

Neosho High School

Faculty Handbook

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BOARD POLICIES AND REGULATIONS

A copy of the school district board policy manual is located on the Neosho R5 website

PROFESSIONAL AND SUPPORT STAFF LEAVES AND ABSENCES (GCBDA)

Consistent contact with students and staff is important to the learning environment and district operation and therefore is an essential duty of a professional staff member's position. When a professional staff member is routinely tardy, frequently absent or is absent for an extended period of time, the learning environment and district operations deteriorate, and the students suffer.

Professional staff employees may be terminated for excessive absences or tardiness. Unless authorized by the Board or the superintendent or otherwise authorized by law, an employee's absence or tardiness is considered excessive if it:

- Is for a reason not granted as paid or protected leave under Board policy.
- Exceeds the number of days allotted by the Board for that particular leave.
- Is for a reason authorized by Board policy but exceeds 5 days a month, 10 days in a semester or 20 days per school year.

Even if the absence or tardiness is authorized by the Board or the superintendent, if the absence or tardiness occurs for a reason not granted as paid leave under Board policy or if it exceeds the number of days the employee has been granted under a designated leave, the employee's salary will be docked.

○ Sick Leave

Professional staff employees whose assignments call for 10, 11 and 12 months of employment will be entitled to 10, 11 and 12 days of sick leave, respectively, per school year. Professional staff employees whose assignments call for full-time employment only during the regular school term will be entitled to 9 days of sick leave. Unused sick leave will be cumulative to 180 sick leave days. An absence of over one through four hours shall be counted as a half-day of sick leave.

Absences may be charged against sick leave for the following reasons:

- a. Illness, injury or incapacity of the employee. The Board reserves the right to require a physician's certification attesting to the illness or incapacity of the claimant and/or inclusive dates of the employee's incapacitation. FMLA health certification procedures apply to FMLA-qualifying absences, even if such absences are paid sick leave.
- b. Illness, injury or incapacity of a member of the immediate family. The Board defines "immediate family" to include:
 - ▶ The employee's spouse.
 - ▶ The following relatives of the employee or the employee's spouse: parents, children, children's spouses, grandparents, grandchildren, siblings and any other family member residing with the employee.
 - ▶ Any other person over whom the employee has legal guardianship or for whom the employee has power of attorney and is the primary caregiver.(Note: "Family" for FMLA purposes is more limited.)
- c. Illness, injury or incapacity of other relatives, with permission granted by the superintendent.
- d. Pregnancy, childbirth and adoption leave in accordance with this policy.

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

A district employee may not use sick leave during the period the employee receives Workers' Compensation for time lost to work-related incidents.

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

When a certificated employee leaves the district via resignation or retirement with a minimum of 10 years of service in the district, he or she shall be paid at a rate of \$15 for each day of accumulated sick leave up to a maximum of 100 days (\$1,500), provided the certificated employee does not resign or submit a request to be released from his or her contract after April 1. Employees who are terminated will not receive payment for any unused sick leave.

❖ **Personal Leave**

A maximum of two days of personal leave will be available per school year. One day of unused personal leave per school year will accumulate as sick leave. Personal leave will not be deducted from sick leave. An employee may only take personal leave in conjunction with a holiday or scheduled day(s) off if the employee has the prior approval of the superintendent.

Absences may be charged against personal leave for the following reasons:

- a. Tax investigation.
- b. Court appearances, unless applicable law requires no leave be charged to the employee.
- c. Wedding, graduation or funeral (see "Bereavement Leave" below).
- d. Observance of a religious holiday.
- e. Conducting personal business of such a nature that it cannot be performed on a Saturday, Sunday or before or after school hours, including parent-teacher conferences.
- f. Leave under the FMLA.
- g. Leave connected with duty as a volunteer firefighter, member of Missouri-1 Disaster Medical Assistance Team, Missouri Task Force One, Urban Search and Rescue Team or activation by the Federal Emergency Management Agency (FEMA) in times of national disaster.
- h. Leave for other purposes as approved by the superintendent.

Whenever possible, it is expected that requests for leave will be made in writing to the designated administrator at least 48 hours in advance of the time leave is requested. However, 30 days' notice is required by law if the leave qualifies as FMLA leave and such notice is practical. The administrator will respond promptly to the employee's written request.

The Superintendent/designee has the right to deny any request for personal leave that does not conform to the policy or would cause a hardship to students or staff.

❖ **Bereavement Leave**

An employee may have the need to be absent from his or her assignment due to a death in an employee's immediate family. The Board defines "immediate family" to include:

- ▶ The employee's spouse.
- ▶ The following relatives of the employee or the employee's spouse: parents, children, children's spouses, grandparents, grandchildren, siblings and any other family member residing with the employee.
- ▶ Any other person over whom the employee has legal guardianship or for whom the employee has power of attorney and is the primary caregiver.

The district may require verification of the need for the leave. A total of five days may be taken in any school year for bereavement purposes. Use of bereavement leave will be charged against the employee's sick leave. After the five days of bereavement leave are used up, any additional bereavement leave must be approved by the superintendent.

FAMILY AND MEDICAL LEAVE (Board Policy GBBDA)

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.

STAFF CONDUCT (GBCB)

The Board of Education expects that each professional and support staff member shall put forth every effort to promote a quality instructional program in the school district. In building a quality program, employees must meet certain expectations that include, but are not limited to, the following:

1. Become familiar with, enforce and follow all Board policies, regulations, administrative procedures, other directions given by district administrators and state and federal laws as they affect the performance of job duties.
2. Maintain courteous and professional relationships with pupils, parents/guardians, other employees of the district and all patrons of the district.
3. Keep current on developments affecting the employee's area of expertise or position.
4. Transact all official business with the appropriate designated authority in the district in a timely manner.
5. Transmit constructive criticism of other staff members or of any department of the school district to the particular school administrator who has the administrative responsibility for improving the situation.
6. Care for, properly use and protect school property.
7. Attend all required staff meetings called by district administration, unless excused.
8. Keep all student records, medical information and other sensitive information confidential as directed by law, Board policy, district procedures and the employee's supervisor.

9. Immediately report all dangerous building conditions or situations to the building supervisor and take action to rectify the situation and protect the safety of students and others if necessary.
10. Properly supervise all students. The Board expects all students to be under assigned adult supervision at all times during school and during any school activity. Except in an emergency, no employee will leave an assigned group unsupervised.
11. Obey all safety rules, including rules protecting the safety and welfare of students.
12. Submit all required reports or paperwork at the time requested. Employees will not falsify records maintained by the school district.
13. Refrain from using profanity.
14. Dress professionally and in a manner that will not interfere with the educational environment.
15. Come to work and leave work at the time specified by the employee handbook or by the employee's supervisor. Employees who are late to work, stop working before the scheduled time or work beyond the scheduled time without permission may be subject to discipline, including termination.
16. School employees, other than commissioned law enforcement officers, shall not strip search students, as defined in state law, except in situations where an employee reasonably believes that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available.
17. School employees shall not direct a student to remove an emblem, insignia or garment, including a religious emblem, insignia or garment, as long as such emblem, insignia or garment is worn in a manner that does not promote disruptive behavior.
18. State law prohibits teachers from participating in the management of a campaign for the election or defeat of a member of the Board of Education that employs such teacher.
19. Employees will not use district funds or resources to advocate, support or oppose any ballot measure or candidate for public office.
20. Employees will not use any time during the working day for campaigning purposes, unless allowed by law.

STAFF CELL PHONE USE (GBCC)

The Neosho R-5 School District encourages district employees to use technology, including cell phones, to improve efficiency and safety. The district expects all employees to use such devices in a responsible manner that does not interfere with the employee's job duties. Employees who violate district policy and procedures regarding cell phone use may be disciplined, up to and including termination, and may be prohibited from possessing or using a cell phone while at work. Cell phones may not be used in any manner that would violate the district's policy on student-staff relations.

Definitions

Cell Phone – All portable devices except laptops that send or receive calls or text messages, allow the retrieval of e-mail or provide access to the Internet.

General Cell Phone Use

The district prohibits any employee cell phone use that interrupts or disrupts the performance of duties by the employee or otherwise interferes with district operations, as determined by the employee's supervisor. This prohibition applies regardless of whether the cell phone used is owned by the employee or provided by the district.

Supervision of students is a priority in the district, and employees who are responsible for supervising students must concentrate on that task at all times. Employees shall not use a cell phone when they are responsible for supervising students unless any of the following conditions occurs:

1. There is an emergency.
2. The use is necessary to the performance of an employment-related duty at that particular time and cannot be avoided.
3. The employee has received specific and direct permission from a supervisor. Supervisors shall limit such permission to unusual circumstances such as communication regarding a family birth or surgery.

Even when these conditions exist, the employee is responsible for obtaining assistance in adequately supervising students during the approved use so that students are supervised at all times.

Use in Vehicles

Regardless of other provisions of this policy, unless there is an emergency, employees shall not use cell phones when:

1. Driving district-provided vehicles.
2. Operating a vehicle in which a student is being transported on district property.
2. Supervising students who are entering or exiting a vehicle, crossing thoroughfares or otherwise safely reaching their destinations.

Even in emergency situations, employees should first take all possible safety precautions before using cell phones.

Technology Safety

To protect district technology, the district does not allow personal cell phones to be synchronized with the district's network. Employees should contact the district's technology director for alternative methods of synchronization, if feasible.

Use of District-Provided Cell Phones

The district may provide cell phones and service to some employees to assist them in carrying out their employment-related duties on and off district property. Use of a district-provided cell phone is a privilege. The superintendent or designee has sole discretion as to which employees will be provided cell phones and may recall any previously issued cell phone. Employees do not have any expectation of privacy in district-provided cell phones or any information stored on them, and such phones may be confiscated and searched at any time.

Employees are expected to exercise reasonable care to protect district-provided cell phones from damage or theft and must report any such incidents immediately. The district may require employees to reimburse the district for any damage or theft that was the result of the employee's negligence. Users of district-provided cell phones must abide by any use limitations included in the district's service contract.

Personal Use of District-Provided Cell Phones

Personal use of district-provided cell phones is permissible as long as the use does not exceed the limits of the applicable plan. However, personal use of a cell phone is not permitted if the phone or service is paid for under E-Rate. An employee whose use exceeds plan limitations will be required to reimburse the district for all expenses beyond those covered by the plan and may have privileges suspended or revoked unless the employee can show that all use was for employment-related duties and the phone was not used for personal reasons.

DRUG-FREE WORKPLACE (GBEBA)

Student and employee safety is of paramount concern to the Board of Education. In recognition of the threat to safety posed by employee use or possession of drugs or alcohol, the Board of Education commits itself to a continuing good-faith effort to maintain a drug-free workplace. The Board of Education shall not tolerate the manufacture, use, possession, sale, distribution or being under the influence of controlled substances, alcoholic beverages or unauthorized prescription medications by district employees on any district property; on any district-approved vehicle used to transport students to and from school or district activities; off district property at any district-sponsored or district-approved activity, event or function, such as a field trip or athletic event, where students are under the supervision of the school district; or during any period of time such employee is supervising students on behalf of the school district or is otherwise engaged in school district business.

When it is evident that an employee has consumed alcoholic beverages or controlled substances off school property before or during a district activity, the staff member will not be allowed on school property or to participate in the activity and will be subject to the same disciplinary measures as for possession or consumption on district property.

Staff members will be tested for alcohol and controlled substances if the district has reasonable suspicion that the staff member has violated this policy. In addition, staff members who operate district transportation must submit to alcohol and drug testing as otherwise required by law. All testing will be conducted in accordance with Board policy, administrative procedures and law.

Any employee who violates this policy will be subject to disciplinary action, which may include suspension, termination and referral for prosecution. Employees may be required to satisfactorily participate in rehabilitation programs.

Each employee of this school district is hereby notified that, as a condition of employment, the employee must abide by the terms of this policy and notify the superintendent or designee of any criminal drug statute conviction for a violation occurring in or on the premises of this school district, or while engaged in regular employment. Such notification must be made by the employee to the superintendent or designee in writing no later than five (5) calendar days after conviction. The superintendent or designee will provide notice in writing of such violation to the United States Department of Education or other appropriate federal agency within ten (10) calendar days after the superintendent or designee receives such notification if the district receives any federal grants directly from such agency, as opposed to federal grants received through the Department of Elementary and Secondary Education (DESE).

The district will take appropriate disciplinary action within 30 days.

The district will institute a drug-free awareness program to inform employees of the dangerous and harmful nature of drug and alcohol abuse in the workplace, of this policy of maintaining a drug-free workplace, of available counseling and rehabilitation, and of the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

The Board of Education recognizes that employees who have a drug abuse problem should be encouraged to seek professional assistance. Although the district will not assume financial responsibility, an employee who requests assistance shall be referred to a treatment facility or agency in the community if such facility or agency is available.

Upon the request of DESE 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. The district shall conduct a biennial review of this policy to determine its effectiveness, implement necessary changes and ensure that the disciplinary sanctions are consistently enforced.

This policy shall be communicated in writing to all present and future employees. Compliance with this policy is mandatory.

EMPLOYEE ALCOHOL AND DRUG TESTING (GBEBB)

Provisions Applicable to All Employees

Alcohol and Drug Prohibitions

No employee may manufacture, use, possess, sell, distribute or be under the influence of alcohol or drugs in violation of the district's Drug-Free Workplace policy. All employees may be tested for alcohol and drugs if the district has reasonable suspicion that the employee has consumed alcohol or drugs in violation of Board policy.

Program Coordinator

The superintendent or designee will serve as the program coordinator to implement the alcohol and drug testing program of the district within the guidelines of this policy.

Training

All staff who have supervisory duties over other staff members will be provided training on the effects of drug and alcohol use. The training will include physical, behavioral, speech and performance indicators of drug and alcohol use. Supervisors of employees who operate district transportation will be trained in accordance with federal law.

Testing Program

The district will use testing facilities with appropriately trained personnel for alcohol and drug testing. The district's drug and alcohol testing program shall provide individual privacy in the collection of specimen samples to the maximum extent possible. The specimen collection procedures and chain of custody shall ensure that specimen security, proper identification and integrity are not compromised.

Refusal to Submit to Tests

Drug or alcohol tests administered pursuant to this policy are mandatory. An employee refuses to submit when he or she fails to provide adequate breath or urine for testing when notified of the need to do so or engages in conduct that clearly obstructs the testing process.

Consequences

Employees who refuse to submit to a test, who test positive for prohibited substances or who take deliberate action with the intent to falsify test results will be subject to discipline, including termination, in accordance with Board policy and law.

Treatment

In addition to any disciplinary action taken, the district will provide employees a list containing the names, addresses and telephone numbers of substance abuse professionals and counseling and treatment programs when employees have a positive drug or alcohol test, refuse to take a test or otherwise request information about substance abuse treatment.

District Records and Reports

Alcohol and drug test results and records shall be maintained under strict confidentiality and released only in accordance with law. Upon written request, an employee shall receive copies of any records pertaining to his or her use of alcohol or drugs, including any records pertaining to his or her tests. Test records shall be maintained with the separate medical files of each employee. The district shall maintain records and reports of its alcohol and drug prevention program as required by law.

Notification to Employees

The program coordinator shall ensure that all employees receive written materials explaining the district's drug and alcohol misuse prevention program, including copies of or access to applicable policies, procedures or handbooks.

Employees shall sign statements certifying that they have received the materials.

Provisions Applicable to Drivers

In addition to the drug testing provisions applicable to all employees, the Neosho R-5 School District, which employs operators of commercial motor vehicles ("drivers"), is required to implement a drug and alcohol testing program that fulfills federal requirements. The district will use laboratories certified by the U.S. Department of Health and Human Services to conduct drug specimen analysis. This comprehensive program shall include conducting pre-employment drug testing and reasonable suspicion, random and post-accident testing for use of alcohol or drugs by drivers; notifying drivers of the requirements and consequences of the program; maintaining appropriate records; and complying with Missouri Department of Revenue's reporting requirements.

As required by law, no driver shall report for duty within four (4) hours of using alcohol. No driver required to take a post-accident test shall use alcohol for eight (8) hours following the accident or until he or she undergoes a post-accident alcohol test, whichever comes first.

Records of drug and alcohol tests and other related records shall be made available to a subsequent employer only as expressly requested in writing by the employee.

STAFF/STUDENT RELATIONS (GBH)

Definitions

Educational Purpose – A reason associated with the staff member's duties in the district including, but not limited to: counseling, the treatment of a student's physical injury, or coordination of an extracurricular activity, depending on the staff member's job description.

Staff Member – For the purposes of this policy, a staff member is any individual employed by the district, including part-time and substitute employees and student teachers.

Student – Individuals currently enrolled in the Neosho R-5 School District.

General

Staff members are expected to maintain courteous and professional relationships with students. All staff members have a responsibility to provide an atmosphere conducive to learning through consistently and fairly applied discipline and the maintenance of physical and emotional boundaries with students. These boundaries must be maintained regardless of the student's age, the location of the activity, whether the student allegedly consents to the relationship or whether the staff member directly supervises the student. Maintaining these boundaries is an essential requirement for employment in the district.

Although this policy applies to the relationships between staff members and district students, staff members who inappropriately interact with any child may be disciplined or terminated when the district determines such action is necessary to protect students.

The goal of this policy is to protect students from harm and staff members from allegations of misconduct by requiring staff members to maintain professional boundaries with students. The district does not intend to interfere with or impede interactions between staff members and students.

Absolute Prohibitions

There are some interactions between staff members and students that are never acceptable and are absolutely prohibited including, but not limited to:

1. Touching, caressing, fondling or kissing students in a sexual or sexually intimate manner.
2. Dating a student or discussing or planning a future romantic or sexual relationship with a student. The district may presume that this provision has been violated if a staff member begins a dating or sexual relationship with a student immediately after graduation or immediately after a student has left the district.
3. Making sexual advances toward a student or engaging in a sexual relationship with a student.
4. Engaging in any conduct that constitutes illegal harassment or discrimination as defined in policy AC or that could constitute a violation of that policy if pervasive.
5. Engaging in any conduct that violates Board policies, regulations or procedures or constitutes criminal behavior.
6. Associating with students in any setting where students are provided, are consuming or are encouraged to use or consume alcohol, tobacco, drugs or any other product or service prohibited to minors.
7. Taking any action toward any student for the purpose of initiating or developing a sexual or romantically intimate relationship.

Electronic Communication

Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the district or the staff member uses his or her own personal electronic communication devices, accounts, webpages or other forms of electronic communication.

The district's policies, regulations, procedures and expectations regarding in-person communications at school and during the school day also apply to electronic communications for educational purposes, regardless of when those communications occur. Staff communications must be professional, and student communications must be appropriate.

1. When communicating electronically with students, staff members must use district-provided devices, accounts and forms of communication (such as computers, phones, telephone numbers, e-mail addresses and district-sponsored webpages or social networking sites), when available. If district-provided devices, accounts and forms of communication are unavailable, staff members communicating electronically with students must do so in accordance with number two below. Staff members may communicate with students using district-provided forms of communication without first obtaining supervisor approval. These communications may be monitored. With district permission, staff members may establish websites or other accounts on behalf of the district that enable communications between staff members and students or parents/guardians. Any such website or account is considered district sponsored and must be professional and conform to all district policies, regulations and procedures.
2. A staff member's supervisor may authorize a staff member to communicate with students using the staff member's personal phone to organize or facilitate a district-sponsored class or activity. The district will provide notification to the parents/guardians of students participating in classes or activities for which personal electronic communications have been approved. Staff members may be required to send the communications simultaneously to the supervisor if directed to do so. Staff members are required to provide their supervisors with all education-related communications with district students upon request.
3. Staff use of any electronic communication is subject to the district's policies, regulations and procedures including, but not limited to, policies, regulations, procedures and legal requirements governing the confidentiality and release of information about identifiable students. Employees who obtain pictures or other information about identifiable students through their connections with the district are prohibited from posting such pictures or information on personal websites or personal social networking websites without permission from a supervisor.
4. This policy does not limit staff members from communicating with their children, stepchildren, other relatives or other persons living within the staff member's home who happen to be students of the district.

Consequences

Staff members who violate this policy will be disciplined, up to and including termination of employment. Depending on the circumstances, the district may report staff members to law enforcement and the Children's Division (CD) of the Department of Social Services for further investigation, and the district may seek revocation of a staff member's license(s) with the Department of Elementary and Secondary Education (DESE).

Reporting

Any person, including a student, who has concerns about or is uncomfortable with a relationship or activities between a staff member and a student should bring this concern immediately to the attention of the principal, counselor or staff member's supervisor. If illegal discrimination or harassment is suspected, the process in policy AC will be followed.

Any staff member who possesses knowledge or evidence of possible violations of this policy must immediately make a report to the district's administration. All staff members who know or have reasonable cause to suspect child abuse shall immediately report the suspected abuse in accordance with Board policy. Staff members must also immediately report a violation or perceived violation of the district's discrimination and harassment policy (AC) to the district's nondiscrimination compliance officer. Staff members may be disciplined for failing to make such reports.

The district will not discipline, terminate or otherwise discriminate or retaliate against a staff member for reporting in good faith any action that may be a violation of this policy.

Training

The district will provide training to district staff that includes current and reliable information on identifying signs of sexual abuse in children and potentially abusive relationships between children and adults. The training will emphasize legal reporting requirements and cover how to establish an atmosphere where students feel comfortable discussing matters related to abuse.

PERSONNEL RECORDS

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 file of an individual employee will be considered confidential information and a closed record, to the extent allowed by the law, and will only be available to authorized administrative personnel and to the employee. Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment are closed records under the Missouri Sunshine Law to the extent allowed by law. Pursuant to state law, the names, positions, salaries and lengths of service of all employees are public information and must be released upon request. In accordance with federal law, the district shall release to parents, upon request, information regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals who are employed by a school receiving Title I funds and who provide instruction to their child at that school.

Files containing immigration records and files containing medical information regarding an employee will be kept separate from other personnel files.

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

REFERENCES (GBLB)

Definitions

Employee – Any staff member or student teacher of the Neosho R-5 School District.

Former Employee – An employee who was terminated or resigned or whose contract was nonrenewed; an employee who has been notified that his or her contract with the district will not be renewed or that the district is pursuing termination, even if the process has not been completed.

Potential Employer – Another school district, business or person seeking to hire a current or former employee or screening the current or former employee for a volunteer position, internship or other activity.

Reference – Information regarding the employment of, or services provided by, a current or former employee including, but not limited to, specific information regarding dates of employment or service, salary, job duties, performance or character.

Sexual Misconduct – Engaging in any conduct with a student, on or off district property, that constitutes the crime of sexual misconduct; illegal sexual harassment as defined in policy AC, as determined by the district; or child abuse involving sexual behavior, as determined by the Children's Division (CD) of the Department of Social Services.

General

The district will maintain information regarding current and former employees as confidential within the limits of the law. Only the superintendent or a person or persons specifically designated by the superintendent may respond on behalf of the district to a reference request for a current or former employee. District employees must direct reference requests to the superintendent or designee. Upon request, employees will assist the superintendent or designee with the preparation of accurate reference information.

Employees other than the superintendent or designee may provide personal references at the request of a current or former employee, but by doing so, they are acting outside of the scope of their employment. Employees may not use district letterhead or otherwise indicate that the reference is sponsored by the district. The district will not endorse any reference provided outside the directives of this policy and is not responsible for providing legal advice or protection for unauthorized employees who provide references.

Content

In accordance with law, the following information about employees will be provided to any member of the public upon request:

1. Names
2. Positions
3. Salary
4. Length of service

Unless otherwise required under this policy or by law, before providing a reference for a current or former employee, the superintendent or designee will verify that the employee consents to the release of further information. The district may obtain a blanket consent from the employee when the employee leaves the district.

Unless otherwise authorized by the Board or the district's attorney, the superintendent or designee may only provide the following factual information when requested, without offering opinions or commentary on job performance:

1. A description of the employee's job duties when employed.
2. Additional district-sponsored committees, activities or duties the employee volunteered for or was designated to perform.
3. Honors and awards received by the employee.
4. Documented, factual information on work performance.
5. Whether the employee resigned or was nonrenewed or terminated. Based on documentation in the personnel file, potential employers will be notified if the employment was ended due to the financial condition of the district, a decrease in enrollment or reorganization of the department, school or district.
6. When requested, a "yes" or "no" answer to a question about whether the district would re-employ the current or former employee if an appropriate position existed or whether the superintendent would recommend re-employment.
7. Allegations of sexual misconduct with a student as required below.

Disclosing Allegations of Sexual Misconduct to Other Public Schools

If a potential public school employer requests a reference regarding a former employee whose job involved contact with children, the district will, in accordance with state law, notify the potential public school employer if the employee was terminated, nonrenewed or allowed to resign in lieu of termination as a result of allegations of sexual misconduct with a student or as a result of such allegations being substantiated by the CD's child abuse and neglect review board.

If a potential public school employer contacts the district for a reference for any former employee about whom the CD has investigated allegations of sexual misconduct with a student and reached a finding of substantiated, the district will provide the results of the CD investigation to the potential public school employer, regardless of whether the employee's job involved contact with children.

The district must provide these notifications regardless of whether the former employee has authorized the release of information. The district will provide due process as required by law prior to releasing information in accordance with this section, if feasible. The superintendent or designee is authorized to contact the district's attorney for advice on implementing this policy in accordance with law.

Recordkeeping

When the district is contacted for a reference for a current or former employee, the superintendent or designee will document the date, the name of the person and entity requesting the information, the person responding to the request, the method of disclosure, the information provided and, when applicable, the consent received.

In accordance with law, if the district responds to any requests by letter, the district will forward a copy of the reference letter to the current or former employee at the employee's last known address.

Notice

The district will notify all current employees of this policy. The superintendent or designee will provide notification of the existence of this policy to all potential employers who contact the district for a reference. The notification must also include a statement that the district's responses are limited to the scope of this policy. The district will also provide copies of the policy to former employees upon request.

Immunity

Any district employee who is permitted under this policy to respond to requests for references regarding former employees and who communicates only the information authorized by this policy in good faith and without malice is entitled to immunity against any civil action for damages brought by the former employee arising out of the communication of such information, in accordance with law. District employees responding to requests for references in accordance with this policy may request the attorney general to defend them if sued.

STAFF GRIEVANCES (GBM)

The Neosho R-5 School District is interested in employee concerns and ideas for improving the district. District employees are encouraged to discuss concerns with supervisors and the administrative staff so that issues may be addressed in a timely fashion.

Grievance

Because violations of Board policies, regulations and collective bargaining agreements are particularly problematic, the Board has developed this formal process for addressing these grievances.

Grievance processing should be viewed as a positive and constructive effort to establish the facts upon which the grievance is based and to accurately implement Board policies, regulations or collective bargaining agreements. The Board strictly prohibits discrimination or retaliation against an employee for filing a grievance and directs all district employees to cooperate in the grievance process.

If more than one (1) district grievance process might apply to a particular concern, the superintendent or designee will decide which process will govern. If any part of a grievance includes allegations of illegal discrimination or harassment, or if the grievance is factually similar to a complaint filed by the same employee regarding illegal discrimination or harassment, the entire grievance will be resolved in accordance with policy AC.

Definitions

Days – Calendar days, whether occurring during the regular school year or during the summer, but excluding: weekends; district-designated holidays (whether on the original school calendar or designated thereafter); winter and spring breaks and other Board-designated breaks; and closings due to inclement weather, illness, natural disaster, or other emergencies.

Grievance – An allegation by an individual employee that a collective bargaining agreement or a specific, written, Board-adopted policy or regulation has been violated or misinterpreted. A grievance does not include concerns regarding performance evaluations or remedial documents, nonrenewal of contracts, employee discipline, reduction in force or termination. This policy does not apply if another Board policy or regulation or state or federal law provides due process, a hearing or a different method for addressing the issue.

Grievant – A district employee who has filed a grievance.

Performance Evaluations or Remedial Documents – Any assessment of employee performance including, but not limited to, notice of deficiencies, job targets, professional development plans and professional improvement plans.

Grievance Process

1. Grievances must be filed within ten (10) days of the occurrence that is the basis of the grievance. The grievance must be in writing, on the forms provided by the district, and include a copy of the provision of the collective bargaining agreement, policy or regulation alleged to be violated or misinterpreted, as well as a statement of the relief requested.
2. Grievances will be processed according to the step-by-step process outlined below, with the following exceptions. If a person designated to hear a grievance is the subject of the grievance, the grievance process will begin at the next highest step. If a grievance is directly based on official Board action, the grievance shall be directed to the Board secretary. The grievance may be heard by the Board at the sole discretion of the Board.
3. No new information may be added and no new claims may be made after Step 1. Each subsequent appeal will address only the facts and issues presented at Step 1.
4. The deadlines established under this policy may be extended upon the written request of the grievant or the supervisor, but the final decision regarding any extension shall be made by the superintendent at his or her sole discretion. Investigation and reporting deadlines will be extended when more time is necessary to adequately conduct an investigation and to render a decision. The grievant will be notified when deadlines are extended.
5. Failure of the grievant to appeal within the timelines given will be considered acceptance of the findings and remedial action taken. The district will not consider late appeals.
6. Once a decision is rendered under this grievance process, the decision is final. Grievance decisions cannot be the subject of a new grievance.

7. Because the point of a grievance is to provide resolution outside the court system, an employee is not entitled to bring an attorney to grievance proceedings. Once an attorney becomes involved in the process, the superintendent or designee will refer the matter to the district's private attorney and the grievance process will end.

Immediate Supervisor (Step 1)

1. Employees are encouraged to informally notify their immediate supervisor of a grievance. If the issue is not resolved, the employee should submit a written grievance, on forms provided by the district, to the immediate supervisor. The written grievance must clearly indicate that it is a grievance and specify which provision(s) of policy, regulation or collective bargaining agreement were allegedly violated.
2. Within ten (10) days of receiving the written grievance, the immediate supervisor will investigate the matter and render a decision in writing. A copy of the decision will be provided to the grievant.

Principal or Designee (Step 2)

This step may be omitted if the principal or designee serves as the immediate supervisor at Step 1 or if the employee's supervisor is not under the direct supervision of a principal.

1. Within five (5) days after receiving the decision at Step 1, the grievant may appeal the decision in writing, using forms provided by the district, to the principal or designee. The appeal must clearly state why the previous decision is erroneous.
2. The principal or designee will, within ten (10) days of receipt of the appeal, review the investigation and render a decision in writing to the grievant and the grievant's immediate supervisor.

Superintendent or Designee (Step 3)

1. Within five (5) days after receiving the decision at Step 2, the grievant may appeal the decision in writing, using forms provided by the district, to the superintendent or designee. The appeal must clearly state why the previous decision is erroneous.
2. The superintendent or designee will, within ten (10) days of receipt of the appeal, review the investigation and render a decision in writing to the grievant, the principal or designee and the grievant's immediate supervisor.

School Board or Board Committee (Step 4)

Within five (5) days after receiving the decision at Step 3, the grievant may appeal the decision in writing, using forms provided by the district, to the Board of Education. The Board of Education, at its sole discretion, may decide to hear the grievance.

Documentation

A grievant will receive a written response or report regarding his or her grievance, but the grievant and persons investigated in the course of the grievance are not entitled to view or receive copies of the investigation file or notes taken during the investigation, unless required by law. If an employee is disciplined as a result of the grievance, the discipline may be recorded in the employee's personnel file and discussed with the employee. Information recorded in an employee's personnel file will not be shared except as provided in Board policy or required by law.

PROFESSIONAL STAFF FRINGE BENEFITS (GCBC)

The Board recognizes that fringe benefits are an integral part of the total compensation plan for full-time professional staff members. The Board of Education shall provide fringe benefits to all full-time professional staff members by offering participation in a group insurance plan. The contract for insurance will be submitted to competitive bidding at least every three years. 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 Public School Retirement System of Missouri (PSRS), by paying premiums at the same rate as other members of the group, pursuant to the limitations set forth in § 169.590, RSMo. In addition, the Board shall establish a premium-only cafeteria plan, as permitted under federal law, accessible by employees of the school district.

COBRA

At the time of commencement of coverage under the plan, an employee shall be given his or her first notification of rights under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Further notification is contingent upon the occurrence of a qualifying event and, in applicable situations, notification to the district that a qualifying event has occurred, as required by law.

403(b) Annuity Program

The district offers participation in a 403(b) annuity program in accordance with law. The Neosho R-5 School District has selected AccuFlex Services, Inc. to administer this program. A copy of the district's written plan is available in the central office. Selection and deselection of vendors and funding vehicles shall be in accordance with the policy recommended by AccuFlex Services, Inc., which is incorporated by reference into this policy.

PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION (AC)

General Rule

The Neosho R-5 School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The Neosho R-5 School District is an equal opportunity employer.

The Board also prohibits:

1. Retaliatory actions including, but not limited to, acts of intimidation, threats, coercion or discrimination against those who:
 - a) Make complaints of prohibited discrimination or harassment.
 - b) Report prohibited discrimination or harassment.
 - c) Participate in an investigation, formal proceeding or informal resolution, whether conducted internally or outside the district, concerning prohibited discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing discrimination, harassment or retaliatory actions.
3. Discrimination, harassment or retaliation against any person because of such person's association with a person protected from discrimination or harassment in accordance with this policy.

All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute discrimination, harassment or retaliation in accordance with this policy. If discrimination, harassment or retaliation that occurs off district property and that is unrelated to the district's activities negatively impacts the school environment, the district will investigate and address the behavior in accordance with this policy, as allowed by law.

Additional Prohibited Behavior

Behavior that is not unlawful or does not rise to the level of illegal discrimination, harassment or retaliation might still be unacceptable for the workplace or the educational environment. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation or perceived sexual orientation.

Boy Scouts of America Equal Access Act

As required by law, the district will provide equal access to district facilities and related benefits and services and will not discriminate against any group officially affiliated with the Boy Scouts of America, the Girl Scouts of the United States of America or any other youth group designated in applicable federal law.

Interim Measures

When a report is made or the district otherwise learns of potential discrimination, harassment or retaliation, the district will take immediate action to protect the alleged victim, including implementing interim measures. For example, the district may alter a class seating arrangement, provide additional supervision for a student or suspend an employee pending an investigation. The district will take immediate steps to prevent retaliation against the alleged victim, any person associated with the alleged victim, or any witnesses or participants in the investigation. These steps may include, but are not limited to, notifying students, employees and others that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment or retaliation have occurred.

Consequences and Remedies

If the district determines that discrimination, harassment or retaliation have occurred, the district will take prompt, effective and appropriate action to address the behavior, prevent its recurrence and remedy its effects.

Employees who violate this policy will be disciplined, up to and including employment termination. Students who violate this policy will be disciplined, which may include suspension or expulsion. Patrons, contractors, visitors or others who violate this policy may be prohibited from school grounds or otherwise restricted while on school grounds. The superintendent or designee will contact law enforcement or seek a court order to enforce this policy when necessary or when actions may constitute criminal behavior.

Students, employees and others will not be disciplined for speech in circumstances where it is protected by law.

In accordance with law and district policy, any person suspected of abusing or neglecting a child will be reported to the Children's Division (CD) of the Department of Social Services.

Remedies provided by the district will attempt to minimize the burden on the victim. Such remedies may include, but are not limited to: providing additional resources such as counseling, providing access to community services, assisting the victim in filing criminal charges when applicable, moving the perpetrator to a different class or school, providing an escort between classes, or allowing the victim to retake or withdraw from a class. The district may provide additional training to students and employees, make periodic assessments to make sure behavior complies with district policy, or perform a climate check to assess the environment in the district.

Definitions

Compliance Officer – The individual responsible for implementing this policy, including the acting compliance officer when he or she is performing duties of the compliance officer.

Discrimination – Conferring benefits upon, refusing or denying benefits to, or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law, or based on a belief that such a characteristic exists.

Grievance – A verbal or written report (also known as a complaint) of discrimination, harassment or retaliation made to the compliance officer.

Harassment – A form of discrimination, as defined above, that occurs when the school or work environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment.

Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law or based on a belief that such a characteristic exists: graffiti; display of written material, pictures or electronic images; name calling, teasing or taunting; insults, derogatory remarks or slurs; jokes; gestures; threatening, intimidating or hostile acts; physical acts of aggression, assault or violence; theft; or damage to property.

Sexual Harassment – A form of discrimination, as defined above, on the basis of sex. Sexual harassment is unwelcome conduct that occurs when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on

sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the district's programs and activities or the conditions of employment. Sexual harassment may occur between members of the same or opposite sex. The district presumes a student cannot consent to behavior of a sexual nature with an adult regardless of the circumstance.

Behaviors that could constitute sexual harassment include, but are not limited to:

1. Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.
2. Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.
3. Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
4. Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.
5. Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.
6. Comments about an individual's body, sexual activity or sexual attractiveness.
7. Physical sexual acts of aggression, assault or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking) against a person's will or when a person is not capable of giving consent due to the person's age, intellectual disability or use of drugs or alcohol.
8. Gender-based harassment and acts of verbal, nonverbal, written, graphic or physical conduct based on sex or sex stereotyping, but not involving conduct of a sexual nature.

Working Days – Days on which the district's business offices are open.

Compliance Officer

The Board designates the following individual to act as the district's compliance officer:

Special Services Director
418 Fairground Road, Neosho, MO 64850
Phone: 417-451-8682/Fax: 417-451-8604

In the event the compliance officer is unavailable or is the subject of a report that would otherwise be made to the compliance officer, reports should instead be directed to the acting compliance officer:

Superintendent
418 Fairground Road, Neosho, MO 64850
Phone: 417-451-8600/Fax: 417-451-8604)

The compliance officer or acting compliance officer will:

1. Coordinate district compliance with this policy and the law.
2. Receive all grievances regarding discrimination, harassment and retaliation in the Neosho R-5 School District.
3. Serve as the district's designated Title IX, Section 504 and Americans with Disabilities Act (ADA) coordinator, as well as the contact person for compliance with other discrimination laws.

4. Investigate or assign persons to investigate grievances; monitor the status of grievances to ensure that additional discrimination, harassment and retaliation do not occur; and recommend consequences.
5. Review all evidence brought in disciplinary matters to determine whether additional remedies are available, such as separating students in the school environment.
6. Determine whether district employees with knowledge of discrimination, harassment or retaliation failed to carry out their reporting duties and recommend disciplinary action, if necessary.
7. Communicate regularly with the district's law enforcement unit to determine whether any reported crimes constitute potential discrimination, harassment or retaliation.
8. Oversee discrimination, harassment or retaliation grievances, including identifying and addressing any patterns or systemic problems and reporting such problems and patterns to the superintendent or the Board.
9. Seek legal advice when necessary to enforce this policy.
10. Report to the superintendent and the Board aggregate information regarding the number and frequency of grievances and compliance with this policy.
11. Make recommendations regarding changing this policy or the implementation of this policy.
12. Coordinate and institute training programs for district staff and supervisors as necessary to meet the goals of this policy, including instruction in recognizing behavior that constitutes discrimination, harassment and retaliation.
13. Perform other duties as assigned by the superintendent.

Public Notice

The superintendent or designee will continuously publicize the district's policy prohibiting discrimination, harassment and retaliation and disseminate information on how to report discrimination, harassment and retaliation. Notification of the district's policy will be posted in a public area of each building used for instruction or employment or open to the public. Information will also be distributed annually to employees, parents/guardians and students as well as to newly enrolled students and newly hired employees. District bulletins, catalogs, application forms, recruitment material and the district's website will include a statement that the Neosho R-5 School District does not discriminate in its programs, services, activities, facilities or with regard to employment. The district will provide information in alternative formats when necessary to accommodate persons with disabilities.

Reporting

Students, employees and others may attempt to resolve minor issues by addressing concerns directly to the person alleged to have violated this policy, but they are not expected or required to do so. Any attempts to voluntarily resolve a grievance will not delay the investigation once a report has been made to the district.

Unless the concern is otherwise voluntarily resolved, all persons must report incidents that might constitute discrimination, harassment or retaliation directly to the compliance officer or acting compliance officer. All district employees will instruct all persons seeking to make a grievance to communicate directly with the compliance officer. Even if the potential victim of discrimination, harassment or retaliation does not file a grievance, district employees are required to report to the compliance officer any observations, rumors or other information regarding actions prohibited by this policy. If a verbal grievance is made, the person will be asked to submit a written complaint to the compliance officer or acting compliance officer. If a person refuses or is unable to submit a written complaint, the compliance officer will summarize the verbal complaint in writing.

A grievance is not needed for the district to take action upon finding a violation of law, district policy or district expectations.

Even if a grievance is not directly filed, if the compliance officer otherwise learns about possible discrimination, harassment or retaliation, including violence, the district will conduct a prompt, impartial, adequate, reliable and thorough investigation to determine whether unlawful conduct occurred and will implement the appropriate interim measures if necessary.

Student-on-Student Harassment

Building-level administrators are in a unique position to identify and address discrimination, harassment and retaliation between students, particularly when behaviors are reported through the normal disciplinary process and not through a grievance. The administrator has the ability to immediately discipline a student for prohibited behavior in accordance with the district's discipline policy. The administrator will report all incidents of discrimination, harassment and retaliation to the compliance officer and will direct the parent/guardian and student to the compliance officer for further assistance. The compliance officer may determine that the incident has been appropriately addressed or recommend additional action. When a grievance is filed, the investigation and complaint process detailed below will be used.

Investigation

The district will immediately investigate all grievances. All persons are required to cooperate fully in the investigation. The district compliance officer or other designated investigator may utilize an attorney or other professionals to conduct the investigation.

In determining whether alleged conduct constitutes discrimination, harassment or retaliation, the district will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, past incidents, the context in which the alleged incidents occurred and all other relevant information. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. If, after investigation, school officials determine that it is more likely than not (the preponderance of the evidence standard) that discrimination, harassment or other prohibited behavior has occurred, the district will take immediate corrective action.

Grievance Process Overview

1. If a person designated to hear a grievance or appeal is the subject of the grievance, the compliance officer may designate an alternative person to hear the grievance, or the next highest step in the grievance process will be used. For example, if the grievance involves the superintendent, the compliance officer may designate someone outside the district to hear the grievance in lieu of the superintendent, or the grievance may be heard directly by the Board.
2. An extension of the investigation and reporting deadlines may be warranted if extenuating circumstances exist as determined by the district's compliance officer. The person filing the complaint will be notified when deadlines are extended. If more than twice the allotted time has expired without a response, the appeal may be taken to the next level.
3. Failure of the person filing the grievance to appeal within the timelines given will be considered acceptance of the findings and remedial action taken.

4. The district will investigate all grievances, even if an outside enforcing agency such as the Office for Civil Rights, law enforcement or the CD is also investigating a complaint arising from the same circumstances.
5. The district will only share information regarding an individually identifiable student or employee with the person filing the grievance or other persons if allowed by law and in accordance with Board policy.
6. Upon receiving a grievance, district administrators or supervisors, after consultation with the compliance officer, will implement interim measures as described in this policy if necessary to prevent further potential discrimination, harassment or retaliation during the pending investigation.

Grievance Process

1. Level I – A grievance is filed with the district's compliance officer. The compliance officer may, at his or her discretion, assign a school principal or other appropriate supervisor to conduct the investigation when appropriate.

Regardless of who investigates the grievance, an investigation will commence immediately, but no later than five working days after the compliance officer receives the grievance. The compliance officer or designee shall conduct a prompt, impartial, adequate, reliable and thorough investigation, including the opportunity for the person filing the grievance and other parties involved to identify witnesses and provide information and other evidence. The compliance officer or designee will evaluate all relevant information and documentation relating to the grievance.

Within 30 working days of receiving the grievance, the compliance officer will complete a written report that summarizes the facts and makes conclusions on whether the facts constitute a violation of this policy based on the appropriate legal standards. If a violation of this policy is found, the compliance officer will recommend corrective action to the superintendent to address the discrimination, harassment or retaliation; prevent recurrence; and remedy its effects. If someone other than the compliance officer conducts the investigation, the compliance officer or acting compliance officer will review and sign the report. The person who filed the grievance, the victim if someone other than the victim filed the grievance, and any alleged perpetrator will be notified in writing, within five working days of the completion of the report, in accordance with law and district policy, regarding whether the district's compliance officer or designee determined that district policy was violated.

2. Level II – Within five working days after receiving the Level I decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the compliance officer's decision to the superintendent by notifying the superintendent in writing. The superintendent may, at his or her discretion, designate another person (other than the compliance officer) to review the matter when appropriate.

Within ten working days, the superintendent will complete a written decision on the appeal, stating whether a violation of this policy is found and, if so, stating what corrective actions will be implemented. If someone other than the superintendent conducts the appeal,

the superintendent will review and sign the report before it is given to the person appealing. A copy of the appeal and decision will be given to the compliance officer or acting compliance officer. The person who initially filed the grievance, the victim if someone other than the victim filed the grievance, and any alleged perpetrator will be notified in writing, within five working days of the superintendent's decision, regarding whether the superintendent or designee determined that district policy was violated.

3. Level III – Within five working days after receiving the Level II decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the superintendent's decision to the Board by notifying the Board secretary in writing. The person filing the grievance and the alleged perpetrator will be allowed to address the Board, and the Board may call for the presence of such other persons deemed necessary. The Board will issue a decision within 30 working days for implementation by the administration. The Board secretary will give the compliance officer or acting compliance officer a copy of the appeal and decision. The person who filed the grievance, the victim if someone other than the victim filed the grievance, and the alleged perpetrator will be notified in writing, within five working days of the Board's decision, in accordance with law and district policy, regarding whether the Board determined that district policy was violated. The decision of the Board is final.

Confidentiality and Records

To the extent permitted by law and in accordance with Board policy, the district will keep confidential the identity of the person filing a grievance and any grievance or other document that is generated or received pertaining to grievances. Information may be disclosed if necessary to further the investigation, appeal or resolution of a grievance, or if necessary to carry out disciplinary measures. The district will disclose information to the district's attorney, law enforcement, the CD and others when necessary to enforce this policy or when required by law. In implementing this policy, the district will comply with state and federal laws regarding the confidentiality of student and employee records. Information regarding any resulting employee or student disciplinary action will be maintained and released in the same manner as any other disciplinary record. The district will keep any documentation created in investigating the complaint including, but not limited to, documentation considered when making any conclusions, in accordance with the Missouri Secretary of State's retention manuals and as advised by the district's attorney.

Training

The district will provide training to employees on identifying and reporting acts that may constitute discrimination, harassment or retaliation. The district will instruct employees to make all complaints to the district's compliance officer or acting compliance officer and will provide current contact information for these persons. The district will inform employees of the consequences of violating this policy and the remedies the district may use to rectify policy violations. All employees will have access to the district's current policy, required notices and complaint forms. The district will provide additional training to any person responsible for investigating potential discrimination, harassment or retaliation.

The district will provide information to parents/guardians and students regarding this policy and will provide age-appropriate instruction to students.

HAZARDOUS MATERIALS (EBAB)

To promote the health and safety of the students, staff and patrons of the district, and to ensure the environment is reasonably protected from hazardous materials, the Board of Education of the Neosho R-5 School District directs the administration under the guidance of the superintendent to develop procedures which address the purchase, storage, handling, transportation and disposal of hazardous materials for all school facilities and operations of the district. Emergency response actions and evacuation plans will also be coordinated with the procedures.

Hazardous materials shall be defined as any substance specifically designated as such by state or federal law, or any other substance or mixture of substances which may be explosive, ignitable, corrosive, reactive and/or toxic.

The procedures developed by the administration shall comply with all local, state and federal laws and regulations which pertain to the proper management of hazardous materials. The superintendent or designee is responsible for identifying any substances which may be hazardous, and ensuring such substances are properly disposed in a state-approved facility or landfill.

When necessary, the district shall contact the U.S. Environmental Protection Agency (EPA) and/or the Waste Management Program of the Missouri Department of Natural Resources in order to obtain relevant information regarding hazardous waste management.

District personnel will be encouraged to make less dangerous substitutions for hazardous substances to the extent possible and to minimize quantities of such substances generated by the school district. In addition, district employees shall follow the procedures developed by the administration and shall take the necessary precautions recommended by manufacturers' warnings when handling or transporting hazardous materials.

Asbestos

The district shall survey and assess the exposure of friable asbestos in all buildings. This report shall be filed with appropriate state agencies, and will be available for public review in the superintendent's office. The district shall take all steps necessary to comply with the Asbestos Hazard Emergency Response Act, as described in regulations of the EPA.

Lead Contamination Inspection

The district shall monitor the periodic collection of drinking water samples from all sources in the district by the Missouri Department of Health, and shall review the results from the EPA-certified laboratory that performs the tests, when the results become available.

The Board shall assist the Department of Health in any way necessary to assure that any testing program mandated by law is completed within the time frame allowed, and will act immediately to secure funding for the repair of drinking water sources that do not meet federal standards, or for the disconnection of the sources. Pipes that contain lead soldering shall be repaired using a non-lead solder, and water coolers that are found to contain lead in the lining of their tanks will be repaired or replaced. The Board shall encourage continued periodic inspections of district drinking water sources constructed before 1987.

EVALUATION OF PROFESSIONAL STAFF (GCN and GNC-AP)

Purpose

To outline guidelines for evaluating Neosho R-5 School District educators in order to:

1. Improve instruction;
2. Provide ongoing feedback for professional growth;
3. Facilitate communication between the professional employee and his or her immediate supervisor;
4. Promote teaching excellence and high standards of effectiveness for educators;
5. Identify areas in educators' practices to strengthen and the relevant supports available through the district and other resources; and
6. Provide for adherence to the evaluation policies adopted in accordance with state law.

Scope

This policy applies to all Neosho R-5 School District classroom teachers and the following nonclassroom teachers: library media specialists; guidance counselors; caseload educators (social workers, psychologists, special education supervisors); and academic interventionists/coaches (instructional facilitators, math, literacy, etc.). Principals and assistant principals are not included under this policy.

Definitions

Accuracy of the Data – Means only that the data identified with a particular educator is correct.

Minor Procedural Errors – Errors that do not materially affect or compromise the integrity of the evaluation results.

Artifact – A physical document or product presented by the educator to provide evidence of work completed.

Evidence – That which proves or disproves something; ground for belief; proof of existence.

System – The protocols and processes required to properly use the scoring guides and accurately enter the data.

Educator Evaluation and Development

Neosho R-5 School District believes that an educator development process that promotes the achievement and sustainment of high quality instruction is essential for student academic success, growth, and achievement. Accordingly, evaluation of educators will be conducted regularly and will reflect a fair, meaningful and accurate depiction of an educator's development, growth and performance in the teaching profession.

The district is also committed to supporting educators in their professional practices and believes that meaningful educator evaluations allow the district to identify instructional areas that need strengthening and prescribe appropriate available support and professional development opportunities. Therefore, educators may seek available district support to improve their professional practices.

Additionally, educator evaluation provides the district with a useful tool to inform personnel decisions. Evaluations factor into employment decisions, including, but not necessarily limited to, promotion, retention, termination, compensation and the attainment of tenure status.

From a district wide perspective, the results of regular and consistent evaluations are useful in informing systemic decisions designed to: (1) improve and optimize student achievement; (2) improve overall educator performance within the district; and (3) improve efficiency in the educational service delivery of the school system (e.g., align district professional development and educator support programs with district wide educators needs identified through aggregate evaluation results).

Evaluation Model and Process

Neosho R-5 School District believes that in order for evaluation results to accurately reflect the performance level of an educator, the model of evaluation will be multidimensional and include components that are valid indicators of performance. Additionally, the evaluation process will be conducted with fidelity by competent evaluators and those certified in observation, in accordance with state law and regulations.

To that end, the district shall evaluate all educators in accordance with standards approved by the Neosho R-5 School District Board of Education. The evaluation process shall be defined and implemented uniformly throughout the district. The educator evaluation measure for the district shall include the following components:

1. Observation of Teaching/Classroom Instruction;
2. Unit of Instruction Analysis;
3. Analysis of Professional Development Plan;
4. Student Growth and/or Achievement Data; and
5. Stakeholder (including student) Perceptions.

The inputs for each evaluation component for an individual educator shall be included as part of the formal results of the evaluation. Inputs may include items such as an educator's relevant Missouri Assessment Program (MAP)/End of Course (EOC) and other standardized assessment scores, an evaluator's observation ratings and notes and responses to student perception surveys. The inputs for each evaluation component for an individual educator shall be available to the educator or designee, those allowed access by district policy, and those required access by state or federal law.

The results of the evaluation of an individual educator including the inputs shall constitute the official evaluation for the educator and shall be included in the educator's personnel file. Personnel files shall only be made available in accordance with applicable law and Board policy. Evaluation results are not grievable pursuant to district policy. However, any misapplication of this policy during the evaluation process is subject to the established grievance process.

Monitoring

The superintendent or designee shall monitor implementation of this policy and shall review the methods and definitions for conducting evaluations and measuring educator effectiveness with appropriate stakeholders. The superintendent or designee shall also review the components of the Network for Educator Effectiveness (NEE) Model to ensure the Neosho R-5 School District is in compliance with guidelines and requirements set forth by the Missouri Department of Elementary and Secondary Education (DESE). Moreover, the superintendent or designee shall provide to the Board every year a report on the district's aggregate educator evaluation results and their impact on student achievement.

Responsibility

1. The Neosho R-5 School District Board of Education is responsible for ensuring that guidelines and requirements set forth by DESE and federal law are properly effectuated for the district schools.
2. The district is responsible for providing professional development opportunities and support in accordance with policy and the district's professional development plan.
3. The district is responsible for overseeing the district-wide educator evaluation process.
4. The superintendent or designee is responsible for ensuring adherence to state evaluation compliance guidelines and grievances based on the application of this policy.
5. Principals are responsible for adhering to this policy, adhering to protocol guidelines set forth in the state evaluation model, and directing educators to available support and professional development.
6. Educators are responsible for adhering to this policy and seeking professional development and support as needed.
7. The superintendent is responsible for ensuring that all educators, principals and administrators are aware of the provisions and guidelines of the Elementary and Secondary Education Act (ESEA) waiver, including the general processes involved in the system.
8. The superintendent is responsible for ensuring that this policy is implemented.

Evaluation of Educators

The Neosho R-5 School District shall evaluate all educators in accordance with applicable district policy, state laws and regulatory guidelines. The district educator evaluation process shall be aligned with the seven essential components of the Elementary and Secondary Education Act (ESEA) waiver requirements. The Network for Educator Effectiveness (NEE) system exceeds the seven essential components requirement set forth in the ESEA waiver.

Observation of Teaching/Classroom Instruction

The observation component is intended to gauge the effectiveness of each educator's instructional and pedagogical strategies; curriculum implementation; ability to teach critical thinking, maintain a positive classroom learning environment and demonstrate effective communication; and use of assessment data to improve student learning. All educators shall be observed by their principals, or when necessary, the principal's designated assistant principal and/or other observers.

The purpose of an individual observation is to provide an opportunity for the evaluator to observe the educator as he or she engages in classroom instruction and then to evaluate the instructional practices demonstrated by the educator against the observation scoring guides. During the observation event the observer will typically be focused on a few specific indicator scoring guides. The observer may gather data on other indicators while in the classroom setting.

Unit of Instruction Analysis

The unit of instruction analysis component is intended to determine the level of instructional planning and organization each educator has in his or her area of responsibility. The rating inputs for educator unit of instruction analysis include items submitted to the evaluator or designee based on a list of artifacts provided during the evaluator training.

Inputs for the teacher unit of instruction analysis component for the evaluation shall be educator-selected. However, the educator may only select a unit of instruction for analysis that is aligned to his or her primary responsibility, and the educator must justify his or her selection by showing how the input accurately measures his or her instructional planning and organization of curriculum-related materials for use in the classroom. The educator must select the input (the specific unit of instruction) no later than the end of the first semester of each school year.

Analysis of Professional Development Plan (PDP)

The professional development analysis component is intended to determine the level of planning and organization of the educator's professional development plan (PDP), the level of implementation of the PDP, and the level of impact the growth plan had on the educator's students' learning. The blank template and sample exemplar PDP will be provided during evaluator training and are available at <http://nee.missouri.edu/> in the resources section.

Student Growth and Achievement Data

The student performance data source will not be immediately used. When the process has been more extensively vetted and the data provided is uniform and consistent, it will be offered to the district for upload into the NEE database.

Stakeholder (Student) Perceptions

The stakeholder perception component is intended to gather information from students and/or other stakeholders on the educator's demonstration of teaching, instructional and/or classroom engagement practices that have been shown by research to positively affect student achievement. The inputs for the student perception component will include information from validated and reliable surveys of students in grades 4-12. Surveys used for the student component of the evaluation shall be validated to ensure that the items included in the survey directly address research-based best practices of teaching and student and classroom engagement. Educators of the students to be surveyed will be provided with information on the purpose of the surveys used to measure student perceptions.

Evaluation Process

The evaluation process shall address the five areas of the state model of educator evaluation:

1. Model Data Measures;
2. Required Training and Certification;
3. Providing Evaluation Information to Teachers;
4. Improving Practice/Seeking Professional Growth Support; and
5. Use of System Data for Improvement of Educators, Programs, Schools and Districts.

Model Data Measures

As described above, the evaluation data collected include measures of these five components:

1. Observation of Teaching/Classroom Instruction;
2. Unit of Instruction Analysis;
3. Analysis of Planned Learning;
4. Student Growth and Achievement Data; and
5. Student Perceptions of Instruction.

Training

All users of the NEE system must be trained to ensure accurate and reliable data is entered. Training is also required to make sure all evaluators follow standardized protocols in all aspects of the evaluation process, from collaboratively setting building level goals to conducting end of year (EOY) conferences. To make the system effective and meaningful in respect to all stakeholders, the system training must address several perspectives.

Providing Evaluation Information to Educators

Pertinent education-related and organizational management research indicates timely and consistent supervisor feedback has the maximum impact on changing adult behaviors. Consequently, observations will be frequent and focused on a small number of indicators and follow-up will be timely. The supervisor should meet with the educator within 24 hours to conduct a structured dialogue session where specific factual and evidence-based feedback can be provided.

The evaluator will meet and conference with each of the educators they are assigned to evaluate at least three times during the school year:

1. A beginning of year (BOY) conference where the evaluator and the educator review specific documents to make sure both are clear on the expectations for the year and content-related measurable instructional goals are in writing. For returning educators in the district, the evaluator will review the previous year's evaluation report with the educator and clearly define areas of improvement based on the report. This BOY conference will also include a review and discussion regarding the educator's PDP and establish clear expectations of the impact of the plan on the educator's classroom.
2. The middle of year (MOY) conference shall involve a review of student formative assessment data focused on areas related to the measurable instructional goals by the educator and evaluator. The educator will also review his or her progress toward completing the PDP and show the evaluator evidence of how the plan has made a positive impact on a majority of his or her students. If needed, the evaluator may prescribe new and more intense professional growth supports to assist the educator in improving his or her effectiveness. A formative data report from the NEE system will be reviewed by the educator and evaluator, and a copy will be provided to the evaluator for their records.
3. The EOY conference will be conducted just prior to the contract renewal period. During this session, the educator and evaluator will review student formative assessment data and determine whether the instructional goals were met and what impact the educator's PDP had on the majority of students in the educator's class. A summative report based on data in the educator professional growth evaluation system and other data sources available to the educator will be reviewed with the educator during the EOY conference.

NONEXEMPT EMPLOYEE SUPPLEMENTARY PAY PLANS (GDBB)

❖ *District Does NOT Use Compensatory Time*

Definitions

Exempt Employees – Those employees whose duties and compensation meet the requirements to be an exempt executive, administrative, professional or computer employee as defined in federal law.

Hours Worked – For the purposes of this policy, hours worked means all hours during which the individual is required to be on duty—generally from the required starting time to normal quitting time—and all hours an employee is permitted to work, in accordance with law. Meal periods of 30 minutes or longer and break periods of 20 minutes or longer do not count as hours worked as long as the employee is relieved of all duties and is free to leave his or her duty post. Breaks for nursing mothers to express breast milk are also not considered as hours worked.

Nonexempt Employees – This includes all district employees not specifically identified as exempt under federal law. This generally includes non-certificated staff; however, in some circumstances non-certificated staff members may qualify for exempt status. The Board directs the superintendent to ensure that job positions are classified as exempt or nonexempt and that employees are made aware of these classifications. Employees in doubt about their status should contact their immediate supervisor.

Overtime Compensation

The following provisions apply to nonexempt staff who work more than 40 hours during any workweek:

1. Since the district does not use compensatory time, employees will be paid one and one-half (1½) times their regular rate of pay for each hour of overtime.
2. The Board discourages overtime work by nonexempt employees. A nonexempt employee shall not work overtime without the express approval of his or her supervisor. Nonexempt employees who begin work earlier or work later than their assigned hours without prior authorization from their immediate supervisor(s) are subject to discipline including termination.

Individuals covered by this policy are required to complete a daily time record showing actual hours worked. Failure to maintain or falsification of such records may be grounds for disciplinary action.

Required Breaks

In accordance with law, the district will provide a reasonable break time for an employee to express milk for her nursing child each time the employee has a need to express for one (1) year after the child's birth. The district will provide a location, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public that employees may use to express milk.

PUBLIC COMPLAINTS (KL and KL-AP)

The Board recognizes that situations of concern to parents/guardians or the public may arise in the operation of the district. Such concerns are best resolved by addressing them at the level where the

concern originated through communication with the appropriate staff members. The administration has developed procedures for addressing those issues, copies of which are available at each building. Any concern regarding federal programs administered by the Missouri Department of Elementary and Secondary Education (DESE) may also be appealed to DESE or the United States Department of Education as permitted or required by law.

If a complaint has been made and appealed in accordance with administrative procedures, the parent/guardian or member of the public may appeal the issue to the Board by submitting a written request to the superintendent or the secretary of the Board. The Board will address the complaint in an appropriate and timely manner.

The following steps are to be followed by parents/guardians or the public when questions or complaints arise regarding the operation of the school district or federal programs administered by the Department of Elementary and Secondary Education (DESE) that cannot be addressed through other established procedures.

1. Complaints on behalf of individual students should first be addressed to the teacher or employee involved.
2. Unsettled matters from (1) above or problems and questions concerning individual schools should be presented in writing to the principal of the school. The principal will provide a written response to the individual raising the concern within five (5) business days of receiving the complaint or concern.
3. Unsettled matters from (2) above or problems and questions concerning the school district should be presented in writing to the superintendent. The superintendent will provide a written response to the individual voicing the concern within five (5) business days of receiving the complaint or concern.
4. If the matter cannot be settled satisfactorily by the superintendent, it may be brought to the Board of Education. Written comments submitted to the superintendent or the secretary of the Board will be brought to the attention of the entire Board. The Board will address each concern or complaint in an appropriate and timely manner.

The decision of the Board shall be final except in the case of complaints concerning the administration of federal programs. In that case the complainant may go to the appropriate section of DESE and from there on to the United States Secretary of Education.

The Board considers it the obligation of the professional and support staff of the district to field the questions of parents/guardians or the public. Accordingly, the district will inform patrons of this complaint procedure and its availability.

Complaints regarding district compliance with nondiscrimination laws will be processed according to policy AC. Employee grievances will be processed in accordance with the established employee grievance procedure or as otherwise required by law. All other grievances for which there is a specific policy or procedure will be addressed pursuant to that policy or procedure.

STATE AND FEDERAL EMPLOYMENT REGULATIONS AND GUIDELINES

The following are publications from the State and Federal Governments. Due to the amount of graphics and other information, the information cannot be placed in this document. However, the information can be found on the website listed beside each topic.

- ❖ ***Your rights under the Uniformed Services Employment and Re-employment Rights Act.***
Protects the job rights of individuals that involuntarily or voluntarily leave employment to undertake military service or certain types of service in the Natural Disaster Medical System.
Website: http://www.dol.gov/vets/programs/userra/USERRA_Private.pdf

- ❖ ***Job Safety & Health; It's the Law!! OSHA***
Website: www.osha.gov/Publications/osha3165.pdf

- ***Employee Polygraph Protection Act.*** The Employee Polygraph Protection Act of 1988 (EPPA) generally prevents employers from using lie detector tests, either for pre-employment screening or during the course of employment, with certain exemptions. Employers generally may not require or request any employee or job applicant to take a lie detector test, or discharge, discipline, or discriminate against an employee or job applicant for refusing to take a test or for exercising other rights under the Act. In addition, employers are required to display the EPPA poster in the workplace for their employees. The Employment Standards Administration's Wage and Hour Division (WHD) within the U.S. Department of Labor (DOL) enforces the EPPA.
Website: <http://www.dol.gov/compliance/laws/comp-eppa.htm>

- ***Missouri Discrimination in Public Accommodations.*** The Act makes it illegal for a place of public accommodation to discriminate because of an individual's race, color, religion, national origin, ancestry, sex, or disability, including:
 - Refusing to provide service
 - Being inaccessible to a person with a disability
 - Setting different terms or conditions for services or facilities
 - Failing to reasonably accommodate an individual's disability to allow him/her to use and enjoy the place of accommodation
 - Providing inadequate, disabled parking spaces
 - Failing to provide an accessible public restrooms and
 - Failing to provide an accessible entrance.**Website:** <http://labor.mo.gov/mohumanrights/Discrimination/accomodations.asp>

- ***Missouri Discrimination in Employment.*** The Missouri Human Rights Act (the Act) makes it illegal to discriminate in any aspect of employment because of an individual's race, color, religion, national origin, ancestry, sex, disability or age (40 through 69), including:
 1. Hiring and firing;
 2. Compensation, assignment, or classification of employees;
 3. Transfer, promotion, layoff, or recall;
 4. Job advertisements;
 5. Recruitment;
 6. Testing;
 7. Use of company facilities;

8. Training and apprenticeship programs;
9. Fringe benefits;
10. Pay, retirement plans, or disability leave; or
11. Other terms and conditions of employment.

Website: <http://labor.mo.gov/mohumanrights/Discrimination/employment.asp>

- **Missouri Notice to Workers Concerning Unemployment Benefits**
Website: <http://labor.mo.gov/DES/Forms/MODES-B-2-A1.pdf>
- **Missouri Division of Worker's Compensation Notice.** The Missouri Division of Workers' Compensation administers the programs providing services to all stake holders including workers who have been injured on the job or been exposed to occupational disease arising out of and in the course of employment. The Division makes sure that an injured worker receives benefits that he/she is entitled to under the Missouri Workers' Compensation law. The Division's Administrative Law Judges have the authority to approve settlements or issue awards after a hearing relating to an injured workers entitlement to permanent benefits allowed by Missouri law.
Website: <http://labor.mo.gov/dwc/>
- **Missouri Minimum Wage Notice.**
Website: <http://labor.mo.gov/DLS/MinimumWage/posters.asp>
- **Employee Rights under the Fair Labor Standards Act—Minimum Wage**
Website: <http://www.dol.gov/whd/regs/compliance/posters/wh1385State.pdf>
- **EEOC-Equal Employment Opportunity is the law.**
Website: http://www.eeoc.gov/employers/upload/eeoc_self_print_poster.pdf

ADDITIONAL INFORMATION FOR NHS STAFF

ADVERTISING

Materials originating outside the school system, such as circulars, handbills, posters, shall not be displayed or distributed to teachers or students or sent into homes by the school unless approved in advance by the principal.

COPYRIGHTED MATERIAL GUIDELINES

The intent of the Board to delineate, enforce and abide by the provisions of current copyright laws as they affect the school and its employees.

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

The four criteria of fair use are as follows:

1. The purpose and character of the use. Copying for commercial use or for profit is not permitted.
2. The nature of the copyrighted work. "Consumable items may not be copied." Works with royalty may not be copied. Reproduction of musical compositions, dramas, and audiovisual works is not authorized.
3. The amount and substantiality of the work being copied. Not allowed are unreasonable or excessive quantities.
4. The effect on the market and on the value of the work. Forbidden is copying to avoid purchase. If copying will negatively affect the sale of a work, copying is forbidden.

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

Under certain conditions educators may use copyrighted videotapes in the classroom for face to face instruction. The use of rented home videos for face to face instruction relating to lesson objectives is permitted only with a signed waiver from the video dealer. *Classroom or school wide use of videotapes for entertainment or reward is specifically prohibited unless public performance rights have been obtained.*

DIGITAL MILLENNIUM COPYRIGHT ACT

On October 12, 1998, the U.S. Congress passed the Digital Millennium Copyright Act, ending many months of turbulent negotiations regarding its provisions. Two weeks later, on October 28th, President Clinton signed the Act into law. The Act is designed to implement the treaties signed in December 1996 at the World Intellectual Property Organization (WIPO) Geneva conference, but also contains additional provisions addressing related matters. As was the case with the ['No Electronic Theft' Act](#) (1997), the bill was originally supported by the software and entertainment industries, and opposed by scientists, librarians, and academics.

This federal law makes it a crime to circumvent anti-piracy measures built into most commercial software.

- Outlaws the manufacture, sale, or distribution of code-cracking devices used to illegally copy software.
- does allow the cracking of copyright protection devices, however, to conduct encryption research, assess product interoperability, and test computer security systems.
- provides exemptions from anti-circumvention provisions for nonprofit libraries, archives, and educational institutions under certain circumstances.
- In general, limits Internet service providers from copyright infringement liability for simply transmitting information over the Internet.
- Service providers, however, are expected to remove material from users' web sites that appears to constitute copyright infringement.
- Limits liability of nonprofit institutions of higher education -- when they serve as online service providers and under certain circumstances -- for copyright infringement by faculty members or graduate students.

- requires that "webcasters" pay licensing fees to record companies.
- requires that the Register of Copyrights, after consultation with relevant parties, submit to Congress recommendations regarding how to promote distance education through digital technologies while "maintaining an appropriate balance between the rights of copyright owners and the needs of users."
- States explicitly that "[n]othing in this section shall affect rights, remedies, limitations, or defenses to copyright infringement, including fair use..."

Additional Resource Material - Digital Millennium Copyright Act: [Full Text of the Digital Millennium Copyright Act](#)

DRESS CODE (STAFF)

The Neosho R-5 School District Dress Code:

Rationale: The Administrative Council believes that members of the Neosho R-5 School District staff should conduct themselves as professionals. To be respected as professionals within our community, we believe that the way we dress is an important component of our profession and the impression our students and the community have of us.

Standards: School Personnel should be attired each day, at least, to the level of dress casual.

- No jeans of any kind
- No athletic shoes
- No T-shirts
- No winds suits

Examples of dress casual may include:

- Dockers style slacks
- Button-down or golf-style shirts for men
- Dressy short sets/skorts, of appropriate length, for women

Exceptions: Staffs will choose two days per month for a building wide "spirit day".

Activity days, (such as field trips, workdays, etc.), attire appropriate to the activity, is acceptable.

Staff members should provide a current letter from a physician stating any medical condition requiring special shoes or attire.

- Physical Education teachers (appropriate departmental attire)
- Nurses (appropriate departmental attire)
- Food Service (appropriate departmental uniform)
- Custodial/Maintenance (appropriate departmental uniform)
- Bus Drivers (appropriate departmental uniform)

DRUG FREE SCHOOLS POLICY

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).

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.

EMERGENCY DRILLS

Each building is required to hold the following drills:

Fire Drill	One per quarter. One must occur in the first week of school.
Tornado Drill	One per quarter.
Earthquake Drill	One per year
Intruder on Campus (I.O.C.)	One per semester

Every teacher is responsible for being fully aware of all details in the Emergency Handbook. Every teacher is also responsible for instructing each class on drill procedures to be followed in that classroom in the event of an emergency.

EMPLOYEE ACCIDENT REPORTING

When an employee is involved in an accident on school property or while performing school-related duties, he/she should report the incident to their building principal so that appropriate measures may be taken for care and assistance. The accident must be reported within 24 hours.

No activities or classroom parties are to be scheduled without the permission of the principal.

EXTRA-CURRICULAR ACTIVITY PROGRAM

Activity Program Philosophy

The Board of Education recognizes the contribution wholesome activities make to the total educational program. The school administration shall be responsible for the organization, administration, and supervision of the student activities program.

Co-curricular activities sponsored by the district should be consistent with the educational needs and maturity level of students and governed by democratic principles. Such activities should complement, supplement or reinforce curricular offerings.

Regulations for inter-school activities shall be in accordance with requirements of the Missouri State High School Activities Association and the Southwest Conference, of which the district is a member.

Activities shall be approved by the school administration and scheduled or cancelled with the approval of the principals. Each principal shall maintain a school calendar of school activities.

Objectives of Extra-Curricular Activities

Through their very nature, student activities provide uniquely meaningful learning experiences and thus are an integral part of the total process of education. The values students gain through participation in clubs and organizations supplement and promote the academic life of Neosho High School and Neosho Junior High School. Through extra-curricular activities, students have the opportunity to develop new friendships, to lead, to follow, to develop leisure time activities, to extend classroom interests and simultaneously to develop socially, emotionally, and physically. Students are cautioned that if these desirable outcomes are to be realized, the student must maintain a proper balance between the time given to class work and extra class activities to such a degree that they enrich rather than harm each other.

Goals are:

- To promote good citizenship through leadership and cooperation.
- To help promote and maintain school spirit and morale.
- To provide opportunities for the pursuit of established interests and the development of new interests.
- To supplement, enrich and help motivate classroom learning experiences.
- To foster understanding and teamwork between students, faculty, and administration.
- To provide an opportunity for adults and youth to work together in less restricted settings and worthwhile activities.
- To promote and encourage greater community interest in and support of Neosho High and Junior High Schools.

STUDENT ACTIVITIES AND ORGANIZATIONS

Standards

Students that are involved in extra curricular activities are held to a high standard of citizenship, academics, and sportsmanship. Please refer to the activities standards provided to each student (and parents) involved in an extra curricular activity at N.H.S.

Activity Fund

The activity fund pertains to all high school organizations. The sponsors of all organizations within the school are to see that all of their funds are taken to Mrs. Hailey. A receipt will be given for all money turned in.

1. Purchasing Guidelines

The following guidelines will be followed in purchasing items through the activity fund:

- a. All purchases, no matter how small, are to be submitted to Mrs. Jennings
- b. Sponsors are to control all purchases of their organization.
- c. No purchases are to be made without a requisition issued by the Principal's Office.
 - * The school will not be responsible for paying any item for which a requisition has not been issued. Sponsors should make this clear to their organization.
 - Additionally, any item that is purchased by an individual that is approved by the administration will have removed from the reimbursement issued to the teacher any sales tax that was paid. Sales tax is NON-reimbursable.
- d. All bills shall be paid after approval of the Board of Education.

2. Specific Purchasing Procedures:

- a. A requisition is requested from Mrs. Jennings by the sponsor.
- b. The purchase is made by the sponsor or club officer and the receipt returned to the correct individual (either Mrs. Jennings or Mrs. York at the District office).

STUDENT ORGANIZATIONS

Major Tasks:

1. Help organize, approve and attend all club meetings with prior approval from the principal.
2. Keep current files on the club constitution, all paperwork for club activities, minutes of meetings, etc.
3. Assure that project proposal forms are submitted to the office for all planned club activities.
4. Supervise all club activities.
5. Enforce all constitutional rules and regulations including the school trip policy.
6. Schedule all club functions on the school calendar in the Activities Office.
7. See that school facilities used in the course of club activities are left clean and in good order.
8. Be familiar with the guidelines for club sponsors contained in this section of the handbook.
9. Ensure that at least one special project is done to benefit the community, one to benefit the school, and one to benefit the club or organization.

Financing Student Activities

To the extent practical, school activities will be financed through the school budget. The following means are authorized as additional sources of income for the Student Activities:

- An admission price may be charged for student activities as may be set by the Activities Conference or the Board of Education.
- Activity tickets may be sold as a means of encouraging participation. Reasonable fees or charges may be set for activities, services, or merchandise so long as such payments are not made a condition of school attendance or membership, and that participation is at the option of the student.
- Fund raising activities may be approved for certain groups in accordance with a procedure developed by the Superintendent of Schools. Any fund raising activity approved shall be expected to:
 1. Be approved by the Activities Director and Principal.
 2. Be adequately supervised;
 3. Be dignified;
 4. Provide a worthwhile service or product;
 5. Provide a desirable educational experience;
 6. Not unduly compete with local businesses;
 7. Provide for adequate accounting of funds.

All student activity funds shall be deposited through the Office and handled through the district's regular accounting system. Solicitations on behalf of the school for any purpose are not permitted unless expressly authorized by the Board of Education.

FIELD TRIPS SUPERVISION AND TRANSPORTATION

Transportation:

- a. All travel arrangements will be made by the sponsor, through the Principal, and schedules will be given back to the sponsors. Request for transportation should be made one week before needed.
- b. If the activity requires being absent from school, then the sponsor **MUST** e-mail the principal a group list **ONE WEEK** prior to the date. They also need to request a sub and any money needed prior to the trip.
- c. Students must travel on school sanctioned vehicles to and from out-of-town events unless prior approval has been given by the sponsor and the office.
- d. Groups will return to Neosho immediately following activity unless arrangements have been made in advance.
- e. Only students eligible according to MSHSAA rules will make the traveling squad.
- f. All students must return with the group unless they are proceeding to another destination. Permission to do this may be given **ONLY** after the sponsor has talked with the parents of the student. All cases of this type should be made prior to departure from Neosho.

Supervision of Students on Buses on Activity Trips:

- a. Each time a bus is used to transport students to and from an activity, a sponsor must ride in the bus with the group. We cannot permit our students to be transported unless they are properly supervised.
- b. The sponsor riding the bus is to see that boys/girls conduct themselves as gentlemen and ladies at all times.
- c. Obscene language and/or rough-house tactics will not be tolerated.
- d. The good behavior and discipline of his/her group is the sponsor's responsibility at all times.
- e. Any student who does not conduct himself/herself properly is to be disciplined immediately by the sponsor in charge.
- f. All buses should be left clean following trips. This is the responsibility of the sponsor in charge.

FIELD TRIP SUPERVISION

All field trips sponsored by teachers are subject to the approval of the building principal. When visiting places of business, students should be cautioned to behave in a courteous and mature manner. If a teacher has reason to believe that a student might engage in horseplay or otherwise cause any discipline problem, arrangements should be made with the principal to leave that student at school. There will be cost accrued for taking school transportation that students will be responsible to pay.

Field trips which involve outside nature study activities should be planned in such a manner and conducted in such an area as to provide for the safety and security of the students at all times. Sponsors should take care that students not be exposed to inclement weather nor to any excessive wear and tear to their wearing apparel.

Permission slips for school trips are required in most all cases, and students who do not return their permission slips must not be allowed to join the field trip. Distribution of these permission slips should be made well in advance of the trip's departure date.

All requests for school cars should be accompanied by an approval form from the principal's office. These requests should be made well in advance in order that proper transportation may be secured. Persons requesting cars should not expect a car to be made available to them more than 15 to 30 minutes prior to departure time. Upon returning from trip, all cars should be placed immediately in the bus barn and all cars making trips should be used for school purposes only. The person making trips will be responsible for picking up and returning bus barn keys and credit cards. Under no circumstances should privately owned autos be used for a school trip without permission from the office.

Any student who goes on a school sponsored trip is to return via the same means except when parents personally request otherwise of the sponsor.

Field trip sponsors should take special care in making sure students return to school at the scheduled time so as not to interrupt the lesson plans of other faculty members.

Teachers are reminded that the students are their responsibility on all field trips and negligence of safety precautions could result in personal liability.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a comprehensive law that applies broadly to information collected in public agencies or schools that receive federal education funds; thus, FERPA applies to information collected and maintained by public elementary, secondary, and postsecondary education institutions. The school district must have prior written information (consent) from a parent or a student that has turned 18 years of age, before disclosing any information upon request. FERPA defines education records as information:

Directly related to a student, specifically any information recorded in any way, including, but not limited to: verbal conversation, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche

Maintained by education agencies or institutions, or by parties acting for the agency or institutions (e.g., special education schools, and health or social services institutions)

Information should not be disclosed (verbal or written) which could identify a student as one who receives special services outside the scope of those who need to know in order to provide such services.

This includes but is not limited to such examples as:

- Conversations with family and friends
- Conversations with staff members without “ need to know”
- newsletters
- memos to staff
- faculty bulletin boards
- newspaper articles and or photos.

GRADES

It is the school philosophy that each department set a grading scale that all members will using. As a rule, a normal distribution of grades is sought with a standard 60-70-80-90 scale, though adjustments may be made as needed. Grades are issued approximately every 4 ½ weeks. ***While grade books are instruments of legal public record, under the Right to Privacy Act, grades of students are not to be available to other students.*** Therefore, students should not have access to the contents of the grade book for any reason; however, any student has the right to know his/her own list of grades at any time.

INSURANCE (student)

Student accident insurance information is available for students. They were sent home with students on orientation days before school started for the year.

INVENTORY AND TEXTBOOK RECORDS

It is the teacher's responsibility to keep an up-to-date and accurate inventory of all furniture and non-consumable items on file via the intranet. All books should be numbered before they are checked out and a list of students' texts should be kept in the classroom.

LIBRARY

The library has materials to help students improve their reading skills and supplement textbook learning. All teachers are urged to review materials in the library which might be used for classroom reference and reinforcement. At your request, materials will be assembled for classroom collections on units being taught. Please feel free to discuss with the librarian the possibility of securing additional materials which you feel you may be able to use profitably in your classes. Our library is used entirely for research, and not as a study hall. The following regulations should be observed:

Classroom teachers **MUST** accompany classes working in the library. Librarians are not classroom supervisors.

A substitute teacher should not be asked to take your classes to the library. If you are absent on your regularly scheduled day, ask the librarian to reschedule your classes.

Arrangements in scheduling the library for classroom use should be made with the librarian. Due to the heavy use of the library by both junior and senior high schools, it is advisable to plan well in advance to request library space.

AUDIO-VISUAL EQUIPMENT

Audio-visual equipment and materials are checked out through the library. All materials are catalogued in the computerized index for ready reference, and request forms are available.

Requests of equipment should be made one day (24 hours) in advance.

Since equipment is shared between junior and senior high, it is necessary to return equipment as soon as you are finished. All equipment must be returned to the library on Friday by the end of fourth block for security reasons.

Students are NOT to operate the audio-visual equipment and teachers should take care that students do not tamper with it while it is in the room.

Please report all damaged materials or faulty equipment with note to the library. They will train you in the use and operation of all audio-visual equipment upon your request. There is some equipment available for making your own AV materials.

No materials nor equipment is to be checked out or loaned to students. Equipment may be taken out of the building only by permission of the principal.

All VHS and DVD's (rental and free loan) are booked through the AV Director. Catalogues and order forms are available in the library and ordering of these films usually is done in late winter / early spring. Films are also available to Neosho teachers from the City-County Library. These films change on a monthly basis and the teacher is responsible for procuring and returning these films.

Teachers are to return ordered films before seventh period of the day they are due. Keep in mind that fines or penalties are imposed on the school district for keeping films overdue. If you keep a film past its due date, you are actually costing the district money which was not budgeted.

All audio-visual materials should be previewed before being shown. The AV director can set this up if your room is not available during your conference hour.

LOST AND DAMAGED MATERIALS

1. Damaged, lost or stolen materials must be paid for by the student.
2. When a book or other item is lost, the teacher should notify the office of the student's name and the title, publisher, and edition of the book. Fines of less than \$1.00 for damaged items should be avoided.
3. Students should be notified that report cards and other records will be withheld until the charge is paid. Seniors should be notified that they cannot graduate until all previously owed fines are paid.

NEWS RELEASES

Teachers are encouraged to inform local newspapers and radio stations of student achievements. Check with the principal when assistance is needed in deciding whether to draft a news release. Information Services Director is available to help faculty with information to the public. News releases are routinely sent to each of the following:

- The Neosho Daily News, 1006 W. Harmony, Neosho, MO 64850, 451-1520. fax: 451-6408.
- The Joplin Globe, 117 E. 4th, Joplin, MO 64801, 623-3480. fax: 623-8698.

NONDISCRIMINATION & STUDENT RIGHTS

Sexual Harassment

For purposes of this Regulation, sexual harassment of a student consists of sexual advances, requests for sexual favors, sexually-motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

A school employee causes a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity, or when an employee or third party agent of the District causes a student to believe that the employee will make an educational decision based on whether or not the student submits to unwelcome sexual conduct; or

When the unwelcome sexual conduct of a school employee or classmate is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment.

Harassment Because of Race or Color

For purposes of this Regulation, racial harassment of a student consists of verbal or physical conduct relating to an individual's race or color when:

The harassing conduct is sufficiently severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;

The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or

The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

Harassment Based Upon National Origin or Ethnicity

For purposes of this Regulation, ethnic or national origin harassment of a student consists of verbal or physical conduct relating to an individual's ethnicity or country of origin or the country of origin of the individual's parents, family members, or ancestors when:

The harassing conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;

The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or

The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

Harassment Because of Disability

For the purposes of this Regulation, harassment because of the disability of a student consists of verbal or physical conduct relating to an individual's physical or mental impairment when:

The harassing conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;

The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or

The harassing conduct otherwise adversely and substantially affects an individual's learning opportunities.

Harassment Because of Gender

For purposes of this Regulation, gender harassment of a student consists of verbal or physical conduct relating to an individual's gender when:

The harassing conduct is sufficiently persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment; or

The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or

The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

Harassment Because of Sexual Orientation or Perceived Sexual Orientation

For purposes of this Regulation, harassment of a student because of sexual orientation or perceived sexual orientation consists of verbal or physical conduct relating to an individual's sexual orientation or perceived sexual orientation when:

The harassing conduct is sufficiently persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment; or

The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or

The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

PARENT TEACHER CONFERENCES

Each teacher is required to follow district guidelines in parent contact on contracted days set aside for parent teacher conferences. Information will be sent prior to the date set via e-mail from the administration.

PAY CHECKS

Issued-- All staff members receive regular paychecks on the 20th day of the month via direct deposit. If 20th should fall on a weekend, deposits to your account will be issued on the preceding Friday. Check stubs will be placed in mailboxes.

Deductions:

- Federal withholding
- State withholding
- Teacher retirement
- Credit Union (by request)
- FICA (If employed after 7/86)
- MSTA Insurance (by request)
- Teacher Association Dues (by request)

Questions: Any questions regarding your pay check should be directed to Mrs. Staci Ashworth in the Superintendent's office.

Required Information: The following information should be in the office of the superintendent before you receive your initial pay check:

- a. Current address and phone.
- b. Transcript from colleges you attended, both undergraduate and graduate.
- c. Missouri teacher certification.
- d. Current college transcript for additional summer credit.

PLEDGE OF ALLEGIANCE

We will be reciting the Pledge of Allegiance EVERY DAY during first hour @ 7:55. Using the intercom, students and faculty will be asked to stand, address the flag, and recite the pledge. Students, who wish to not to participate due to personal or religious beliefs in reciting the pledge will need to stand but are not required to speak the pledge.

PRINT ROOM/COPY MACHINE

The print room is located in the hall between the cafeteria and junior high gym at the far end by the exit doors. Copy requests MUST be submitted three days ahead.

The copy machine in the library is NOT to be used by teachers to circumvent the high school office or the print shop. In the event that they have exceeded the copy limit in the high school office and are not able to have a three day turn around, please see Mr. Cook and discuss options.

The copy center is a much more cost effective way to produce documents than either the high school office or library. Please plan accordingly.

PUBLIC NOTICE

All public schools are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools, beginning on the child's third birthday through age twenty (20), regardless of the child's disability. The public school assures that to comply with the full educational opportunity goal, services for students three (3) through twenty-one (21) will be fully implemented by 1999. Disabilities include: learning disabilities, mental retardation, behavior disorders/emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/other health impaired, multiple disabilities, deaf/blind, autism, early childhood special education, and traumatic brain injury.

The public school assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps Program. Early intervention services will be available for all eligible children by July 1, 1995.

All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Education Rights and Privacy Act

(FERPA). You may contact your local district, if you wish to review the requirements provided by FERPA.

The public school has developed a Local Compliance Plan for implementation of Special Education and this Plan is available for public review during regular school hours on days school is in session in the Office of the Superintendent of Schools. The Local Compliance Plan is a written narrative which describes the district's plan for compliance with the requirements for identifying and serving all students with disabilities.

Included in this plan are the policies and procedures which the district must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information. The plan also describes the assurances that services are provided in compliance with the requirement of 34 CFR 76.301 of the General Education Provision Act.

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age 20 who reside in the district or whose parent/legal guardian resides in the district. This census is compiled as of May 1 each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child; parent/legal guardian's name/address; birth date and age of each child; and each child's disability or suspected disability. Should the district fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted.

If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact your school district.

This notice can be provided in languages such as Chinese, Spanish, Arabic, and Vietnamese or any other language as may be necessary.

Contact Person: Stacey Tracy, Director of Special Services; 417-451-8682.

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.

REPORTING OF SUSPECTED CHILD ABUSE

As mandated reporters, anytime a student is suspected to have been or continuing to be a victim of abuse, either verbal, physical or sexual, at the hands of a parent, guardian, or other adult, the teacher must report that suspicion to a counselor or principal.

Once the report has been made by the teacher, the school resource officer, security officer and counselor/principal will investigate the allegations and refer the student to the Division of Family Services. Counseling services through the high school are available to the student as needed.

RESOURCE SPEAKERS OUTSIDE THE FACULTY

Whenever a teacher wishes to bring in a resource speaker from the community, the principal should be consulted as early as possible to make sure that the individual is on the district approved volunteer list.

SCHEDULE CHANGES

Schedule changes after the first week of the semester are not allowed unless they are initiated by the office.

Students must schedule appointments with the counselors before school or between classes.

Do not drop or add students to your class roll without written authorization from the guidance office.

SCHOOL PROPERTY

School property is the responsibility of each teacher to be used properly and carefully. Loss or damage of equipment should be reported immediately to the principal. No school equipment is to be loaned to outside parties without permission of the principal.

Proper lighting, ventilation and temperature should be checked throughout the day. Should light bulbs go out, notify the office for the custodian to replace them as soon as possible.

Each teacher can serve as an example in good housekeeping habits by stressing to students to keep litter off the floor, out of the desks, and out of the lockers.

Before leaving each day, be sure windows and doors are locked.

SEXUAL HARASSMENT

It is imperative that all school employees avoid all perception of inappropriate contact and relations with students and fellow staff members. Employees should clearly understand the level of professionalism required in the district and will attend a mandatory in-service regarding sexual harassment.

Board Policy states: Sexual harassment constitutes unlawful sex discrimination. It is the policy of the Board of Education to maintain 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”.

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

SMOKING

Neosho Jr. / Sr. High School is a smoke-free facility and campus. No smoking permitted on campus.

SPECIAL PROGRAMS

Public Law 94 - 142

The Neosho R-5 School District provides a free and appropriate public education to all students with diagnosed educational disabilities, beginning on the child's 3rd birthday through age 20, regardless of the child's disability.

The appropriate special education and related services are provided locally or through contractual arrangements for students who have been evaluated and identified in accordance with Public Law 94-142.

Disabilities include: learning disabilities, mental retardation, behavior disorders / emotional disturbance, speech disorders (voice, fluency, articulation), language disorders, visually impaired, hearing impaired, physically / other health impaired, multi-handicapped, deaf/blind, autism, early childhood special education, and traumatic brain injury.

Refer to the Compliance Plan 94-142, available in the guidance or principal's office.

- a. IEP: Public Law 94-142 and the Missouri Special Education Services state that each school district shall develop and implement procedures for the identification, evaluation, and placement of all handicapped students. Appropriate personnel will be appointed as needed to serve on IEP committees.
- b. Gifted: Students placed in this program will meet the following criteria: 94th percentile rank on achievement testing on three subtest areas, individual WISC score of 125 or higher, and teacher recommendation.
- c. Specific Learning Disabilities are defined as a disorder in one or more of the specific psychological processes involved in understanding or in using language, spoken or written, or in doing mathematical calculations. Students placed in this program should have an average IQ or higher.
- d. EMH: Students will be placed in EMH on the basis of the Compliance Plan. The use of individualized test scores, teacher recommendation and the IEP Committee will help develop the curriculum for EMH students.
- e. Teachers are expected to work with the counselor concerning the placement of any students in special programs

STUDENT SAFETY

Student safety is of primary importance and we as a faculty must be responsible to safeguard student safety.

In the event of sickness or an accident, the following steps should be taken:

- Notify the health office and/or the principal's office. The nurse or office will contact parents, etc.
- Stay with the injured or ill person until help arrives.
- If there is any doubt about the severity of an injury, **DO NOT MOVE THE PERSON!**
- Report details of the accident to the office promptly. A written report may be requested later by the principal.

TEACHERS ARE NOT to give any medication to students (aspirin, etc.). The nurse does not dispense any medication to be taken internally. This is the function of a doctor or parent.

Students who need to be sent home due to illness should be sent directly to the health office and if possible, accompanied by another student. Never send a student directly home. All dismissals for illness are handled through the health or principal's office.

Students sent to the health office must have their I.D. badge with their hall pass filled out on the back.

All medications prescribed by a physician, as well as all non-prescription medications, should be cleared with the school nurse or respective principal before being taken. In the absence of a physician's instructions, parental permission in writing is required for any student medication to be possessed or taken by the student while under the jurisdiction of the district.

TESTING

Teachers are expected to participate in the group testing programs of the school and to confer with the principal, counselor and other faculty members on instructional guidance problems.

TEXTBOOKS

Each teacher will use a variety of resources including textbooks in order to teach the districts curriculum to students. Certain texts will be checked out to the student. The student will be responsible for the care/condition of the textbook and the return of the textbook when collected by the teacher. Textbooks which are not checked out to the student but used for lessons will be made available to the students during class, team time, and may be checked-out according to the teacher's specifications if enough copies are available. Whenever a textbook is checked out to a student, the student is liable for damaged or lost textbooks according to the books value. Parents who have questions regarding the textbooks used may contact their child's teacher and/or the principal's office.

WORK ORDERS

Work orders should be submitted via the intranet (School Dude). Any problem with school equipment or facilities which needs attention should be noted and submitted to the principal.

PROCEDURES AT NHS

STUDENT ATTENDANCE

Our attendance records are audited by the Department of Elementary and Secondary Education, and are an instrument of legal record. We are also responsible to parents and students for an accurate account of pupil attendance.

Attendance Records	Although we require that you enter you attendance into the computer system every day, your gradebook is the official attendance record that must be accurate. Please make sure that each day you list in your gradebook the students that were absent. In an audit of our attendance records, D.E.S.E. will refer back to your gradebook.
Taking Attendance	<u>Teachers-You should take attendance every hour within the first five (5) minutes of each class.</u>

	In the event that you are unable to take attendance hourly due to technological problems, you must turn in a complete list of student absences by hour to the attendance secretary.
Forgetting to enter attendance into the computer	Each day, the administration will receive a report of the teachers that did NOT enter their attendance into the computer. An e-mail will be sent to all faculty with a list that did not enter their attendance. If teachers continue to be on the list, the administrator assigned to evaluate that teacher will meet with them and establish a Professional Improvement Plan to assist them with this procedure.
Importance of accurate records	The district receives money from the state for student attendance. When attendance is turned in incorrect or not turned in at all, it affects our report to the state. Additionally, credits are withheld or not based upon the information entered into the computer system. Please make sure that if you enter a student as absent and they come into class tardy that you e-mail the office so it can be corrected. The attendance rate also must achieve a certain level (93% or above total) for the building to make their A.Y.P.

Ways to encourage excellent student attendance:

- **Attendance Incentives:** Any student, grades 9 - 12, with perfect attendance for a semester will receive a free pass to all public junior/senior high sponsored activities for the following semester except for those under the auspices of the Missouri State High School Athletic Association.

Good attendance will also be rewarded through an all school incentive program and is highly recommended that classroom teachers offer some incentives as well.

Examples:

- a. Drop the lowest test score in calculating the final grade
 - b. Include attendance / classroom participation as part of the grade.
- **Homebound and ISS:** It is the teachers' responsibility to ensure that students assigned to In School Suspension and/or Homebound are given assignments they can do during this time. **Students must be given assignments that will replace** the point value lost during the students removal from their class during the designated times.
 - **Make-up work --** When a student has been absent it is the responsibility of the student to contact the teacher regarding make-up assignments. The amount of time allowed to complete the work is up to the discretion of the teacher and may vary from class to class. However, a minimum of one day for each day missed is recommended.

ANNOUNCEMENTS

Announcements will be posted on power school daily and announced after the pledge. *If you would like information about a club meeting or upcoming event included in the daily announcements, you must*

submit it via e-mail to Darren Cook by 2:30 the preceding day. We will strictly adhere to this time deadline.

CALENDAR

The school calendar of events is located in the principals' office. In planning a school event, activity or fund raising activity, each teacher must check with the principal first for approval of the event and date. Be sure that all activities are placed on the school calendar once approved.

In addition, scheduling the use of any district facilities should be coordinated with the Activities office.

Any activity that will take students out of a class must be turned into the office at **least ONE WEEK prior to the date of the event.** This should have a list of students, a time for dismissal from class, and a contact person a teacher can reach in the event that a student should NOT travel to an event. Please send this via e-mail to Mr. Cook and he will submit it to the faculty.

Please be aware that students that have reached more than 10 absences and/or have been assigned to REACH during CAT time will NOT be allowed to attend. Teachers have the right to tell a sponsor/coach that a student should not attend if the student is FAILING.

COMPUTERS

- Each teacher must have an acceptable use policy signed on file.
- Teachers are responsible to review software policy and copyright policy.
- Please make special note of the below *unacceptable uses* of the computer system:
 - SPAMMING - the act of having your computer or other computers flooded with messages that are not necessarily of importance to you or others
 - CHAIN LETTERS - messages that require you to send that message to a number of people for some consequence.
 - CHAT ROOMS - unacceptable unless for specially defined educational purpose.
 - BULK MESSAGES - sending non-school business related messages to people on a list. Cannot send any religious or political messages to all staff.
- Remember, Neosho Internet system was established for “a limited educational purpose” and “has not been established as a public access service or public forum.”

Please remember that anything you e-mail becomes a permanent record of conversations. Do NOT PUT ANYTHING in an e-mail that you would not want to read in court.

How to report a computer problem	If you can access the school’s website, go to the intranet and submit a work order (through School Dude). If you are unable to access this site, please either go to a neighbor’s computer OR come to the office and submit the work order.
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CONFERENCE PERIOD

A conference period is scheduled for each teacher to provide time for instructional planning. Teachers must **sign out/in** with the office before leaving the building during this period.

TEACHER EXPECTATIONS

Contract time, hall duty, lesson plans, substitute information and classroom management

Teacher contracted time	Teachers are to be in the building by 7:45 a.m. Teachers may leave the
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	building at 3:25 p.m.
Hall Duty	Each teacher is assigned an area to monitor before or after school. This is done on a 4 week rotation. The teacher is to be on duty from 7:30 until 7:45. When a teacher is scheduled to be here at 7:30 on supervision, during that week, they are allowed to leave at 3:15 p.m.
During the school day duties	Teachers need to be at their doors between EVERY class as MUCH AS POSSIBLE. The adult presence eliminates student misbehavior during passing time. This also gives the teacher a chance to greet each student by name as they enter the classroom. Once the tardy bell rings, the teacher should enter the classroom and shut their door . Any student that arrives after the bell has sounded needs to have a tardy pass with them or a note from another teacher. No student should be admitted without a note!
Leaving during the school day:	It is a school policy that teachers remain in the school building or on the grounds during the school day. If it should become necessary to leave the building, school employees are REQUIRED to check out with the high school office.
Lesson Plans	Lesson plans are to be submitted weekly. They can be submitted via computer on the Senior High Drive or a copy can be made and placed in the mailbox of your evaluating principal. They are due by 7:55 each Monday or the first school day each week (after a holiday on Monday).
Preparing for a substitute	<p>If you are absent unexpectedly, it is your responsibility to make sure that there are up to date sub plans that will fill an entire class period. You should have a sub folder created that provides the sub with <i>current class rosters</i>, additional work if needed, emergency procedures, and any other information that the individual will need to adequately supervise your classroom. If lesson plans are not found, the office will need to call you and ask that you provide plans. When you are absent unexpectedly, you need to call the principal that has been assigned to you. That information will be provided in the appendix.</p> <p>If a teacher knows of an absence, please get a blue substitute form filled out as soon as possible. This will allow Ms. McCauley to try and pre-schedule some subs.</p>
Discipline incidents in the classroom.	<p>Teachers are expected to assume responsibility for the discipline in their rooms. Not only are teachers responsible for classroom supervision, but as faculty members they are equally obligated to correct students for misconduct every place it is observed in the school and at school activities.</p> <p>Teachers should recognize that sending a student to the office is, in effect, the "last resort". To keep the office effective as a disciplinary measure, do not send students to the office without very good reason and remember to always fill out the disciplinary forms (individually) when referring a student to the office.</p> <p>Teachers should handle problems such as no book, no pencil, not seated, excessive talking, lack of effort, etc. . . you should address the issues in the following manner:</p> <p style="text-align: center;">Conference with Student/Teacher</p>

	<p style="text-align: center;">Consequence Contact with parent Office Referral</p> <p>Every reasonable effort should be made by teachers to solve discipline problems before they are referred to the office. Teachers should, at all times, exhibit to their pupils an example of dignity, courtesy and temper control. No student should ever be ridiculed or subjected to sarcastic remarks about him/herself, parents or families.</p>
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HALL PASSES

Hall passes were given to each teacher on an I.D. Card and a lanyard. This hall pass is provided to teachers to use at their discretion.

MOVIES/VIDEOS

Any video/DVD that is shown must have prior approval from the building principal before being shown in the classroom. The Permission to show movie form must be filled out by the teacher wanting to show the video and by the APPROVED by the principal. **DO NOT SHOW THE MOVIE UNTIL YOU HAVE RECEIVED APPROVAL.**

PARENTAL INVOLVEMENT

Parental involvement is paramount to the success of the student. Periodic goals (assignments) will be communicated to the staff with the **expectation** that these goals (assignments) be completed. Once achieved, the teacher will e-mail the administration that they have completed the goal. They will list the name of the student, grade level, and any pertinent information about the conversation. This will be utilized to communicate with parents for both positive and negative reasons. Teachers that consistently fail to meet weekly expectations involving parental involvement will be addressed in a conference with their administrator and if necessary a Professional Improvement Plan will be written.

STUDENTS LEAVING SCHOOL DURING THE DAY

No pupil is to be allowed to leave school before the usual dismissal time without the consent of the principal's office. Teachers should immediately report any students seen leaving the immediate school grounds from the time students arrive until the dismissal bell. The immediate school grounds consist of the area bounded on the North by Hill Street, on the West by Neosho Boulevard, on the South by the tennis courts and on the East by the drainage ditch.

Students are not allowed off campus at lunch time, and all students are required to eat in the cafeteria dining room whether they purchase or bring their lunch.

Do NOT send students on errands for you. If you **MUST** send a student, the office must make contact with the parent **PRIOR** to them leaving the campus. If you do **NOT** follow this guideline and a student is injured while running an errand for you, you are liable for that accident.

SYLLABUS

A copy of each course syllabus is to be filed in the high school office and each student should receive a copy of the course syllabus no later than one week after the first day of classes. Each syllabus should include goals, objectives, incentives, policies, character statements, and any other information pertinent to your class.

TARDIES

Students that are tardy are NOT to be permitted into your room without a tardy pass. The office keeps track of the total number of tardies.

SCHOOL ASSEMBLIES

Teachers are responsible for the students assigned to them at the hour the assembly is called. The teachers are to remain with their assigned class during the assembly period. Prior to assemblies, teachers should instruct the students in proper behavior, i.e., no whistling, yelling, disruption or disrespect for the performers. Students who cannot comply with proper behavior should be sent from the assembly to the office. Teachers are assigned a location in the gym to sit during assemblies.

2013-14 Neosho High School Faculty and Staff		
(all end with @neosho.k12.mo.us)		
Aldrich, Cindy	aldrichcindy@neosho.k12.mo.us	A+ Coordinator/Honors Academy Director
Aldrich, Mike	aldrichmichael	Ag Science
Alms, Beth	almselizabeth	Physical Education
Angel, Sydney	angelsydney	Social Studies
Arthur, Brandi	arthurbrandi	Health
Asbell, Krista	asbellkrista	English/Language Arts
Atagi, Simo	atagisimo	Social Studies
Baggs, Rhonda	baggsrhonda	Math
Baldwin, Dustin	baldwindustin	Strength and Conditioning/PE/ISS
Beaty, Ron	beatyronald	Science
Bond, Taylor	bondtaylor	English/Language Arts
Botts, Eric	bottseric	Science
Bright, Don	brightdonald	Media Specialist (Librarian)
Bright, Jan	brightjan	Paraprofessional
Burdiss, Velma	burdissvelma	Paraprofessional
Carpenter, Chuck	carpenterchuck	English/Language Arts
Clark, Melissa	clarkmelissa	Social Studies
Cordray, Darren	cordraydarren	Instrumental Music/Strings (Shared with M.S)
Curry, Nathan	currynathan	Math
Curtis, Pam	curtispamela	English/Language Arts
Daugherty, Karen	daughertykaren	English/Language Arts
Daugherty, Michael	daughertymichael	Physical Education
Duffield, Dan	duffielddan	Band
Dunbar, Aaron	dunbaraaron	Math
Eastin, Lorena	eastinlorena	Paraprofessional
Enslow, Mary Ann	enslowmaryann	Library Paraprofessional
Evans, Deidra	evansdeidra	Paraprofessional
Fausett, Kathy	fausettkathy	Math
Felix, Kathryn	felixkathryn	English/Language Arts
Forbes, Sabrina	forbessabrina	Math (Department Chair)
Franklin, Crystal	franklincrystal	Administrative Assistant
Garren, Travis	garrentravis	Business Education
Gillis, Conon	gillisconon	Social Studies
Gordon, Tyler	gordontyler	Social Studies
Gripka, Tyler	gripkatyler	Paraprofessional
Hardy, Lisha	hardylisha	Administrative Assistant
Harris, Alisha	harrisalisha	Paraprofessional
Hays, Nick	haysnicholas	Social Studies
Hettinger, James	hettingerjames	Woods Technology
Horn, Jason	hornjason	PE/ISS
Huffman, Charlie	huffmancharlie	Science
Hughes, Gretchen	hughesgretchen	English/Language Arts
Hughes, Heather	hughesheather	Freshman Counselor

Hurlburt, Tracy	hurlburttracy	Co-Teaching Special Education
Huxol, Rachel	huxolrachel	English as a Second Language (E.L.L.)
Jennings, Teresa	jenningerteresa	Administrative Assistant
Kemna, Terri	kemnaterr	Science (Department Chair)
Kenny, Jackie	kennyjackie	Foreign Language
Keplar, Jill	keplarjill	Administrative Assistant
Langly, Bryce	langlybryce	ROTC
Linton, Wendy	lintonwendy	Junior Counselor
Lovell, Ryan	lovellryan	Instrumental Music
McCauley, Angie	mccauleyangel	Administrative Assistant
Miller, Dustin	millerdustin	Art Education
Miller, Karin	millerkarin	English/Language Arts (Dept. Chair)
Mock, Katie	mockkatie	Science
Morris, Alisha	morrionalisha	Fine Art
Nelson, Zac	nelsonzac	Science
Oakes, Jacob	oakesjacob	Vocal Music
Olivares, Rebecca	olivaresrebecca	Communication Arts
Osborn, Drew	osborndrew	Co-Teaching Special Education (Shared w/JH)
Patrick, Ann	patrickann	Science
Patterson, Keith	pattersonkeith	Co-Teaching Special Education
Pennington, Donny	penningtondonny	Business Education
Perkins, Larry	perkinslarry	Math
Powers, Tonna	powerstonna	Math
Preston, Mark	prestonmark	Technology Education
Price, Dereck	pricedereck	School Security
Ramirez , Angela	ramirezangela	Foreign Language
Richmond, Rhonda	richmondrhonda	Paraprofessional
Robbins, Lance	robbinslance	ISS/Physical Education
Robbins, Paula	robbinspaula	Co-Teaching Special Education
Roque, Destinie	roquedestinie	Foreign Language
Sanders, Cindy	sanderscindy	Nurse
Sandford, Deanna	sandforddeanna	English/Language Arts
Sandford, Mickey	sandfordalbert	Senior Counselor
Schisler, Laura	schislerlaura	Science
Shamblin, Katelynn	shamblinkatelynn	Paraprofessional
Sherwood, David	sherwooddavid	Math
Sherwood, Tara	sherwoodtara	Science
Siler, Ashley	silerashley	Health/PE
Skinner, Jody	skinnerjody	Math
Slama, Joanne	slamajoanne	Sophomore Counselor
Soule, Melanie	soulemelanie	Vocal Music
Straughn, Michael	straughnmichael	Art Education (Shared with JH)
Thogmartin, Jennifer	thogmartinjennifer	Ag Science
Thomas, Chad	thomaschad	Social Studies
Thompson, Trish	thompsontrish	English/Language Arts
Turner, Stacy	turnerstacy	English/Language Arts
Wade, Richard	waderichard	ROTC
Walker, Vickie	walkervickie	Family and Consumer Sciences
Wallace, David	wallacedavid	Co-Teaching Special Education
Watkins, David	watkinsdavid	Speech/Debate
Wheeler, Chuck	wheelercharles	Social Studies
Widener, Tiffany	wideneriffany	Administrative Assistant
Wilson, Melody	wilsonmelody	Co-Teaching Special Education
Winchester, Katha	winchesterkatha	Co-Teaching Special Education
Witcher, Daniel	witcherdaniel	Social Studies

NEOSHO R-5 SCHOOL DISTRICT

2013-2014 SCHOOL YEAR CALENDAR

C1 – STUDENT DAYS 171; TEACHER DAYS 180

AUGUST '13

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 5-7 – New Teacher In-Service
 August 7-13 – Teacher In-Service
 August 14 – Students' First Day Of School

SEPTEMBER '13

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

September 2 – No School (Labor Day)
 September 27 – No School (Teacher In-Service)

OCTOBER '13

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

October 15 - End of Qtr. (43 Days)
 October 24 – Parent/Teacher Conference/No School for Students
 October 25 – No School
 October 28 – Teacher In-Service/No School for Students

NOVEMBER '13

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

November 27-29 – No School (Thanksgiving Break)

DECEMBER '13

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

December 20 - End of Qtr. (42 Days)
 December 23 –31 – No School (Christmas Break)

JANUARY '14

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 1- 6 – No School
 January 6 – Employee Work Day/ No School for Students
 January 7 – Students Return to School

FEBRUARY '14

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

February 17 – No School

MARCH '14

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 7 - End of Qtr. (43 Days)
 March 10-14 – No School (Spring Break)

APRIL '14

S	M	T	W	Th	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

April 4 – No School
 April 18 – No School

MAY '14

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

May 16 - End of Qtr. (43 Days)
 May 16 – Last Day of School (1/2 Day)
 May 26 – Memorial Day

Neosho Wildcats



The mission of the Neosho R-5 School District is to inspire high academic achievement and maximize personal potential in all students.



Make Up Days

(Calendar Subject to Change)
 May 19, 2014
 May 20, 2014
 May 21, 2014
 May 22, 2014
 May 23, 2014
 May 27, 2014
 May 28, 2014
 February 17, 2014

SCHOOL OFFICE PHONES

Superintendent of Schools 418 Fairground Rd. Neosho, MO 64850	451-8600
Asst. Supt.	451-8600
Jefferson Street Campus 115 W. Brook Street Neosho, MO 64850	451-8616
Director of Special Services 418 Fairground Rd. Neosho, MO 64850	451-8682
Director of Maintenance 418 Fairground Rd. Neosho, MO 64850	451-8636
Director of Technology 418 Fairground Rd. Neosho, MO 64850	451-8658
Director of Transportation 418 Fairground Rd. Neosho, MO 64850	451-8699
Director of Food Service 418 Fairground Rd. Neosho, MO 64850	451-8603
Benton Elementary 1120 Carl Sweeney Pkwy. Neosho, MO 64850	451-8610
Central Elementary School 301 Big Spring Neosho, MO 64850	451-8620
Field Early Childhood Center 302 Smith Ave. Neosho, MO 64850	451-8630
Parents as Teachers 302 Smith Ave. Neosho, MO 64850	451-8632
South Elementary 1111 Wornall St. Neosho, MO 64850	451-8640
Neosho Middle School 1400 Hale McGinty Dr. Neosho, MO 64850	451-8650
Neosho Junior High 511 Neosho Blvd. Neosho, MO 64850	451-8660
Neosho High School 511 Neosho Blvd. Neosho, MO 64850	451-8670
Goodman Elementary 117 School St. Goodman, MO 64843	364-7216 451-8680
GW Carver Elementary 12350 Norway Rd. Neosho, MO 64850	451-8690

EMERGENCY DISMISSAL

When it is necessary to cancel school, or dismiss early, we will notify the following stations:

KSN (Channel 16)
KODE (Channel 12)
KOAM (Channel 7)
School Information Line: 451-8611
School Website: neoshopublicschools.net

TRANSPORTATION SERVICES

School policy states that to be eligible for transportation services, a student must reside at least one mile from his/her school of attendance. Routes are established to provide the best feasible service to the greatest number of people. Questions concerning transportation should be directed to the Transportation Director at 451-8699.

BOARD OF EDUCATION

The governing body for the Neosho R-5 School District is a seven-member board of education. Two members are elected each year at the municipal election held the first Tuesday in April. The deadline for filing as a candidate for the board of education is 5:00 p.m., Tuesday, nine weeks preceding the election date. Regular meetings of the board of education are held the third Monday of each month at 7:00 p.m. Board meetings are open to the public.

NOTICE OF DISCRIMINATION

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all organizations having agreements with the R-5 District are hereby notified that this institution does not discriminate on the basis of race, color, national origin, religion, sex, age, or disability in admission or access to, or treatment or employment in its programs and activities.

Any person having questions concerning the school district's compliance with the regulations implementing Title VI, Title IX, Section 504, Fair Labor Standards Act, Occupational Safety and Health Act, Family and Medical Leave Act, or Employee Polygraph Protection Act is directed to contact the Assistant Superintendent at 418 Fairground Rd., Neosho, MO 64850, (417) 451-8600. The assistant superintendent has been designated by the R-5 District to coordinate the district's compliance effort. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance.

MAKE-UP DAYS

This calendar provides the required number of school days in session. Any day missed must be made up and will be tentatively scheduled as follows:

<u>Day Missed</u>	<u>Make-Up Day</u>
1st Day	May 19, 2014
2nd Day	May 20, 2014
3rd Day	May 21, 2014
4th Day	May 22, 2014
5th Day	May 23, 2014
6th Day	May 27, 2014
7th Day	May 28, 2014
8th Day	February 17, 2014



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