

Worth County R-III

Employee Handbook

2020-2021



WORTH COUNTY R-III
BOARD OF EDUCATION

2020-2021

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MISSION STATEMENT

The mission of the Worth County R-III Schools is to produce students with the character traits and academic skills to be productive, caring, problem-solving adults in our global society.

BELIEF STATEMENTS

The following statements represent the driving beliefs behind the daily work, the decision-making, and the planning that goes on in this school district.

STUDENTS:

- All students have a right to an education, which includes both quality classroom instruction and a well-rounded extracurricular activity program.
- Students learn in a variety of ways.
- Students bring to school a variety of different emotional needs and experiences.
- Students need to acquire basic skills, knowledge, and attitudes that will allow them to achieve their goals and meet their needs in an always-changing world.
- Students learn best in a safe, clean, healthy environment.

TEACHERS:

- Teachers must believe and act as if each student is important by providing a caring and nurturing environment at school for everyone.
- Teachers must feel free to use a variety of instructional techniques in an attempt to teach, challenge, and motivate all students.
- Teachers are role models and will command respect by being firm, fair and consistent in both their teaching and their discipline.
- In a rapidly changing world, teachers must continually update their professional knowledge and skills to prepare students to become productive, responsible citizens.
- Teachers must create a classroom where students and teachers expect high academic achievement and where respect and courtesy for each other is the norm.

PARENTS/COMMUNITY:

- Parents and the community must communicate to children that what they do in school is important and valuable to them.
- Parents and the community must insure that available resources are provided so that the schools can do the following:
 1. Provide a safe, healthy facility conducive to learning.
 2. Purchase sufficient equipment and materials that will allow teachers to teach using a variety of learning styles.
 3. Purchase technology that will allow district graduates to develop skills to be competitive in the job market.
 4. Attract and retain quality teachers for the district.

CERTIFICATED STAFF DUTIES, SCHEDULE AND WORK HOURS (Regulation 4220)

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 (20) minutes daily. When temporary, unanticipated emergency situations arise, teachers may not receive the full twenty (20) 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.

TEACHER ATTENDANCE

- Teachers are contracted professionals whose responsibilities are to the education of the students. Teachers are to be in the school building by 8:00 a.m. They are to have their respective rooms open and be in that room or hallway by 8:00 and remain in the building until 3:30 each day for the purposes of meeting with students, parents, and other staff members. Teachers may be expected by the administration to be present at other hours as well i.e. faculty meetings, professional development sessions, committee meetings, Open Houses and concerts.
- Working hours for teachers on extended contracts shall be from 9:00 a.m. to 3:30 p.m. for the designated period of the extended contract.

TEACHER ABSENCE

- If you must be absent, please notify your principal or supervisor by 6:45 a.m.
- Please notify the principal three days in advance when planning to attend a professional meeting, to visit another school, or for any reason which is not an unavoidable emergency.
- If you have been absent one day and find you still need to be gone the next day, please notify your principal at school by 3:00 p.m. if possible. The principal will contact the substitute while still at school to let him/her know that his/her services will be needed again the following day; thus allowing the substitute more opportunity to prepare himself/herself for the next day.

SUPPORT STAFF DUTIES, SCHEDULE AND WORK HOURS (Regulation 4221)

The working hours for support staff will be set by the Board of Education based on classification and responsibilities.

Personnel shall not be permitted to trade lunch or break time in order to depart early.

Overtime - Compensatory Time

Individuals who begin work earlier or work later than their assigned hours must receive prior authorization from their immediate supervisor.

Individuals who work more than forty (40) hours during any workweek will be awarded compensatory time off ("comp time") or paid overtime. Comp time or overtime pay will be awarded at the rate of one and one-half (1½) hours for each hour of overtime worked.

- Comp time may be accrued up to 240 hours (160 overtime hours). Overtime work beyond this maximum accrual will be monetarily compensated at the rate of one and one-half (1½) times the individual's normal hourly rate of pay.
- Every effort will be made to permit the use of comp time at the earliest time mutually agreed upon by the individual and his/her supervisor. However, where the individual's absence would unduly disrupt the District's operations, the District retains the right to postpone comp time usage.
- Individuals with unused comp time who are terminated or who terminate their employment will be paid for unused comp time at one and one-half (1½) times their final hourly rate of pay.

In the event a supervisor wishes to arrange mutually agreeable exchange of a workday, i.e., a weekend, or work on a holiday period day, such an arrangement must be reported to the Superintendent/designee stating:

1. Dates involved
2. Reason
3. Exchange date(s) for compensatory time

Such exchanges are to be done at the earliest time possible, preferably by the next week, and are to be recorded appropriately on the attendance report.

Compensatory time or overtime pay is not authorized unless approved in advance (except for emergency situations) by the Superintendent/designee upon recommendation of the employee's immediate supervisor. Employees who violate the overtime provision will be subject to disciplinary action.

Emergency Closing Days

In the event the schools, or at times a school, are closed due to snow, inclement weather, or for any other emergency reason, designated employees will report to work as per the established District procedure.

STAFF CONDUCT (Policy 4630)

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

1. 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 use 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 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 IEPs or 504 plans.
19. Maintain and account for District funds in the staff member's possession and control.
20. Maintain professional relationships with students. (see Policy 4630 for definition)

PERSONNEL LEAVE (Regulation 4320)

Certified Personnel - Paid Time Off

The Board of Education shall grant to each full-time certified employee thirteen (13) days of paid time off (PTO) at the beginning of each school year. Certified employees who have achieved tenure with the District by the first day of any given school year shall be granted fifteen (15) days PTO per year. Part-time certified employees will have their PTO prorated based on the percentage of the equivalent full-time position they are assigned.

PTO includes sick, and personal leave, including but not necessarily limited to absences for the following reasons:

- a. Illness, injury or incapacity of the employee.
- b. Illness, injury or incapacity of a member of the employee's family.
- c. Pregnancy, childbirth and adoption.
- d. Family events, such as weddings or graduation.

- e. Conducting personal business of such a nature that it cannot be performed on a Saturday, Sunday or before or after school hours, including parent-teacher conferences.
- f. Any other absence authorized by law, policy or the Board that would otherwise be unpaid including, but not limited to, leave under the FMLA.
- g. Leave for other purposes as approved by the principal.

Staff members who are ill are encouraged to stay home to promote healing and reduce the risk of infecting others, especially during a pandemic or other significant health event. In the event of a pandemic or other significant health event, schools may be closed to all staff and students or just students. If schools are closed only to students, staff members are expected to work regular schedules or use appropriate leave.

For any leave that is potentially FMLA-qualifying, the District reserves the right to seek any necessary and authorized certifications. For leave that is designated as FMLA-qualifying, the employee taking leave will be required to use any available PTO concurrently with FMLA leave (See Board Regulation 4321). The administration reserves the right to deny request of PTO usage if said usage will adversely affect the district or its students, where allowed by law. Examples of reasons a supervisor may deny PTO are adverse weather days or vacation.

Requests for PTO must be made in writing to the designated administrator at least five business days in advance of the time leave is requested with the following exceptions:

- Emergencies and Sudden Illness – provide notice as soon as practicable.
- Foreseeable FMLA-qualifying leave – 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 (30) days in advance of the leave, or if the need for the leave is not foreseeable, as soon as practicable. (See Regulation 4321)

The administrator will respond promptly to the employee's written or electronic request.

A district employee may not use PTO while the employee is absent from work due to a work-related injury and receiving payment from Workers' Compensation.

Any certified employee who is a member of a retirement system shall remain a member during any period of leave under PTO provisions of the District or under Workers' Compensation. The employee shall also receive creditable service credit for such leave time if the employee makes contributions to the system equal to the amount of contributions that he or she would have made had he or she been on active service status.

The district will allow any unused portion of PTO each year to accumulate to 75 days and will reimburse days above 75 left unused at the end of the fiscal year at \$20 per day. Retirees who are working part-time for the District and are receiving monthly retirement benefits may accumulate up to 37 days of PTO. Any days above 37 left unused at the end of the school year will be reimbursed at \$20 per day.

Certified personnel who leave the District after serving a minimum of three full years of service will be paid \$20 per accumulated PTO day at the end of the fiscal year in which they leave the district.

Certified retirees who work on a part-time basis for the District for a minimum of three school years will be paid \$20 per accumulated PTO day at the end of the fiscal year in which they leave the district.

Bereavement Leave

In the case of a death in the immediate family, up to five (5) days per school year of bereavement leave with full pay may be granted. The immediate family shall consist of the employee's father, mother, wife, husband, son, daughter, brother, sister, grandparent. Two (2) of the days may be used for death of immediate in-laws. One (1) of the days may be used in any case of death which affects the employee, subject to the approval of the Superintendent. The leave shall not be accumulative and shall not be deducted from regular PTO leave. In addition to paid bereavement leave, three (3) days of available PTO may be allowed with 48 hours prior approval by the Superintendent.

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 PTO 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.

Non-Certified Personnel

Paid Sick Leave

Full Time (12 Month) non-certified personnel shall be granted 12 days leave of absence, personal illness, or injury with full pay. Sick leave shall be accumulative to a maximum of 45 days. Days above 45 days left unused at the end of the school year will be reimbursed at \$15 per day.

Those people employed for the regular school term (9 months) will receive 9 days sick leave per year accumulative to 45 days.

Those people employed less than 12 months but more than 9 months will receive leave on a prorated basis. Part-time employees will have the leave prorated based on the percentage of full-time position they are assigned. Retired employees may accumulate up to 23 days.

Personnel who leave from the District after serving a minimum of three full years of service will be paid \$15 per accumulated sick leave day. Retirees who work on a part-time basis for the District and serve a minimum of three years as a part-time employee collecting retirement will be paid \$15 per accumulated sick leave day at the end of the fiscal year in which they leave.

Personal Leave

Paid personal leave 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. 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 to staff. Full-time (12 month) non-certified personnel shall receive three (3) days of personal non-accumulative leave with 48 hours prior approval by the Superintendent. Those people employed for the regular school term (9 months) will receive 1 day personal leave non-accumulative. However, when additional personal leave is required, sick leave may be used for personal business.

Emergency Leave

In case of death and/or serious illness in the immediate family, up to five days of absence with full pay may be granted. The immediate family shall be construed to mean father, mother, son, daughter, brother, sister or grandparent. This leave shall not be accumulative and shall not be deducted from the regular sick leave and is subject to the approval of the school administration. Staff may use two days of the above five for immediate in-laws.

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.

Absence without Pay

Absence without pay may be authorized by the Superintendent for purpose which is considered urgent and necessary. For such absences, deduction from the employee's salary will be made in accordance with the school district's pay deduction regulations.

The involuntary absence not heretofore provided for may be excused by the Superintendent. The employee shall make application to the Superintendent immediately for an excuse for such absence and deductions in salary shall be made unless such deductions are specifically waived by the Superintendent.

Other absences than those herein provided for, or failure to follow the foregoing regulations, may be deemed to be neglect of duty and may be sufficient grounds for dismissal.

Vacations and Holidays

Vacation policy for custodians and secretaries employed full time for twelve months:
Full-time employees who have served a full year (12 months) are entitled to two weeks of vacation with pay. Any full-time employee (12 months) is entitled to three weeks of vacation after 5 years of continuous service in the position with district. Custodians, however, may only take two weeks in the summer. The Superintendent shall establish a vacation schedule for all non-certified full-time employees of the district. Vacation time may not accrue from one year to the next.

Paid holidays for full-time employees:

Fourth of July
Labor Day
Thanksgiving and the day following
Christmas Eve, Christmas Day, and the following day
New Year's Day

Presidents' Day (if school is not in session)
Good Friday
Memorial Day
Martin Luther King, Jr Day

In the event school is held on any of the listed days, employees are entitled to a vacation day scheduled between them and their supervisor.

FAMILY AND MEDICAL LEAVE ACT (FMLA) (Policy 4321)

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) work weeks of unpaid leave for family and medical reasons (up to 26 work weeks for covered events related to those serving in the Armed Forces). The Board of Education has designated the Board Secretary to act as FMLA Compliance Officer.

Employees may contact:

Kandi Hughes
Superintendent's Office
510 East Avenue
Grant City, MO 64456
660-564-3389

WORTH COUNTY PART-TIME RETIREES

This information pertains to a retired teacher who teaches at Worth County on a part-time basis. The information included varies slightly from other part-time teachers in light of the desire to limit the number of hours each year so as to collect teacher retirement.

- Employees are contracted for a specific number of periods or part of the day. Their teaching assignments or courses taught are assigned later. Every effort will be made to have the periods one would teach to be successive. If the course assignments are not successive, it will only be by mutual agreement.
- Part-time employees are not given health and other board paid insurance. (Those who retire from Worth County may have the option of purchasing insurance based upon the insurance contract.)
- The number of sick days, personal days and other types of leave given per year is prorated based upon a percent of the contract.

PROFESSIONAL ACTIVITIES, TRAINING AND PROFESSIONAL GROWTH (Regulation 4420)

In order to conservatively use funds and to provide an equal opportunity for staff to attend conferences, the following guidelines are established with respect to requests to be away 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 the 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.

PROFESSIONAL DEVELOPMENT PROGRAM (Policy 4411)

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.

PROFESSIONAL GROWTH

Teachers must obtain at least six (6) hours of college credit during their first five years of employment and twelve (12) hours of college during their first ten years of employment unless they hold a Master's

Degree. If sufficient college credit has not been earned, they will be frozen at the step they are on at the end of that period.

PARTICIPATION IN POLITICAL ACTIVITIES

The Board of Education recognizes that employees of the District have the same fundamental civic responsibilities and privileges as other citizens, among these are campaigning for elective public office and holding an elective or appointed public office.

Any employee who intends to campaign for an elective public office will notify the Superintendent in writing at the earliest possible moment of the office being sought and the decision as to whether to continue employment and under what terms and conditions.

The Superintendent will meet with and discuss these matters with the employee involved and will present a proposed solution to the Board for consideration. The essential element to be determined by the Board is whether the activities proposed by the employee are compatible with the requirements for fulfilling the employee's responsibilities to the District.

The Board will determine the terms and conditions under which the employee may continue employment while seeking or holding the office.

No employee will use school system facilities, equipment, or supplies in connection with campaigning; nor will the employee use any time during the working day for campaigning purposes. State law prohibits teachers from participating in the management of a campaign for the election or defeat of a member of the Board of Education which employs such a teacher.

EMPLOYEE BENEFITS (Policy 4510)

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

Insurance

The Board of Education shall provide \$450 per month toward the employee's health insurance premium and pay the cost of a \$15,000 life insurance policy. Teachers may not receive cash in lieu of this insurance coverage. If a teacher wishes additional units of coverage for other family members, payroll deduction is available. (Contact the superintendent's secretary for further information.)

PERFORMANCE EVALUATION (Policy 4610 and 4620)

Certificated Personnel

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 non-tenured certificated employees will receive summative evaluations annually.

Teacher Evaluations

The purpose of an evaluation system is to ensure that the very best education is being offered the student in the school district. It is imperative that the qualities which create the best learning environment be valued and be evaluated. The evaluation system should provide information to enable a teacher to improve. Effective teachers are content, assessment and instruction experts, create rapport with students and their parents, manage classrooms and other areas of the school, and are team players who work positively with all members of the school environment.

The evaluation system is basically the same as has been used for a number of years. Information about job performance is gathered constantly through formal and informal contacts (observations during the day, at school activities, communication from students and from parents), formal classroom observations and informal classroom observations. All of these culminate into a formal summative evaluation. The summative evaluation form rates the teacher's performance as either ineffective, minimally effective, effective, or highly effective.

The process includes the following:

1. Formal Observations

Non-tenured teachers	Minimum of 1 scheduled and 1 unscheduled observation annually
Tenured teachers	Minimum of 1 observation annually
2. Informal Observations

Constant
Walkthroughs a minimum of 1 per month
3. Summative Evaluations

Non-tenured teachers	Once each year
Tenured teachers	Once each year

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.

Support Staff

The development of a strong, competent support staff and the maintenance of high morale among the staff are major objectives of the Board of Education. The selection of qualified employees to fill vacancies, the determination of assignments and equitable workloads, the establishment of wage and salary schedules which encourage employees to put forth their best efforts, and the evaluation of employee achievements are some of the major responsibilities of the Board and administrative staff. A program of continuous evaluation is necessary in fulfilling these responsibilities.

All supervisors and/or principals will complete a written evaluation on all support staff under their supervision. All support staff employees will be evaluated at least twice during their first year of employment and then at least once every year thereafter. The supervisors and/or principals will evaluate the performance of employees under their supervision in the following areas:

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 also to determine eligibility for reemployment.

COMMUNICATION WITH STUDENTS BY ELECTRONIC MEDIA (Policy 4650)

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. Appropriate, school related communication with two or more students receiving the same electronic message will be permitted. If the communication must be made to only one student, a copy of the message will be sent to the principal or to the student's parents/guardian. Such notification is not required if (1) the communication is between the teacher and his/her children or siblings or (2) if the student's parent/guardian via the school district computer and internet acceptable use agreement has agreed to allow district staff to communicate electronically regarding school related matters.

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 used by employees for communication with students for dissemination of school related information (i.e. homework, practice schedules, supplemental instructional material.)

Outside Entities

Staff members may be related to students or have contact with students outside the school environment through friends, neighborhoods or community activities, or participation in civic, religious or other organization. These contacts might justify deviation from some of the standards set in this policy, but under no circumstance will an educational related purpose justify deviation from the above provisions of the policy.

The staff member must be prepared to articulate the reason for any deviation from the requirements of this policy and must demonstrate that he or she has maintained an appropriate relationship with the student. To avoid confusion, the district encourages staff members to consult with their supervisors prior to engaging in behaviors or activities that might violate professional boundaries as defined in this policy.

RESIGNATION: CERTIFICATED STAFF (Policy 4710)

The professional contract is not a simple statement of intent: it is a legally binding contract between the certificated employee and the Worth County R-III School District. Once signed, the only way a teacher or administrator can be released from a contract legally is through the action of the Board. All contracts will be governed by the conditions set forth by the Missouri Teacher Tenure Act.

Professional employees who for any reason intend to retire or resign are encouraged to indicate their plans in writing to the Board as early as possible. Resignations become effective at the end of the school year in which they are submitted.

Resignations to become effective earlier than at the end of the school year require a release by the Board and must be considered on an individual basis. Letters of resignation shall be submitted to the Superintendent of Schools.

After a member of the professional staff has signed a contract with the school district, resignation from that contract will be accepted only if a suitable replacement can be found. Due to the additional time and expense of replacing a late resignation, if the board releases the member from a contract the following fees will be assessed:

For the superintendent:

1. From date of contract to March 1:
1% of current contracted salary
2. From date of March 2 to April 1:
2% of current contracted salary
3. From date of April 2 to May 1:
2.5% of current contracted salary
4. From date of May 2 to July 1:
3% of current contracted salary

For the principal:

1. From date of contract to April 1:
1% of current contracted salary
2. From date of April 2 to May 1:
2% of current contracted salary
3. From date of May 2 to July 1:
3% of current contracted salary

For teachers:

1. From date of contract to May 1:
non-tenure: 1% of current contracted salary
2. From date of May 2 to May 31 for
non-tenure: 2% of current contracted salary
3. From date of June 1 to July 1
all teachers: 3% of current contracted salary

For **all** certificated personnel:

1. From date of July 1 to July 15:
5% of current contracted salary
2. From date of July 15 to July 31:
6% of current contracted salary
3. From date of August 1 to August 15:
8% of current contracted salary
4. After first contract day:
10% of current contracted salary

Letters of resignation will be submitted to the superintendent of schools. Payment must be made or a payment schedule arranged before the resignation will be accepted by the Board of Education. If the request is made due to illness, transfer of spouse, military service or other unique situations, the board will give individual consideration.

EARLY RESIGNATION INCENTIVE: CERTIFICATED STAFF ONLY (Policy 4715)

The growing teacher shortages have placed a great demand on the Worth County R-III School District to fill vacancies with qualified personnel. To this end, professional employees who for any reason intend to retire or resign are encouraged to indicate their plans in writing to the Board as early as possible. To facilitate this process quicker, and reward those individuals for notifying the Worth County R-III School District in a timely manner, the Worth County R-III Board of Education recognizes an incentive for early notification of resignation and retirement.

Any certified professional employee who for any reason intends to retire or resign at the end of the school year, and informs the board by turning in their resignation by the Regular November Board meeting will receive a \$1,000 early resignation incentive or anyone submitting their resignation by the Regular January Board meeting will receive a \$500 early resignation incentive. All of the following criteria must be met to receive the early resignation incentive:

1. A formal resignation must be submitted to the Superintendent of Schools by Noon on the day of the Regular November Board meeting for the \$1,000 stipend or by Noon on the day of the Regular January Board meeting for the \$500 stipend.
2. The certified employee must complete all check out procedures with their direct supervisor at the conclusion of the school year.
3. After all building check out procedures have been completed, the certified employee will receive the incentive check on the same day they receive their regular June paycheck.
4. Payment of this incentive will be made following all requirements of the Missouri School Retirement System and State & Federal tax laws.

NONRENEWAL/TERMINATION: PROBATIONARY TEACHER (Policy 4730)

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 non-renewed 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 non-renew the contract of a probationary teacher.
3. A probationary teacher whose contract is non-renewed 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:

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.

TERMINATION OF CONTRACT: PERMANENT TEACHER (Policy 4731)

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.

REDUCTION IN FORCE: CERTIFICATED STAFF (Policy 4740)

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.

SEXUAL HARASSMENT (Policy 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. For more information see Board Regulation 4810.

STAFF COMMUNICATION TO THE BOARD (Regulation 4830)

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.

CONFLICT OF INTEREST (Regulation 4840)

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.

STAFF DISPUTE RESOLUTION (Policy 4850)

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

For the process of how to file a grievance, see Regulation 4850.

PERSONNEL RECORDS (Policy 4860)

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.

Persons employed after November 6, 1986 are required to submit evidence of identity and eligibility to work. In addition, such individuals are required to complete an Eligibility Verification Form (Form I-9) at the time of employment. The District will retain employee's I-9 forms for a period of three (3) years after date of hire or one (1) year after termination, whichever is later.

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DRUG FREE WORKPLACE (Policy 4870)

The unlawful possession, use or distribution of illicit drugs and alcohol on school premises or as a part of school activities is strictly prohibited.

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

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

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

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

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

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

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

DRIVER DRUG TESTING (Policy 4871)

The District recognizes that it shares the responsibility to prevent accidents and injuries resulting from the misuse of alcohol or the use of controlled substances by its employees who operate commercial motor vehicles. The District complies with the provisions of the Omnibus Transportation Employee Testing Act of 1991, which mandates that the District test its drivers who are required to hold commercial drivers' licenses under specified conditions. The District will regularly evaluate its policies and procedures to ensure that it remains in compliance with federal regulations. For additional information on the Driver Drug Testing Procedures see Regulation 4871.

ALCOHOL AND ILLICIT DRUGS (Policy 4872)

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; or
- 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.

STAFF CELL PHONE USAGE (Policy 4873)

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

Bus drivers and other employees driving district vehicles and employees driving while on District business are prohibited from using cell phones, iPads, and related electronic devices while driving. If an emergency occurs, the vehicle should be parked and remain parked in a safe location during the use of the electronic device. Bus drivers and employees driving District vehicles should log those work time emergency calls with date, time, call duration and vehicle location with their supervisor as soon as is practicable.

USE OF TOBACCO PRODUCTS (Policy 5250)

The Board of Education recognizes that the use of tobacco products represents a health and safety hazard. Similarly, the use of substances appearing to be tobacco products, including, but not limited to, e-cigarettes, creates an environment where tobacco products are endorsed. Therefore, the use of tobacco products and substances appearing to be tobacco products shall be prohibited in all District buildings, grounds and vehicles. This Policy applies to all employees, students and patrons attending school-sponsored activities and meetings.

HAZARDOUS MATERIALS (Regulation 5210)

Per Regulation 5210, Worth County School District's Asbestos Management Plan is available for review in the Superintendent's office.

SAFETY STANDARDS (Policy 5260)

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

Safety Requirements

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

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

ANTI-BULLYING POLICY (Policy 2655) – Report of bullying should be done on Form 2655.

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.

STUDENT WELFARE: SUPERVISION OF STUDENTS (Policy 2730)

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

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

Supervision of Students

Supervision of students is HIGH PRIORITY because it:

- increases the safety of students
- increases the occurrence of appropriate behaviors
- decreases the occurrence of inappropriate behaviors.

Teachers are expected to observe students under their charge and to direct them in activities through safe and orderly procedures.

Teachers are to be diligent in the monitoring of student computer use. Active supervision is needed to ensure student usage is appropriate.

DO NOT LEAVE A STUDENT IN THE CLASSROOM UNSUPERVISED WHILE THE REST OF THE CLASS IS SOMEWHERE ELSE. (Supervision encourages learning while reducing the chances of inappropriate behavior, theft or have liability concerns.)

STUDENT WELFARE: WELLNESS (POLICY 2750)

The Worth County R-III School District promotes healthy schools, by supporting wellness, good nutrition, and regular physical activity as part of the total learning environment. The District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. Schools contribute to the basic health status of children by facilitating learning through the support and promotion of good nutrition and physical activity. Improved health optimizes student performance potential. The goals of the District's wellness policy are as follows:

1. Provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors.

The entire school environment, not just the classroom, shall be aligned with healthy school goals to positively influence a student's understanding, beliefs, and habits as they relate to good nutrition and regular physical activity. A healthy school environment should not be sacrificed because of a dependence on revenue from high added fat, high added sugar, and low nutrient foods to support school programs.

2. Support and promote proper dietary habits contributing to student's health status and academic performance.

All foods available on school grounds and at school-sponsored activities during the instructional day should meet or exceed the district nutrition standards. Emphasis should be placed on foods that are

nutrient dense per calorie. To ensure high quality, nutritious meals, foods should be served with consideration toward variety, appeal, taste, safety, and packaging.

3. Provide more opportunities for students to engage in physical activity.

A quality physical education program is an essential component for all students to learn about and participate in physical activity. Physical activity should be included in a school's daily education program from grades K through 12. Physical activity should include regular instructional physical education, co-curricular activities, and recess. A goal of 150 minutes per week for elementary students, 225 minutes per week for middle school students, and 2 units for high school students during high school years.

4. The District is committed to improve academic performance.

Educators, administrators, parents, health practitioners, and communities should consider the critical role student health plays in academic stamina and performance and adapt the school environment to ensure students' basic nourishment and activity needs are met. To ensure widespread understanding of the benefits to school environments where nutritious foods are provided and where students have an opportunity for physical activity, a public awareness campaign that highlights research demonstrating the positive relationship between good nutrition, physical activity, and capacity of students to develop and learn should be conducted.

Wellness (Nutrition & Physical Activity) Advisory Committee

The Worth County R-III Board of Education has established a district-wide Nutrition & Physical Activity Advisory Committee that meet a minimum of two times annually. Any stakeholder (parent, community member, or student) interested in participating in the work of this committee should contact the Superintendent of Schools.

Community members will work with the school district staff to give the Board of Education oversight of the following:

- Implementation of district nutrition and physical activity standards
- Integration of nutrition and physical activity in the overall curriculum
- Assurance that staff professional development includes nutrition and physical activity issues
- Assurance that students receive nutrition education and engage in vigorous physical activity

SCHOOL POLICIES

Each teacher is provided with a Student Handbook and Teacher Handbook. Board Policy manuals are available on line at wc.k12.mo.us. It is the teacher's responsibility to be familiar with the basic policies of the district and to follow them.

CUSTODIAN OF DISTRICT RECORDS

The Board Secretary is the custodian of district records. Requests for records shall be made through the Board Secretary.

CONFIDENTIALITY

Reports or papers of a confidential nature or student files required by law to be held in confidence should be protected from student or the general public view. (Refer to Policy 2400)

TEACHER PURCHASES

For additional information on purchasing see the Worth County R-III District Financial Handbook

All purchases are to be initiated through the principal's office by means of purchase orders. Superintendent's approval must be acquired before orders are placed.

PURCHASING PROCEDURES – Procedure for ALL purchase orders:

1. Date
2. Fill in the portion of the form that deals with the name of the company and address of the company.
3. Specify the catalog number and quantity wanted.
4. In the column marked "description" a complete description of the item should be given; include the model number, the brand name, the size and color.
5. Specify the price per unit
6. In the column marked "amount", the total price should be entered.
7. At the bottom of the page fill in the teacher and grade or department desiring listed items.
8. This purchase order should be submitted to the building principal.
9. Final approval shall be acquired from the Superintendent before any order is placed.
10. All purchasing requests must be completed by the first Friday of each month.

LESSON PLANS

Teachers are expected to have complete and current lesson plans available at all times.

Plans are to be of adequate length and detail to keep the students engaged the entire period. Folders containing additional related work for each class are to be available. This can eliminate problems from occurring during free time. Seating charts for each class should also be available. Place lesson plans, additional work and seating charts in the top right hand drawer.

HOMEWORK: Homework is not assigned merely as "busy work" but should have a definite purpose in the learning process. Make sure any homework you assign can be done by the child independently. Work that cannot be completed by the child alone should not be sent home. Assignments which meet the following criteria usually meet the standards of good homework:

1. Does the homework serve a valid purpose?
2. Is the work adapted to individual needs?
3. Is the child capable of doing homework?
4. Does the assignment grow out of school experience?
5. Are pupils entirely clear about what they are to do?
6. Is the assignment a reasonable one in view of the pupil's home condition?
7. Can it be evaluated fairly and/or fitted in the daily program?

PARENT/SCHOOL COMMUNICATIONS

NOTES FROM PARENTS:

Notes from parents should be dated as to when received and kept as long as a need for them applies. Teachers may want to share some communications with the principal, but it is not necessary to share all notes received from parents. Students are not to stay after school, ride a different bus, or go home with an adult other than the parent unless a note signed by the parent has been received ahead of time. This note should be retained at least until the following day to be certain no forgery, dispute between parents, etc., has occurred that (in the absence of proof) could make us out to have erred.

NOTES TO PARENTS:

Teachers are encouraged to communicate with parents periodically regarding activities, goals, etc., that occur in their classroom. Remember that the closest link parents have with their child's school experiences is their child, and the next closest link is their child's teacher. Don't be a stranger to them. Make sure they know you have their child's best interest at heart. Send notes home letting them know what you're doing and what you're planning for the future.

Be sure to provide a copy to the principal of any note you send home to all parents BEFORE you send it out. Copies of notes concerning an individual student do not need to be provided to the principal.

DISCIPLINE OF STUDENTS

- The first line of responsibility for discipline of students lies with the classroom teacher.
- Teachers having effective discipline emphasize PREVENTIVE measures by knowing their material and how to present it in an interesting and clear manner; by knowing the needs of their students and adjusting their presentation to meet those needs; by having sufficient materials available when needed; by clearly communicating expectations and following through consistently; by arranging the physical environment to promote the most positive and productive setting possible.
- Once an inappropriate behavior has occurred, the teacher should use good judgment in REACTIVE measures taken. Be sure the students have an opportunity to state their side of the story and that any punishment administered is reasonable and lawful.

TEAM MEETINGS

Coaches will have preseason meetings with team members and their parents/guardians.

FACULTY MEETINGS

Teachers are to keep Wednesday after school open in case a teacher-administration meeting is needed. These may be called at the last minute so please keep this time available.

HALL DUTY

Teachers as much as possible should be outside their doors before school, during passing time, after school to help supervise the students in the hallway.

GATE DUTY

- Each teacher works 2 gates.
- All certified staff members will receive the conference pass.
- Non-certified staff members must take two gates to receive the pass.
- People will have 2 weeks to sign up for the time slots. After that time period, the assigned gate list will be developed based on the date people took gate the prior two years. Anyone who wishes to change dates will make arrangements with another teacher or staff member to trade.
- Teachers employed .5 time or less will work 1 gate.
- Because of the 550 hour work time restriction for retired staff, those employees will not be required to work gate.
- Because of time commitments, personnel who are required by MHSAA to supervise events will not be required to take gate.

REIMBURSEMENT FOR TRAVEL AND MEALS TO WORKSHOPS

If a teacher uses his/her own car to travel to and from a workshop or activity (approved ahead of time by the district), the teacher may receive reimbursement according to the miles traveled. The district will also reimburse the cost of meals within a daily limit set annually by the superintendent. (Reimbursement forms may be obtained in any of the administrative offices. Receipts for meals must be attached to the reimbursement form and must be itemized). The district will not reimburse for state sales tax or purchase of alcoholic beverages. Daily Limits will be \$40.00 (breakfast \$8, lunch \$12, dinner \$20).

CLASSROOM MAINTENANCE

Staff should enter maintenance issues into the Web School Tools Program. They should direct emergency issues to the custodians and report to their building administrator or the superintendent.

1. Classrooms should be kept neat and attractive at all times possible. Teachers should insist that students keep classroom floors and hallways free of paper and other trash.
2. Signs and posters should be tacked to cork boards or burlap covered walls only.
3. The classroom furnishings belonging to the school district shall remain in the classroom where they are assigned and inventoried unless cleared with the building principal.
4. Teachers are to make sure that classroom doors and windows are locked, and lights are turned off before leaving the building.
5. No candles or open flames allowed. Note: Open flames for educational purposes only.

DISPLAY OF STUDENT WORK OR BULLETIN BOARDS

1. No tape on floors, unless painters tape
2. No tape on ceiling tiles
3. No tucking materials under ceiling tiles, you can use paper clips under tile frames to hang lightweight materials.
4. No hot glue on lockers.

5. No tacks or construction staples, paper staples only in walls.
6. Place cardboard under paper when using permanent markers
7. Request eye hook installation work order at least 1 week prior to Courtwarming
8. Tear down carefully and be sure all tape and staples are removed and locker signs returned.

INTERNET SAFETY POLICY (Policy 6320)

Introduction

It is the policy of the District to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Access to Inappropriate Material

To the extent practical, technology protection measures shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Internet Safety Training

In compliance with the Children’s Internet Protection Act, each year, all District students will receive internet safety training which will educate students about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, and cyberbullying awareness and response. Such training will include Internet, cell phones, text messages, chat rooms, email and instant messaging programs. (See also Policy 6116 – State Mandated Curriculum – Human Sexuality).

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the District’s online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Supervision and Monitoring

It shall be the responsibility of all District employees to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children’s Internet protection Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the technology director or designated representatives.

INTERNET USAGE (Regulation 6320)

Personal Responsibility

Access to electronic research requires students and employees to maintain consistently high levels of personal responsibility. The existing rules found in the District's Behavioral Expectations policy (Board Policy/Regulation 2610) as well as employee handbooks clearly apply to students and employees conducting electronic research or communication.

One fundamental need for acceptable student and employee use of District electronic resources is respect for, and protection of, password/account code security, as well as restricted databases files, and information banks. Personal passwords/account codes may be created to protect students and employees utilizing electronic resources to conduct research or complete work.

These passwords/account codes shall not be shared with others; nor shall students or employees use another party's password except in the authorized maintenance and monitoring of the network. The maintenance of strict control of passwords/account codes protects employees and students from wrongful accusation of misuse of electronic resources or violation of District policy, state or federal law. Students or employees who misuse electronic resources or who violate laws will be disciplined at a level appropriate to the seriousness of the misuse.

Acceptable Use

The use of the District technology and electronic resources is a privilege, which may be revoked at any time. Staff and students are only allowed to conduct electronic network-based activities which are classroom or workplace related. Behaviors which shall result in revocation of access shall include, but will not be limited to: damage to or theft of system hardware or software; alteration of system hardware or software; placement of unlawful information, computer viruses or harmful programs on, or through the computer system; entry into restricted information on systems or network files in violation of password/account code restrictions; violation of other users' rights to privacy; unauthorized disclosure, use or dissemination of personal information regarding minors; using another person's name/password/account to send or receive messages on the network; sending or receiving personal messages on the network; and use of the network for personal gain, commercial purposes, or to engage in political activity.

Students and employees may not claim personal copyright privileges over files, data or materials developed in the scope of their employment, nor may students or employees use copyrighted materials without the permission of the copyright holder. The Internet allows access to a wide variety of media. Even though it is possible to download most of these materials, students and staff shall not create or maintain archival copies of these materials unless the source indicates that the materials are in the public domain.

Access to electronic mail (E-mail) is a privilege and designed to assist students and employees in the acquisition of knowledge and in efficiently communicating with others. The District E-mail system is designed solely for educational and work related purposes. ***E-mail files are subject to review by District and school personnel.*** Chain letters, "chat rooms" or Multiple User Dimensions (MUDs) are not allowed, with the exception of those bulletin boards or "chat" groups that are created by teachers for specific instructional purposes or employees for specific work related communication.

Students or employees who engage in "hacking" are subject to loss of privileges and District discipline, as well as the enforcement of any District policy, state and/or federal laws that may have been violated. Hacking may be described as the unauthorized review, duplication, dissemination, removal, damage, or alteration of files, passwords, computer systems, or programs, or other property of the District, a business, or any other governmental agency obtained through unauthorized means.

To the maximum extent permitted by law, students and employees are not permitted to obtain, download, view or otherwise gain access to "inappropriate matter" which includes materials that may be deemed inappropriate to minors, unlawful, abusive, obscene, pornographic, descriptive of destructive devices, or otherwise objectionable under current District policy or legal definitions.

The District and school administration reserve the right to remove files, limit or deny access, and refer staff or students violating the Board policy to appropriate authorities or for other disciplinary action.

Privileges

The use of District technology and electronic resources is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. All staff members and students who receive a password/account code will participate in an orientation or training course regarding proper behavior and use of the network. The password/account code may be suspended or closed upon the finding of user misuse of the technology system or its resources.

Network Etiquette and Privacy

Students and employees are expected to abide by the generally accepted rules of electronic network etiquette. These include, but are not limited to, the following:

1. System users are expected to be polite. They may not send abusive, insulting, harassing, or threatening messages to others.
2. System users are expected to use appropriate language; language that uses vulgarities or obscenities, libels others, or uses other inappropriate references is prohibited.
3. System users may not reveal their personal addresses, their telephone numbers or the addresses or telephone numbers of students, employees, or other individuals during E-mail transmissions.
4. System users may not use the District's electronic network in such a manner that would damage, disrupt, or prohibit the use of the network by other users.
5. System users should assume that all communications and information is public when transmitted via the network and may be viewed by other users. The system administrators may access and read E-mail on a random basis.
6. Use of the District's electronic network for unlawful purposes will not be tolerated and is prohibited.

Services

While the District is providing access to electronic resources, it makes no warranties, whether expressed or implied, for these services. The District may not be held responsible for any damages including loss of data as a result of delays, non-delivery or service interruptions caused by the information system or the user's errors or omissions. The use or distribution of any information that is obtained through the information system is at the user's own risk. The District specifically denies any responsibility for the accuracy of information obtained through Internet services.

Security

The Board recognizes that security on the District's electronic network is an extremely high priority. Security poses challenges for collective and individual users. Any intrusion into secure areas by those not permitted such privileges creates a risk for all users of the information system.

The account codes/passwords provided to each user are intended for the exclusive use of that person. Any problems, which arise from the user sharing his/her account code/password, are the responsibility of the account holder. Any misuse may result in the suspension or revocation of account privileges. The use of an account by someone other than the registered holder will be grounds for loss of access privileges to the information system.

Users are required to report immediately any abnormality in the system as soon as they observe it. Abnormalities should be reported to the classroom teacher or system administrator.

The District shall use filtering, blocking or other technology to protect students and staff from accessing internet sites that contain visual depictions that are obscene, child pornography or harmful to minors. The District shall comply with the applicable provisions of the Children's Internet Protection Act (CIPA), and the Neighborhood Internet Protection Act (NCIPA).

Vandalism of the Electronic Network or Technology System

Vandalism is defined as any malicious attempt to alter, harm, or destroy equipment or data of another user, the District information service, or the other networks that are connected to the Internet. This includes, but is not limited to the uploading or the creation of computer viruses, the alteration of data, or the theft of restricted information. Any vandalism of the District electronic network or technology system will result in the immediate loss of computer service, disciplinary action and, if appropriate, referral to law enforcement officials.

Consequences

The consequences for violating the District's Acceptable Use Policy include, but are not limited to, one or more of the following:

1. Suspension of District Network privileges;
2. Revocation of Network privileges;
3. Suspension of Internet access;
4. Revocation of Internet access;
5. Suspension of computer access;
6. Revocation of computer access;
7. School suspension; Expulsion; or Employee disciplinary action up to and including dismissal.

Read the Technology Usage policy and procedure and agree to abide by their provisions. Personnel should sign form with the district office stating that they understand that violation of these provisions may result in disciplinary action. (Read the information below).

The rules include, but are not limited to:

- Do not use computers or any other technology to harm other people or their work.
- Do not damage computers, the network, or other form of technology in any way.
- Do not interfere with the operation of the network by installing software
- Do not violate copyright laws.
- Do not access, keep, or send material or email that would not be appropriate for teachers or parents to see.
- Do not share your password with another person or allow anyone else to use your logon.
- Do not trespass in anyone else's files, or email.
- Do notify an adult immediately, if by accident, you encounter materials, which violate the rules of appropriate use.
- Do not store any file that is not school related including music, games, etc. on district assigned drives
- Do logoff when leaving your computer to prevent others from using your logon.
- Do not use school equipment for any project that is not school related.
- Use of district technology to threaten or harass another person or to violate any state or federal law could result in prosecution.
- BE PREPARED to be held accountable for your actions and for the loss of privileges if the Usage Agreement is violated.

I understand that my use of the district's technology resources is not private and that the school district may monitor my electronic communications and all other use of district technology resources. I consent to district interception of or access to all of my electronic communications using district technology resources as well as downloaded material and all data I store on the district's technology resources, including deleted files, pursuant to state and federal law, even if the district's technology resources are accessed remotely. I understand that this form will be effective for the duration of my employment in the district unless revoked or changed by the district or me.

TECHNOLOGY PURCHASES

All computer hardware and software purchases initially must be approved by the District Technology Coordinator and Superintendent. It is imperative to the system that the purchases are compatible to the district system.

GRANT PROPOSALS

As per Board Policy 1620, all employees who plan to apply to an outside agency (private, corporate, or governmental) for grants or other types of funds for District use must clear the request with the Superintendent of Schools before preparing an application. The application must then be approved by the Board of Education before submission to the source of funding.

TEXTBOOKS

- All textbooks for students are furnished by the school. Teachers should encourage the proper care of these books; any signs of abuse need to be dealt with immediately.
- All books are to be checked by the teacher at the end of each year. Books showing excessive misuse should be reported to the principal.
- Textbooks will need to be counted and recorded at the end of each year as part of the annual inventory.

TRANSPORTATION REQUESTS

All requests for bus transportation shall be made in writing to the building principal at least two weeks prior to the trip. Requests need to be input into the transportation request tool online by the final week of the preceding month so drivers may be assigned. It is the teacher, sponsor, or coach's responsibility to initiate this process.

ACTIVITY TRIPS

To avoid loss of instructional time, all activity trips will be approved by the administration including times to leave and return from trips. Students will be expected to travel to and from the activity on the transportation provided by the school. Exceptions will be made by the administration only in emergency situations with advance notification.

WORTH COUNTY R-III SCHOOL'S POLICY ON TRANSPORTATION TO AND FROM ACTIVITIES IS THE FOLLOWING:

All participants are to ride to and from an activity on the school vehicle unless:

- The student's parents/guardians write a note and/or speak with the sponsor stating the student is riding home with them.
- The student's parents/guardian wishing their child to ride home with another adult must gain administrative approval prior to the trip and must present a written note to the sponsor.
- Other accommodations to and from an activity must have the parent/guardian presenting a written note to the administration and having gained prior approval.

Notify your parents of the activity transportation policy. We cannot allow a student to go with someone else unless they have it cleared through the administration. (Our school liability insurance will not cover it.)

KEYS and PARKING PASSES

Keys are issued upon request to teachers. It is the teacher's responsibility to notify the principal immediately if a key is missing. Teachers should not give their keys to anyone else.

Staff may pick up a parking pass from the high school office. Staff should return both keys and parking passes to their appropriate office (elementary, high school, or district office) when leaving the school district.

MEDICATIONS

If a student brings medication from home, please have them take it to the school Health Aide. She will see to it that the medication is dispensed at the correct times and in the correct amounts. **DO NOT GIVE STUDENTS ASPIRIN OR TYLENOL** or any other medication.

INJURY OR ILLNESS AT SCHOOL

When a student becomes ill at school, the teacher may send him/her to the Health Office with a pass (accompanied by another student if needed), or the teacher may send for the Health Aide to come to the student. The teacher should consider the circumstances and use his/her best judgment in getting help for the student.

A wheelchair is available in the elementary office if needed to transport an ill or injured student. (Please be sure to return the wheelchair to its storage area when finished with it. When an emergency occurs, it is not the time to have to be searching for the wheelchair.)

DO NOT MOVE A STUDENT IF THERE IS ANY QUESTION ABOUT NECK OR BACK INJURIES. Keep the student still and send for help.

Be sure to notify the principal right away of any serious injuries (before parents do).

PUBLICITY

Classroom teachers and activity sponsors are expected to provide the communications team with timely information and articles to be published in the local newspapers, placed in announcements, and posted on our school web page and/or school's social media accounts. Note: any student organization that wants an organizational Facebook page will need to talk with the Technology Administrator regarding the role assignments for the page.

REFERRALS TO OUTSIDE AGENCIES

The Worth County R-III guidance counselors and other professional staff members provide preliminary assessment of student problems and referrals to outside agencies, if necessary. The district will assist and cooperate with other agencies concerning the diagnosis and treatment of a referral student when applicable to his or her educational program in the school district. Except as otherwise required by law, costs for diagnosis and treatment services outside the district are the responsibility of the parents and guardians.

GRADING SYSTEM

HS staff will email report cards for grades 7-12 to those parents with email for 1st & 3rd quarter, and mail them out to everyone at the end of each semester. K-6 report cards are sent home with students at the end of each quarter.

	Letter grade	Grade point
96 – 100	A	4.00
90 – 95	A-	3.66
87 – 89	B+	3.33
83 – 86	B	3.00
80 – 82	B-	2.66

77 – 79	C+	2.33
73 – 76	C	2.00
70 – 72	C-	1.66
67 – 69	D+	1.33
63 – 66	D	1.00
60 – 62	D-	.66
0 – 59	F	0.00

A	=	Achieving well-above acceptable standards of performance; excellent or outstanding achievement
B	=	Achieving above acceptable standards of performance; superior behavior
C	=	Achieving acceptable standards of performance
D	=	Achieving below acceptable standards of performance
F	=	Achieving well-below acceptable standards of performance; at this level, achievement is so low it is considered non-existent

STUDENT ATTENDANCE

1. Teachers are to accurately report attendance and tardiness at the beginning of each period. These reports will be done on the computer. Attendance irregularities should be reported to the principal immediately. Parents are to report all reasons for absence either by phone or written excuse to the school officials.
2. Principals shall use the following guidelines in dealing with absences:
 - A. Late bus arrival should not be regarded as tardiness.
 - B. It is the policy of the Board that there be two classifications of absences: Excused and Unexcused.
 - C. Excused absences:
 - a. Absences pre-arranged with the principal and teachers may be excused when all work is made up prior to the absence.
 - b. If the reason for the absence is valid and essential, and if the parent contacts the principal's office promptly, an absence will be considered excused.
 - D. Unexcused absences:
 1. Deliberate absence or truancy.
 2. Failure by the student to immediately report to the office upon the return from an absence or a parent/guardian failing to report an absence promptly.
 3. A student should not be readmitted to a class from which they were absent until they have their absence excused or unexcused from the principal's office. If the reason for the absence is valid and essential and if the parent contacts the principal's office promptly, an absence will be considered excused. If the absence is excused, students will be permitted to make up work lost by such absence. If the absence is unexcused, students are NOT to receive credit for work missed because of such absence.
3. Pupils absent from school without the previous knowledge and consent of the parent or guardian, or pupils leaving the school grounds during any session without the consent of the principal or authorized representative shall be considered truant, regardless of the age of the student. A truant student is subject to suspension, and the student must be accompanied by a parent or guardian for re-instatement.

4. TEACHER RESPONSIBILITIES: At each confirmed unexcused absence from a class, as determined by the administration and as related to the teacher, the teacher will:
 - A. Inform the student that his/her grade for the day will be a "0".
 - B. When a student has reached three and six of the absences, excused or unexcused, from a course, the teacher will inform the student and the office. The teacher may request that a letter be sent home to the parents to inform them. A conference may be requested by the administration at this time.
 - C. All teachers will obtain a minimum of one grade or mark per week for each student. Class record books will evidence a grade per week. The marks or grades can come from a variety of sources, e.g., homework, class participation, projects, quizzes, etc. The sources of the grades and their weight are subject to the judgment of the teacher.
 - D. A student may not enter grades into a teacher's grade book, grading program or grade reporting files.

GRIEVANCE PROCEDURE

Teacher grievances will be handled as defined in Board Policy and regulation 4850.

CURRICULUM AND TEXT ADOPTION CYCLE

Because texts should support the adopted curriculum, textbooks will be adopted the year following the curriculum adoption.

20-21 – Math

21-22 – Communication Arts

22-23 - Fine Arts Health/PE Guidance, Foreign Language, Library/Media, Technology

23-24 -- Social Studies, Vocational: Agriculture, Business, Family and Consumer Science

24-25 - Science

NOTIFICATION OF RIGHTS FOR ELEMENTARY AND SECONDARY SCHOOLS (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. [Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.]
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW

Washington, DC 20202-5901 [NOTE: In addition, an institution may want to include its directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA.]

NOTICE OF DESIGNATION OF DIRECTORY INFORMATION

Dear Parents and Guardians:

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Worth County R-III School District, with certain exceptions, obtains your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Worth County R-III School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Worth County R-III School District to include this type of information from your child's educational records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs)

receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Worth County R-III School District to disclose directory information from your child's educational records without your prior written consent, you must notify the District in writing by September 1. Worth County R-III School District has designated the following information as directory information:

- Student's name
- Address
- Telephone Listing
- Photograph
- Date and place of birth
- Dates of attendance
- Grade Level
- Participation in officially recognized activities and sports
- Weight and height of member of athletic teams
- Degrees, honors and awards received

NONDISCRIMINATION AND STUDENT RIGHTS (P2100)

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.

HARASSMENT (POLICY 2130)

It is the policy of the District to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation. The School District prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation.

It shall be a violation of District policy for any student, teacher, administrator, or other school personnel of this District to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation as defined by this Policy.

It shall also be a violation of District policy for any teacher, administrator, or other school personnel of this District to tolerate sexual harassment or harassment because of a student's race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation, as defined by this Policy, by a student, teacher, administrator, other school personnel, or by any third parties

who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the School District.

For purposes of this Policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District.

The school system and District officials, including administrators, teachers, and other staff members will act to promptly investigate all complaints, either formal or informal, verbal or written, of unlawful harassment or unlawful discrimination because of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation; to promptly take appropriate action to protect individuals from further harassment or discrimination; and, if it determines that unlawful harassment or discrimination occurred, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this Policy, and/or to take other appropriate action reasonably calculated to end the harassment/discrimination.

The District prohibits retaliation against a person who files a complaint of discrimination or harassment, and further prohibits retaliation against persons who participate in related proceedings or investigations.

The Worth County R-III School District is committed to an academic and work environment in which all students and employees are treated with dignity and respect. Sexual harassment of students and employees whether committed by supervisors, employees or students and regardless of whether the victim is an employee or student will not be tolerated.

Sexual harassment includes but is not limited to:

1. sexual slurs, threats, verbal abuse and sexually degrading descriptions
2. graphic verbal comments about an individual's body
3. sexual jokes, notes, stories, drawing, pictures or gesture
4. spreading sexual rumors
5. touching an individual's body or clothes in a sexual way
6. displaying sexually suggestive objects
7. covering or blocking of normal movements
8. unwelcomed sexual flirtation or propositions
9. acts of retaliation against a person who reports sexual harassment.

Inquiries, complaints or grievances from students and their parents and employees regarding sexual harassment or compliance with Title IX may be directed to the Superintendent of Schools, to the District's Title IX Coordinator or the Director of the Office of Civil Rights, Department of Education, Washington, D.C.

NOTICE OF NONDISCRIMINATION (USDA) (P1300)

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:

Matthew Martz
Superintendent
510 East Avenue
Grant City, MO 64456
(660) 564-3389

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.

CIVIL RIGHTS, TITLE IX, SECTION 504 (Policy 1310)

The District assures that it will comply with:

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

The District shall appoint an administrator(s) to assure compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and the Age Discrimination Act of 1975. A District may designate only one employee to serve as both

the Title IX and Section 504 Coordinator. In that case, the individual must assume the responsibilities of both coordinators. Those responsibilities are outlined in Regulation 1310.

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

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

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

Questions, complaints or requests for additional information regarding these laws may be forwarded to:

Name/Title: Matthew T. Martz, Superintendent of Schools
Address: 510 East Avenue
Grant City, MO 64456
Phone Number: (660) 564-3389

Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding Worth County R-III School District's compliance with the regulations implementing Title IX or Section 504.

This notice is available in additional alternative formats upon request.

EQUAL OPPORTUNITY EMPLOYMENT (Policy 4110)

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.

EMPLOYMENT PROCEDURES (Regulation 4120)

Certificated Staff

All staff members shall be appointed by the Board only upon recommendation of the Superintendent. Should a person nominated by the Superintendent be rejected by the Board, it shall be the Superintendent's duty to make another nomination.

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

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

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

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

Support Staff

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

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

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

Immigration Reform and Control Act

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

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

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

NOTICE OF ARREST, ABUSE COMPLAINT, TRAFFIC CITATION (Policy 4125)

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.

REGULAR BELL SCHEDULE

1st Bell	8:12 A.M.
Period 1	8:15 - 9:03
Period 2	9:06 - 9:54
Period 3	9:57 - 10:45
Seminar	10:48 - 11:13
Period 4	11:16 - 12:32
Period 5	12:35 - 1:23
Period 6	1:26 - 2:14
Period 7	2:17 - 3:05

LUNCH SHIFT SCHEDULE

Adult Breakfast: \$2.00 Adult Lunch: \$3.10

1 st Elementary Shift:	10:48 - 11:13
1 st Secondary Shift:	11:16 - 11:39
2 nd Elementary Shift:	11:39– 12:04
2 nd Secondary Shift:	12:06 – 12:32

Note: Lunch shift information for the 2020-2021 school year will be handed out by your building principal.

SPONSORS FOR CLASSES, CLUBS AND ORGANIZATIONS

Seniors	Mrs. O'Connor, Mr. Coleman
Juniors	Mrs. Coleman, Mr. J. Smith
Sophomores.....	Mrs. Drury, Mrs. Overholtzer, & Mr. Laddish
.....	
Freshmen	Mrs. Ross, Mrs. Wideman
8th Grade.....	Mrs. Brandt, Mr. Lachosky
7th Grade.....	Mrs. A. Healy, Mr. C. Healy
Weight Club	Mr. C. Healy, Mr. Laddish, Mr. Smith. Mr. Adwell, and Mrs. A. Healy
.....	
Student Council.....	Mrs. Andrews - Mr. Lachosky
F.C.C.L.A.	Mrs. Brandt
F.B.L.A.	Mrs. A. Healy
F.F.A.	Mr. J. Smith
N.H.S.	Mrs. Spiers
F.C.A	Mr. & Mrs. Healy, Mr. C. Smith
Sr. High Pep Club/Cheerleaders.....	Mrs. Galanakis
Jr. High Cheer	Mrs. Coleman
Art Club.....	Mrs. O'Connor
Academic Bowl Teams	Mrs. Spiers
Drama	Mrs. Drury

PREVIOUS EXPERIENCE

Teachers new to the system can bring in a maximum of ten (10) years of teaching credit. The Board may deviate from this policy in special or unique situations.

SALARY LANE CHANGE

Anyone planning to change educational lanes MUST notify the Superintendent by March 1, prior to the lane change. Failure to make such notification may result in the additional education not being honored for the following year's contract.

SALARY SCHEDULE

Certified staff may view the salary schedule, which located in the superintendent's office.

SCHOOL CALENDAR

The current school calendar is located on the school district website at [2020-2021 School Calendar](#), or by accessing from the district website under the elementary or high school tabs.

