

JEFFERSON STREET CAMPUS

**Neosho R-V School District
At Risk Programs**

**Alternative High School
Missouri Option
FLEX
Credit Recovery**

**FACULTY HANDBOOK
2013 - 2014**



**115 West Brook Street
Neosho, MO 64850
417-451-8616
Debbie Roach, Director**

School Violence Hotline: 1-866-748-7047

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OUR PREMISE

We believe in the inherent ability of all children to reach the same high expectations which we set for all of them. It is this trust in the natural potential of every child to be backed by purposeful action that will produce the highest levels of student achievement. Learning will be student focused and aimed toward the development of ideas, attitudes, and values to promote academic achievement, good citizenship and growth toward each individual's fullest potential.

VISION STATEMENT

The Jefferson Street Campus embraces a holistic approach to educating young people by promoting an intrinsic appreciation of learning, building a culture of character, and focusing on the individual learner.

MISSION STATEMENT

The Jefferson Street Campus provides an enriching experience with measurable learning for students through an alternative to the traditional school setting.

Jefferson Street Campus
115 West Brook Street
Neosho, Missouri

JOB DESCRIPTION

TITLE: Director

JOB GOALS: To supervise, administer, and provide direct leadership in the 9-12 instructional program.

REPORTS TO: Superintendent / Assistant Superintendent

SUPERVISES: Jefferson Street Campus Staff

PERFORMANCE RESPONSIBILITIES:

- Provide for a clear focus on instructional improvement through performance based teacher evaluation with particular attention to probationary staff.
- Provide for appropriate curricular offerings.
- Organize personnel to appropriately staff curricular offerings.
- Supervise the effective daily operation of the school
- Provide for a safe, orderly school environment conducive to a positive learning environment.
- Promote and maintain a positive school climate through interaction with students and staff.
- Establish clear and effective disciplinary guidelines.
- Provide for professional staff development with particular attention to the growth of beginning teachers.
- Assist in selection of quality professional staff.
- Establish favorable relationships with parents, patrons and the community.
- Manage the student data system.
- Plan for instructional budget.
- Plan and supervise emergency procedures.

TERMS OF EMPLOYMENT:

The Director will be employed on 10.25 month contract, with salary to be set by the board of education.

EVALUATION:

The performance of the director will be evaluated by the Superintendent.

Teachers

- A. Each teacher is an instructional expert in the subjects which they are qualified to teach. Each teacher establishes classroom procedures, grades, standards, etc., within his/her classes. Teachers are encouraged to do professional reading and to be aware of innovations in their field.
- B. The teacher is responsible for the behavior of students within the classroom. Teachers should handle all minor discipline problems and should consult the administration when deemed necessary. Students who are sent to the office due to a major discipline problem should be accompanied with a disciplinary form explaining the problem, or the teacher should accompany the student to the office.
- C. Teachers are encouraged to request materials and equipment which will be beneficial to their teaching. The administration will make every effort to purchase items needed for improvement of instruction.
- D. The administration encourages teachers to attend professional meetings in their subject areas. We are proud of their affiliation with these organizations and believe that membership and attendance at these meetings has greatly improved our school.

Suggestions for the improvement of the school environment are welcomed. Teachers are encouraged to share ideas which will improve the educational atmosphere in any way. Each teacher plays an important role in our school and will make a worthy contribution to the education of our students.

Counselor

- A. The role of the counselor is to accumulate and disseminate information about students and their opportunities so they can make appropriate choices regarding educational, vocational, and personal matters. Counselors will also provide information to teachers and administrators so that the most suitable program possible may be provided for each student, and to aid students and their families in seeking help from community services not within the scope of the school.
- B. Teachers are encouraged to notify the counselor's office about those students who could benefit from a counselor's experience.
- C. Students may make appointments to see the counselor at any time. If the appointment will interfere with classroom procedures that day, the teacher is requested to suggest a future date and return it to the office.
- D. The office maintains cumulative records on each student. These records are available to all teachers and they are encouraged to use them at any time.
- E. Results of testing can be of assistance to students and teachers in better assessing individual capabilities. A program of testing will be administered to students.

RECORD KEEPING DUTIES

Home school attendance records are audited by the Department of Elementary and Secondary Education, and are an instrument of legal record. It is the responsibility of Jefferson Street Campus to report accurately and in a timely fashion to the home school regarding student attendance. We are also responsible to parents and students for an accurate account of pupil attendance. The parent/guardian will also be notified when students are absent.

Pupil Attendance: Prompt and regular attendance is essential if students are to do their best work in school. When a student is absent the teacher is denied the opportunity to teach and the student is denied the opportunity to learn. The habit of regular attendance is an important consideration for prospective employers. Prompt and regular attendance can best be achieved when the parents and school officials work together

Attendance Incentives:

In recognition of perfect attendance, the classroom teacher may

- a. Drop the lowest test score in calculating the final grade; or
- b. Include attendance classroom participation as part of the grade.
- c. Other attendance incentives will be determined by Jefferson Street Campus staff.

Procedures: Routine procedures regarding attendance are as follows: A student who has been absent from school shall check in at the office before returning to the classroom. Personnel at the Director's office will issue an admit slip which entitles the student to return to class. When a student is absent parents will be contacted.

When a student exceeds four days of absence they will be subject to a full letter grade drop per violation in every class they have missed more than 4 periods. Credits may be forfeited. A letter will inform the parent/guardian of the right to appeal the loss of credit to the Building Attendance Committee. This committee will make a recommendation to the building director. In justifiable cases, this committee may recommend that credit previously withheld be restored or be conditional upon an acceptable level of attendance /performance for a succeeding semester.

Tardiness, as well as unavoidable absences, shall be considered in determining if absenteeism is excessive.

Due Process: A parent/ guardian or student may appeal the decision of the attendance officer and/or the building attendance committee to the superintendent of schools and the board of education as permitted by policies of the school district. Any teacher or counselor may appear on behalf of a student.

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. When it appears that a student will be absent for three (3) or more days, parents are encouraged to contact the office of the director to make arrangements to pick up assignments. While absences resulting from participating in approved school activities are not counted as days absent, students are expected to keep up their studies and do make-up work as may be assigned by the teacher. Students who transfer into a class at the beginning of a semester should be allowed to make up all work, and are not to be penalized if work is of a nature where it cannot be made up.

Tardies: Excessive tardies can affect attendance and therefore *put* credits in jeopardy as well as the student's position in the program.

Errands: Do not send students from the building on errands. You are personally liable in the event of an accident. If an errand must be run, send a note to the office of the director and the matter will be handled from this point.

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 director's office. Teachers should immediately report any students seen leaving the immediate school grounds from the time students arrive until the dismissal time.

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

Grading: It is the school philosophy that each teacher set his/her own grading standards. However, the teacher should be able to justify those standards on the basis of fair and equal treatment toward each student and by professionally acceptable methods. As a rule, a normal distribution of grades is sought with a standard 70-80-90 scale, though adjustments may be made as needed. Grades are issued and the school calendar lists the exact dates. 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.

Progress Reports: These are sent to students at mid-quarter. Because this letter is only an indication of the grade at the end of four weeks, it is possible for a student to do poor enough work in the remaining weeks to make an "N/C". However, when student work declines in this manner, the teacher should make attempts to remedy the situation. A telephone call is recommended to notify parents of the sharp decline.

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. All books should be numbered before they are checked out and a list of students' texts should be kept in the classroom.

Lost And Damaged Materials:

1. Damaged or lost 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.

Purchasing Procedures:

1. Local purchases: The teacher must get prior approval from the director for a local purchase order to take to the store. The sales ticket must be turned in to the director upon return.
2. Purchase Orders: The secretary must fill out a purchase order and get approval from the director before purchase is processed.

Course Syllabus: The teacher will turn in a course syllabus to the office to be entered on the computer. Parents should receive a copy of the course syllabus no later than two weeks after the 1st day of classes.

EXPECTATIONS OF HIGH SCHOOL STAFF:

1. **Reporting:** Teachers are to report to their respective classrooms by 7:30 am. and be at the classroom by 8:00 a.m. unless assigned to building supervision.
2. **Departing:** Teachers remain until 3:15 p.m. The room should be left in good order, windows closed, shades drawn, paper off the floor, and chairs on tables if applicable.
3. Teachers with specific duties fill those duties at the time and place assigned (see duty roster).
4. All teachers should have their rooms open at 8:00 a.m. and be ready to receive students.
5. Teachers are REQUESTED to stand outside their doorways between class changes to assist with supervision.
6. High School class instruction begins at 8:30 a.m. Roll for the first hour should be taken at that time.

7. Lunch: Students remain in the cafeteria and on the Jefferson Street Campus during lunch periods. Teachers will be assigned to lunch duty as needed.

8. Class dismissal: All students are at 3:00 Monday through each week. Bus riders are to report immediately to their assigned pick up spot. Student drivers, walkers and pickups are to depart campus in an appropriate manner. Individual concerns about student behavior during dismissal will be reported to the Director. All students will be dismissed at 2:00 every Friday so teachers may participate in weekly collaboration.

9. Teachers are dismissed at 3:15 Monday through Friday. It is a general 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, the teacher should first check at the director's office and sign out.

CLASSROOM SUPERVISION EXPECTATIONS:

1. All students are to be in their room on time according to posted schedule and teachers should immediately take roll, make grade book notations and hang out the attendance report.

2. An up-to-date seating chart should be available at all times.

3. All preparations including copies, lesson plans, testing material, AV equipment and other supplies should be made well in advance of student arrival.

4. 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 everywhere it is observed in the school and at school activities. All teachers are always on duty during the course of the school day.

5. Every reasonable effort should be made by teachers to solve discipline problems before they are referred to the office. In most cases, a private conference with the student will suffice. Corporal punishment will not be administered by the teacher.

6. 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. Teachers can handle problems such as no book, no pencil, not seated, etc. . . the first few times anyway. Remember to always fill out the disciplinary forms when referring a student to the office.

7. Neither students nor teachers are to collect money or sell items for ANY purpose without approval from the director.

8. 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.

CELL PHONES: Teachers are not to use cell phones for personal calls during classes. Cell phones should be turned off so you cannot receive personal calls and interrupt student instruction and learning. Any emergency calls need to be directed to the office who will notify you and get someone to cover your class so you can take care of any emergency call immediately.

DRESS CODE:

Rationale: The Administrative Council believes that members of the Neosho R5 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 wind suits
- No low cut blouses

- No mid-drift baring attire

Examples of dress casual may include:

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

Exceptions: Special considerations should be discussed with the building administrator. On special building-wide (Principal's Advisory Council developed) or district-wide special event days, activity days, (such as field trips, workdays, etc.), attire appropriate to the activity, is acceptable.

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

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

FIELD TRIP SUPERVISION:

1. All field trips sponsored by teachers are subject to the approval of the director. 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 director to leave that student at the school.
2. 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.
3. 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. Permission slips will be signed at the time of enrollment and kept in the file. It is the teacher's responsibility to ensure the form is there before taking the student on any trip.
4. All requests for school cars should be accompanied by an approval form from the director'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.
5. 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.
6. Teachers are reminded that the students are their responsibility on all field trips and negligence of safety precautions could result in personal liability. All staff transporting students will provide a copy of proof of insurance. Any staff member not having proof of insurance on file with the director is not permitted to transport students at any time.

EMERGENCY DRILLS: (See the Emergency Handbook)

Every teacher is responsible for being 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 or an emergency.

EXTRA-CURRICULAR

1. No activities or classroom parties are to be scheduled without the permission of the director.
2. Even though there is no monetary compensation for attending extra-curricular activities, it is especially appreciated by the students, parents, administration and sponsoring faculty when teachers attend the events open to the public.
3. **School Assemblies: Teachers are responsible for the students assigned to them at the hour the assembly is called. Students should report in an orderly fashion to the assembly area. 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.**

ACCIDENTS AND SICKNESS AT SCHOOL:

1. 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:
 - a. Notify the office. The nurse or office will contact parents, etc.
 - b. Stay with the injured or ill person until help arrives.
 - c. If there is any doubt about the severity of an injury, **DO NOT MOVE THE PERSON.**
 - d. Report details of the accident to the office promptly. A written report may be requested later by the director.
2. **TEACHERS ARE NOT** to give any medication to students (aspirin, etc.). All medications prescribed, as well as non-prescription medications should be kept in the office.
3. Students who need to be sent home due to illness should be sent directly to the office and if possible, accompanied by another student. Never send a student directly home. All dismissals for illness are handled through the office.
4. All medications prescribed by a physician, as well as all non-prescription medications, should be cleared with the school nurse or director 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. All medications, prescription or over the counter will be dispersed by office personnel only. Student office assistants are NOT permitted access to the medicine cabinet or allowed to disperse any medication.

INSTRUCTIONAL DUTIES

LESSON PLANS:

1. Each teacher is responsible for weekly lesson plans. The completed lesson plan template is to be turned into the Director the Friday prior to the week lesson plans are initiated. In addition, each teacher should have an updated sub folder with rigorous, relevant, and real world application lesson plans which can be used by a substitute on short notice.
2. Provision for individual differences should be considered when lesson plans are devised.

SUBSTITUTES:

1. The director will arrange for a substitute teacher when needed. Any teacher needing a substitute should notify the director as early possible. In cases of sudden illness, the director should be notified the night before or no later than 6:30 a.m. Substitutes will be arranged for your classroom when you must be absent. Any time you are absent, an Absentee/Leave Form must be completed and turned in to the office. If you know ahead of time you will be absent complete the Absentee/Leave Form and turn it into the secretary as soon as possible. Personal days must be approved prior to you using them. Please follow procedures given to you in your addendums. (8)

2. SUBSTITUTE FOLDER

Each teacher needs to create a substitute folder. This folder needs to be in place so that a substitute would have access to necessary information to facilitate your classes. In case of an unplanned absence, teachers should have 2-day emergency lesson plans turned in to the office by the end of the second week of school, which a substitute would be able to implement with your classes. Substitutes will not have access to your computer to view your lesson plans or take attendance. Make plans accordingly.

The Substitute folder should include the below items:

- Bell Schedule
- Daily Routine Schedule & Procedures
- Attendance (use paper)
- Emergency procedures
- Lunch schedule/procedures
- Class schedule
- Class rosters
- Classroom expectations/rules/consequences
- Seating charts: location of charts or place current copies of charts in the folder.
- List of students with special needs: medical, physical, educational

Lesson plans: Please leave "substitute's unit" which may be outside of the normal sequence of the curriculum plan, but is pertinent to the course in case of an emergency. Remember to replace this plan once the substitute has taught the lesson. Simple reading assignments are not recommended. Please choose meaningful lessons that actively engage students in learning. More than enough work is better than too little. Do not count on your substitute having time to make photocopies.

Extra duties: Morning, after school, lunch, study hall.

INNOVATIONS:

Teachers are encouraged to use innovations and new methods of teaching their subject in the classroom. Ideas and innovations should be discussed with the director prior to the exercise and later with a feedback evaluation.

SPECIAL PROGRAMS:

Public Law 94-142

The Jefferson Street Campus provides a free and appropriate public education to all students with diagnosed educational disabilities, 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 special education director's office.

TECHNOLOGY:

All teachers and students are required to sign a technology use agreement.

RESOURCE SPEAKERS OUTSIDE THE FACULTY:

Whenever a teacher wishes to bring in a resource speaker from the community, the director should be consulted as early as possible to obtain his/her permission to invite the speaker to the school and to make certain there are no calendar conflicts.

SMOKING:

Southwest Alternative Education Center is a smoke-free facility.

SCHEDULE CHANGES:

1. Schedule changes after the first two weeks of the semester are discouraged.
2. Students may not enter a new course for credit after the third week of the semester without applicable transfer grades and permission from the director.

HOUSEKEEPING**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 director.

CALENDAR:

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

NEWS RELEASES:

Teachers are encouraged to inform local newspapers and radio stations of student achievements. Check with the director when assistance is needed in deciding whether to draft a news release or in how to do so. News releases are routinely sent to each of the following:

- *KBTN Radio, 216W. Spring, Neosho, MC 64850, 451-1420
- *The Neosho Daily News, 1006W. Harmony, Neosho, MO 64850, 451-1520
The School Zone, schoolzone@neoshodailynews.com
- *The Joplin Globe, 116W. Spring, Neosho, MC 64850, 451-4836

PAY CHECKS:

1 Issued: All staff members receive regular paychecks on the 20th day of the month or if the 20th should fall on a weekend, paychecks will be issued on the preceding Friday. Checks will be direct deposit.

2. Deductions:

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

3. Questions: Any questions regarding your pay check should be directed to the Assistant Treasurer/Payroll Clerk in the Superintendent's office.

4. Required information: The following information should be in the office of the superintendent before you received 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.

PRINT ROOM:

The print room is located in the hall behind the auditorium. Copy requests need the director's approval and should be submitted one week in advance.

TRANSPORTATION REQUEST:

Transportation requests for student trips are available in the office. Requests must be submitted to the director at least one week prior to the trip.

WORK ORDERS:

Work orders are submitted online for approval. Please notify the director promptly after submitting a work order. Any problem with school equipment or facilities which needs attention should be noted and submitted to the director.

SCHOOL PROPERTY:

1. 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 director.
2. 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.
3. Each teacher can serve as an example in good housekeeping habits by stressing to students to keep litter off the floor and out of the desks.
4. Before leaving each day, be sure windows and doors are locked, heaters and fans are unplugged, dishes are washed and put away. Candles are not permitted.

PROFESSIONAL RESPONSIBILITIES:

1. All teachers are responsible for knowing the Policies of the Board of Education of the Neosho R-V School District as revised in February, 1997, and the contents of this handbook.
2. Each teacher shall be held responsible for attendance at all faculty meetings called by the Superintendent or Director, and teachers are required to attend departmental meetings called by the Chairman or Director.
3. Attendance at the district / state teachers conventions is encouraged when school is dismissed for the convention
4. Professional trips, which require school time or expenditure of school funds, must have prior approval of the Director. Arrangements for transportation are made via the director through the Transportation Office.

TRIPS AND TRANSPORTATION

- a. All travel arrangements will be made by the sponsor, through the director. Request for transportation should be made one week before needed.
- b. If the activity requires being absent from school, then the sponsor should fill out a Request for Substitute form one week prior to the trip.
- c. Students must travel on school sanctioned vehicles to out-of-town events.
- d. Groups will return to Neosho immediately following activity unless arrangements have been made in advance.

- e. 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.
- f. 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.
- g. Obscene language and/or rough-house tactics will not be tolerated.
- h. The good behavior and discipline of his/her group is the sponsor's responsibility at all times.

TEACHER EVALUATION
Network For Educator Effectiveness (NEE)

Insert NEE Standards and Indicators

**Jefferson Street Campus
Office Discipline Referral Form**

Student:	Date:
Grade:	Time:
Referring Staff:	Period:

Location:

- | | | |
|------------------------------------|--------------------------------------|-----------------------------------|
| <input type="checkbox"/> Bus | <input type="checkbox"/> Common Area | <input type="checkbox"/> Restroom |
| <input type="checkbox"/> Grounds | <input type="checkbox"/> Stairway | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Cafeteria | <input type="checkbox"/> Library/Lab | |
| <input type="checkbox"/> Classroom | <input type="checkbox"/> Office | |

Behavior:

- | | | |
|---|---|--|
| <input type="checkbox"/> Inappropriate Language | <input type="checkbox"/> Technology Violation | <input type="checkbox"/> Harassment/Bullying |
| <input type="checkbox"/> Defiance/Disrespect | <input type="checkbox"/> Dress Code Violation | <input type="checkbox"/> Tobacco Violation |
| <input type="checkbox"/> Fighting/Physical Aggression | <input type="checkbox"/> Disruption | <input type="checkbox"/> Other: |
| | <input type="checkbox"/> Inappropriate Location | |

Explanation:

Administrative Action:

- Time in Office
- Parent Contact
- Referred to Guidance
- In School Suspension
- Saturday Detention
- Loss of Privileges
- ASD
- Individualized Instruction
- Out-of-School Suspension
- Lunch Detention
- Conference With Student
- Restitution
- Bus Action/Suspension
- Assistance Team Referral
- Other:

Comments:

Student Reflection Attached: Yes No

PARENTS: A copy of this referral has been given to your student or sent home for your review. We encourage you to discuss this incident with your student. Please contact us should you have any questions at (417)451-8616.

Administrator Signature

Parent Signature

ADVANCE REQUEST FOR TRIP EXPENSES INSTRUCTIONS

1. Complete form and ret
2. Upon **C.O.** approval 1 copy will be returned to the person making the request.
3. Following completion of activity, person making request must return their copy with all receipts.

Trip/Workshop/Activity _____ Date of Trip _____

Adults attending: _____ Check Needed By: _____

 _____ AMOUNTS:

1. LODGING

	<u>Requested</u>	<u>Expended</u>
_____ students for _____ nights @ \$ _____	\$ _____	\$ _____
_____ adults for _____ nights @ \$ _____	\$ _____	\$ _____
Make lodging check payable to: _____	Total \$ _____	\$ _____

Send lodging check to: _____

2. MEALS

_____ adults for _____ meals @ \$6.00	\$ _____	\$ _____
Make meal check payable to: _____	Total \$ _____	\$ _____

Send meal check to: _____

3. OTHER EXPENSES SPECIFY:

_____	\$ _____	\$ _____
_____	_____	_____
_____	_____	_____

Make check payable to: _____ **Total \$** _____

Send check to: _____

COMMENTS:

TOTAL REQUESTED: \$ _____ TOTAL EXPENDED: \$ _____
 Fill in expended column upon return Supvr. Approval _____
AMOUNT RETURNED/DUE: \$ _____

 Supervisor's Approval Code Date

For Central Office Use Only	
_____ C.O. Approval	_____ Date

NEOSHO R-5 SCHOOL DISTRICT
Neosho, Missouri 64850

SCHOOL PERSONNEL ABSENTEE REPORT!
REQUEST TO SCHEDULE PERSONAL LEAVE FORM

This report should be filed with the immediate supervisor in advance of absence immediately upon return.

I, _____ will be, would like to be, or was absent from my duties as _____ for
the date(s) listed: _____. Assignment _____ List date(s) absent _____.

PLEASE CHECK () THE REASON OR REASONS FOR THE ABSENCES ABOVE:

F — Funeral leave (as per school policy #4.410 or 4.430)

FI — Family Illness (illness of family members)

I - Illness (personal illness)

J — Jury Duty (called to serve on a jury)

P — Personal reasons approved _____ disapproved _____ Date: _____

PD — Professional / Curriculum Development (within or outside district)

SA - School Activity (supervising approved school activity)

UE — Unexcused (none of the above)

COMMENT / EXPLANATION:

DATE

FACULTY/STAFF MEMBER

PRINCIPAL / DIRECTOR

• School policy provides that the Personal Day” may be taken at the discretion of the employee, but administrators may not routinely approve the leave in conjunction with holidays, weekends, the last month of school or at times when a large number of teachers are absent. Administrators will not approve personal days requested as an extension of a scheduled four-day weekend. Such requests will be referred to the superintendent.

NEOSHO PUBLIC SCHOOLS

Neosho, Missouri

REQUISITION

DATE _____

TO _____

DELIVER TO QUANTITY _____

QUANTITY		DESCRIPTION		DEPARTMENT
----------	--	-------------	--	------------

(Please return this requisition with your invoice at the close of the month)

Ordered By

Received and check by: _____

NEOSHO PUBLIC SCHOOLS

TRANSPORTATION

Principal Approval _____ School _____ Date Requested _____

Name of Sponsor _____

Activity _____

Destination of Trip _____ How many on Trip _____

<u>Date</u>	<u>Time</u>	<u>Date</u>	<u>Time</u>
Leaving _____	_____	Return _____	_____

Location of Pick up _____

Comments _____

FOR TRANSPORTATION OFFICE ONLY

Driver Assigned _____ Vehicle Assigned _____

Comment _____

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's 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 proved 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:
Stacy Tracy, Director of Special Services
418 Fairground Road
Neosho, Mo. 64850
417-451-8682



511 Neosho Boulevard, Neosho, MO 64850

Working Together For Excellence In Education

DR. RICHARD PAGE
SUPERINTENDENT
(417) 451-8600
FAX: (417) 451-8604
rpage@neosho.k12.mo.us

CHARLES BRAZEALE
ASST. SUPERINTENDENT
BUSINESS & FINANCE
451-8600; 451-8604 (fax)
brazealecharles@neosho.k12.mo.us

GRETCHEN GUITARD
ASST. SUPERINTENDENT
CURRICULUM & INSTRUCTION
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gguitar@neosho.k12.mo.us

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DIRECTOR
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SHAWN DILDAY
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BUILDINGS AND GROUNDS
117 W. Brook Street
451-8636; 451-8638 (fax)
sdilday@neosho.k12.mo.us

GLYNDA BALL
DIRECTOR
SPECIAL SERVICES
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451-8682; 451-8684 (fax)
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BEVERLY BOWERS
DIRECTOR
FOOD SERVICES
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bbowers@neosho.k12.mo.us

JUDY MANHATTON
DIRECTOR
TECHNOLOGY
117 W. Brook Street
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jmanhat@neosho.k12.mo.us

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: **1. Conversations with family and friends, 2. Conversations with staff members without “need to know”, 3. newsletters, 4. memos to staff, 5. faculty bulletin boards, 6. newspaper articles and or photos.**



NEOSHO R-5 SCHOOL DISTRICT – HOME OF THE
WILDCATS

418 FAIRGROUND ROAD, NEOSHO, MO 64850

DAN DECKER

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451-8600; 451-8604(FAX)
DECKERDAN@NEOSHO.K12.MO.US

GLENDA CONDUCT

ASST. SUPERINTENDENT
CURRICULUM & INSTRUCTION
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TIM CRAWLEY

ASSISTANT SUPERINTENDENT
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CONNIE BRYANT

DIRECTOR
EARLY CHILDHOOD EDUCATION
FEDERAL PROGRAMS
451-8630; 451-8633 (FAX)
BRYANTCONNIE@NEOSHO.K12.MO.US

Missouri Parent Information Resource Center
(PIRC)

The Missouri PIRC serves parents, schools, and community organizations throughout the state by providing a wide range of information, training, technical assistance, and resources to help parents promote their children’s achievement in school.

The Missouri PIRC disseminates parent-related information to parents in all areas of the state. The Missouri PIRC partners provide intensive services targeted to parents in urban and rural communities in Missouri with children attending low-performing schools.

The Missouri PIRC works closely with the state department of education to provide parents timely, accurate information so that they better understand Missouri’s accountability system and the options and choices in No Child Left Behind. The PIRC training and technical assistance components assist parents and schools in strengthening their parent involvement policies, plans and activities.

The goals of the Missouri PIRC are:

- To improve parents’ ability to support their child’s academic achievement
- To expand and strengthen partnerships among parents, schools, and community organizations
- To coordinate a statewide comprehensive approach to improve student learning through parental involvement

You can access more information about the PIRC on the Neosho R-5 District website @www.neoshopublicschools.net through the Students & Parents link.

THE MISSION OF THE NEOSHO R-5 SCHOOL DISTRICT IS TO INSPIRE HIGH ACADEMIC ACHIEVEMENT AND MAXIMIZE PERSONAL POTENTIAL IN ALL STUDENTS.

Staff Welfare

Sexual Harassment Prohibited Notice

**SEXUAL HARASSMENT PROHIBITED
NOTICE
TO ALL EMPLOYEES AND STUDENTS
REGARDING SEXUAL HARASSMENT**

The Neosho R5 School District is committed to an academic and work environment in which all students **and** employees are treated with dignity and respect.

Sexual harassment of students and employees whether committed by supervisors, employees or students and regardless of whether the victim is an employee or student will not be tolerated.

Sexual harassment includes but is not limited to:

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

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

The District's Title IX Coordinator is

Name Stacy Tracy Title Special Services Director

Address 418 Fairground Road City Neosho State Missouri Zip 64850

Office Telephone Number 417-451-8680

HIPPA

511 NEOSHO BOULEVARD, NEOSHO, MO 64850
WORKING TOGETHER FOR EXCELLENCE IN EDUCATION

NEOSHO WILDCATS



State of Southwest Missouri

July 7, 2011

To parents and employees,

Asbestos is an issue we have been dealing with for many years. The Asbestos Hazard Emergency Response Act of 1986 (referred to as AHERA) was enacted by Congress in 1987. AHERA was enacted to determine the extent of and develop solution for any problems schools may have with asbestos.

We continue to have our facility inspected by the Asbestos Program Manager and their representatives. In addition a certified Inspector inspects the facility every three years as required by AHERA. All areas at this time are in a good condition (non-friable) and show no change.

A copy of the asbestos management plan is available for your inspection in our administrative offices during regular office hours. Our Asbestos Program Manager will answer all inquiries regarding the plan.

We will continue to implement the asbestos management plan. Our intent is not only to complying with, but also to exceed federal, state and local regulations in this area. We plan on taking whatever steps are necessary to insure your children and our employees have a healthy, safe environment in which to learn and work.

Sincerely,

Shawn Dilday
Asbestos Program Manager

SUPERINTENDENT
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2013 – 2014
District Calendar

INSERT HERE

BOARD POLICIES

FILE: GBCB
CRITICAL

STAFF CONDUCT

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.

**FILE: GBCC
CRITICAL**

STAFF CELL PHONE USE

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.
3. 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.

STAFF/STUDENT RELATIONS

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.

**FILE: GBLB
CRITICAL**

REFERENCES

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

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.

**FILE: GCN
CRITICAL**

EVALUATION OF PROFESSIONAL STAFF

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 districtwide 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 districtwide 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 PROFESSIONAL STAFF

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.

**FILE: GBL
CRITICAL**

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 papers.

PUBLIC COMPLAINTS

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.

**FILE: KL-AP
CRITICAL**

PUBLIC COMPLAINTS

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.

**Neosho R-5 School District
Employee Handbook Receipt**

Pursuant to Missouri and Federal regulations, employees must sign that certain information has been provided to them. In order for Neosho R-5 to document this, we have prepared this form. By signing below you are acknowledging that you have this information, and all other board policies, are available in the faculty handbook or in the board policies on-line:

- GBCB – Staff Conduct
- GBCC – Staff Cell Phone Use
- GBH – Staff/Student Relations
- GBLB – References
- GBM – Staff Grievances
- GCN/GCN-AP – Evaluation of Professional Staff
- GBL – Personnel Records
- KL/KL-AP – Public Complaints
- EEOC – Equal Employment Opportunity is the Law
- District Policy AC – Prohibition against Illegal Discrimination and Harassment
- Employee Rights under the Fair Labor Standards Act – Minimum Wage
- District Policy GDBB – Nonexempt Employee Supplementary Pay Plans (classified handbooks only)
- Employee Rights and Responsibilities under the Family and Medical Leave Act
- District Policy GCBDA (certified) and GDBDA (classified) – Leaves and Absences
- District Policy GBEBB – Drug Free Workplace
- District Policy GBEBB – Employee Alcohol & Drug Testing
- District Policy GBEBB – AP2 – Employee Alcohol and Drug Testing; Testing Procedures for Drivers
- District Policy GCBC - & GDBC – Fringe Benefits
- District Policy EBAB –Hazardous Materials
- Your Rights under the Uniformed Services Employment and Re-employment Rights Act
- Job Safety & Health; It’s the Law! OSHA
- Employee Polygraph Protection Act
- MO Discrimination in Public Accommodations
- MO Discrimination in Employment
- MO Notice to Workers concerning Unemployment Benefits
- MO Division of Workers’ Compensation Notice
- MO Minimum Wage Notice

Employee’s Signature: _____

Employee’s printed name: _____