

A decorative graphic on the right side of the page features three overlapping circles in shades of blue. Two thin blue lines intersect at the top left, forming a large 'V' shape that frames the circles. The circles are arranged vertically, with the largest one at the top, a medium one in the middle, and a large one at the bottom right corner.

2013-14

FACULTY HANDBOOK

Neosho Middle School

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

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New Staff/New Assignments 2012-2013

Certified Staff

Personnel	Subject Area	Team
John Jordon	5 th Math/Science	Brines
Jenny Steelman	5 th Spec. Ed LA	
Lucas Pryor	5 th Spec. Ed Math	
Renee Stephens	5 th Math/Science	Parker
Dusty Bratzler	6 th Spec. Ed	Brines
Jennifer Howard	5 th Computer Lab	5 th

Classified Staff

Susan Armstrong	Para
Krista Fertig	Para
Aaron Kocurek	Para
Lindsay Plumberg	7 th Spec. Ed

New Assignment 2013-14

Autumn Qualls	5A Eng. LA/Social St.	Room Change
Jenessa (Duree) McCulloch	5A Math/Science	Room Change
Tyler Eatherton	5C1 Eng. LA/Social St.	Room Change
Beth Hunt	5C2 Math/Science	Room Change
Brett Watkins	5C2 Eng. LA/Social St.	Room Change
Jacqueline Atnip	6B Science	Grade Change
Geoff Hall	6B Math	Room Change
Eric Sloan	6C Science	Room Change
Anthony Hance	6D Math/Science	Grade Change
Bill Slade	6D Eng. LA/Social St.	Grade Addition
Valarie Rider	6D Eng. LA/Social St.	Subject Addition
Sheri Madill	Art	Room Change
Kathleen Smith	T5 Speech	Room Change
Joy O'Toole	T5 Speech	Room Change

N.M.S. Policies and Procedures

1. Lesson Plans

Board of Education Policy now mandates that all teachers submit unit lesson plans to the principal. **These need to be posted on the "L" drive by 7:45 each Monday morning.** All teachers need to have a lesson plan book or notebook easily accessible on or near their desk. Please tell Terri where this will be located.

- a. Good lesson plans should address the following items:
 - Instructional focus
 - Student-friendly content objective and Language objective
 - Activity or Guided practice
 - Independent practice if applicable to the lesson
 - Materials and Resources used
 - Key Vocabulary
 - Strategies, Interventions, Depth of Knowledge, Bloom's Taxonomy
- b. See substitute section for information on substitute lesson plans.
- c. A lesson plan template can be found in the appendix of this handbook.

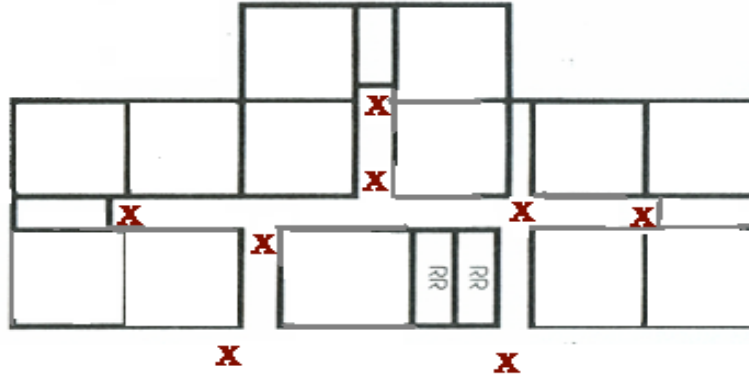
2. Video Viewing Procedure/Request Form

Video viewing will be allowed for **instructional purposes** tied to the current curriculum being taught. If the video segment is longer than 15 minutes, a request form must be completed and turned in to Dr. Fox for approval one week prior to using the video.

- a. The best practices for using video for instructional purposes include:
 - Using segments of video to gain information followed by a debriefing or discussion about the information
 - Using segments of the video to reinforce an idea or concept
 - Using segments of the video to compare or contrast information with another source
- b. The video viewing request form can be found in the Appendix section of the faculty handbook.

3. Hallway Supervision

All teachers **must** be in the hallways when their class passes. This provides a crucial element in our attempt to maintain a safe and secure school environment. Teachers are expected to position themselves at different points throughout the hallways; this can be determined by team and grade level. Remember to have a teacher or two stationed where they can monitor all four classrooms in a pod as well. Each teacher is responsible for all discipline, even students who may not be in their class or team. **With the addition of classrooms in trailers, teachers that are assigned to these rooms are responsible for monitoring students, not only in their rooms, but on the outside decks and walkways. Never should students be in these rooms without an adult present.**



- An "X" marks the teacher hallway supervision areas.
- All wings should follow the same diagram; "X" in outer hallway when students are traveling out of wing to encore, lunch, arrival or departure.
- Encore teachers should position themselves outside their rooms.

4. Homework

Homework is generally time for students to practice a skill or reflect on a concept. Teams should meet weekly and discuss upcoming homework assignments and coordinate the timing of projects to avoid overwhelming students on a given night. Homework should not be used as a daily practice for skill and drill, but rather as a way for a student to involve their family or provide them with an opportunity for exploration with higher order thinking skills. Homework should not be a major reflection of student's performance in a single class due to the varied ranges of family resources or involvement.

5. Classroom Management

Home Communication Forms & Disciplinary Referrals

In order to deal with the great variety of disciplinary issues and situations that arise, two different forms are used to document and correspond with the necessary persons.

Tips for writing a HCF or Referral:

- Spell everything correctly.
- Use complete sentences and proper grammar.
- Do not use the names of other children involved in the situation on the referral. Names and details that pertain to another student should be written separately and attached to the referral.
- Be specific with words and actions of the child.
- Provide enough details that will allow principal/parent to understand the problem.

6. HOME COMMUNICATION FORM

The Home Communication Form is to be used by any staff member to communicate with the student's parent/guardian. The purpose of this form is to provide teachers the opportunity to document and act upon positive interactions

with students, interactions that need to be passed along to the parent but are not truly misbehavior, and smaller misbehaviors.

- a. Complete one form for each student detailing the incident.

DO NOT LIST ANY OTHER STUDENTS NAMES ON A STUDENT'S FORM.

- b. This form is primarily to notify the parent/guardian of the incident. The secondary purpose is to notify the child's home room teacher so they can help keep track of incidents regarding their homeroom students and seek assistance with those children prior to small issues becoming bigger problems.

- c. If this form is used for misbehavior, The Teacher who is issuing the form should decide on the appropriate consequence.

Ex. Tutoring, Team Detention, Behavior Report, Parent Conference, Warning, Loss of Privilege, Teacher Lunch Detention, Sentences (limited number and length*), Time Out, etc.

- d. The Teacher who issues the Short Form should distribute the copies as follows:

- o **White** copy will be given to the home room teacher for filing.
- o **Yellow** copy is for the student to take home, have parents sign and return back to the teacher. (Not following this step could be seen as defiance, which might result in a consequence)
- o **Pink** copy is for the teacher's file.

* If you choose to use writing of "sentences" as a consequence, remember this is a skill we want our students to see as a benefit and there is an argument against using writing as a punishment. Writing in and of itself should never be used as a stand-alone punishment for misbehavior.

1. Discipline Referrals

The Disciplinary Referral form is used for more severe misbehaviors. The referral form is for when a student is being referred to the office and the principal. One of the administrators will deal with the child/situation and issue the consequence.

- a. Fill the referral out completely. Referrals must be as accurate as possible, because they are used for our data reports. Date of incident, time of incident, location of the incident, etc... must be included.
- b. Complete one Disciplinary Referral form for each student with whom the administration needs to deal. **DO NOT LIST ANY OTHER STUDENT'S NAMES ON A STUDENT'S REFERRAL.**
- c. Copies will be distributed as per the labeling once the incident has been dealt with.

2. Corporal Punishment

In accordance with school board policy, corporal punishment cannot be administered by anyone except a principal. As a general rule, the Neosho Middle School will not use corporal punishment in any form.

7. Tardy Policy

The tardy policy is per quarter and per class. The first and second tardy for a student results in a verbal warning. On a third tardy the student will receive a short form. The fourth tardy will result in an office referral. The office will assign tardy slips for the student to give to their teacher. Teachers will also have tardy slips to issue to students for them fill out with an explanation of why they are tardy. A tardy will not be excused or unexcused, just a tardy.

A tardy must be logged in the red grading book along with absences. This will be a running record that will allow each teacher to keep track of students' tardies and absences. This is not a suggestion, but an NMS policy to help with consistency for discipline and reporting purposes.

Attendance in your red grading books must be taken at the beginning of every class period without exception. Multiple problems have occurred due to truancy and discrepancies in reporting attendance, and this is the most accurate and beneficial way to solve them.

8. Identification Badges

Teachers should wear school identification badges or cards at all times during the school day.

9. Duty Assignment Responsibilities

a. AM Duties (Begins at 7:15 unless you have the early morning cafeteria duty)

• Patio and halls

- This duty will have four people working.
- One person should be at the following areas: By main hall next to the office, by each encore hall entrance, and on the stage.
- These four people should be supervising the entire patio from their area.

• Front porch parent drop-off

- One person needs to be stationed on the main sidewalk directing traffic.
- Second person should be monitoring students as they exit cars and assisting them as needed.

• Gym Duty

- Two teachers from each grade level will need to be stationed by their grade level specific bleachers monitoring the students.
- Teachers should be actively greeting and triaging students as they arrive.
- The teachers will dismiss their students at the appropriate times to go to their homeroom classes.

• A.M. Bus and Breakfast Duty

- Two people need to be stationed at the back of the building by the bus entrance.
- One person will be at the outside doors actively greeting and triaging.
- One person should be at the cafeteria entrance monitoring and assisting students as to where they are to sit and/or moving them to the appropriate areas for breakfast and keeping students from going down the 7th grade hall. They will also assist the elementary children in finding a place to sit and monitoring them while they are there. This person will also supervise two of the the listed paras to do the same.

- The remaining paras helping in this area will monitor the breakfast lines and assist students in getting their meals and making sure the lines are running smooth.

- There are 4 paras that are assigned to assist with this group daily.

- **Early Morning Patio Duty**

- One person will work this duty which is from 7:00 – 7:15 and the teacher on duty will need to monitor the entire patio area and make sure students do not leave and walk down the hallways, unless they have special permission.
- They will also start the dismissal process to go to the gym or eat breakfast.

b. PM Duties (Begins immediately following school dismissal)

- **Parent Pick-Up**

- This duty will require six teachers daily.
- Four teachers will be directing traffic and helping students into cars.
- Two teachers will be monitoring students who are waiting to be picked up and by watching the bathrooms in the patio, keeping the students outside and making sure they are paying attention and looking for their ride. No horseplay should be allowed.

- **Bus Duty**

- This duty will require three teachers.
- All of the teachers will be spread from North to South along the bus loading area and they should be monitoring students as they are leaving the school and loading the buses.
- The teachers need to remain on duty until all the buses have left.

c. All duty areas should have at least one 2-way radio for communicating with the office.

d. When multiple people are assigned to do the same duty, it should stand to reason that those assigned to a particular area, like the cafeteria, shouldn't stand by each other and talk. Each person needs to actively supervise the students by talking to them and proximity.

10. Letters/Newsletter

- a. Classroom/Team newsletters are to be sent home at least quarterly. A copy should be given to the principal for approval prior to the newsletter being sent home. First newsletter is due in October.
- b. News that is pertinent to the district should be sent to Sally (kocureksally@neosho.k12.mo.us) for posting on our web page.

11. Faculty Meetings

Building faculty meeting dates are the third Wednesday of the month. Faculty meetings will begin at 3:30 and end at 4:30.

- **Note** - Teachers who cannot attend the regularly scheduled faculty meeting must notify administration and attend the makeup meeting which will be held at 7:00 A.M. in the Library reference room the day after the scheduled meeting.

12. Team Meetings

a. Interdisciplinary Grade Level Meetings

- In accordance with middle school philosophy, our fifth, sixth and seventh grade teachers of core subjects have been assigned to work with a team of teachers to meet the educational, emotional, and physical needs of the middle school child. Fortunately, the schedule allows these teams of teachers the opportunity to discuss, plan, and work together to address the variety of student and educational needs. In order to establish a professional, positive student focused collaborative team, regular meetings should be held. At times principals may attend these meetings if they are needed or if the team requests that they attend. For the most part, principals will rely on a weekly **ITMM (Interdisciplinary Team Meeting Minutes) form that will be turned into Mr. Rook (Encore and 7th grade) or Mr. Jackson (5th and 6th grade) by Wednesday at 3:30.** The following bulleted items below should be put on the ITMM form so that the grade level principals can see and know what is going on in each team.
- Curriculum: Each week teachers need to discuss the objectives and subject matter he/she is teaching and getting ready to teach. Through this sharing process, teachers may identify areas to connect the information and reinforce one another's curriculum. Teachers need to identify if there is another core area with which they may connect the curriculum. Teachers should also discuss projects or assignments as well as when major tests will be given.
- Interdisciplinary Lessons: When curriculum objectives and subject areas have been discussed, determine if interdisciplinary lessons can be developed. These interdisciplinary lessons are smaller than interdisciplinary units and may include only a couple of subject areas for one or two class periods. Make the connection of the different subject areas and objectives for your students.
- Interdisciplinary Units: Each semester each team should develop at least one extensive interdisciplinary unit that involves all subject areas. These units should be objective based and include some sort of culminating activity. Plan these units in advance.
- Students: A major benefit of teaming is the opportunity to discuss student's successes and problems. Concerns teachers may have about a student's academics and/or behavior should be addressed. Remember to keep parents involved and informed about their child. List those students to whom you have mailed positive message postcards for the week as well.

b. Grade Level PLC Meetings

Professional Learning Communities

The purpose of Professional Learning Communities (PLCs) in the Neosho R-5 School District is to focus on individual student achievement and learning.

PLC collaboration will have the following components:

- Class data broken down by individual students will be brought to each meeting.

- Common agendas and record-keeping templates will be used district wide.
- Collaboration will follow a cyclical format to include (example):
 - Week 1 - Analyze formative data and develop RtI groups or individualized instruction based upon curriculum expectations.
 - Week 2 - Bring updated data of student progress. Review groups and make changes based upon individual student data.
 - Week 3 - Bring updated data of student progress. Review groups and make changes based upon individual student data.
 - Week 4 - Analyze pretest and posttest to determine gains.

Intermittent collaboration regarding NWEA or other formative assessments may be included in the cycle, however, deviation from this model format should have the approval of the building administrator.

Recommendations for Culture Core for grades 5-12:

- Week 1 - Focus on the culture of the building, recognitions, mentoring, etc.
- Week 2 - Review drop-out data (attendance, discipline, and grades)
- Week 3 - Department meeting; Special education meeting
- Week 4 - Review drop-out data (attendance, discipline, and grades)

Process Coordinators will meet in content area collaborations weekly (except for monthly special education department meetings).

Collaboration Agenda for Grade Level PLC Meetings

- **Collaboration Agenda**
- **Four Corollary Questions**
 - What do we want students to learn?
 - How will we know that they have learned it?
 - What will we do if they don't?
 - What will we do if they do?
- **Group Norms:** Develop your own and stick to them!
- **PBiS Update:**
- **SMART Goal Update:** Specific, Measureable, Attainable, Relevant, and Timely
- **Discussion of Data and Progress Monitoring:**
- **Curriculum Update:**
- **Team Members in Attendance:**

13. Committee Meetings

Staff will be asked to participate in at least one building or district committee. These committees will be meeting at least once a month before or after school and possibly during some Professional Development Days. **Committee choices may include but are not limited to: PBIS/safety team, Climate Committee/character, PLC, and district committees.**

14. Classroom Guests or Speakers

- a. Guests - All visitors to the building are to check in at the office and receive a visitor's pass/sticker. If you observe an adult in the building without a sticker, please ask them to go to the office to check in.

- b. Parents - Parents may visit their child's classroom with prior notice so that arrangements may be made. Parents may also visit and eat lunch with their child, but they will need to go to the office and obtain a visitor's pass.
- c. Children - Students or children who are not enrolled in Neosho Middle School may not attend class.
- d. Guest Speakers - If you have a guest, please make sure that the office is aware of the visit/subject and when the visit will occur. If possible, meet your guest as they enter the building and walk with them to the office to check-in and get a visitor's badge. We want our guests to feel welcome and very important.

15. Telephone

- a. Student use - Students will use the telephone only with written permission from a teacher.
- b. Teacher use - Personal long distance calls are to be charged to your home phones. Any call outside of the 451 and 455 exchange is long distance.
- c. Conference call guidelines
 - a. Inform the party being called that the call will be a conference call and tell them the name of every individual that will be participating.
 - b. Each person must identify himself/herself each time he/she speaks.
- d. **Note** - Calling parents is one of the most effective tools in a teacher's arsenal for improving student achievement, behavior and parent relationships. Make it a habit early and often and it will pay great dividends by saving time and frustrations later on.

16. Copies

Each staff member will be given a copy machine code and a monthly copy limit. These copies should only be used for school purposes. Send all copy jobs over the count of 15 to the district print room located in the High School. In an emergency, you may copy one class set but please do not make this a habit. Please plan ahead and send all handouts to the print room if it is over 15.

There are forms in the Guidance office near Mrs. Burton's desk (located in the old community room) that must accompany your print room order. Fill this form out completely, attach it to the original that is to be copied and put it in the expandable folder marked "print room" in the interschool mail (near the Teacher Center).

17. Security

For the security of all, all outside and classroom doors will be locked during the school day. Teachers must take keys with them anytime they leave their classroom in order to re-enter buildings or classrooms. Doors are not to be propped open.

Students must be taught to never let anyone from the outside in.

For your own protection and/or protection of school or club assets, no money should be kept in the building overnight or in your room when you are not present.

18. Team/Class Activities

All activities not on the normal team or class schedule need office approval before they occur. **Teachers must notify the office anytime their class is not following normal schedules (i.e. going outside or to the gym for class time) for emergency purposes or when parents come to pick up student.**

- Teachers need to carry 2-way radio with them at all times when they are at recess or any of these unscheduled activities.

19. Teacher Certification/PDC

- a. Teacher certification requirements are the teacher's responsibility.
- b. All teachers will need to make certain that their certificates remain current and meet all requirements of DESE and the Neosho R5 School District.
- c. Teachers that have certification issues must inform Dr. Fox about these issues.
- d. Teachers must also keep track and report all of their PDC hours.

20. O.S.S. (Out of School Suspension) Policy

Students that have been placed on O.S.S. will be allowed to make up all work and receive 75% credit in accordance with standard makeup policy.

21. Pledge of Allegiance

Teachers must have their classes recite the pledge to the flag. Students, who wish not to participate due to personal or religious beliefs, must still stand, but they do not have to recite the pledge. However, all are expected to behave respectfully during this time.

Neosho R5 School District Policies and Expectations

1. Board Policies

A copy of the school district board policy manual is located on the Neosho R5 website at <http://policy.msbanet.org/neosho/>. School district employees are encouraged to read the board policies and board regulations. Also, staff is required to sign the letter of acknowledgement of policies which can be found in this handbook or on the district website. Staff will also need to review the Middle School Employee Notification Notebook passed down from Central Office and sign a Middle School Employee Notification form (both will be kept in the teacher workroom).

2. School Board Expectations for Coaches and Teachers

The Neosho R-5 School Board is concerned with the way our coaches and teachers interact with the students, parents, and community. The board expects coaches and teachers to:

- Be competent
- Be competitive
- Be visible
- Be approachable
- Connect with students

- Communicate expectations to students
- Communicate expectations for parents in a positive way
- Demonstrate good character and expect students to demonstrate good character

Standards

- There is never a time to use profanity with our students.
- There is never a time to get down on a low level when dealing with students; model appropriate behaviors at all times.
- Have high expectations for students and self.
- Discipline appropriately; discipline includes training and not just punishment. It involves concern for what is best for the student.

“Coach” or “Teacher” is a title that carries a great deal of responsibility and respect—guide, example, mentor, role model, etc.

Self-evaluation questions for the coach or teacher:

- Does my example move students toward good character or away?
- What is the take-away for my students from their interactions with me?

The following policies are what the NMS Administration team believes to be important to the daily operations of the Middle School. Most can be referenced under the board policies as well.

3. New Teacher Assistance Program

Beginning teachers will participate in an entry-year mentor program and will be assigned a mentor who will initiate preparation of the beginning teacher's professional development plan and will help the teacher tailor the plan to his or her needs as soon as appropriate.

4. Teacher Cell Phone and Texting Use

Teachers are not to use cell phones for any calls or text messages during classes. Cell phones should be set so you cannot receive personal calls or text messages. 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. Cell phones may be used during planning periods. Please do not allow students to use your cell phone. Any necessary calls by students should be made in the office.

5. Teacher Dress Code

The Neosho R-5 School District Dress Code Rationale: The Administrative Council believes that members of the Neosho R-5 School District staff should conduct themselves as professionals. To be respected as professionals within our community, we believe that the way we dress is an important component of our profession and the impression our students and the community have of us. Please be sure that your dress does not violate the student dress code.

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

- No jeans of any kind except on designated days (see "Jeans" below)
- No athletic shoes
- No T-shirts except on designated days
- No wind suits

Examples of dress casual may include:

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

Jeans:

- Jeans may be worn twice a month
- One of those may be a Spirit day and the other at the administrator's choice
- Either a district shirt, building shirt or black/gold shirt to be worn with jeans
- Avoid jeans with holes or fringed hemline.
- Remember, we are proud to be a member of the Neosho Wildcat staff – let's show it with professionalism always.

Exceptions: Special considerations should be discussed with the building administrator.

- On special building-wide (Principal's Advisory Council developed) or district-wide (FCC Developed) event days, activity days, (such as field trips, workdays, etc..), attire appropriate to the activity, is acceptable.
- Staff members should provide a current letter from a physician stating any medical condition requiring special shoes or attire.
- Physical Education teachers
- Nurses (appropriate departmental attire)
- Food Service (appropriate departmental uniform)
- Custodial/Maintenance (appropriate departmental uniform)
- Bus Drivers (appropriate departmental uniform)

6. Student Attendance

Attendance data must be input into PowerSchool at the beginning of each class period. This is important for federal regulation purposes as well as keeping track of our students. You are required to keep a hard copy of your attendance in your red grading book. If you use codes, please provide a legend with your hard copy attendance book. If you are a new teacher, specific instructions on entering data into Power School can be learned from your mentor/buddy teacher.

7. Textbooks

Each teacher will use a variety of resources including textbooks in order to teach the district's curriculum to students. Certain texts will be checked out to the student. The student will be responsible for the care/condition of the textbook and the return of the textbook when collected by the teacher. Textbooks which are not checked out to the student but used for lessons will be made available to the students during class, team time, and may be checked out according to the teacher's specifications if enough copies are available. Whenever a textbook is checked out to a student, the student is liable for damaged or lost textbooks according to the books value. Check with Terri Burton for a price list of replacing textbooks.

8. Teacher Responsibility and Records

a. Grade Book

- While grade books are instruments of legal public record, under the Right of Privacy Act, grades of students are not to be available to other students. Therefore, students should not have access to the content of the grade book for any reason. However, any student has the right to know his/her own list of grades at any time.
- **The grade book is the legal document for attendance and grades.**
- The teacher's grade book with the students' grades and attendance will be turned in at the end of each school year.

b. Grading Notes

- All students must receive a grade of some form at grade reporting time.
- ELL students can only be given "S" or "U" grade if it is approved by the ELL teacher. By school policy, the ELL teachers will make the determination that an ELL student can receive letter grades only after they have mastered the language well enough to compete for a grade at a "C" level.

c. Grading Scale

A	= 95 - 100%	C	= 74 - 76%
A-	= 90 - 94%	C-	= 70 - 73%
B+	= 87 - 89%	D+	= 67 - 69%
B	= 84 - 86%	D	= 64 - 66%
B-	= 80 - 83%	D-	= 60 - 63%
C+	= 77 - 79%	F	= Below 60%

- Effort Grade = Left to the teacher's discretion

9. Report Cards

Report cards will be distributed to students for quarter grades and semester grades. Teachers will need to have grades entered into Powerschool according to the grade distribution calendar in the appendix.

10. Field Trip Guidelines

- All Field Trips and Activities must have **prior approval** from the principal even if they have been a yearly tradition!!! Please follow these guidelines. Much of this information is from the superintendent and transportation offices and affects the manner in which they can best do their jobs in the district.
- Field trips must be part of the curriculum that students are studying and should not be used for rewards, though some students may not be allowed to participate because of behavior problems. Consider the field trip as an extension of your classroom and as much a part of your curriculum as a page from the textbook.
- The teacher is responsible for providing supervision for those students who cannot attend the field trip activity and must remain at school. You may wish to trade with another teacher who will be remaining at school during the activity. Please do not expect the office personnel to supervise these children in your absence.

- d. Information about the trip must go home to the parents well within time for parents to make any special arrangements for their child. Parents should know several days before the trip that their child will not be allowed to go and specifically why that child will not go on the trip. Avoid all last minute decisions that will remove a child from the trip. Parents and children rarely understand this reason.
- e. The teacher has the responsibility of filling out the transportation request for scheduling buses when taking a field trip. However, the teacher will need the principal's signature before sending the request to transportation. Special attention will be given to other activities scheduled during that time to avoid conflicts.
- f. Since many teachers in the district will be asking for buses and there are limits to the number available, transportation has asked that all requests be sent 2 weeks in advance. The requests will be filled on a first-come-first-served basis.
- g. If you would like to reward students for appropriate behavior, grades, etc. refer to the guidelines for rewards. Field trips should be curriculum based. Reward activities should be held on school grounds or locally when possible.
- h. Teachers need to contact the cafeteria at least two weeks before a field trip if students will be missing lunch or require sack lunches.
- i. Teachers need to contact the nurse's office at least one week in advance so that she may get student medications and a first aid kit together for your trip.

11. Supervision of Students on Buses on Activity Trips:

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

12. Smoking/Tobacco Regulations

Staff members are not to smoke or use any tobacco products on school property. Any individual engaged in using tobacco products in the school building or on school grounds is in violation of Missouri law and Board of Education Policy.

13. Evaluations

Formal performance-based evaluations and informal observations will be shared between principal and teacher to help teachers to grow in their professional careers prior to formation of a yearly summative evaluation for potential renewal of the staff member's contract. We will again be using the NEE (Network of

Educator Effectiveness) as our tool for evaluating teacher, units of instruction, and professional development plans. View the NEE website at the following location <http://nee.missouri.edu/index.aspx>

14. Religious, Political, or Controversial Issues

Religious education is the responsibility of the home and church. The espousal by any teacher or staff member of any particular religious denomination or faith is strictly forbidden; however, teachers may teach about religion with information being presented at an appropriate maturity level for students.

No partisan political views may be espoused by any teacher or staff member; however, teachers may teach about political parties and politics as related to the governmental systems of the nation or world.

15. Professional Growth

The Neosho Middle School administration wants to encourage you to continue your professional growth in education. We ask that you take advantage of professional development opportunities within the district as well as state and national opportunities. We do ask that you keep in mind the district and building level plans and your professional growth goal as you investigate training opportunities.

16. Computers

- a. Each employee that will use a computer must have an acceptable use policy statement signed each year and on file in the superintendent's office.
- b. Teachers are responsible to review software policy and copyright policy. On the school's website you will find the acceptable use policy as well as board policy and regulations governing technology use.
- c. Please make special note of the unacceptable uses of the computer system listed below:
 - **SPAMMING** - the act of having your computer or other computers flooded with messages that are not necessarily of importance to you or others.
 - **CHAIN LETTERS** - messages that require you to send that message to a number of people for some consequence.
 - **CHAT ROOMS** - unacceptable unless for specially defined educational purpose.
 - **BULK MESSAGES** - sending non-school business related messages to people on a list. This includes sending membership information or newsletters to non-members of an affiliation or organization, advertising personal items for sale or solicitation for groups or organizations not associated with district or building business.
- d. **The internet should only be used for school related searches.**
- e. Remember, Neosho Internet system was established for "a limited educational purpose" and "has not been established as a public access service or public forum."
- f. Computer problems: report any problems by completing a technology work order via the intranet.
- g. Don't use printers as a copier.
- h. Printer Cartridges: each pod receives a share of printer cartridges. Additional cartridges may be bought through personal budget or personally.

- i. **All mass emails, including MS emails, can only be sent by office personnel.**

17. Copyrighted Materials Guidelines

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

- a. Copyrighted materials, whether they are printed or non-printed, will not be duplicated unless such reproduction meets "fair use" standards, or unless written permission from the copyright holder has been received.
- b. The four criteria of fair use are as follows:
 - The purpose and character of the use. Copying for commercial use or for profit is not permitted.
 - The nature of the copyrighted work. "Consumable items may not be copied." Works with royalty may not be copied. Reproduction of musical compositions, dramas, and audiovisual works is not authorized.
 - The amount and substantiality of the work being copied. Not allowed are unreasonable or excessive quantities.
 - The effect on the market and on the value of the work. Forbidden is copying to avoid purchase. If copying will negatively affect the sale of a work, copying is forbidden.
- c. The Board does not sanction illegal duplication in any form. Employees who willfully disregard the district's copyright position are in violation of the Board policy; they do so at their own risk and assume all responsibility.
- d. Under certain conditions educators may use copyrighted videotapes in the classroom for face to face instruction. The use of rented home videos for face to face instruction relating to lesson objectives is permitted only with a signed waiver from the video dealer.
- e. Classroom or school wide use of videotapes for entertainment or reward is specifically prohibited unless public performance rights have been obtained.

18. Emergency Procedures

- a. All teachers should orient their students to the different emergencies, the hazards that surround each, and the safety precautions that are necessary.
- b. Calmness and obedience are necessary for safe evacuation of the building.
- c. All teachers should practice preventive measures in each classroom and should acquaint themselves with emergency procedures and equipment.
- d. Emergency drills will be held on a regular basis.
- e. **Procedures for evacuation (campus maps) should be posted in each classroom, lab and office in each building. Please acquaint all of your students with these important safety procedures.**
- f. **In any emergency, teachers should take their grade book with them to take attendance and be able to account for their students.**
- g. Note: Each teacher should have a copy of the "Emergency Procedures Guide" flip chart which details procedures to be used in a number of emergency situations. Please be sure that a copy of that flipchart with this information is

posted near your classroom door. Notify the office if one is not available. There will be practice drills during the year covering various disaster plans.

- h. In accordance with District and State policy, the Neosho Middle School will hold the following number of drills:
- Fire-1 per quarter
 - Tornado-1 per quarter
 - Earthquake-1 per year
 - IOC-1 per quarter
 - Crisis Plan –provided separately
 - Evacuation Procedures-Red/green notebook
 - Evacuation Map – must be posted in room

-Note- If a teacher is missing any of the above material, please contact Mr. Rook.

19. Safety and Federal Policy and Guidelines

- Accident Reporting-Adult

The health and safety of all district personnel is of vital importance to the school district. The district will seek to provide safe working conditions for all staff members. Accidents do happen from time to time though. All employees must report all injuries immediately to his or her immediate supervisor (the principal) in person and by completing the district's incident report form. The principal and the nurse should be notified anytime there is an accident. If a job related accident/injury requires medical attention, the employee must pursue that medical attention in conjunction with Freeman OccuMed to be eligible for reimbursement/payment for medical attention through the Workers Compensation Fund. Even if the employee decides at a later date that they need to seek medical treatment, Freeman OccuMed must still be used.

- Accident Reporting-Student

The nurse's office has forms that will need to be completed in certain student accident or injury situations. Please work with the nursing staff to determine what information they need to complete this form. Listed below is the district policy guideline to help you know what issues will need to be documented on one of these forms.

The following guidelines are to be used to determine whether or not a report is to be completed.

A report should be completed when:

- The accident requires that a doctor be called.
- The accident results in absence of student for one-half day or more.
- The accident results in a serious injury.
- When in doubt about whether or not a report is needed, complete one.

20. Bullying Policy

- a. HAZING AND BULLYING

General

In order to promote a safe learning environment for all students, the Neosho R-5 School District prohibits all forms of hazing, bullying and student intimidation. Students participating in or encouraging inappropriate conduct

will be disciplined in accordance with building and school policy. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official.

In addition, district staff, coaches, sponsors and volunteers shall not permit, condone or tolerate any form of hazing or bullying or plan, direct, encourage, assist, engage or participate in any activity that involves hazing or bullying. District staff will report incidents of hazing and bullying to the building principal. The principal shall promptly investigate all complaints of hazing and bullying and shall administer appropriate discipline to all individuals who violate this policy. District staff who violate this policy may be disciplined or terminated.

The superintendent will provide for appropriate training designed to assist staff, coaches, sponsors and volunteers in identifying, preventing and responding to incidents of hazing and bullying.

The district shall annually inform students, parents, district staff and volunteers that hazing and bullying is prohibited. This notification may occur through the distribution of the written policy, publication in handbooks, presentations at assemblies or verbal instructions by the coach or sponsor at the start of the season or program.

b. Definitions

- Hazing – For purposes of this policy, hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity.
 - Hazing may include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing consumption of any food, liquor, drug or other substance; forcing inhalation or ingestion of tobacco products; or any other forced physical activity that could adversely affect the physical health or safety of an individual.
 - Hazing may occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or try out for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization.
- Bullying - For purposes of this policy, bullying is defined as intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of

retaliation for reporting such acts. Bullying may also include cyber-bullying or cyber-threats. Cyber-bullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyber-threats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

21. Drug Free Schools

- Pursuant to requirements of the 1989 amendments of the Drug-Free Schools and Communities Act and to the requirements of the Safe Schools Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, the District shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs to all students from early childhood level through grade twelve (12). Such programs will address the legal, social and health consequences of drug and alcohol use, and provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.
 - The District shall provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. Students may be required to participate in such programs in order to avoid suspension or expulsion if they are found to be in violation of this policy. All parents/guardians and students shall annually be provided with a copy of this policy.
 - The District certifies that it has adopted and implemented the drug prevention program described in this policy in the form required by the Department of Elementary and Secondary Education or the United States Department of Education. The District conducts a biennial review of such program to determine its effectiveness, to implement necessary changes and to ensure that the disciplinary sanctions are consistently enforced.

22. EQUAL ACCESS FOR STUDENTS

Board Policy mandates that all students receive equal access to all educational and extracurricular programs regardless of race, ethnicity, socioeconomic status and other such factors. **A student cannot be kept from being a part of a school project due to the cost of the project. For instance, if a class project costs the student \$5 for supplies, but a student cannot afford the cost, the school will pay for the project.** However, the project will belong to the school, not the student.

23. RIGHT TO PRIVACY

School Board Policy states: "Employees may be provided access to and use of District property including, but not limited to, desks, file cabinets, closets, storage areas and computers for classroom use. These items remain the property of the District and are subject to inspection by District administrators." This inspection can occur at any time and without the permission of the staff member. There is no implied right to privacy within the school owned equipment or areas.

24. Press Releases

Teachers are encouraged to inform local newspapers and radio stations of student achievements. Check with the principal when assistance is needed in deciding whether to draft a news release.

News releases are routinely sent to each of the following:

- KBTN Radio, 216 W. Spring, Neosho, MO 64850, 451-1420. Fax: 451-2526.
- The Neosho Daily News, 1006 W. Harmony, Neosho, MO 64850, 451-1520. Fax: 451-6408.
- The Joplin Globe, 117 E. 4th, Joplin, MO 64801, 623-3480. Fax: 623-8698.

You may also contact KSN, KODE, or KOAM television stations regarding student activities. Let's share with our public about the wonderful accomplishments of our students.

25. Reporting Requirements

There are certain things that all employees of the school districts are mandated by law and school board policy to report to their superiors or the appropriate authorities. Two such instances of required reporting are the reporting of violent behavior and the reporting of suspected child abuse or neglect. Listed below are portions of the Board policies regarding these two issues to help clarify staff member responsibilities.

a. Reporting of Violent Behavior

All school employees are required to notify their immediate supervisor if they have reason to believe that a student or District employee has committed any of the offenses set out below as physically or sexually abused any District student, or has possessed a controlled substance or weapon in violation of District policy. The principal will immediately report to the appropriate law enforcement agency and to the Superintendent/designee any instance where a student is found to be in possession, on their person or in their possession, of any weapon defined in Regulation or of controlled substances, or is found to have placed such substances elsewhere on school premises. For purposes of this regulation, "school premises" shall be defined to include school property, school playgrounds, school parking lots, school buses, or at school activities whether on or off school property.

Teachers and other authorized personnel who report violent acts or threats of violent acts to their supervisors in compliance with state law and in conformity with District policies have civil immunity. Teachers and other authorized personnel who act in conformity with the District's discipline policies and regulations also have civil immunity.

b. Reporting Student Abuse (Child abuse or neglect)

The Board of Education believes that school staff members are in a unique position to assist children, families, and the community in dealing with the issue of child abuse and neglect. In addition, school employees are required by law to report instances of suspected child abuse when the employee has reasonable cause to suspect that a child has been or is likely to be abused or neglected.

Child abuse is defined as any physical injury, sexual abuse or emotional abuse inflicted on a child other than by accidental means.

Neglect is defined as the failure to provide the proper or necessary support, education, nutrition or medical, surgical or other care necessary for the child's well being.

District employees who know or have reason to believe that another District employee has sexually or physically abused a student have an additional duty to notify their immediate supervisor immediately.

c. Procedure for Reporting Abuse and Neglect

When a school employee has reason to believe that a student has been or may be subjected to abuse or neglect, the employee shall immediately notify an administrator.

Upon notice of abuse or neglect, the building principal or designee will make an immediate oral report to the Missouri Children's Division (CD) by telephoning the Student Abuse Hotline.... The call will be logged with the date, time and nature of the report.

School personnel are not mandated to notify the student's parents that a Hotline report has been made.

When CD representatives interview students on District property, a school staff member will be present. (This representation will always be decided by the building principal).

The below policy is found in the Neosho R-5 School Board Policy and NMS will work within the parameters of this policy when reporting and investigating policies.

REPORTING AND INVESTIGATING CHILD ABUSE/NEGLECT

The Neosho R-5 School District and its employees will take action to protect students and other children from harm including, but not limited to, abuse and neglect, and will respond immediately when discovering evidence of harm to a child. Employees must cooperate fully with investigations of child abuse and neglect. The district prohibits discrimination, negative job action or retaliation against any district employee who in good faith reports alleged child abuse or neglect, including alleged misconduct by another district employee.

Employees failing to follow the directives of this policy or state or federal law will be subject to discipline including, but not limited to, termination, and may be subject to criminal prosecution.

Public School District Liaison

The superintendent shall designate a specific person or persons to serve as the public school district liaison(s) and forward that information to the local division office of the Children's Division (CD) of the Department of Social Services. The liaison(s) shall develop protocols in conjunction with the chief investigator of the local division office to ensure information regarding the status of a child abuse or neglect investigation is shared with appropriate school personnel.

The liaison(s) will also serve on multidisciplinary teams used in providing protective or preventive social services along with law enforcement, the juvenile officer, the juvenile court and other agencies, both public and private.

It will be the responsibility of the liaison(s) to arrange for training and information necessary to assist staff members in identifying possible instances of child abuse and neglect, including annual updates regarding any changes in the law. Additionally, the liaison is charged with implementing a planned program of personal safety and awareness education, including methods for preventing sexual abuse, that shall be provided to teachers, students and parents/guardians.

Reporting Child Abuse/Neglect

The Board of Education requires its staff members to comply with the state child abuse and neglect laws and the mandatory reporting of suspected neglect and/or abuse. Any school official or employee acting in his or her official capacity who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect, or who observes the child being subjected to conditions or circumstances that would reasonably result in abuse or neglect, will immediately make a report to the school principal or designee, including any report of excessive absences that may

indicate educational neglect. The school principal or designee will then become responsible for making a report via the Child Abuse and Neglect Hotline to the CD, as required by law. This policy does not preclude any employee from directly reporting abuse or neglect to the CD; however, the school official or employee must notify the school principal or designee immediately after making a report.

In accordance with law, if a student reports alleged sexual misconduct on the part of a school district employee to an employee of this district, the employee who receives the report and the superintendent shall forward the allegation to the CD within 24 hours of receiving the information.

The school principal or designee will inform the superintendent or designee and the liaison(s) that a report has been made and will keep them aware of the status of the case. The school principal or designee may also notify law enforcement or the juvenile office when appropriate. If the school principal or designee has reason to believe that a victim of such abuse or neglect is a resident of another state or was injured as a result of an act that occurred in another state, then, in addition to notifying the Missouri CD pursuant to this policy, he or she may also make a report to the child protection agency with the authority to receive such reports, pursuant to law, in the other state.

Investigating Child Abuse/Neglect

Except in situations involving sexual misconduct, when the CD receives a child abuse report alleging that an employee of the district has abused a student, the report shall be immediately referred to the superintendent (or the president of the School Board in situations concerning the superintendent), who will conduct an initial investigation. If the initial investigation determines that the report relates to a spanking by a certificated district employee or the use of reasonable physical force against a student for the protection of persons or property by any district personnel administered pursuant to district policy, or if it is determined that the sole purpose of the report is to harass a district employee, the report will be investigated as detailed below in accordance with law. All other reports of any nature will be immediately returned to the CD for investigation, and the superintendent (or Board president, if applicable) will take no further action.

Harassment, Spanking or Protection of Persons or Property

If the report relates to a spanking by a certificated district employee or the use of reasonable physical force against a student for the protection of persons or property by any district personnel administered pursuant to district policy, or if it is determined that the sole purpose of the report is to harass a district employee, the superintendent, Board president or a designee of either will notify the juvenile officer of the county in which the alleged incident occurred. The district will jointly investigate the matter with the juvenile officer or a law enforcement officer designated by the juvenile officer. The superintendent, Board president and their designees are authorized to contact and utilize the district's attorney to assist in the investigation.

Once the investigation is concluded, the juvenile officer or law enforcement officer and the investigating district personnel will issue separate reports of their findings, no later than seven days after the district receives notice of the allegation from the CD. The reports must contain a statement of conclusion as to whether the preponderance of evidence supports a finding that the alleged incident of child abuse is substantiated or unsubstantiated. The Board will consider the separate reports and will issue its findings and conclusions, if any, within seven days after receiving the last of the two reports. The findings and conclusions will be made as required by state law and will be sent to the CD.

Sexual Misconduct Involving an Employee

The district takes all allegations of sexual misconduct seriously, regardless of the source. When an allegation is made, district employees will immediately take appropriate action to protect students and other children, which will include reporting to the CD in accordance with Board policy and notifying the superintendent. The superintendent or designee will contact law enforcement, suspend the employee pending an investigation, and begin an investigation.

In accordance with law, if a student reports alleged sexual misconduct on the part of a teacher or other employee of a school district to a district employee, the employee who receives the report shall notify the superintendent immediately and forward the allegation to the CD within 24 hours of receiving the information. The superintendent will also forward the allegation to the CD within 24 hours of receiving the report. The CD will investigate all allegations of sexual misconduct involving district employees.

Referral to the Office of Child Advocate for Children's Protection and Services

If the CD determines that a report of child abuse or neglect is unsubstantiated, the district or a district employee may request that the report be referred to the Office of Child Advocate for Children's Protection and Services for additional review.

Information from the Children's Division

In accordance with law, as mandated reporters district employees reporting child abuse and neglect are entitled upon request to information on the general disposition of a report of child abuse or neglect and may receive findings and information concerning the case at the discretion of the CD. The CD will also notify the district when a student is under judicial custody or when a case is active regarding a student.

Any information received from the CD will be kept strictly confidential in accordance with law and will only be shared with district employees who need to know the information to appropriately supervise the student or for intervention and counseling purposes. All written information received by any public school district liaison or the district shall be subject to the provisions of the Family Educational Rights and Privacy Act (FERPA). Information received from the CD will not be included in the student's permanent record.

Immunity

In accordance with law, any person who in good faith reports child abuse or neglect; cooperates with the CD or any law enforcement agency, juvenile office, court, or child-protective service agency of this or any other state in reporting or investigating child abuse or neglect; or participates in any judicial proceeding resulting from the report will be immune from civil or criminal liability.

Any person who is not an employee of the district and who in good faith reports to a district employee a case of alleged child abuse by any district employee will be immune from civil or criminal liability for making such a report or for participating in any judicial proceedings resulting from the report.

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26. Transportation of Students

Board policy states the following:

- The following requirements will be enforced when transporting students in vehicles other than district buses or common carriers:
- Vehicles must be properly licensed and display a current safety inspection sticker.
- Vehicle driver must have a current Missouri operator's license.
- Vehicles must be equipped with operable safety restraints.
- Vehicles must be insured by current liability insurance.
- Before any staff member transports any student in their own personal automobile, they must have provided a copy of up to date insurance card to the central office.

27. Sexual Harrassment

It is imperative that all school employees avoid all perception of inappropriate contact and relations with students and fellow staff members. Employees should clearly understand the level of professionalism required in the district.

Board Policy on Sexual Harassment states:

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

It shall be a violation for any employee of the School District to harass another staff member or student through conduct or communication of a sexual nature.

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

Policy on Harassment--Nondiscrimination and Student Rights further states:

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

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

It shall also be a violation of District policy for any teacher, administrator, or other school personnel of this District to tolerate sexual harassment or harassment because of a student's race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation, as defined by this Policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the School District.

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

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

Please read this information closely. Please also be aware that you are responsible for knowing and understanding the provisions of the School Board Policy Regulations. These can be accessed from the Neosho R5 Website and are also posted in the faculty planning room.

28. Special Education and IEP Meetings

Changes made in the State Regulations as a result of the Reauthorization of the Individuals with Disabilities Education Act (IDEA) 2004 have been put into place and will affect how IEP meetings are conducted. At every IEP meeting, a Special Education Teacher, Regular Education Teacher, and LEA must be in attendance for the entirety of the meeting. No longer may teachers or an LEA provide input, written or verbal, and leave without participating or minimally attending the entire meeting as a member of the IEP team. Please note that not only are regular education teachers required to be in attendance at these meetings in accordance with Federal and State Law, board policy also states that "In addition to the teaching day, certificated staff are required to attend scheduled staff meetings, parent conference days, IEP meetings, and other meetings as may be determined by the administration and Board of Education."

29. Volunteer Policy

Letter submitted to all volunteers working around students.

Dear Volunteer,

Thank you for your interest in serving as a volunteer in the Neosho R-5 School District. The Board of Education recognizes that community and parent volunteers make valuable contributions to the district's schools and encourages volunteer participation in district programs. Further, parent and community involvement are essential components of high student achievement. The Board endorses a volunteer program and expects its professional staff to encourage and strengthen community and parent involvement in the schools.

As a protection for the students in our district, we require volunteers to provide information to verify that they are appropriate candidates for volunteering in our schools. Volunteering in the district is a privilege, not a right. The district may decline the services of a volunteer. Volunteers will work under the direction and supervision of district staff.

Please fill out the required volunteer registration information. Background checks will be done and you will be notified if you have been approved to serve as a volunteer.

30. Volunteer Form

The following form will need to be filled out by all volunteers that will be working in our district so that a background check may be conducted.

Neosho R-5 School District Volunteer Form

I give consent to the Neosho R-5 School District to obtain information referencing my criminal history. It is understood that this information is to be used solely for the purpose of obtaining background information pursuant to my desire as a school volunteer and the information will be handled with confidentiality.

Full Legal Name _____

Social Security Number _____

Date of Birth _____

Present Address _____

Phone Number _____

E-Mail Address _____

Name of Volunteer's Student (If applicable) _____ School _____ Grade _____

Employer _____

Address _____

Phone Number _____

Have you ever been convicted or pled guilty or "no contest" to any offense in a court of law? Yes ___ No ___

Have you ever been convicted of a sex, alcohol, or drug-related offense? Yes ___ No ___

Have you ever been convicted of a dangerous crime against children? Yes ___ No ___

School Volunteer Confidentiality Agreement

I understand that in the course of my volunteer time with the Neosho R-5 School District, I may become aware of confidential information about specific students. This information may include such information as students' grades, academic performance, behavior, disabilities, and related matters. I understand and agree that I will not disclose such confidential information except to school employees that have a need to know.

Volunteer Signature _____ Date _____

31. DIGITAL MILLENNIUM COPYRIGHT ACT

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

- Outlaws the manufacture, sale, or distribution of code-cracking devices used to illegally copy software.
- does allow the cracking of copyright protection devices, however, to conduct encryption research, assess product interoperability, and test computer security systems.
- provides exemptions from anti-circumvention provisions for nonprofit libraries, archives, and educational institutions under certain circumstances.
- In general, limits Internet service providers from copyright infringement liability for simply transmitting information over the Internet.
- Service providers, however, are expected to remove material from users' web sites that appears to constitute copyright infringement.
- Limits liability of nonprofit institutions of higher education -- when they serve as online service providers and under certain circumstances -- for copyright infringement by faculty members or graduate students.
- requires that "webcasters" pay licensing fees to record companies.
- requires that the Register of Copyrights, after consultation with relevant parties, submit to Congress recommendations regarding how to promote distance education through digital technologies while "maintaining an appropriate balance between the rights of copyright owners and the needs of users."
- States explicitly that "nothing in this section shall affect rights, remedies, limitations, or defenses to copyright infringement, including fair use..."

32. PUBLIC NOTICE

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

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

All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the district

relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Education Rights and Privacy Act (FERPA). You may contact your local district, if you wish to review the requirements provided by FERPA.

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

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

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age 20 who reside in the district or whose parent/legal guardian resides in the district. This census is compiled as of May 1 each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child; parent/legal guardian's name/address; birth date and age of each child; and each child's disability or suspected disability. Should the district fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact your school district.

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

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

Teacher Procedures

1. Teacher Sign-Out Notebook

Teachers are **required to have administrator approval** and sign out in the office each and every time they leave campus for any reason. A notebook in the office has a sheet for each teacher to log these times. Regularly occurring events such as coaching duties should be typed and attached to the teacher check-out sheet.

2. Work Hours

Teachers should be in or near their classrooms by 7:35 preparing to receive students. Teachers that are not on duty need to be outside of their door greeting students at 7:40. If you have morning supervision/duty, you must be at your duty post by 7:15 am. Teachers are expected to remain in the building from 7:30 until departure time of 3:20. **Your Plan Time is considered contract time not free time. If you have a legitimate reason to leave during the day or leave early, you must have prior administrative approval and sign out in the office.** Afternoon duty will last until 3:30.

3. Friday Early Release for Collaboration

Each Friday students will be released at 2:20 so that teachers can collaborate within their buildings and throughout the district. Remember; due to the investment of our board in providing early outs on Friday please DO NOT make doctor's appointments or personal plans for Fridays. Those days will not be approved and if it must be taken on Friday documentation will be requested.

4. Substitute Folder

- a. Each teacher needs to create a substitute folder.
- b. This folder needs to be in place so that a substitute would have access to necessary information to facilitate your classes.
- c. Please e-mail Terri the location of your substitute folder by the end of the second week of school. Notifying team members of where your substitute folder is located in your classroom is also a good idea.
- d. In case of an unplanned absence, teachers should have lesson plans which a substitute would be able to implement with your classes.
- e. Substitutes will not have access to your computer to view your lesson plans or take attendance, so please plan accordingly.
- f. The Substitute folder should include the below items:
 - Bell Schedule
 - Daily Routine Schedule & Procedures
 - Attendance procedure (use paper)
 - Locker procedures & leaving the room procedures
 - Lunch schedule/procedures
 - Class schedule
 - Class rosters
 - Classroom expectations/ rules/consequences
 - Team procedures
 - Team member names or who to see for assistance

- Seating charts: state the 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 a "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.
- Emergency procedures (storm, fire, earthquake, IOC)
- Extra duties: Morning, after school, hall, cafeteria, etc...

5. Substitute Request Procedures

- Substitutes will be arranged for your classroom when you must be absent.
- Any time you are absent, an Absentee/Leave Form ("Blue Form") must be completed. These "Blue Forms" need to be filled out anytime you must be gone, even if you do not need a substitute. Please give these forms to Terri Burton.
- 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 your using them.
- In case of sudden illness:
 - Contact Doretta Fox at 417-850-0452. She will follow the procedure to arrange a substitute for you for the day.
 - If you cannot speak to Dr. Fox directly to request a substitute for an absence, leave a message with the information including the location of your substitute folder and lesson plans and also call Terri Burton at extension 1302 and leave a message with her as well.
 - Please call in the evening before you need a substitute if possible. (no later than 10:00 P.M.).
 - If you discover you need a substitute in the morning, call before 7:00 A.M. After 7:00 AM, it will be difficult to reach someone to arrange a substitute.

6. Fax Machine

- Students are not permitted to use the fax machine without permission of the principal.
- Faculty & Staff may use the fax machine; however, large personal documents should not be sent or received. Incoming faxes now come to the secretary's computer and will be printed by her and given to the recipient.

7. Conferences

- Student
 - Student conferences are to be used by teachers or teams to meet with students who need to be motivated, encouraged, reprimanded, or rewarded in both academic and behavioral areas.
 - Teams will need to set aside a small amount of time for RTI to discuss with students the reasons why they did not receive their privileges card through PBIS. The teacher will work through an RTI form that will notify students of

reasoning for missing privileges based on the PBIS matrix. There will also be a section for teaching and listing the expected behaviors set by the team.

- Just as a parent should not discipline when angry, a teacher or team, should conference with a student in a calm and positive voice and manner.

b. Parent

- Parent/Teacher conferences are held after completion of the first quarter. Notes should be sent home or phone calls made requesting a conference. Team/Homeroom and Special Education Teachers are expected to meet with as many of their students' parents/guardians as possible. Face to face conferences are preferred but if that is absolutely not possible, teachers may hold phone conferences. Teachers may also make home visits. Before going on any home visit, please visit with your principal. Encore teachers are expected to be available to meet with parents and to schedule meetings with any parents of children with whom they are having concerns.
- Teachers are to give to the office secretary a copy of their completed conference schedule the week of conferences so they may be able to answer questions when people call.
- After conferences are completed, teachers will need to turn in a report to the office the number and type of conferences which they held.
- Teachers are encouraged and expected to conference with parents and/or guardians through-out the school year as the need arises.
- Parent conferences may be held by individual teachers, however team conferences with parents can be beneficial for parents as well as teachers as it gives all parties the opportunity to contribute information and interventions to assist in the success of the child.

8. Conference Periods

- a. This period will be spent according to teacher, team, department, administrative needs: conferring with parents, library research, planning work, developing curriculum, planning class or team activities, organizing lessons & materials, grading, completing weekly team outline, etc...
- b. Keep a record of parent contacts within your team or classroom to be available for future reference if necessary.
- c. A conference period is part of a teacher's contracted day, as such should be used for school preparation. Teachers should not use their conference period for personal errands.
- d. If a teacher must leave the building, he/she must sign out and sign in at the office.
- e. Office personnel should be able to locate you on your conference period.
- f. Teachers must be available for parent, IEP, and individual academic progress meetings.

9. Announcements

- a. All-school announcements need to be given to the office prior to the day of the announcement.
- b. The Jackson/Brant Show will give student announcements. Immediately following, teachers must have their classes recite the pledge to the flag.

Students, who wish not to participate due to personal or religious beliefs, must still stand, but they do not have to recite the pledge. However, all are expected to behave respectfully during this time.

- c. All-school announcements may also be given at 3:00 PM.

10. Recognition of Students

- a. Please use the hallway tack strip and the patio trophy cases to showcase student work. Talk to Sally in the office before placing things in the trophy case on the wall by Mr. Jackson's office.
- b. Students may be brought to the office for special positive recognition. Please schedule these appointments ahead of time.
- c. Contact media sources (local newspapers, television media) of any special activities, programs, or student accomplishments.
- d. Contact parents through phone calls, newsletters, letters, or positive message post cards about student accomplishments.
- e. Other recognition will be done through the PBIS Program on a short, medium, and long range basis.

11. Purchasing and Supplies

- a. PLEASE KEEP IN MIND THAT DUE TO THE STATE POLITICAL CLIMATE AND STATE BUDGET CUTS, OUR SCHOOL BUDGET IS VERY LIMITED.
- b. Board Policy mandates that we purchase locally if possible. The general rule is that all items should be bought locally unless the local price is 15% higher than the non-local price.
 - Any professional staff member wishing to make a purchase for instructional purposes is required to follow these procedures:
 - Obtain permission from your building principal to make the purchase.
 - Complete a requisition listing items, pricing, name, and address of company. (A phone or fax number will speed up the process). Give this to your building secretary to type a purchase order.
 - The secretary will forward the purchase order to the building principal for signature/approval.
 - Once approved by the principal it will be forwarded to the Central Office for approval.
 - For local purchases (Neosho basically), you may request to take the purchase order to the local merchant and purchase the listed item(s). If the total purchase is not over \$50 a Local Requisition may be used (The school secretary will determine which form to use) (SEE #8) IF YOU DO TAKE THE PURCHASE ORDER, YOU MUST BRING THE COPY AND THE RECEIPT BACK TO THE OFFICE AFTER THE PURCHASE. The secretary will then forward it to the central office for payment.
 - For non-local purchases, the central office staff will order the item.
 - After it has been ordered, the building will be notified by the SISFIN computer system that it has been ordered.
 - For Wal-Mart or Price Cutter purchases, you will have to take a credit card with you and follow the directions as outlined on the sheet that will be attached to the card.
 - Purchasing from SAM'S CLUB:

- Complete the purchase order steps as outlined in above. In addition to the above information you will need to state the day you wish to purchase the items. (If you are not sure of the cost, you may put an amount not to be exceeded).
 - Once approved at the Central Office, an authorization to charge will be faxed to SAMS.
 - You will need the original purchase order and authorization to charge to take with you. You may either have it sent back to your school or go and pick it up from the Central Office.
 - With these items in hand you may then go to SAMS to purchase your items.
 - Return the original cash register receipt to the Central Office for payment.
- Additional Information:
 - End of year purchase orders are discouraged.
 - Employees who purchase an item before district approval is received will be liable for the cost of the purchase.
 - The school district is sales tax exempt. Therefore, as a general rule the district will not reimburse employees for sales tax incurred when they have made purchases of good/services. Following established purchasing procedures will help the district avoid this problem...
 - There will be limited reimbursements and for the ones that are allowed please refer to the following letter from Rob Singh – Business and Finance Dept. in Central Office.

Method for expense reimbursements

We will be using a monthly expense report format. The document is posted on the school website. Click on the "Staff Resources" link and download the "Expense Report." There are also instructions posted under the "Expense Report" that may be helpful.

Please use this form for any work related expenses beginning 8/1/12. These expenses include school mileage, mileage to conferences, meal reimbursements, supply reimbursements, etc. Log all expenses for each month on one sheet. At the end of the month, print out the report and submit it to each applicable supervisor. You may have to submit your report to more than one supervisor. For example, you may have expenses to be charged to your school building and Title I.

Reimbursements will be made by direct deposit the following month on pay day. For example, expenses incurred between 8/1/12-8/31/12 will be deposited on 9/20/12.

If you have any questions or concerns, feel free to email me or call me at ext. 1103.

Rob Singh Accounting Neosho R-5 School District 417-451-8600 ext. 1103

12. Work Orders

A work order must be completed anytime an employee encounters problems with:

- Any technology or related software, printing, etc...
- Building maintenance
- Building equipment malfunction

Note – If there is a dangerous situation with any of the above, inform a building administrator immediately and then follow up with a work order.

Work orders are done in a program known as "School Dude" and all staff will be given training on this.

13. Calendar/Activity Scheduling Procedures

With a building as large as the Neosho Middle School, there is always a great deal of events and activities going on throughout the campus. Add to that the vast number of district activities that are scheduled for this campus and this building becomes extremely busy very quickly. Activities and field trips must be approved by Dr. Fox prior to scheduling them on the calendar. We have numerous calendars and scheduling procedures of which we all need to be aware to avoid conflicts.

Most of these procedures are listed below:

- **School Calendar** - The large 3-Month calendar on the wall across from the front office counter is basically the main Middle School calendar. All events that will require taking students off campus or any activity during or after school need to be included on that calendar. Please report any activities that need to be on that calendar to the secretaries and they will put those events on the calendar.
- **Calendar for Specialty Rooms** - Use School Dude to reserve these rooms which are available for meetings, class activities, concerts, practices and so forth. Reservations are made on a **FIRST COME-FIRST SERVED** basis for all of these areas. We have a form available in the office to fill out if you need the custodians to set up the room in a specific manner.
- **Library Reference Room/Library Services** - The library staff will maintain a calendar for any of their services including use of the Library Reference Room. Contact the library staff for more information.
- **Display Cases** - There will be a sign-up sheet in the teacher work room for the various display cases around the building. If you wish to display student work, projects, etc... in one of these cases, consult the calendar.
- **Computer Lab** - If you would like to take your class into the 5th 6th or 7th grade computer labs, please check in the computer lab for the computer sign-up schedule.
- **Weekly Tutoring Schedule** - After-school tutoring days will be Monday, Tuesday, and Thursday from 3:15 to 4:15 PM. Each team must provide a tutoring schedule to the office with teacher name, location, and start and end times of the tutoring session. Please have a student deliver the sign-in sheet daily by 3:30 to the office. Also, please keep in mind that students need to be supervised until they are picked up by parents.
- **Intramural Calendar** - The office will be working with Mr. T. Branscum, our intramural coordinator, to develop an intramural calendar so that all intramural activities will be listed.

Five other items of note regarding scheduling of activities:

- With the numerous district and community activities in this building along with our own curricular, co-curricular, sports and intramural activities, scheduling is challenging and we must all work together to avoid conflicts.
- ANY TIME your schedule is going to vary from your normal schedule that is on file with the secretaries, **please notify the secretaries of the change.** This is necessary so that they can find you and/or your class should someone be needed to check out or be called to the office for some reason.
- ANY TIME your schedule change will create a difference in the lunch count, the cafeteria staff must be notified. Things like pizza parties instead of

lunch, field trips, etc, could all cause a group of students to not eat and throw our lunch count off.

- Please consult the FIELD TRIP GUIDELINES section of this book and be sure to notify the office, cafeteria and transportation staff as well as parents as outlined in those guidelines before any field trip.
- Please send a copy to the office of any handouts that you send home with students that might have schedule information or changes on them.

14. Payday Information

Paydays will be the 20th of the month or the Friday before if the 20th falls on a legal holiday or the weekend. All staff is now on direct deposit for their payroll check. Your payment will be deposited as of midnight on the day listed below. If you need to change your direct deposit bank or bank account, or any of your withholdings from your check, it must be done by the FIRST OF THE MONTH preceding the payday to allow the central office and the bank processing time.

15. After -School Activity Supervision

General guidelines for students staying after school for tutoring, sporting events, ASD, etc... are as follows:

- a. Students are to never be left alone or be allowed to roam the campus unsupervised.
- b. **All students must be picked up from the event before the supervising teacher/coach leaves, this includes regularly scheduled practices. If you have a conflict, it is the responsibility of the supervising teacher/coach to have a back-up plan in place.**
- c. Teachers should never allow themselves to be put in compromising situations. Protect yourself at all times.
- d. Students should never be taken home by a teacher without administration permission.
- e. If at all possible, never wait alone with a student; try and find another adult to wait until the student is picked up.

Student Procedures

1. Homework Center/Zero Hour

This is an independent study time when students work on homework and a teacher is available for assistance when needed.

2. Tutoring

Tutoring, one-on-one or small groups, is a prescriptive re-teaching session that has been developed based on the specific needs of a student.

3. Student Passes

Any time a student leaves the classroom, a teacher will issue a hall pass indicating the time and location where the student is traveling. This is a universal hall pass that is supplied by the office. All students that are not traveling with a staff member are required to have a pass. Please keep a sign-out/in log-sheet for student to sign as they leave and return to your room.

4. Office Sign in for Students

Students who enter the office to visit with a counselor, principal or nurse are required to sign in at the office and must have a pass from a teacher. Students who are picking up or dropping off forms or messages are not required to sign in.

5. Nurse/Health Office

The purpose of the school health program is planned around the idea of "keeping the well child well." The school nurse is responsible for applying the science of nursing so that the health level of the student is maintained and improved. By improving student health and hygiene the teacher can obtain improved scholastic results.

- a. Students that are ill or have minor injuries should be sent to the health office with a hall pass.
- b. Teachers should call the office via the intercom or radio to get assistance for students with serious illness or injuries.
- c. If you are in doubt about whether to send a child to the nurse, call for the nurse, or keep the child; err on the side of caution and let the nurse decide what treatment the student needs.
- d. Remember to keep a log of nurse visits and if you think a child is abusing the system, we will need to make a call to the parent/guardian and have the teacher, nurse, and administrator make a decision as to the frequency of nurse visits.
- e. Three items regarding medication for students should be noted here:
 - Students are to turn in all medications to the nurse's office (except inhalers as noted below)
 - Self-Administration of Medication--Students with asthma or any potentially life-threatening respiratory illness may carry with them for self-administration metered-dose inhalers containing "rescue" medication..... A permission form for self-administration is required.
 - Remember that medical information falls under the guidelines of FERPA and should only be discussed with those who need to know.

6. Postcards

Positive notes home are encouraged. Postcards are located in the office for you to use in order to quickly drop a positive message to a parent. Every child during the first semester needs to receive a "POSITIVE" postcard from school. The note should be specific regarding the child. Postcards should also be scattered out in the mailing cycle so every child in your class does not receive one the same week. (3 or 4 a week until all are contacted) The postcards are to be used all year long to encourage and recognize students' accomplishments and positive choices.

7. Team Time/Outside Activities

- a. Supervisors have discretion when applying these guidelines.
 - Supervising teacher(s) will determine playground equipment and play area to be used for recess/team time. Students may not play in the weeded area to the east of playground and must be in the duty teachers' lines of vision at all times.
 - Students will attend a supervised classroom if they cannot go to recess/team time because of health reasons, discipline referral, study time, horseplay in hallways, or teacher's discretion.
 - Rules established in the PBIS matrix should be taught and reinforced.

8. Supervisory Guidelines for Playground Duty

- a. Proper supervision is a very important issue. A helpful acronym to remember proper supervision techniques is HELP:
 - H-How kids play (be aware of potential problem areas and actions)
 - E-Eye contact (scan your area every 20 seconds)
 - L-Limit the number of kids (on any one piece of equipment/area)
 - P-Proximity (keep moving)
- b. There should be a minimum of at least 1 teacher per 50 students supervising students outside.
- c. The middle school provides two way radios that are always monitored by office and health office personnel. A radio should always be taken with you for any outside activities. This radio would be available to you in case of an emergency as well as allowing the office personnel to find you or a student if needed.
- d. Teachers will monitor all areas and all students. An unseen student for any amount of time is a major liability risk and is the supervising teacher's responsibility.

9. Excessive Heat/Extreme Cold Policies

- a. According to central office, we now have a district wide policy for outside activities during times of excessive heat.

The policy is:

- When the temperature is above 100 degrees Fahrenheit, no children will participate in any outdoor activity that is not necessary.
- When the temperature is above 100 degrees Fahrenheit, children will be allowed, when approved by the principal of the school, to have recess indoors in the gymnasium under close supervision.
- When any heat advisory WARNING is given for the Neosho area, no children will participate in any outdoor activities.

- b. It is the policy of Neosho Middle School that whenever the temperature is below 32 degrees Fahrenheit or if the wind chill is below 32 degrees Fahrenheit, there will be no outside activities that are not needed, including recess.

10. Lunch Time

Students will be able to deposit money into their breakfast/lunch account when the cashier comes to their rooms. The cafeteria cashier will be going to classrooms daily to collect students' money. On Monday and Friday, students may go to the cafeteria office to make a deposit into their account between 8:15 and 10:00 am.

Each morning, fifth and sixth grade homeroom teachers will take a meal order/lunch count to be turned into the cafeteria office by 8:30 am. Students are not permitted to get a different meal order once the order/count has been sent to the cafeteria office.

11. Lunch Time Expectations

Teachers have assigned sections in the patio at which their students should sit each day. Due to the tight schedule of lunch, teachers need to bring their students on time and pick them up on time.

12. Textbooks

- a. Students - Each text should be stamped with the name of the school, number, and price before issuing. All supplementary and reference books should be stamped. Teachers' initials should be placed by the book number.
- b. Record - Keep a record of each book issued by number. Students are responsible for the condition of books.
- c. Parent Notification-In your class syllabus to parents; state which of your textbooks are checked out to each student, which are "in-room only" use, and which may be checked out for short periods.

13. Guidance Counseling Department

The school guidance counselors are available to help you identify students who might require assistance beyond your expertise. Students may fill out a request for an appointment with a counselor or teachers may request a counselor to meet with a student.

Curriculum and Instruction

1. Curriculum

Teachers are expected to keep track of the expected scope and sequence of each of their classes based on federal, state, and local requirements. Curriculum guidelines provided through Common Core State Standards or Grade Level Expectations (GLE's) will be evaluated in the form of state and national testing.

2. Assessments

- a. **Formative Assessment:** On-going assessments throughout each quarter will be given. These assessments can be informal assessments such as conversations, conferences, entrance and exit tickets, review games, etc.
- b. **Summative Assessment:** Multiple common assessments will be given to each student during the year. All of these assessments are to aid in the summative evaluation at the end of each quarter or a unit of study, which will reflect the students' grade. The common assessments will also be used in school wide analysis for prescriptive instruction.

These may also be formal assessments such as paper pencil test or project-based learning.

3. Grading

Grades are given as evidence of learning. In order to have an accurate picture of student learning multiple pieces of evidence need to be shown before a mastery grade is taken.

- a. ALL Student behavior should not be included in grades.
- b. Late work should not penalize their grade.
- c. Extra credit and bonus points should not be figured into a grade.
- d. In group projects each student will be assessed individually based on their contribution.
- e. Don't include zeros in student grades.
- f. All grades have to be linked to some type of mastery of learning.

O'Connor, K. (2011). *A repair kit for grading: 15 fixes for broken grades*. Boston, MA: Pearson.

The following policies are the ones deemed necessary for inclusion in the faculty handbook by the Neosho R-5 Board of Education for the 2013 – 14 school year.

Policies for Employee Handbooks

**FILE: AC
CRITICAL**

PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION

General Rule

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

The Board also prohibits:

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

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

Additional Prohibited Behavior

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

Boy Scouts of America Equal Access Act

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

Interim Measures

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

Consequences and Remedies

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

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

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

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

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

Definitions

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

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

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

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

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

Sexual Harassment – A form of discrimination, as defined above, on the basis of sex. Sexual harassment is unwelcome conduct that occurs when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the district's programs and activities or the conditions of employment. Sexual harassment may occur between members of the same or opposite sex. The district presumes a student cannot consent to behavior of a sexual nature with an adult regardless of the circumstance.

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

1. Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.
2. Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.
3. Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
4. Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.

5. Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.
6. Comments about an individual's body, sexual activity or sexual attractiveness.
7. Physical sexual acts of aggression, assault or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking) against a person's will or when a person is not capable of giving consent due to the person's age, intellectual disability or use of drugs or alcohol.
8. Gender-based harassment and acts of verbal, nonverbal, written, graphic or physical conduct based on sex or sex stereotyping, but not involving conduct of a sexual nature.

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

Compliance Officer

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

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

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

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

The compliance officer or acting compliance officer will:

1. Coordinate district compliance with this policy and the law.
2. Receive all grievances regarding discrimination, harassment and retaliation in the Neosho R-5 School District.
3. Serve as the district's designated Title IX, Section 504 and Americans with Disabilities Act (ADA) coordinator, as well as the contact person for compliance with other discrimination laws.
4. Investigate or assign persons to investigate grievances; monitor the status of grievances to ensure that additional discrimination, harassment and retaliation do not occur; and recommend consequences.
5. Review all evidence brought in disciplinary matters to determine whether additional remedies are available, such as separating students in the school environment.
6. Determine whether district employees with knowledge of discrimination, harassment or retaliation failed to carry out their reporting duties and recommend disciplinary action, if necessary.
7. Communicate regularly with the district's law enforcement unit to determine whether any reported crimes constitute potential discrimination, harassment or retaliation.
8. Oversee discrimination, harassment or retaliation grievances, including identifying and addressing any patterns or systemic problems and reporting such problems and patterns to the superintendent or the Board.
9. Seek legal advice when necessary to enforce this policy.
10. Report to the superintendent and the Board aggregate information regarding the number and frequency of grievances and compliance with this policy.
11. Make recommendations regarding changing this policy or the implementation of this policy.
12. Coordinate and institute training programs for district staff and supervisors as necessary to meet the goals of this policy, including instruction in recognizing behavior that constitutes discrimination, harassment and retaliation.

13. Perform other duties as assigned by the superintendent.

Public Notice

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

Reporting

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

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

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

Student-on-Student Harassment

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

Investigation

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

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

Grievance Process Overview

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

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

Grievance Process

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

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

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

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

Within ten working days, the superintendent will complete a written decision on the appeal, stating whether a violation of this policy is found and, if so, stating what corrective actions will be implemented. If someone other than the superintendent conducts the appeal, the superintendent will review and sign the report before it is given to the person appealing. A copy of the appeal and decision will be given to the compliance officer or acting compliance officer. The person who initially filed the grievance, the victim if someone other than the victim filed the grievance, and any alleged perpetrator will be notified in writing, within five working days of the superintendent's decision, regarding whether the superintendent or designee determined that district policy was violated.

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

Confidentiality and Records

To the extent permitted by law and in accordance with Board policy, the district will keep confidential the identity of the person filing a grievance and any grievance or other document that is generated or received pertaining to grievances. Information may be disclosed if necessary to further the investigation, appeal or resolution of a grievance, or if necessary to carry out disciplinary measures. The district will disclose information to the district's attorney, law enforcement, the CD and others when necessary to enforce this policy or when required by law. In implementing this policy, the district will comply with state and federal laws regarding the confidentiality of student and employee records. Information regarding

any resulting employee or student disciplinary action will be maintained and released in the same manner as any other disciplinary record. The district will keep any documentation created in investigating the complaint including, but not limited to, documentation considered when making any conclusions, in accordance with the Missouri Secretary of State's retention manuals and as advised by the district's attorney.

Training

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

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

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**FILE: EBAB
CRITICAL**

HAZARDOUS MATERIALS

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

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

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

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

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

Asbestos

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

Lead Contamination Inspection

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

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

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.

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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.

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**FILE: GBEB
CRITICAL**

DRUG-FREE WORKPLACE

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

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

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

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

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

The district will take appropriate disciplinary action within 30 days.

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

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

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

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

**FILE: GBEBB
CRITICAL**

EMPLOYEE ALCOHOL AND DRUG TESTING
(District Provides Transportation Services)

Provisions Applicable to All Employees

Alcohol and Drug Prohibitions

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

Program Coordinator

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

Training

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

Testing Program

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

Refusal to Submit to Test

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

Consequences

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

Treatment

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

District Records and Reports

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

Notification to Employees

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

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

Provisions Applicable to Drivers

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

requirements and consequences of the program; maintaining appropriate records; and complying with Missouri Department of Revenue's reporting requirements.

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

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

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**FILE: GBEBB-AP2
CRITICAL**

EMPLOYEE ALCOHOL AND DRUG TESTING
(Testing Procedures for Drivers)

In accordance with Board policy, the following procedures apply to drug and alcohol testing of drivers.

Definitions

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

Driver -- Any person who operates a commercial motor vehicle. This includes full-time, regularly employed drivers; casual, intermittent or occasional drivers; leased drivers; and independent, owner-operated contractors.

Safety-Sensitive Function -- Includes responsibilities such as time on duty waiting to be dispatched; driving time; assisting or supervising loading or unloading; and repairing, obtaining assistance for or remaining in attendance upon a disabled vehicle. All time spent providing drug and alcohol samples, including travel time to and from the collection or testing site as needed to comply with random, reasonable suspicion, post-accident or follow-up testing will also be considered safety-sensitive functions.

Alcohol -- Intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols including methyl and isopropyl alcohol.

Drug -- Any controlled substance listed under section 102(6) of the Controlled Substances Act as specified by the administrator of the federal department of transportation.

Substance Abuse Professional -- A licensed physician or certified psychologist, social worker, employee assistance professional or certified addiction counselor with knowledge of and clinical experience in the diagnosis and treatment of alcohol- and drug-related disorders.

Reasonable Suspicion -- Specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odor of an individual.

Qualified Supervisor -- An employee or driver supervisor who has completed at least 60 minutes of training on alcohol misuse and at least 60 minutes of additional training on controlled substance use.

Program Coordinator

The resource officer shall serve as the program coordinator to implement the alcohol and drug testing program of the district.

Pre-Employment Tests

The district will not allow a driver to perform a safety-sensitive function for the district unless the district has a verified negative test result for the driver. The district will not consider for employment any applicant who refuses to submit to drug testing and/or refuses to release information as required by the district.

The district may not require a new test if the driver has participated in a drug testing program required for operators of commercial vehicles within the previous 30 days or has participated in a random selection program for the previous 12

months, provided that the district has been able to make all verifications required by law.

Post-Accident Tests

Alcohol and drug tests shall be conducted on a driver as soon as practical after any accident involving a district vehicle if such driver:

- ▶ Was performing safety-sensitive functions with respect to the vehicle and the accident involved loss of human life.
- ▶ Receives a citation under state or local law for a moving traffic violation arising from the accident if the accident involved bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident.
- ▶ Receives a citation under state or local law for a moving traffic violation arising from the accident if one (1) or more motor vehicles incurs disabling damage as a result of the accident, requiring the motor vehicle(s) to be transported away from the scene by a tow truck or other motor vehicle.

All post-accident alcohol and drug testing shall be conducted within the required time periods. If a test is not conducted within the appropriate period then the test will not be given, and the program coordinator shall prepare and maintain a file documenting the reasons the test was not promptly administered. Tests for drugs must be administered within 32 hours following the accident and tests for alcohol should be administered within two (2) hours and must be administered within eight (8) hours following the accident.

A properly administered post-accident test conducted by federal, state and/or local law enforcement officials meets post-accident testing requirements as long as the results of those tests are provided to the district.

Random Testing

Alcohol and drug testing shall be conducted on a random basis at unannounced times throughout the year in accordance with federal regulations. Tests for alcohol shall be conducted just before, during or just after the performance of safety-sensitive functions. Drivers shall be selected by a scientifically valid random process, and each driver shall have an equal chance of being tested each time selections are made.

Reasonable Suspicion Tests

Any qualified supervisor who has reasonable suspicion to believe that a driver has violated the alcohol or drug prohibitions of the district shall require the driver to submit to the appropriate testing.

Alcohol testing is authorized for reasonable suspicion only if the required observations are made just before, during or just after the period of the work day when the driver must comply with alcohol prohibitions. The person who determines reasonable suspicion exists to conduct a drug or alcohol test will not administer the actual test. If an alcohol test is not administered within two (2) hours of a determination of reasonable suspicion, the qualified supervisor shall prepare and maintain a record explaining why this was not done. Attempts to conduct alcohol tests shall terminate after eight (8) hours, and the qualified supervisor will state in the record the reasons for not administering the test.

Drug and alcohol testing shall include documentation by a qualified supervisor who makes a finding of reasonable suspicion. He or she shall create and sign a written record of his or her observations leading to a reasonable suspicion test within 24 hours of the observed behavior or before the results of the test are released, whichever is earlier.

Consequences

Employment actions up to and including termination may be instigated in accordance with Board policy and law for any driver who tests positive for prohibited substances.

The program coordinator shall notify the director of the Missouri Department of Revenue (DOR) of any driver who has failed to pass any drug, alcohol or chemical test administered pursuant to Board policy and these procedures. Notification shall consist of the driver's name and any other relevant information required by the director of the Missouri DOR. Such notification shall be made within ten (10) days of discovering that the driver failed to pass such tests.

Return-to-Duty Tests

Any driver who is not terminated as a result of a positive test must receive an evaluation from a substance abuse professional at the employee's expense and successfully pass an alcohol or drug test before the driver will be permitted to perform safety-sensitive duties. The substance abuse evaluation must be conducted in accordance with federal law and by a properly credentialed substance abuse professional.

Follow-up Tests

A driver who violates the district's alcohol or drug prohibition and is subsequently identified by a substance abuse professional as needing assistance in resolving an alcohol or drug problem shall be subject to unannounced follow-up testing as directed by the substance abuse professional in accordance with law. Follow-up alcohol testing shall be conducted just before, during or just after the time when the driver is performing safety-sensitive functions.

Testing

All testing will be conducted in accordance with federal law. The district will use only qualified collectors and testing facilities certified or approved by the U.S. Department of Health and Human Services. Drivers will be drug-tested for marijuana metabolites, cocaine metabolites, amphetamines, opiate metabolites and phencyclidine (PCP). Alcohol testing will be conducted by qualified collectors at facilities that meet federal standards.

Notification

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

1. The identity of the program coordinator, who will have knowledge of the materials, policy, administrative procedures and the Omnibus Act.
2. Categories of employees covered.
3. Information about the safety-sensitive functions and what period of the work day the employee is required to be in compliance.
4. Specific information concerning prohibited conduct.
5. Circumstances under which drivers will be tested.
6. Procedures used in the testing process.
7. Requirements that drivers submit to alcohol and drug tests administered in accordance with federal law.
8. Explanation of what constitutes a refusal to submit to a drug and/or alcohol test.
9. Consequences of violations (e.g. discipline up to and including dismissal, removal from safety-sensitive functions as required by the Omnibus Act, referral to substance abuse professional for evaluation, treatment and follow-up testing as required).
10. Information on the effects of drug use and alcohol misuse on personal life, health and safety in the workplace.

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

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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.

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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.

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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.

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**FILE: GBM
BASIC**

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: GCBC
Critical**

PROFESSIONAL STAFF FRINGE BENEFITS

The Board recognizes that fringe benefits, such as insurance opportunities, are an integral part of the total compensation plan for full-time professional staff members. The superintendent or designee will research and present to the Board fringe benefit opportunities that will assist the district in attracting and retaining quality employees.

Unless otherwise indicated in this policy, a professional staff member is considered to be a full-time employee if he or she holds a position designated as full time in the relevant job description.

Benefits Fully or Partially Paid by the District

The district will provide access to and contribute toward the cost of the following benefit options for full-time professional staff members:

1. Health insurance or a group health plan
2. Life insurance
3. Vision insurance
4. Dental insurance
5. Other benefits as approved by the Board

In accordance with law, any contract for an insurance policy provided for the benefit of employees will be submitted to competitive bidding at least every three years.

Health Insurance or Group Health Plan

The Board will provide eligible full-time employees access to district-sponsored health insurance or a group health plan, in accordance with federal law. For health insurance or health plan purposes, an eligible employee is defined as a staff member the district reasonably expects to work an average of 30 hours or more per week as determined by law.

Any district health insurance contract or plan shall include a provision allowing persons who retire from the district to remain or become members of the plan if they are eligible to receive benefits under the Public School Retirement System of Missouri (PSRS) or the Public Education Employee Retirement System of Missouri (PEERS) by paying premiums. In addition, the retiree's spouse and children must be allowed to become members of the plan if they are receiving or are eligible to receive benefits under the PSRS or PEERS. Retirees and their spouses and children will have one year from the date of retirement to qualify and enroll in the coverage. Once that date has passed, if a retiree or his or her spouse or children discontinue district coverage, they are not eligible to re-enroll.

Benefits Provided by the District at Employee Expense

In accordance with law, the district is required to establish a premium-only cafeteria plan unless the district provides health insurance through a self-insured or self-funded group health plan. Even if the district provides health insurance through a self-insured or self-funded plan, the district may choose to offer employees access to a cafeteria plan or other benefits at the employee's expense.

403(b) Annuity Program

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

Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) Requirements

In accordance with law, the district-sponsored health insurance or group health plan will allow for continuing coverage of employees and their spouses, former spouses or dependent children after certain qualifying events upon payment of the applicable premium. This obligation applies to both district-paid and employee-paid options. Qualifying events include, but are not limited to, employee resignation from the district, most situations involving employee termination and situations where an employee's hours have been reduced so that he or she no longer qualifies for district-paid health insurance or the group health plan. The district will provide notices as required by law.

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SUPPORT STAFF FRINGE BENEFITS

The Board recognizes that fringe benefits, such as insurance opportunities, can be an important part of the total compensation plan. The superintendent or designee will research and present to the Board fringe benefit opportunities that will assist the district in attracting and retaining quality employees.

Unless otherwise indicated in this policy, a support staff member is considered to be a full-time employee if he or she holds a position designated as full time in the relevant job description.

Benefits Fully or Partially Paid by the District

The district has a wide variety of support staff members with varying schedules and compensation expectations. The district will notify employees in writing of the benefits associated with their positions. The district may provide access to and contribute toward the cost of the following benefit options, depending on the position:

1. Health insurance or a group health plan
2. Life insurance
3. Vision insurance
4. Dental insurance
5. Other benefits as approved by the Board

In accordance with law, any contract for an insurance policy provided for the benefit of employees will be submitted to competitive bidding at least every three years.

Health Insurance or Group Health Plan

The Board will provide eligible full-time employees access to district-sponsored health insurance or a group health plan, in accordance with federal law. For health insurance or health plan purposes, an eligible employee is defined as a staff member the district reasonably expects to work an average of 30 hours or more per week as determined by law.

Any district health insurance contract or plan shall include a provision allowing persons who retire from the district to remain or become members of the plan if they are eligible to receive benefits under the Public School Retirement System of Missouri (PSRS) or the Public Education Employee Retirement System of Missouri (PEERS) by paying premiums. In addition, the retiree's spouse and children must be allowed to become members of the plan if they are receiving or are eligible to receive benefits under the PSRS or PEERS. Retirees and their spouses and children will have one year from the date of retirement to qualify and enroll in the coverage. Once that date has passed, if a retiree or his or her spouse or children discontinue district coverage, they are not eligible to re-enroll.

Benefits Provided by the District at Employee Expense

In accordance with law, the district is required to establish a premium-only cafeteria plan unless the district provides health insurance through a self-insured or self-funded group health plan. Even if the district provides health insurance through a self-insured or self-funded plan, the district may choose to offer employees access to a cafeteria plan or other benefits at the employee's expense.

403(b) Annuity Program

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

Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) Requirements

In accordance with law, the district-sponsored health insurance or group health plan will allow for continuing coverage of employees and their spouses, former spouses or dependent children after certain qualifying events upon payment of the applicable premium. This obligation applies to both district-paid and employee-paid options. Qualifying events include, but are not limited to, employee resignation from the district, most situations involving employee termination and situations where an employee's hours have been reduced so that he or she no longer qualifies for district-paid health insurance or the group health plan. The district will provide notices as required by law.

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SUPPORT STAFF FRINGE BENEFITS

The Board recognizes that fringe benefits are an integral part of the total compensation plan for support staff members. The Board of Education shall provide fringe benefits to all full-time support staff employees by offering participation in a group insurance plan. The contract for insurance will be submitted to competitive bidding at least every three years. Any plan of group health insurance shall include a provision allowing persons who retire, or who have retired, to become members of the plan if they are eligible to receive benefits under the Public Education Employee Retirement System (PEERS), by paying premiums at the same rate as other members of the group, pursuant to the limitations set forth in § 169.590, RSMo. In addition, the Board shall establish a premium-only cafeteria plan, as permitted under federal law, accessible by employees of the school district.

COBRA

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

403(b) Annuity Program

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

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PROFESSIONAL STAFF SHORT-TERM LEAVES AND ABSENCES

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

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

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

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

No employee will be disciplined or terminated for absences qualifying for protection under the Family and Medical Leave Act (FMLA) or other applicable law (see Board policy GBBDA).

The district may require an employee to provide the district a doctor's note or other verification of illness before the district applies sick leave or other applicable paid leave to the absence. In accordance with law, the district may require an employee to present a certification of fitness to return to work whenever the employee is absent from work due to the employee's health.

This policy does not apply to temporary or substitute staff members unless otherwise noted.

The following leaves with pay will be provided to full-time professional staff employees. Regular part-time professional staff employees will receive these leaves on a pro rata basis.

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

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

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

(Note: "Family" for FMLA purposes is more limited.)

- c) Illness, injury or incapacity of other relatives, with permission granted by the superintendent.
- d) Pregnancy, childbirth and adoption leave in accordance with this policy.

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

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

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

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

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

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

- a) Tax investigation.
- b) Court appearances, unless applicable law requires no leave be charged to the employee.
- c) Wedding, graduation or funeral (see "Bereavement Leave" below).
- d) Observance of a religious holiday.

- e) Conducting personal business of such a nature that it cannot be performed on a Saturday, Sunday or before or after school hours, including parent-teacher conferences.
- f) Leave under the FMLA.
- g) Leave connected with duty as a volunteer firefighter, member of Missouri-1 Disaster Medical Assistance Team, Missouri Task Force One, Urban Search and Rescue Team or activation by the Federal Emergency Management Agency (FEMA) in times of national disaster.
- h) Leave for other purposes as approved by the superintendent.

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

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

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

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

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

4. **Vacation** – All professional staff employed on a 12-month basis will receive 2 weeks of vacation per year; after 5 complete years of service, employees will receive 3 weeks of vacation. An employee must submit a written request for vacation to the superintendent or designee and receive written authorization before taking vacation days. If the employee's absence may disrupt district operations, the superintendent or designee has the discretion to deny a request for vacation or to limit the time of year the employee may take his or her vacation.

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

Unless otherwise provided, the following leaves will be provided to full-time and part-time professional employees.

- a) **Holidays** – Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Day, Memorial Day.
 - a. The district will grant paid and unpaid holidays in accordance with the academic calendar adopted by the Board. Holidays may be modified or eliminated as needed when the academic calendar is changed due to inclement weather or for other reasons. Holidays may change from year to year.
- b) **Professional Leave** – Employees may be granted professional leave to attend classes or conferences, meet with mentors or participate in other approved professional growth activities. Professional leave must be approved by the superintendent or designee, arranged well in advance and is not considered personal leave.
- c) **Military Leave** – The Board shall grant military leave as required by law. Members of the National Guard or any reserve component of the U.S. Armed Forces who are engaged in the performance of duty or training will be entitled to a leave of absence of 120 hours in any federal fiscal year (October 1 – September 30) without impairment of efficiency rating or loss of time, pay, regular leave or any other rights or benefits. Employees shall provide the district an official order verifying that they are required to report to duty.

- d) **Election Leave** – Any employee who is appointed as an election judge pursuant to state law may be absent on any election day for the period of time required by the election authority. The employee must notify the district at least seven days prior to any election in which the employee will serve as an election judge. No employee will be terminated, disciplined, threatened or otherwise subjected to adverse action based on the employee's service as an election judge.
- e) **Leave to Vote** – Employees who do not have three successive hours free from work while the polls are open will be granted a leave period of up to three hours to permit the employees three successive hours while the polls are open for the purpose of voting. Requests for such leave must be made prior to election day, and the employee's supervisors will designate when during the workday the leave should be taken. Any employee who properly requests leave to vote and uses the leave for that purpose will not be subject to discipline, termination or loss of wages or salary.
- f) **Jury Duty Leave** – An employee will be granted paid leave for time spent responding to a summons for jury duty, time spent participating in the jury selection process or time spent actually serving on a jury. An employee will not be terminated, disciplined, threatened or otherwise subjected to adverse action because of the employee's receipt of or response to a jury summons.
- g) **Leave for Court Subpoena** – If the subpoena is directly related to the employee's school duties, the employee will be released for court appearance without loss of leave. Other court appearances will be deducted from personal leave.
- h) **Firefighter Leave** – Employees will be allowed to use personal, vacation and/or unpaid leave for any time taken to respond to an emergency in the course of performing duties as a volunteer firefighter. For the purposes of this section, "volunteer firefighter" includes members of Missouri-1 Disaster Medical Assistance Team, Missouri Task Force One, Urban Search and Rescue Team or those activated by FEMA in times of national disaster. Employees covered under this section shall not be terminated from employment for joining a volunteer fire department or for being absent from or late to work in order to respond to an emergency. Employees shall make every reasonable effort to notify the principal or supervisor if the employee may be absent from or late to work under this section. Employees are required to provide their supervisors with a written statement from the supervisor or acting supervisor of the volunteer fire department stating that the employee responded to an emergency along with the time and date of the emergency.
- i) **Crime Victim Leave** – Any employee who is a crime victim, who witnesses a crime or who has an immediate family member who is a crime victim will not be required to use vacation, personal or sick leave in order to honor a subpoena to testify in a criminal proceeding, attend a criminal proceeding or participate in the preparation of the criminal proceeding.
- j) **Civil Air Patrol Leave** – Any employee who is a member of Civil Air Patrol and has qualified for a Civil Air Patrol emergency service specialty or who is certified to fly counternarcotics missions shall be granted unpaid leave to perform Civil Air Patrol emergency service duty or counternarcotics missions without loss of time, regular leave or any other rights or benefits in accordance with law. The leave is limited to 15 working days in any calendar year, but is unlimited when responding to a state- or nationally declared emergency in Missouri. The district may request that the employee be exempted from responding to a specific mission.

Pregnancy, Childbirth and Adoption Leave

This section creates no rights extending beyond the contracted period of employment. FMLA certification and recertification procedures apply to FMLA-eligible employees. An employee must notify the district of the need for and anticipated duration of the leave at least 30 days before leave is to begin, if foreseeable. If 30 days' notice is not practical, the employee must give as much notice as possible. A pregnant employee shall continue in the performance of her duties as long as she is able to do so and as long as her ability to perform her duties is not impaired, based on medical opinion.

Employees eligible for FMLA leave for the birth, first-year care, adoption or foster care of a child will have such leave applied in accordance with the FMLA. The district shall only apply up to six weeks of accrued paid leave to such absences.

Employees who are ineligible for FMLA leave may take up to six weeks of leave for the birth, first-year care, adoption or foster care of a child and may use any combination of accrued sick leave, personal leave, vacation leave or unpaid leave.

Pregnant employees who need more than six weeks of paid or unpaid leave for a pregnancy-related incapacity must provide certification of the medical necessity for such leave.

SUPPORT STAFF LEAVES AND ABSENCES

Consistent staffing is important to the learning environment and district operation and therefore is an essential duty of all employees. When an employee is routinely tardy, frequently absent or is absent for an extended period of time, the learning environment and district operations deteriorate, and the students suffer.

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

1. Is for a reason not granted as paid or protected leave under Board policy.
2. Exceeds the number of days allotted by the Board for that particular leave.
3. Is for a reason authorized by Board policy but exceeds 5 days a month, 20 days in a semester or 40 days per school year.

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

No employee will be disciplined or terminated for absences qualifying for protection under the Family and Medical Leave Act (FMLA) or other applicable law (see Board policy GBBDA).

The district may require an employee to provide the district a doctor's note or other verification of illness before the district applies sick leave or other applicable paid leave to the absence. In accordance with law, the district may require an employee to present a certification of fitness to return to work whenever the employee is absent from work due to the employee's health.

This policy does not apply to temporary or substitute staff members unless otherwise noted.

The following leaves with pay will be provided to full-time support staff employees. Regular part-time support staff employees will receive these leaves on a pro rata basis.

1. **Sick Leave** – Any support staff employees whose assignments call for 12 months of full-time employment will be entitled to 12 days of sick leave. Support staff employees whose assignments call for full-time employment only during the regular school term will be entitled to 9 days of sick leave. Unused sick leave will be cumulative to 180 sick leave days. An absence of over one through four hours shall be counted as a half-day of sick leave.

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

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

(Note: "Family" for FMLA purposes is more limited.)

- c) Illness, injury or incapacity of other relatives, with permission granted by the superintendent.

- d. Pregnancy, childbirth and adoption leave in accordance with this policy.

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

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

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

2. **Personal Leave** – A maximum of two days of personal leave will be available per school year. One day of unused personal leave per school year will accumulate as sick leave. Personal leave will not be deducted from sick leave.

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

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

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

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

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

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

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

4. **Vacation** – All support staff employed on a 12-month basis will receive 2 weeks of vacation per year. An employee

must submit a written request for vacation to his or her supervisor and receive written authorization before taking vacation days. If the employee's absence may disrupt district operations, the supervisor has the discretion to deny a request for vacation or to limit the time of year the employee may take his or her vacation.

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

4. **Bereavement Leave** – When a death occurs in an employee's immediate family, employees may take up to five days off with pay to attend the funeral or make funeral arrangements. The district may require verification of the need for the leave. The Board defines "immediate family" to include spouse, parents, children, children's spouses, grandparents, grandchildren and siblings of an employee or employee's spouse, and any other family member residing with the employee. After the exhaustion of the five days of bereavement leave, the employee may use personal leave.

Unless otherwise provided, the following leaves will be provided to full-time and part-time support staff employees.

1. **Holidays** – Independence Day, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Day, Memorial Day.

The district will grant paid and unpaid holidays in accordance with the academic calendar adopted by the Board. Holidays may be modified or eliminated as needed when the academic calendar is changed due to inclement weather or for other reasons. Holidays may change from year to year.

2. **Professional Leave** – Employees may be granted professional leave to attend classes or conferences, meet with mentors or participate in other approved professional growth activities. Professional leave must be approved by the immediate supervisor, arranged well in advance and is not considered personal leave.
3. **Military Leave** – The Board shall grant military leave as required by law. Members of the National Guard or any reserve component of the U.S. Armed Forces who are engaged in the performance of duty or training will be entitled to a leave of absence of 120 hours in any federal fiscal year (October 1 – September 30) without impairment of efficiency rating or loss of time, pay, regular leave or any other rights or benefits. Employees shall provide the district an official order verifying that they are required to report to duty.
4. **Election Leave** – Any employee who is appointed as an election judge pursuant to state law may be absent on any election day for the period of time required by the election authority. The employee must notify the district at least seven days prior to any election in which the employee will serve as an election judge. No employee will be terminated, disciplined, threatened or otherwise subjected to adverse action based on the employee's service as an election judge.
5. **Leave to Vote** – Employees who do not have three successive hours free from work while the polls are open will be granted a leave period of up to three hours to permit employees three successive hours while the polls are open for the purpose of voting. Requests for such leave must be made prior to election day, and the employee's supervisors will designate when during the workday the leave should be taken. Any employee who properly requests leave to vote and uses the leave for that purpose will not be subject to discipline, termination or loss of wages or salary.
6. **Jury Duty Leave** – An employee will be granted paid leave for time spent responding to a summons for jury duty, time spent participating in the jury selection process or time spent actually serving on a jury. An employee will not be terminated, disciplined, threatened or otherwise subjected to adverse action because of the employee's receipt of or response to a jury summons.
7. **Leave for Court Subpoena** – If the subpoena is directly related to the employee's school duties, the employee will be released for court appearance without loss of leave. Other court appearances will be deducted from personal leave.
8. **Firefighter Leave** – Employees will be allowed to use personal, vacation and/or unpaid leave for any time taken to respond to an emergency in the course of performing duties as a volunteer firefighter. For the purposes of this section, "volunteer firefighter" includes members of Missouri-1 Disaster Medical Assistance Team, Missouri Task Force One, Urban Search and Rescue Team or those activated by FEMA in times of national disaster. Employees covered under this section shall not be terminated from employment for joining a volunteer fire department or for being absent from or late to work in order to respond to an emergency. Employees shall make every reasonable effort to notify the principal or supervisor if the employee may be absent from or late to work under this section. Employees are required to provide their supervisors with a written statement from the supervisor or acting supervisor of the volunteer fire department stating that the employee responded to an emergency along with the time and date of the emergency.

9. **Crime Victim Leave** – Any employee who is a crime victim, who witnesses a crime or who has an immediate family member who is a crime victim will not be required to use vacation, personal or sick leave in order to honor a subpoena to testify in a criminal proceeding, attend a criminal proceeding or participate in the preparation of the criminal proceeding.
10. **Civil Air Patrol Leave** – Any employee who is a member of Civil Air Patrol and has qualified for a Civil Air Patrol emergency service specialty or who is certified to fly counternarcotics missions shall be granted unpaid leave to perform Civil Air Patrol emergency service duty or counternarcotics missions without loss of time, regular leave or any other rights or benefits in accordance with law. The leave is limited to 15 working days in any calendar year, but is unlimited when responding to a state- or nationally declared emergency in Missouri. The district may request that the employee be exempted from responding to a specific mission.

Pregnancy, Childbirth and Adoption Leave

This section creates no rights extending beyond the contracted period of employment. FMLA certification and recertification procedures apply to FMLA-eligible employees. An employee must notify the district of the need for and anticipated duration of the leave at least 30 days before leave is to begin, if foreseeable. If 30 days' notice is not practical, the employee must give as much notice as possible. A pregnant employee shall continue in the performance of her duties as long as she is able to do so and as long as her ability to perform her duties is not impaired, based on medical opinion.

Employees eligible for FMLA leave for the birth, first-year care, adoption or foster care of a child will have such leave applied in accordance with the FMLA. The district shall only apply up to six weeks of accrued paid leave to such absences.

Employees who are ineligible for FMLA leave may take up to six weeks of leave for the birth, first-year care, adoption or foster care of a child and may use any combination of accrued sick leave, personal leave, vacation leave or unpaid leave.

Pregnant employees who need more than six weeks of paid or unpaid leave for a pregnancy-related incapacity must provide certification of the medical necessity for such leave.

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**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.

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**FILE: GCN-AP
CRITICAL**

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: GDBB
CRITICAL**

NONEXEMPT EMPLOYEE SUPPLEMENTARY PAY PLANS

(District Does NOT Use Compensatory Time)

Definitions

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

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

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

Overtime Compensation

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

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

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

Required Breaks

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

**FILE: KL
CRITICAL**

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.

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.

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Ceremonies and Observances

The Board of Education recognizes the value of district-sponsored programs and ceremonies during school hours and at other appropriate times. Recognizing achievement and talent encourages further learning. District-sponsored programs, ceremonies and observances also provide an opportunity to involve the community in public education.

Programs, Ceremonies and Observances

1. The flag of the United States of America will be prominently displayed, either on the outside of the building or upon a pole erected in the school yard, at every school in the district during school hours.
2. The Pledge of Allegiance will be recited in at least one scheduled class of every student no less than once a day. However, no student will be required to participate in the recitation.
- 3. Teachers and students should observe the following days with the appropriate exercises, as required by law:**
 - ▶ Bird Appreciation Day (March 21)
 - ▶ Prisoners of War Remembrance Day (April 9)
 - ▶ Patriots' Day (April 19)
 - ▶ Constitution Day and Citizenship Day (September 17, or the preceding or following week if this date falls on a weekend or holiday)
 - ▶ Missouri Day (the third Wednesday of October)
 - ▶ Veterans Day (as closely as possible to November 11)
 - ▶ Pearl Harbor Remembrance Day (December 7)
- 4. The district may observe the following days and months, as recommended in state statute:**
 - ▶ Missouri Lifelong Learning Month (February)

- ▶ Math, Engineering, Technology and Science Week (the first week of March)
 - ▶ Arbor Day (the first Friday in April)
 - ▶ Jefferson Day (April 13)
 - ▶ Emancipation Day (June 19)
 - ▶ Emergency Services Day (September 11)
 - ▶ POW/MIA Recognition Day (the third Friday of September)
 - ▶ Disability History and Awareness Month (October)
 - ▶ Bill of Rights Day (December 15)
5. The district may host a diploma ceremony on or around Veterans Day for any veteran receiving an honorary diploma from the Department of Elementary and Secondary Education (DESE) pursuant to "Operation Recognition."

The superintendent or designee will create administrative procedures addressing how ceremonies and observances will be conducted.

Religious Content in Programs and Ceremonies

The schools of the Neosho R-5 School District, as well as all employees of the district as governmental officials, are required by law to remain neutral and refrain from endorsing any particular religious belief. However, this policy should not be interpreted to preclude the factual and objective teaching about religions, religious holidays and religious differences.

In particular, music, art, literature and drama with religious themes and programs involving religious themes will be permitted if presented in an objective manner without sectarian indoctrination. Religious content included in any student performance or ceremony will be selected on the basis of independent educational merit.

To the extent required by law, district employees or officials shall not lead attendees of a district-sponsored event in prayer or any other religious ritual, nor shall they direct, whether implicitly or explicitly, a student to lead attendees in a prayer or any other religious ritual. However, this policy shall not be used to deny any student, employee or district official any personal legal right of expression.

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Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 07/16/2007
 Revised: 11/16/2009; 04/19/2010; 05/21/2012
 Cross Refs: KG, Community Use of District Facilities
 Legal Refs: Mo. Const. art. I, §§ 5 - 8, art. IX, § 8
 §§ 9.030, .040, .070, .072, .100, .105, .110, .115, .130, .138, .140, .141, .161, 160.360, 162.946, 170.049,
 171.021, RSMo.
 U.S. Const. amend. I
 Patriotic and National Observances and Ceremonies, 36 U.S.C. § 106
 Santa Fe Independent Sch. Dist. v. Doe, 530 U.S. 290 (2000)

Neosho R-5 School District, Neosho, Missouri