$23.62	\$42,516.86	\$53,004	\$58,835	
21	\$50,267	\$23.73	\$42,707.81	\$53,243	\$59,099	
22	\$50,492	\$23.83	\$42,898.75	\$53,481	\$59,363	
23	\$50,717	\$23.94	\$43,089.70	\$53,719	\$59,628	
24	\$50,942	\$24.04	\$43,280.64	\$53,957	\$59,892	
25	\$51,166	\$24.15	\$43,471.58	\$54,195	\$60,156	
26	\$51,391	\$24.26	\$43,662.53	\$54,433	\$60,420	
27	\$51,616	\$24.36	\$43,853.47	\$54,671	\$60,685	
28	\$51,840	\$24.47	\$44,044.42	\$54,909	\$60,949	
29	\$52,065	\$24.58	\$44,235.36	\$55,147	\$61,213	
30	\$52,290	\$24.68	\$44,426.30	\$55,385	\$61,477	

**PORTAGEVILLE SCHOOL DISTRICT
BUS DRIVER SALARY SCHEDULE
2020-2021**

Bus Driver (160 Days)

Experience	Route A	Route B	Route C	Route D
0	\$21.00	\$22.69	\$24.40	\$26.84
1	\$21.63	\$23.37	\$25.13	\$27.65
2	\$22.26	\$24.05	\$25.86	\$28.45
3	\$22.89	\$24.73	\$26.60	\$29.26
4	\$23.52	\$25.41	\$27.33	\$30.06
5	\$24.15	\$26.09	\$28.06	\$30.87
6	\$24.78	\$26.77	\$28.79	\$31.67
7	\$25.41	\$27.45	\$29.52	\$32.48
8	\$26.04	\$28.14	\$30.26	\$33.28
9	\$26.67	\$28.82	\$30.99	\$34.09
10	\$26.80	\$28.95	\$31.13	\$34.25
11	\$26.92	\$29.09	\$31.28	\$34.41
12	\$27.05	\$29.22	\$31.43	\$34.57
13	\$27.17	\$29.36	\$31.57	\$34.73
14	\$27.30	\$29.50	\$31.72	\$34.89
15	\$27.43	\$29.63	\$31.87	\$35.05
16	\$27.55	\$29.77	\$32.01	\$35.21
17	\$27.68	\$29.91	\$32.16	\$35.38
18	\$27.80	\$30.04	\$32.31	\$35.54
19	\$27.93	\$30.18	\$32.45	\$35.70
20	\$28.06	\$30.31	\$32.60	\$35.86
21	\$28.18	\$30.45	\$32.74	\$36.02
22	\$28.31	\$30.59	\$32.89	\$36.18
23	\$28.43	\$30.72	\$33.04	\$36.34
24	\$28.56	\$30.86	\$33.18	\$36.50
25	\$28.69	\$30.99	\$33.33	\$36.66
26	\$28.81	\$31.13	\$33.48	\$36.82
27	\$28.94	\$31.27	\$33.62	\$36.99
28	\$29.06	\$31.40	\$33.77	\$37.15
29	\$29.19	\$31.54	\$33.92	\$37.31
30	\$29.32	\$31.68	\$34.06	\$37.47

Route A 1 - 30 mins.
Route B 31 - 45 mins.
Route C 46 - 60 mins.
Route D >60 mins.

Time is based on A.M./P.M. routes.

Substitute drivers will be paid
beginning pay for route driven.

Regular drivers will be paid for
sub route at their experience rate

**PORTAGEVILLE SCHOOL DISTRICT
BUS DRIVER SALARY SCHEDULE
2020-2021**

Vo-Tech	Rt A-AM/PM	Rt B-AM/PM	Rt C-AM/PM	Rt D-AM/PM
\$87.65	\$42.00	\$45.38	\$48.80	\$53.68
\$89.11	\$43.26	\$46.74	\$50.26	\$55.29
\$90.58	\$44.52	\$48.10	\$51.73	\$56.90
\$92.04	\$45.78	\$49.46	\$53.19	\$58.51
\$93.51	\$47.04	\$50.83	\$54.66	\$60.12
\$94.97	\$48.30	\$52.19	\$56.12	\$61.73
\$96.43	\$49.56	\$53.55	\$57.58	\$63.34
\$97.90	\$50.82	\$54.91	\$59.05	\$64.95
\$99.36	\$52.08	\$56.27	\$60.51	\$66.56
\$100.83	\$53.34	\$57.63	\$61.98	\$68.17
\$101.12	\$53.59	\$57.90	\$62.27	\$68.50
\$101.41	\$53.84	\$58.18	\$62.56	\$68.82
\$101.70	\$54.10	\$58.45	\$62.85	\$69.14
\$102.00	\$54.35	\$58.72	\$63.15	\$69.46
\$102.29	\$54.60	\$58.99	\$63.44	\$69.78
\$102.58	\$54.85	\$59.27	\$63.73	\$70.11
\$102.88	\$55.10	\$59.54	\$64.03	\$70.43
\$103.17	\$55.36	\$59.81	\$64.32	\$70.75
\$103.46	\$55.61	\$60.08	\$64.61	\$71.07
\$103.75	\$55.86	\$60.36	\$64.90	\$71.39
\$104.05	\$56.11	\$60.63	\$65.20	\$71.72
\$104.34	\$56.36	\$60.90	\$65.49	\$72.04
\$104.63	\$56.62	\$61.17	\$65.78	\$72.36
\$104.93	\$56.87	\$61.44	\$66.08	\$72.68
\$105.22	\$57.12	\$61.72	\$66.37	\$73.00
\$105.51	\$57.37	\$61.99	\$66.66	\$73.33
\$105.80	\$57.62	\$62.26	\$66.95	\$73.65
\$106.10	\$57.88	\$62.53	\$67.25	\$73.97
\$106.39	\$58.13	\$62.81	\$67.54	\$74.29
\$106.68	\$58.38	\$63.08	\$67.83	\$74.62
\$106.97	\$58.63	\$63.35	\$68.12	\$74.94

**PORTAGEVILLE SCHOOL DISTRICT
PAT SALARY SCHEDULE
2020-2021**

EXPERIENCE	Parents As Teachers
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0	\$12.77
1	\$13.15
2	\$13.54
3	\$13.92
4	\$14.30
5	\$14.69
6	\$15.07
7	\$15.45
8	\$15.83
9	\$16.22
10	\$16.29
11	\$16.37
12	\$16.45
13	\$16.52
14	\$16.60
15	\$16.68
16	\$16.75
17	\$16.83
18	\$16.91
19	\$16.98
20	\$17.06
21	\$17.14
22	\$17.21
23	\$17.29
24	\$17.37
25	\$17.44
26	\$17.52
27	\$17.60
28	\$17.67
29	\$17.75
30	\$17.83

PORTAGEVILLE SCHOOL DISTRICT | 2020-2021

AUGUST '20						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

17-20 Teacher Inservice
20 Open House
24 First Day of School

6 Days

15 Presidents' Day
(6th Snow Day)

19 Days

FEBRUARY '21						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

SEPTEMBER '20						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

7 Labor Day

21 Days

5 End of 3rd Quarter
15 P/T Conferences
29-31 Spring Break

19 Days

MARCH '21						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

OCTOBER '20						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

12 Columbus Day
16 End of 1st Quarter
26 P/T Conferences
27 Teacher Inservice

19 Days

1-2 Spring Break
5 No School
1st Snow Day

19 Days

APRIL '21						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

NOVEMBER '20						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

23-27 Thanksgiving Break
30 Teacher Inservice

15 Days

14 End of Semester
Early Dismissal
17 2nd Snow Day
18 3rd Snow Day
19 4th Snow Day
20 5th Snow Day
9 Full Days; 1 Half Day
84 Days @ 6.65 Hours = 558.6
1 Day @ 4.00 Hours = 4.00

MAY '21						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

DECEMBER '20						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

18 End of Semester
Early Dismissal
21-31 Christmas Break

13 Full Days; 1 Half Day
74 Days @ 6.65 Hours = 492.1
1 Day @ 4 Hours = 4.00

160 Student Days

7 Professional Development Days

1058.70 Hours of Instruction

2 Parent/Teacher Conferences

JANUARY '21						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 Christmas Break
4 Teacher Inservice
18 M.L. King Day

18 Days

Snow Make-Up Days

1. April 5
2. May 17
3. May 18
4. May 19
5. May 20
6. February 15

No School
PD Days
P/T Conferences
End of Quarter
End of Semester

PROFESSIONAL STAFF PAY DAYS

Professional Staff will be paid over a twelve (12) month period and their checks on the 20th of each month. In the event the 20th falls on a weekend or holiday, staff members will receive their checks on the preceding workday. An exception to this rule is the December pay check which is made available one week early.

SUPPORT STAFF PAY DAYS

Salaried employees will be paid over a twelve* (12) month period and receive their checks the same as Professional Staff.

*Salaried employees that were receiving their checks over a 10 month period have been grandfathered in and will continue to be paid over 10 months, September thru June.