**Hardeman R-X**

**Employee Handbook**

**2023-2024**



Dear Staff:

Welcome! We are anxious for a new and wonderful school year and I am looking forward to all of us building new relationships and supporting one another.

Our door is almost always open so please feel free to stop in when you have questions. While we may not know the answer, we will do our very best to find out and get back with you. Email is an excellent way to correspond with us so please familiarize yourselves with your school email; ninety-nine percent of correspondence from the offices comes via email.

Let’s have fun, be inspiring to one another and our students, and educate each of our kiddos to the very best of their potential.

Mrs. Johnson and

Mrs. Forrester

**Mission Statement**

Our mission is to prepare each student for a diverse and rapidly changing world through engaging educational opportunities in a safe and caring environment. We will do this by means of commitment to excellence in personnel, relevant curriculum and instruction, and community support.

**Vision Statement:**
To educate, support and prepare all learners for success.

**Hardeman Board of Education**

Isaac Christy-President

Kelly Boyer-Vice President

Hannah Meyer-Secretary/Treasurer

Nathan Boggs

Shane Christy

Adam Shaw

Gavin Christy

**Faculty and Staff**

Carey Johnson

Kristy Forrester

Michelle Whyte

Heather Sanchez

Hadley Sims

Jodi Blumhorst

Ashley Hubbard

Jeanne Parkhurst

Joshua Hubbard

Derrian Fletcher

Rayetta Leimkuehler

Lisa Sims

Judy Coble

Jennifer Boggs

Steve Weekley and Kassidy Heying

Meagan Parkhurst and Alexandria Wilson

**Important Dates**

Please refer to the school website for the monthly calendar, yearlong calendar and activities calendar to date.

**General Information**

**Staff Hours- 7:15-3:30 (if you have morning duty) or 7:25-3:40 dependent upon position, meetings, extra duties schedule. Late start will require staff be in the building at 9:15. Students may enter at 9:30 with class beginning at 9:45. Breakfast will not be served. Music program evenings, all homeroom staff must be in their rooms promptly 30 minutes before program begins, which typically means 5:30.**

**Expectations- To see students engaged in learning activities and to see staff engaged in their positions. This applies to all teaching staff. It is expected that all administrative directives will be adhered to and followed. All staff, with the exception of the bus drivers, are expected to check their school email accounts at least one time each day when on duty. Email is the preferred method of communication for the administration to correspond a variety of things that staff need to be aware of. It is also expected for you to follow the daily schedule and the school calendar. This is not an inclusive list as there are many expectations. Bus drivers correspondence is usually verbal from the secretary or notes left outside her door.**

**Day off Request- If you know in advance that you need a day off, you must fill out the form that is hanging on the bulletin board in Mrs. Leimkuehler’s office and put it in my principal mailbox (no exceptions). Mrs. Leimkuehler will arrange for subs when there is advance notice. If you need a sub the evening before or the morning of, please contact me and I will make the sub arrangements. You may not have days off before or after holiday breaks and before and after the first and last day of school. If there is an emergency situation administration will take it into consideration on a case by case basis. This applies to all staff.**

**Time off Sheets- Submit to Mrs. Forrester on or before the 10th of each month. It is imperative that you always turn this in, even if we didn’t get you a sub for your time off, because this is what we use to deduct your time. It is also imperative, as these forms are what we use to double check ourselves in order to ensure that all subs are properly paid. Also be sure that every day off is accounted for, even if for a meeting or conference.**

**Supervision- Faculty are “on duty” at all times when students are present.**

**Attendance- Homeroom teachers will do attendance each morning utilizing the Teacher Ease/Common Goals system.**

**Grading System- Students grades and progress must be kept current. Grades should be entered at least weekly into the Teacher Ease/Common Goal system. This applies to all teaching staff that are a part of this system.**

**Lesson Plans- Lesson planning should always be completed before you exit the building each Friday for the upcoming week. Math and ELA objectives need to be aligned to the MLS. Lesson plans are due every other week, starting September 18, but should be available on your desks daily. This should be enough time for you to have established your routines and procedures for the year and to have a decent schedule organized. I also request that you turn in two days of emergency plans to me towards the end of September.**

**Curriculum- Teachers will implement Missouri Learning Standards in all areas. Preschool will implement the Missouri Early Learning Standards in combination with Project Construct curriculum. For all other areas staff will utilize the curriculum that is on the shared server in combination with other resources that are aligned with best practices.**

**Conferences- All homeroom teachers will conduct conferences for ALL students during first quarter conferences. Third quarter conferences will be scheduled upon request of the teacher or the student’s family. However, the preschool parents should be asked to conference about their preschooler at some point during third quarter. Special education teacher will attend all special education students conference. We will offer Zoom, phone call and in-person conferences.**

**Student Management- The teachers will be implementing the use of think sheets, self-initiated calming corners, a think spot in the classroom, alternate location, with students being able to work themselves back to the think spot in their classroom, before rejoining class. Age-appropriate rewards and incentives will be implemented at the teachers’ discretion. Parent correspondence will be as needed. We will also be incorporating character education procedures and expectations within our building.**

**Field Trips and Other Events- Must be planned in advance and approved by the administration and ready for the board to approve with the monthly calendar. Board meetings are normally the 4th Monday of the month-please ask office for certainty. Field trips and out of classroom activities should relate to the curriculum. If the field trip or event is for the entire student body, Mrs. Leimkuehler will work directly with you in planning some of the checklist items on the field trip form. If it is not for the entire student body, you are responsible for all the planning and items on the checklist.**

**Emergency Drills- Make sure emergency exit procedure/exit signs are posted by your door(s). We will practice drills each semester. Take your student listing, emergency kit/bag and stop/go sign with you to the assigned area. Take roll and report any missing students immediately. This applies to ALL offices, classrooms and kitchen. Emergency drill dates were sent out with the itinerary.**

These are the emergency procedures for the 23-24 school year. The warnings will be announced via intercom. Please familiarize yourself with the maps in your classroom or office. It advises you where to go for given emergency situations. In the event that we have to exit the building and cannot return, please get yourself and anyone else with you to the reunification point, which is Hannah and Eric Meyer’s residence. This address is 20642 Highway AA Marshall. This is located approximately ¼ mile from the school and is situated on the left hand side of the road if you are going towards Sappington Cemetery from the school.

**Fire Alert: FIRE, FIRE, FIRE!!!**

1. Evacuate the building via diagram on the wall and get to secure distances from the building.
2. Contact authorities if possible.
3. Secure first aid bag that contains supplies, student contact information and stop/go sign, and take roll upon arrival at safe destination and hold up stop/go sign

**Tornado Alert: TORNADO, TORNADO, TORNADO!!!**

1. Go to appropriate location (room 203 or to various office or girls restroom or locker hallway).
2. Secure your door upon departure.
3. Secure first aid bag that contains supplies, student contact information and stop/go sign, and take roll upon arrival at safe destination and hold up stop/go sign

**Intruder Alert: OFFICE WILL SAY THERE IS AN INTRUDER AND TELL WHAT THEY ARE WEARING AND WHERE THEY ARE HEADING AND/OR LOCATED**

1. Use your best judgment about fleeing and/or fighting. Do not underestimate the heinous capabilities of an intruder.
2. Notify authorities and office as soon as you are able.
3. If it is best for you and your students to remain in your classrooms, please lock and barricade the classroom/hallway doors. Have your students pick up any possible/potential projectile such as textbooks, tape dispensers, staplers, chairs, or anything that will cause the intruder to be off balanced while you and/or other students try your best to thwart them to the ground and take their weapon.
4. Students should remain out of vision, but not all in one area as this allows a greater potential for more deaths and/or injuries.
5. Evacuate the building by any means possible as you and or students are able. Breaking windows, doorways or anything is permissible.
6. We are approved to go to Karen and Steven Stewarts, The Country Store (if in operation) and the Vogl’s. Please take yourself and students to these locations if you can safely do so and/or in the event that harm is being inflicted or the event in which a situation has the potential to become dangerous.
7. If outside, go to above listed (neighboring house or country store).
8. From here, please get yourself and any students to the Boyer residence.
9. Get students quiet and help them to remain calm and not visible or audible to perpetrator.
10. Do not attempt to be a hero by going back to a dangerous scene.
11. ALWAYS REMEMBER TO MAKE DECISIONS FOR THE GREATER GOOD!

**Earthquake Alert: I’M SURE YOU WILL KNOW AS SOON AS THE OFFICE DOES SO THERE MOST LIKELY WILL NOT BE AN OFFICE ALERT.**

Know What to Do When the Shaking BEGINS

1. DROP, COVER, AND HOLD ON! Drop under a sturdy desk or table, hold onto the desk or table with one hand, and protect the back of the head with the other hand. If there’s no table or desk nearby, kneel on the floor against an interior wall away from windows, bookcases, or tall furniture that could fall on you and protect the back of your head with one hand and your face with the other arm.
2. If ordered by Site Coordinator, evacuate and if possible secure first aid bag that contains supplies, student contact information and stop/go sign, and take roll upon arrival at safe destination and hold up stop/go sign
3. DO NOT return to building.
4. Keep a safe distance from any downed power lines, trees, and do not get under anything heavy.
5. Site Coordinator will issue further instructions.

- If you are outdoors, find a clear spot away from buildings, trees, and power lines. Drop to the ground.

**Inventory- This will be done via video and pictures.**

**Permanent Records- These are to be completed by homeroom teacher on or before the last day of school. Please notify me when this is completed. The list of what should be included is taped to the file cabinet drawer in my office. This applies to all homeroom teachers (except preschool).**

**Purchases/Requisitions- Please turn in a requisition and/or get approval before making a purchase. If there is something you need for you room/office please let me know and I will do what I can to approve the purchase. I might ask that you demonstrate a need prior to approval.**

**Reimbursement-PTO generally allows $50-$100 per classroom/grade level for classroom supplies. The school administration is also gracious about approving purchase requests. In the event that you need to make a purchase using the school card, the card MUST be checked out and back in with the secretary. If it is an online purchase of ANY kind, please print off the printable receipt and put on the desk tray in office with a notation of who the purchase was made by and for what purpose along with date and company if that information is not identified on the receipt. If it is an actual physical purchase from a store with a regular receipt, please attach a notation with the receipt of who made the purchase and for what purpose.**

**In the event that you use your own personal money and make a reimbursable purchase, please use the form hanging in office my mailboxes to request reimbursement. Receipt must be attached (except for mileage reimbursements).**

**PDC Reimbursement Procedure - Teacher will request reimbursement to the school administrator with documentation that shows the name of the conference, attending date, cost of conference and mileage if appropriate. This can be in the form of receipts or a copy of the registration form. Meal price maximum reimbursement is $10 for breakfast, $15 for lunch and $25 for supper. If the conference provides a meal then that meal will not be reimbursed by the district.**

**Professional Dress- Dress professionally. If you choose to wear denim, it should be free of holes, tears, and cuts.**

**Room /Office Standard- Your room and closets must be kept neat and orderly. Have students put chair on desks at the end of the day and pick up papers and trash around the room. You will be responsible for dusting your furniture from time to time and for blowing out the computers in your rooms. You will also be responsible for sanitizing your desks/tables in the event that the students will be eating off them during snack time. All classroom teachers (including specials) are required to update their school website within the first month of school.**

**Recycling- Please recycle all #1 & 2 plastics, aluminum and metal cans, cardboard, paper and glass (as long as it is bagged separately). It will be a student’s job to take the recycling to the proper dumpster.**

**PDP’s- Probationary teachers are required to update and submit the PDP’s. Initial one is due within the first month of school, with a revision due at the beginning of January and the final copy due at the end of the school year.**

**Mentoring- All beginning service teachers are required to fulfill a minimum of two years of a mentor/mentee program. The forms and handbook for the mentoring program are on the shared server. Observations and forms are due one time per quarter. The mentors should assist their mentees with the following to include, but not limited to:**

 **\*Setting up lesson plans with MLS inclusion**

 **\*How to do morning and after school duties**

 **\*How to do benchmarks and how to document for self and for data meetings**

 **\*How to progress monitor and how to document for self and for data meetings and how to provide necessary instruction per student progress or lack thereof**

 **\*Assist with setting up their webpage and making desired changes throughout the year**

 **\*Assist with getting information organized and ready for parent/conferences**

 **\*Assist with any initial parent communication (email, hard copy, phone calls, etc)**

 **\*Filling out their Professional Development Plan three times per year and how to access it on server**

 **\*Assist them with their artifacts and SLO’s**

 **\*Creating their two days of Emergency Lesson Plans (may use last years and update as necessary). Please have specific procedures and details lined out for your subs regarding your arrival and especially your dismissal routine. These will be due in September (TBA)**

 **\*Emergency first aid kit/bag, student information sheets, stop/go sign and detailed list of times students are with them and special considerations for days and times that certain students are prescheduled to be elsewhere for OT, Speech, Title reading/math or other services.**

 **\*Updating classroom/office inventories and how to access it on server**

 **\*Completion of permanent records**

 **\*UN and PW’s for all teacher sites and how to use the sites (Teacher Ease for grades and attendance, Easy CBM for benchmarking and progress monitoring, DESE’s site for standards and other info, Discovery Education for great videos and lessons for all areas, Brain Pop and Brain Pop Junior for great videos and lessons for all areas, Reading A-Z, Kahoot for making interactive and immediate feedback quizzes, etc.**

**Student Handbooks- Two student handbooks on the shared server; one specific to preschool and one for kindergarten through eighth grade.**

**Assessments- All students will be benchmarked three times each year using iReady. Students in grades 3-8 will also be given the MAP in the spring. RAZ Kids and Fundations may also be used dependent upon grade level. These should be done two to three times per year. You are to update the learning data inventories for ELA and Math three times per year with a final submission completed on or before the last day of school. This applies to homeroom teachers, except preschool, and applies to the special education teacher. All kindergarten-third grade students will be screened for Dyslexia. First-third graders will be screened within the first 30 days of school and kindergarten will be screened by January 31st.**

**Printing and Copying- Please keep all student and staff printing to a minimum. Always print to Ray’s office when possible and print two sided when possible. *Always approve students print jobs prior to allowing them to print; this is especially true for color printing.* I’m picky about color prints as we will be charged for each one. Do not send students to use the copier unless it is a student that you have personally trained and know for sure they know what they are doing. Mrs. Leimkuehler has her own job to do and cannot stop to print things for you. You should always be prepared at the beginning of each day and have your necessary copies made. However, I know there are circumstances which require a last minute copy being made. If you or a student hit print and it doesn’t print, please do not continue to hit print. QNS it please and put a sign on the computer that it isn’t printing.**

**\*Please remember to HOLD PRINT when printing confidential items.**

**Technology Issues- Please submit QNS a work order when you are experiencing any technical difficulty with the desktop and laptop computers, printers, server, etc. Remember to include the number on the computer tower or laptop and to print off the work order and tape it to the computer monitor.**

**Morning Duty and Morning Procedures:**

\***Be at the front door by 7:15. At 7:18 wave at the bus drivers so they know to let students off the buses (both buses should be here at this time). Do not let students stop at lockers. They may go back with permission from you after everyone is settled in gym.**

**\* Lead the students to the gym. The students should stop at the gym door and wait for you to enter first.**

**\*Go open back door to gym and allow kids that are dropped off by their parents in.**

**Do not let a student open the door.**

**\*Door should be unlocked. If not, let me know as something is wrong with the system.**

**\*Students are assigned certain places to sit on bleachers and places for bags and jackets.**

**\*Sit on bottom two rows (Preschool-2nd grade)**

**\*Lisa will tell you when breakfast is ready. Get the clipboard and check off on the sheet. Help little ones and ask an older student to help you and give them a reward of some sort.**

**\*We let students up to play around 7:25-30 depending on how many eaters there are. 3rd-8th grade on one end and pk-2 on the other. 3rd-5th and 6th-8th rotate getting to get up and play. If it is not their day to play they need to stay sitting on the bleachers.**

**\*Promptly at 7:40 (use wall phone for time) kids to line up for pledge even if homeroom staff aren’t down there. Pick a group or individual to begin pledge. Teachers should be in the gym to take their homeroom class.**

**After School Duty and Dismissal Procedures:**

**\*2:35 Everyone should be back in their homeroom classroom. Ray will send a dismissal sheet with changes to any students after school plan.**

**\*At 2:40 all classes will go to the gym and sit in assigned places.**

**\* Walkers will be dismissed starting at 2:43 by the teachers in charge.**

**\* Bus riders will be dismissed at 2:45 by the teachers in charge.**

**\*After school duty will monitor the students that are staying for basketball or cheerleading. You all are welcome to set up a rotation for this. However, it might not be necessary with dismissal now being at 3:25.**

**\*On early out days same procedure just different times.**

**Please have specific procedures and details lined out for your subs regarding your arrival and especially your dismissal routine. This information should also be included in your emergency plans as well.**

**School Dismissals Relative to Weather- Listen to KMMO (102.9 FM) This should be announced by 6:30 am. You should also sign up for the text alerts through Mrs. Forrester.**

**Dates and Things to Know and Do Checklist**

**Staff Meeting Dates:**

September 13 and 27  w/ staff work day on Sept 25   8-3

         October 11 and 25  w/ staff work day on Oct 30     8-3

         November 8 and 29  w/ staff work day on Nov 27   8-3

         December 13

         January 24 w/ staff work day on Jan 3

         February 7 and 21  w/ staff work day on Feb 12   8-3

         March 25 3:30-5:00 (MAP) w/ staff work day on March 4    8-3

         April 10  w/ staff work day on April 22  8-3

 May 16-17 staff work days  8-3

**1st Semester Emergency Drill Dates:**

 Fire Drill- Sept 14 at 10:00

         Tornado Drill- Sept 26 at 10:45

         Bus Evacs- Oct 5 at 3:00 (depending on Judy and Jennifer)

         Intruder Drill/Training- Oct

         Earthquake Drill Oct 11 at 10:00

**Lesson Plan Due Dates:** Out on your desk every day but I will want copies for the week turned in to my mailbox every other week at the beginning of your work week, starting September 18.

**Emergency Plans:**

Just give us the “good stuff” - make sure an unfamiliar person can come in and run your room and know the needs of your students, especially those with the greatest needs. Due September 19.

 Michelle Hadley Josh

 Kendi Jodi Carey

 Ashley Derrian Me

 Jeanne

**-Bulletin board rotation outside Heather’s room**

    -Before first day of school (whatever theme you want)-Michelle and Heather

    -Before Oct 3 (fall theme) Hadley and Ashley

    -Before Dec 1 (winter theme) Kendi and Jodi

    -Before Feb 28 (spring theme) Josh, Derrian and Jeanne

**-Rewards/Field Trip Rotation**

   -December -Michelle and Kristy

     -May- Kendi and Heather

     -Jodi and Hadley to plan Drug Free trip

     -Ashley and Josh to plan 8th grade trip

-PTO Meetings Sign Up (Any staff can sign up or show up, but certified staff need to sign up for

  two meetings):

 September-                                     October-                          November-

 February-                                       March-                                 April-

**Transcripts: (Due Tuesday, Sept 19)**

**Update Web Page: (Due Tuesday, Sept 19)**

 Michelle Hadley

 Kendi Jodi

 Kim Josh

 Ashley Derrian

**Secret Pal Forms: (Do we want to do it?)**

**Professional Development Plan: (Due Tuesday, Sept 19)**

 Jodi Ashley

 Derrian Josh

**iReady Benchmark and Spreadsheets for ELA and Math:**

 **September 5- September 29 December 1--19 April 24-May 10**

 Kim Kim Kim

 Kendi Kendi Kendi

 Hadley Hadley Hadley

 Jodi Jodi Jodi

 Ashley Ashley Ashley

 Jeanne Jeanne Jeanne

**Dyslexia Screening:**

 **Sept 29 -Grades 1-3**

 **Jan 31 *-* K and Grades 1-3 risk students**

 **May10***-* **K-3 risk students**

**iReady and Dyslexia Progress Monitoring:**

**Tier II and III (every two weeks)**

 **October 13 and 27**

 **Nov 10**

 **Dec 8**

 **Jan 12**

 **Feb 2 and 16**

 **March 1 and 22**

 **April 12**

**Mentor Mentee Checklist/Forms Due Dates:**

 **1st Quarter- Oct 30**

 **2nd Quarter- Jan 3**

 **3rd Quarter -Mar 4**

 **4th Quarter- May 16**

**Last Week of School:**

 -Make awards

 -Do permanent records (put copy of grade card in perm record)

 -Ashley/Josh- scan and save 8th grade perm files and health records

 -Turn in office and classroom inventories on server

 -Send home or mail grade cards with iReady results with letter from me and progress reports
 -Clean out rooms/offices

**Lock Out Trainings:**

**Whyte, Johnson, Sanchez**

Complete this twice during 1st quarter and once during 2nd, 3rd & 4th quarters. Put date you

conducted the training in the appropriate box.

 **Whyte Johnson Sanchez**

|  |  |  |
| --- | --- | --- |
| 1Q | 1Q | 1Q |
| 1Q | 1Q | 1Q |
| 2Q | 2Q | 2Q |
| 3Q | 3Q | 3Q |
| 4Q | 4Q | 4Q |

**Sims, Blumhorst, and Hubbard**

Complete this once during 1st quarter and once during 2nd quarter. Put date you

conducted the training in the appropriate box.

 **Sims Blumhorst Hubbard**

|  |  |  |
| --- | --- | --- |
| 1Q | 1Q | 1Q |
| 2Q | 2Q | 2Q |

**General Need to Knows (especially for new staff):**

 - How to log in to computers/server

 -Difference between kforrester and shared parts of server and how to save to both

 -How to manage files and folders

 -How to print to office copier and lab

 **ALWAYS ALWAYS ALWAYS** print to main office copier unless it is a special circumstance in which you need color. And **ALWAYS ALWAYS ALWAYS** print and copy two sided to save on paper when printing to main office copier. And, most importantly, **please always approve everything your students print.**  There is nothing morewasteful than a student printing off a whole website that is 20 pages long when they could have copied and pasted only the necessary parts into a word document and printed it. Also, **if you or a student hits print and nothing happens, please DO NOT continue to hit print.** Obviously something is wrong so QNS it and print off the work order and tape it to monitor so other students that use that station know not to hit print.

 **Lanier in main office:**

 -Printing one sided, one sided to two sided, two sided to two sided, how to collate and sort for packet purposes, shrink and enlarge copies

 -Using colored paper in main office (remember to take out extra paper)

 -When printing from computer to main office- how to hold print and how to print two sided

 -How to access email (send and receive)

 -How to access Mrs. Forrester’s important file on shared server- It includes staff evaluation forms and district goals, PDP plan and forms, Mentor/Mentee forms and other important documents

 -How to update school webpages

 -How to add pictures to our shared server folders

 -How to QNS a technology work order for any and all tech issues whether it be your computer, email, pop-ups, printer issue, etc.

 -How to use key card

 -How to use phone in Ray’s office or in mine and in kitchen and how to use intercom /all call from all rooms

**Staff Handbook Policy Requirements**

**For a list of mostly complete policies, regulations, and forms, click on the following link:** [**http://www.moconed.com/policy.php**](http://www.moconed.com/policy.php) **(The 4000 section incorporates all personnel information and the 2000 section incorporates all student information. These are the two sections that are most relevant to you as a staff member)**

**P 0510 POLICY DEVELOPMENT, ADOPTION AND REVIEW**

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

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

**Implementation-**

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

**Review-**

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

**Posting Board Policies and Student Handbooks-**

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

**Last modified: January 01, 2003**

**STUDENTS Policy 2600**

**Discipline**

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

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

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

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

**STUDENTS Policy 2610**

 **(Regulation 2610)**

**Discipline**

**Misconduct and Disciplinary Consequences**

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

**STUDENTS Policy 2620**

 **(Regulation 2620)**

**Discipline**

**Firearms and Weapons in School**

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

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

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

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

**GENERAL ADMINISTRATION Policy 1432**

**School/Community Relations**

**Prohibition Against Firearms and Weapons**

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

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

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

**School Protection Officers**

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

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

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

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

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

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

**STUDENTS Policy 2655**

 **(Form 2655)**

**Discipline**

**Bullying**

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

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

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

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

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

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

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

\*\*\*\*

August 2016, Copyright © 2016 Missouri Consultants for Education, Inc.

The following form is accessible to all students as they are located in each of the restroom facilities as well as in the library. It is also located on the school website so that guardians may have access to it as well. The building principal reviews the form and it locations as well who they can have assist them in filling it out (if needed).

**Bullying Incident Report Form**

Bullying is the intentional action by an individual or group of individuals to inflict intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying.

If you have been the target of bullying or have witnessed the bullying of a district student, complete this form and submit to the building principal.  If the bullying complaint is against the principal, it should be submitted to the superintendent.  If the bullying complaint is against the superintendent, it should be submitted to the Board of Education.  Reports of bullying will be investigated and disciplinary action will be taken as warranted.

Date Filed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Your Name:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Numbers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Indicate the appropriate response to the following with a check mark(s):

You are a:   Student \_\_\_\_\_\_ Parent \_\_\_\_\_\_ Employee \_\_\_\_\_ Volunteer \_\_\_\_

Date(s) of alleged bullying: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person(s) alleged to have committed the bullying or harassment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Summarize the incident(s) or occurrence(s) of bullying as accurately as possible.  Attach additional sheets or use the back of this form, if necessary:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Names of Witnesses:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you reported this to anyone else:   Yes \_\_\_\_\_\_\_        No \_\_\_\_\_\_\_

If yes, who and when?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Complainant:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Students have the right to complete this form anonymously.  However, it will be easier for the District to investigate this matter if as much information as possible is provided. Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter’s future employment, grades, learning or work environment.  A complainant that falsely accuses someone will be subject to disciplinary action.

**STUDENTS Policy 2770**

**Student Welfare**

**Seclusion and Restraint**

1. **Purpose**

It is the purpose of this policy to:

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

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

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

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

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

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

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

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

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

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

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

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

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

“**School personnel**” means

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

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

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

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

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

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

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

1. **Mechanical, Physical and Prone Restraint**

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

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

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

1. **Assurances and Training**

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

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

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

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

1. Date, time of day, location, duration and description of the incident and intervention.
2. Any event leading to the incident and the reason for using seclusion or restraint.
3. A description of the methods of seclusion or restraint used.
4. The nature or extent of any injury to the student.
5. The names, roles, and certifications of each employee involved in the use of seclusion or restraint.
6. The name, role, and signature of the person who prepared the report.
7. The name of the employee whom the parent or guardian can contact regarding the incident and use of seclusion or restraint.
8. The name of the employee to contact if the parent or guardian wishes to file a complaint.
9. A statement directing parents and/or legal guardian to a sociological, emotional, or behavioral support organization and a hotline number to report child abuse and neglect.

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

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

1. **Applicability of this Policy**

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

1. **School Personnel Debriefing**

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

**I. Retaliation**

District employees will not retaliate against any person for having:

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

There is a form that will need to be filled out in the event that we have to implement any such restraints.

\*\*\*\*\*

August 2021, Copyright © 2021 Missouri Consultants for Education, LLC

**\*1300 PROHIBITION AGAINST SEXUAL HARASSMENT AND RETALIATION UNDER TITLE IX**

**Sexual harassment as protected by law is prohibited in this District. The District also prohibits retaliation against a person who files a complaint of sexual harassment or who participates in an investigation of allegations of sexual harassment under this Regulation. This Policy governs the District's compliance with Title IX of the Education Amendments of 1972. The following person is designated and authorized as the District's Title IX Coordinator, with the responsibility to identify, prevent, and remedy unlawful harassment and retaliation under Title IX in the District:**

**Kristy Forrester**

**21051 Highway D**

**Marshall, MO 65340**

**(660)837-3400**

**kforrester@hardeman.k12.mo.us**

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

**Last modified: August 12, 2020**

**\*PR 1301 PROHIBITION AGAINST SEXUAL HARASSMENT AND RETALIATION UNDER TITLE IX**

**Sexual harassment as protected by law is prohibited in this District. The District also prohibits retaliation against a person who files a complaint of sexual harassment or who participates in an investigation of allegations of sexual harassment under this Regulation.**

**This Policy governs the District's compliance with Title IX of the Education Amendments of 1972. The following person is designated and authorized as the District's Title IX Coordinator, with the responsibility to identify, prevent, and remedy unlawful harassment and retaliation under Title IX in the District:**

**Kristy Forrester**

**21051 Highway D**

**Marshall, MO 65340**

**(660)837-3400**

**kforrester@hardeman.k12.mo.us**

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

 **Last modified: August 12, 2020**

**P 4870 DRUG FREE WORKPLACE**

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

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

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

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

**-The dangers of drug and alcohol abuse in the workplace.**

**-This policy of maintaining a drug-free workplace.**

**-Available counseling and rehabilitation.**

**-The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.**

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

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

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

**It shall be a violation of this policy for any employee to possess, use, manufacture, distribute, or be under the influence of medical marijuana in any manner inconsistent with Missouri state law and applicable regulations. Additionally, employees may not be under the influence of marijuana while they are (i) acting in the scope of their employment, whether on District property or off, or (ii) present at any school- or District-sponsored or sanctioned event such as athletic events or conferences. Employees may seek reasonable accommodations related to medical marijuana under the District’s policies and procedures addressing the Americans with Disabilities Act.**

**Transportation Employees**

**District employees who are subject to the Transportation Employee Testing Act may not use medical marijuana on work days and may not use marijuana while on District transportation. Transportation employees who test positive for any controlled substance including marijuana are subject to dismissal. Transportation employees who cannot, for medical reasons, comply with this policy may request a transfer to a non-safety sensitive position.**

**The information in this policy will be distributed to all present and future employees.**

**Opioid Antagonists**

**The District does not maintain NARCAN or other opioid antagonists to be admitted in emergency situations by a trained school nurse. (See Policy 2874 - Administering Opioid Antagonists).**

**Last modified: January 13, 2020**

**RF 4871 DRIVER DRUG TESTING**

**The District recognizes that it shares the responsibility to prevent accidents and injuries resulting from the misuse of alcohol or the use of controlled substances by its employees who operate commercial motor vehicles. The District complies with the provisions of the Omnibus Transportation Employee Testing Act of 1991, which mandates that the District test its drivers who are required to hold commercial drivers licenses under specified conditions. The District fully complies with the provisions of the “Commercial Driver’s License Drug and Alcohol Clearinghouse.” The District will regularly evaluate its policies and procedures to ensure that it remains in compliance with federal regulations.**

**Last modified: January 13, 2020**

**Misuse Prevention and Testing Program Information:**

[**http://www.moconed.com/regulation.php?action=ind&polID=1805&catID=5**](http://www.moconed.com/regulation.php?action=ind&polID=1805&catID=5)

**PRF 4321 FAMILY AND MEDICAL LEAVE**

**The Board of Education recognizes that leaves of absence are occasionally necessary due to family or medical reasons or in certain circumstances associated with servicemembers' service in the Armed Forces. The District has adopted detailed procedures to ensure compliance with the Family and Medical Leave Act of 1993 (FMLA). As provided by District regulations, eligible employees are entitled to use up to twelve (12) workweeks of unpaid leave for family and medical reasons (up to 26 workweeks for covered events related to those serving in the Armed Forces). The Board of Education has designated a District administrator to act as FMLA Compliance Officer. As part of its compliance program, the District will notify each employee of the name, address and telephone number of the District's FMLA Compliance Officer and will provide a statement of commitment to adhere to FMLA regulations. The FMLA Compliance Officer will regularly evaluate the District's FMLA compliance to ensure fair and equitable opportunities for all eligible employees. For questions and assistance please contact district administration.**

**\*PR 6320 INTERNET USAGE**

**A. Introduction**

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

**B. Access to Inappropriate Material**

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

**C. Internet Safety Training**

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

**D. Inappropriate Network Usage**

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

**E. Supervision and Monitoring**

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

**Last modified: September 15, 2015**

**\*P 4630 STAFF CONDUCT**

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

**-Review and comply with Board policies, regulations, and procedures as well as related building rules and practices.**

**-Properly prepare for student instruction.**

**-Fully utilize instructional time for learning activities.**

**-Maintain students under active supervision at all times.**

**-Assess student performance in a regular and accurate manner.**

**-Modify instructional goals to meet the needs of each student.**

**-Comply with administrative directives.**

**-Communicate with students in a professional and respectful manner.**

**-Communicate with colleagues, parents and District citizens in a professional manner.**

**-Properly operate and maintain district property.**

**-Utilize district technology solely for school district business.**

**-Maintain required records and submit requested reports in a timely manner.**

**-Comply with all safety guidelines and directives.**

**-Refrain from the use of profane and obscene language.**

**-Dress in a professional manner.**

**-Attend to all duties in a punctual manner.**

**-Maintain student confidentiality pursuant to state and federal law.**

**-Follow and implement student Individual Education Programs (IEP) under the Individuals with Disabilities Education Act (IDEA) or plans under Section 504 of the Rehabilitation Act.**

**-Maintain and account for District funds in the staff member’s possession and control.**

**-Maintain professional relationships with students. With the exception of students who are immediate family with the staff member, this requirement also includes avoiding situations that could lead to allegations of inappropriate relationships with students, including, but not limited to:**

**-Being present in any setting where students are provided or are consuming alcohol or illegal drugs.**

**-Inviting students to be alone with a staff member at a staff member’s residence, on staff member’s private property, or in a staff member’s motor vehicle without the prior consent of the building principal.**

**-Communicating with students, electronically or in person, about the student’s sexual activity or concerning the staff member’s sexual or romantic conduct.**

**-Being present on District premises alone with a student in a room where the door is closed, the door is locked, or the lights are off, unless required temporarily due to emergency circumstances. Counselors and administrators are exempted from this prohibition in performance of professional duties.**

**-Covering the interior window(s) of instructional space and offices with any material that blocks or obscures outside vision into the space, unless required temporarily due to emergency circumstances.**

**-Communicating with students about sexual topics outside approved District curriculum, unless done as part of a District investigation into sexual abuse or harassment.**

**-Utilizing students to attend to personal errands for the staff member.**

**-Allowing students to drive a staff member’s vehicle.**

**Last modified: September 15, 2015**

**\*P 6243 COPYRIGHTED MATERIALS**

**It is the intent of the Board to delineate, enforce, and abide by the provisions of current copyright laws and regulations as they affect the School District and its employees. The District will not purchase any videos, computer software, audio tapes, publications or other materials that have been illegally copied or reproduced.**

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

**Details about "fair use" will be made available to all teachers. A summary of these standards will be posted or otherwise made easily available at each machine used for making copies.**

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

**Any materials produced by an employee (or employees) during the time he/she is paid for production of said materials shall be owned by the School District, and any civil rights of authorship are forfeited with payment by the District for production of materials.**

**Last modified: January 01, 2003**

**RETURN TO PLAY PROCEDURES**

**The following link is a concussion information sheet from the Center for Disease Control. This is especially meant for coaches and physical education teachers, but can be useful to all staff members:**

[**https://www.cdc.gov/headsup/pdfs/youthsports/Parent\_Athlete\_Info\_Sheet-a.pdf**](https://www.cdc.gov/headsup/pdfs/youthsports/Parent_Athlete_Info_Sheet-a.pdf)

**English Language Learner (ELL)**

The Board of Education is committed to identifying and assessing the educational needs of students whose native or home language is other than English. Once identified, the District will provide appropriate programs to address the needs of these students. Students entitled to considerations under this policy include:

1. Language Minority (LM) - students who come from a background where English is not the student's first language, or where the primary language of the home is not English or both.
2. Limited English Proficient (LEP) - Students whose English language skills are insufficient to lead to success in an English-only classroom.

The District will also take steps to ensure to the maximum extent practicable that the interests of ELL students are included in the development and implementation of District programs and services that are offered by the District to and for its student body.

School personnel enrolling ELL students are trained in the process of identifying, assessing and providing services to these students.

To ensure that parents/guardians are properly notified of the ELL program, all new and enrolling students are to be given the Student Home Language Survey (Form 6180). The form shall be completed and returned to the school by the parents/guardians if they feel their child may be in need of such services.

Where the District has or may have in the future a low number of ELL students, the District may contract with a neighboring district for services until a qualified ELL teacher is employed. However, if the District serves twenty (20) or more ELL students, the District will employ a full-time certified ESOL teacher. The Board designates Carey Johnson to serve as the District’s ELL Implementer.

**Migrant Students**

**Identification**

For purposes of Board policies and regulations, the phrase *migratory students* shall mean students aged three (3) through twenty-one (21) who are or whose parents/guardians or spouses are migratory agricultural workers, including migratory dairy workers or migratory fishers; and who in the preceding thirty-six (36) months, in order to obtain or accompany such parents/guardians or spouses in obtaining temporary or seasonal employment in agriculture or fishing work, have moved from one school district to another.

The District will identify migrant students by including questions on the District's enrollment form. If it is indicated that a migrant student is enrolling, the parents will then be asked to complete a parent survey/family interview form provided by the State Office for Migrant-English Language Learner (MELL) Program. The Regional Migrant Center or the State Director for Migrant Education will be notified of any migrant students who are enrolled in the District. The Regional Migrant Center will be contacted for any assistance needed for the migrant student(s).

**Services**

School District personnel including secretaries, nurses, counselors, teachers and principals will be advised of the presence of eligible migrant students in their assigned schools to ensure that equal access to all school programs is provided.  Complaints concerning the placement of migrant students will be resolved by means of the District's complaint resolution procedure for homeless students. The district will designate Carey Johnson as liaison to oversee and assess the Migrant Program.

**Homeless Students**

For purposes of Board policies and regulations homeless students include students under age twenty- one (21) who lack a fixed, regular and adequate nighttime residence and include students who:

 -are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in hotels, motels, or camping grounds due to lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals;

 -have a primary night time residence that is a public or private place not designed for, or ordinarily used as a regular sleeping accommodation for human beings;

 -are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

 -Are a migratory child or youth who qualifies as homeless because they are living in circumstances described above.

**School Selection**

Parents, guardians, or unaccompanied youth will be informed of the homeless student’s right to remain in the school of origin. For purposes of this policy, the school of origin means the school that the student last attended when permanently housed, or the school where the student was last enrolled including preschool. In determining the best interest of the student, the Board will consider:

-Keeping the student in the school of origin unless contrary to wishes of parent or guardian;

-Impact of mobility on admission;

-Education, health, safety of the student;

-Consider the views of an unaccompanied student;

-Irrespective of whether the student lives with homeless parents or has been temporarily placed elsewhere.

The District will provide a written explanation, including the right to appeal to the student or parent/guardian if, the Board sends the student to a school other than the school of origin or the school requested by the parent/guardian.

**Enrollment**

A homeless student will be enrolled without undue or unreasonable delay. A homeless student will be enrolled even if their previous academic records, immunization records, proof of residence, or other documents are not immediately available. The District will ensure that homeless students, meeting eligibility standards, do not face barriers in accessing academic and extracurricular activities.

**Transportation**

The District will, upon parent/guardian or unaccompanied youth request, provide transportation to and from the school of origin as follows:

-If the student continues to live in the District, transportation will be arranged to the school of origin.

-If the student continues in their school of origin, but moves into another district, transportation will be arranged upon by the District of origin and the new District of residence.

-Parents, guardians and unaccompanied youth will be fully informed of all transportation services, including transportation to and from the school of origin, and are assisted in accessing transportation services.

**Homeless Liaison**

The Board of Education has appointed Carey Johnsons as liaison for homeless students. For responsibilities and dispute resolution processes please see Policy and Regulation 2260.

All school personnel, District service providers and locally known advocates working with homeless families will be informed of the identity of the Homeless Liaison and the Homeless Liaison duties.

**Identification**

Homeless students will be identified by referrals from community organizations and District personnel and by review of the District's enrollment forms.

**Students in Foster Care**

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

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

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

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

-Preference of the student;

-Preference of the student’s parent or educational decision making;

-The student’s attachment to the school, relationships with staff and peers;

-Placement of the student’s siblings;

-Influence of the school climate on the student, including safety;

-Availability and quality of the services in the school in meeting the student’s educational and ` socio- emotional needs;

-History of school transfers and their impact;

-Impact of the length of commute;

-Whether the student has a disability under the IDEA or Section 504;

-Whether student is an EL student receiving language services.

**SUPPORT SERVICES Policy 5260**

 **(Form 5260)**

**Safety, Security and Communications**

**Safety Standards**

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

**Safety Requirements**

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

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



|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |