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ORGANIZATION, PHILOSOPHY AND GOALS

Policy 0110

Legal Status

District Name and Identification Codes

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

The official, corporate name of the School District shall be Worth County R-III School District.

Worth County R-III School District
510 East Avenue
Grant City, Missouri 64456

District Phone: 660-564-3389
High School Phone: 660-564-2218
Elementary School Phone: 660-564-3320

Identification Codes

113-001
County/District Code

43-105-8282
Federal Identification Number

Board Adopted August 24, 2014
Board Reviewed August 15, 2019

ORGANIZATION, PHILOSOPHY AND GOALS

Policy 0200

School District Philosophy

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

Board Adopted November 19, 2009

Board Reviewed August 21, 2014

Board Reviewed August 15, 2019

ORGANIZATION, PHILOSOPHY AND GOALS

Policy 0310

School Board Organization

School Board Purpose and Roles

The School Board of Education performs three basic functions in the management of the School District:

Legislative

The School Board shall exercise full legislative rule and management authority for the District by adopting policy and directing all procedures necessary for the governance of District educational and administrative responsibilities.

Executive

The School Board shall delegate to the Superintendent the responsibility of implementing all Board policy.

Appraisal

The School Board shall determine the effectiveness of policy implementation through evaluation of school operations, practices and program outcomes. The achievement level of students shall be the guiding standard through which all success shall be measured.

Board Approved November 19, 2009

Board Reviewed August 21, 2014

Board Reviewed August 15, 2019

School Board Organization

Statement of Practices

Attendance

Members shall attend all regularly scheduled Board of Education meetings insofar as possible. Any member failing to attend the meeting of the Board for three (3) consecutive regular meetings, unless excused by a majority of the Board for reasons satisfactory to the Board, shall be deemed to have vacated the seat; and the secretary of the Board shall certify that fact to the Board. The vacancy shall be filled as other vacancies occurring in the Board. Attendance for purposes of this provision shall be defined as actual, physical attendance at the Board meeting until all of the business of the Board has been completed unless a member is excused by a majority of the Board. However, Board members may participate fully via teleconferencing. If the Board meeting is required due to a bona fide emergency and if the emergency is stated on the record, Board members may also participate in roll call votes by other electronic means, including telephone.

Knowledge

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

Abstentions

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

Cooperation/Delegation

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

Conflict of Interest (Refer to Policy and Regulation 0342 – Nepotism, Conflict of Interest and Financial Disclosure)

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

Confidentiality

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

Acceptance of Gifts

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

Contact with Vendors

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

Board Communications to Staff

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

Visits to Schools

Individual Board members who, in their parental capacity, wish to visit the school(s) or classroom(s) of their child(ren) will follow the regular procedures for visitors. Board members who wish to visit other schools or classrooms as an informal expression of interest in school affairs will inform the Superintendent who will arrange such visit(s) through appropriate

principal(s). Official visits by Board members will be conducted only with the full knowledge of the Superintendent and principal(s) involved.

Educational Welfare

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

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Board Adopted May 20, 2021

ORGANIZATION, PHILOSOPHY AND GOALS

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

School Board Organization

School Board Elections

The qualified voters of the School District shall annually on the first Tuesday after the first Monday of April, elect two directors for terms of three years, except, effective for Board elections beginning in April of 1993, and each three years thereafter, when three directors shall be elected in compliance with regulations specified in state law.

An election shall not be held if the number of candidates who have filed for the Board is equal to the number of positions available. However, regardless of the number of Board vacancies and Board candidates, if a ballot proposition (i.e., tax levy, bond issue) is on the ballot, an election of Board members must be held. If no election would be held due to the number of candidates equaling the number of vacancies, the District will publish a notice containing the names of the candidates who will assume a Board directorship absent an election. This notice will be published in a newspaper of general circulation in the District on or by March 1 prior to the scheduled election.

Qualified Voters in the School District

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

Candidate Qualification - Method of Filing

Qualified applicants for the Board may file for office beginning at 8:00 a.m. in the Superintendent's office commencing on the seventeenth (17th) Tuesday prior to the election and ending at 5:00 p.m. on the fourteenth (14th) Tuesday before the election. The candidate shall declare his/her intent to become a candidate, in person and in writing to the secretary of the Board of Education. The names of qualified candidates shall be placed on the ballot in the order of filing. The notice of election and certification of candidates must be submitted to the county clerk by the tenth Tuesday prior to the election. Candidates must comply with all of the prevailing laws concerning eligibility and campaign financing.

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

Candidates must be citizens of the United States and resident taxpayers of the District, reside in the District for one year next preceding their election or appointment, and be at least twenty-four (24) years of age. Candidates will be disqualified from participation in a Board election if, the candidate is delinquent in the payment of any state income taxes, personal property taxes, municipal taxes, real property taxes on the residence of the candidate. Candidates must also

complete a notarized copy of Form 0320 - Candidate's Place of Residence attesting that the candidate is not currently aware of any delinquency in the filing or payment of state income taxes, personal property taxes, municipal taxes or real property taxes on the candidate's place of residence. The candidate must further attest that they are not a past or present corporate officer of the office that owes any taxes to the state, which are not in dispute. Said affidavit (MCE Form 0320) must include a copy of the affidavit with the declaration of candidacy (MCE Form 0320.1). Failure to accurately complete and file Form 5120 with the Department of Revenue may disqualify a candidate from the ballot. Each newly elected or appointed director shall qualify and take his/her oath of office in the manner prescribed by law and according to Policy 0330 - Oath of Office.

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

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

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

Expenditure of District Funds

No contribution or expenditure of District funds will be made directly by any officer, employee, or agent of the District to advocate, support, or oppose the passage or defeat of any ballot measure, or the nomination or election of any candidate for public office, or to direct any public funds to, or pay any debts, or obligations of any committee supporting or opposing such ballot measure or candidates. This policy shall not be construed to prohibit any district official from making public appearances or from issuing press releases concerning such ballot issue.

Creation of Voting Sub-Districts

If the Board wishes to consider division of the District, the Board must first vote on the question of dividing the District. If the question receives four affirmative votes, the Board will develop a proposed plan for voting sub-districts. The plan will comply with the provisions of RSMo. §162.563. In addition, if 10% of the registered voters in the last school board election will submit a petition to subdivide the District into voting sub-districts, election of officials will be notified and an election held.

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Board Adopted August 15, 2019

Board Updated November 17, 2021

Board Updated September 15, 2022

ORGANIZATION, PHILOSOPHY AND GOALS

Policy 0321
(Regulation 0321)

School Board Organization

School Board Officers

Within fourteen (14) days after the annual Board election in April, the Board will meet to administer the oath of office to new Board members and to elect a president and vice-president. Thereafter, on or before the 15th day of July of each year, the Board shall elect a secretary and a treasurer, who shall enter upon their respective duties on the 15th day of July. The secretary and treasurer may or may not be members of the Board (RSMo. Section 162.301(2)).

Board Adopted August 21, 2014

Board Reviewed August, 15, 2019

ORGANIZATION, PHILOSOPHY AND GOALS

Policy 0322

School Board Organization

Removal from Office

Any School Board member who fails to attend three (3) consecutive regular Board meetings shall be considered to have resigned from office. An exception will be made for members who have presented satisfactory reasons to the Board and have been excused. The School Board secretary shall certify that the office is vacant. The Board will then appoint a replacement to serve until the next School Board election, at which time the position shall be filled by election to complete the unexpired term.

Board Adopted November 19, 2009
Board Reviewed September 18, 2014
Board Reviewed September 19, 2019

ORGANIZATION, PHILOSOPHY AND GOALS

Policy 0323

School Board Organization

Resignation

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

Board Adopted September 21, 2014

Board Reviewed August 15, 2019

School Board Organization

Filling Board Vacancies

Whenever a vacancy occurs on the Board of Education, the remaining members of the Board will, by majority vote, select an individual to fill the vacant position until the next annual school election. Persons who are delinquent in the payment of state income tax, personal property tax, municipal tax, or real property tax on the person's place of residence are not eligible to be appointed to a Board vacancy. A candidate to fill a Board vacancy must provide the District with a signed and notarized affidavit stating that all state income taxes and property taxes, both person and real, have been paid or attest to the fact that no taxes were owed for the two fiscal years immediately prior to their appointment.

In filling the vacancy, the Board will inform the community and solicit applications. In addition, the Board may affirmatively solicit qualified community members to apply for the vacant position. The Board, or a committee designated by the Board will screen the applicants and will select no more than three applicants for Board interview. Candidate interviews and the vote taken to fill the vacancy will occur in an open session meeting of the Board.

If there are more than two vacancies and if the District is located in a county without a county commission, the county executive will fill the vacancies with the advice and consent of the county council.

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Board Adopted September 18, 2014
Board Reviewed September 19, 2019
Board Updated November 17, 2021

ORGANIZATION, PHILOSOPHY AND GOALS

Policy 0330

School Board Organization

Oath of Office

Within fourteen (14) days after their election, the newly elected members of the Board shall take the oath of office proscribed by Article VII, Section II, of the Constitution of Missouri, RSMo. Section 162.301(1).

OATH OF OFFICE

I, _____, do solemnly swear that I am
Board Member

at least twenty-four (24) years of age, that I am a citizen of the United States and a resident taxpayer of the Worth County R-III School District, in Worth County in the State of Missouri, and that I will support the Constitutions of the United States and of the State of Missouri, and that I will abide by and uphold the Worth County R-III School District Board Member Code of Ethics, and will faithfully demean myself in office.

Board Adopted October 16, 2014
Board Reviewed September 19, 2019

ORGANIZATION, PHILOSOPHY AND GOALS

Policy 0340

School Board Organization

Code of Ethics

The purpose of the Board of Education is:

1. To govern and control the affairs of the District as provided by law.
2. To discover and interpret the educational needs, attitudes and interests throughout the District as a guide to developing and setting priorities for an educational program.
3. To exercise judgment in reviewing, considering and voting on district wide policies affecting the operation of the schools.
4. To oversee the management and fiscal control of the schools as provided by law and to review, evaluate and judge the effectiveness of the educational program.

The roles of members of the Board of Education are:

1. To recognize that it is the responsibility of the Board to see that the schools are properly administered, not to administer them.
2. To hold the Superintendent responsible for the implementation of Board policies and the administration of the District.
3. To give the Superintendent authority commensurate with his/her responsibility.
4. To vote on Board matters only after considering the recommendation of the Superintendent and any interested citizens.
5. To maintain a working rapport with other members of the Board and the Superintendent.
6. To respect and encourage the right of others to hold and express opinions.
7. To support the Board once a legal decision has been made by a majority vote.
8. To avoid inappropriate or disparaging remarks, in or out of Board meetings, about other Board members or their opinions.
9. To realize that the responsibilities are district-wide.

10. To recognize that authority rests with the School Board in legal session and no individual Board member has legal authority to request action from the staff.
11. To avoid any comments which may be interpreted as undermining the administration of the District.
12. To assure that special committees, when appointed, have a well defined objective and that there is understanding that the committee serves in an advisory capacity.

In addition, members of the Board of Education will:

1. Work through the Superintendent and his/her staff.
2. Support the Superintendent's efforts to appoint the most qualified persons as employees of the District.
3. Reinforce the efforts of the Superintendent and the staff so that they may perform their assigned responsibilities in the most effective manner.
4. Provide the Superintendent counsel as requested or required.
5. Make every effort to keep all citizens informed about the quality and condition of public school education in the District.
6. Initiate and implement all efforts to secure adequate financial support for the District.
7. Assure that all transactions of the District are ethical, open and aboveboard.

Board Adopted October 16, 2014
Board Reviewed September 19, 2019

ORGANIZATION, PHILOSOPHY AND GOALS

Policy 0342
(Regulation 0342)
(Form 0342)

School Board Organization

Nepotism, Conflict of Interest and Financial Disclosure

The Board may employ a person related within the fourth degree to a Board member (see Form 0342), provided the related Board member does not debate or vote upon the employment issue. However, the Board may not under any circumstances employ one of its own members.

In order to consider employment of a Board member's spouse, the position must have been advertised as required in Policy 4120 - Employment Procedures. In addition, the Superintendent must consider and submit a written affirmative recommendation to the Board. The names of all applicants for that position, as well as the name of the applicant hired, shall be included in the Board minutes.

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

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Board Adopted October 16, 2014
Board Reviewed September 19, 2019
Board Reviewed June 18, 2020
Board Reviewed September 15, 2022

ORGANIZATION, PHILOSOPHY AND GOALS

Policy 0350

School Board Organization

School Board Compensation

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

Board Adopted October 16, 2014

Board Reviewed October 17, 2019

ORGANIZATION, PHILOSOPHY AND GOALS

Policy 0351

School Board Organization

School Board Travel

Travel and accompanying expenses may be authorized by a majority of the Board of Education for any of its members to attend conferences, meetings, seminars, conventions, etc., at the state, regional and national levels. Travel expenses may include transportation, lodging, meals and registration fees.

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

Travel requests will not normally be approved in the three months prior to the completion of a Board member's term.

Board Adopted October 16, 2014

Board Reviewed October 17, 2019

School Board Organization

Board Committees

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

Committee Guidelines

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

Committee Meetings

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

Board Adopted November 20, 2014

Board Reviewed October 17, 2019

School Board Organization

Board Training

Board members initially elected or appointed after August 28, 1993, shall successfully complete orientation and training requirements within one year of the date of election or appointment. The orientation and training will consist of at least eighteen hours and thirty minutes. The District will pay the costs of the training.

This mandatory training will include two hours and thirty minutes of current reliable information concerning identifying signs of sexual abuse in children and the danger signals of potentially abusive relationships between children and adults. In addition, this segment of the training will emphasize methods to establish an atmosphere of trust in order that students feel comfortable discussing abuse with school staff. District administrators will conduct investigations following abuse hotline calls, and advise the Board of the facts and recommendations.

Any Board member serving a term as of August 28, 2019 or elected or appointed after August 28, 2019, will complete at least one hour of refresher training each year of their term of office. However, the refresher training is not required in the year the member completes the initial orientation and training.

The annual refresher training will address concepts covered in the initial training, including the prevention of sexual abuse of children.

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Board Adopted October 17, 2019

ORGANIZATION, PHILOSOPHY AND GOALS

Policy 0410
(Regulation 0410)

Meetings

Meetings

Regular

The regular meeting of the Board shall be held on the third Thursday in each month, at the hour of 7:30 p.m., except when a majority of the Board agrees in advance and public notice is given. Public meetings may be conducted in person or by conference call, video chats, Internet conferences, e-mails and Internet message board.

Special

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

Quorum and Majority Vote

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

Closed Meetings

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

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

Recording of Board Meetings

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

Firearms and Weapons

Possession of firearms and weapons are prohibited from all school premises and school activities. This prohibition specifically applies to meetings and activities of the Board of Education and applies to all attendees, including members of the Board. The firearm prohibition includes permitted weapons. (See also Policy 1432 - Prohibition Against Firearms and Weapons.)

Board Adopted November 20, 2014
Board Reviewed October 17, 2019

ORGANIZATION, PHILOSOPHY AND GOALS

Policy 0411
(Regulation 0411)

Meetings

Meeting Agenda

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

The agenda for each meeting of the Board shall be adopted or modified by a motion by a majority of those Board members present. Once the agenda is approved, it shall require a vote of majority of the Board members present to make additional modifications.

The agenda for closed sessions shall be on a separate document; however, the motion to close a meeting must be voted on during a public meeting and must also include the reasons for closing the meeting with references to the specific topics under the provision of Section 610.021, RSMo. as valid grounds for a closed meeting session. (Refer to Policy 0430 – Executive Sessions.)

Board Adopted November 20, 2014
Board Reviewed October 17, 2019

Meetings

Meetings - Participation by Public

Citizen Complaints

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

Agenda Items

Beginning July 1, 2023, and after citizen comment, residents of the District may submit an agenda item which is related to governance or operation of the District. Prior to submission of an agenda item, the submitting resident must meet with the Superintendent/designee in an effort to resolve the concern related to the agenda item. The Superintendent/designee will hold the resolution meeting within twenty (20) calendar days of the request. Following the resolution meeting or if a resolution meeting is not timely scheduled the agenda request will be submitted to the Board Secretary by the requesting resident. The agenda item will be included in the Board agenda for the next regularly scheduled meeting if item received at least five (5) school days prior to the meeting. If not timely received, the item will be placed on the agenda of the following regularly scheduled meeting. However, the agenda may be moved to a later meeting with the resident's agreement.

Placement of a resident's requesting agenda item is subject to the following rules:

1. Presentation of the agenda item is limited to five (5) minutes unless expanded by the Board.
2. No more than three (3) persons may speak on the agenda item but only if each of the speakers has spoken with the Superintendent/designee as provided in this policy.
3. The Board may decline to hear a resident's requested agenda item if the Board reasonably believes that the Board has heard an identical or substantially the same agenda item within the preceding three (3) months.
4. If the resident requesting addition of the agenda item has previously violated rules regarding conduct at a Board meeting or on District property, as reasonably determined by the Board that the requesting resident be denied placement of their agenda item.
5. If more than three (3) resident-initiated agenda items are scheduled for the same Board meeting, later resident submissions may be scheduled for the following meeting.

However, if a resident-initiated agenda item is delayed under this paragraph the resident will be advised of this option to submit their presentation to the Board in writing.

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Board reapproved 11/20/2014

Board Updated September 15, 2022

ORGANIZATION, PHILOSOPHY AND GOALS

Policy 0420

Meetings

Minutes

Open Session Minutes

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

Closed Session Minutes

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

Board Adopted November 20, 2014

Board Reviewed November 21, 2019

ORGANIZATION, PHILOSOPHY AND GOALS

Policy 0430

Meetings

Executive Sessions

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

Legal Matters

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

Real Estate Matters

The lease, purchase or sale of real estate where public knowledge of the details of the proposed acquisition might adversely affect the District's interests. Any vote or public record approving such a contract shall become available to the public upon execution of the contract.

Personnel Matters

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

Student Matters

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

Employee Negotiations

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

Software Codes

Test Matters

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

Bidding Matters

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

Personnel Records

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

Communications with District Auditor

Confidential and privileged communication between the Board and its auditor, including the auditor's work product. However, final audit reports issued by the auditor will be open.

Security Systems

Information provided to the District by outside consultants relating to the security of District facilities. However, expenditures of public funds for the purchase of security systems are considered to be open public records.

Notwithstanding the provisions of this section, consultant reports involving open records matters, which were prepared for the District, are deemed to be open records.

Board Adopted November 21, 2010
Board Reviewed November 21, 2019

ORGANIZATION, PHILOSOPHY AND GOALS

Policy 0440
(Form 0440)

Meetings

Notification of Board Meetings

Notice of meetings of the Board of Education including committees of the Board as provided in Policy 0360 will be given in a manner to reasonably inform the public of the matters to be considered by the Board.

Notice of the time, date, and place of the meeting as well as the tentative agenda will be provided at least twenty-four hours, exclusive of holidays and weekends, prior to the meeting unless for good cause it is impossible or impractical to provide such notice. In such instances, the nature of the impossibility or impracticality will be stated in the minutes. In order to maximize public participation, notice of Board meetings will be posted in each District school and at the District's administrative offices. Upon request, members of the media will be provided with notice of the meeting at the same time notice is provided to members of the Board. Meetings will be scheduled at a location reasonably accessible to the public in a room of sufficient size to accommodate the anticipated attendance by the public.

Where meetings are conducted by telephone or other electronic means, written notice of such meetings will include the specific mode by which the meetings will be conducted and the location where the public may attend such electronic meetings. If a meeting is conducted through the Internet or other computer link, notice of such meeting will be posted on an existing District web site.

Board Adopted January 21, 2010
Board Reviewed November 21, 2019

ORGANIZATION, PHILOSOPHY AND GOALS

Policy 0510

Policy Development and Review

Policy Development, Adoption and Review

The development and adoption of policies to govern operation of the School District are the responsibility of the Board of Education. In developing policy, the Board may solicit input from the community, staff and other professionals.

At any meeting of the Board, policies governing the schools may be enacted, amended or repealed by a majority vote. The formal adoption of policies shall be recorded in the minutes of the Board. Only those written statements so adopted and so recorded shall be regarded as official Board policy.

Implementation

The Superintendent of Schools is assigned the responsibility for insuring that all Board policies, rules and regulations are implemented. The Board authorizes the Superintendent to develop administrative guidelines in order to implement Board policy. The Superintendent shall notify all employees and students of their need to abide by Board policies and regulations. Administrators shall prepare staff, student and parent handbooks that interpret Board policies and state rules and regulations which affect each population set. The handbooks shall be revised annually and distributed within the first month of the school term.

Review

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

Posting Board Policies and Student Handbooks

During periods of time in which the District maintains a District web site, the Board's policies and regulations along with student handbooks will be posted on the web site.

ORGANIZATION, PHILOSOPHY AND GOALS

Policy 0530

Policy Development and Review **Policy Implementation**

The Superintendent of Schools is assigned the responsibility for insuring that all Board policies, rules and regulations are implemented. The Superintendent shall notify all employees and students of their need to abide by Board policies, rules and regulations. Administrators shall prepare staff, student and parent handbooks which interpret Board policies and state rules and regulations which affect each population set. The Handbooks shall be revised annually and distributed within the first month of the school term.

Board Adopted February 17, 2005

Board Updated February 18, 2010

Board Reviewed November 21, 2019

GENERAL ADMINISTRATION

Policy 1110
(Regulation 1110)

Religion

Religious Expression

The District is committed to provide educational services and to maintain a learning environment, which does not limit or deny participation in constitutionally protected prayer or other protected religious expression. Consistent with the provisions of the First Amendment, the District and its employees, who are engaged in official duties, will not sponsor any religious activity or expression. Conversely, the District and its employees, who are engaged in official duties, will not discourage or preclude religious expression that is privately initiated, consistent with this policy and regulation. (For Board policy regarding instruction and religious or controversial issues, refer to Policy 6242 - Religious or Controversial Issues.)

Board Adopted February 17, 2005

Board Reviewed February 18, 2010

Board Reviewed January 22, 2015

Board Reviewed December 19, 2019

GENERAL ADMINISTRATION

Policy 1210
(Regulation 1210)

Calendar Requirements

School Year and School Day

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

The length of the school day will meet State Department of Elementary and Secondary Education requirements for six (6) clock hours of instruction. A school year and school day in excess of the state required minimum may be recommended by the Superintendent and approved by the Board. The planned calendar adopted prior to the beginning of the school year must be reported to DESE on Core Data Screen 10 by August 15 of each year and cannot be changed after that date.

The District will only be required to make up the first thirty-six (36) hours of school lost or canceled due to inclement weather and half the number of hours lost or canceled in excess of thirty-six (36) hours up to twenty-four (24) hours of additional lost or canceled hours. Thus, the maximum number of hours that must be made up is sixty (60) hours. Days missed in the District's half-day education program will only be made up if required of the District due to inclement weather on a proportional basis." For purposes of this Policy, "inclement weather" shall mean ice, snow, extreme cold, flooding, a tornado, or excessive heat.

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

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Board Adopted October 17, 2019

Board Updated February 20, 2020

Board Updated September 15, 2022

GENERAL ADMINISTRATION

Policy 1300
(Regulation 1300)
(Form 1300)

Equal Opportunity

Prohibition Against Harassment, Discrimination and Retaliation

The District is committed to maintaining an educational and workplace 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 its programs and activities, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, disability, age, genetic information, or any other characteristic protected by law and as required by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990, and state law. 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).

This Policy governs the District's compliance with the laws identified above, outside of Title IX. The following person is designated and authorized as the District's Compliance Officer to coordinate compliance with the laws identified above (outside of Title IX), including to handle inquiries or complaints regarding the District's non-discrimination policies:

Chris Healy
510 East Avenue
Grant City, MO
64556-8312
(660) 564-3389
chealy@wc.k12.mo.us

A complaint by students, employees, parents, and patrons of the District alleging harassment, discrimination, or related retaliation based on a protected classification under the laws identified above (outside of Title IX) should be filed in accordance with the procedures outlined in Regulation 1300. A complaint regarding sexual harassment or related retaliation of a student or employee under Title IX and that is alleged to have occurred on or after August 14, 2020, should be filed in accordance with the procedures outlined in Regulation 1301. A complaint regarding the identification, evaluation, educational program, or placement of a child with a disability under Section 504 should be filed in accordance with the procedures outlined in Regulation 2110.

Board Updated September 17, 2020

GENERAL ADMINISTRATION

Policy 1310 **(Regulation 1310)**

Equal Opportunity

Civil Rights, Title IX, Section 504

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.

Board Adopted February 17, 2005
Board Reviewed February 18, 2010
Board Reviewed January 22, 2015
Board Reviewed December 19, 2019

Equal Opportunity

Website Accessibility

The District is committed to providing accessibility of its website for students, parents, and members of the community with disabilities by meeting or exceeding the requirements of Section 508 of the Rehabilitation Act (29 U.S.C. 794d), as amended in 1998. Section 508 is a federal law that requires agencies to provide individuals with disabilities equal access to electronic information and data comparable to those who do not have disabilities, unless an undue burden would be imposed on the agency.

Information on the District's website will provide access either through modification of its website in conformance of the W3C WAI's Web Content Accessibility Guidelines (WCAG) or by providing the same information in a modality addressing an individual's disability. Students, parents and members of the community who have questions about the accessibility of content used, and/or would like to report barriers to accessing the District's website, please contact the District's Superintendent by calling (660) 564-3389, or either of the building level offices by calling (660) 564-3320 or (660) 564-2218, with detailed information on the location of the page or document you are attempting to access so we can make it accessible. Please include your name, email address and phone number so that we may contact you to provide the information in another format.

Website Accessibility

With regard to the District website and any official District web presence which is developed by, maintained by, or offered through third party vendors and open sources, the District is committed to compliance with the provisions of the Americans with Disabilities Act (ADA), Section 504 and Title II so that students, parents and members of the public with disabilities are able to independently acquire the same information, engage in the same interactions, and enjoy the same benefits and services within the same timeframe as those without disabilities, with substantially equivalent ease of use; and that they are not excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any District programs, services, and activities delivered online.

The District shall appoint an administrator(s) who will be responsible for reviewing and evaluating new material that is published by school staff and uploaded to the website for accessibility on a periodic basis. The designated responsible personnel or 3rd party, will be responsible for reviewing all areas of the District's website and evaluating its accessibility on a periodic basis, and at least once per quarter. Any non-conforming webpages will be corrected in a timely manner.

Website Accessibility Concerns, Complaints and Grievances

A student, parent or member of the public who wishes to submit a complaint or grievance regarding a violation of the Americans with Disabilities Act (ADA), Section 504 or Title II related to the accessibility of any official District web presence that is developed by, maintained by, or offered through the District, third party vendors and/or open sources may make complaints directly to the superintendent by calling (660) 564-3389. The initial complaint or grievance should be made utilizing the procedures set forth in Policy/Regulation 1300 - Prohibition Against Harassment, Discrimination and Retaliation.

Whether or not a formal complaint or grievance is made, once the District has been notified of inaccessible content, effective communication shall be provided as soon as possible to the reporting party to provide access to the information in a modality specific to the individual's disability condition.

A record of each complaint and grievance made pursuant to this Policy shall be maintained at the District office. The record shall include a copy of the complaint or grievance filed, report of findings from the investigation, and the disposition of the matter.

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Board Adopted June 25, 2018

GENERAL ADMINISTRATION

Policy 1405
(Regulation 1405)

School/Community Relations

Parent/Family Involvement in Education

The Board of Education recognizes the positive effects of parents/families' involvement in the education of their children. The Board is committed to strong parent/family involvement in working collaboratively with district staff as knowledgeable partners in educating district students. In order to implement the Board's commitment to parent/family involvement in education, the Superintendent will appoint a committee of parents, staff, and community representatives to serve as the district's Parent Involvement Committee. The Committee's responsibilities will include recommendations for program development, parent/staff training and program evaluation. Program evaluation reports will be prepared and submitted to the Superintendent annually by June 1.

Board Adopted February 16, 2006
Board Reviewed February 18, 2010
Board Reviewed February 18, 2015
Board Reviewed December 19, 2019

GENERAL ADMINISTRATION

Policy 1410

School/Community Relations

Relations with Law Enforcement Authorities

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

Board Adopted March 15, 2005

Board Reviewed March 18, 2010

Board Reviewed February 18, 2015

Board Reviewed January 23, 2020

GENERAL ADMINISTRATION

Policy 1420
(Regulation 1420)

School/Community Relations

Community Use of School Facilities

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

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

Board Adopted March 15, 2005

Board Reviewed March 18, 2010

Board Reviewed February 18, 2015

Board Reviewed January 23, 2020

GENERAL ADMINISTRATION

Policy 1425
(Form 1425)

School/Community Relations

School Volunteers

The District encourages participation of parents and citizens of the community to volunteer in the schools in order to serve as additional resources to the teachers and students.

Screened Volunteers

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

Non-Screened Volunteers

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

Application for Volunteer Service

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

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Board Adopted October 17, 2019

School/Community Relations

Visitors To Schools

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

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

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

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

In order to minimize the potential harm to staff and students, persons listed on the sex offenders list may not be present in any school building, or on district property, in any district vehicle utilized to transport students, or be present at school activities without the written permission of the Superintendent. If permission is granted for a specific event or events, the Superintendent will notify the principal, where the sex offender will be present. Sex offenders cannot reside within 1,000 feet of a school or victim unless the individual is receiving treatment in a treatment facility or nursing home for purposes of getting treatment.

Observations by Parents, Advocates, or Others

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

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

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

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Board Adopted October 17, 2019

GENERAL ADMINISTRATION

Policy 1431
(Regulation 1431)

School/Community Relations

Code of Conduct - Adults

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

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

Board Adopted March 19, 2015
Board Reviewed January 23, 2020

School/Community Relations

Prohibition Against Firearms and Weapons

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

Individuals found to be in violation of this policy will be dealt with severely. Students will be disciplined up to and including expulsion as provided in Policy and Regulation 2620 - Firearms and Weapons in School. Law enforcement officials will be notified and the individual violating this policy will be directed to leave school premises. Non-students violating this policy will be barred from all school premises and school activities for a period of one (1) year. Subsequent violations by the same individual will result in a permanent bar from school premises and school activities.

Student participation in school sanctioned gun safety courses, student military or ROTC courses, or other school sponsored firearm related events does not constitute a violation of this policy, provided the student does not carry a firearm or other weapon into any school, school bus, or onto the premises of any other activity sponsored or sanctioned by school officials. In addition, persons passing through school district property for purposes of dropping off or picking up a student do not violate this policy if they possess a lawful permitted weapon in the vehicle during this time.

School Protection Officers

Notwithstanding provisions to the contrary in this Policy, the District may designate one or more school teachers or administrators as school protection officers. School protection officers are authorized to carry a concealed firearm or self-defense spray device.

Prior to designating such officers, the Board will conduct a public hearing on the initiation of such Program. Notice must be given in a publication of general circulation in the city or court in which the District is located at least fifteen (15) days before the hearing. However, the Board may meet in closed session to determine whether to allow a school protection officer to carry a concealed firearm or self-defense spray device and to protect the School Protection Officer's identity.

Those employees seeking to be designated as a school protection officer must make a written request to the Superintendent along with proof of ownership of a valid concealed carry endorsement or permit. All teachers and administrators seeking designation as a school protection officer shall submit a certificate of school protection officer training program completed from a training program approved by the Director of Public Safety. If the District designates a school protection officer, the District must notify the Director of Public Safety of:

1. Full name, date of birth and address of the officer;
2. The name of the school district; and
3. The date such person was designated as a school protection officer.

Such identity information will not be considered public information under the State's Sunshine Law.

Such school protection officers will not be permitted to allow any firearm or device out of their personal control, while the firearm or device is on school property. Violation of this provision will subject the offending officer to termination proceedings.

Board Adopted September 18, 2014

Board Reviewed March 19, 2015

Board Reviewed February 20, 2020

GENERAL ADMINISTRATION

Policy 1440
(Regulation 1440)

School/Community Relations

Research Requests

Requests for research studies involving students and/or staff of the School District must be submitted to the Superintendent of Schools or the Superintendent's designee for approval. Any research utilizing human subjects must be authenticated by the sponsoring university. Written permission from parents of the students to be involved must also be obtained as well as approval of each principal whose school is to be involved. (See Board Secretary to obtain Form 1440).

Board Adopted March 19, 2015

Board Reviewed February 20, 2020

School/Community Relations

Organ Transplant Information

State or nationally recognized organizations that provide unbiased information concerning organ, eye and tissue donation may request an opportunity to present to the Board. Qualified organizations will be allowed at least thirty (30) minutes to speak at a Board meeting. The Board will determine whether such information will be presented to parents and/or students and, if so, the manner of presentation. However, no student will be required to be present for any instruction related to organ, eye or tissue donation if the student has a sincerely held religious or emotional belief which is contrary to such instruction.

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Board Adopted October 18, 2018

Board Reviewed February 20, 2020

GENERAL ADMINISTRATION

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

School/Community Relations

Public Access to District Documents

The District provides public access for the inspection and copying of the District's public records. As a general practice, the District requires advance payment of a copy fee that does not exceed ten (10) cents per page for pages not larger than nine by fourteen inches and a search and duplication fee that does not exceed the average hourly rate of pay for District clerical staff. However, copies of the District's public records may be provided without a fee or at a reduced fee when the Board determines that a reduction is in the public interest. In assessing fee reductions, the Board will consider the potential that the reduction will significantly contribute to public understanding of the District's operations and will consider the degree of commercial value to be gained by the person requesting a fee reduction. In accordance with state law, search time that would require more than clerical duplication of documents may be charged at the actual cost of research time.

Similarly, the District will provide public access for inspection and duplication of the District's public records maintained on audio, video, or similar media. Public access includes but is not limited to computer facilities, recording tapes, discs, videotapes, films, pictures, slides, graphics, and illustrations. The District requires advance payment not to exceed the cost of copies, staff time (not to exceed the average hourly rate of pay for clerical staff), and the cost of the disk or tape used for duplication.

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

Public Records

As defined by state statute and provided in Board policy, public records include but are not limited to reports, surveys, memoranda, documents/studies prepared and presented to the Board by consultants or other professional service paid for in any part by public funds, provided that such "records" are retained by the District.

The phrase *public records* does not include:

1. Creation of a document not retained or creation of a summary/compilation of District data where such compilation or summary is not an existing, retained record.

2. Internal memoranda or correspondence received by or prepared by or on behalf of the Board where such documents involve advice, opinions, or recommendations related to the Board's decision-making process. However, if such memoranda or correspondence is retained by the District or are presented at a public meeting, they will be deemed public records subject to public access.

Request for Inspection and/or Duplication

1. Requests for access or duplication of the District's public records must be made to the District's designated custodian of records.
2. Upon receipt, the custodian/designee will provide or deny records within three (3) business days of the request. The date of request will not be counted as one of the three (3) business days provided for response. Where reasonable cause exists the three-day response period may be exceeded.
3. *If access is not immediately provided*, the custodian/designee will provide the person requesting access with a detailed explanation of the reason for the delay. The custodian/designee will advise of the earliest date, time, and place when access will be provided.
4. *If access is denied*, the custodian/designee will provide the person requesting access with a written explanation of the reason for denial of access. The written explanation will provide the specific provision of law relied upon in denying access and will be provided within three (3) days of the date when access was denied.
5. Fees for obtaining and duplication of the District's public records must be received prior to copying unless the fee has been waived by the Board. Upon request of the person requesting duplication, the custodian/designee will certify that the actual cost of document search and duplication does not exceed the allowable charges for public records set out in state law.

Unauthorized Removal of Public Records

No person is permitted to remove original public records from District facilities without written permission of the custodian of records/designee. Employees who violate this provision are subject to discipline up to and including termination. Violators may be referred to law enforcement officials.

Commercial Use of District Records

No person or business entity will be provided with the exclusive right to have access to, control over, duplication of, and dissemination of the public records of the District.

Board Adopted March 19, 2015
Board Reviewed February 20, 2020
Board Updated November 17, 2021

GENERAL ADMINISTRATION

Policy 1460
(Regulation 1460)

School/Community Relations

Community Involvement in Decision Making

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

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

Board Adopted January 1998

Board Reviewed April 15, 2010

Board Reviewed April 16, 2015

Board Reviewed February 20, 2020

GENERAL ADMINISTRATION

Policy 1470

School/Community Relations

Public Gifts to Schools

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

Board Adopted June 2000

Board Reviewed April 15, 2010

Board Reviewed April 16, 2015

Board Reviewed February 20, 2020

**GENERAL
ADMINISTRATION**

Policy 1471

School/Community Relations

Memorials and Memorial Services

Memorials and Memorial Services shall be treated as follows:

1. Any memorial contributions generated by schoolmates will be limited to educational resources (i.e. books, videos, etc.), living memorials (i.e. trees, flowers, etc.) or items related to appropriate extra-curricular activities. In no case will identifying labels or pictures be an acceptable part of the memorial contributions by friends or families. A memorial plaque signifying the gift may be displayed.
2. Memorial contributions made by family or friends can be directed to individual or general scholarships, educational resources, living memorials, items related to extra-curricular activities or facilities. Scholarship plaques will remain as long as the scholarship or award is in effect. Once the scholarship or award is no longer active, those who presented the plaque may request its return.
3. No funeral or memorial service will be held on school property unless approved by committee composed of the president, vice president, and treasurer of the school board. However, the student body may participate in a brief time of remembrance. The family of the deceased will be notified prior to the time of remembrance.

Board Adopted May 23, 2006

Board Updated April 15, 2010

Board Reviewed February 20, 2020

School/Community Relations

Memorials

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

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

Approved 4/16/2015

School/Community Relations

Public Complaints

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

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

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

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

Board Adopted June 2000
Board Reviewed April 15, 2010
Board Reviewed April 16, 2015
Board Reviewed March 19, 2020

GENERAL ADMINISTRATION

Policy 1510

Office Methods and Data Management

Records

Custodian of District Records

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

Board Adopted April 15, 2010

Board Reviewed February 16, 2012

Board Reviewed April 16, 2012

Board Reviewed March 19, 2020

GENERAL ADMINISTRATION

Policy 1520
(Regulation 1520)

Office Methods and Data Management

School District Annual Report

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

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

Board Adopted June 2000
Board Reviewed April 15, 2010
Board Reviewed May 19, 2015
Board Reviewed March 19, 2020

GENERAL ADMINISTRATION

Policy 1600

Private, State and Federal Programs Administration

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

Board Adopted May 20, 2010

Board Reviewed May 19, 2015

Board Reviewed March 19, 2020

Private, State and Federal Programs Administration

Protection of Student Rights

All instructional materials, including teachers' manuals, films, tapes or other supplementary material which will be used in connection with any student survey, analysis or evaluation shall be available for inspection by parents/guardians of the students. This requirement also applies to the collection, disclosure or use of student information for marketing surveys.

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

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

The District will give parents notice of their right to inspect surveys and instructional materials used in educating their children, and of the right to opt their child out of participating in activities that concern any of the above eight areas.

Board Adopted May 20, 2010

Board Reviewed May 19, 2015

Board Reviewed March 19, 2020

GENERAL ADMINISTRATION

Policy 1620 **(Regulation 1620)**

Private, State and Federal Programs Administration

Private, State and Federal Funding

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

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

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

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

Board Adopted May 20, 2010

Board Reviewed May 19, 2010

Board Reviewed March 19, 2020

GENERAL ADMINISTRATION

Policy 1621
(Regulation 1621)
(Form 1621)

Private, State and Federal Programs Administration

Title I

Parent Involvement

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

Staff Qualifications

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

Reporting Requirements

Pursuant to the provisions of the Every Student Succeeds Act, the District will submit its Federal Title I LEA Plan, describing the District's Title I services.

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Board Adopted May 20, 2010
Board Reviewed May 19, 2015
Board Updated February 15, 2018
Board Reviewed May 21, 2020

GENERAL ADMINISTRATION

Policy 1710

Administrative Organization and Roles

Administrative Reports

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

Board Adopted May 10, 2010

Board Reviewed June 18, 2015

Board Reviewed May 21, 2020

GENERAL ADMINISTRATION

Policy 1720
(Regulation 1720)
(Form 1720)

Administrative Organization and Roles

Superintendent of Schools

The Superintendent is the chief administrative officer of the School District. The Superintendent, under the direction of the Board, is responsible for the general supervision of the schools and all District personnel. The Superintendent is the chief executive officer of the Board and shall be responsible to the Board for the execution of the policies, rules and regulations and directives given by the Board, and for the functions listed in Regulation 1720.

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

Qualifications of the Superintendent of Schools

The Superintendent shall hold Missouri Teacher's and Superintendent's Certificates and have prior teaching experience. Prior experience as a school administrator is desirable.

Terms of Employment

The Superintendent's contract will be based on a twelve-month year, with salary and work year to be established by the Board.

Contract

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

Evaluation of the Superintendent

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

Termination

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

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

Board Adopted on May 20, 2010

Board Reviewed June 18, 2015

Board Reviewed May 21, 2020

Administrative Organization and Roles

Shared Superintendent

Beginning July 1, 2023, the District may enter into an agreement with another district to share a superintendent provided DESE provides an annual stipend of at least Thirty Thousand Dollars (\$30,000.00). The \$30,000 DESE stipend plus 50% of the amount the District saved by sharing a superintendent will be spent on teacher salaries or counseling services. The DESE stipend will be available for no more than five (5) years.

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Board Adopted September 15, 2022

GENERAL ADMINISTRATION

Policy 1730

Administrative Organization and Roles

Building Administration

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

Board Adopted on 5/20/2010

Board Reviewed on 6/18/2015

Board Reviewed on 5/21/2020

STUDENTS

Policy 2100

Nondiscrimination and Student Rights

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

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

Board Adopted December 2010
Board Reviewed August 20, 2015
Board Reviewed August 20, 2020

STUDENTS

Policy 2110 **(Regulation 2110)**

Nondiscrimination and Student Rights

Equal Educational Opportunity

It is the policy of the Board of Education to provide a free and appropriate education for students with disabilities. Students with disabilities are those who, because of certain atypical characteristics, have been identified by professionally qualified personnel as requiring special educational planning and services. Students with disabilities will be identified on the basis of physical, health, sensory, and/or emotional handicaps, behavioral problems or observable exceptionalities in mental ability. It is possible that a student may have more than one type of disability.

The District's programs and services available to meet the needs of these students will be in accordance with The Individuals with Disabilities Education Act, The Education for All Handicapped Students Act of 1975, The Rehabilitation Act of 1973, Section 504, and § 162.670 - .995 RSMo., Missouri Special Education Services. In addition, the identification of students with disabilities and the services provided by the District will be in accordance with the regulations and guidelines of the Missouri Department of Elementary and Secondary Education's Current Plan for Part B of The Education of the Handicapped Act, as amended. (See Policy and Regulation 6250 - Instruction for Students with Disabilities.)

Board Adopted August 20, 2015
Board Reviewed August 20, 2020

STUDENTS

Policy 2120

Nondiscrimination and Student Rights

Students of Legal Age

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

Board Adopted August 20, 2015

Board Reviewed August 20, 2020

STUDENTS

Policy 2130
(Regulation 2130)
(Form 2130)

Nondiscrimination and Student Rights

Harassment

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.

Board Adopted August 20, 2015
Board Reviewed August 20, 2020

STUDENTS

Policy 2140

Nondiscrimination and Student Rights

Marital, Parental Status of Students

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

Board Adopted August 20, 2015
Board Reviewed August 20, 2020

STUDENTS

Policy 2150
(Form 2150)

Nondiscrimination and Student Rights

Searches by School Personnel

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

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

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

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

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

Board Adopted August 20, 2015
Board Reviewed August 20, 2020

STUDENTS

Policy 2160

Nondiscrimination and Student Rights

Interviews, Interrogations and Removal From School

Interview or Interrogation

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

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

Removal of Students From School

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

Board Adopted August 20, 2015
Board Reviewed August 20, 2020

STUDENTS

Policy 2170
(Regulation 2170)

Nondiscrimination and Student Rights

Distribution of Noncurricular Publications by Students

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

Board Adopted November 17, 2005
Board Updated October 19, 2010
Board Reviewed September 17, 2015
Board Reviewed August 20, 2020

STUDENTS

Policy 2180

Nondiscrimination and Student Rights

Pledge of Allegiance

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

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Board Adopted October 20, 2016

Board Reviewed August 20, 2020

Admission and Withdrawal

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

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

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

High School Students Residing in K-8 Districts

The District will admit high school students from approved K-8 Districts in its county or adjoining counties. The District shall charge the sending K-8 Districts tuition for each such student. The cost of tuition will be calculated by the District's Board of Education, but in no case will tuition exceed the amount spent for teachers' wages, incidental purposes, debt service, maintenance and replacements divided by the District's average daily pupil attendance. Disputes involving the tuition charged will be resolved by the State Board of Education. The sending districts are required to provide transportation provided the receiving District has been approved by the K-8 District of pupil's residence.

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Board Adopted October 17, 2019

Board Reviewed September 17, 2020

STUDENTS

Policy 2210

Admission and Withdrawal

Entrance Age

Entrance Age for Pre-Kindergarten Programs

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

Entrance Age for Kindergarten

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

Entrance Age for First Grade

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

A birth certificate will be required as proof of age.

Military Dependents

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

Board Approved September 18, 2014

Board Reviewed September 17, 2015

Board Reviewed September 17, 2020

STUDENTS

Policy 2220

Admission and Withdrawal

Compulsory Attendance Ages

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

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

Board Approved January 21, 2010

Board Updated October 19, 2010

Board Reviewed November 18, 2010

Board Reviewed September 17, 2015

Board Reviewed September 17, 2020

STUDENTS

Policy 2230
(Regulation 2230)
(Form 2230)

Admission and Withdrawal

Admission of Non-Tuition Students

Resident Students

Resident students of the District, five to twenty-one (5-21) years of age, who have not graduated from high school or received any document evidencing completion of the equivalent of a secondary curriculum (G.E.D.), and are not barred from enrollment by provisions of the Safe Schools Act (See Policy and Regulation 2664) may attend District schools tuition free. Resident students must provide proof of residency in the District at the time of enrollment. To be a resident of the District, a student must both physically reside and be domiciled within District boundaries. The domicile of a minor child is the domicile of a parent, military guardian pursuant to a military issued guardianship, or court-appointed legal guardian. Where due to military stationing or deployment out-of-state of one or both of a child's parent(s), the child, a resident of Missouri, relocates to live with other family members that live in the District or lives in a military support community located in the District, the child may attend District schools. If the parents' active duty orders expire during the school year, the student will be permitted to finish the current school year at the District.

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

Students Entitled to Enroll Without Proof of Residency

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

Requests for Waiver of Proof of Residency Requirements

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

Students of Nonresident Teachers and Regular Employees

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

Remote Registration

Parent(s) who are being relocated to Missouri pursuant to military orders will be permitted to enroll their students remotely. Proof of residence is not required at the time of registration, but will be required within ten (10) days of the student's registration.

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Board Adopted October 17, 2019
Board Reviewed September 17, 2020

STUDENTS

Policy 2240 **(Regulation 2240)**

Admission and Withdrawal

Admission and Tuition - Nonresident Students

Nonresident students may be permitted to attend the District schools upon payment of tuition provided the student is not barred from enrollment by provisions of the Safe Schools Act. (See Policy 2664.) Tuition rates will be determined annually by the Board of Education on the basis of the per-pupil cost for the preceding year including operation, maintenance, and debt service of the schools.

Within two (2) business days of enrollment in the District by state officials of a nonresident student pursuant to state statute, the Superintendent/designee will request the student's transfer and discipline records from all schools or facilities previously attended and from other state agencies and entities involved in the placement of the student within the twenty-four (24) month period preceding enrollment. The Superintendent/designee is authorized to share relevant portions of such student's transfer and discipline records with District employees who, based upon their duties, have a need to know such information. Such records will be maintained in confidence for purposes of maintaining discipline and for assistance to the student. The student's transfer and discipline records will not be a part of the student's permanent record nor used as the sole basis for denying educational services to a pupil.

Admission of Residents from Unaccredited School Districts

In accordance with Missouri law and Board Regulation, the District will accept transfer students from school districts in its same or adjoining counties that are declared unaccredited by the state of Missouri.

Board Approved September 19, 2013

Board Reviewed September 17, 2015

Board Reviewed September 20, 2020

STUDENTS

Policy 2245

Admission and Withdrawal

Transfer Students

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

Transfers from Unaccredited Schools

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

Intradistrict Transfers

The Superintendent may authorize the transfer of a student from one District school to another. Reasons for the transfer may include, but are not limited to:

1. Welfare of the student
2. Disciplinary concerns
3. Curriculum offerings
4. Special education placement
5. Parent/guardian custody
6. Relocation of residence
7. Student of a District employee
8. Transportation

The request for transfer may be initiated by the building principal and/or the parent/guardian. The request shall outline the reasons for the transfer, the positive and negative impact upon the student, and any differences of opinion about the transfer. A request for a student transfer will be submitted to the Superintendent.

Board Approved December 15, 2005

Board Reviewed November 18, 2010

Board Reviewed October 15, 2015

Board Reviewed September 17, 2020

STUDENTS

Policy 2250
(Regulation 2250)

Admission and Withdrawal

Admission of Exchange Students

Resident foreign exchange students under the auspices of an organization or association accredited by the state and/or federal governments for that purpose may enroll in the School District, and shall have all the rights and privileges of a resident student during the period of enrollment. Those sponsoring agencies which comply with the standards for foreign student exchange programs as established by the U.S. Department of State are those which will be recognized by the District.

Board Approved December 15, 2005
Board Reviewed November 18, 2010
Board Reviewed October 15, 2015
Board Reviewed September 17, 2020

STUDENTS

Policy 2255

Admission and Withdrawal

Disabled Students

The District will follow all state and federal laws, rules and regulations with regard to implementing its responsibilities to students who enroll in the District that have been previously identified as disabled under the Individuals with Disabilities Education Act, or Section 504 of the Rehabilitation Act.

Board Approved May 20, 2010

Board Reviewed October 15, 2015

Board Reviewed September 17, 2020

STUDENTS

Policy 2260 **(Regulation 2260)**

Admission and Withdrawal

Homeless Students

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

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Board Adopted December 15, 2005
Board Reviewed November 18, 2010
Board Reviewed October 16, 2015
Board Updated February 15, 2018
Board Reviewed September 17, 2020

STUDENTS

Policy 2270
(Regulation 2270)

Admission and Withdrawal

Migrant Students

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

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

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

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

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Board Adopted December 15, 2005
Board Reviewed November 18, 2010
Board Reviewed October 15, 2015
Board Updated March 16, 2017

Board Reviewed September 17, 2020

STUDENTS

Policy 2280

Admission and Withdrawal

Admission of Home Schooled Students

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

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

Board Approved December 15, 2005

Board Reviewed October 15, 2015

Board Reviewed October 15, 2020

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

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

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

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

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

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

Voluntary Student Withdrawal

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

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

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

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

Board Approved September 18, 2014

Board Reviewed October 15, 2015

Board Reviewed October 15, 2020

STUDENTS

Policy 2310
(Regulation 2310)

Attendance

Student Attendance

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

Board Approved January 19, 2006

Board Reviewed December 16, 2010

Board Reviewed November 19, 2015

Board Reviewed October 20, 2020

Attendance**Student Attendance – Excused Absences**

In accordance with Missouri state law, the District recognizes that the Future Farmers of America Organization (FFA), Family, Career, and Community Leaders of America (FCCLA), 4-H programs, and organized competitions held as part of the Missouri state fair involve important education and learning processes and are beneficial to District students. Due to the nature of these organizations, students will occasionally need to miss school time in order to fully participate and benefit from the programs sponsored by these organizations. Accordingly, students who miss school time during the regular school day due to participation in officially sanctioned activities of the Future Farmers of America Organization (FFA), Family, Career, and Community Leaders of America (FCCLA), 4-H, and competitions held as part of the Missouri state fair, shall receive an excused absence and shall be considered to be attending regularly scheduled instruction during such times of absence.

If a leader of one of the above referenced organizations or the parent of a student participating in the Missouri state fair anticipates that a student will miss school time due to participation in an activity for such organization, the leader/parent shall let the building principal know with as much notice as possible prior to the event and receive his/her approval of the activity and for missed school time. Time missed by students participating in an activity of such programs shall be included in the district's calculation of average daily attendance as defined by Missouri law. Students who miss school time due to participation in an approved activity as set forth in this policy, will be expected to make up all school work missed during their absence.

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Board Adopted December 15, 2016

Board Reviewed October 15, 2020

STUDENTS

Policy 2320
(Regulation 2320)

Attendance

Part-Time Attendance

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

Board Approved October 21, 2004
Board Update December 16, 2010
Board Reviewed November 19, 2015
Board Reviewed October 15, 2020

STUDENTS

Policy 2330
(Regulation 2330)

Attendance

Student Early Dismissal Procedures

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

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

Board Approved July 11, 2005

Board Updated December 16, 2010

Board Reviewed November 19, 2015

Board Reviewed October 15, 2020

STUDENTS

Policy 2340
(Regulation 2340)

Attendance

Truancy and Educational Neglect

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

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

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

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

Board Approved January 19, 2006
Board Updated December 16, 2010
Board Reviewed November 19, 2015
Board Reviewed October 15, 2020

STUDENTS

Policy 2400
(Regulation 2400)
(Form 2400)

Student Educational Records

A cumulative educational record shall be maintained for each student from his/her entrance into school through the last date of attendance or through graduation, whichever occurs first.

Each student's educational record will include information required by state and federal statutes, regulations or agencies and shall include other information considered necessary by school officials.

The District will comply with the mandates of the Family Educational Rights and Privacy Act (FERPA) and the Safe Schools Act regarding confidentiality of student records and disclosure of personally identifiable information.

The parents/guardians of students who are attending or have attended the District's schools have the right to inspect and review the educational records of their students and to request amendment of their students' educational records. The District has adopted procedures (Regulation 2400) for the granting of parental requests for access to the educational records of their students within a reasonable period of time, but in no case more than forty-five (45) days after the request is made.

All information contained in a student's educational record, except information designated as directory information by the District, shall be confidential and shall be directly accessible only to school officials who demonstrate a legitimate educational interest in the student's records and to parents/guardians or eligible students.

Upon request by military recruiters or an institution of higher learning, the District will provide students' names, addresses and telephone listings. Parents will be notified annually of their right to individually request that such information not be released without prior parental consent. Military recruiters will be provided the same access to students as is given to institutions of higher learning.

Board Approved July 23, 2009

Board Updated December 16, 2010

Board Reviewed November 19, 2015

STUDENTS

Policy 2410
(Regulation 2410)

Student Educational Records

Health Information Records

Except as otherwise required to comply with the Individuals with Disabilities Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 (Section 504), records containing student health information will be stored separately from other student records in a locked file cabinet or in a secure computer file.

Board Approved January 19, 2006

Board Updated December 16, 2010

Board Reviewed November 19, 2015

Student Educational Records**Recording of Meetings**

The District prohibits the use of audio, video or other recording devices in any meetings between District employees and parents/guardians with the exception of meetings held pursuant to the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act. Exceptions to this prohibition will be made on a case-by-case basis and in accordance with federal and state laws. If a parent or guardian wishes to request an exception to this general prohibition, he or she must make a written request to the organizer of the meeting no later than one week prior to the meeting. The request must state the reasons why the parent or guardian believes the District should make an exception and/or why he or she believes that the use of a recording device is necessary to comply with any applicable federal or state laws. The District will provide a written response to the request prior to the scheduled meeting.

Parents and/or legal guardians will be permitted to make an audio recording of any meeting held under the Federal Individuals with Disabilities Education Act (IDEA) or Section 504 of the Federal Rehabilitation Act, including but not limited to, IEP meetings. Any such audio recording shall be the property of the parent/legal guardian creating the recording. When a parent or legal guardian creates such recording, the District will also create an audio recording of the meeting. The District requires parents/legal guardians intending to make such audio recording to give the District's Director of Special Education twenty-four (24) hours' notice prior to the meeting of their intent to record. District employees making a good faith report of a violation of this paragraph will not be subject to adverse employment action in retaliation for making such report.

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Board Approved January 20, 2011

Board Reviewed November 19, 2015

Board Reviewed November 17, 2020

Board Updated November 17, 2021

STUDENTS

Policy 2520 **(Regulation 2520)**

Student Academic Achievement

Promotion and Retention

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

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

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

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

Board Approved December 21, 2015
Board Reviewed November 17, 2020

STUDENTS

Policy 2525
(Regulation 2525)

Student Academic Achievement

Graduation Requirements

The minimum graduation requirements are as follows:

Communication Arts	4 units
Social Studies	3 units
Mathematics	3 units
Science	3 units
Fine Arts	1 unit
Practical Arts	1 unit
Physical Education	1 unit
Health Education	½ unit
Personal Finance	½ unit
Electives	8 units
Total	25 units

The District will accept courses offered through the Missouri Course Access & Virtual Instructional Program (MOCAP) as units of credit meeting state and local graduation requirements provided however the quantity and quality of completed student works meets standards applicable to the District’s traditional program. (See Policy 6190 Virtual Education).

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

Board updated June 19, 2014
Board reviewed December 17, 2015
Board updated November 17, 2020

Student Academic Achievement

Constitution and American Civics Tests

As a condition of graduation, student must satisfactorily pass an examination on the principles and provisions of the United States and Missouri Constitutions, American History, American Institutions and American Civics. This requirement may be waived for any student transferring from a school outside the state if the student furnishes acceptable documentation of the student's successful completion of a course over comparable material.

The Civics examination will consist of one hundred questions similar to the one hundred question examination used by the United States for applicants for citizenship.

All students must pass an American Civics Test similar to the civics portion of the United States Naturalization Test, produced by the United States Citizenship and Immigration Services. The American Civics Test may be administered in conjunction with testing on the provisions and principles of the United States and Missouri Constitutions, American History and American Institutions.

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Board Adopted October 20, 2016

Board Reviewed November 17, 2020

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

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

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

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

This policy does not apply to non-IDEA students.

Board Approved May 20, 2010

Board Updated January 20, 2011

Board Reviewed December 17, 2015

Board Reviewed November 17, 2020

STUDENTS

Policy 2540.1

Student Academic Achievement

Missouri Option Program

A student who is at least six units of credit behind his or her class peers and meets the defined criteria can participate in the Missouri Option program.

Students must participate in a minimum of 15 hours of academic instruction per week. Students must also be enrolled in other school-supervised instructional activities (career education courses, elective classes, work experience, etc.), which classifies the student as a full-time student.

The District will provide a level and quality of education that ensures the integrity of the Missouri Option Program and issue a high school diploma upon successful completion of the HiSet Assessments. In addition, Missouri Option students must take the required End-of-Course exams (EOCs) and pass all other required tests and/or training required of all graduates.

Board Approved June 2006

Board Updated November 17, 2020

STUDENTS

Policy 2540

Student Academic Achievement

Early Graduation

Graduation, with all attendant privileges, will be allowed any time after seven (7) semesters of attendance beginning with grade nine and attainment of all requirements as set by the state and the Worth County R-III School Board. In the Worth County R-III School District, students must have earned 24.5 units of credit as prescribed in the Student Handbook.

Early graduation should be part of a cooperative plan arrived at by students, their parent/guardian, and the school.

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

Board Adopted January 19, 2006

Board Updated January 20, 2011

Board Reviewed December 17, 2015

Board Reviewed November 17, 2020

Student Academic Achievement**Dual Credit and Dual Enrollment Scholarships**

The District may provide “dual credit and dual enrollment” courses in conjunction with an accredited Missouri higher education institution. Such courses would be taught in a district high school by instructors possessing appropriate academic credentials. Eligible students participating in the program would be eligible to earn high school and college credit simultaneously.

Subject to state appropriation of funds, dual credit and dual enrollment students may be eligible for a dual credit scholarship. Dual credit and dual enrollment students would be eligible to receive the tuition cost paid by the student to enroll in a course offered by an approved dual credit provider.

In order to be eligible to receive a dual credit and dual enrollment scholarship a student must:

1. Be a United States citizen or permanent resident;
2. Be a Missouri resident;
3. Have a cumulative high school GPA of at least 2.5 on a four-point scale.
4. Meet one or more of the following indicators of economic need:
 - a. Be eligible to be enrolled in a federal free or reduced lunch program; or
 - b. Reside in a foster home; be a ward of the State; or be homeless; or
 - c. Receive low-income public assistance or live in federally subsidized public housing.

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Board Adopted October 20, 2016

Board Reviewed November 17, 2020

Board Updated September 15, 2022

STUDENTS

Policy 2600

Discipline

The District has the authority to discipline for student conduct that is prejudicial to good order and discipline in the schools as provided by state law. School officials are authorized to hold students accountable for misconduct in school, on school property, and during school-sponsored activities. Students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline up to and including expulsion. However, no student will be confined in an unattended locked space except for emergency situations while awaiting the arrival of law enforcement officials.

Students forfeit their right to a public school education by engaging in conduct prohibited in Regulation 2610, the code of student conduct, and/or state or federal law. Disciplinary consequences include, but are not limited to, withdrawal of school privileges (athletics, intramurals, student clubs and activities and school social events); the reassignment of the student to another school; removal for up to ten (10) school days by building principals; extension of suspensions for a total of 180 days by the Superintendent; and longer term suspension and expulsion from school by the Board of Education. See also Policies 2610, 2662, and 2663.

Removal of any student who is a student with a disability under Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act is subject to state and federal procedural due process rights. See policy 2672 and its corresponding regulation.

The District will provide annual in-service training to all employees concerning the District's discipline regulations and their implementation. Annual training will also include, but will not be limited to, approved methods of dealing with school violence, discipline of students with disabilities, and the requirements of student confidentiality.

Board Approved May 20, 2010

Board Updated January 20, 2011

Board Reviewed December 17, 2015

Board Reviewed November 17, 2020

STUDENTS

Policy 2610 **(Regulation 2610)**

Discipline

Misconduct and Disciplinary Consequences

All students attending school in District schools will be expected to accept the obligation and responsibility to attend school on a regular basis and to comply with the District's discipline code set forth in Regulation 2610. Those students who choose not to fulfill their responsibilities at school will be held accountable for their conduct. Consequences for individual acts of misconduct are calculated to discipline the student, to deter future misconduct, and to provide a safe and positive environment in which students can learn. Students who engage in significant acts of misconduct off campus which materially and adversely impact the educational environment of district students to the extent allowed by law will be subject to discipline up to and including expulsion.

Board Approved October 19, 2010

Board Reviewed December 17, 2015

Board Reviewed November 17, 2020

STUDENTS

Policy 2620 **(Regulation 2620)**

Discipline

Firearms and Weapons in School

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

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

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

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

Board Approved May 20, 2010

Board Update January 20, 2011

Board Reviewed December 17, 2015

Board Reviewed December 17, 2020

STUDENTS

Policy 2630

Discipline

Closed Campus

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

Board Adopted February 16, 2006

Board Updated January 20, 2011

Board Reviewed January 21, 2016

Board Reviewed December 17, 2020

Discipline**Student Use of Tobacco, Alcohol, Drugs and Vapor Products****Smoking**

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

Alcohol and Drug Use

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

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

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

CBD Products

Due to the lack of consistency in labeling related to the potency of many CBD and similar products; due to the lack of research into the long-term effects of these products; and due to the overriding concern for the health and safety of District students, CBD and similar products are prohibited on school premises and at school related activities. Penalties for violations of this policy will be consistent with the penalties for alcohol and drug possession.

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Board Adopted September 17, 2020

STUDENTS

Policy 2641

Discipline

Drug-Free Schools

Pursuant to requirements of the 1989 amendments of the Drug-Free Schools and Communities Act and to the requirements of the Safe Schools Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, the District shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs to all students from early childhood level through grade twelve (12). (See also Policy 6130 - Drug Education.) Such programs will address the legal, social and health consequences of drug and alcohol use, and provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

The District shall provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. Students may be required to participate in such programs in order to avoid suspension or expulsion if they are found to be in violation of this policy. All parents/guardians and students shall annually be provided with a copy of this policy.

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

Board Adopted February 16, 2006

Board Updated January 20, 2011

Board Reviewed January 21, 2016

Board Reviewed December 17, 2020

STUDENTS

Policy 2650.1
(Regulation 2650.1)
(Form 2650.1)

Discipline

Student Drug Testing

The Board recognizes the importance of protecting the health and safety of students from the use of illegal drugs, performance-enhancing drugs and alcohol. The purpose of this policy is to help prevent substance abuse among students, to encourage treatment for students with substance abuse problems and to ensure that students have the opportunity to attend school and participate in activities in a fair, safe and healthy environment.

The superintendent or designee is directed to adopt procedures to carry out the intent of this policy and may contact the district's attorney for assistance in applying this policy. The district will use a laboratory certified by the U.S. Department of Health and Human Services.

Random Drug Testing

Participation in extracurricular activities and parking on school property are privileges and carry with it the responsibility to adhere to high standards of conduct, including refraining from the use of illegal drugs, performance-enhancing drugs and alcohol. To assist students in making healthy and safe choices, the district will conduct random drug testing of students in grades 7-12 as a condition of participation in covered activities. Covered activities are activities regulated by the Missouri State High School Activities Association (MSHSAA), any other extracurricular activities that require participation outside of the school day and/or school building for which students will not receive a grade, and parking on school property, excluding all activities in which students receive an academic grade for participation. District employees shall not have the authority to waive the testing of any student selected using the random selection process.

Students who test positive or otherwise violate the screening process may be suspended or excluded from covered activities and/or may lose the privilege to park on school property. If the discipline policy of the Worth County R-III School District is violated with respect to drugs and alcohol, the student will be subject to the consequences of the discipline policy. The violation will also be counted as a violation of this policy.

A positive test through this random testing program will not result in suspension from school or academic sanctions. The district will not report results to law enforcement.

Board Adopted August 20, 2015
Board Reviewed December 17, 2020
Board Updated June 16, 2021

STUDENTS

Policy 2650
(Form 2650)

Discipline

Student Vehicle Use

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

Board Adopted February 16, 2006

Board Updated March 17, 2011

Board Reviewed January 21, 2016

Board Reviewed December 17, 2020

STUDENTS

Policy 2651

Discipline

Student Dress

The Board of Education expects student dress and grooming to be neat, clean and in keeping with community standards, so that each student may share in promoting a positive, healthy and safe atmosphere within the School District. This expectation includes the school day and school sponsored extracurricular activities. The Board may require students to wear a school uniform.

Students shall observe modes of dress and standards of personal grooming that are in conformity with the educational environment and necessary to maintain an orderly and safe atmosphere for all students. Apparel is expected to conform to reasonable student standards of modesty, and as such, no excessive or inappropriate areas of skin or undergarments may be exposed. No apparel or grooming which presents a safety concern is permitted. No apparel displaying messages that are gang-related, sexually explicit, vulgar, violent, or advocating illegal activities is permitted. Further, no clothing or personal grooming that disrupts, or can be forecasted to disrupt, the educational environment is permitted.

Board Adopted October 19, 2010

Board Updated March 17, 2011

Board Reviewed January 26, 2016

Board Reviewed December 17, 2020

STUDENTS

Policy 2652

Discipline

Student Conduct on Buses

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

Board Adopted February 16, 2006

Board Updated March 17, 2011

Board Reviewed January 21, 2016

Board Reviewed December 17, 2020

STUDENTS

Regulation 2653

Discipline

Student Participation in Secret Organizations and Gangs

The principal will establish procedures and regulations to ensure that any student wearing, carrying or displaying gang paraphernalia; exhibiting behavior or gestures which symbolize gang membership; or causing and/or participating in activities which intimidate or affect the attendance of another student, shall be subject to disciplinary action.

Consequences for such actions and/or behaviors may result in suspension or expulsion.

To further discourage the influence of gangs, District administrators shall:

1. Provide inservice for staff in gang recognition and special workshops for counselors.
2. Ensure that all students have access to counselors.
3. Work closely with the local law enforcement authorities and county juvenile officers who work with students and parents/guardians involved in gang activity.
4. Provide classroom or after-school programs designed to enhance individual self-esteem and foster interest in a variety of wholesome activities.

Board Adopted July 11, 2005

Board Reviewed January 21, 2016

Board Reviewed December 17, 2020

STUDENTS

Policy 2654

Discipline

Student Use and Care of School Property

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

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

Board Adopted February 16, 2006

Board Updated March 17, 2011

Board Reviewed February 18, 2016

Board Reviewed December 17, 2020

STUDENTS

Policy 2655
(Form 2655)

Discipline

Bullying

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

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

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

Students who are found to have violated this policy will be subject to consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Possible consequences to a student for a violation of this policy include: loss of privileges, classroom detention, conference with teacher, parents contacted, conference with principal, in-school suspension, out-of-school suspension, expulsion, and law enforcement contacted.

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

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

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

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Board Adopted October 20, 2016
Board Reviewed January 21, 2021

STUDENTS

Policy 2660 **(Regulation 2660)**

Discipline

Detention

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

Board Adopted February 16, 2006

Board Updated March 17, 2011

Board Reviewed February 18, 2016

Board Reviewed January 21, 2021

STUDENTS

Policy 2661

Discipline

In-School Suspension

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

Board Adopted February 16, 2006

Board Updated March 17, 2011

Board Reviewed February 19, 2016

Board Reviewed January 21, 2021

STUDENTS

Policy 2662
(Regulation 2662)
(Form 2662)

Discipline

Suspension

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

Board Adopted May 20, 2010

Board Updated March 17, 2011

Board Reviewed February 18, 2016

Board Reviewed January 21, 2021

STUDENTS

Policy 2663
(Regulation 2663)
(Form 2663)

Discipline

Expulsion

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

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

Board Adopted July 23, 2009

Board Updated March 17, 2011

Board Updated February 18, 2016

Board Reviewed January 21, 2021

STUDENTS

Policy 2664
(Regulation 2664)

Discipline

Enrollment or Return Following Suspension and/or Expulsion

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

Board Adopted: February 16, 2006

Board Updated: March 17, 2011

Board Reviewed: March 17, 2016

Board Reviewed January 21, 2021

Discipline

Corporal Punishment: Authorized

Corporal punishment should be used only after other methods have failed and when there is reason to believe it will be helpful in maintaining discipline or in the development of the student's character and power of self-control.

No student will be administered corporal punishment without prior notification to and written permission of the student's parents/guardians.

All instances of corporal punishment shall be witnessed by at least one other adult member of the school staff and will only be administered by a principal or other District administrator. The use of reasonable force for a District employee to protect persons or property is not abuse within the meaning of Chapter 210, RSMo.

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Board Adopted October 19, 2010

Board Updated March 17, 2011

Board Reviewed March 17, 2016

Board Reviewed January 21, 2021

Board Updated September 15, 2022

STUDENTS

Policy 2671
(Regulation 2671)
(Form 2671)

Discipline

Student Discipline Hearings

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

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

Board Adopted: February 16, 2006

Board Updated March 17, 2011

Board Reviewed March 17, 2016

STUDENTS

Policy 2672 **(Regulation 2672)**

Discipline

Discipline of Students with Disabilities

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

Board Adopted May 20, 2010

Board Update March 17, 2011

Board Reviewed March 17, 2016

Board Reviewed February 19, 2021

STUDENTS

Policy 2673
(Regulation 2673)
(Form 2673)

Discipline

Reporting of Violent Behavior

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

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

Board Approved October 19, 2010
Board Updated March 17, 2011
Board Reviewed March 17, 2016
Board Reviewed February 18, 2021

STUDENTS

Policy 2710
(Regulation 2710)

Student Welfare

Reporting Student Abuse

The Board of Education believes that school staff members, school volunteers and school contractors, are in unique positions to assist children, families, and the community in dealing with the issue of child abuse and neglect. Child abuse is defined as any physical injury, sexual abuse or emotional abuse inflicted on a child other than by accidental means. Neglect is defined as the failure to provide the proper or necessary support, education, nutrition or medical, surgical or other care necessary for the child's well-being. The status as an unaccompanied youth is not, in and of itself, a sufficient basis for reporting child abuse or neglect unless the child is under sixteen (16) years of age or is an incapacitated person. However, if a mandated reporter knows or has reason to believe that an unaccompanied child has been or may be a victim of child abuse or neglect, a report must be made. Employees, volunteers and school contractors making reports of allegations of sexual abuse of a student will be provided immediate unrestricted use of communication technology and will be temporarily released from their work duties to make an immediate report.

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

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

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

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

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Board Adopted October 17, 2019

Board Reviewed February 18, 2021

Board Updated November 17, 2021

STUDENTS

Policy 2720

Work Certificate

Employment of Students

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

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

Board Adopted October 19, 2010

Board Updated March 17, 2011

Board Reviewed March 17, 2016

Board Reviewed February 18, 2021

STUDENTS

Policy 2730

Student Welfare

Supervision of Students

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

It is the responsibility of principals to arrange for adequate supervision. 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.

Board Adopted April 20, 2006

Board Updated March 17, 2011

Board Reviewed April 21, 2016

Board Reviewed February 18, 2021

STUDENTS

Policy 2740 **(Regulation 2740)**

Student Welfare

Student Safety

The District places a high priority on the safety of its students and employees. When a student or employee is the victim of a violent criminal offense, severe disciplinary consequences will be imposed. (See also Regulation 2610 - Behavioral Expectations.) In addition and pursuant to the Every Student Succeeds Act, student victims of a violent criminal offense that was committed on school premises will be offered transfer to another District school. To insure awareness of this policy, the parents of student victims will be notified in writing of their right to a school transfer.

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

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

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Board Adopted February 15, 2018
Board Reviewed February 18, 2021

Student Welfare**Sexual Abuse Awareness Training**

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

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

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

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Board Adopted October 17, 2019
Board Reviewed February 18, 2021

Student Welfare**Electronic Data Breach**

In the event of a breach of data that includes personal student information maintained in an electronic form, the District will send written notification of the breach to the student's parent/guardian. In addition, the District will also send notification of such breach to the Department of Elementary and Secondary Education and to the state auditor.

For purposes of this policy, student personal information shall mean:

1. Social Security Number
2. Credit Card Numbers
3. Driver's License Numbers
4. Medical Information
5. Health Insurance Information
6. Financial Account Information

Student personal information does not include information that is lawfully obtained from publically available sources or from federal state or local government records that are lawfully made available to the general public.

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Board Adopted October 18, 2018

Board Reviewed February 18, 2021

STUDENTS

Policy 2750-ADF
(Regulation 2750-ADF)

Student Welfare

District Wellness Program

The Board recognizes the relationship between student well-being and student achievement as well as the importance of a comprehensive district wellness program. Therefore, the district will provide developmentally appropriate and sequential nutrition and physical education as well as opportunities for physical activity. The wellness program will be implemented in a multidisciplinary fashion and will be evidence based.

Wellness Committee

The district will establish a wellness committee that consists of at least one parent, student, nurse or other school health professional, physical education teacher, school food service representative, Board member, school administrator, member of the public, and other community members as appropriate. If available, a qualified, credentialed nutrition professional will be a member of the wellness committee.

Committee meeting dates and agendas will be posted on the district's website in advance of each meeting and advertised in a manner designed to reach students, staff and members of the community.

All wellness committee meeting agendas will include a public comment period in which students, staff and members of the community are encouraged to provide input on the district's wellness program. Meetings, records and votes of the wellness committee will adhere to the requirements of the Missouri Sunshine Law.

Wellness Program Coordinators

The Board designates the following individual(s) as wellness program coordinator(s): District Health Aide and Physical Education Teacher. Only employees of the district who are members of the wellness committee may serve as wellness program coordinators. Wellness coordinators, in consultation with the wellness committee, will be in charge of implementation and evaluation of this policy.

Wellness program coordinators are responsible for ensuring that each school in the district is in compliance with this policy.

Nutrition Guidelines

The nutrition guidelines outlined in this section do not apply to food or beverages brought from home by students for consumption solely by the student or food or beverages created or used by students as part of the district's instructional program.

It is the policy of the Worth Co. R-III School District that all foods and beverages sold to students during the school day on any property under the jurisdiction of the district will meet the U.S. Department of Agriculture (USDA) school meal and Smart Snacks in School (Smart Snacks) nutrition standards. These nutrition standards apply to all food and beverages sold to students, including those sold in vending machines, school stores and through district-sponsored fundraisers, unless an exemption applies. In addition, the Smart Snacks standards apply to all food and beverages provided, but not sold, to students outside the reimbursable school meals program during the school day. For the purposes of this policy, the school day is the time period from the midnight before to 30 minutes after the official school day.

Nutrition Promotion and Education

The district will provide nutrition education aligned with the Missouri Learning Standards and Grade-Level Expectations (GLEs) in health and physical education in all grades. In addition, the district will disseminate nutrition messages and other nutrition-related materials received from the USDA to students, staff and the community through a variety of media and methods. The wellness program coordinators, in consultation with the wellness committee, will develop procedures that address nutrition education and promotion.

Physical Activity and Education

The district will provide physical education and opportunities for physical activity aligned with the Missouri Learning Standards and GLEs in health and physical education in all grades. The wellness program coordinators, in consultation with the wellness committee, will develop procedures that address physical education and physical activity.

Other School-Based Activities

The wellness program coordinators, in consultation with the wellness committee, are charged with developing procedures addressing other school-based activities to promote wellness.

Assessment

The local wellness program will be assessed at least once every three years. The assessment will measure the district's level of compliance with implementing the local wellness program, including compliance levels in each of the district's schools; the extent to which the district's policy compares to model wellness policies; and a description of the progress made in attaining the goals of the program. Wellness program coordinators will report the results of assessments to the Board, and the

results of each assessment will be made available to the public on the district's website and by other appropriate means. The wellness program coordinators will make recommendations for modifications to the wellness policy in accordance with these assessments, and the Board will revise the wellness policy as it deems necessary based on these recommendations. Administrative procedures will be revised accordingly.

Records

The wellness program coordinators will maintain records necessary to document compliance with law, including a copy of the policy; documentation of community involvement, including sign-in sheets or other documentation of the names of those who provided input to the committee; documentation of triennial assessments; and documentation that assessment findings were shared with the public.

* * * * *

Worth Co. R-III School District, Grant City, Missouri

Board Adopted October 23, 2017
Board Reviewed February 18, 2021

STUDENTS

Policy 2755

Student Welfare

Cardiopulmonary/Heimlich Training

Beginning no later than the 2017-18 school year, students will receive thirty (30) minutes of cardiopulmonary resuscitation instruction and training in the performance of the Heimlich maneuver or other first aid for choking. Students will receive this training at least once during the student's four years of high school. Instruction will be included in the District's existing health or physical education curriculum. Students with disabilities may participate to the extent appropriate as determined by the student's IEP or §504 Plan.

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Board Adopted October 20, 2016

Board Reviewed March 18, 2021

STUDENTS

Policy 2760
(Regulation 2760)
(Form 2760)

Student Welfare

Students in Foster Care

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

In order to facilitate this process and to serve as the educational liaison for District foster children, the District will designate the School Counselor to oversee and assess the District's foster care program.

The Board recognizes students in foster care experience mobility in and out of the foster care system and from one home placement to another that may disrupt their education, and which may create barriers to academic success and on-time graduation. The District, in collaboration with state and local agencies, will work to minimize or eliminate educational barriers for students in foster care, particularly in enrollment, transfer of student records, and transportation to their school of origin, where appropriate. For purposes of this policy, "school of origin" is the school in which the student is enrolled at the time of placement in foster care. The District will, to the largest extent possible, ensure that a child in foster care enrolls or remains in his or her school of origin, unless a determination is made that remaining in the student's school of origin is not in the student's best interest.

In determining the student's best interest for purposes of this policy, the following factors will be considered:

1. Preference of the student;
2. Preference of the student's parent or educational decision making;
3. The student's attachment to the school, relationships with staff and peers;
4. Placement of the student's siblings;
5. Influence of the school climate on the student, including safety;
6. Availability and quality of the services in the school in meeting the student's educational and socioemotional needs;
7. History of school transfers and their impact;
8. Impact of the length of commute;
9. Whether the student has a disability under the IDEA or Section 504;
10. Whether student is an EL student receiving language services.

A foster care child whose home placement is changed may remain enrolled and attend their school of origin, or return to a previously attended school in an adjacent district. The District will accept for credit full or partial course work satisfactorily completed by a foster child while attending a public school, nonpublic school or non-sectarian school in compliance with District policies, regulations and practices.

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

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

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

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

Transportation

Some students in foster care who are residents of the District may need transportation to remain in their school of origin when it is in their best interest. To facilitate transportation for such students, the District will collaborate with the state and/or local child welfare agencies to ensure that transportation for such students is arranged, provided, and funded. If there are additional costs incurred in providing transportation to the school of origin, the District will provide such transportation if:

- a) The local child welfare agency agrees to reimburse the District for such costs;
- b) The District elects to pay the costs; or
- c) The District and the local child welfare agency agree to share the cost.

Dispute Resolution

In the event that a caregiver or education decision-maker disputes a District decision regarding the best interest or the provision of other educationally related services for a student in foster care, the caregiver or education decision-maker may use the District's dispute resolution procedure. During the pendency of the dispute resolution, the student shall remain in his or her school of origin in order to minimize disruptions and to reduce the number of moves between schools. Similarly, students attending their school of origin are entitled to continue to receive transportation during the appeal.

In the event of such dispute, the District will inform the educational decision-maker or parent of their right to appeal the Best Interest Determination in a language and format reasonably calculated to inform the parent/educational decision-maker of their rights. They will also be provided with the following:

1. Contact information for the District's foster care point of contact.
2. An explanation of the Best Interest Determination.
3. A step-by-step description of how to appeal the Best Interest Determination at Level I.
4. A statement advising that the student will remain in the school of origin, receiving all appropriate educational services during the pendency of the appeal.
5. Timelines for dispute resolution at each level.
6. Notice of rights to appeal to DESE if the parent/educational decision-maker is not satisfied of the level decision.

Level I

In order to appeal from the Best Interest Determination, a parent/educational decision-maker must submit their appeal in writing. This writing must contain the following:

1. The school in which enrollment is sought.
2. The basis for seeking enrollment.
3. The requesting parent/educational decision-maker's name and contact information.

If the appeal is submitted by email, the subject line should provide "Foster Care Appeal."

The appeal letter must be submitted within ten (10) weekdays of receiving the District's notice of the right to appeal the decision. Failure to timely submit an appeal letter may result in dismissal of the appeal.

The Superintendent/designee will arrange for a personal conference with the parent/educational decision-maker, the student where appropriate, and the student's case manager or point of contact. Prior to the meeting, the Superintendent will have reviewed the documentation from the Best Interest Determination meeting. The conference will be arranged within ten (10) days of receipt of the appeal letter and will be conducted as soon as practicable.

Within five (5) days of the conference, the Superintendent/designee will inform the parent/educational decision-maker as well as other parties attending the meeting of the

Superintendent/designee's decision. The decision will be communicated in writing. The written decision will include the following:

1. Copy of the complete Level I appeal packet (appeal, Best Interest documents, notices, and decision).
2. The decision and an explanation of the decision.
3. Directions concerning the procedure to appeal the decision to Level II, including the DESE foster care point of contact, including that individual's name, phone number and email address.

Level II

If the parent/educational decision-maker disagrees with the Level I decision, they may submit a written and dated appeal letter headed "Foster Child Appeal" which must include:

1. The school in which enrollment is sought and the basis for seeking such enrollment.
2. The parent/educational decision-maker's name and contact information.
3. Best Interest Determination notes and reports.
4. Copy of the Level I appeal letter.
5. Copy of the District's Level I decision.

The appeal letter must be submitted to the DESE contact person and the District's Superintendent within five (5) days of receipt of the Level I decision. The District will have five (5) days from receipt of the Level II appeal letter to submit its response, which will be headed "Foster Child Appeal." Documents submitted after the stated deadline will not be considered.

The State's decision will be made by a three person panel including the DESE foster care point of contact, an additional DESE representative, and a representative of the state child welfare agency. The panel will make its decision within thirty (30) days of receipt of the Level II appeal letter. The DESE foster care point of contact will send the written decision to the parent/educational decision-maker and the Superintendent. The decision will include:

1. Copy of the Level II packet.
2. The decision and its explanation.

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Board Adopted March 2018
Board Reviewed March 18, 2021

Student Welfare

Temporary Alternative Placement Agreements

If a parent/guardian is temporarily unable to provide care or support for their child and if the child is not in imminent danger of death; serious bodily injury or being sexually abused; an adult relative and the parent/guardian of the child may enter into a Temporary Alternative Placement Agreement (“Agreement”) with Missouri’s Children’s Division.

The Agreement provides for a placement with an adult relative for a period of ninety (90) days. The adult relative shall make the day-to-day decisions for the child including educational, medical decisions, as well as enrollment in school for the term of the Agreement.

The adult caregiver (relative) is required to notify the District of the Agreement and is required to provide the District with a copy of the Agreement.

This provision will become effective only when the Children’s Division has prepared and disseminated Rules and Regulations governing such Agreements.

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Board Adopted October 15, 2020

Board Reviewed March 18, 2021

STUDENTS

Policy 2765
(Regulation 2765)

Student Welfare

Transfer of Care and Custody

A parent or legal custodian of a student may execute a power of attorney transferring the care and custody of the student for a period of up to one year. The transfer of custody will not change or modify parental or legal rights contained in an existing court order or deprive parents of visitation. Parents or legal guardians may revoke the power of attorney at any time.

Parents or legal custodians who are members of the Armed Forces, including reserve components, the Commissioned Officer Corps of the National Oceanic and Atmospheric Administration (NOAA), the Public Health Services of the United States, Department of Health and Human Services detailed for duty with the United States Armed Forces, or who is required to enter or serve in the active military service of the United States, under a call or order of the President of the United States, or to serve on state active duty, may delegate care and custody of their student for a period of longer than one year if on active duty service. The delegation of care and custody may not exceed the term of active duty service plus thirty (30) days.

The delegation of care and custody will not alter or affect the District's residency requirements.

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Board Adopted October 18, 2018
Board Reviewed March 18, 2021

Student Welfare

Seclusion and Restraint

A. Purpose

It is the purpose of this policy to:

- Meet the requirements of RSMo 160.263.
- Promote safety and prevent harm to all students, school personnel and visitors in the school district.
- Treat all students with dignity and respect in the use of discipline and behavior-management techniques.
- Provide school personnel with clear guidelines about the use of seclusion, isolation and restraint on school district property or at any school district function or event.
- Promote retention of teachers and other school personnel by addressing student behavior in an appropriate and safe manner.
- Promote parent understanding about state guidelines and district policies related to the use of discipline, behavior management, behavior interventions and responses to emergency situations.
- Promote the use of non-aversive behavioral interventions.

B. Definitions:

“Authorized School Personnel” means school personnel who have received annual training in:

- De-escalation practices,
- Appropriate use of physical restraint,
- Professionally accepted practices in physical management and use of restraints,
- Methods to explain the use of restraint to the student who is to be restrained and to the individual’s family,
- Appropriate use of isolation,
- Appropriate use of seclusion, and
- Information on the policy and appropriate documentation and notification procedures.

“Behavior Intervention Plan (BIP)” sets forth specific behavior interventions for a specific student who displays chronic patterns of problem behavior.

“Chemical Restraint” shall never be used by school personnel.

“Functional Behavior Assessment” a formal assessment to identify the function or purpose the behavior serves for the student so that classroom interventions and behavior support plans can be developed to improve behavior. The assessment could include observations and charting of the behavior and interviews with family, teachers, and the student, so as to determine the frequency, antecedent and response of the targeted behavior.

“IEP” means a student’s Individualized Education Program as defined by the Individuals with Disabilities Education Act (IDEA).

“Mechanical Restraint” means the use of any device or equipment to restrict a student’s freedom of movement. “Mechanical Restraint” shall not include devices implemented by trained personnel or use by a student with prescription for such devices from an appropriate medical or related services professional and that are used for specific and approved purposes for which such devices were designed such as the following:

- a) Adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment to allow greater freedom of mobility than would be possible without the use of such devices.
- b) Vehicle safety restraints when used as intended during the transport of a student in a moving vehicle.
- c) Restraints for medical immobilization; or
- d) Orthopedically prescribed devices that permit a student to participate in activities without risk.

“Physical Restraint” a personal restriction such as person-to-person physical contact that immobilizes, reduces, or restricts the ability of a student to move the student's torso, arms, legs, or head freely. "Physical restraint" shall not include:

- (a) A physical escort, which is a temporary touching or holding of the hand, wrist, arm, shoulder, or back for the purpose of inducing a student to walk to a safe location.
- (b) Comforting or calming a student.
- (c) Holding a student's hand to transport the student for safety purposes.
- (d) Intervening in a fight; or
- (e) Using an assistive or protective device prescribed by an appropriately trained professional or professional team.

“Prone Restraint” using mechanical or physical restraint or both to restrict a student's movement while the student is lying with the student's front or face downward.

“Restraint” includes, but is not limited to, mechanical restraint, physical restraint, and prone restraint.

“School personnel” means

- Employees of a local board of education.
- Any person, paid or unpaid, working on school grounds in an official capacity.
- Any person working at a school function under a contract or written agreement with the school system to provide educational or related services to students.
- Any person working on school grounds or at a school function for another agency providing educational or related services to students.

“Seclusion” the involuntary confinement of a student alone in an area or room that the student is physically prevented from leaving and that complies with the code in effect in the District. Seclusion does not include the following:

- (a) A timeout, which is a behavior management technique that is part of an approved program, involves the monitored separation of the student in a nonlocked setting, and is implemented for the purpose of calming.
- (b) In-school suspension.
- (c) Detention; or
- (d) Other appropriate disciplinary measures.

“Section 504 Plan” means a student’s individualized plan developed by the student’s Section 504 multidisciplinary team after a pre-placement evaluation finding the student is disabled within the meaning of Section 504 and its implementing regulations.

“Time out” means brief removal from sources of reinforcement within instructional contexts that does not meet the definition of seclusion or isolation. Time out includes both of the following:

- a) Non-exclusionary time out: removal of reinforcers from the student without changing the physical location of the student (e.g., asking the student to put his/her head down on the desk); and
- b) Exclusionary time-out: removal of the student from participation in an activity or removal from the instructional area.

C. Seclusion

The District will not confine a student in seclusion unless there is a situation or condition where there is imminent danger of physical harm to the student or others.

D. Mechanical, Physical and Prone Restraint

For all school years beginning on or after July 1, 2022, the District will not use any mechanical, physical, or prone restraint technique that:

- (1) Obstructs views of the student's face.
- (2) Obstructs the student's respiratory airway, impairs the student's breathing or respiratory capacity, or restricts the movement required for normal breathing to cause positional or postural asphyxia.
- (3) Places pressure or weight on or causes the compression of the student's chest, lungs, sternum, diaphragm, back, abdomen, or genitals.
- (4) Obstructs the student's circulation of blood.
- (5) Involves pushing on or into the student's mouth, nose, eyes, or any part of the face or involves covering the face or body with anything including, but not limited to, soft objects such as pillows, blankets, or washcloths.
- (6) Endangers the student's life or significantly exacerbates the student's medical condition.
- (7) Is purposely designed to inflict pain.
- (8) Restricts the student from communicating. If an employee physically restrains a student who uses sign language or an augmentative mode of communication as the student's primary mode of communication, the student shall be permitted to have the student's hands free of restraint for brief periods unless an employee determines that such freedom appears likely to result in harm to self or others.

Physical restraints should never be used as a form of punishment or for the convenience of school personnel or unless there is a situation or condition in which there is an imminent danger of physical harm to the student or others.

E. Assurances and Training

The District will ensure that the policy adopted under this section requires the following:

- (1) Any student placed in seclusion or restraint shall be removed from such seclusion or restraint as soon as the District personnel determines that the student is no longer an imminent danger of physical harm to self or others.
- (2) District personnel shall annually review the policy and procedures involving the use of seclusion and restraint. Personnel who use seclusion or restraint shall annually complete mandatory training in the specific seclusion and restraint techniques that the District uses.

F. Recordkeeping and Parental Notification

The District will attempt to notify the parents or legal guardians as soon as possible but no later than one hour after the end of the school day on which the use of seclusion or restraint occurred. Notification shall be oral or electronic and shall include a statement indicating that the District will provide the parents or legal guardians a copy of the report described in this section within five (5) school days.

Each time seclusion or restraint is used for a student, the incident shall be monitored by a member of the District's staff and a report shall be completed by the District personnel that contains at a minimum the following:

- a) Date, time of day, location, duration and description of the incident and intervention.
- b) Any event leading to the incident and the reason for using seclusion or restraint.
- c) A description of the methods of seclusion or restraint used.
- d) The nature or extent of any injury to the student.
- e) The names, roles, and certifications of each employee involved in the use of seclusion or restraint.
- f) The name, role, and signature of the person who prepared the report.
- g) The name of the employee whom the parent or guardian can contact regarding the incident and use of seclusion or restraint.
- h) The name of the employee to contact if the parent or guardian wishes to file a complaint.
- i) A statement directing parents and/or legal guardian to a sociological, emotional, or behavioral support organization and a hotline number to report child abuse and neglect.

Form 2770 is a sample reporting form which may be utilized to satisfy the reporting requirement.

The District will maintain the report as an education record of the student, provide a copy of the report to the parent or legal guardian within five (5) school days, and a copy of each incident report shall be sent to the Department of Elementary and Secondary Education within thirty (30) days of the incident.

G. Applicability of this Policy

This policy applies to all district school personnel. School personnel assigned to programs not located on district premises (hospitals, detention centers, juvenile facilities, and mental health facilities) shall follow the policy and procedure of the facility/program where they work.

H. School Personnel Debriefing

Following any situation involving the use of seclusion, isolation or restraint, as defined in this policy, a debriefing shall occur as soon as possible but no later than two (2) school days after the emergency situation. The debriefing shall include, at a minimum, a discussion of the events that led to the emergency and why the de-escalation efforts were not effective; any trauma reactions on the part of the student, other students or school personnel; what, if anything, could have been done differently; and an evaluation of the process.

I. Retaliation

District employees will not retaliate against any person for having:

- (a) Reported a violation of any policy established under this section or failure of the District to follow any provisions of this section in retaliation to incidents of seclusion and restraint; or
- (b) Provided information regarding a violation of this section by the District or a member of the staff of the District.

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Board Adopted January 20, 2011

Board Updated April 21, 2011

Board Reviewed April 21, 2016

Board Reviewed March 18, 2021

Board Updated November 17, 2021

Applicability of this Policy

This policy applies to all district school personnel. School personnel assigned to programs not located on district premises (hospitals, detention centers, juvenile facilities, and mental health facilities) shall follow the policy and procedure of the facility/program where they work.

Board Adopted January 20, 2011

Board Updated April 21, 2011

Board Reviewed April 21, 2016

Board Reviewed March 18, 2021

STUDENTS

Policy 2780

Student Welfare

Use of Tracking Devices

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

Board Adopted April 21, 2016

Board Reviewed March 18, 2021

STUDENTS

Policy 2785
(Regulation 2785)
(Form 2785)

Student Welfare

Student Suicide Awareness

This policy and the accompanying regulation reflects the District's commitment to maintaining a safe environment to protect the health, safety and welfare of students. The corresponding regulation for this policy outlines key protocol and procedures for this District in educating employees and students on the actions and resources necessary to prevent suicide and to promote student well-being. This policy is being adopted pursuant to Section 170.048, RSMo.

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Board Adopted October 20, 2016
Board Updated January 18, 2018
Board Reviewed March 18, 2021

STUDENTS

Policy 2810

Student Services

Guidance and Counseling Services

The District is committed fully to implement a guidance and counseling program that supports the academic, career, and personal/social development of all students, leading District students to successful transitions into post-secondary education and into the workforce. The District's guidance and counseling program is implemented with the services of fully certified school counselors supported by teachers, administrators, parents and students. The District guidance and counseling program is designed and implemented in a manner to be consistent with the standards of the Missouri Comprehensive Guidance and Counseling Program.

The content of the District's program, consistent with the Missouri Comprehensive Guidance and Counseling Program, is divided into three broad areas as follows:

Academic Development (ACAD)

1. Students will apply skills needed for achievement in school, both cognitive and affective.
2. Students will utilize skills necessary to successfully transition between educational levels.
3. Individual student learning plans will be developed and monitored throughout the students' District learning experience.

Career Development

1. Students will achieve life career goals through the consistent application of career exploration and planning skills.
2. Students will identify and locate information relevant to the "World of Work" and post-secondary training/education.
3. Students will achieve on-the-job success through the application of employment readiness skills.

Personal/Social Development

1. Students will achieve an understanding of themselves as individuals and as members of diverse local and global communities.
2. Students will interact with others in ways that manifest respect for individual and group differences.
3. Students will learn to apply personal safety skills and coping strategies.

Identification of Critical Workforce Needs and Shortages

1. Students will be given workforce needs and shortages information that will support students' career pathway decisions prepared by the State Board of Education and the Department of Economic Development by November 1 of each school year.

2. Information received through collaboration between the State Board and the Department of Economic Development will be disseminated to students by November 1 of each school year.

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Board Adopted August 16, 2012
Board Reviewed April 21, 2016
Board Updated October 18, 2018
Board Reviewed March 18, 2021

Student Services**Identification of At-Risk Students**

The District is committed to identifying students who are at-risk of not being ready for college-level work or not being ready for employment in entry-level career positions. It is essential that such identification occur early enough that our schools can intervene with academic counseling, career counseling, and other intervention services to enhance a student's readiness for post high school academic or employment opportunities.

Identification

Consistent with this District's commitment, at-risk students will be identified by at least their ninth grade year, including students who transfer into the District during ninth grade. In order to identify such at-risk students, District staff will utilize the following criteria:

1. Student performance in Mathematics and English on the eighth grade Missouri Assessment Program (MAP) tests.
2. The District will consider comparable statewide assessment performance for students transferring into ninth grade from outside of Missouri.
3. The District's reported rate of students taking remedial courses in basic academic subjects of English, Mathematics, and Reading during their initial year of college. In assessing this data, the District will rely on data submitted by the Department of Higher Education pursuant to § 173.750 RSMo.
4. The student's attendance rates.

While the above at-risk identifiers are mandatory, the District may consider additional criteria including, but not limited to, review of discipline record; performance more than one grade level below in Reading and/or Math; core subject middle school grades; academic assessment results; contents of Section 504 Plan; ACE score (Adverse Childhood Experience) of 5 or more or other relevant identifiers.

Academic and Career Counseling

When at-risk students are identified, the District will initiate academic and/or career counseling as soon as is practicable to enhance at-risk students' opportunity to graduate on-time, and to enhance their college and/or career readiness.

This policy may be appropriately waived for any student with a disability upon the recommendation of the student's Individualized Education Program (IEP) team.

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Board Adopted June 25, 2018

Board Reviewed March 18, 2021

Student Services**Contact and Involvement with Outside Agencies**

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

Board Adopted September 13, 2013

Board Reviewed May 19, 2016

Board Reviewed March 18, 2021

STUDENTS

Policy 2820

Student Services

Psychological Testing of Students

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

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

All psychological services provided by the District or agencies contracted by the District will be in accordance with state and federal statutes and regulations concerning the privacy of student records and use of psychological services. (See also Policy 2815 - Assessments and Referrals to Outside Services.)

Board Adopted April 20, 2006
Board Updated April 21, 2011
Board Reviewed May 19, 2016
Board Reviewed March 18, 2021

Student Services

ACT Administration

In two circumstances, students taking the ACT assessment will have the option to take the assessment in its regular configuration or the ACT Work Keys assessment. Students opting to take the ACT Work Keys assessment will do so within three (3) months before administration of the ACT assessment.

These assessment options will be available:

1. In any school year in which DESE directs a state-funded census administration of the ACT to any group of District students.
2. In any school year in which the District directs a District-funded administration to any group of District students.

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Board Adopted October 18, 2018

Board Reviewed April 22, 2021

STUDENTS

Policy 2830

Student Services

Health Services

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

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

Board Adopted January 20, 2011

Board Updated April 21, 2011

Board Reviewed May 19, 2016

Board Reviewed April 22, 2021

STUDENTS

Policy 2835
(Form 2835)

Student Services

Consent to Medical Treatment and Educational Service

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

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

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

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

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

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

Board Adopted May 19, 2016
Board Reviewed April 22, 2021

STUDENTS

Policy 2840

Student Services

Student Accident Insurance

The Board of Education will provide the opportunity for parents/guardians, students and others to purchase student accident insurance on an annual basis. Each year the Administration will choose a provider offering group rates and will make the information available to District families.

Participation in any group plan is optional and arrangements for participation are the responsibility of the parents/guardians or students. However, all students are required to have insurance coverage before they are allowed to practice or compete in interscholastic athletics, cheerleading, pompon squads and similar groups.

Board Adopted April 20, 2006

Board Updated April 21, 2011

Board Reviewed May 19, 2016

Board Reviewed April 22, 2021

STUDENTS

Policy 2850
(Regulation 2850)
(Form 2850)

Student Services

Inoculations of Students

All students attending District schools are required to be in compliance with state programs mandating immunization against specific diseases. Failure to comply with District immunization requirements will result in exclusion from school until proof of compliance is provided. Parents/guardians of homeless students are encouraged to submit proof of compliance as soon as possible.

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

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

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Board Adopted April 20, 2006

Board Updated April 21, 2011

Board Updated November 19, 2015

Board Reviewed May 19, 2016

Board Updated January 18, 2018

Board Reviewed April 22, 2021

STUDENTS

Policy 2860 **(Regulation 2860)**

Student Services

Students with Communicable Diseases

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

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

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

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

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

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

Board Adopted June 15, 2006
Board Updated May 17, 2011
Board Reviewed May 19, 2016
Board Reviewed April 22, 2021

STUDENTS

Student Services

Policy 2870
(Regulation 2870)
(Form 2870)

Administering Medicines To Students

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

Board Adopted January 20, 2011

Board Updated May 17, 2011

Board Reviewed June 21, 2016

Board Reviewed April 22, 2021

Student Services**Medical Marijuana**

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

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

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

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

Administration at School

In the limited circumstances that a qualified student must receive the drug at school, certain procedures as determined by the District must be followed. Among those procedures, the caregiver must provide the principal with the student's valid authorization to use medical marijuana and the parent must provide the principal with doctor's orders confirming that the drug must be administered during the school day. Where the principal is satisfied that all procedural requirements have been met, the principal will allow the caregiver to take the student off school grounds in order to administer the drug to a qualified student. Medical marijuana will not be stored at school. Following administration of the drug, the caregiver must return the student to school. At no times should any medical marijuana be on school grounds.

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

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

Additional Parameters

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

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

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

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Board Adopted August 15, 2019

Board Reviewed April 22, 2021

Staff Services

Administering Opioid Antagonists

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

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

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

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[Board Adopted February 20, 2020](#)

[Board Reviewed April 22, 2021](#)

STUDENTS

Policy 2875 **(Regulation 2875)**

Student Services

Student Allergy Prevention and Response

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

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

Identification

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

Prevention

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

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

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

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

The district will not serve any processed foods, including foods sold in vending machines, which are not labeled with a complete list of ingredients. Vended items must include a list of ingredients on the individual package. The food service director will create an ingredient list for all foods provided by the district as part of the district's nutrition program, including food provided during the school day and in before- and after-school programs. This list will be available upon request.

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

Education and Training

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

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

Confidentiality

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

Response

Response to an allergic reaction shall be in accordance with established procedures, including application of the student's 504 Plan or IHP/EAP, where applicable. Each building will maintain an adequate supply of epinephrine premeasured auto-injection devices to be administered in accordance with Board policy.

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Board Adopted January 20, 2011

Board Reviewed July 21, 2016

Board Reviewed April 22, 2021

STUDENTS

Policy 2876
(Regulation 2876)

Student Services

Epilepsy/Seizure Disorder

Beginning on July 1, 2023, parents of a student with epilepsy or a seizure disorder who are seeking care for their child while at school are encouraged to inform the school nurse or in the absence of the nurse, the building administrator of their request. Upon such request, the school nurse will develop an individualized emergency health care plan for the student. Parents must annually provide written authorization for the provision of epilepsy or seizure care as set out in the student's individualized health care plan.

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Board Adopted September 15, 2022

STUDENTS

Policy 2880

Student Services

Student Physical Examination

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

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

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

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

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

Vision Examinations

Students enrolling in kindergarten or first grade will be required to receive a vision examination from a state licensed optometrist or physician.

A trained District nurse or other qualified District employee will conduct eye screening exams for every student prior to the completion of first grade and will again screen before the completion of third grade. If a student fails an eye screening, the District will notify the parent/guardian of the results of the eye screening and will require the student to receive a complete eye exam from an optometrist or physician. Students will be excused from the eye screening examination if a student's parent/guardian submit a written objection to the exam addressed to the student's principal.

Board Adopted December 20, 2007

Board Updated May 17, 2011

Board Reviewed June 21, 2016

Board Reviewed May 20, 2021

STUDENTS

Policy 2890

Student Services

Do Not Resuscitate (DNR) Orders

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

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

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

Board Adopted June 15, 2006

Board Updated May 17, 2011

Board Reviewed June 21, 2016

Board Reviewed May 20, 2021

STUDENTS

Policy 2910 **(Regulation 2910)**

Activities and Athletics

Student Publications

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

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

Board Adopted June 15, 2006
Board Updated May 17, 2011
Board Reviewed June 21, 2016
Board Reviewed May 20, 2021

STUDENTS

Policy 2920
(Regulation 2920)
(Form 2920)

Activities and Athletics

Interscholastic Activities and Athletics

The District provides opportunities for students to participate in interscholastic activities and athletics. The interscholastic programs should encourage participation by as many students as possible and should be carried on with the best interests of the students as the primary consideration. The programs are expected to be well organized and well conducted and to have a positive influence on the students and the community.

Participation in interscholastic and extracurricular activities is a privilege and not a right. Interscholastic competition may be withheld from any student as a condition of discipline. Furthermore, all policies that apply to the regular school day apply also to interscholastic competition. Coaches and sponsors may establish policies for their groups in addition to those set out by the Missouri State High School Activities Association.

Hazing

Student hazing is inconsistent with the educational goals of the District and poses a significant risk to the physical and mental welfare of District students. Hazing of students, on or off District property, is prohibited and may result in suspension or expulsion from school and from activity/athletic participation.

Board Adopted July 23, 2009
Board Updated May 17, 2011
Board Reviewed June 21, 2016
Board Reviewed May 20, 2021

STUDENTS

Policy 2921
(Regulation 2921)

Activities and Athletics

Participation by Non-Traditional Students

Should the District elect to permit non-traditional students to participate in interscholastic activities, such students must qualify as bonafide students under MSHSAA regulations in order to participate in such activities.

Non-Traditional students may be considered bonafide under MSHSAA regulations under any of the following options:

Option 1 – Transcribed Credits

1. The student must be enrolled in a District high school although some courses/credits are taken off-campus, i.e. virtual, post-secondary, work study, etc; and
2. All credits attempted must appear on the student's high school transcript; and
3. All classes must be completed by the high school's close of semester in order to be considered counted toward activity eligibility.

Option 2 – Seat Time plus Non-Transcribed Credits

1. The student must be enrolled in a District High School and take a minimum of two (2) credit bearing seat time classes for a minimum of 1.0 units of credit at the high school; and
2. High School Administration must confirm after a full academic review that the student is further enrolled in courses outside of the high school, which bring the student up to full MSHSAA mandated credit requirements of 80%. The High School Administration will develop and submit to the Superintendent a written procedure to determine approval of outside courses/credits; as well as the procedures to determine success/credit confirmation for academic eligibility for the current and following semester. It is not necessary that such confirmed credits be placed on the student's transcript.
3. All classes must be completed by the high school's end of semester in order to be considered toward activity eligibility.

Change of Enrollment Status

Any student whose enrollment status changes from being a non-bonafide activity eligible student to a bonafide activity eligible student will be considered a transfer student. As a transfer student, the student would be activity ineligible until a transfer of eligibility form is filed and an eligibility ruling rendered.

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Board Adopted January 18, 2018

Board Reviewed May 20, 2021

STUDENTS

Activities and Athletics

Concussions – Brain Injury

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

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

Board Adopted August 16, 2012

Board Reviewed June 21, 2016

Board Reviewed May 20, 2021

STUDENTS

Policy 2940
(Regulation 2940)

Activities and Athletics

Student Group Use of School Facilities

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

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

Board Adopted June 15, 2006
Board Updated May 17, 2011
Board Reviewed June 21, 2016
Board Reviewed May 20, 2021

FINANCIAL OPERATION

Policy 3100 **(Regulation 3100)**

Financial Management

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

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

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

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

Board Adopted December 8, 2008
Board Reviewed November 21, 2013
Board Reviewed August 16, 2018

Financial Operations**Debt Management Policy**

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

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

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

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

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

Board Adopted August 16, 2012
Board Reviewed November 21, 2013
Board Reviewed August 16, 2018

Financial Management

Fraud Prevention

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

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

Definition of Fraud and Corruption

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

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

The District's Response

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

The Superintendent/designee will:

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

The Investigation Process

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

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

- ◆ screen allegations or information to gauge their credibility;
- ◆ secure all evidence;
- ◆ interview suspects;
- ◆ interview witnesses;
- ◆ take statements; and
- ◆ coordinate with departments or other agencies (including the police).

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

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

Reporting Suspicions

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

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

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

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

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

Overall Objectives

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

Board Adopted November 20, 2008
Board Reviewed November 21, 2013
Board Reviewed August 16, 2018

FINANCIAL OPERATION

Policy 3110
(Regulation 3110)

Financial Management

Preparation of Budget

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

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

Board Adopted December 18, 2008
Board Reviewed November 21, 2013
Board Reviewed August 16, 2018

FINANCIAL OPERATION

Policy 3111

Financial Management

Fiscal Year

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

Board Adopted December 18, 2008
Board Reviewed November 21, 2013
Board Reviewed August 16, 2018

FINANCIAL OPERATION

Policy 3112

Financial Management

Budget Implementation and Transfer

The annual budget governs the expenditures and obligation of all funds for the District. The Superintendent/designee will establish procedures for funds management and reporting.

No funds may be spent which are not authorized by the annual budget. If an unanticipated need arises, the Board may approve the Superintendent's recommendation to (1) appropriate an amount to cover a needed expenditure from unencumbered budget surplus from the proper fund, or (2) revise the budget to transfer funds from one account to another as permitted by state statutes and DESE regulations.

The Superintendent or Finance Administrator will prepare a monthly statement to account for each month's expenditures and the total spent to date for the fiscal year. The monthly statement will include all receipts and remaining balances for each fund account.

Board Adoption December 18, 2008
Board Reviewed November 21, 2013
Board Reviewed September 20, 2018

Financial Management**District Fund Accounts**

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

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

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

Board Adopted December 18, 2008
Board Reviewed November 21, 2013
Board Reviewed September 20, 2018

Financial Management

GASB 54

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

Background

Statement No. 54 of the Governmental Accounting Standards Board (GASB 54) establishes accounting and financial reporting standards for all governments that report governmental funds. It establishes criteria for classifying fund balances and clarifies definitions for governmental fund types.

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

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

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

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

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

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

Actions Leading to Restricted, Committed, and Assigned Fund Balances

The Board of Education has the authority to set aside funds for a specific purpose. Commitments are authorized by the Board based on fund placement in the original adopted and later revised budget, as well as by the Board resolution. The passage of a resolution must take place prior to June 30th of the applicable fiscal year. If the actual amount of the commitment is not available by June 30th, the resolution must state the process of formula necessary to calculate the actual amount as soon as information is available.

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

The Board delegates the authority to assign amounts for specific purpose(s) to the Chief Financial Officer, Superintendent, or Business Manager.

Order of Spending

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

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

Minimum Unrestricted Fund Balance

The Board recognizes that the maintenance of a fund balance is essential to provide for unforeseen expenses or emergencies and to provide working capital in the first several months of the fiscal year, until sufficient revenues are available to fund operations. By maintaining an appropriate fund balance, the District can avoid excessive short term borrowing and the concomitant interest expense, accumulate sufficient assets to make designated purchases or cover unforeseen expenditure needs, and demonstrate financial stability necessary to preserve or enhance its bond rating, thereby lowering debt issuance costs.

The undesignated fund balance in the operating funds will be maintained at a level sufficient to provide the resources required to meet operating cost needs, to allow for unforeseen needs of an emergency nature, and to permit orderly adjustment to changes resulting from fluctuations of revenue sources. The District will strive to maintain a minimum undesignated balance in its operating funds equal to a range of 12-20% of its prior year operating expenditures.

As part of the annual budget process, the Chief Financial Officer, Superintendent, or Business Manager will estimate the surplus or deficit for the current year and prepare a projection of the year-end undesignated fund balance. Such projection will include an analysis of trends in fund balance levels on an historical and future projection basis. Any anticipated balance in excess of the minimum undesignated general fund balance may be budgeted at the discretion of the Board.

Any such action must also provide for necessary appropriations to restore the undesignated general fund balance to the minimum balance.

If fund balances decline below the 12% floor, the Board will develop a plan to replenish the fund balance to the established minimum level within two years.

This policy will be reviewed by the Finance Committee every three years following adoption or sooner at the direction of the Board.

Example

Board Resolution- Commitments

It is hereby resolved, ordered, and directed that the District commit the following portions of its June 30th, 20XX (August 31, 20XX) General Fund unassigned fund balance.

- Be it resolved that \$XXX,XXX be committed for future capital expenditures.
- Be it resolved that \$XXX,XXX be committed for future contributions to the District's Worker's Compensation Insured Plan.
- Be it resolved that \$XXX,XXX be committed for funding of future payments to employees for compensated absences.
- Be it resolved that \$XXX,XXX be committed to contribute to the funding of operating costs of future school openings.

Board Adopted October 20, 2011

Board Reviewed December 19, 2013

Board Reviewed September 20, 2018

FINANCIAL OPERATION

Policy 3120

Financial Management

Petty Cash

A petty cash fund is a small amount of money (\$250.00 or less) that is managed by an administrator in order to purchase small amounts of supplies or cover unanticipated small expenses, such as materials or refreshments for emergency meetings or unexpected guests. The petty cash fund may have been obtained with a requisition to the District Finance Office, raised by a P.T.O., or from a student or community fund-raising event. The designated administrator is accountable for this fund. Funds collected in excess of \$250.00 must be processed immediately for proper deposit and are not to be held at a school site.

The petty cash fund must be used for school purposes (purchase of emergency supplies) and must be documented with receipts. If an administrator accrues out-of-pocket expenses, a requisition for reimbursement should be submitted on a monthly basis with back-up information and receipts.

Teachers may not make petty cash purchases without the prior approval of an administrator.

Petty cash should not be used as a short cut to obtain supplies except in an emergency or in cases where very small items make it impractical to order through channels.

Board Adopted December 18, 2008
Board Reviewed December 19, 2013
Board Reviewed September 20, 2018

FINANCIAL OPERATION

Policy 3130

Financial Management

State and Federal Projects

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

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

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

Board Adopted December 18, 2008
Board Reviewed December 19, 2013
Board Reviewed September 20, 2018

FINANCIAL OPERATION

Policy 3140
(Regulation 3140)
(Form 3140)

Financial Management

Banking Services

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

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

In order to open new bank accounts in the District's name, the Superintendent and the Treasurer must sign the account authorization. Wire transfers of funds into District accounts must be authorized in writing by the Superintendent and Treasurer or other individual authorized by the Board. In both instances, the Superintendent may appoint a designee to sign for creation of new accounts and for wire transfers. However, such appointment must be in writing.

Board Adoption January 22, 2009
Board Reviewed December 19, 2013
Board Reviewed September 20, 2018

FINANCIAL OPERATION

Policy 3150

Financial Management

Payment Procedures

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

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

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

Board Adopted January 22, 2009

Board Reviewed December 19, 2013

Board Reviewed October 18, 2018

FINANCIAL OPERATION

Policy 3155
(Regulation 3155)

Financial Management

Payments from Federal Awards/Cash Management

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

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Board Adopted July 24, 2017
Board Reviewed October 18, 2018

Financial Management**Investments of District Funds**

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

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

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

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

1. Financial strength and capital adequacy of firm;
2. Services provided by firm;
3. Research service available;
4. Resume, reputation, and qualifications of sales representatives.

5. Due diligence and firm references; and
6. State government expertise.

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

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

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

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

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Board Adopted January 22, 2009
Board Reviewed December 19, 2013
Board Updated November 19, 2015
Board Reviewed October 18, 2018

FINANCIAL OPERATION

Policy 3165
(Regulation 3165)

Procurement Standards – Federal Contracts

The District will comply with all applicable regulations issued by the Office of the Secretary – Education related to procurement activities in federal related contracts. These provisions include, but are not limited to, procurement, disposition of unused supplies, copyrights and debarred or suspended parties. Prior to purchases exceeding \$25,000, the District will review the current “Excluded Parties List” to ensure that the successful vendor is not debarred or suspended. The District will maintain a contract administration system which ensures that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Detailed requirements for compliance are incorporated into Regulation 3165.

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Board Adopted May 20, 2021

FINANCIAL OPERATION

Policy 3166
(Regulation 3166)

Financial Management

Federal Awards – Allowable Costs

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

Direct Costs

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

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

Indirect Costs

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

Documentation of Personnel Costs

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

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Board Adopted July 24, 2017

Board Reviewed October 18, 2018

FINANCIAL OPERATION

Policy 3170

Financial Management

Purchases By and/or Solicitation of School Staff

Conflict of Interest

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

Endorsements

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

Procurement Activities

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

Solicitation/Distribution

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

Solicitations of School Staff

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

Board Adopted February 20, 2014
Board Reviewed October 18, 2018

FINANCIAL OPERATION

Policy 3180

Financial Operations

Procurement of Professional Services

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

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

Board Adopted August 16, 2012

Board Reviewed January 16, 2014

Board Reviewed November 15, 2018

FINANCIAL OPERATIONS

Policy 3185

Financial Operations

Purchasing

The purpose of this policy and any related administrative procedures is to ensure that all purchases of supplies, equipment and services are made in compliance with state and federal law and good business practices. The Board recognizes the importance of a sound fiscal management program and expects district staff to maximize the resources available for the district's educational program and to be good stewards of public funds by exercising fair, competitive purchasing practices. The district will respect its financial obligations and will also require that providers meet their obligations to provide quality products and services in a timely manner to the district. All purchasing will be conducted in a manner that provides full and open competition consistent with the standards of state and federal law.

All funds deposited with the district, regardless of source, are considered district funds and are subject to this policy. No contract will be entered into or bill paid without the proper documentation and without an affirmative vote from a majority of the whole Board. Purchases that may exceed \$25,000 must have prior Board approval unless this policy's emergency provisions are applicable.

The Board encourages district staff to purchase products manufactured, assembled or produced in the United States.

Purchasing Supervision

The chief financial officer will serve as the district's purchasing officer or will designate a purchasing officer. The purchasing officer will supervise district purchases of products and services and may authorize purchases on behalf of the district that comply with the Board-adopted budget and this policy.

The superintendent, in consultation with the purchasing officer, shall develop procedures to implement this policy in a manner that will meet the district's needs while protecting the district's resources. These procedures will comply with all applicable laws and will centralize and provide oversight of all purchasing decisions.

Competitive Purchasing

District staff will research all purchases and compare prices prior to making decisions regarding the expenditure of district funds, unless a purchase is covered by an exception pursuant to this policy. Employees are expected to contact multiple providers before making a decision regarding purchases under \$3,500. Purchases of \$3,500 or more will be competitively bid, and sealed bids will be required for purchases that may exceed \$15,000. The district will select the lowest or best bid. The district reserves the right to waive minor technical defects in a bid, reject any and all bids, reject any

part of a bid, advertise for new bids, or make the purchase on the open market if the product or service can be obtained at a better price.

The district will only award contracts to responsible contractors possessing the ability to perform successfully under the terms and conditions detailed by the district. Among other factors detailed in the bid specifications, consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

When the purchasing officer determines that it is in the best interest of the district, products or services may be purchased by competitive negotiations or proposals rather than competitive bids. Likewise, the superintendent, in consultation with the purchasing officer, is directed to create procedures that allow the district to benefit from cooperative purchasing and address unusual situations such as purchasing when there is a single feasible source for the purchase. The superintendent is also directed to create a process whereby authorized providers are selected for frequent purchases, while still monitoring the competitiveness of these providers.

Purchases Involving Federal Funds

In addition to the requirements of this policy and the accompanying procedure, when federal funds are used the provisions of Policy 3166 and related regulations must be followed.

Emergency Situations

Unless prohibited by law, the superintendent may waive the requirement for competitive bids or proposals when he or she has determined that there exists a threat to life, property, public health or public safety or when immediate expenditure is necessary in order to protect against further loss of or damage to property, or to prevent or minimize a serious disruption in services. Emergency purchases shall be made with as much competition as is practical under the circumstances and will only be utilized for purchases that are necessary to alleviate the emergency.

Debarred or Suspended Providers

The district will not do business with providers who have been suspended or debarred on a state or federal level. District employees are directed to verify that selected providers are in good standing before making a purchasing decision.

Confidentiality

Sealed bids and related documents will be kept confidential until bids are opened. District staff will not disclose offers, bids or price quotations to competitors except as necessary to conduct negotiations beneficial to the district or as required by law. All contract negotiations and related documents are considered closed until a contract is executed or all proposals are rejected.

Credit and Purchasing Cards

Authorized district employees and Board members may use credit cards or purchasing cards issued to the district to make purchases for the district or to pay for reasonable travel expenses incurred when performing job duties. Employees and Board members will not use these cards to circumvent the bidding and purchasing requirements established by law and Board policy. All purchases made using district cards must be attributed to the appropriate budget code and must conform to the Board-adopted budget.

The district will use purchasing cards instead of credit cards to the extent feasible. Unless otherwise authorized by the Board, only the superintendent and the purchasing officer will have access to a district credit card, and the Board will set the amounts that may be charged to those cards.

The Board will approve which employee positions will be issued district purchasing cards and the limitations on the cards. The superintendent, in consultation with the purchasing officer, will annually review and revise the list of persons receiving district cards and the limitations on those cards. The annual review will ensure that only the employees who appropriately utilize the cards have access to them, and that the limitations on the cards do not exceed the amounts of the projected expenditures to be made with the cards. The Board will annually approve all modifications prior to implementation.

The Board may authorize the issuance of purchasing cards to Board members in the same manner that they are issued to employees. Board members who choose to use a district purchasing card are subject to the same policies and procedures as district employees. The superintendent is directed to notify the Board president if any Board member fails to follow district policies and procedures regarding purchasing card usage, and the Board member's usage may be temporarily suspended by the Board president until the issue is presented to the full Board. If the Board member in question is the president, or if the president is not available, the vice president will act as president in the matter.

Any employee or Board member using a district card shall sign a card usage agreement and will receive training on applicable procedures for card use. District employees and Board members issued a card must provide documentation, such as receipts and applicable budget codes, justifying expenditures. The purchasing officer will examine all documentation prior to payment and will notify the superintendent or designee immediately if any purchase was made in violation of law or district policies or procedures.

All employees and Board members issued a district card must take all reasonable measures to protect the cards against damage, loss, theft or misuse. Any damage, loss, theft or misuse of the card must be reported to the superintendent immediately. No person may use the card other than the authorized employee or Board member to whom the card was issued. District employees and Board members will surrender all cards upon completion of their employment or term with the district or upon demand by the district.

Prohibited Activity and Reporting Requirements

The district expects all staff members to comply with the letter and intent of all district policies and procedures regarding purchasing. Under no circumstances may employees use district funds to make unauthorized or personal purchases. Staff members may not artificially divide purchases to avoid bidding requirements or design bid specifications to favor a particular provider.

All district employees must report suspected fraud, theft or misuse of district funds to the superintendent or purchasing officer immediately. District employees may be disciplined or terminated from employment for failing to follow Board policy or district procedures and for any misuse of district resources, including district credit and purchasing cards.

The superintendent or purchasing officer will contact law enforcement and file a report or sign a complaint on behalf of the district in situations where a crime may have occurred.

Board Adopted January 19, 2017

Board Reviewed November 15, 2018

FINANCIAL OPERATIONS

Policy 3210

Payroll

Payroll Deductions

Payroll deductions may be made for the following purposes:

1. To meet legal requirements.
2. To pay for insurance premiums charged by the insurance company which is currently providing coverage purchased by the school district.
3. To make annuity contributions at the employee's request, provided, however, that the payments are to made to:
 - a. a company for which the school is currently making deductions;
 - b. the company with which the school district has group health insurance coverage.
4. To pay for other items as may be agreed upon by the District and the employee.

Board Adopted January 22, 2009

Board Reviewed January 16, 2014

Board Reviewed November 15, 2018

FINANCIAL OPERATIONS

Policy 3220

Payroll

Benefits: Group Insurance Coverage

The benefits for all school employees, who work 30 hours or more, shall be determined by the annual school budget as approved by the Board of Education.

Board Adopted January 22, 2009

Board Reviewed November 15, 2018

FINANCIAL OPERATION

Policy 3230
(Regulation 3230)
(Form 3230)

Payroll

Expenditures for Certificated Staff

The Board shall expend for tuition, teacher retirement, and compensation for certificated staff an amount that reflects the requirements as outlined in state statute and Department of Elementary and Secondary Education regulations.

Board Adopted August 2005

Board Reviewed January 16, 2017

Board Reviewed November 15, 2018

FINANCIAL OPERATION

Policy 3310

Revenue

Revenue from Tax Sources

Local Tax Sources

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

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

State Tax Sources

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

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

Board Adopted February 20, 2014

Board Reviewed November 15, 2018

FINANCIAL OPERATION

Policy 3320
(Regulation 3320)

Revenue

Taxing Authority/Tax Rate Hearing

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

Board Adopted February 20, 2014

Board Reviewed November 15, 2018

FINANCIAL OPERATION

Policy 3330
(Regulation 3330)

Revenue

Bonded Indebtedness

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

Board Adopted February 20, 2014
Board Reviewed December 20, 2018

FINANCIAL OPERATION

Policy 3331

Revenue

Borrowed Funds

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

Board Adopted February 20, 2014

Board Reviewed December 20, 2018

FINANCIAL OPERATION

Policy 3340

Revenue

Building Use

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

Board Adopted February 20, 2014

Board Reviewed December 20, 2018

FINANCIAL OPERATION

Policy 3350

Revenue

Student Fees and Fines

Fees

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

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

Fines

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

Board Adopted February 20, 2014

Board Reviewed December 20, 2018

FINANCIAL OPERATION

Policy 3360

Revenue

Tuition

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

Board Adopted February 20, 2014

Board Reviewed December 20, 2018

FINANCIAL OPERATION

Policy 3370

Revenue

Fund-Raising

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

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

Board Adopted March 24, 2014

Board Reviewed December 20, 2018

FINANCIAL OPERATION

Policy 3380
(Regulation 3380)

Revenue

Sale/Lease of Real Property

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

Board Adopted March 24, 2014
Board Reviewed January 17, 2019

Revenue

Purchase Lease of Real Estate

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

Lease

The Board may approve a lease of sites, buildings, facilities, furnishings and equipment.

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

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

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

Board Adopted January 17, 2019

FINANCIAL OPERATION

Policy 3390

Revenue

Sale/Lease of Personal Property

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

Board Adopted March 24, 2014

Board Reviewed January 17, 2019

FINANCIAL OPERATION

Policy 3410

Accounting and Reporting

Accounting System

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

Board Adopted March 24, 2014
Board Reviewed January 17, 2019

FINANCIAL OPERATION

Policy 3420

Accounting and Reporting

Annual Financial Report

The District annually publishes a statement of all receipts of school moneys, when and from what source derived, and all expenditures and the account from which expenditures were made. This statement will also include the present indebtedness and the nature of such indebtedness as well as the rate of taxation for all purposes for the year. Such statement will be attested by the president and secretary of the Board and forwarded to the State Board of Education. This financial statement will be published on or by September 1, in a newspaper located within the District or generally circulated within the District.

Board Adopted March 24, 2014

Board Reviewed January 17, 2019

Accounting and Reporting

Accountability Portal

By September 1, 2019, the District will develop, maintain and make publically available, on its website, a researchable accountability portal containing an expenditure and revenue document. The document will detail actual income, expenditures and disbursements for the current calendar or fiscal year. The District's financial accounting software will detail actual year-to-date income; actual year-to-date and expenditures; and detail the year-to-date check register. The data may be in the form of a searchable Word, Excel or PDF document or provide a link to a database the District may have. Alternatively, the District may provide on its website a direct link to the Department of Elementary and Secondary Education's (DESE) website which has detailed financial and budgetary information about the District.

The District's accountability portal will contain only information that is a public record and not confidential or otherwise protected by state or federal law. The District will not post online any personal information relating to payroll including but not limited to payroll deductions, payroll contributions, or any other information that is confidential or statutorily protected. As provided elsewhere, employee contracts are public documents and are subject to Sunshine Law requests.

The financial data contained in the District's accountability portal will be updated at least quarterly. The District will archive the financial data for a minimum of ten (10) years. The archived financial data will remain accessible and searchable during this period.

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Board Adopted April 19, 2019

FINANCIAL OPERATION

Policy 3430

Accounting and Reporting

Authorized Signatures

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

Board Adopted March 24, 2014
Board Reviewed January 17, 2019

FINANCIAL OPERATION

Policy 3440
(Regulation 3440)

Accounting and Reporting

Travel and Reimbursement

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

Federal Award Programs

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

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

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Board Adopted July 24, 2017

Board Reviewed January 17, 2019

FINANCIAL OPERATION

Policy 3450
(Regulation 3450)

Accounting and Reporting

Sales Tax

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

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

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

Board Adopted March 24, 2014

Board Reviewed February 21, 2019

FINANCIAL OPERATION

Policy 3460

Accounting Reporting

Student Attendance Accounting

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

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

Board Adopted April 17, 2014

Board Reviewed February 21, 2019

Accounting and Reporting

Average Daily Attendance – Early Childhood Program

Pupils between the ages of three and five years old who are eligible for free and reduced lunches and who attend an early childhood education program that is operated by and in the District, or by a charter school that has declared itself a local educational agency providing full-day kindergarten and that meets standards established by the State Board of Education; or that is under contract with the District or charter school that has declared itself as a local educational agency and that meets standards established by the State Board of Education will be included in the District's calculation of average daily attendance. In the event that the District contracts with an early childhood program, the District will adhere to standards set by the State Board of Education.

If a pupil who is eligible for free and reduced price lunch leaves the early childhood program during the school year, the District may fill the vacant enrollment spot with another pupil between the ages of three and five who is also eligible for free and reduced lunch without affecting the District's calculation of average daily attendance.

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

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Board Adopted October 17, 2019

ACCOUNTING AND REPORTING

Policy 3480
(Regulation 3480)

Financial Disclosure

Bond Proceeds Reporting

The District's (i) preliminary and final official statements or offering circulars and any supplements or amendments as required by and defined in the "*Annual Financial Information*" will be filed with the Municipal Securities Rulemaking Board's ("*MSRB*") Electronic Municipal Market Access ("*EMMA*") system, and (ii) notices of Material Events or Reportable Events, and any other required or voluntary disclosures to EMMA will comply in all material respects with the federal securities laws.

Board Adopted February 18, 2015

Board Reviewed February 21, 2019

FINANCIAL OPERATION

Policy 3510

Auditing

Annual Audit

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

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

Board Adopted April 17, 2014

Board Reviewed March 21, 2019

FINANCIAL OPERATION

Policy 3610

School Activities Funds

Management

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

Board Adopted April 17, 2014

Board Reviewed March 21, 2019

FINANCIAL OPERATION

Policy 3710

Insurance

Insurance Programs

The Board of Education shall maintain adequate insurance programs to cover property, liability and personnel, within the requirements of good risk management and state law. The administration will recommend to the Board the kind and amount of property, casualty and/or liability insurance needed for the protection of the District property, employees, and Board of Education, and will administer insurance authorized by the Board, unless otherwise directed.

Every effort shall be made to obtain insurance at the most economical cost consistent with required service by obtaining quotations or by negotiations, whichever method is advantageous to the District.

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

Liability coverage should include comprehensive general liability, employee benefits liability, vehicular liability and school board legal liability. (See also Policy 3730 - Liability Insurance.)

Board Adopted April 17, 2014

Board Reviewed March 21, 2019

FINANCIAL OPERATION

Policy 3730

Insurance

Liability Insurance

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

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

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

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

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

The District shall maintain a program of self-insurance and/or insurance coverage sufficient to provide the legal defense and indemnification described in this policy. However, the District's purchase of liability insurance does not waive the District's entitlement to sovereign immunity.

Board Adopted April 17, 2014

Board Reviewed March 21, 2019

FINANCIAL OPERATION

Policy 3740

Insurance

Bond For All Employees

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

Board Adopted April 17, 2014

Board Reviewed March 21, 2019

Employment

Equal Opportunity Employment

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

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

Board Adopted January 20, 2011
Board Reviewed September 23, 2016
Board Reviewed August 19, 2021

PERSONNEL SERVICES

Policy 4120
(Regulation 4120)
(Form 4120)

Employment

Employment Procedures

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

No person will be employed by the Board until the District obtains a clear criminal records check and a clear check of the DHSS Family Care Safety Registry. Additionally, and prior to offering employment to any teacher who had previously been employed by a Missouri school district or charter school, the Superintendent/designee shall obtain from the Department of Elementary and Secondary Education the identity of the school district or charter school that had previously employed the applicant. The District will contact the former employer to determine if such applicant had been terminated or resigned in lieu of termination; or against whom allegations of sexual misconduct had been substantiated by the Children's Division.

All persons employed by outside vendors/contractors who will have contact with students will be required to successfully undergo a criminal records and a clear check of the Child Abuse/Neglect Registry prior to contact with students. Such background checks will be performed at the vendors/contractors' expense and will, upon request, be shared with the District. All finalists for an employment position will be required to sign a release of liability authorizing prior employers, including school districts, to furnish any information about the applicant and the applicant's work performance, including but not limited to discipline records and performance evaluations. The administration may also conduct random background checks after employment. Failure to check references and prior employment for new hires prior to their start date may result in disciplinary action up to and including suspension without pay.

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

The District will designate a full-time employee, who will be fully trained in the Missouri Highway Patrol's automated criminal history site (MACHS), to serve as the District Local Agency Security Officer (LASO). The District's LASO Security Officer will be responsible for implementation and oversight of the District's Use of MACHS for all applicants. Any employee

who attempts to access MACHS without authorization, improperly disseminates an applicant's criminal history record or facilitates unauthorized access to MACHS, will be subject to disciplinary action up to and including termination. Such improper use of the MACHS system constitutes an "incident" requiring reporting. Immediately upon knowledge of an "incident," the District's Local Agency Security Officer (LASO) will be notified, in writing, describing the "incident." The LASO Officer will then notify the Missouri Highway Patrol with the details of the "incident."

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

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

Additionally, when requests for information from any public school regarding a former employee against whom allegations of sexual misconduct involving a student have resulted in a determination by the Board of an actual violation of sexual misconduct pursuant to Board Policy; a resignation in lieu of termination; or allegations of sexual misconduct that have been substantiated by Children's Division, the Superintendent or his designee shall disclose to the requesting school the allegations of sexual misconduct and the findings of a Children's Division investigation.

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

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

Adopted October 17, 2019
Board Reviewed August 19, 2021
Board Reviewed November 17, 2021

PERSONNEL SERVICES

Policy 4121

Employment

Notice of Public Service Loan Forgiveness Program (PSLF)

The District will provide all new employees, within ten (10) days of beginning service with the District, with current, accurate and complete information about their eligibility for public service loan forgiveness (PSLF). This same information concerning eligibility for participation in the PSLF Program will be provided to all current employees who are employed by the District on June 30, 2017.

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Board Adopted October 20, 2016

Board Reviewed August 19, 2021

Employment

Notice of Arrest, Abuse Complaint, Traffic Citation

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

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

Board Adopted October 20, 2011
Board Reviewed February 19, 2009
Board Reviewed September 22, 2016
Board Reviewed August 19, 2021

PERSONNEL SERVICES

Policy 4130
(Regulation 4130)
(Form 4130)

Employment

Certificated Staff Contracts

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

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

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

Alternative Certification

Applicants who have not successfully achieved a qualifying score on the teacher examination are issued two-year nonrenewable provisional certificates.

During the two-year provisional period, the affected teacher may gain full teacher certification by:

1. Achieving a qualifying score on the designated exam; or
2. Successfully achieving an acceptable score on the state-approved evaluation system from seven walk-through evaluations; two formative evaluations; and one summative evaluation for each of the two provisional years and being offered a third contract by the District; and
3. District recommendation to DESE that the teacher be given full teaching certification.

Visiting Scholar Certificate

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

1. Verification from the District that such teacher will be employed as part of a business-education partnership designed to build career-pathways to teach in the ninth grade or higher for which the teacher's academic degree or professional experience qualifies the teacher or employed as part of an initiative designed to fill vacant positions in hard-to-staff public schools or hard-to-fill subject areas for students in a grade or grades not

Board Adopted November 6, 2006
Board Reviewed October 20, 2011
Board Reviewed September 22, 2016
Board Updated October 18, 2018

PERSONNEL SERVICES

Policy 4131
(Form 4131)

Employment

Extra Duty and Extended Duty Contracts

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

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

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

Board Adopted November 16, 2006
Board Reviewed October 20, 2011
Board Reviewed September 22, 2016
Board Reviewed August 19, 2021

PERSONNEL SERVICES

Policy 4140

Employment

Certificated Personnel Reemployment

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

Board Adopted November 16, 2006
Board Reviewed October 20, 2011
Board Reviewed September 22, 2016
Board Reviewed August 19, 2021

Employment

Substitute Teacher Employment

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

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

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

Retired Certificated Employees

Retired certificated employees may be employed to substitute teach in the District on a part-time or temporary substitute basis without a discontinuance of their retirement allowance. Such individuals may also be utilized by the District as a part-time or temporary substitute through a third-party or as an independent contractor. No deduction will be made for retirement purposes.

Retired certificated employees may be employed as a full-time substitute in the District. However, during any month of full-time employment, the individual's retirement payment will be discontinued. Such retirees may be required by the retirement system to provide documentation showing compliance with this provision.

Substitute Teacher Certificates

The State Board of Education may grant such certificate to an individual who has completed:

1. At least 36 semester hours at an accredited institution of higher education; or
2. The 24-hour online training program requirement required by the State and who possesses a high school diploma or the equivalent.

Such certificate may also be granted for a qualified individual with expertise in a technical business field or with experience in the Armed Forces of the United States and who has completed a background check. No such substitute teacher certificate holder who is under 20 years of age may be a substitute in grades 9 to 12. Such certificate is valid for 4 years. A substitute certificate will expire at the end of any calendar year in which the substitute has failed to substitute teach for at least five (5) days for 40 hours of in-seat instruction.

Substitute Teacher Survey

Each substitute teacher will complete a DESE survey at the end of each day of teaching. The District will provide substitute teachers, by email, a weblink to the survey. If needed, the District will provide brief access to a computer or other device to allow completion of the survey or if preferred the substitute's personal device.

Reporting

The District will annually provide information to DESE regarding use of third-party employment agencies for substitute teachers; daily rate of substitute pay; employment of full-time or part-time substitute teachers; substitute teachers' recruitment efforts; interview process as well as use of current school staff as substitute teachers during unassigned time.

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Board Adopted November 16, 2006
Board Reviewed October 20, 2011
Board Reviewed September 22, 2016
Board Reviewed August 19, 2021
Board Updated September 15, 2022

PERSONNEL SERVICES

Policy 4210

Personnel Assignment and Transfer

Transfer Request

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

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

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

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

Board Adopted November 16, 2006
Board Reviewed September 22, 2016
Board Reviewed September 16, 2021

PERSONNEL SERVICES

Policy 4220
(Regulation 4220)

Personnel Assignment and Transfer

Certificated Staff Duties, Schedules and Working Hours

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

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

Board Adopted December 21, 2006
Board Reviewed September 22, 2016
Board Reviewed September 16, 2021

PERSONNEL SERVICES

Policy 4221
(Regulation 4221)
(Form 4221)

Personnel Assignment and Transfer

Support Staff Duties, Schedules and Working Hours

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

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

Overtime/Compensatory Time

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

Board Adopted December 21, 2006
Board Updated September 22, 2016
Board Reviewed September 16, 2021

PERSONNEL SERVICES

Policy 4310

Absences, Leave and Vacation

General Attendance

Regular attendance is essential in providing District students with a high quality of instruction. Eligible certificated staff will have paid time off (PTO) leave available which accumulates. Support employees have sick leave available which accumulates.

The Superintendent/designee will review each incident of excessive absence and may require the employee to provide medical documentation or may consider disciplinary actions up to and including termination.

Board Adopted December 21, 2006
Board Reviewed December 15, 2011
Board Updated October 20, 2016
Board Reviewed September 16, 2021

PERSONNEL SERVICES

Policy 4320
(Regulation 4320)

Absences, Leave and Vacation

Personnel Leave

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

1. Paid Time Off (PTO) Leave
2. Bereavement Leave
3. Leave for Jury Duty
4. Military Leave
5. Leave of Absence
6. Family and Medical Care Leave (See Policy and Regulation 4321.)
7. Domestic/Sexual Violence Victim Leave

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

Board Adopted June 2016
Board Reviewed October 20, 2016
Board Reviewed December 16, 2021

PERSONNEL SERVICES

Policy 4321
(Regulation 4321)
(Form 4321)

Absences, Leave and Vacation

Family and Medical Leave

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

Board Adopted October 3, 2013

Board Reviewed October 20, 2016

Board Reviewed September 16, 2021

PERSONNEL SERVICES

Policy 4322
(Regulation 4322)

Absences, Leave and Vacation

Domestic/Sexual Violence Victim Leave

The District will provide unpaid leave for employees who become victims of domestic or sexual violence and for an employee whose family or household member becomes a victim of domestic or sexual violence. Eligible employees will receive up to two (2) weeks of unpaid leave during any twelve-month period. Such leave may be taken intermittently or on a reduced work schedule. Employees seeking leave under this policy must provide their supervisor with at least forty-eight (48) hours' advance notice, if practicable, of their intent to take leave under this policy. When an unscheduled absence occurs, the employee must, within reasonable period after the absence, provide certification of the approved reason for the leave as provided in this policy. Employees returning from leave under this policy, will be restored to the position held prior to leave or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment.

[Districts employing 20-25 employees need to provide one week of unpaid leave].

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Board Adopted November 17, 2021

PERSONNEL SERVICES

Policy 4330

Absences, Leave and Vacation

Holidays and Vacation

The Board will annually adopt a calendar which will provide for holidays.

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

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

Board Adopted February 15, 2007

Board Reviewed December 15, 2011

Board Reviewed October 20, 2016

Board Reviewed September 16, 2021

PERSONNEL SERVICES

Policy 4335

Absences, Leave and Vacation

Employee Emergency Service

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

Board Adopted February 19, 2009

Board Reviewed December 15, 2011

Board Reviewed October 20, 2016

Board Reviewed September 16, 2021

PERSONNEL SERVICES

Policy 4410

Professional Activities, Training and Professional Growth

General Professional Development

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

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

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

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

Board Adopted October 20, 2011

Board Reviewed January 19, 2012

Board Reviewed November 17, 2016

Board Reviewed October 21, 2021

PERSONNEL SERVICES

Policy 4411
(Regulation 4411)

Professional Activities, Training and Professional Growth

Professional Development Program

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

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

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

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

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

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Board Adopted October 17, 2019
Board Reviewed October 21, 2021

PERSONNEL SERVICES

Policy 4420
(Regulation 4420)

Professional Activities, Training and Professional Growth

Conferences and Travel

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

Board Adopted January 19, 2012
Board Reviewed November 17, 2016
Board Reviewed October 21, 2021

Professional Activities, Training and Professional Growth

District Committees

Guidelines for District-wide Committees

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

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

Guidelines for District-wide Committees with Employee Representation

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

Board Adopted January 19, 2016

Board Reviewed November 17, 2016

Board Reviewed October 21, 2021

PERSONNEL SERVICES

Policy 4440
(Regulation 4440)

Professional Activities, Training and Professional Growth

Mentoring

The District's mentoring goal is to facilitate the growth and development of new educators by pairing them with experienced veteran educators. Through the effort of both the mentor and the mentee, the mentee shall draw upon the experience and knowledge of the veteran mentor to enhance their own professional skills and enhance student learning. It is vital to the success of our students that new educators become integrated, through the mentoring program, into the school's culture and are given the opportunity to better themselves with the assistance of one of their veteran peers.

Through the mentoring program the Board hopes to not only create a stronger learning community but also a community where the strong professional and personal bonds between the educators in the District provide students and employees the best possible working and learning environment.

Board Adopted November 17, 2016

Board Reviewed October 21, 2021

Compensation

Salary Schedules

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

Board Adopted February 16, 2012

Board Updated December 15, 2016

Board Reviewed November 17, 2021

PERSONNEL SERVICES

Policy 4510

Compensation

Benefits

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

Insurance coverage for staff members includes:

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

Board Adopted January 18, 2007

Board Reviewed February 16, 2012

Board Reviewed December 15, 2016

Board Reviewed November 17, 2021

PERSONNEL SERVICES

Policy 4515
(Regulation 4515)

Compensation

Career Ladders

The District participates in the Missouri Career Development and Teacher Excellence Plan, otherwise known as “Career Ladders.” The Career Ladders program is a voluntary program in which the district participates. The “Program” provides a salary supplement for certificated employees including classroom teachers, librarians, counselors, psychological examiners, parents as teachers, educators, school psychologists and speech pathologists. Certificated staff become eligible to apply for participation after two years of public-school teaching in Missouri. In exchange for a salary supplement, participating staff provide additional education services for which they are not presently compensated, all as detailed in Regulation 4515.

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Board Adopted September 15, 2022

PERSONNEL SERVICES

Policy 4520

Compensation

Salary Deductions

Withholding Taxes

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

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

Public School Retirement System (PSRS) of Missouri

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

Public Education Employees Retirement System (PEERS)

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

Medical

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

Credit Union and Tax Sheltered Plan

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

Tax Sheltered Annuities

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

Additional Deductions

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

Board Adopted March 16, 2006

Board Reviewed February 16, 2012

Board Reviewed December 16, 2016

Board Reviewed November 17, 2021

PERSONNEL SERVICES

Policy 4525

Compensation

Payment of Salary

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

Board Approved November 20, 2008

Board Reviewed February 16, 2012

Board Reviewed December 15, 2016

Board Reviewed November 17, 2021

Compensation

Workers' Compensation Benefits

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

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

Board Adopted January 18, 2007

Board Reviewed February 16, 2012

Board Reviewed December 15, 2016

Board Reviewed November 17, 2021

PERSONNEL SERVICES

Policy 4540
(Regulation 4540)

Compensation

Group Insurance Benefits

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

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

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

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

Development or Physical Disabilities

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

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Board Adopted October 17, 2019

Board Reviewed November 17, 2021

PERSONNEL SERVICES

Policy 4550

Compensation

Retirement Compensation

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

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

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

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

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

Reporting Requirements

Ineligibility for Retirement Benefits

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

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

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

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

Reporting as Requested by PSRS

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

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Board Adopted October 19, 2006
Board Reviewed February 16, 2012
Board Reviewed January 19, 2017
Board Updated January 18, 2018
Board Reviewed November 17, 2021

PERSONNEL SERVICES

Policy 4560

Compensation

Teacher Post-Retirement Option

Any retired District employee in a position which requires teacher certification may be employed in a position that does not normally require teacher certification (PEERS Qualified). However, such person may only earn up to 60% of the minimum teacher's salary, currently \$25,000.00, for a maximum salary of \$15,000.00 without a discontinuation of the employee's PSRS retirement allowance. Such person will not contribute to PEERS or PSRS retirement systems, nor shall they acquire membership in the PEERS retirement system. In such instance, the District will pay its contribution into the PEERS system.

If such person is paid in excess of \$15,000.00 the employee will not be eligible to receive their retirement allowance for months paid in excess of the cap and will be required to pay into the PEERS retirement system for such period of time.

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Board Adopted October 18, 2018
Board Reviewed November 17, 2021

PERSONNEL SERVICES

Policy 4610
(Form 4610)

Performance Evaluation

Certificated Personnel Performance Evaluation

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

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

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

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

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

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

Board Adopted January 18, 2007

Board Reviewed March 15, 2012

Board Reviewed January 19, 2017

Board Reviewed December 16, 2021

PERSONNEL SERVICES

Policy 4620
(Form 4620)

Performance Evaluation

Support Staff

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

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

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

Board Adopted January 18, 2007

Board Reviewed March 15, 2012

Board Reviewed January 19, 2017

Board Reviewed December 16, 2021

Performance Evaluation

Staff Conduct

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

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

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

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Board Adopted October 19, 2006

Board Reviewed March 15, 2012

Board Updated November 19, 2015

Board Reviewed January 19, 2017

Board Updated September 15, 2022

Performance Evaluation

Teaching Standards

District teaching standards include, but are not limited to:

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

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

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

Board Adopted October 19, 2010

Board Reviewed March 15, 2012

Board Reviewed February 16, 2017

Board Reviewed December 16, 2021

PERSONNEL SERVICES

Policy 4645

Performance Evaluation

Classroom Postings and Displays

Posting or displaying materials within classrooms will only be permitted if the posting is related to the curriculum and subject matter taught in each specific classroom. In addition, postings of school extracurricular activities may also be permitted. Questions concerning whether a specific posting falls within the permitted categories should be referred to the building administrator.

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Board Adopted September 15, 2022

Performance Evaluations

Communication with Students by Electronic Media

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

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

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

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

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.

Board Adopted 2/12/2012

Board Reviewed 2/16/2017

Board Reviewed December 16, 2021

PERSONNEL SERVICES

Policy 4710

Separation

(Regulation 4710)

Resignation: Certificated Staff

Certificated employees who for any reason intend to retire or resign at the end of the current school year are encouraged to indicate their plans in writing to the Board as early as possible, but no later than June 1.

Resignations to become effective during the school year require a release by the Board and must be considered on an individual basis.

Letters of resignation shall be submitted to the Superintendent/designee and the principal/supervisor. The letter should state reasons and an effective date for the resignation. (See Regulation 4710).

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

Board Adopted May 2003

Board Reviewed April 19, 2012

Board Updated February 16, 2017

Board Reviewed January 20, 2022

PERSONNEL SERVICES

Policy 4711

Separation

Resignation: Support Staff

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

Seven (7) days written notice is the minimum amount of time for resignation by a support staff member.

Board Adopted March 15, 2007
Board Reviewed April 19, 2012
Board Updated February 16, 2017
Board Reviewed January 20, 2022

Separation

Early Resignation Incentive: Certificated Staff Only

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 has 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.
5. The Superintendent may petition the board to extend or decrease the allowable timeframe, if the financial needs of the district warrant this action.

Worth County R-III Board of Education
Board Approved 1/22/09
Board Reviewed April 19, 2012

PERSONNEL SERVICES

Policy 4716

Separation

Early Resignation Incentive: Non-Certified Staff - Applicable Key Positions

Key Positions

Elementary Administrative Assistant
Executive Administrative Assistant
High School Administrative Assistant
Technology Specialist
Transportation Specialist
Position Held for 15 Continuous Years of Service

An employee in a key position that intends to retire or resign and informs the Board by turning in their written notice at a minimum of four board meetings prior to the intended date of leaving is eligible for a \$500 early resignation incentive. If the Board approves the notice the employee will receive the incentive if the following criteria are met:

1. A formal resignation must be received by the Superintendent by Noon of the Regular Monthly Board meeting which precedes the intended exit date by four months.
2. All check out procedures must be completed with their supervisor.
3. The check will be issued with the final paycheck.
4. Payment of this incentive will be made following all requirements of the Missouri School Retirement System and State & Federal Tax laws.

Board Adopted November 17, 2020

Separation

Suspension or Termination: Support Staff

Non-Contractual Employees

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

Contractual Employees

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

Board Adopted February 15, 2007

Board Reviewed April 19, 2012

Board Reviewed March 16, 2017

Board Reviewed January 20, 2022

PERSONNEL SERVICES

Policy 4730
(Regulation 4730)
(Form 4730)

Separation

Nonrenewal/Termination: Probationary Teacher

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

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

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

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

Board Adopted February 15, 2007
Board Reviewed April 19, 2012
Board Reviewed March 16, 2017
Board Reviewed February 17, 2022

PERSONNEL SERVICES

Policy 4731
(Regulation 4731)
(Form 4731)

Separation

Termination of Contract: Permanent Teacher

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

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

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

Board Adopted February 15, 2007
Board Reviewed April 19, 2012
Board Reviewed March 16, 2017
Board Reviewed February 17, 2022

PERSONNEL SERVICES

Policy 4732
(Regulation 4732)

Separation

Termination of Employment: Administrators

The terms and conditions of the Superintendent's employment are governed by the employment contract between the Board of Education and the Superintendent. Provision for employment and termination of the Superintendent are provided for in Policy 1720. The employment of all other certificated teachers who are employed as administrators and who are not eligible for permanent status as a teacher are provided for in this policy.

Such district administrators are not eligible for permanent status in their administrative position. However, as provided by law, administrators may be entitled to permanent status as a teacher should their administrative employment be voluntarily or involuntarily terminated. All such administrators may be assigned to other administrative positions or teaching positions as provided in the regulations enacted under this policy.

Board Adopted February 19, 2009
Board Reviewed April 19, 2012
Board Reviewed March 16, 2017
Board Reviewed February 17, 2022

PERSONNEL SERVICES

Policy 4740
(Regulation 4740)

Separation

Reduction in Force: Certificated Staff

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

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

Board Adopted February 15, 2007

Board Reviewed April 19, 2012

Board Reviewed March 16, 2017

Board Reviewed February 17, 2022

PERSONNEL SERVICES

Policy 4741
(Regulation 4741)

Separation

Reduction in Force: Support Staff

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

Board Adopted May 2002

Board Reviewed April 19, 2012

Board Reviewed April 20, 2017

Board Reviewed February 17, 2022

Separation

Administrative Leave

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

Notification

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

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

Hearing

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

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

Exceptions

The provisions of Policy 4750 will not be applicable where:

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

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

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Board Adopted December 15, 2016

PERSONNEL SERVICES

Policy 4810
(Regulation 4810)
(Form 4810)

Staff Welfare

Sexual Harassment

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.

Board Adopted March 15, 2017
Board Reviewed May 24, 2012
Board Reviewed April 20, 2017

PERSONNEL SERVICES

Policy 4820
(Regulation 4820)

Staff Welfare

Employees with Communicable Diseases

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

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

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

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

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

Board Adopted March 15, 2007

Board Reviewed May 24, 2012

Board Reviewed April 20, 2017

PERSONNEL SERVICES

Policy 4830
(Regulation 4830)

Staff Welfare

Board/Staff Communications

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

Board Adopted March 15, 2007

Board Reviewed May 24, 2012

Board Reviewed April 20, 2017

PERSONNEL SERVICE

Policy 4831
(Regulation 4831)

Staff Welfare

Collective Bargaining

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

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Board Adopted October 18, 2018

PERSONNEL SERVICES

Policy 4840
(Regulation 4840)

Staff Welfare

Conflict of Interest

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

Board Adopted March 15, 2007
Board Reviewed May 24, 2012
Board Reviewed May 17, 2017

PERSONNEL SERVICES

Policy 4850
(Regulation 4850)

Staff Welfare

Staff Dispute Resolution

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

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Board Adopted March 15, 2007
Board Reviewed May 24, 2012
Board Reviewed May 17, 2017
Board Updated February 15, 2018

PERSONNEL SERVICES

Policy 4860

Staff Welfare

Personnel Records

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

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

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

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

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

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.

Board Adopted March 15, 2007

Board Reviewed May 24, 2012

Board Reviewed May 17, 2017

PERSONNEL SERVICES

Policy 4865
(Form 4865)

Staff Welfare

Whistleblower Protection

The District is committed to provision of a quality education in a transparent and supportive environment. Employees who engage in certain discussions of District operations; disclosure of alleged prohibited activities or testimony before a court, administrative, or legislative body will not be subject to disciplinary action as provided in this Policy 4865. The protection of this policy extends to dismissal, demotion, transfer, reassignment, suspension, reprimand, warrant of such disciplinary action, withholding of work irrespective of whether such action affects the employees' compensation.

The following categories of employment activity are protected under this policy.

Discussion of District Operations

Employees are protected in discussing the operations of the District with any member of the legislature, state auditor, attorney general, a prosecuting or circuit attorney, a law enforcement agency, news media, the public or any state official or body charged with investigating any alleged misconduct described in this policy. Such protection will not restrict or preclude the administration from disciplining an employee who knew the information discussed was false; the information was closed or confidential under law, or when the discussions relate to the employee's own violations, mismanagement, a gross waste of funds, abuse of authority, or endangerment of public health or safety.

Disclosure of Prohibited Activity

Employees are protected in making disclosures of any prohibited activity under investigation or any related activity, or for the disclosure of information which the employee reasonably believes demonstrates:

- Violation of any law, rule or regulation.
- Mismanagement, a gross waste of funds or abuse of authority, violation of policy, waste of public resources, attention of technical findings, or communication of scientific opinion, breaches of professional ethical census, or a substantial and specific danger to public health or safety, if the disclosure is not specifically prohibited by law.

Similarly, no employee will be required to give notice to a supervisor prior to disclosing any activity set out in this subsection.

Staff Welfare

Lactation Accommodation

Prior to July 1, 2022, the District will provide facilities to accommodate lactating employees and students in each school building within the District. These facilities will permit students and employees to express breast milk, breastfeed a child, and to address other needs relating to breastfeeding.

Implementation of this policy will provide a minimum of three opportunities during the school day, at intervals agreed upon by the building principal, and the individual to accommodate the affected individual's needs to express breast milk or breastfeed a child. Affected individuals may utilize the facilities for a period of at least one year following birth of the employee's or student's child. The District may permit this accommodation for longer than the one-year period.

The space in each school building for implementation of this policy will be in the form of a room, other than a restroom for the exclusive use of women to express breastmilk or breastfeed a child. This room will be in close proximity to a sink with running water and a refrigerator for breastmilk storage and will have at a minimum the following features:

1. Ventilation and a door that may be locked for privacy.
2. A Work surface and a chair; and
3. Conveniently placed electrical outlets.

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Board Adopted November 17, 2021

Employees are protected in their testimony before a court, administrative body, or legislative body regarding an alleged prohibited activity or disclosure of related information.

Limitations on Protected Activity

The employee protections set out in this policy will not prohibit:

- A supervisor from requiring employees to inform the supervisor concerning legislative requests for information; the substance of testimony made or the substance of testimony to be made to legislators on behalf of the District.
- A supervisor may preclude an employee from leaving their assigned work area during normal work hours or without complying with the applicable rules, regulations and policies. However, this limitation will not apply when an employee is requested by a legislator/legislative committee to appear before such legislative committees.
- A supervisor from disciplining an employee who represents his/her personal opinions as the opinion of the District.
- A supervisor from disciplining an employee who discloses or discusses information the employee knew was false; the information is closed or is confidential under the provisions of the open meetings law or any other law; or the disclosure relates to the employee's own violations, mismanagement, a gross waste of funds, abuse of authority or the endangerment of public health or safety.

Referral to the State Auditor

Where an employee alleges that they were disciplined for disclosure or discussion of information related to the receipt or expenditures of public funds, the employee may request the state auditor to investigate the alleged misconduct and whether unlawful disciplinary action was taken as provided in this policy.

Policy Posting

The District will post a summary of this policy in locations in all District facilities where it would reasonably be expected to come to attention of all District employees. In addition, this policy will be posted on the District's website.

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Board Adopted October 18, 2018

Staff Welfare

Drug Free Workplace

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

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

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

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

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

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

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

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

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

Transportation Employees

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

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

Opioid Antagonists

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

Board Adopted August 15, 2019
Board Updated February 20, 2020
Board Reviewed May 16, 2022

PERSONNEL SERVICES

Policy 4871
(Regulation 4871)
(Form 4871)

Staff Welfare

Driver Drug Testing

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

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Board Adopted March 15, 2007
Board Reviewed May 24, 2012
Board Reviewed May 17, 2017
Board Updated February 20, 2020
Board Reviewed May 16, 2022

PERSONNEL SERVICES

Policy 4872
(Form 4872)

Staff Welfare

Alcohol and Illicit Drugs

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

Post Accident Drug / Alcohol Testing

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

Post accident testing will be utilized after any accident

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

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

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

Safety Sensitive Positions:

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

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

Board Adopted October 19, 2006

Board Reviewed May 24, 2012

Board Reviewed June 22, 2017

Board Reviewed May 16, 2022

PERSONNEL SERVICES

Policy 4873

Staff Welfare

Staff Cell Phone Usage

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 while supervising students. Exceptions will be made for bonafide school-related 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.

Board Adopted August 16, 2012

Board Reviewed June 22, 2017

Board Reviewed May 16, 2022

PERSONNEL SERVICES

Policy 4880

Staff Welfare

Use of District Property

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

Board Adopted April 19, 2007
Board Reviewed May 24, 2012
Board Reviewed June 22, 2017
Board Reviewed May 16, 2022

SUPPORT SERVICES

Policy 5110
(Regulation 5110)

Building and Grounds Management

Building and Grounds Maintenance and Inspection

The Board recognizes the tremendous investment in the District's facilities, buildings, grounds and equipment. It is acknowledged that normal deterioration from natural elements and ordinary use will occur. However, with proper care and attention the rate of deterioration can be reduced and repair and replacement costs held within reasonable limits. Therefore, the Board believes that a proper program of preventive maintenance is a requirement for efficient and economic building operation.

The District shall survey and assess the exposure of friable asbestos in all buildings. A written report shall be filed with appropriate state agencies, and will be available for public review in the Superintendent's office. The report shall be filed as required by law. The District shall take all steps necessary to comply with the Asbestos Hazard Emergency Response Act, as described in regulations of the Environmental Protection Agency.

Board Adopted November 15, 2007

Board Reviewed October 18, 2012

Board Reviewed August 21, 2017

SUPPORT SERVICES

Policy 5120

Building and Grounds Management

Maintenance of Facilities

A maintenance department shall be provided to perform general building maintenance tasks and a custodial department shall be provided to perform routine cleaning tasks. The maintenance and custodial personnel shall be under the supervision of a maintenance/custodial supervisor; however, supervision shall also be provided by the building principal.

Capital outlay work for new and existing buildings shall normally be done through a general contractor. District employees may be used when the use of a general contractor is not feasible.

Board Adopted November 15, 2007

Board Reviewed October 18, 2012

Board Reviewed August 21, 2017

SUPPORT SERVICES

Policy 5130
(Regulation 5130)

Building and Grounds Management

Energy Conservation Measures

In the interest of sound control of District financial resources and in general ecological management, the Board of Education directs that the Administration develop procedures for utilities use that will best meet the need of conservative utilization of these resources.

Board Adopted November 15, 2007
Board Reviewed October 18, 2012
Board Reviewed August 22, 2017

Building and Grounds Management

Removal of Lead from Water Supplies

Beginning the 2023-24 school year, the District school will provide drinking water in a large enough quantity to meet the drinking needs of student and staff with a lead concentration level below five parts per billion.

On or before January 1, 2024, the District school will:

1. Conduct an inventory of all drinking water and all outlets used for dispensing water for cooking or for cleaning cooking and eating utensils.
2. Develop a plan for testing each inventoried outlet (above) and will make the plan available to the public; and
3. Provide general information on the health effects of lead contamination and additional informational resources to employees and parents upon request.

A priority will be assigned to District schools which house early childhood education programs, kindergarten and all elementary schools.

Before August 1, 2024, the District school will:

1. Perform all testing for lead annually and thereafter using first draw and follow-up flush surplus of a random sampling of at least 25% of remediated drinking water outlets until all remediated sources have been tested as recommended by the EPA.
2. Make all test results and any lead remediation plans available on the school's website.
3. Remove and replace any drinking water outlets that the EPA has determined are not lead free as provided in the Lead Contamination and Control Act except for drinking water outlets and water coolers that have been determined to be dispensing drinking water with a lead contamination level less than five parts per billion.

If testing indicates that the water source is causing the contamination and until such time that the source of the contamination has been remediated the affected school will:

1. Install a filter at each point at which the water supply enters the building.
2. Install a filter that reduces lead in drinking water on each water outlet inventoried to ensure lead contamination are below five parts per billion.
3. Provide purified water at each water outlet inventoried.

If testing in any District school indicates that internal piping is causing the contamination, the following items will be put in place until the contamination has been remediated:

1. Install a filter at each point at which the water supply enters the building.

2. Install a filter that reduces lead in drinking water on each water outlet inventoried to ensure lead contamination are below five parts per billion.
3. Provide purified water at each water outlet inventoried.

If a pipe, sodder, fitting or fixture is replaced as part of remediation and the replacement will be lead free, which under Federal regulation means containing less than 0.2 percent lead.

If a test result exceeds five parts per billion, the affected school will:

1. Contact parents and staff by written notification within seven (7) business days after receiving the test result. The notification will include:
 - a. Test result and summary explanation of the test result.
 - b. Description of any remedial steps taken; and
 - c. Description of general health effects of lead contamination and community specific resources.

In such instance, the district will also provide, at affected school(s), bottled water if there is not enough drinking water from uncontaminated outlets to meet the drinking needs of the students and staff. No District school constructed after January 4, 2014 will be required to install, maintain or replace filters.

Testing

If in the ten (10) years prior to the 2023-24 school year, a fixture tested above five parts per billion for lead such fixture does not need to be retested for lead, but remediation will begin on such fixture.

The District will annually report to the Department of Health and Human Services the results of annual testing.

A District school whose testing does not find a drinking source with a lead concentration above, the acceptable level will only be required to test every five (5) years.

For school year 2022-23, the District may elect to test samples of potable water in District facilities serving students under first grade in buildings built prior to 1996. The purpose of such testing would be to determine the presence of and quantity of lead. If election to test is made, the District will submit sample(s) to a department of health approved laboratory for analysis for the presence of lead. Written sampling results will be submitted to the Department of Health within seven (7) days of receipt.

If any of the submitted samples exceed standards set by the U.S. Environmental Protection Agency (EPA), the District will promptly notify by written or electronic communication to the parents/guardian of all enrolled students. Notice to parents/guardians will include the:

1. Sampling location within the building.
2. EPA's website for information for lead in the drinking water; and

3. The specific lead level in each testing site.

If any of the samples are at or below five parts per billion, parental notification may be made by posting on the District's website.

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Board Adopted September 15, 2022

SUPPORT SERVICES

Policy 5210
(Regulation 5210)

Safety, Security and Communications

Hazardous Materials

The District will develop and implement written procedures for the purchase, use, storage and disposal of substances designated as hazardous by local, state and federal authorities.

Board Adopted November 15, 2007
Board Reviewed November 15, 2012
Board Reviewed August 21, 2017

SUPPORT SERVICES

Policy 5211

Safety, Security and Communications

Eye Protection

All students, teachers and visitors are required to wear industrial quality eye protective devices when participating in or observing the following activities in any class:

1. Exposure to molten materials.
2. Milling, sawing, turning, shaping, cutting, grinding or stamping of any solid materials.
3. Heat treatment, tempering or kiln firing of any materials.
4. Gas, electric arc or other forms of welding.
5. Repair or servicing of any vehicle.
6. Exposure to/or laboratory use of caustic or explosive materials, hot liquids or solids, injurious radiation, or other similar hazards.

Eye protective devices designed to provide protection for the hazards involved and to meet standards specified by state law will be provided by the School District. These devices may be issued to the students or provided at work stations for individual activities. If the devices are issued to the students, principals are authorized to charge students for loss, damage or failure to return any device issued.

Board Adopted November 15, 2007
Board Reviewed November 15, 2012
Board Reviewed August 21, 2017

SUPPORT SERVICES

Policy 5220

Safety, Security and Communications

School Bus Safety

Safe transportation of students shall be the paramount obligation of the transportation staff. All procedures and rules developed by the administration shall be governed by this requirement. State and local laws pertaining to the operation of buses and vehicles used to transport students will be observed by drivers, students and staff.

The Administration will develop regulations for students to be included in Policy and Regulation 2610. These rules and regulations will be published annually in student handbooks to be distributed to students and parents/guardians. Students will receive instruction for the safe loading, riding, unloading and emergency evacuation procedures.

District officials will file criminal charges of trespass against any person who unlawfully enters a District school bus where entry is not approved by Board policy or where the individual does not have written approval of the Board of Education.

Board Adopted November 14, 2007

Board Reviewed October 18, 2012

Board Reviewed September 21, 2017

Board Reviewed September 15, 2022

SUPPORT SERVICES

Policy 5230
(Regulation 5230)

Safety, Security and Communications

Accident Reporting

In order that proper measures may be taken to avoid recurrence of accidents, written reports will be prepared on all accidents occurring on school premises or at a school-sponsored activity.

Board Adopted November 15, 2012
Board Reviewed September 21, 2017
Board Reviewed September 15, 2022

SUPPORT SERVICES

Policy 5240
(Regulation 5240)

Safety, Security and Communications

Weather, Earthquake and Fire Emergencies

At the direction of the Superintendent of Schools, the principal will determine areas in each building which are best suited for the protection of students during civil defense emergencies, including adverse weather conditions. School will not be dismissed in the case of a civil defense alert or tornado warning.

It shall also be the duty of the Superintendent of Schools to provide for fire inspections on an announced and unannounced basis in each building. The Superintendent is responsible for remedying unsafe conditions reported by local fire marshals acting in their official capacities.

The principal will assume responsibility for preparing a fire drill and emergency exit plan for each building. The plan will permit students to leave the building safely and quickly. Fire drills will be held the first full week of school and quarterly thereafter.

The District may adopt emergency plans for the use of the District's resources during natural disasters or other community emergencies. These resources may include food assistance through the use of federal commodity foods, and the use of school buildings and buses.

Board Adopted November 15, 2007
Board Reviewed November 15, 2012
Board Reviewed September 21, 2017
Board Reviewed September 15, 2022

SUPPORT SERVICES

Policy 5241

Safety, Security and Communications

Emergency School Closings

The Superintendent may order the delay of opening, early dismissal or the closing of schools due to inclement weather, hazardous road conditions or specific emergency situations which would make the operation of school impractical or hazardous to pupils. Notification of such actions will be given over local radio and television stations. Unless individually approved by the Superintendent, after-school activities will be canceled on the day which school is closed or dismissed early due to weather or other emergency conditions.

Instructional time lost due to weather and other emergency conditions will be made up as required by the State and as approved by the Board of Education.

Board Adopted November 15, 2007
Board Reviewed November 15, 2012
Board Reviewed September 21, 2017

Safety, Security and Communications

Use of Tobacco Products

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

Board Adopted September 18, 2014
Board Reviewed September 21, 2017
Board Reviewed September 15, 2022

SUPPORT SERVICES

Policy 5260 **(Form 5260)**

Safety, Security and Communications

Safety Standards

The Board of Education directs the Superintendent to ensure that the administration and management of all District operations be in compliance with local laws and regulations pertaining to student and staff safety and state and federal laws and standards regarding occupational safety and health. At various times District supervisors will issue specific safety standards and will provide ongoing 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.

Board Adopted October 17, 2013
Board Reviewed September 21, 2017
Board Reviewed September 15, 2022

SUPPORT SERVICES

Policy 5270

Safety, Security and Communications

Security of Buildings and Grounds

The administration will develop procedures to ensure that school facilities are safeguarded against criminal acts and negligent use. All District employees are responsible for the care and proper use of School District property. Maintenance personnel are responsible for the care, repair and annual maintenance of District equipment and facilities. After school access to District facilities is limited to authorized individuals and groups.

Board Adopted January 2003

Board Reviewed November 15, 2012

Board Reviewed September 21, 2017

Board Reviewed September 15, 2022

SUPPORT SERVICES

Policy 5280

Safety, Security and Communications

Vandalism and Theft

The administration will take appropriate actions to punish individuals determined to have vandalized District property. Such actions include, but are not limited to school disciplinary action, restitution and criminal and civil charges.

Incident reports are to be sent to the Superintendent/designee and the Custodial/Maintenance Manager by the building administrator no later than the day following an incident. A telephone call to the Superintendent is to be made on the day of discovery as soon as practical.

Board Adopted November 15, 2012

Board Reviewed October 23, 2017

Board Reviewed October 20, 2022

SUPPORT SERVICES

Policy 5310

Purchasing and Supply Management

Purchasing Furniture and Equipment

The Superintendent/designee shall develop a standardized furniture and equipment list for each type of facility in the School District. Furniture or equipment needed in addition to the standardized list requires specific approval of the Superintendent/designee prior to bidding or purchase.

Furniture and equipment shall be purchased in accordance with the policies governing bidding requirements and purchasing procedures of the Board of Education.

The Board may purchase apparatus, equipment and furnishings for its schools and operations by entering into lease/purchase agreements with vendors. Any agreement which may result in District ownership of the leased object must contain a provision which allows the District an option to terminate the agreement on at least an annual basis without penalty. All expenditures related to lease/purchase agreements shall be considered expenditures for capital outlay and shall be paid pursuant to the provisions of section 165.011, RSMo., Budget and Current Financing.

Board Adopted February 2003

Board Reviewed December 20, 2012

Board Reviewed October 23, 2017

Board Reviewed October 20, 2022

SUPPORT SERVICES

Policy 5320

Purchasing and Supply Management

Preference for Missouri Products

Preference will be given to making District purchases to all commodities manufactured, mined, produced, or grown within the state and to all firms, corporations, or individuals doing business as Missouri firms, corporations, or individuals when quality and price are approximately the same.

Board Adopted February 2003

Board Reviewed December 20, 2013

Board Reviewed October 23, 2017

Board Reviewed October 20, 2022

SUPPORT SERVICES

Policy 5330
(Form 5330)

Purchasing and Supply Management

Anti-Israel Boycott Prohibition

The District will not contract to acquire or dispose of services, supplies, information, technology, or construction for a total potential value of One Hundred Thousand Dollars (\$100,000.00) or more with any company that is engaged presently or during the term of the contract in a boycott of goods and services from the State of Israel.

This prohibition will also protect companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of Israel, or persons, or entities doing business in the State of Israel. This provision shall not apply to contractors with fewer than ten (10) employees. (“Anti-Discrimination Against Israel Act”)

Bidders for contracts described in this Policy will be required to submit with their bid a certification of compliance with this Policy (Form 5330). In addition, all contracts subject to this Policy will contain a contract provision certifying compliance with the “Anti-Discrimination Against Israel Act.”

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Board Adopted September 17, 2020

SUPPORT SERVICES

Policy 5410
(Regulation 5410)

Inventory Management

Inventory Requirements

Annual Inventory

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

This is done to provide:

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

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

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

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

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

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

Equipment Inventory

Inventory documentation includes:

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

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Board Adopted July 24, 2017

Board Reviewed October 23, 2017

Board Reviewed October 20, 2022

SUPPORT SERVICES

Policy 5420

Inventory Management

Maintenance and Control of Instructional Materials

All School District instructional materials and equipment, including media materials and equipment, will be classified and catalogued. All textbooks purchased by the District are school property and will bear identification of School District ownership. Obsolete materials and worn out equipment will be replaced on a regular basis.

Textbooks will be made available to all students in sufficient quantity and at appropriate levels, enabling teachers to meet both the planned curriculum sequence and the special instructional needs of the students.

Principals are responsible for textbooks assigned to teachers, and for instituting an inventory of all books at the end of the school year. Each teacher shall keep an accurate record of books issued to students. Students will be held responsible for the proper care of all schoolbooks, supplies, apparatus and furniture supplied to them by the Board of Education. Any student who defaces or damages school property shall be required to pay for all damages. Any student who loses school property shall be required to pay for its replacement.

Board Adopted January 17, 2008
Board Reviewed January 17, 2013
Board Reviewed October 23, 2017
Board Reviewed October 20, 2022

SUPPORT SERVICES

Policy 5440

Inventory Management

Equipment on Loan

School District equipment is not to be lent to individuals or groups outside the schools. Deviation from this policy requires permission from the Superintendent/designee.

Board Adopted February 2003

Board Reviewed December 20, 2012

Board Reviewed October 23, 2017

Board Reviewed October 20, 2022

SUPPORT SERVICES

Policy 5510

Food Service Program

Food Service Management

The Superintendent/designee will develop and implement procedures for operating a food services program. In addition, the Superintendent/designee will monitor the quality and efficiency of the District's food service program.

The District's food service program will comply with all state and federal regulations for food quality and financial reimbursement.

The Board may elect to contract with a food service management company to manage the District's food service program.

The duration of contracts with food service management companies will be limited to one (1) year with no more than four (4) annual renewals.

Board Adopted March 2003

Board Reviewed January 17, 2013

Board Reviewed October 23, 2017

Board Reviewed October 20, 2022

SUPPORT SERVICES

Policy 5520

Food Service Program

Uniform Policy for Free and Reduced-Price Meals

The District will participate in the national school lunch program. Eligible students will be identified for participation in the free and reduced-price lunch program based upon federal and state guidelines.

Information concerning the eligibility standards will be distributed annually within the District. The identification of student participants in the program will be confidential with such information disclosed to staff members on a strict need-to-know basis.

Board Adopted on January 17, 2008

Board Reviewed on January 17, 2013

Board Reviewed on November 13, 2017

Board Reviewed November 17, 2022

SUPPORT SERVICES

Policy 5530

Food Service Program

Competitive Food Sales

In order to comply with requirements of Part 210, National School Lunch Program, and Part 220, School Breakfast Program as amended, respecting the sale of food in competition with meals served under the National School Lunch Program and the School Breakfast Program, the sale of categories of foods of minimal nutritional value during the meal periods in the cafeteria is prohibited. The restricted categories of foods are identified as soda water (carbonated beverages), water ices, chewing gum and certain candies (hard candies, jellies and gums, marshmallow candies, fondants, licorice, spun candies and candy-coated popcorn).

Board Adopted January 17, 2008

Board Reviewed January 17, 2013

Board Reviewed November 14, 2017

Board Reviewed November 17, 2022

SUPPORT SERVICES

Policy 5540
(Regulation 5540)

Food Service Program

Food Safety

The purpose of the District's food safety program is to ensure the delivery of safe foods to children in the school meals program by controlling hazards that may occur or be introduced into foods anywhere along the flow of food from receiving to service.

Serving safe food is a critical responsibility for school food service and is a key aspect of a healthy school environment. Keeping foods safe is a vital part of healthy eating. When properly implemented, the District's food safety program will help ensure the safety of school meals served to District students.

In order to carry out these goals and comply with federal law, the District's Food Safety Program will include written plans for each school and will be consistent with Hazard Analysis and Critical Control Point (HACCP) principles.

The District's Food Safety Program will focus on three (3) key points.

1. Food preparation areas will be maintained in a clean and sanitary manner. This includes ensuring that workers hands, utensils, and food contact areas are clean and sanitary so as to avoid cross contamination.
2. Temperature controls will be strictly adhered to. Food will be cooked and served at the proper temperature.
3. Standard Operation Procedures should be developed to ensure sanitation; to ensure that food is maintained at the proper temperatures, and to facilitate other safety aspects of the food service program.

Board Adopted October 19, 2006

Board Reviewed on January 17, 2013

Board Reviewed on November 13, 2017

Board Reviewed November 17, 2022

Food Service Program**Meal Charges****Purpose**

The purpose of this policy is to maintain consistent meal account procedures throughout the District. Unpaid charges place a financial strain on District finances. The Food Service Department is responsible for maintaining food charge records and for notifying the District's accounting department of outstanding balances.

Administration

1. Student Groups:
 - Elementary students will be allowed to charge a maximum of ten (\$10.00) dollars.
 - a. These meals will include only the menu items of the reimbursable meal.
 - b. After the balance exceeds ten (\$10.00) dollars, the student may be given a designated menu alternate.
 - Middle School students will be allowed to charge a maximum of ten (\$10.00) dollars. After this maximum has been met, no additional charges will be accepted.
 - High School students will be allowed to charge one meal.
2. No charges will be allowed for ala carte foods and beverages.
3. Parents/guardians of students with negative balances will be contacted electronically, by correspondence, by phone call by the District Accounting Office, or by the Food Service Department.
4. On May 15 annually all charging will be cut off.
 - Parents/guardians will be sent a written request for "payment in full."
 - All charges not paid before the end of the school year will be carried forward into the next school year.
 - Graduating seniors must pay all charges in full. Failure to do so may result in the delinquent student being denied participation in graduation ceremonies.
5. If a financial hardship is suspected, families will be encouraged to apply for free/reduced meals at any time during the school year.
6. Each building principal will send a letter to all parents on or before the first day of school notifying them of the requirements of this policy. This policy will also be published on the District's website.

Discrimination Clause

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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Board Adopted June 15, 2017
Board Updated August 15, 2019
Board Reviewed November 17, 2022

SUPPORT SERVICES

Policy 5610

Transportation

School Bus Drivers

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

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

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

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

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

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Board Adopted January 17, 2008

Board Reviewed January 17, 2013

Board Updated October 23, 2018

Board Reviewed November 17, 2022

SUPPORT SERVICES

Policy 5620 **(Regulation 5620)**

Transportation

Student Transportation Services

The Board of Education, in accordance with state law, shall provide free transportation for eligible students attending the District schools. The Superintendent shall ensure that the transportation services of the District meet all of the guidelines established by the Missouri Department of Elementary and Secondary Education, i.e., Missouri Pupil Transportation Administrative Handbook, Missouri Minimum Standards for School Buses, Missouri Certified Bus Driver Instructor's Manual, and Missouri School Bus Driver Manual, as well as the policies that pertain directly to the qualifications of bus operators and operational procedures adopted by the Board of Education.

According to regulations of the Department of Elementary and Secondary Education, bus transportation will be provided to and from District schools for all students who reside three and one-half (3.5) miles or more from the school located in their attendance areas. State regulations provide for reimbursement to districts providing transportation for those students living more than one (1.0) mile from their attendance area school. The District may transport students who reside less than one (1.0) mile from school when students are required to cross a state highway or county arterial without access to sidewalks, traffic signals, or a crossing guard and no existing bus stop is changed to avoid administrative penalty. In such instance the District will request a waiver of the administrative penalty. The Superintendent is directed to prepare annually a plan for student transportation services for the upcoming school year which addresses student transportation needs within the limitations of District finances, including state aid for transportation services. The plan will address mileage distance from school and grade level requirements for receiving transportation to be provided by the District. This plan shall be presented for School Board approval no later than the regular August Board meeting of each school year. In cases when the transportation plan remains the same as the prior school year, the plan may be submitted to the School Board as an information rather than an action item.

Qualified individuals under Section 504 or the IDEA will be provided bus transportation by the District between home and the special education program. Transportation for a student with disabilities under the IDEA or Section 504 will be provided between schools if the student's IEP team or Section 504 team determines that such transportation is necessary as a related service due to the student's disability. Eligibility for transportation as a related service must be stated in the student's IEP or Section 504 Plan. If a disabled student's IEP team or Section 504 Team determines that certain accommodations, modifications or supports are necessary to appropriately transport the student, the District shall provide such accommodations, modifications or supports as indicated in the student's IEP or Section 504 plan.

Students are expected to comply with behavioral expectations as stated in Policy 2652 - Student Conduct on Buses, while they are passengers in District vehicles.

Board Adopted May 20, 2010
Board Reviewed January 17, 2013
Board Reviewed November 13, 2017
Board Reviewed November 17, 2022

SUPPORT SERVICES

Policy 5630

Transportation

Bus Routes and Schedules

The administration will prepare and monitor District bus routes and schedules. The Board will initially approve all bus routes no later than October 31 of each school year; the final bus routes must be approved by June 30 of each school year. Buses will be routed with student safety, efficiency and economy as the controlling factors.

Board Adopted January 17, 2008

Board Reviewed January 17, 2013

Board Reviewed November 13, 2017

Board Reviewed November 17, 2022

SUPPORT SERVICES

Policy 5640

Transportation

Bus Inspections

All District vehicles that are used to transport students will be inspected annually by the Missouri State Highway Patrol after February 1 of each school year.

State bus inspections conducted by District employees shall not be made more than sixty (60) days prior to operating the vehicles during the school year. Bus drivers and bus maintenance employees have the responsibility to inspect, report and remedy any condition of District buses which poses an unreasonable risk of harm to students and staff.

Newly purchased, newly leased, newly placed into service, newly contracted vehicles or vehicles replaced under contracted services with a rated capacity to carry more than ten (10) passengers including the driver, and used to transport students, shall meet state and federal specification and safety standards applicable to school buses.

Board Adopted January 17, 2008

Board Reviewed January 17, 2013

Board Reviewed November 13, 2017

Board Reviewed November 17, 2022

SUPPORT SERVICES

Policy 5650

Transportation

Transportation Records and Reports

The Superintendent will develop and maintain procedures for monitoring and reporting student transportation infractions.

Records of student ridership will be taken and reported for each route on the second Wednesday of October and February, as per Department of Elementary and Secondary Education (DESE) regulations.

Board Adopted January 17, 2008

Board Reviewed January 17, 2013

Board Reviewed November 13, 2017

Board Reviewed November 17, 2022

SUPPORT SERVICES

Policy 5660
(Regulation 5660)

Transportation

Field Trips

The use of bus transportation services for field trips may be authorized from Board of Education appropriated funds budgeted for field trips if approved by the Superintendent/designee.

Transportation services may be provided for school-related activities provided the sponsoring organization pays the cost. The Superintendent/designee will approve such requests based upon the availability of buses and drivers.

Board Adopted January 17, 2008

Board Reviewed January 17, 2013

Board Reviewed December 11, 2017

Board Reviewed January 19, 2023

SUPPORT SERVICES

Policy 5661
(Regulation 5661)

Transportation

Field Trip Transportation in Private Vehicles/Common Carriers

Authorized vehicles other than approved school buses may be used for transportation of students. The number of students transported shall be limited to the number of seat belts available in the authorized vehicle. The Board of Education shall adopt regulations for transportation in other than approved school buses and standards for use of authorized common carriers.

Board Adopted January 17, 2008

Board Reviewed January 17, 2013

Board Reviewed December 11, 2017

Board Reviewed January 19, 2023

SUPPORT SERVICES

Policy 5670

Transportation

Use of School Buses

School buses will be used only for the transportation of students to and from school or for District educational purposes.

District buses used to transport children to Head Start programs will display signs indicating that the bus is a Head Start bus.

Board Adopted January 17, 2008

Board Reviewed January 17, 2013

Board Reviewed December 11, 2017

Board Reviewed January 19, 2023

SUPPORT SERVICES

Policy 5710
(Regulation 5710)

Data

Data Governance

The District is committed to protecting the privacy of its students and staff. In order to meet that commitment, this policy outlines how operational and instructional activity will be carried out to ensure that District data is accurate, accessible and protected.

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Board Adopted January 19, 2017
Board Reviewed January 19, 2023

INSTRUCTIONAL SERVICES

Policy 6110

Curriculum Services

Curriculum Development

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

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

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

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

Board Adopted September 18, 2014

Board Reviewed December 11, 2017

Board Reviewed January 19, 2023

INSTRUCTIONAL SERVICES

Policy 6111

Curriculum Services

Curriculum Planning

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

Board Adopted February 21, 2008

Board Reviewed February 22, 2013

Board Reviewed December 11, 2017

Board Reviewed January 19, 2023

INSTRUCTIONAL SERVICES

Policy 6112

Curriculum Services

Curriculum Research

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

Board Adopted February 21, 2008

Board Reviewed February 22, 2013

Board Reviewed December 11, 2017

Board Reviewed January 19, 2023

INSTRUCTIONAL SERVICES

Policy 6113

Curriculum Services

Curriculum Design

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

Board Adopted February 21, 2008

Board Reviewed February 22, 2013

Board Reviewed January 18, 2018

INSTRUCTIONAL SERVICES

Policy 6114

Curriculum Services

Curriculum Adoption

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

Board Adopted February 21, 2008

Board Reviewed February 22, 2013

Board Reviewed January 18, 2018

INSTRUCTIONAL SERVICES

Policy 6115

Curriculum Services

State Mandated Curriculum: American History

As provided by state law, the District's curriculum will include American History components.

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

Every school shall devote one entire class period annually to an observance of the significance of Veteran's Day.

Board Adopted February 21, 2008

Board Reviewed February 22, 2013

Board Reviewed January 18, 2018

Curriculum Services**State Mandated Curriculum: Human Sexuality****Human Sexuality Instruction**

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

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

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

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

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

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

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

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

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Board Adopted December 20, 2007
Board Reviewed February 22, 2013
Board Updated November 19, 2015
Board Reviewed January 18, 2018
Board Updated October 18, 2018

INSTRUCTIONAL SERVICES

Policy 6117

Curriculum Services

Veteran's Day Commemoration

Each District school will devote at least one class period in preparation for Veteran's Day in order to convey the meaning and significance of Veteran's Day. In addition, the Board may annually designate Veteran's Day as a school holiday.

Board Adopted January 18, 2018

Curriculum Services

State Mandated Curriculum-Mental Health Awareness

District students will receive instruction on mental health awareness at some point during grades 9-12. Students with disabilities will participate to the extent appropriate and to the extent consistent with the IDEA and Section 504 provisions of the Mental Health Awareness Program.

Mental health awareness will be included in the District's health or physical education curriculum. Such instruction shall be consistent with the Mental Health Awareness Program developed by the Department of Elementary and Secondary Education.

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Board Adopted September 15, 2022

Curriculum Services

Computer Science Class

Beginning with the 2023-24 school year, the District will provide at least one computer science course as an in-person course or as a virtual or distance course option. The computer science courses offered by the District are:

1. Defined as a high-quality course by DESE.
2. Meets or exceeds the computer performance standards developed and adopted by DESE.
3. Offered in each school's course catalog.

A successfully completed computer science class will be counted toward state graduation requirements as the equivalent to one science class or one practical arts credit for purposes of satisfying any admission requirements of any public higher education institution in this state.

Reporting

Annually by June 30, the District will submit a report to DESE focused on the District's computer science program for the current school year.

The District's annual report will contain the names and course codes for computer science classes with a course description and performance standards for computer science classes offered. In addition, the computer science class report will provide the number and demographic percentage of students in each computer class.

The demographic data provided for each such course will include the member of each group as follows:

1. Sex
2. Race and ethnicity
3. Identified special education students
4. English Language Learner students
5. Eligibility for free or reduced meals
6. Grade level

If a category contains 1 to 5 students, the number shall be replaced by a symbol. The number of computer science instructors at each school by:

1. Certification
2. Sex
3. Race and ethnicity
4. Highest academic degree

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Board Adopted September 15, 2022

INSTRUCTIONAL SERVICES

Policy 6120

Curriculum Services

Curriculum Guides

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

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

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

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

Board Adopted February 21, 2008
Board Reviewed February 22, 2013
Board Reviewed January 18, 2018

Curriculum Services

Drug Education

The Board of Education understands that parents/guardians, educators, students and other community members are seriously concerned about the adverse effects of drug abuse on the individual and society. Furthermore, the Board believes that effective drug education programs require both the acquisition of knowledge and the development of positive personal values. Both the school and other community agencies must share in the development and conduct of programs to alleviate the problems of drug abuse.

Therefore, the School District will abide by the following:

1. Be concerned with the education of all areas of drug and alcohol abuse.
2. Establish and maintain a realistic, meaningful drug and alcohol education program that will be incorporated in the total educational program.
3. Establish and maintain an ongoing in-service drug and alcohol education program for school personnel.
4. Cooperate with government and private agencies offering services related to drug and alcohol problems.
5. Encourage and support activities that will develop a positive peer influence in the area of drugs and alcohol.
6. Create a climate whereby students may seek and receive counseling about drugs and alcohol and related problems without fear of reprisal.
7. Follow federal mandates concerning drug and alcohol education.

Board Adopted February 21, 2008
Board Reviewed February 22, 2013
Board Reviewed January 18, 2018

INSTRUCTIONAL SERVICES

Policy 6135

Curriculum Services

Driver's Training Program

If the District elects to offer a driver's training program for its students, instruction will include interactions with law enforcement officials. Specifically, driver's education training will include a demonstration of the proper actions to be taken during traffic stops as well as proper interactions with law enforcement. In addition, instruction will include drivers and passengers constitutional and other legal rights as they relate to traffic stops, including but not limited to, searches and seizures; the right to remain silent and the right to an attorney. Finally, the instruction must include information about the dangers of driving while intoxicated or while in a drugged states.

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Board Adopted October 18, 2018

Curriculum Services

Services for Students with Disabilities

The District does not utilize a separate curriculum for students with disabilities. It is the policy of the District to implement a program of regular and special education based on the individualized needs of each disabled student. The District will provide special education and/or related services to students with disabilities in accordance with applicable law, including the IDEA, its implementing regulations, the Missouri State Plan for Part B of the IDEA, Section 504 of the Rehabilitation Act of 1973, its implementing regulations, and Title II of the Americans with Disabilities Act.

For students identified as disabled under the Individuals with Disabilities Act (IDEA), each student's IEP team will develop an Individualized Educational Plan (IEP) that will address how that student's disability affects that student's involvement and progress in the general curriculum. Each student's IEP team also will, in accordance with IDEA, create an IEP that includes a statement of the special education, related services and supplementary aides and services that will enable the student to be involved in and make progress in the general educational curriculum.

As provided in student's individualized education program (IEP), students will receive instruction in Braille or the use of Braille. However, the student's IEP team will determine, after an examination of a student's reading and writing skills, needs and appropriate reading and writing media, including an evaluation of the student's future needs for instruction, if the use of Braille is appropriate.

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Board Adopted September 19, 2013

Board Reviewed January 18, 2018

Board Updated October 18, 2018

INSTRUCTIONAL SERVICES

Policy 6145 **(Regulation 6145)**

Curriculum Services

Service Animals in Schools

This policy governs the presence of service animals in the District's buildings, on school property (including school buses), and at school activities. The Board of Education adopts this policy to ensure that individuals with disabilities are permitted to participate in and benefit from District programs, activities and services, and to ensure that the District does not discriminate on the basis of disability.

Students and/or adults with disabilities may be accompanied by a service animal as defined by federal and Missouri law on school property, in school buildings, and at school functions as permitted by law and subject to the conditions of this Policy.

Service Animals

Under federal law, a "service animal" means "any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability." Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition (See, however, provisions on miniature horses below). The work or tasks performed by a service animal must be directly related to the handler's disability. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

Under Missouri law, the term "service dog" is defined as a dog that is being or has been individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Service dogs include but are not limited to: guide dogs, hearing dogs, medical alert or response dogs, mobility dogs, and mental health service dogs or psychiatric service dogs. Under Missouri law, "mental health service dog" or "psychiatric service dog" is defined as: a dog individually trained for its owner who is diagnosed with a psychiatric disability, medical condition or developmental disability recognized in the most recently published Diagnostic and Statistical Manual of Mental Disorders (DSM) to perform tasks that mitigate or assist with difficulties directly related to the owner's psychiatric disability, medical condition, or developmental disability." An emotional support dog, whose purpose is to provide comfort or companionship does not meet the definition of a service dog under Missouri or federal law.

The District will permit the use of a miniature horse as a service animal if: (1) the miniature horse has been individually trained to do work or perform tasks for the benefit of an individual with a disability.

In determining whether to permit the use of a miniature horse as a service animal, the District will consider: (1) the type, size and weight of the miniature horse and whether the facility can

accommodate these features; (2) whether the handler has sufficient control of the miniature horse; (3) whether the miniature horse is housebroken; and (4) whether the miniature horse's presence compromises legitimate safety requirements that are necessary for the safe operation of the facility. All additional requirements outlined in this Policy which apply to service animals, shall apply to miniature horses.

If an individual with a disability requests to use a service animal in a District building, on District property, in a District vehicle or at a District function, the District will not ask about the nature or extent of the person's disability. However, the District may make the following inquiries to determine whether an animal qualifies as a service animal: (1) whether the animal is required because of a disability; and (2) what work or task the animal has been trained to perform. The District may not make these inquiries when it is readily apparent that an animal is trained to work or perform tasks for an individual with a disability.

The District will not require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal.

Misrepresentation of Service Dogs

In accordance with Missouri law, a person knowingly misrepresenting a dog as a service dog for the purpose of receiving accommodations of the Americans with Disabilities Act will be guilty of a class C misdemeanor and shall be civilly liable for damages resulting from such misrepresentation.

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Board Adopted September 17, 2020

INSTRUCTIONAL SERVICES

Policy 6150

Curriculum Services

Curriculum for At-Risk Students

The Board of Education directs that curriculum be developed to meet the needs of students at risk of failure. This curriculum is to include strategies infused in all areas of regular education, K - 12, to address the special needs of students at-risk due to disadvantaged backgrounds.

As provided by state and federal guidelines and funds, the Board directs the administration to utilize funds from ESEA, Title I and state programs for alternative education, among others, as resources for curriculum development for students at-risk.

Board Adopted July 11, 2005

Board Reviewed February 22, 2013

Board Reviewed January 18, 2018

Curriculum Services

Gifted Education Program

The Board of Education directs that curriculum be developed to meet the needs of students who have been identified as gifted by multi-criteria assessment developed by professional staff. This curriculum is to include strategies infused in all areas of regular education, K- 12, as well as specific curriculum designed to enrich the regular curriculum in order to meet the challenge of educating the gifted student.

The District's Gifted Education Program will allow for grade acceleration for students who demonstrate:

- Advanced performance or potential for advanced performance; and
- The social and emotional readiness for acceleration.

The acceleration opportunity will apply to subject acceleration and/or whole grade acceleration.

Review of Application Denial

Parents/guardians may request a review of the District's determination that their student did not qualify to receive services through the District's Gifted Education Program. The review process is as follows:

- Review of the decision by their building principal;
- Review by the central office administrator who is responsible for supervision of the Gifted Program;
- A written submission to the Board of Education stating the parents'/guardians' basis for an appeal.
- The Board may deny the written submission or may meet with the parents/guardians at a Board meeting to consider the appeal. The Board's decision is final.

While appeal is permitted for denial of entry into the Gifted Program, no such appeal is available for acceleration decisions.

The District and District employees are immune from liability from any and all acts or omissions relating to the decision that a child did not qualify to receive services through the District's Gifted Education Program.

Board Adopted January 1998
Board Reviewed February 22, 2013
Board Reviewed January 18, 2018
Board Updated October 18, 2018

INSTRUCTIONAL SERVICES

Policy 6170

Curriculum Services

Early Childhood Education

The critical importance of the early years in determining the educational development of children is recognized by the Board. When financial and physical resources permit, programs designed to help meet the physical, emotional, social and intellectual needs of preschool age children are authorized. The Board of Education may establish preschool and post-school programs in accordance with law. When these programs are established, the Board directs that written curriculum be developed to direct the services offered to prekindergarten age children.

Board Adopted January 1998

Board Reviewed February 22, 2013

Board Reviewed February 15, 2018

INSTRUCTIONAL SERVICES

Policy 6180
(Form 6180)

Curriculum Services

English Language Learner (ELL)

The Board of Education is committed to identifying and assessing the educational needs of students whose native or home language is other than English. Once identified, the District will provide appropriate programs to address the needs of these students. Students entitled to considerations under this policy include:

1. Language Minority (LM) - students who come from a background where English is not the student's first language, or where the primary language of the home is not English or both.
2. Limited English Proficient (LEP) - Students whose English language skills are insufficient to lead to success in an English-only classroom.

The District will also take steps to ensure to the maximum extent practicable that the interests of ELL students are included in the development and implementation of District programs and services that are offered by the District to and for its student body.

School personnel enrolling ELL students are trained in the process of identifying, assessing and providing services to these students.

To ensure that parents/guardians are properly notified of the ELL program, all new and enrolling students are to be given the Student Home Language Survey (Form 6180). The form shall be completed and returned to the school by the parents/guardians if they feel their child may be in need of such services.

Where the District has or may have in the future a low number of ELL students, the District may contract with a neighboring district for services until a qualified ELL teacher is employed. However, if the District serves twenty (20) or more ELL students, the District will employ a full-time certified ESOL teacher.

The Board designates the Elementary Principal to serve as the District's ELL Implementor.

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Board Adopted January 21, 2021

INSTRUCTIONAL SERVICES

Policy 6190
(Regulation 6190)

Curriculum Services

Virtual Education – Less than Full-Time Equivalent

The District will participate in the Missouri Course Access and Virtual School Program (“Program”). The Program offers District students the opportunity to enroll in virtual school courses in a variety of grade level and content areas from Kindergarten through grade 12. The District may elect to offer specific courses as part of the program.

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Board Adopted January 21, 2010
Board Reviewed February 22, 2013
Board Reviewed February 15, 2018
Board Updated October 18, 2018
Board Updated September 15, 2022

INSTRUCTIONAL SERVICES

Policy 6191
(Regulation 6191)

Curriculum Services

Virtual Education – Full-Time Equivalent

District students will have the opportunity to participate in a virtual education program as a full-time student as provided in the Policy/Regulation. For purposes of this policy, a full-time student is a student enrolled in six (6) credits per regular term.

The District will, in good faith, collaborate with the parents/guardians of full-time virtual students, the virtual program and the Host District. Designated “Host Districts” for full-time virtual students will be responsible for enrolling, monitoring, reporting, disenrolling, if required, full-time virtual District students. The District will not play any significant role in these decisions.

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Board Adopted September 15, 2022

INSTRUCTIONAL SERVICES

Policy 6210

Instruction

Instructional Time

The primary focus of the District's staff and programs is maximization of student learning. While learning occurs as a result of extracurricular activities and as a result of non-structured interaction between students and between students and staff, most learning occurs as a result of planned learning activities during class time. Therefore, every effort will be made to minimize disruptions in instructional time. Public address announcements and pull out programs will be planned to avoid loss of critical instruction time.

Board Adopted January 1998

Board Reviewed March 12, 2013

Board Reviewed February 15, 2018

INSTRUCTIONAL SERVICES

Policy 6215
(Regulation 6215)

Instruction

Reading Success

The District is committed to taking substantial procedures for maximizing student success in reading. As set forth in the accompanying Regulation 6215, these procedures include but are not limited to reading proficiency/readiness screening; provision of intensive reading instruction particularly to students exhibiting a substantial reading deficiency and informing and involving parents/guardians in improvement of student reading proficiency/readiness.

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Board Adopted September 15, 2022

INSTRUCTIONAL SERVICES

Policy 6220

Instruction

Student Teachers and Interns

The Board of Education authorizes contractual arrangements to be made for the acceptance for training of student teachers from regularly accredited colleges and universities to the extent that the training of these student teachers will both enhance educational opportunities of the classroom students as well as provide a training opportunity for the student teacher.

Guidelines will be prepared for the direction of staff members in handling the student teacher program. These guidelines will also be written to provide a definite program for the improvement of the student teacher while assigned to the District.

Board Adopted January 1998

Board Reviewed March 12, 2013

Board Reviewed February 15, 2018

INSTRUCTIONAL SERVICES

Policy 6230
(Regulation 6230)

Instruction

Textbook Selection and Adoption

The Superintendent/designee will appoint a committee of teachers and administrators to review textbook offerings in specific instructional areas. The committee will submit its report together with its recommendation to the Superintendent. The Superintendent will consider the committee's report and make a recommendation to the Board for final approval.

Board Adopted January 1998

Board Reviewed March 12, 2013

Board Reviewed February 15, 2018

INSTRUCTIONAL SERVICES

Policy 6231
(Regulation 6231)

Instruction

Textbook Usage - Students

Textbooks on which assignments are based are to be available to each student. Under the guidance of the teacher and the rules for a particular class, a textbook should be available for the student to take home overnight or over a weekend so that the student may prepare homework assignments and so that the parents/guardians may see the textbook.

Textbooks and library books are to be treated with respect by the students, used wisely, cared for, and returned in good condition when the assignment or course is concluded. The student to whom a textbook or library book is issued will be held responsible for its return in good condition. A reasonable system of fines, penalties, or methods of repayment for a fair value of the book is to be developed. No student is to be penalized if the book is lost because of factors beyond his/her control.

Board Adopted January 1998

Board Reviewed March 12, 2013

Board Reviewed February 15, 2018

INSTRUCTIONAL SERVICES

Policy 6240

Instruction

Instructional Materials

The Superintendent/designee shall formulate administrative regulations as necessary to be included in faculty handbooks relative to the purchase and appropriateness of instructional materials. Guidelines relative to guest lecturers or presentations shall be included.

Board Adopted January 1998

Board Reviewed March 12, 2013

Board Reviewed February 15, 2018

INSTRUCTIONAL SERVICES

Policy 6241
(Regulation 6241)
(Form 6241)

Instruction

Challenged Materials

The Board has the ultimate responsibility for establishing the curriculum and for purchasing instructional and/or media materials to be used in the District. While the Board recognizes the right of students to free access to the many different types of books and instructional materials, the Board also recognizes the right of teachers and administrators to select books and other materials in accord with current trends in education and the established curriculum.

It is therefore the policy of the Board to require that books and other instructional materials shall be chosen for values of educational interest and the enlightenment of all students in the community. Instructional materials shall not be excluded on the basis of the writer's racial, nationalistic, political or religious views. Every effort will be made to provide materials that present all points of view concerning international, national and local problems and issues of our times. Books, or other instructional or media materials of sound factual authority, shall not be prescribed, nor removed from library shelves or classrooms on the basis of partisan or doctrinal approval or disapproval. The Board will strive to provide stimulating, effective materials that will be appropriate to the community's values and the students' abilities and maturity levels.

Instructional or media materials used in the District's educational program consist of various types of print and nonprint materials. Despite the care taken to select those materials deemed to be educationally useful, occasional objections to the selection of instructional materials may be made by the public. However, the principles of academic freedom and the freedom to read must be defended, rather than the materials.

If a challenge is made, it should be properly channeled through guidelines and procedures established by the Board.

Board Adopted August 15, 2012
Board Reviewed March 12, 2013
Board Reviewed March 15, 2018

INSTRUCTIONAL SERVICES

Policy 6242

Instruction

Religious or Controversial Issues

Religious education is the responsibility of the home and church. The espousal by any teacher or staff member of any particular religious denomination or faith is strictly forbidden; however, teachers may teach about religion with information being presented at an appropriate maturity level for students.

No partisan political views may be espoused by any teacher or staff member; however, teachers may teach about political parties and politics as related to the governmental systems of the nation or world.

Board Adopted March 20, 2008

Board Reviewed March 12, 2013

Board Reviewed March 15, 2018

INSTRUCTIONAL SERVICES

Policy 6243

Instruction

Copyrighted Materials

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

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

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

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

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

Board Adopted March 20, 2008

Board Reviewed March 12, 2013

Board Reviewed March 15, 2018

INSTRUCTIONAL SERVICES

Policy 6250
(Regulation 6250)
(Form 6250)

Instruction

Instruction for Students with Disabilities

It is the policy of the District to provide a free appropriate public education to all public school students with disabilities. Students with disabilities are defined as those students who have one of the categorical disabilities as enumerated in the Missouri State Plan for Part B of the Individuals with Disabilities Education Act (IDEA) and who are in need of special education services or who have a mental or physical impairment that substantially limits one or more major life activities as defined by Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

The District will provide special education and/or other services to students with disabilities in accordance with applicable law, including the IDEA, and its amendments, Section 504 of Rehabilitation Act of 1973, §162.670-.995, RSMo., and Missouri's State Plan for Part B of the IDEA. For appeal procedures and information as to where to obtain a copy of the District's 504 Procedural Safeguards regarding identification, evaluation or educational placement of a student under Section 504, refer to Regulation 2110 - Equal Education Opportunity.

To obtain a copy of the District's IDEA procedural safeguards, including appeal procedures, please contact the Special Education Director at 510 East Avenue, Grant City, MO 64456 or at (660)564-2218.

When providing print materials to students with visual impairments, the District will adhere to the National Instructional Materials Accessibility Standards (NIMAS) or will provide such print materials in timely fashion via high quality accessible materials.

Board Adopted May 20, 2010
Board Reviewed March 15, 2018

Instruction

Blind Students Independence, Training and Education

Each blind or visually impaired student will receive instruction in Braille reading and writing as part of the student's Individualized Education Program (IEP) or Individualized Family Support Plan (IFSP) unless the IEP or IFSP team determines, based on the student's skills, needs and whether the student requires Braille instruction. No student will be denied instruction in Braille reading and writing solely because the student has some vision. During the evaluation process, consideration shall be given regarding appropriate Braille instruction based on a potential vision loss due to a degenerative medical diagnosis.

For purposes of this Policy/Regulation, the following terms and definitions are applicable:

1. "Accessible assistive technology device," an assistive technology device, as defined in 20 U.S.C. Section 55 1401, as amended, that provides blind or visually impaired students the benefits of an educational program in an equally effective and integrated manner as that provided to nondisabled students.
2. "Adequate instruction," the quality teaching of blind or visually impaired students, as it pertains to general education and necessary blindness skills, in alignment with the U.S. Department of Education's definition of free appropriate public education, as defined in 20 U.S.C. Section 1401, as amended.
3. "Blind or visually impaired student":
 - a) A child who:
 - i. Has an Individualized Education Program (IEP) or an Individualized Family Service Plan (IFSP), as such terms are defined in 20 U.S.C. Section 1401, as amended, or a 504-plan created under Section 504 of the Federal Rehabilitation Act of 1973, 29 U.S.C. Section 794, as amended; and
 - ii. Is identified as having the disability of "visual impairment (including blindness)" within the definition of "child with a disability" in 20 U.S.C. Section 1401, as amended; or
 - b) An individual who is deaf-blind under the Federal Individuals with Disabilities Education Act (IDEA), as amended, or other federal law.
4. "Braille", the system of reading and writing through touch.
5. "Expanded core curriculum," a disability-specific curriculum that compensates for vision loss, is foundational to all other learning, and that covers the nine essential areas of compensatory access, sensory efficiency, assistive technology, orientation and mobility, social interaction, recreation and leisure, independent living, self-determination, and career education.
6. "Grade level instruction," instruction that aligns with state-designated content standards and curricula for students of the same age or level of maturity, based on the development of intellectual, emotional, physical, and behavioral capacity that is typical for the student's age or age group.

7. “Local educational agency” or “LEA,” the same definition as in 20 U.S.C. Section 1401, as amended.
8. “Nonvisual access,” the ability of a blind or visually impaired student to use all functions of a device, without using the student's vision, in an equally effective, equally integrated manner and with equivalent ease of use as the student's sighted peers.
9. “Nonvisual skills,” skills that are taught in such a way that the student does not need to use any vision.
10. “State educational agency,” the same definition as in 20 U.S.C. Section 1401, as amended.

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Board Adopted September 15, 2022

Instruction

Independent Educational Evaluation Policy for Disabled Students under the IDEA

The parent or legal guardian of a student with a disability pursuant to the Individuals with Disabilities Education Act (“IDEA”) or of a student suspected of having an IDEA disability has the right to obtain an independent evaluation subject to the provisions of this policy. The parent or legal guardian has the right to an independent educational evaluation at public expense if they disagree with an evaluation or any component of an evaluation obtained or conducted by the District. The parent or legal guardian may request one independent educational evaluation in response to each evaluation completed by the District. If the parent request for an independent evaluation comes one year or more from the date of the completion of the District’s evaluation, the District may seek to complete a reevaluation prior to paying for an independent educational evaluation.

Definitions:

1. *An independent educational evaluation (IEE)* means an evaluation conducted by a qualified examiner who is not employed by the District. An independent educational evaluation must meet the educational evaluation criteria used by the District when it initiates an evaluation to the extent those criteria are consistent with the parent’s right to an IEE.
2. *Public expense* means that the District either pays for the full cost of the evaluation or ensures that the evaluation is otherwise provided at no cost to the parent. The District may, therefore, use whatever State, local, Federal or private sources of financial support are available to pay for the costs of an independent educational evaluation.

A parent is not required to notify the District prior to obtaining an IEE. However, if the parent or legal guardian requests an independent educational at public expense, the District will request that the parent provide a reason why he or she objects to the District’s evaluation. In making that request, the District may not unreasonably delay either providing the requested independent educational evaluation at public expense or initiating a due process hearing to defend the District’s evaluation.

If a parent requests an independent educational evaluation at public expense, the District will, without unnecessary delay:

- (1) Provide the parent or legal guardian with a copy of this policy and the District’s IEE procedures; and
- (2) Provide the parent with information about where an IEE may be obtained within the parameters of this policy and the District’s procedures; and

(3) (a) ensure that an independent educational evaluation is provided at public expense; or (b) initiate a due process hearing to show that the District's evaluation is appropriate or that the IEE obtained by the parent did not meet District criteria.

If the District initiates a hearing and the final decision supports the appropriateness of the District's evaluation, the parent still has the right to an independent educational evaluation, but not at public expense.

If a parent or legal guardian obtains an IEE at private expense and presents that IEE to the District, the results of that evaluation must be considered by the District in any decision regarding the provision of a free appropriate public education to the student. In addition, any IEE obtained by the parents at private expense may be presented as evidence at a due process hearing regarding that student.

Board Adopted May 20, 2010

Board Reviewed March 15, 2018

INSTRUCTIONAL SERVICES

Policy 6260

Instruction

Educational Surrogate

The Board of Education directs the Administration to determine whether a disabled student is in need of a surrogate parent within thirty (30) days of the date of notification that the student is living within District jurisdiction. The Administration is directed to notify the Division of Special Education at the Missouri Department of Elementary and Secondary Education in writing within ten (10) days of the determination that such need exists.

The District designates the High School Counselor who is responsible for overseeing the educational surrogate program in the District.

Board Adopted September 19, 2013

Board Reviewed March 15, 2018

INSTRUCTIONAL SERVICES

Policy 6270
(Regulation 6270)

Instruction

Instruction for At-Risk Students

The School District shall meet all federal and state requirements for identifying and providing services to educationally at-risk students.

At-risk students are those whose educational outcomes are in jeopardy because they are experiencing academic deficits, have become disaffected with school and learning, or impacted by other factors which impede education and social development.

Board Adopted March 20, 2008
Board Reviewed March 12, 2015
Board Reviewed March 15, 2018

Instruction

Instruction for Gifted and Talented Students

The Board of Education, recognizing the need for programs addressing the special needs of gifted and talented students, shall endeavor to provide the level of monetary support it deems proper to enhance programs for those students so identified. Procedures for the selection of programs and students will be developed by the professional staff and approved by the Board.

The District will not designate a student as “gifted” based upon the student’s participation in an advanced placement course or international baccalaureate course. Rather, such determinations will be made consistent with the statutorily defined phrase, “gifted children.”

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Board Adopted October 20, 2016

Board Reviewed April 19, 2018

INSTRUCTIONAL SERVICES

Policy 6272

Instruction

Instruction for Preschool Students

The Board of Education may endeavor to enter into programs for preschool children, as is provided for in the statutes of the State of Missouri, and subject to the rules and regulations of the specific legislation governing the administration of the program. The District shall attempt to provide an organization for continuous progress in education to fit the needs of individuals of the community within the limitations of District finances.

Within these limitations, the Board may provide school facilities for the purpose of maintaining and expanding programs and services for preschool children. Such programs shall be commensurate with the needs of the community. The Board may provide administrative, ancillary and other supportive services needed to enhance the quality of the preschool educational program.

Board Adopted March 20, 2008

Board Reviewed March 12, 2013

Board Reviewed April 19, 2018

Instruction

Underperforming Test Scores

If the District as a whole or any District school is determined to be in the bottom 5% of scores on the annual performance report, parents/guardians of students in such affected schools will receive notification from a designated District representative advising:

1. That the school has been determined to be in the bottom 5% of scores on the annual performance report; and
2. The options available to the student(s) in the affected schools as a result of this test score determination.

The District will annually display on its website the District's annual performance rating and ranking percentage for each District school. Such information will be included in the annual school accountability report card.

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Board Adopted September 15, 2022

INSTRUCTIONAL SERVICES

Policy 6274

Instruction

Instruction for Migrant Students

The Superintendent will develop appropriate means to identify migrant students and to develop a plan to meet the educational needs of these children. Migrant students will be provided the full range of education and related services provided to other District students. (See also Policy and Regulation 2270 – Admission of Migrant Students.)

The educational plan may consist of the following:

1. Assess the educational ability of the student and determine an accurate grade placement, course assignments and any special education services that may be needed.
2. Identify any health and social needs and contact the appropriate public agencies for extended services.
3. Provide professional development activities for the teachers and support staff as related to migrant students.
4. Involve the parents in the educational program.

Board Adopted March 20, 2008

Board Reviewed March 12, 2013

Board Reviewed April 19, 2018

INSTRUCTIONAL SERVICES

Policy 6275
(Regulation 6275)

Instruction

Instruction for Homebound Students

Homebound instructional programs will be administratively considered for non-disabled students who for health reasons are likely to be absent for more than ten school days. Decisions with respect to homebound instruction for disabled students under Section 504 or the IDEA are made by the students' 504 or IEP team. Please refer to Regulation 6275 for specific homebound procedures.

Board Adopted January 20, 2011
Board Reviewed March 12, 2013
Board Reviewed April 20, 2018

INSTRUCTIONAL SERVICES

Policy 6280

Instruction

Vocational and Technical Education

The Board of Education believes that vocational and technical education is critical to the development of skills necessary for satisfying careers. The underlying foundation for all academic courses should be the relationship of class concepts to practical job application. Occupational education shall encompass career awareness, career exploration and career preparation to include vocational training opportunities, either within the local high school(s) and/or local area vocational and technical schools.

District vocational programs shall meet all state and federal guidelines and requirements, including the formation and utilization of advisory councils in all areas.

Board Adopted January 1998
Board Reviewed March 12, 2013
Board Reviewed April 19, 2018

INSTRUCTIONAL SERVICES

Policy 6310
(Regulation 6310)

Libraries, Media and Technology Services

School Libraries

The Board believes that it is the responsibility of the District's library/media centers to provide materials which reflect the ideals and beliefs of religious, social, political, historical and ethnic groups, and their contributions to American and world cultures. Materials will be selected which are related to and support the District's curriculum. Selection of and access to library/media materials will be based upon the contribution to the education program and the age appropriateness of the materials.

Intellectual Access

The library/media program serves as a point of access to information and ideas for students as they acquire critical thinking and problem-solving skills. Students and educators served by the library/media program should have access to resources and services free of constraints resulting from artificial barriers. Artificial barriers should not prevent students from accessing and using resources except as defined by District policies and regulations, including but not limited to selection, acquisition and Internet usage policies and regulations.

Confidentiality

The District recognizes the need for confidentiality of school library records. Therefore, no person will release any library record of any student, faculty or other library user to any third party except as provided by law.

Board Adopted November 2003

Board Reviewed April 18, 2013

Board Reviewed April 19, 2018

INSTRUCTIONAL SERVICES

Policy 6320
(Regulation 6320)

Libraries, Media and Technology Services

Internet Safety Policy

A. Introduction

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

B. Access to Inappropriate Material

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

C. Internet Safety Training

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

D. Inappropriate Network Usage

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

E. Supervision and Monitoring

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

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Board Approved August 16, 2012

Board Reviewed April 18, 2013

Board Update November 19, 2015

Board Reviewed May 21, 2018

INSTRUCTIONAL SERVICES

Policy 6410

Evaluation Services

Evaluation of Instructional Programs

The Board of Education believes that maximizing the quality of District services and administrative decision-making requires the regular evaluation of all District programs. Evaluations may identify the success of District programs in meeting their objectives. Utilization of program evaluation should result in the improvement of District programs and will provide data for Board and staff decision-making. The Superintendent is directed to develop procedures for program evaluation and reporting.

Board Adopted January 1998
Board Reviewed May 21, 2018

Evaluation Services

Test Security

All standardized testing materials shall be stored, distributed and collected according to procedures that insure the security and authorized access to test booklets. The Superintendent shall designate a District test coordinator who will direct the administration and security procedures for each testing site.

Teacher Responsibilities for Test Administration

Prior to the administration of any District or State standardized test, the principal/designee will review with the teachers the testing guidelines that they and the students are to follow. The principal/designee shall distribute this policy and any other testing guidelines to all teachers, require them to sign and return one copy and keep a copy for their files.

The guidelines listed below are examples; others may be provided by the principal/designee.

1. Teachers are not to review the test questions or content prior to its being given to the students.
2. Teachers are not to give any assistance to the students during the administration of the test.
3. Teachers are to review only the purpose of the test, the directions, the time restraints and what the students are to do upon completion of the test.

Violation of these and other administrative testing guidelines by the teacher may result in disciplinary action against the teacher, up to and including termination.

Board Adopted January 2003
Board Reviewed April 18, 2013
Board Reviewed May 21, 2018

INSTRUCTIONAL SERVICES

Policy 6430

Evaluation Services

Semester Examinations

In grades 7-12, teacher may give semester examinations.

Board Adopted October 1999

INSTRUCTIONAL SERVICES

Policy 6440

Evaluation Services

Statewide Assessments

All students will participate in statewide assessments or alternate assessments as determined by a student's IEP team. The administration will annually develop an assessment schedule for the current school year. The testing schedule will list the assessment instrument to be administered and the grade level of students that will be administered each test or assessment instrument. This policy and the assessment schedule will be given to each student as well as their parent/guardian at the beginning of each school year. In addition, a copy of this policy and the assessment schedule will be available to the public in the District office during normal business hours.

Board Adopted May 20, 2010

Board Reviewed April 18, 2013

Board Reviewed May 21, 2018

Evaluation Services**Screening for Dyslexia**

Dyslexia is a disorder that is neurological in origin, characterized by difficulties with accurate and fluent word recognition and poor spelling and decoding abilities that typically result from a deficit on the phonological component of language, often unexpected in relation to other cognitive abilities and the provision of effective classroom instruction, and of which secondary consequences may include problems in reading, comprehension and reduced reading experience that can impede growth of vocabulary and background knowledge.

In order to close the gap between struggling readers and their “normally” developing peers, the District will:

1. Identify students at risk for dyslexia or reading failure.
2. Form small groups for instruction and intervention.
3. Plan instruction and intervention.
4. Set goals for individual student achievement.
5. Set criteria for intervention exit.

Screening

Each student, first through third grade, will annually be screened for dyslexia within the first thirty (30) days of the school year. Kindergarten students will be screened no later than first day of the second semester. In order to monitor progress or lack of progress, benchmark assessments will also be completed for grades 1-3 students in the middle and at the end of each school year and for kindergartners at the end of the school year.

The dyslexia screening protocol set forth in this policy will also be administered to the following students:

1. K-3 Missouri transfer students who have not been previously screened.
2. K-3 out-of-state transfer students who do not have documentation of previous screening.
3. Students in grades 4 and above with a record of potential dyslexia related issues as determined by the classroom teacher or as requested by the student’s parent/guardian.

The following groups are exempt from dyslexia screening:

1. Students with an existing diagnosis of dyslexia.
2. Students with a sensory impairment (visual/auditory).
3. Students with severe intellectual disabilities.
4. Students who are English Learners where screening administration and/or interpretation are not available. However, English Learners may be screened for dyslexia-related risk factors through screening in the student's native language, where feasible.

Screening Components

There is no one test that encompasses all recommended skills. The District will utilize screening tools that are both reliable and valid. However, universal screening is not sufficient to identify students with dyslexia. Universal screening can reveal specific weaknesses that are consistent with dyslexia. Monitoring a student's response to high quality reading instruction may be the best way to identify students with severe dyslexia.

The District will identify the appropriate staff to complete student screenings. These staff members may include: classroom teachers, reading interventionists, Title I teachers, reading specialists, or instructional coaches or any combination of these individuals.

Supports and Accommodations

Once identified, students with dyslexia will be provided with the supports and accommodations tailored to meet the individual student's needs. These accommodations will derive from the following supports and accommodations.

1. General classroom instruction modifications.
2. Instructional environment.
3. Technology
4. Social/Emotional
5. Design of Classroom Assignments
6. Test and Exams.

The District will consider the specific supports and accommodations set forth in DESE's "Serving Students at Risk for Dyslexia: Guidance to LEAs."

Practicing Teacher Assistance Professional Development

Practicing teachers will receive two hours of in-service training during the 2018-19 school year regarding dyslexia and related disorders. Teachers employed by the District in subsequent years, who have not received this training in another district will be provided the same training by video or by in-person training.

Such in-service training should include:

1. Introduction to dyslexia and dyslexia simulation;
2. Key areas of literacy and reading intervention;
3. Screening/progress monitoring, data-based decision-making, fidelity and classroom supports.
4. Training for secondary-level staff will be tailored to the unique needs of secondary students.

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Board Adopted June 25, 2018

Evaluation Services**Assignment of Grades**

Student performance is assessed on a continual basis throughout the school year. This evaluation assesses student growth in expression of ideas, communication, achievement of educational goals, and personal growth, and development. Grades will be assigned based upon student ability, achievement, effort, and cooperation.

A disabled student's IEP team or Section 504 team may determine that his/her academic requirements, including but not limited to the requirements for achieving a specific letter or numerical grade, may be modified or altered. Under these circumstances, the IEP team or Section 504 team shall determine whether the student shall be included in the computation of class rank. Students who are not included in the class rank shall still receive a cumulative grade point average (G.P.A.) and shall be eligible for the honor roll.

If a non-disabled student is receiving homebound instruction, the principal, counselor and/or classroom teacher(s) for such course(s), in conjunction with the homebound teacher, shall determine whether the student shall be included in the computation of class rank, depending on the degree of modification or alteration to the curriculum the homebound student requires. Homebound students who are not included in the class ranking shall still receive a cumulative G.P.A. and shall be eligible for the honor roll.

Board Adopted January 20, 2011

Board Reviewed April 18, 2003

Board Reviewed May 21, 2018

INSTRUCTIONAL SERVICES

Policy 6510

Community Education/Continuing Education Program

Instruction for Adults

The administration will assess the needs of the community for post school programs. Where community needs are identified and where funds are available, the Board will consider initiation of specific adult education programs. In cooperation with the Department of Elementary and Secondary Education, the District will seek community assistance in raising the level of community awareness of its English language services when the District provides Adult Basic Education programs.

Board Adopted August 1998

Board Updated July 11, 2005

Board Reviewed June 20, 2013

Board Reviewed May 21, 2018

Office Methods and Data Management

E-mail Records and Electronically Stored Information

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

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

Board Adopted November 20, 2008

Board Reviewed June 20, 2013

Board Reviewed May 21, 2018

GENERAL ADMINISTRATION

Policy 6531
(Regulation 6531)

Office Methods and Data Management

Records Retention/ Destruction

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

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

Board Adopted November 20, 2008

Board Reviewed June 20, 2013

Board Reviewed May 21, 2018

FACILITIES DEVELOPMENT

Policy 7110

Facilities Planning and Design

Educational Specifications

To ensure that all new and remodeled facilities are designed to best implement the educational program of the School District, the Superintendent will provide for the development of detailed educational specifications to apply to the design and construction of new or remodeled buildings. The preparation of educational specifications will serve the following purposes.

1. Clarify and consolidate the thinking of the staff, administration, Board and community on the needs, desires and objectives of educational programs to be conducted within the proposed new or remodeled building.
2. Organize important information in a manner that can be easily and clearly interpreted by an architect.

When educational specifications are prepared, an introductory section will be devoted to a brief description of the community, enrollment trends, and the educational philosophy of the District. Educational specifications are detailed descriptions of the following items:

1. Activities that will take place in the building.
2. Organization of instruction and curriculum to be housed in the building.
3. Specific architectural characteristics desired.
4. Facilities needed, equipment required and space relationship to other facility elements.
5. Pertinent budget and other governing factors.

The persons involved in developing educational specifications should include: the Board, which adopts policies, approves final specifications, employs the architect and provides the budget; the Superintendent, who provides administrative leadership, interpretation and evaluation; principals, staff members, students and patrons, who utilize the facilities; and the architect, who develops architectural plans for the facility.

Consultants may be used in the development of educational specifications when deemed necessary by the Superintendent and the Board.

Board Adopted May 21, 2009

Board Reviewed October 17, 2013

Board Reviewed April 18, 2019

FACILITIES DEVELOPMENT

Policy 7120
(Regulation 7120)

Facilities Planning and Design

Procurement of Architects, Engineers, and Land Surveyors

The School District may need to engage the services of an architect, engineer, or land surveyor when capital improvement or other District needs arise. The District recognizes that hiring architects, engineers, or land surveyors who have performed acceptable work for the District in the past promotes continuity, efficiency, and quality. The District also recognizes that a construction contractor retained by the District may wish to work with a particular architect, engineer, or land surveyor with whom it has a solid working relationship. The District will observe the procedures as outlined in Regulation 7120 when selecting architectural, engineering, or land surveying services.

Under this policy, the terms architect, land surveyor, and professional include, but are not limited to, any individual, firm, partnership, corporation or other entity providing architectural, engineering, or land surveying services.

Board Adopted May 21, 2009

Board Reviewed October 17, 2013

Board Reviewed April 18, 2019

FACILITIES DEVELOPMENT

Policy 7130
(Regulation 7130)

Facilities Planning and Design

Construction Manager Selection

The Board of Education may desire to engage the services of a construction manager when planning, designing, improving, altering, repairing, or constructing a building or structure. The District recognizes the need to enter into contracts with qualified construction managers at a price the District considers to be fair and reasonable. It shall be the formal policy of this District to observe the procedures set forth in its administrative regulations when the District determines that construction management services are needed.

Board Adopted January 1998

Board Reviewed October 17, 2013

Board Reviewed April 18, 2019

FACILITIES DEVELOPMENT

Policy 7131
(Regulation 7131)

Facilities Planning and Design

Design – Build Selection

Where appropriate the District may utilize a design-build method for construction of a specific project. Under this method of construction, a construction entity provides architectural, engineering, labor, material, supplies and equipment related to the construction itself. If the Board chooses a design-build method, the procedures of Regulation 7131 shall be followed.

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Board Adopted October 20, 2016

Board Reviewed April 18, 2019

FACILITIES DEVELOPMENT

Policy 7132
(Regulation 7132)

Facilities Planning and Design

Selection of Construction Manager At Risk

Among several construction methods available to the District is the Construction Manager at Risk method. This method will only be considered for projects when the cost is in excess of three million dollars. As opposed to the traditional construction manager method, a “construction manager at risk” assumes the risk for the construction project at a contracted price. In essence, under this method, the construction manager serves as a general contractor and as a consultant to the District regarding all phases of construction during and after the design of the project. If the cost of project exceeds the contract price, the construction manager at risk is responsible for the excess cost. Conversely, where the actual project cost is less than the contract price, the construction manager at risk receives the difference.

The District will evaluate each construction project to determine which construction method will be used.

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Board Adopted October 20, 2016
Board Reviewed April 18, 2019

FACILITIES DEVELOPMENT

Policy 7140

Facilities Planning and Design

Naming New Facilities

When a school is to be named, the Superintendent will appoint a committee which will include a Board member, the Superintendent as chair, a principal, at least one faculty member, student representation and three to five other citizens from the community.

In selecting names, special consideration will be given to those names that will have some special meaning to the students and citizens and will enhance the educational values of the particular school.

Board Adopted May 21, 2009

Board Reviewed October 17, 2013

Board Reviewed May 16, 2019

Facilities Construction

Construction Contracts, Bidding and Awards

All facilities construction projects which exceed an expenditure of Fifty Thousand Dollars (\$50,000.00) shall be advertised once a week for two consecutive weeks in a newspaper of general circulation located in the city or county in which the District is located. In addition to the city or county newspaper, the District may also advertise in business, trade or minority newspapers. Competitive bids shall be solicited according to state law only after the plans and specifications have been approved by the Board of Education. In order to protect the Board, each bidder will be required to submit, with his bid, a bidder's bond in an amount determined by the estimated cost of the project.

The construction contract shall be awarded to the best bidder whose bid is in accordance with the Board approved plans and specifications and has provided the required security. The Board reserves the right to waive any informalities in, or reject any or all bids or any part of any bid. No bid for the construction, alteration, or repair of any building shall be accepted if it does not conform to the Board approved plans and specifications. Notwithstanding Board policies and regulations providing for construction manager and design build methods, the District may elect to proceed with the traditional method set out in this policy.

Whenever two or more proposals or bids of equal amount are the lowest proposals submitted by reasonable bidders pursuant to the advertisement of bids, the Board of Education may award the contract to any one of the bidders as determined by exercise of discretion.

The contractor shall receive monthly payments for the work completed, less a percentage to be determined to ensure completion. The contractor will be required to submit a performance bond and a material and labor bond to the satisfaction of the Board. The final payment shall be made only after acceptance of the project by the Board of Education and completion of the items to be corrected. Lien waivers shall be provided by the contractor and his subcontractors and suppliers.

All pay requests by the contractor shall be approved by the architect prior to submission to the Board of Education for payment.

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Board Adopted October 17, 2019

Facilities Construction

Construction Cooperative Projects with Municipalities

The Board of Education may enter into an agreement with the County in which the District is located, or with a city, town, or village, wholly or partially, for specific construction projects. Such projects may include acquisition, construction, improvement, extension, repair, remodeling, renovation and financing of sites, buildings, facilities, furnishings and equipment for use of the school district for educational purposes.

Such agreements may provide for the present or future acquisition of an ownership interest in such facilities by the District by means of lease, lease purchase, option to purchase or similar arrangements. In addition, the agreement may provide for a joint venture with the municipal authority to share the costs of acquisition, construction, repair, maintenance and operation of such facilities.

The District may wholly own such facilities or may acquire a partial interest along with an eligible municipal entity with which the agreement was executed.

Board Adopted January 21, 2010

Board Reviewed May 16, 2019

FACILITIES DEVELOPMENT

Policy 7220

Facilities Construction

Board Inspection and Acceptance

The Board of Education shall withhold the acceptance of new construction until all details are complete and the buildings are certified complete by the Superintendent of Schools in consultation with the architect.

Board Adopted May 21, 2009

Board Reviewed October 17, 2013

Board Reviewed May 16, 2019

FACILITIES DEVELOPMENT

Policy 7230

Facilities Construction

Prevailing Wage

The District will comply with the provisions of Missouri's Prevailing Wage Law Chapter 290. However, for District construction projects where either the engineer's estimate or the bid for the total project accepted by the Board is Seventy-five Thousand Dollars (\$75,000) or less, prevailing wage requirements will not be required. In calculating whether the bid amount or engineer's estimate is Seventy-five Thousand Dollars (\$75,000) or less, the total cost of the project will control.

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Board Adopted October 18, 2018

Board Reviewed May 16, 2019

FACILITIES DEVELOPMENT

Policy 7300

Site/Facilities Retirement

Certain school buildings may no longer be adequate for instructional purposes and should be used to benefit the School District or public in other ways. In determining when a facility is to be retired from regular school purposes, the Board will be guided by a combination of factors, to include:

1. Review of the in-depth demographic studies and population groupings.
2. Age and current physical condition of the building, its operating systems and program facilities.
3. Adequacy of site, location, accessibility, surrounding development, traffic patterns, and other environmental conditions.
4. Reassignment of children, including alternative plans, according to Board policy.
5. Transportation factors including number of children bused, time, distance and safety.
6. Alternate uses of the building.
7. Costs/savings
 - a Personnel
 - b Plant operation
 - c Transportation
 - d Capital investment
 - e Alternate use

If the Board determines to close a school, it will first consider other uses that the School District might make of the building; then it will consider its sale. Sale or lease of any District facility will be conducted as set forth in Regulation 3380 - Sale/Lease of Real Property.

The historic value of any building will also be considered by the Board. It may take special action to provide for a building's preservation.

Board Adopted May 21, 2009

Board Reviewed October 17, 2013

Board Reviewed May 16, 2019