

KEYTESVILLE R-III SCHOOL DISTRICT

2017 – 2018 Tiger Staff Handbook



Teach Involve Guide Empower Responsible Students

The Keytesville R-III School District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Josh Shoemaker, Superintendent

Keytesville R-III Schools

27247 Highway 5 (660) 288 – 3767

Keytesville, Missouri 65261

keytesville.k12.mo.us

TABLE OF CONTENTS

Academic Reassignment	33
Accidents.....	39
Accident Prevention and Eye Protection	38
Announcements by Intercom	37
Assemblies	37
Attendance	36
Background Checks	6
Board of Education Meetings	3
Bus Duty	36
Bus Riding Policy	39
Calendar	36
Chaperones Duties	39
Classes Meeting Outside	36
Class Visitations by the Principal	37
Communicable Diseases—Employee	21
Communicable Disease--Infection Control Procedures.....	22
Contract Modifications	12
Contract Termination (Permanent Teacher)	13
Contract Termination (Probationary Teacher)	13
Contract Time (Certified Staff Members).....	14
Copy Machines	37
Custodial/Maintenance	3
Detention/Saturday Detention.....	33
Discipline	32
Dismissal of Pupils	36
Drug-Free Workplace.....	20
E-Mails and Communication	32
Emergency Disaster	38
End of Year Check-Out	40
Evaluation-Certified Personnel	9
Expense Reimbursements	7
Faculty/Staff Meetings	3
Family/Medical Leave	54
Fax Machine.....	38
Field Trips	36
Fringe Benefits Certificated Staff	10
General Information	3
Grade Assignments	33
Grading Scale	34
Graduation Requirements for Special Education K-12	34
Hall Duty.....	36
Health and Accident Procedures	40
Health and Safety	21
Holidays/Vacation –Non-Certificated Staff.....	19
Jury Duty	16
Keeping Students Late	32
Laminating Machine	37
Library, Media and Technology Service.....	43
Loaning of School Equipment	36
Mailboxes	35
Organizational Purchases	37

TABLE OF CONTENTS (continued)

Parent/Teacher Conferences	32
Parking	35
Payment Request “Blue Form”	7
Perfect Attendance	34
Personal Leave	16
Personnel Records	6
Plan Books	35
Professional Day	16
Professional Development Programs	14
Professionalism	4
Professional Organizations	14
Purchasing	6
Purpose	3
Readmission of a Student.....	33
Reduction in Professional Staff Work Force	7
Religious or Controversial Issues	5
Resignation/Termination of Certified Personnel	9
Retirement of Certificated Personnel	12
Requesting/Returning Absence “Pink Form”	4
Room Care	35
Safety	47
Salary Compensation	10
Sample Copies of Materials	38
School Calendar	36
Sexual Harassment of Employees	23
Sick/Bereavement Leave Certificated Personnel	16
Sick Students	38
Special Services	34
Sponsors/Coaches of Extracurricular Activities	39
Staff Conflict of Interest	5
Staff Ethics	5
Staff Protection	19
Student Organizations	37
Substitute Teachers	4
Supervision.....	5
Teacher’s Responsibility to Parents/Guardians	31
Teacher’s Workroom	35
Technology Usage Agreement	58
Telephone	37
Temporary Absence	3
Termination of Employment	13
Testing.....	34
Textbook Evaluations	35
Time Schedule.....	3
Weighted Classes	35

PURPOSE

The purpose of this handbook is to assist the new teachers in getting acquainted with school procedures and guidelines. Returning teachers can refresh themselves on questions of protocol that may have changed from the previous year. This handbook can be a helpful in the task of teaching. Of course, not all questions will be answered, and these guidelines will need to be revised from time to time.

A teacher's ideas and thoughts in regard to any policy, regulation, or procedure are encouraged, as it is only with a group effort that the district can come to have the most effective operation possible.

GENERAL INFORMATION

1. Each teacher should have his/her personal records, which include transcripts and résumé on file in the Superintendent's Office, brought up-to-date.
2. Each teacher shall attend all meetings called by the superintendent or held by the principal unless excused by an administrator.
3. A teacher is not to send students on errands off school property without clearance from the administration.
4. As the district has a policy of not allowing students to smoke or chew on school grounds, a teacher should not smoke or chew in the presence of students during the school day or school related activities.
5. A teacher should report any safety hazard, which is beyond his/her ability to eliminate.
6. A teacher should dress in such a manner as to reflect the very best professional appearance. As the district has a dress code for the students, it is necessary for each teacher to follow the code established. The principal set that blue jeans will be appropriate to wear only on the last day of each week.

CUSTODIAL/MAINTENANCE

Each staff and faculty member must complete a custodial and maintenance repair form and return this form to the superintendent.

The superintendent and custodial/maintenance staff will process each request in order of safety, affordability, needs, etc..... No maintenance or custodial work (outside of the daily routine) will be performed without the completion of these forms.

BOARD OF EDUCATION MEETINGS

The Keytesville Board of Education will meet the second (2nd) Monday of every month.

FACULTY/STAFF MEETINGS

Staff meetings will be called before or after school as the need arises. Advance notice will be given as much in advance as possible. Attendance is mandatory unless excused by an administrator. Nonattendance will not relieve the staff member from the responsibility of knowing the content of the meeting and will cause a written notice of deficiency to be written by the principal addressing the unprofessional conduct.

Monthly meetings for the elementary teachers and for the high school teachers will also be held.

TIME SCHEDULE

Each teacher is to be at his/her duty station for student assistance at **7:40** a.m. Class instruction begins at **8:00** a.m.; students are to be dismissed at **3:05pm** Teachers may leave at **3:25** p.m.

TEMPORARY ABSENCE

If a teacher needs to leave the school building during the school day, permission must be received from an administrator. The teacher must sign-out in the office prior to leaving and sign-in upon return.

REQUESTING/RETURNING ABSENCE “PINK” FORM

Each teacher must complete an Employee Absence Report on the day he/she requests or returns from an absence (should be filled out in advance if possible). **Form must include conference name/location, if applicable, under reason of absence.** This form is to be returned to the **Principal**.

SUBSTITUTE TEACHERS

Substitute teachers are hard to find. Each teacher is to make sure he/she has work fully prepared in order that the substitute will be able to carry on with classes.

Mrs. Pearman will be your contact person when you are going to be absent and/or needing a substitute. Her phone number is (660)288-3332 In order to secure substitutes in time for classes and to make sure the needs of student learners are taken care of, your call needs to happen before 6:00AM. After 6:00AM it will be very difficult to get substitute teachers for the day. Your contact with Mrs. Pearman must be voice to voice, no text messages PLEASE! I do not want to leave things this important to “chance”. It is understood that from time to time the unexpected happens and the timeline can’t be meant. As long as we are conducting ourselves professionally at all times and working together, we can work through such things. Thank you for planning ahead as much as possible!

All teachers should have long-range lesson plans that meet learning goals for their students. These should be available and located somewhere on-line or in the classroom at all times. Great teachers know this and take care of this when they plan curriculum for their students. All teachers should have emergency backup plans located somewhere in their room. These plans should be educational, but general enough that anyone would be able to follow them and monitor the classroom. Be sure your “Buddy Teacher” knows where your plans are and all your other important classroom instructions.

PROFESSIONALISM

American education, under the present circumstances, cannot afford to remain static or with Unimaginative programs, but must proceed to make curriculum changes that will benefit the students of Keytesville R-III School District.

A truly professional faculty can never be entirely satisfied with the curriculum; it must constantly strive to seek a better course or experience structure that will strengthen the program in order to meet changing times and needs. In order to remember this, the staff should review the curriculum offerings at least once a year to determine their usefulness. In this process, the staff is encouraged to react honestly and fearlessly in planning and participating in the program for continuous improvement. The administration is pledged to the policy of maintaining an open mind toward constructive suggestions.

There, however, comes a time that the district must proceed with a blueprint for learning, and it is at that time that each teacher is encouraged to think about, and hopefully, to follow the suggestions listed below:

1. Accept the school’s program. As long as a teacher stays in his/her present job, he/she has an obligation to work with, and not against, the basic objectives of the school. A teacher may not agree with everything, but there is a proper professional form for the voicing of these disagreements. Failure to follow the correct channel in voicing his/her objectives must be considered obstructive of the school's philosophy, goals and objectives, and will be taken into consideration at times of evaluation.
2. Accept the school's schedule. While this may at times be hard to do, it is vital. There is no such thing as an ideal schedule because of the many interests that it must serve--the most important being to meet the individual needs of the students.
3. Accept the special teacher. Perhaps a teacher can teach his/her subject without the aid of these auxiliary staff members, but the teacher hardly serves the total needs of the child without their aid. A teacher shouldn’t assume

his/her work is independent of such personnel; to do so will make the teacher a deficient teacher. Never try to enervate a special teacher's work or to influence the grading of students that those teachers have under their supervision.

4. Accept the fair share of additional duties. Each teacher is to take on responsibilities for activities outside of his/her classroom.
5. Reject attitudes and actions creating irritants among faculty members.
6. Reject the urge to criticize. To criticize a person in private life may be in bad taste, but to criticize a teacher or teaching practice is a matter of public concern and must be considered a serious violation of professional ethics. Violations of official duties should be, and are to be, taken to the principal.
7. Reject the idea of a clique. A wise teacher will avoid the wearing of the label of any single group. Try to maintain a friendly touch with teachers of all points of view.

RELIGIOUS OR CONTROVERSIAL ISSUES (Policy 6242)

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.

STAFF ETHICS

The Board of Education expects each member of its professional staff to be familiar with the code of ethics that applies to his/her profession and to adhere to it in his/her relationships with students, parents, co-workers and officials of the district.

It shall be deemed unethical for any staff member to attempt to influence a Board of Education member outside of an official board meeting in regard to teaching assignments, purchase of equipment and supplies, selection of textbooks or any matters which are ultimately decisions delegated to the principal or superintendent.

STAFF CONFLICT OF INTEREST

Each employee of the Board of Education will not engage in, or have direct financial interest in, any activity that raises a reasonable question of conflict with his/her duties and responsibilities as a member of the school staff. This means:

1. An employee will not participate for financial remuneration in outside activities wherein his/her position on the staff is used to sell goods or services to students or their parents/guardians.
2. An employee who has patented or copyrighted any device, publication, or other item will not receive royalties for use of such item in the school district.
3. An employee will not engage in any type of work where the source of information concerning customer, client, or employer originates from information obtained through the school district.

SUPERVISION

Supervision is a job for all the professional staff. Classroom behavior is the responsibility of the supervising teacher. A teacher should not leave his/her classroom unattended while students are present unless he/she first summons assistance from another adult.

When the class period ends, each teacher should move to the classroom door and dismiss the class. Each teacher should stay in a position to monitor both the hall and his/her classroom between each class. An administrator must be notified in advance if a teacher must leave his/her duty station.

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. There shall be one personnel file for the district maintained in the Office of the Superintendent. This file shall include the following to be supplied by the employee:

1. Health certificates, if required by the district
2. Teaching certificates
3. Academic records
4. Pre-employment references
5. Application forms
6. Evidence of hours beyond the bachelor's, etc., earned prior to employment and evidence of additional hours earned

The file of an individual employee will be considered confidential information, to the extent allowed by the law, and will only be available to authorized administrative personnel and to the employee. Files containing immigration records will be kept separate from personnel files.

Upon request to and in the presence of the appropriate administrative official, any employee will have the right during regular working hours to inspect his/her own personnel file, with the exception of the ratings report and records obtained prior to the employment of the individual, including confidential placement papers.

Evaluation reports and any other written complaints, commendations, or written suggestions for corrections or improvement shall be kept in a separate file. All evaluations will be kept for five (5) years.

A teacher may have access to his/her own personal file at all reasonable times, i.e., during regular school days and hours. The right to access includes the right to make written objections to any information contained in the file. The teacher must sign any written objection, and it shall become a part of the personnel files.

Access to a teacher's file may be given without the teacher's consent to: the superintendent, the teacher's principal or supervisor, members of the Board of Education, State Department of Education supervisors, and employees in the central office responsible for maintaining personnel records and files.

Information of a derogatory nature will not be entered or filed in the employee's personnel folder until the employee is given notice, as well as given an opportunity to review the information and comment thereon. The employee will have the right to append a reply to the statement, which will also be included in the folder.

BACKGROUND CHECKS

Before being employed by the district, each employee shall pass a criminal background check. If an employee is arrested an additional criminal background check will be required.

PURCHASING

In order to purchase supplies/equipment, the staff member must complete and sign as sponsor a purchase order request prior to purchasing any items to be paid for by the District. The completed form should be turned in to the bookkeeper to verify the availability of budget funds after which the form will be presented to the Superintendent for approval. The District will not pay any bill presented without prior approval. If a staff member makes the purchase after approval has been given, any applicable receipts must be turned in to the bookkeeper. Purchases made without a receipt will not be paid by the District, but will become the responsibility of the purchaser. All purchase order requests must be submitted prior to May 1 for the school year. No purchase order requests will be accepted after that date without prior

approval of the Superintendent. Classroom supply purchase order requests must be submitted by March 1.

EXPENSE REIMBURSEMENTS

Lodging: Any person on official school business, who must provide lodging for himself/herself will be entitled to reimbursement for the cost of a single room. Reservations for lodging must be made by obtaining a purchase order request, which will be accompanied by a sales tax exemption letter. If such person is accompanied by his wife/her husband, lodging expenses will be reimbursed for the cost of a double room at the single occupancy rate.

Meals: Meals are reimbursable at actual cost and or the limit of \$30 daily. The district will not reimburse alcoholic beverages or tips. Itemized receipts must be provided for meal reimbursement.

Conference Banquets/Luncheons: Reimbursement may be claimed for actual costs incurred while on official school business.

Conference Registration Fees: Conference registration fees are reimbursable as a miscellaneous expense. Payment of dues to belong to an organization is not a reimbursable expense.

Expense Receipts: Receipts are required for cash expenditures for: registration fees and miscellaneous expenses on automobile use. The receipts should be submitted within 10 days after the expense was incurred for payment.

The superintendent must make prior approval of all trips and expenses in advance.

PAYMENT REQUEST "BLUE" FORM

All payment request forms must be turned in by Thursday preceding the monthly Board of Education meeting. A receipt must accompany request if applicable, including meals. Conferences, meeting locations, and dates must be listed on the request.

Policy 4740

REDUCTION IN PROFESSIONAL STAFF WORK FORCE Instructional Personnel

The Board of Education may place as many teachers on unrequested leave of absence as may be necessary due to a decrease in pupil enrollment, school district reorganization, or the financial condition of the school district. The Board of Education will be the sole judge that one or more of the above conditions exist.

If it becomes necessary to reduce the number of certificated, professional staff members in the district through unrequested leaves of absence, the following philosophy will govern the reduction.

Because the school district exists for the children and the main obligation of the Board of Education is to provide an education for the district's children and not to provide employment, the Board of Education will, through procedures carried out by the administration, determine which employees can best serve the needs of the students.

In placing a teacher on unrequested leave; the following provisions shall govern the Board of Education:

1. The employment position will be the determining factor for what will be eliminated and not the employee who occupies that position.

2. When positions in a particular grade level, discipline, or program are being reduced, probationary employees will be placed on leave before permanent employees. No permanent (tenured) teacher shall be placed on leave of absence while probationary (non-tenured) teachers are retained in positions for which a permanent teacher is qualified.
3. A probationary employee who occupies a position to be eliminated will be considered for reassignment to other professional positions staffed by other probationary employees within the employee's field(s) of specialization. Determination of who will be placed on leave of absence without pay will be made on the basis of performance based evaluations and seniority; however, seniority shall not be controlling within the field of specialization.
4. A permanent employee holding an eliminated position will be placed in another area of specialization, for which he/she is certificated, provided the area in which he/she is certificated is occupied by a probationary employee. The probationary employee may then be considered for alternative placement as determined by the
5. Individual's certification or else is placed on leave of absence. If all positions for which the permanent employee is certificated are filled with other permanent employees, the decision of who will be placed on leave of absence without pay will be made on the basis of performance based evaluations and seniority; however, seniority shall not be controlling within the field of specialization.
6. No salary or fringe benefits will be paid or sick leave granted during an employee's leave of absence. However, the number of accrued sick leave days, salary placement and tenure status will not be impaired during the leave period.
7. Pending approval by the insurance carrier, an employee may continue to participate in the group health insurance program provided the employee is willing to pay the full cost of the premium for such coverage.
8. A teacher placed on leave of absence may engage in teaching or another occupation during the period of leave of absence.
9. Any unrequested leave of absence without pay as implemented under this policy, shall continue for a period of not more than three years unless extended by the Board of Education.

If it becomes necessary for the Board of Education to place a certificated, tenured employee on leave of absence without pay, the employee shall be afforded due process.

For the purpose of this policy, the Board of Education/Superintendent adhering to the following procedure shall accomplish due process:

1. The employee shall be provided a written statement, which is reasonably adequate in expressing the reason(s) for placing the employee on leave of absence without pay.
2. Likewise, the employee shall be provided with a reasonably adequate description of the manner in which the initial decision was reached.
3. Information and data relied upon by the decision makers shall be disclosed to the employee.
4. The employee will be provided an opportunity to respond before the Board of Education.

Policy 4741

SUPPORT STAFF

The Board of Education is authorized to reduce the number of support staff when in the Board's sole discretion factors including, but not limited to, decreases in student enrollment, District reorganization or financial reasons necessitate such reduction. In making such staff reductions, the Board will seek to retain those staff members best able to serve the needs of District's students

Plan for Re-employment of Personnel Affected by Staff Reductions

In the re-employment of personnel affected by staff reductions through unrequested leaves of absence, the Board of Education shall be governed by the following provisions:

1. A permanent teacher shall be reinstated to the position from which he/she has been given a leave of absence or, if not available, to a position in the school district for which he/she is qualified by training and experience.
2. If any positions are reinstated within three calendar years from the permanent employee's last working day, those positions will be made available to the employee who was affected by the reductions in the reverse order of dismissal (the last dismissed will be the first re-hired).
3. No appointment of new teachers shall be made while there are available permanent teachers on unrequested leaves of absence that are properly qualified to fill such vacancies.
4. Employees from outside the district will not be considered until all qualified employees previously placed on unrequested leave by the Board of Education have been considered, although the Board of Education is not legally bound to re-employ probationary employees.

Policy 4610

EVALUATION CERTIFICATED PERSONNEL

The Board of Education shall employ, retain, and advance only the most qualified professional personnel on the staff.

Evaluation of Teaching

1. The evaluation of all professional staff, as required by State law, will be performance-based evaluation. This evaluation will follow the recommendation in "Guidelines for Performance-Based Evaluations" developed by the Missouri Department of Elementary and Secondary Education.
2. As required by State law, one copy of the completed evaluation form shall be given to the staff member, and one shall be filed with the staff member's personnel file.
3. Probationary staff will be evaluated at least twice annually, once before the December board meeting and the second by the March board meeting.
4. Tenured staff will be evaluated at least once every two years or if deemed necessary by the administration as often as necessary.

Policy 4620

SUPPORT STAFF

The development of a competent support staff is a major objective of the performance evaluation. All supervisors and/or principals will complete an annual written evaluation on all support staff under their supervision. The following areas will be evaluated:

1. Job knowledge
2. Quality of work
3. Quantity of work
4. Dependability
5. Cooperation
6. Attendance
7. Punctuality
8. Other areas as appropriate for the specific job

This evaluation will be used to improve job proficiency and to determine eligibility for reemployment.

Policy 4710

RESIGNATION/TERMINATION Certified Staff

In most cases, a resignation becomes effective at the end of the school year in which it is submitted. A tenured teacher must notify the district of his/her resignation no later than June 1. A probationary teacher will not be released from his/her contract after he/she has signed and returned the contract.

A teacher wishing to be released from a teaching contract for any other reason than serious injury or illness will be required to pay for that privilege. Payment will be made prior to release consideration to the Keytesville R-III School District according to the following schedule:

April 16 to May 31	\$1,500
June 1 to June 30	\$2,000
July 1 to July 31	\$2,500
After August 1	\$3,000

A certified personnel employee who for any reason intends to resign or who intends to retire is encouraged to indicate his/her plans in writing to the Board of Education at as early a date in the school year as plans may become firm and the decision to leave the district is made.

Letters of resignation will be submitted to the superintendent of schools.

It is the practice of the administration to recommend to the Board those certificated employees who request to resign after June 1 and prior to July 31 be released from their contracts when there is good cause determined by the Board. After July 31, a certificated employee may petition the Superintendent to recommend a release from his/her contract for extremely unusual reasons. Should the Superintendent decline to recommend a release and the certificated employee leaves the District, the District reserves the right to pursue any and all legal options available to it.

Policy 4711

SUPPORT STAFF

Support staff who wish to resign should address a letter of resignation to the Superintendent with copies to the personnel administrator and the principal/supervisor. The letter should state reasons and an effective date for the resignation.

Fourteen (14) days written notice is the minimum amount of time for resignation by a support staff member.

Non-Contractual Employees

Individuals employed without a contract are subject to suspension and dismissal at any time. The Superintendent is authorized to suspend such employees with pay subject to Board review. In addition, the Superintendent may recommend the suspension without pay or termination of non-contractual employees to the Board of Education.

Payday

SALARY/FRINGE BENEFIT COMPENSATION OF CERTIFIED STAFF

Payday will be the 20th of each month unless it falls on a weekend or holiday, and then payment will be made the last weekday prior to the 20th. Payment requests prior to a fore noted days will not be honored, nor will loans be extended to an employee.

Each teacher will receive his/her salary in twelve installments. The district will withhold from paychecks the following:

1. Federal income tax, according to the amount of salary and the number of dependents claimed on the W-4

form.

2. State income tax, according to the amount of salary and the number of dependents claimed on the MO W-4 form.
3. Missouri Public School Retirement as established by law.
4. Health and/or dental insurance premiums, credit unions, MSTA dues and annuities if so elected.
The district cannot give an advance in pay or loan money.

Cafeteria Plan

The Keytesville R-III School District employee health and welfare benefit plan is established and maintained in accordance with Internal Revenues Code (IRC) Section 125 and related Internal Revenue Service regulations.

The district sponsored employee benefit coverage included in the employee benefit cafeteria plan is restricted to Board of Education approved group medical coverage.

The employee health and welfare benefit plan will be administered according to provisions set forth in the supporting plan document Section 125 Cafeteria Plan arrangement for Keytesville R-III School District's employee health and benefit plan.

Health Insurance

Benefits in addition to basic salary are recognized by the Board of Education as an integral part of the total compensation plan for full-time professional staff members. The benefits extended to the certificated staff will be designed to promote its present and future economic security and to provide incentive for professional development that will be of benefit to the district.

The Board of Education shall provide fringe benefits to all full-time professional staff members by offering participation in a group insurance plan. The contract for insurance will be submitted to competitive bidding at least every three years. Any plan of group health insurance shall include a provision allowing a person who retires, or who has retired, to become a member of the plan if he/she is eligible to receive benefits under the teacher retirement system, by paying the premium.

The Board of Education shall provide group medical insurance for each full-time district personnel in the system as a part of the employee's contract. The Board of Education will pay a portion of the monthly medical health premium.

At the time of initial employment, an employee shall be given his/her first COBRA notification. Second notification and continuation of benefits is contingent upon the employee notifying the district of a qualifying event.

The superintendent will maintain a comprehensive and up to date set of benefits in the school system.

Liability Insurance

The Board of Education will provide liability insurance for each district personnel in the school system.

Support Staff

The school year and work calendars will be set annually by the Board of Education. Work hours may be changed by the administration as needed. Regular attendance is essential in order to maintain a high quality of instruction. Support staff employees, with reasonable notice, will be subject to disciplinary action when their absenteeism is deemed to be excessive.

Overtime/Compensatory Time

Employees who work overtime must receive prior authorization from their immediate supervisors.

Withholding Taxes

A Federal withholding tax is retained for the Collector of Internal Revenue as payment on Federal Income Tax for the current year. Salary and the number of dependents determine the amount withheld. No salary check will be issued until all withholding forms are submitted.

A state withholding tax is retained for the Missouri Department of Revenue. The amount withheld is determined in the same manner as the Federal Income Tax. Employees may authorize additional sums to be withheld by notifying the payroll department in writing and completing a new W-4 form indicating the additional amount to be withheld each pay period. No salary checks will be issued until all withholding forms are submitted.

Public Education Employees Retirement System (PEERS)

All support employees who work twenty (20) hours or more per week on a regular basis for thirty (30) calendar days are members of PEERS and are also covered by Social Security.

Policy 4130

CERTIFICATED PERSONNEL - CONTRACT MODIFICATIONS

The Board of Education of a school district may modify an indefinite contract annually on or before the fifteenth day of May in the following particulars:

1. Determination of the date of beginning and length of the next school year.
2. Fixing the amount of annual compensation for the following school year as provided by the salary schedule adopted by the Board of Education applicable to all teachers.

The modifications shall be effective at the beginning of the next school year. Each teacher affected by the modifications shall be furnished written copies of the modifications within thirty days after their adoption by the Board of Education.

Certificated Personnel - Assignment and Transfer

Assignment shall be based upon the qualifications of the candidate and the philosophy and needs of the school district.

Changes in assignment may be made at the initiative of the Superintendent of Schools, other administration staff members, or at the request of the employee. All such reassignments shall be made with the full knowledge of all parties related to the transfer, and shall be reported to the Board of Education.

Policy 4550

RETIREMENT OF CERTIFICATED PERSONNEL

Retirement provisions for all eligible employees will be in accordance with the provisions of the Missouri Public School Retirement System and the Non-Teacher Retirement System. Full-time certificated staff employed after April 15, 1986, are subject to the Medicare portion of Social Security.

At the time of initial employment an employee shall be given his/her first COBRA notification. Second notification and continuation of benefits are contingent upon the employee notifying the District of a qualifying event.

Any plan of group health insurance shall include a provision allowing persons who retire, or who have retired, to become members of the plan if they are eligible to receive benefits under the Retirement System, by paying premiums at the same

rate as other members of the group.

Employees who retire or who have retired and who are eligible for retirement benefits from either the \ Teacher or Non-Teacher Retirement Plans are eligible to participate in District health benefit programs. In addition, the spouse and/or unmarried dependent children of any employee may also participate in District health benefit programs provided that these family members are receiving or are eligible to receive retirement benefits from either the Teacher or Non-Teacher Retirement Systems. The retiree must apply for insurance coverage within the first year he/she is eligible to receive retirement benefits.

Policy 4731

CERTIFICATED PERSONNEL – CONTRACT TERMINATION

Permanent Teacher

Pursuant to sections 168.114 and 168.124, RSMo. 1986, the Board of Education may terminate a permanent teacher's indefinite contract for one or more of the following reasons:

1. Physical or mental condition that renders the teacher unfit to instruct or associate with children.
2. Immoral conduct.
3. Incompetency, inefficiency, or insubordination.
4. Willful or persistent violation of, or failure to obey, the school laws of the state or the published regulations of the school district.
5. Excessive or unreasonable absence from performance of duties.
6. Conviction of a felony or a crime involving moral turpitude.

The indefinite contract of a permanent teacher may be terminated for the foregoing reasons only in accordance with the procedures prescribed by section 168.116, 168.118, and 168.120, RSMo. 1986. (Policy 4731)

Policy 4730

CERTIFICATED PERSONNEL - CONTRACT TERMINATION

Probationary Teacher

Pursuant to section 168.126.2, Rms. (Supp. 1992), the Board of Education may choose to non-renew a probationary teacher's contract for the coming school year or may choose to terminate a probationary teacher's employment during the term of a contract in accordance with procedures outlined in (Regulation 4730).

The Board of Education may terminate a probationary teacher's contract during the term of a contract for statutory causes as follows:

1. Physical or mental condition that renders the teacher unfit to instruct or associate with children.
2. Immoral conduct.
3. Willful or persistent violation of, or failure to obey, the school laws of the state or the published regulations of the school district.
4. Excessive or unreasonable absence from the performance of duties.
5. Conviction of a felony or a crime involving moral turpitude.
6. Incompetency, inefficiency, or insubordination.

Prior to mid-contract termination of a probationary teacher for causes 1-6, the teacher will be provided with written charges and will be provided an opportunity for a due process hearing before the Board of Education as set forth in Regulation 4730. Prior to the mid-year termination for cause 6, the teacher will also be provided with a notice of

deficiencies and

Policy 4720

Suspension or Termination: Support Staff/Non-Contractual Employees

Individuals employed without a contract are subject to suspension and dismissal at any time. The Superintendent is authorized to suspend such employees with pay subject to Board review. In addition, the Superintendent may recommend the suspension without pay or termination of non-contractual employees to the Board of Education.

Contractual Employees

During the term of the employment contract, a support staff employee may be suspended with pay pending review of the Board. Prior to suspension or termination, such support staff employees will be informed of the reason for discipline and will be given an opportunity to respond to those reasons. Upon request of the employee, a meeting with the Board of Education will be scheduled to review the recommendation for suspension or dismissal. Contractual employees, who are not offered a new contract, are not entitled to meet with the Board of Education. However, in such situations, the employee may review the nonrenewal with the Superintendent/designee.

CONTRACT TIME FOR CERTIFIED STAFF MEMBERS

Certified Staff Members are required to be in the building by 7:40 A.M. and may leave at 3:25 P.M. Failure to meet those responsibilities could result in disciplinary action. If something arises, please contact a building administration.

PROFESSIONAL ORGANIZATIONS

Active participation in professional organizations by each staff member should encourage professional growth. Consequently, the Board of Education encourages each staff member to become involved in a professional organization of his/her choosing.

Each teacher and administrator of the district shall notify the Board of Education of his/her election to a regional, state or national office of a professional organization. The obligation of an employee to meet the demands of an office may become a budgetary factor for the district if the employee desires release time to participate and draw expenses for attendance. If the employee desires reimbursement, a written request shall be submitted to the Board of Education for approval of release time and/or expenses.

PROFESSIONAL DEVELOPMENT PROGRAMS

The Keytesville R-III School Board of Education values professional development for its faculty, and is committed to providing systematic professional development for beginning and practicing teachers. The Board of Education will support the professional development committee, will approve the committee's professional development plan for beginning teachers, and will provide in-service opportunities for all practicing teachers. Adequate time and funds will be included in the district's yearly calendar and budget to support the programs.

Professional Development Committee

Responsibilities:

The professional development committee shall work with beginning teachers and experienced teachers in identifying instructional concerns and remedies; assist beginning teachers with implementation of their professional development plan; serve as a confidential* consultant upon a teacher's request; arrange training programs for mentors; assess faculty needs; develop in-service opportunities related to the school improvement plan; and present ideas, and recommendations pertaining to classroom instruction within the school district. If an individual does not fill his/her responsibility level, the PDC committee will refer that individual to the principal for disciplinary action.

*NOTE: Matters discussed by a teacher and the professional development committee will be held in confidence, but would not be considered "privileged information," if someone is called upon to testify in court. Only doctors, lawyers, and clergy have a legal right to privileged information.

Structure:

The PDC will consist of six teacher elected representatives (3 from each building). Shared teaching positions will be divided as follows: Elementary positions: elementary physical education/foreign language, music, and special services; high school positions: counselor, art, and library. The superintendent and/or principal will serve as ex-officio members.

Committee members shall be certified staff members with at least two years of teaching experience and at least one year in the Keytesville R-III School District. Professional development committee members will be selected for three-year terms with two members rotating off each year. Terms shall be staggered so that approximately one-third of the committee will be new each year. *(The first year this takes effect, 1999, the four newly elected members will draw to see who will serve two year and three terms to make the rotation work.)* Members may not serve consecutive terms. New members shall be selected no later than January

31 annually, training will be accomplished by March 31, and service will begin on April 1. To provide for a transition and training, outgoing members will serve until March 31. A special election will be held under the PDC supervision, in the event that a member must be replaced.

The classroom teachers, librarian, and counselor of the district shall elect committee members. Administrators may be elected to serve on the committee, but may not participate in the selection process. For the purpose of close collaboration between the administration and the teaching staff, the committee may ask an administrator to serve on the committee. If asked to serve rather than being elected, the administrator will not have voting privileges. The committee, following the annual election, will select a chair, vice-chair, secretary and records-keeper.

In order to help beginning teachers polish their skills, improve their chances for success, and encourage them to stay in the profession, the professional development committee will provide a professional development plan for beginning teachers. The plan will address the teacher's first two years in the classroom, and the goals identified in the plan will relate to district orientation, teacher evaluation, and specific targets identified by the teachers and his/her mentor/supervisor. Copies of the initial plan and all subsequent revisions shall be filed and readily available to the teacher and mentor for review and updating.

Beginning teachers will participate in a two-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/her needs as soon as appropriate.

Mentors should have three years of teaching experience, and have a desire to serve as a mentor. The professional development committee will recommend and the principal will assign mentors. The principal will be responsible for asking potential mentor teachers if they will serve in that capacity.

Assistance for Experienced, but New Teachers to the District:

Experienced teachers, but new to the district, will be assigned a teacher-buddy to acquaint them with the policies/procedures of the district.

Assistance for Practicing Teachers:

The district's professional development committee shall assess the in-service needs of practicing teachers annually. The committee shall select the assessment instrument and the survey questions that are to be closely related to objectives of

the district school improvement plan. Once identified, areas such as building, grade level or subject should categorize faculty concerns and needs, and the committee should prepare a recommendation for addressing the identified needs and improving classroom instruction in the district.

The professional development committee shall regularly evaluate the success of the district's in-service programs.

PROFESSIONAL DAY

In an effort to encourage educational growth, each teacher will have one professional day made available to him/her each year for the purpose of observing the teaching techniques of another teacher in a similar discipline. In order to be eligible, the teacher must apply to the superintendent for approval. In this

application the teacher must supply any pertinent information; such as: name of cooperating teacher, where the observation is taking place, and when the observation is being done. If the application is accepted, arrangements will be made for the teacher to be released from his/her teaching duties for a day.

Regulation 4320

PERSONAL LEAVE

Paid Sick Leave

Sick leave may only be used for illness of the staff member or the staff member's immediate family. Immediate family is defined as spouse, parent, grandparent, child, sibling, daughter or son-in-law, grandchild, or non-family residing within the staff member's home. The Superintendent/designee may request a physician's statement regarding an absence and/or verification that the employee may return to work.

Leave

Leave shall not be allowed the first two weeks or the last two weeks of the school year. Leave shall not be allowed the day(s) prior to or the day(s) after a holiday unless an exceptionally critical reason commands it. If this procedure is not followed, it could result in an employee being docked pay for work days missed. The Superintendent/designee has the right to deny any request for leave that does not conform to the policy or would cause a hardship to students or staff.

Bereavement Leave

A maximum of three (3) days may be used in any school year for bereavement purposes. Use of these days will be charged to personal leave and if insufficient personal leave is available, to sick leave. Bereavement leave is available only upon the death of a member of the employee's immediate family, as that term is defined in the sick leave regulation. Bereavement leave is not accumulative.

Leave for Jury Duty

Employees called for jury duty, for participation in the jury selection process, or subpoenaed to testify in a civil or criminal proceeding will be granted leave with pay. Employees will receive their normal pay less any jury or witness fees received. Employees called for jury selection or service on a jury will not be requested or required to use annual vacation, personal leave, or sick leave for time required in such civic service.

Military Leave

An employee who is a member of the National Guard, or an organized military service of the United States, and who is required by laws of the United States or the State of Missouri to report for military duty, including training, shall be eligible for a grant of military leave.

Application for military leave shall be made in advance, as soon as practicable after the employee becomes aware of his/her obligation to report and immediately upon the employee's receipt of official notice to report. A copy of the

official orders must be added to the leave application. The Superintendent/designee must approve the application. Emergency mobilization orders shall be dealt with on an individual basis.

The District recognizes that employees who receive notice to report for duty typically are not provided with discretion as to when to report. However, whenever an employee has a choice as to when to report for military duty, the employee's military leave shall be arranged during periods in which school is not in session. When the employee is given a choice as to when to report for duty, the Superintendent/designee may request that the employee seek a change in military orders if such a change appears to be in the best interest of the District.

Employees shall receive leave with pay for the first fifteen (15) calendar days of military leave in each federal fiscal year. Additional military leave shall be without pay, except as required by federal and state law.

Each employee shall furnish a copy of the employee's military payroll voucher to the Superintendent/designee within thirty (30) days of the employee's return to regular assignment so that the necessary salary adjustments can be made.

Employee eligibility for reinstatement after military duty is completed shall be determined in accordance with federal and state laws.

Leave of Absence

Upon the recommendation of the Superintendent/designee and the approval of the Board, an employee of the District may be granted a leave of absence for non-Family and Medical Leave Act (FMLA) child care, education, or other good cause. Such leave is renewable upon written request for one additional year only. Application for leave is to be made in writing to the Superintendent/designee via Principal/supervisor and must include the period for which the leave is requested and the reasons for the request. The period should be set to least disrupt the education of students. Requests for leave for an entire school year should normally be made in writing before March 1 of the preceding year.

If leave is approved by the Board, the employee is not paid for the period of the leave. Insurance benefits may be continued by the employee by making all payments to the Payroll Office, one month in advance.

Whenever a leave of absence has been granted by the Board to the end of the school year, the employee must notify the Superintendent in writing by the first day of March of an intention to resume his/her position at the beginning of the next school year. Failure to notify the Superintendent/designee of such intention will be regarded as a resignation.

Upon completion of an approved leave, provided proper notification is given, a teacher will be re-employed by the District unless placed on involuntary leave of absence if tenured; or, if notified of nonrenewal of contract by April 15 if a probationary teacher.

If desired, and whenever feasible, the employee will be placed on the same or equivalent position to the one held prior to the approved leave.

NOTE: Leave of absence without pay under the provisions of this regulation does not apply as service towards tenure for probationary teachers.

Policy 4310

Regular attendance is essential in providing District students with a high quality of instruction. Eligible certificated staff will have available 12 (twelve) days of sick leave per school year cumulative to 52days (40+ the present 12(twelve) days.

Those staff members hired on after the 2016 calendar year will receive 10 (ten) days of sick leave per school year cumulative to 50 days (40+ the present 10(ten) days). Eligible support employees have available one (1) day of sick leave per month cumulative to 40 days.

When employees are absent more than 6 (six) days in any semester or more than 12 (twelve) days per school year, their absence is considered excessive. The Superintendent/designee will review each incident of excessive absence and may require the employee to provide medical documentation or may consider disciplinary actions up to and including termination.

Faculty members who are under a doctor's care, or who have an immediate family member under a doctor's care, and who have used all of their sick leave and all personal days, and who have been without pay for five days may petition the faculty for a donation of sick days to be used for ninety percent (90%) of additional consecutive days missed. The Superintendent must give approval of all transfers of sick leave days.

Beginning with the 2008-2009 school year, certified staff members may be compensated for each unused sick day at the same rate that is being paid for substitutes.

Employees leaving the system will be paid the same rate that is being paid for substitutes for each unused day of sick leave (40 days maximum).

The Board of Education reserves the right to require a physician's certification attesting to the illness or disability of the claimant and/or inclusive incapacitation if the absence is for more than eight consecutive days.

NOTE: Those teachers who are employed part-time will have their sick leave days prorated according to the terms of employment.

Policy 4221

SUPPORT STAFF

All *full-time, non-certified staff shall receive one (1) day of sick leave for each month of contracted employment. Sick leave will include serious illness or death of father, mother, son, daughter, husband, wife, brother, sister, grandfather, grandmother and other comparable relatives. In the case of death in the family, the leave may include the day before and the day after the funeral. All full-time employees may use two days of sick leave as personal leave each year subject to the approval of the employee's immediate supervisor.

Whenever all accumulated sick leave has been used, pay will be deducted on a per diem basis until regular duty is resumed. The exception to this would be if the employee were hospitalized at the time all sick leave had been exhausted. Under this circumstance, the employee's deduction would be one-half per diem for the next five days or until the hospitalization ends; whichever is the lesser of the two.

Beginning with the 2008-2009 school year, non-certified staff members may be compensated for each unused sick day at the rate of their present hourly salary times one-half the number of hours in their normal work day for each sick day.

Employees leaving the system will be paid their hourly rate times one-half the number of hours in their normal work day for each unused day of sick leave (40 days maximum).

*Full-time employment will be defined as those individuals who are expected to work on a consecutive daily basis regardless of the number of hours worked each day.

Those employees who are not contracted to work on a consecutive daily basis will have their sick leave days prorated

according to the terms of employment.

STAFF PROTECTION

The Board of Education will protect each employee against claims that may be entered against him/her as a result of carrying out his/her assigned responsibilities. This protection will be in the form of liability insurance and workman’s compensation insurance.

Workmen's Compensation Insurance – Each school employee will be covered by workmen’s compensation insurance and is eligible for compensation for an injury incurred while on the job. Any accident in resulting in injury, no matter how minor, must be reported to the immediate supervisor who intern will notify the appropriate administrative office. Following treatment, proper forms must be completed and submitted to the appropriate administrative offices.

Liability Insurance - Professional liability insurance will be provided for each certificated professional staff member.

Unemployment Compensation Insurance – Each school employee will be covered by unemployment compensation insurance and subject to the provisions thereof.

Policy 4330

HOLIDAYS/VACATION – NON-CERTIFICATED STAFF

The Board will annually adopt a calendar that will provide for the following holidays:

- Labor Day
- Thanksgiving
- Christmas
- New Year's Day
- Memorial Day (12 month employees only) Fourth of
- July (12 month employees only)

Staff members will not receive additional compensation for holidays unless they are required to work on such holidays. Administrators employed on a twelve (12) month contract shall have vacation as provided in their individual contracts. Vacation shall be scheduled in compliance with the Superintendent’s guidelines and is subject to Superintendent approval.

Full time employees who have served a full year as of July 1st are entitled to two week vacation with pay each year. One day additional vacation will be added each year thereafter until a total of three weeks vacation (maximum) is earned.

New employees with less than one year of service shall be granted paid vacations as follows:

Eleven months -----	9 days
Ten months -----	8 days
Nine months-----	7 days
Eight months -----	6 days
Seven months -----	5 days
Six months -----	5 days
Less than six months-----	none

The Superintendent of Schools shall establish a vacation schedule for all non-certificated employees of the district. All

vacations shall be taken during the school vacation months, except by special arrangement with or by the Superintendent.

Policy 4870

DRUG-FREE WORKPLACE

Student and employee safety is of paramount concern to the Board of Education. An employee under the influence of alcohol, drugs, or controlled substances is a serious risk to himself/herself, to students, and to other employees. Therefore, the Board of Education shall not tolerate the manufacture, use, possession, sale, distribution or being under the influence of controlled substances or alcoholic beverages on any school property or on any school-approved vehicle use to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction 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. 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. The employee 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 will notify the superintendent 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. The employee must make such notification to the superintendent in writing no later than five calendar days after conviction. The superintendent will provide notice in writing of such a violation to the United States Department of Education, or other appropriate federal agency within 10 calendar days after the superintendent 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.

The district will take appropriate disciplinary action within 30 days. The district will institute a drug-free awareness program, to inform each employee of the dangers 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 an employee for drug abuse violations occurring in the workplace. Each employee will receive a copy of this policy.

The Board of Education recognizes that an employee who has a drug abuse problem should be encouraged to seek professional assistance. An employee who requests assistance shall be referred to a treatment facility or agency in the community if such facility or agency is available.

When it is evident that a staff member has consumed alcoholic beverages or illegal drugs off school property, during and/or before a school activity, the staff member will not be allowed on school property, or to participate in school activities. A staff member who violates this regulation will be subject to the same penalties as for possession or consumption on school property.

The Board of Education hereby commits itself to a continuing good-faith effort to maintain a drug-free workplace. This policy shall be communicated in writing to each present and future employee. Compliance with this policy is mandatory.

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, in cooperation with the Department of Elementary and Secondary Education, 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.

HEALTH AND SAFETY

The health of each school staff member is of vital importance to the school. Through its safety program and various policies pertaining to employees the Board of Education will seek to ensure their safety during working hours and assist them in maintenance of good health. Wellness programs, CPR training and safety and maintenance appraisal are all part of this effort.

COMMUNICABLE DISEASES - EMPLOYEE

An employee of the school district shall not work in a school setting if the employee is known to be afflicted with any contagious or infectious disease, or while liable to transmit such a disease after being exposed, unless the Board of Education or its designee has determined, based on medical evidence, that (1) the employee is no longer infected or liable to transmit the disease, or (2) the employee is afflicted with a chronic infectious disease which poses little risk of transmission in the school environment with reasonable precautions.

Any employee known to have a chronic infectious disease such as hepatitis, acquired immune deficiency syndrome (AIDS) or to have human immunodeficiency virus (HIV) infection or AIDS-related complex (ARC) shall be individually evaluated.

Any employee with a chronic infectious disease who works in a school setting must do so under specific conditions. These conditions will consider the individual rights of the employee; yet will not endanger his or her health, or the health of teachers, students, and other staff.

An employee with a contagious or infectious disease has a right to privacy and a need for confidentiality. Only staff members who need to know the identity and condition of such an employee in order to perform his/her duties will be informed. Willful or negligent disclosure of confidential information about an employee's medical condition will be cause for disciplinary action.

Reporting and disease outbreak control measures will be implemented in accordance with 19 CSR 20.20.010 through 20.20.060 and 20.28.010, state laws and Department of Health rules governing the control of communicable and other disease dangerous to public health.

Each employee will be issued, and will be expected to follow, the most recently issued guidelines of the Centers for Disease Control, including applicable universal precautions in cleaning up body fluid spills, whether or not an individual infected with a body fluid or blood-borne pathogen is known to be present in the school environment or related activities. Willful or negligent disregard for precautions by any staff member will be cause for disciplinary action.

Procedures:

1. If an employee is infected with a contagious or infectious disease, or if the superintendent has a reasonable basis for believing an employee's physical condition may pose a health risk to others, the superintendent may request the employee to undergo a medical examination by a physician mutually agreed upon by the employee and the Board of Education or its designee, to determine the nature of the employee's medical condition and the extent of the health risk to others. The employee may be placed on leave with pay in accordance with district policy until a determination is made. Sick leave will be charged against an employee who is later determined to be afflicted with a contagious or infectious disease. Refusal to submit to a medical examination may result in disciplinary action.
2. If the examining physician determines that the employee is afflicted by an acute infectious disease of relatively

short duration, the employee will continue on sick leave and/or leave without pay in accordance with district policy until a physician certifies that the employee is no longer liable to transmit the disease.

3. If the examining physician determines that the employee may be afflicted with a chronic infectious disease, the employee will continue on sick leave and/or leave without pay in accordance with district policy until the individual assessment is completed by the Review Committee.
4. The Review Committee shall consist of the employee, the employee's personal physician, and a school health professional, a representative of the Missouri Department of Health, the superintendent, the principal and others mutually agreed upon.
5. The Review Committee will meet within 72 hours after the school district becomes aware of an employee who has been diagnosed as having a chronic infectious disease or related illness.
6. The Review Committee will assess the employee's medical condition and the risks of exposing others to the disease in the school work environment and in transit to and from the school. The committee will determine whether the employee should continue in the current assignment with restrictions and conditions, be reassigned to another position for which qualified, but which would involve less risk to self and others; be placed on sick leave, leave without pay, or disability leave in accordance with district policy because the employee is unable, at least temporarily, to perform his/her regular assignment or another for which qualified; or have termination recommended because the employee is physically incapacitated from performing duties for which qualified, or is unwilling to conform with restrictions and conditions of employment. The employee's status will be reviewed, but no less than every three months. If changes in the health or behavior of the employee warrant, the superintendent may convene the committee at any time. The review team shall also recommend staff members who need to be informed of the identity of the infected employee in order to provide medical treatment, including first aid.
7. The committee's determination will be submitted in writing, and a copy will be provided promptly, if possible within three working days of the initial meeting of the Review Committee, to the employee, superintendent, Board of Education, building principal and all committee members.
8. The employee may appeal the determination to the Board of Education in accordance with district policies and procedures for employment-related grievances.
9. If an employee with a chronic infectious disease is permitted to continue working in the school setting:
 - a. The superintendent will identify and notify the staff members who need to know the identity of the infected person in order to provide medical treatment, including first aid. Such employees will be informed of the employee's identity and conditions under which the person is continuing to be present in the school setting. Willful or negligent disclosure of confidential information by a staff member will be cause for disciplinary action.
 - b. The superintendent, in consultation with a designated health professional, will develop safety and precautionary procedures and incident reporting procedures and ensure that the employee and all staff members who have contact with the infected employee are trained to implement them. Willful or negligent violation of safety and precautionary procedures will be cause for disciplinary action.

COMMUNICABLE DISEASE - INFECTION CONTROL PROCEDURES

Procedures for Cleaning Blood and/or Body Fluids Many infectious agents can be found in the blood or body fluids of humans. This includes individuals with no outward signs or symptoms of infection. It is, therefore, very important that each district employee adopt routine procedures for handling the cleanup of all blood/body fluid spills. The procedures, as outlined by the Centers for Disease Control are as follows:

1. If available, absorbent floor-sweeping materials should be used to cover fluids to keep them from spreading.
2. Rubber gloves should be worn, and all spills should be cleaned up with absorbent towels or tissues.
3. All surfaces that have been in contact with the fluids should be cleaned with a disinfectant. Any EPA-approved disinfectant (i.e., Lysol, etc.) can be used. A 1:10 dilution of household bleach can also be used. This solution should not be mixed in advance.
4. If the gloves worn to clean up the spill are reusable rubber gloves, they should be washed with soap and running

water prior to removal. Disposable gloves should be removed without soiling the hands, and should be disposed of in an impermeable plastic bag.

5. If the person doing the cleaning has any open skin lesions, precautions should be taken to avoid direct exposure of the lesions to the body fluids.
6. After exposure to body fluids, good hand washing should consist of thorough use of soap and hot water for at least 10 to 15 seconds.

the following items:

- Absorbent floor-sweeping material
- Disinfectant
- Rubber or plastic gloves
- Disposable towels or tissues
- Impermeable plastic bags

All of these materials should be kept together in a central location.

Caution: The diluted bleach disinfectant solution, if used, should not be used for any purpose than clean up described above. Mixing this solution with certain other chemicals can produce a toxic gas. Also, any EPA-approved disinfectant used should be diluted according to manufacturer's instructions. It is not appropriate or necessary to add more disinfectant than the directions indicate. Doing so will make the disinfectant more toxic, and could result in skin or lung damage to those individuals using it.

Regulation 4810

SEXUAL HARASSMENT OF EMPLOYEES

The Board of Education is committed to maintaining a work environment for its employees that is free from sexual harassment. Furthermore, the Board of Education strongly believes that no person in the School District shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity.

DEFINITION OF SEXUAL HARASSMENT

In Employment

Sexual harassment in employment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of sexual nature when:

- Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment.
- Submission to or rejection of such conduct by an individual is the basis for employment decisions affecting that individual.
- Such conduct creates an intimidating, hostile, or offensive work environment.
- Qualified employees are denied employment opportunities or benefits because the opportunities or benefits are given to another employee who submitted to an employer's sexual advances or requests for sexual favors.

Under Title IX (applies to students and employees)

- Title IX forbids discrimination on the basis of sex in any educational program or activity that receives federal funds. This includes a prohibition on sexual harassment. The Office for Civil Rights of the U.S. Department of Education defines sexual harassment under Title IX as follows: "Verbal or physical conduct of a sexual nature, imposed on the basis of sex, by an employee or agent of a recipient that denies, limits, provides different, or conditions the provisions of aid, benefits, services or treatment protected under Title IX."
- Sexual harassment under Title IX includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's academic status or progress, or employment.
- Submission to or rejection of such conduct by an individual is the basis for educational or employment decisions affecting that individual.
- Such conduct creates an intimidating, hostile, or offensive educational or work environment.
- Qualified students or employees are denied educational or employment opportunities or benefits

sexual advances or requests for sexual favors.

EXAMPLES OF SEXUAL HARASSMENT

Unwelcome Sexual Advances

Whether the advance is "unwelcome" is determined on a case-by-case basis. Unwelcome advances may include, but are not limited to, the following:

- Any invitation (even subtle) intended to result in a sexual liaison.
- Invitations to dinner or social events, when refusal results in the loss of a promotion or in other adverse employment action.
- Propositioning an employee
- Unwelcome Verbal Conduct of a Sexual Nature

This may include, but is not limited to, the following:

- Sexually provocative or explicit speech
- Publicly expressed sexual fantasies
- Jokes of a sexual or crude nature.
- Derogatory comments directed to males or females as a class (language directed toward a specific employee is more likely to be viewed as sexual harassment).
- Demeaning comments.
- Threats for not agreeing to submit to sexual advances.
- Writing sexually explicit memos
- Unwelcome Physical Conduct of a Sexual Nature

This may include, but is not limited to, the following:

- Grabbing or twisting an individual's arm.
- Any unwarranted touching.
- Sexually offensive pranks.
- Drawing sexually explicit cartoons, other drawings, or graffiti.
- Gestures indicating sexual behavior
- Suggestive winks
- Kissing.

Conduct Toward Students

In addition to the foregoing examples, students may experience harassment that is unique to their situation, some of which may not be immediately recognized as sexual harassment, but which may support a potential claim against the District and/or its employees if not remedied. Such harassment may include, but is not limited to, the following:

- Unwanted sexual behavior, such as touching, oral comments, sexual name calling, spreading sexual rumors, jokes, pictures, leers, overly personal conversation, cornering or blocking a student's movement, pulling at clothes, students "making out" on school premises.
- A student in a predominantly single-gender class who is subjected to sexual remarks by a teacher or students who regard the comments as joking and part of the usual class environment.

- Interfering with a student's achievement in a predominantly or historically single-gender class by hiding tools or equipment, questioning the student's ability to handle the work, or suggesting that the student is "abnormal" for enrolling in the class.
- Purposefully limiting or denying students access to educational resources because of their gender.
- Teasing a student about the student's enrollment in a predominantly or historically single-gender class.

Nature of Sexual Harassment

Sexual harassment is not limited to conduct by males toward females. Sexual harassment may occur between any or all of the following:

- Student to student
- Staff to student
- Student to staff
- Male to male
- Female to female
- Male to female
- Female to male

INVESTIGATION OF SEXUAL HARASSMENT COMPLAINTS

Complaints Involving Employees

If an employee believes that he/she is being sexually harassed, the employee is encouraged to bring the concern to the attention of the employee's supervisor.

- If the employee feels that such contact with the supervisor would be inappropriate, if the situation is not satisfactorily resolved by the supervisor, or if the employee simply feels more comfortable speaking with someone other than the supervisor, the employee should contact the Title IX compliance coordinator for the School District.
- If neither the employee's supervisor nor the Title IX compliance coordinator is of the same sex as the employee, or the employee for any other reason would prefer to report the employee's concern to another supervisor/administrator within the District, the employee may do so. However, it is essential that the report be made to someone with the authority and obligation to act upon the concern.
- Any supervisor/administrator who receives a report, orally or in writing, from any employee regarding sexual harassment of that employee by another employee, non-employee doing business with the District, or student must notify the Title IX compliance officer within twenty-four (24) hours or within a reasonable time thereafter.
- Oral complaints of sexual harassment will be put in writing by the complainant or by the person who receives the complaint, and should be signed by the complainant. However, the complainant's refusal to sign a complaint does not relieve the District of the obligation to investigate the complaint.
- An employee who believes that he/she has been subjected to sexual harassment shall not be required to confront the alleged harasser prior to making the report.
- Following receipt of the report, District personnel will promptly and fully investigate the complaint and will notify the employee and the alleged harasser of the results of the investigation. Investigations will be conducted with full recognition of the rights of all parties involved.

- Upon receipt of the report, the Title IX officer will appoint an investigator to investigate the complaint. The investigation shall commence within forty-eight (48) hours after such appointment.
- The District will maintain the confidentiality of the complaint and the details of the investigation to the fullest extent possible.
- The investigator will put his/her findings in writing and will forward a copy to the Title IX compliance officer within one (1) week after concluding the investigation, or within a reasonable extension of time thereafter, for good cause shown.
- If the investigation substantiates the complaint, the District will take appropriate disciplinary action against the offender(s), commensurate to the severity of the harassment (up to and including termination of employment). If the offender is a student, disciplinary action will be taken in accordance with Board established Policy 2610. If the offender is not an employee of the District, the District will take appropriate action within the scope of its authority to eliminate and redress the harassment.
- If the investigation is indeterminate, the matter will be designated as unresolved, and the investigation file will be maintained by the Title IX compliance officer in a file separate and apart from any student or personnel file.
- There will be no retaliation against or adverse treatment of any employee who uses this procedure to resolve a concern when such complaint has been brought in the good faith belief that the complainant has been subjected to sexual harassment.
- The responsible administrator shall follow up regularly with the complaining employee to ensure that the harassment has stopped and that no retaliation has occurred.

ENFORCEMENT

Employees

Each supervisor and administrator is responsible for maintaining an educational and work environment free from sexual harassment. In accordance with that responsibility, each site manager, or his/her designee, shall take appropriate actions to enforce the School District's sexual harassment policy, including but not limited to the following:

- The supervisor/administrator shall provide an inservice training regarding sexual harassment to all staff by the end of the first full calendar week of each school year.
- The supervisor/administrator shall provide a copy of the policy to all new employees of the District prior to the commencement of the employee's duties.
- The supervisor/administrator shall further instruct employees regarding the procedures for reporting sexual harassment in the educational setting on an as-needed basis.
- The supervisor/administrator shall take prompt action to investigate all complaints of sexual harassment.
- The supervisor/administrator shall take appropriate disciplinary action, as necessary.

Students

Each building administrator is responsible for maintaining an educational and work environment free from sexual harassment. In accordance with that responsibility, each building administrator, or his/her designee, shall take appropriate actions to enforce the School District's sexual harassment policy, including but not limited to the following:

- All vulgar or sexually offensive graffiti shall be removed from the premises.
- The building administrator shall provide an in-service training regarding sexual harassment (including sexual harassment involving students) to all staff by the end of the first full calendar week of school.
- Student instruction regarding sexual harassment shall be provided annually by the end of September to all students in grades six through twelve. Age appropriate instruction will also be presented to pre-kindergarten through fifth grade students.
- All homeroom teachers shall discuss this policy with their students within one month after its adoption by the Board and during the first week of the school year thereafter. Written copies of the policy shall be given to each student in grades six through twelve (and in lower grades as may be appropriate) as part of these discussions. Discussion shall be conducted in an age appropriate manner and should assure students they need not tolerate any form of sexual harassment.
- All teachers, counselors, and administrators shall instruct students on the procedures for reporting sexual harassment within the educational setting on an as needed basis.
- The building administrator shall take prompt action to investigate all complaints of sexual harassment.
- The building administrator shall take appropriate disciplinary action, as needed.

NOTIFICATIONS

A copy of the School District's sexual harassment policy shall:

- Be displayed in a prominent location at each work site.
- Be provided to each current employee, and to each new employee prior to commencement of their duties.
- Appear in any School District newsletter or work site publication that sets forth the School District's comprehensive rules, regulations, procedures, and standards of conduct for employees.
- The District's Title IX compliance officer will be available to answer all questions regarding this policy or its implementation.

DISCIPLINE/CONSEQUENCES

Complaints Involving Employees

- Any employee who engages in the sexual harassment of anyone while on school property, or while in the employ of the District off school property will be subject to disciplinary action, up to and including dismissal.
- Any employee who permits or engages in the sexual harassment of a student will be subject to disciplinary action up to and including dismissal.

- Any employee who receives a complaint of sexual harassment from a student and who does not act promptly to forward that complaint to the principal and the District's Title IX coordinator shall be disciplined appropriately.
- Any employee who retaliates, or engages in conduct that could be interpreted as retaliation, against any person who has made a complaint of sexual harassment or who has participated in the investigation of a complaint of sexual harassment will be subject to discipline, up to and including dismissal.
- Any non employee doing business with the District who engages in sexual harassment, or who retaliates against any person who has made a complaint of sexual harassment or who has participated in the investigation of a complaint of sexual harassment, will be subject to discipline to the extent that the District has control over the non employee and his/her employer.
- Any employee who brings a false charge of sexual harassment shall receive appropriate discipline. The term "false charge" means a charge brought in bad faith, that is, without the good faith belief that one has been subjected to sexual harassment. The term "false charge" does not include a charge that was brought in good faith, but which the District was unable to substantiate.

Complaints Involving Students

- Any student who engages in the sexual harassment while on school property or while participating in school activities, will be subject to disciplinary action, up to and including expulsion.
- Any employee who permits or engages in the sexual harassment of a student will be subject to disciplinary action, up to and including dismissal.
- Any employee who receives a complaint of sexual harassment from a student and who does not act promptly to forward that complaint to the principal and the District's Title IX coordinator, shall be disciplined appropriately.
- Any student who brings a false charge of sexual harassment shall receive appropriate discipline. The term "false charge" means charges brought in bad faith, that is, without the good faith belief that one has been subjected to sexual harassment. The term "false charge" does not include a charge that was brought in good faith, but which the District was unable to substantiate.

TITLE IX GRIEVANCE PROCEDURE (Sexual Harassment)

Level 1: Principal or Immediate Supervisor (Informal and optional-may be bypassed by grievant) Many problems can be solved by an informal meeting with the parties and the principal or coordinator. A student who believes that he/she has been subjected to sexual harassment is encouraged to first discuss it with the teacher, counselor, or building administrator involved with the objective of resolving the matter promptly and informally. Employees with a sexual harassment complaint are encouraged to first discuss it with their principal or immediate supervisor with the same objective. If the individual's teacher/supervisor is the person alleged to have engaged in sexual harassment, the grievant should skip Level 1 and go directly to Level 2.

Level 2: Title IX Coordinator

If the complaint or issue is not resolved at Level 1 or if the grievant chooses to skip Level 1, the grievant may file a signed, written grievance stating: 1) the nature of the grievance; 2) the remedy requested; and 3) the date the grievance was submitted. The Level 2 written grievance should be filed with the Title IX Coordinator within fifteen (15) days of the event or incident, or from the date the grievant could reasonably become aware of such occurrence.

The Coordinator has authority to investigate all written grievances. If possible, the Coordinator will resolve the grievance. If the parties cannot agree on a resolution, the Coordinator will prepare a written report of the investigation which shall include the following:

- A clear statement of the allegations of the grievance and remedy sought by the grievant.
- A statement of the facts as contended by each of the parties.
- A statement of the facts as found by the Coordinator and identification of evidence to support each fact.
- A list of all witnesses interviewed and documents reviewed during the investigation.
- A narrative describing attempts to resolve the grievance.

The Coordinator's conclusion as to whether the allegations in the grievance are meritorious.

If the Coordinator believes the grievance is valid, the Coordinator will recommend appropriate action to the Superintendent.

The Coordinator will complete the investigation and file the report with the Superintendent within fifteen (15) days after receipt of the written grievance. The Coordinator will send a copy of the report to the grievant.

If the Superintendent agrees with the recommendation of the Coordinator, the recommendations will be implemented.

The Coordinator and Superintendent may appoint an outside investigator once a written grievance is filed if the Coordinator or Superintendent is the alleged violator.

Level 3: The Board of Education

If the Superintendent rejects the recommendations of the Coordinator, and/or either party is not satisfied with the recommendations from Level 2, either party may make a written appeal within ten (10) days of receiving the report of the Coordinator to the Board of Education. On receipt of the written appeal, the matter shall be placed on the agenda of the Board of Education for consideration not later than their next regularly scheduled meeting. A decision shall be made and reported in writing to all parties within thirty (30) days of that meeting. The decision of the Board of Education will be final.

Other Options for Grievant

At any time during this process, a grievant may file a complaint with the Missouri Human Rights Commission or with the U.S. Department of Education, Office for Civil Rights.

Sexual harassment of students by adults who otherwise come within this Policy is absolutely prohibited regardless of whether the conduct is "welcome."

Policy 4125

Notice of Arrest, Abuse Complaint, Traffic Citation

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

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

Policy 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 achieving these objectives, staff are required to meet certain performance criteria including, but not limited to:

- 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
- Motivate students to achieve learning objectives.
- Communicate with students in a professional and respectful manner.
- Maintain relationships with students in a professional teacher-student model.
- Review and comply with Board policies, regulations, and procedures as well as related building rules and practices.
- 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.

Policy 4873

Staff Cell Phone Usage

The use of cell phones, iPads and similar personal electronic devices during work time presents a significant safety risk, as well as, adversely impacts work time. For safety and educational reasons, the instructional staff and support staff, except as provided in this policy for transportation employees are not permitted to use such personal electronic devices during work time. Exceptions will be made for bona fide school related emergencies.

Bus drivers and other employees driving district vehicles and employees driving while on District business are prohibited from using cell phones, iPads, and related electronic devices while driving. If an emergency occurs, the vehicle should be parked and remain parked in a safe location during the use of the electronic device. Bus drivers and employees driving District vehicles should log those work time emergency calls with date, time, call duration and vehicle location with their supervisor as soon as is practicable.

Policy 4650-lite

Communication With Students By Electronic Media

Employee personal communication with students, in all forms including oral and nonverbal shall be appropriate and consistent with Board policy. Personal communication shall be deemed to be inappropriate if such communication is sexual in nature; is sexually suggestive; suggests romantic activity with student or students; or is otherwise inconsistent with Board policy. Violation of this provision will result in disciplinary action up to and including dismissal.

Communications between employees and students will be primarily direct, oral or written in nature. Employee's communication with students and/or teacher's electronic media must be made available to the student's parents/guardians. While the employee need not notify their building principal of the content of the electronic communication, the employee must notify the principal, in writing, of the date and time of the communication and the identity of the student with whom communication occurred. Such notification is not required where the communication is between the teacher and his/her children or siblings.

The District does not have sufficient staff to monitor every communication between employees and students and does not, therefore, commit to monitoring such communication. Nonetheless, where there is reason to believe that an employee has inappropriately communicated with a student(s) they may require the teacher to provide access to the specific communication in question.

The District will provide official electronic media which may be utilized by employees for communication with students for dissemination of school related information (i.e. homework, practice schedules, supplemental instructional material.)

TEACHER'S RESPONSIBILITY TO PARENTS/GUARDIANS

It is a responsibility of a teacher to inform parents/guardians promptly if pupils do not respond to the teacher's best efforts and is doing less than should be expected. A telephone call, a note, or a warning letter may supply this information so that a conference with the parents/guardians may be obtained. The teacher has primary responsibilities for his/her pupils, but the guidance counselor will share in the follow-up of those cases, which prove difficult.

Probable failure for a semester demands information to the parent directly from the teacher. Parents/guardians have a right to be informed far enough in advance so that they can assist the pupil in avoiding failure. Serious complaints against the teacher and ill will toward the school result from the neglect of adequate and timely warning. It is not enough to inform the pupil of a probable failure.

Each teacher is encouraged to inform parents when students have achieved at a superior level or have done exceptionally good work on a project or a special assignment. Parents/guardians are appreciative of such complimentary comments from the school. Such communications are not only pleasant experiences for teachers, students and parents/guardians, but they are important sources of good will for the teacher and the school.

Letter of Commendation (*Sample*)

The following letter may be sent to students who are doing exceptionally well in your class.

Dear Parents/Guardians:

It is with pleasure I write you that your son/daughter is doing especially fine academically in _____ . (Name of

subject)

I am sure that the encouragement and interest you have shown in your son's/daughter's progress has contributed to his/her success. I wish to congratulate you, as well as your son/daughter, on his/her fine accomplishments.

Cordially, Teacher

E-MAILS AND COMMUNICATION

Staff should not correspond with parents/guardians via email regarding confidential information for any reason. Correspondence about a child's confidential information should be saved in a traditional manner.

PARENT/TEACHER CONFERENCES

Each teacher should arrange conferences with parents/guardians of pupils as often as the teacher or parents/guardians deem it necessary. Such conferences may be held in addition to the regular quarterly reports and should be used not only in communicating problem areas, but to report excellence for achievement.

The primary purpose of the parent conference is to aid both the teacher and the parent/guardian in providing the best possible education for the child.

KEEPING STUDENTS LATE

If a student must be kept late, it is the teacher's responsibility to inform the parents/guardians by telephone or note beforehand especially if the student is a bus rider.

DISCIPLINE

Each student has the right and the responsibility to learn how to exercise self-discipline in his/her own life. Each class member has the right to receive an education in an environment that is free from distraction that is detrimental to learning. It is the teacher's responsibility to maintain the balance between allowing the student to grow as a person and a student, while controlling the environment so that education for the group is not hindered.

With self-discipline as the goal of all disciplinary actions, each teacher should be mindful of the fact he/she is dealing with individual personalities. A child's personality, disposition, and personal characteristics should be given consideration before prescribing discipline.

Disciplinary action should not be administered in such a way as to cause the child to lose status before his/her social group. A teacher should guard against making remarks to other pupils concerning another student's shortcomings or engage in discussions with a pupil that reflect discredit upon him/her before others.

Information concerning the pupil or his/her family background should be held in strictest confidence.

When ordinary and usual methods of correction are ineffective the teacher may send the pupil to the principal for further action.

Good discipline in the school is extremely important to the school program. Without good discipline, the school cannot discharge its primary responsibility in the development of the individual. Without good discipline, a student cannot realize his/her greatest opportunities for growth. In maintaining discipline, a teacher must be able to proceed with the assurance that support will be forthcoming from the principal, the superintendent, and the Board of Education.

Some general guidelines of assertive discipline, which can effectively be employed, are:

1. Treat students with respect and it will be easier to command respect.
2. Written class rules should be simple and clear.
3. Be fair and consistent in enforcement.
4. Don't threaten discipline unless you can deliver.
5. Keep classes relevant and interesting - this is the most important rule of all. Relevance, interest, variance, program and structure are the most valuable and effective tools a teacher has available to prevent discipline problems. A student not having anything to do may lead to discipline problems.

ACADEMIC REASSIGNMENT (IN-SCHOOL-SUSPENSION)

Each teacher will be notified prior to a student receiving academic reassignment (In-School-Suspension) if possible. Student lesson plans are to be given to the principal in the morning prior to the beginning of reassignment. During his/her preparation period the student's teachers are to check on students being retained on academic reassignment. Assignments will be graded and returned to the principal by the morning after the student has served academic reassignment (In-School-Suspension) so that the principal may determine if the work has been satisfactorily completed.

READMISSION OF A STUDENT

Any student who has been absent from class is not to be re-admitted unless he/she has a re-admit slip from the office. Please enforce this rule or the re-admit slip will have no meaning to the student and his/her parents. The teacher that has the student last period will turn in the re-admit slip with his/her attendance report. Note: Be sure to read for excused or unexcused absences.

DETENTION

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

Rules for detention

1. Each student is to:
 - a. Report for detention on time. The door will close at 3:15. No student will be admitted after that time.
 - b. Bring all books, materials, supplies, and library books.
 - c. Not talk or make disruptive noise.
 - d. Not have candy, food, drink, or gum.
 - e. Stay in his/her assigned seat.
 - f. Not sleep.
 - g. Serve his/her full time. Absences must be made up.
2. There will be no restroom or drink breaks.
3. Violation of these rules will result in the next step of the discipline plan.

Saturday Detention

Students may be assigned a Saturday detention as school discipline. Saturday detention will take place most weekends and will last from 8:00 A.M.-11:00 A.M. If a student is more than 10 minutes late, he/she will not be allowed to serve the detention. Failure to serve the assigned detention (or removal while in the Saturday detention), will result in 1 day of Out of School Suspension (O.S.S days count against students for their overall attendance percentage). All regular school rules apply during this time i.e. no electronic devices. Saturday detention rules will be the same as daily detention.

GRADE ASSIGNMENTS

Grades are issued each quarter. Reminders will be given to each teacher in reference to dates for progress reports, end of

quarters, and distribution of grade cards. Each teacher is required to keep an accurate account of each student's grade(s) in the book furnished.

Progress reports will be sent out the 3rd, and 6th week of each quarter. Each teacher will use the electronic grade book program to generate progress reports. Grades should be updated on SIS at least once a week.

Testing development should cover many facets. Tests should be as valid and reliable as possible and should provide a variety of experiences. Pre-test and post-tests, subjective and objective examinations are encouraged. Each teacher will give semester tests for every class that he/she conducts. This will include finals that will be given the last two days of school. The End of Course Exam (EOC) grade is 10% of the second semester final grade.

Kindergarten students will be given the KIDS Achievement Test in the fall and spring of each school year. A quarter's grade will not be based solely on one test or project, but must include a combination of criteria. Each teacher should be able to offer an objective explanation for a grade given. A grade book that fails to reflect proper teacher preparation will be considered unacceptable. The grade book should also reflect the attendance of students in classes. Attendance records are very important.

SPECIAL SERVICES OR TESTING

Psychological evaluations will follow the procedures as outlined in the Keytesville R-III Compliance Plans for P.L.94-142.

KEYTESVILLE R-III GRADUATION REQUIREMENTS FOR SPECIAL EDUCATION K-12

Each student may be graduated and receive a high school diploma upon completion of a successful program based on:

Regular Attendance

Success in school cannot be achieved without excellent attendance. Therefore, the current attendance policy in effect at Keytesville R-III shall equally apply to any student in a Special Education program.

Maximum Academic Achievement

Each student who is part of a Special Education program will be expected to achieve academically to the maximum level of his/her potential. Each student shall receive a program designed to meet his/her needs in the form of an I.E.P. (Individualized Education Program). This I.E.P. will indicate the amount of time a student will be mainstreamed.

PERFECT ATTENDANCE

A student will be granted a perfect attendance certificate only if he/she has been in attendance every period of the day. Any missed time will result in being counted absent for that period of time during the school day.

GRADING SCALE

The following is a rating scale, which will be used for the assignment of grades in the high school:

A 95 - 100	C 73 - 76
A- 90 - 94	C- 70 - 72
B+ 87 - 89	D+ 67 - 69
B 83 - 86	D 63 - 66
B- 80 - 82	D- 60 - 62
C+ 77 - 79	F 59 - 0

The Keytesville R-III School District utilizes a 4.0 grading system.

The End of Course Exam (EOC) grade is 10% of the second semester final grade.

WEIGHTED CLASSES

As a means of encouraging more students to take advanced courses in mathematics, science, language arts, and history, some classes will be weighted when determining the student's grade point average. The weight of 1.175 will be given to the following weighted classes: Spanish II, Algebra II, Physics, Chemistry, Anatomy, (ITV) dual-credit classes (and other endorsed College Supported Dual Credit Classes.)

TEXTBOOK EVALUATIONS

Textbook evaluations must be completed and handed in by March 1st and recommendations made to the principal in writing.

At least three texts should be evaluated before a recommendation is made. The final decision on a suggested text rests with the principal and superintendent.

PLAN BOOKS

A plan book is provided for each teacher. The plan book should be completed for daily classes on at least a weekly basis. In the event that a teacher is absent, the book should be left on the top of the desk so that the substitute will be able to follow the class outline. The plan book should be kept in such a form as to be understandable to a substitute or a supervisor. It is important that this book be kept up-to-date.

ROOM CARE

Uniformity of the blinds makes for a much neater looking school. It is the teacher's responsibility to maintain a clean and neat room throughout the school day. Students should not be allowed to mark on desks or throw things out the windows. The area outside a room can be used as a guide as to how students are following a teacher's instructions on this. At the end of the day, each teacher should be sure that his/her classroom lights are turned out, windows closed, desks straightened, and door(s) locked. In order to prevent accumulation of trash in the heaters, high school teachers should not allow students to sit next to heaters.

TEACHERS' WORKROOM

The Board of Education has provided for a teacher's workroom. The following guidelines are to be followed:

1. Each teacher should be in his/her classrooms by 7:40A.M (Unless assigned morning duty). Each teacher has the responsibility of helping to supervise the corridors.
2. A teacher should not spend his/her entire preparation period in the workroom. The preparation period is for the purpose of preparing for a class and for counseling with students and/or parents.
3. The workroom can be used before or after school and during the preparation period, but not during a teacher's regular assigned classroom teaching hours.
4. Each teacher should do his/her part to keep the workroom clean.
5. The teachers' workroom is not a confidential location. Confidential discussions should be held in a private setting.

MAILBOXES

A mailbox is assigned to each teacher in the workroom or office. Each teacher should check his/her box at least twice daily. If staff is unable to fit mail in the mailbox it will be held at the office. Please do not send students to check the mailbox.

PARKING

Staff can park in any of the parking areas, with the exception of the south student parking lot.

ATTENDANCE

Each teacher is to take attendance and lunch count. The lunch count should be sent to the office and the attendance must be entered into SIS by 8:15. The substitutes should keep a record of attendance for the rest of the day and turned into the office by the end of the day. Each teacher is to be sure that all reports are accurate and completed, correctly dated, and initialed or signed.

BUS DUTY - HALL DUTY

At 7:40 A.M. daily there will be three (3) monitors on duty to supervise the hallways.

1. Cafeteria
2. South entryway
3. Main entryway (high school office area). The individual assigned to the main entryway will also monitor the unloading of busses (outside) in the A.M.

At dismissal time in the afternoon each elementary teacher (K - 6) is to walk the students to his/her students to the bus. Elementary students will be grouped in the cafeteria according to the bus they ride, or if they are being picked up. They will then be escorted to their busses.

DISMISSAL OF PUPILS

Dismissal of pupils from class, other than at scheduled periods, is to be done only with the knowledge and consent of the principal. If a teacher wishes the services of a student who is scheduled in another class or lab, both teachers must approve this request before the principal approves or disapproves it.

No student should be excused to leave the building with an adult unless it is with his/her parents or guardians, and then only after receiving permission and signing out at the office.

LOANING OF SCHOOL EQUIPMENT

No teacher is authorized to loan out any of the school's equipment. Each teacher is responsible for proper care and use of all school property in his/her custody. Losses, breakage, or abuse of equipment should be reported immediately to the principal.

No used or obsolete school property can be given away or destroyed without permission from the superintendent.

CLASSES MEETING OUTSIDE

If a class is going to meet outside, the teacher must notify the office.

SCHOOL CALENDAR

The administration will make out a yearly schedule of events. A master calendar will be kept in the office where all school events will be entered. To eliminate conflict in scheduling, it is necessary that the principal be advised of all planned activities. All dates are to be scheduled and turned in not less than five (5) days before the scheduled event unless an event is being rescheduled. Before the date of any event is decided, permission and available dates should be discussed with the principal.

FIELD TRIPS

All field trips must be discussed with the administration well in advance of the proposed excursion. Time, cost, transportation, timing, and value all will need to be considered in authorizing a field trip. Specific details, including date, time of departure and return, number of students, and names of chaperones must be turned into the office two weeks in advance. Two elementary field trips total will be approved for the fall and two total for the spring (***one for the lower elementary and one for the upper elementary***). Teachers must coordinate with other faculty members to ensure economical use of trip busses. The normally scheduled Shriners' Circus trip and the regularly scheduled trip to the State Capitol will not count as one of the mentioned field trips.

STUDENT ORGANIZATIONS

A copy of the constitution/bylaws of each student organization must be on file in the principal's office by the first of October, as well as a list of officers, members, projects and activities, and tentative calendar dates. A copy of the constitution/bylaws should be made available upon request. No group is to meet without a sponsor. No sponsor will allow hazing or harmful initiation procedures, and this must be strictly observed. The senior class sponsor will ensure that a minimum of \$50 is left in the class account.

ORGANIZATIONAL PURCHASES

No organization shall make any purchase without a purchase order request signed (prior to the purchase) by superintendent or principal. Purchases made for instructional materials must have a purchase order request signed by the superintendent. Sponsors of organizations should make it clear to students that without a purchase order request, the school is not responsible for payment.

No teacher should shortstop packages which come through the mail. All items received must be checked with original purchase order before it is distributed.

ASSEMBLIES

The principal will schedule assemblies. Each teacher is to attend all assemblies and help with the conduct of the students unless assigned other duties by the administration.

ANNOUNCEMENTS BY INTERCOM

All announcements will be cleared with the principal. Announcements at other times of the day will be of emergency type only.

TELEPHONE

Each staff member is assigned a long distance code. Each staff member should see the district's bookkeeper for his/her code. Each staff member should be sure to designate if the call is to be charged to a school organization by putting the proper code in when dialing. A teacher is not to make private long distance calls on school phones unless it is charged to his/her home phone number or uses a calling card. Cell phones should be turned off and put out of sight during the school day. Messages should be addressed during conference period or during lunch. In an emergency, work with office staff to develop a plan so that messages may address immediately.

CLASS VISITATIONS BY THE PRINCIPAL

The principal will visit all classrooms during the school year. A teacher may/may not be notified in advance concerning when the visit is planned.

LAMINATING MACHINE

A laminating machine for school use is located in the LMC. Please complete a request sheet (located on laminating cart) and give materials to be laminated to the librarian. A charge sheet for personal items is available on the laminating cart or

from the librarian.

COPY MACHINES

The copy machine, located in the teacher workroom, is to be used only for student/parent school related materials. If a staff member uses it for personal items, he/she should pay at the office. **Students are not to use the copy machines with the exception of *Tiger Tracks* students who may use the high school room copy machine.**

FAX MACHINE

A fax machine for school use is located in the bookkeeper's office. There is a charge for personal use (sending and receiving); a staff member using the fax machine should pay at the office.

SAMPLE COPIES OF MATERIALS

A teacher should not order sample copies without permission of the administration.

EMERGENCY DISASTER

Each teacher will post the instructions for drills on the bulletin board in his/her room(s). These instructions will be posted the first day of school and kept up the full school year. From time to time, there will be unannounced drills. As the district never knows when a disaster might strike, it is most important to conduct these drills with the least confusion and in the quickest possible time. Drills and practice will make such a program a matter of habit and help everyone to understand what to do in an emergency.

This plan is developed to be used in case of fire, earthquake, tornado or other crises. Each teacher should know how these plans work.

Fire: The fire alarm shall be given by ringing of the bells or hand-held air horn. The signal will be a continuous blast. In other buildings, a messenger shall give the warning. Immediately upon hearing this signal, students, faculty and others in the building shall evacuate the building via a prearranged evacuation route posted in the room.

Tornado: The tornado warning shall be given by ringing of the bells or hand-held air horn. The signal will be a series of short blasts. Each person is to go immediately to assigned locations, which should be posted in each room. In other buildings the warning shall be given by various means including messengers. When leaving rooms, the windows and doors shall be kept as is. The important thing is to get to the designated area as quickly as possible.

Earthquake: The school has adopted an evacuation plan that is posted in each classroom.

Intruder Drill: Lock your door, place students out of sight.

Crises Plan: Keytesville R-III School District has a crisis plan in force that would be announced on the radio stations listed under cancellation of school.

SICK STUDENTS

When a student is sick, a teacher should send the student to the nurse's office. If the nurse isn't in the student should be instructed to report to the office. The office will contact the parents/guardians so that the student may be picked up.

ACCIDENT PREVENTION AND EYE PROTECTION

Each student, teacher, and visitor is required to wear industrial quality eye protective devices when participating in or observing the following activities in any class:

1. Exposure to molten materials.

2. Milling, sawing, turning, shaping, cutting, grinding or stamping of any solid materials.
3. Heat treatment, tempering or kiln firing of any materials.
4. Gas, electric arc or other forms of welding.
5. Repair or servicing of any vehicle.
6. Exposure to or laboratory use of caustic or explosive materials, hot liquids or solids, injurious radiation or other similar hazards.

ACCIDENTS

Should an accident occur to any student under a teacher's direct supervision, it should be reported to the principal's office immediately so that parents/guardians and doctors may be notified if deemed necessary. The teacher is also responsible for submitting an accident report to the office in not more than 24 hours after the occurrence of said accident. A report form may be obtained from the office.

CHAPERONE / SUPERVISION DUTIES

1. Each chaperone must be at the departure point at least 15 minutes before scheduled departure time **and ride the bus to and from the event unless receiving prior approval from the administration.**
2. Before departing, the chaperone must make announcements regarding acceptable and unacceptable behavior on the bus.
3. The chaperone will ask students to be particularly quiet at all railway crossings.
4. Before departing from the visitor's parking area to come back to Keytesville R-III School District, the chaperone must be sure that all students riding the bus are present.

BUS RIDING POLICY

If a student rides to the activity on the bus, he/she will ride home on the bus unless a parent/guardian personally informs a sponsor differently and also presents the sponsor with a written note **before** the bus leaves school. **No** student will be allowed to ride home with another student (minor).

A STATEMENT OF POLICY FOR SPONSORS OR COACHES OF EXTRACURRICULAR ACTIVITIES

1. The same eligibility rules shall apply to all extracurricular activities. For those activities which have special eligibility or training rule requirements, the sponsor or coach shall first have the special rules approved by the principal, and then shall make these rules known to each student and his/her parents/guardians in advance of participating in the activity.
2. A student, if eligible, shall be free to elect to participate in any extracurricular activity.
3. A student shall not be required to participate in any activity in order to be eligible to participate in another activity.
4. The sponsor and coach of activities shall make every effort, through cooperative planning and scheduling, to allow a student to participate in as many activities as possible. Scheduling conflicts, if impossible to avoid or anticipate, shall be worked out privately by the coaches/sponsors involved. If no conclusion can be reached, the problem shall be referred to the principal, whose decision shall be final. Under no conditions shall a student's loyalty to two or more activities be placed in a tug-of-war between sponsors or coaches.
5. No form of coercion shall be used by any teacher or fellow student to induce another student to participate in an activity. Threats, ridicule, and other such tactics shall be regarded as coercive.
6. No teacher, sponsor, or coach of an activity should criticize, ridicule, or speak in disparaging
7. terms of another activity, its sponsor, or its student participants.
8. No teacher, sponsor, or coach of an activity shall complain either publicly or privately of "discrimination" or "favoritism" against or for any activity. Any complaint or misunderstanding shall be taken immediately to the principal.
9. No teacher, sponsor, or coach of an activity shall at any time use profane language while working with students,

or while in public. Such words as "damn" and "hell" shall be within the terms of this policy, and shall be considered as objectionable language.

10. No teacher, sponsor, or coach of an activity shall use unusual, harsh, or arbitrary methods of discipline. In all cases of working with school students, the tactics of patience, kindness, and helpfulness are advised. It is considered inadvisable to severely reprimand any student in public. Sarcasm and ridicule are also regarded as objectionable methods.
11. No teacher, sponsor, or coach of any activity shall cause students to be absent or tardy from any class without first receiving permission from the principal.
12. There shall be no rehearsal, practice, or participation in any activity without the direct supervision of the sponsor or coach. The coach or sponsor shall be in attendance continuously, and shall be the first to arrive and the last one to leave the building. Before leaving, the sponsor or coach shall see that all students have gone, all lights are out, all water faucets are turned off; all equipment is picked up and properly stored, and all doors and windows locked.
13. Each activity/organization shall submit to the principal for his/her approval, at the beginning of each school year, a budget, which shall include description of the projects or activities for the year, a listing of the expenses involved and a listing of the income to pay the expense.

END OF THE YEAR CHECK OUT

These items are essential:

1. Turn in all grades sheets.
2. Pick up texts, assess and collect fines, and provide the office with a list of those students who need to pay their fines.
3. Provide a list of students who lost a text.
4. Turn in inventories by the last day of school. Inventories should include classroom sets of textbooks. Jump drives will be stored with Miss Dowis.
5. Turn in grades, grade books, and term record sheets the last day of school.
6. Give bookkeeper summer address and telephone number.
7. Secure in lockers or cabinets any valuables normally on shelves.
8. Store books, materials, and equipment in cabinets; otherwise cover with paper.
9. Turn in list of awards given at the last day of school.
10. Turn in summer dates for principal's calendar (includes camps and workshops).
11. List the numbers of books read per child each year and then give the list to the office; also indicate if a student is to receive a reading circle certificate (for elementary teachers only).
12. Calculate and total the attendance of each student, place the attendance on the grade card (for elementary teachers only).
13. Turn in list of keys to the office.
14. Turn in PDC forms.
15. Turn in library resources.
16. Leave room in condition to be cleaned.
17. Pay lunch and breakfast charges in full.
18. Tell bookkeeper if paychecks are to be mailed or picked up.
19. Pay lunch and breakfast charges in full.
20. Turn in all TIP hours.

HEALTH AND ACCIDENT PROCEDURES

Health services shall be provided within the framework of policies and guidelines as follows: I.

Standing Orders

- A. Medications (**prescription and non-prescription in the original containers**) shall be administered at school only with specific written instructions from the doctor and with written permission by parent/guardian.

- B. The medication must be clearly marked with child's name, contents and dosage.
- C. Students shall be allowed to leave school per phone because of illness only when the principal is notified in addition to teacher and secretary.

II. Emergencies

- A. In case of an accident the teacher or person in charge of the student(s) should check the emergency procedure card immediately for name of doctor.
 - 1) Contact parent/guardian
 - 2) Contact doctor directly if parent cannot be located immediately.
- B. Dental Emergencies
 - 1) Contact parent/guardian
 - 2) Contact dentist directly if unable to locate parent.
 - 3) If a tooth is completely removed by accident, wrap in wet gauze until the child can see his/her dentist.
- C. Someone should be designated in each section of the building to give first-aid if an emergency arises. Keytesville employees who are CPR certified are: Miss Beverly Plymell, Mrs. Pam Weimer and Ms. Vicki Enyart.

III. Communicable Disease Control - Students

- A. The school shall work with teachers and parents/guardians for prevention and control.
- B. The teacher or other school personnel never makes a diagnosis.
 - a. The school or teacher may make only a referral to the family physician.
- C. A student may be excluded from school until diagnosed by a doctor. IV.

Immunizations

- A. As per state law, a student will not be allowed to enter school until his/her immunizations are current. If not current, the school will urge the parents/guardians to have this done by the family physicians or the Chariton County Health Center.

V. Health Records

- A. Will be maintained on each student.
- B. A list of students with health disorders will be distributed to the staff on an annual basis. VI. All school personnel shall be guided by the following emergency and first aid procedures.

VII. First aid is the immediate, temporary care given in case of accident or sudden illness, before the services of a physician can be secured.

- A. Injuries, which occur at school, will be given first aid treatment only.
- B. Severely injured persons should not be moved until trained help can be secured (ambulance personnel). Treat as if in shock by preserving body heat with a blanket.
- C. Notify a parent/guardian. If a parent/guardian has not returned the signed emergency procedure card or sheet granting permission to call a doctor in case of an emergency, the patient will be taken by ambulance to the nearest hospital. There he/she will await parental/guardianship permission for treatment to be started. A parent/guardian must be contacted as soon as possible.
- D. Notify a parent/guardian as quickly as possible when a student becomes ill or injured at school. Parents/guardians should then make arrangements to pick up the student or have someone to do it for him/her. In no instance should a child be allowed to go home alone unless parents/guardians so state. If possible, injured or ill students should not be allowed to remain at school.
- E. An accident report form should be completed immediately, but no longer than 24 hours, in duplicate, and given to the secretary. These forms may be obtained at the office. This is required for the protection of the teacher and school personnel. F. Never leave an injured student unattended.

G. Burns

- 1) Superficial burns may be treated with the application of ice.
- 2) Severe burn - Wrap with a clean, dry dressing to exclude air. If the patient is conscious, give plenty of liquids such as water or tea. Have the patient lie down and contact a physician.
- 3) Chemical burns - Flush freely with cool water immediately and continue flushing for at least 10 minutes.

Wrap with a clean dressing and get the patient to a physician as soon as possible.

H. Diabetics

Identify the known cases as soon as possible and watch for unusual signs of behavior:

- 1) Symptoms of Insulin Reaction
 - a. Weakness and fatigue
 - b. Flushed and pallor of the face
 - c. Dizziness and tremors
 - d. Confusion and visual disturbances
 - e. Excitement and nervous manifestations
 - f. Tingling sensations
 - g. Acting intoxicated
- 2) Causes of Insulin Reactions
 - a. Overdoses of insulin
 - b. Delayed, omitted, or lost meal
 - c. Excessive exercise before meals
- 3) Care of patients with an insulin reaction
 - a. Sugar and orange juice should be kept in the cafeteria
 - b. Give 1-2 teaspoons sugar or 2-3 ounces of orange juice as quickly as possible

I. Eye Injury

- 1) If it appears very serious - have the patient seen by a physician as soon as possible.
- 2) If it is a visible foreign object, flush the eye with tap water and remove the object with a clean swab or tissue. If possible use the eyewash stations.
- 3) If the object cannot be removed, cover the eye with a bandage and refer to a physician.

J. Fainting

- 1) Have the patient lie down with the head lower than the body, if possible. Use smelling salts to revive the patient.
- 2) Give the patient plenty of fresh air and quiet. Contact parents/guardians.

K. Fractures

- 1) Simple Fractures - skin intact - are usually indicated if appearance or function does not seem normal. Support the affected part firmly to prevent further injury.
- 2) Compound Fractures - skin broken
 - a. Place a clean pad or cloth over the open area and apply firm pressure.
 - b. Hold the pressure pad in place with a bandage or a cloth strip.
 - c. Keep the patient lying down.
 - d. Contact parents and the physician.
 - e. Move only using splints and trained personnel.

L. Head Injuries

Injury to the head is usually indicated if the patient is unconscious or semiconscious following the accident.

- 1) Apply cold compresses to forehead.
- 2) Keep the patient quiet.
- 3) Notify parents/guardians and the family's physician.

M. Hemorrhage - Control of Bleeding

- 1) Apply a clean pad or dressing and then firm pressure directly over the wound.
- 2) Raise the bleeding part higher than the rest of the body unless bones are broken.
- 3) Contact parents/guardians and the family's physician.

N. Insect Stings

- 1) Apply peroxide or alcohol after removing the stinger, if possible, with tweezers.

O. Medications

- 1) Absolutely no school personnel should dispense medication (**prescription and non-prescription in the original containers**) without written permission from the child's physician.
- 2) The container should be labeled with the child's name, contents and dosage.

P. Nosebleed

- 1) Apply cold compresses to the base of the neck and across the bridge of the nose.
- 2) Keep the student in a sitting position with his/her chin elevated. Keep in this position 4-5 minutes.
- 3) Pinch the nostrils of the nose together for 4-5 minutes. Tell the child to breathe through his/her mouth.
- 4) Do not attempt to remove clots from his/her nose. Keep student from picking at his/her nose.

Q. Nose Injuries

- 1) Apply cold compresses
- 2) Observe for breathing difficulty
- 3) Contact the physician

R. Seizures

- 1) Leave the patient lying down (until the convulsion is over). Dangers to avoid during a seizure:
 - a. Head injuries
 - b. Biting and swallowing of the tongue
 - c. Suffocation from burying the face in a pillow
- 2) Place a coat or such under the head (guarding against suffocation) and, if possible, place a padded tongue depressor between the teeth. Do not put a finger in the patient's mouth. Pull chin forward and upward to maintain an open airway.
- 3) A firm upward pressure with the fingertips, under the jaw midline and in front of the windpipe, will lift the patient's tongue forward, preventing him/her from swallowing it. This will also improve his/her breathing.

S. Splinters

- 1) Unless quite superficial, do not remove - have a parent/guardian or physician remove it. If this is done at school, cleanse the area with peroxide or alcohol before removing the splinter and again following the removal.

T. Teeth

- 1) If teeth have been completely knocked out, save the teeth, wrapping them in moist gauze or tissue and get the student to a dentist as soon as possible.

U. Wounds

- 1) Clean, simple wounds should be washed with soap and water, bandaged and left alone.
- 2) Dirty wounds should first be washed with soap and water, using a clean cotton ball for each stroke and working from the center to the outside. Apply a sterile bandage. Refer to physician for tetanus.

INSTRUCTIONAL SERVICES

Regulation 6320

Library, Media, and Technology Services

Internet Usage

Personal Responsibility

Access to electronic research requires students and employees to maintain consistently high levels of personal responsibility. The existing rules found in the District's Behavioral Expectations policy (Board Policy/Regulation 2610) as well as employee handbooks clearly apply to students and employees conducting electronic research or communication.

One fundamental need for acceptable student and employee use of District electronic resources is respect

for, and protection of, password/account code security, as well as restricted databases files, and information banks. Personal passwords/account codes may be created to protect students and employees utilizing electronic resources to conduct research or complete work.

These passwords/account codes shall not be shared with others; nor shall students or employees use another party's password except in the authorized maintenance and monitoring of the network. The maintenance of strict control of passwords/account codes protects employees and students from wrongful accusation of misuse of electronic resources or violation of District policy, state or federal law. Students or employees who misuse electronic resources or who violate laws will be disciplined at a level appropriate to the seriousness of the misuse.

Acceptable Use

The use of the District technology and electronic resources is a privilege, which may be revoked at any time. Staff and students are only allowed to conduct electronic network-based activities which are classroom or workplace related. Behaviors which shall result in revocation of access shall include, but will not be limited to: damage to or theft of system hardware or software; alteration of system hardware or software; placement of unlawful information, computer viruses or harmful programs on, or through the computer system; entry into restricted information on systems or network files in violation of password/account code restrictions; violation of other users' rights to privacy; unauthorized disclosure, use or dissemination of personal information regarding minors; using another person's name/password/account to send or receive messages on the network; sending or receiving personal messages on the network; and use of the network for personal gain, commercial purposes, or to engage in political activity.

Students and employees may not claim personal copyright privileges over files, data or materials developed in the scope of their employment, nor may students or employees use copyrighted materials without the permission of the copyright holder. The Internet allows access to a wide variety of media. Even though it is possible to download most of these materials, students and staff shall not create or maintain archival copies of these materials unless the source indicates that the materials are in the public domain.

Access to electronic mail (E-mail) is a privilege and designed to assist students and employees in the acquisition of knowledge and in efficiently communicating with others. The District Email system is designed solely for educational and work related purposes. ***E-mail files are subject to review by District and school personnel.*** Chain letters, "chat rooms" or Multiple User Dimensions (MUDs) are not allowed, with the exception of those bulletin boards or "chat" groups that are created by teachers for specific instructional purposes or employees for specific work related communication.

Students or employees who engage in "hacking" are subject to loss of privileges and District discipline, as well as the enforcement of any District policy, state and/or federal laws that may have been violated. Hacking may be described as the unauthorized review, duplication, dissemination, removal, damage, or alteration of files, passwords, computer systems, or programs, or other property of the District, a business, or any other governmental agency obtained through unauthorized means.

To the maximum extent permitted by law, students and employees are not permitted to obtain, download, view or otherwise gain access to "inappropriate matter" which includes materials that may be deemed inappropriate to minors, unlawful, abusive, obscene, pornographic, descriptive of destructive devices, or otherwise objectionable under current District policy or legal definitions.

The District and school administration reserve the right to remove files, limit or deny access, and refer staff or students violating the Board policy to appropriate authorities or for other disciplinary action.

Privileges

The use of District technology and electronic resources is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. All staff members and students who receive a password/account code will participate in an orientation or training course regarding proper behavior and use of the network. The password/account code may be suspended or closed upon the finding of user misuse of the technology system or its resources.

Network Etiquette and Privacy

Students and employees are expected to abide by the generally accepted rules of electronic network etiquette. These include, but are not limited to, the following:

1. System users are expected to be polite. They may not send abusive, insulting, harassing, or threatening messages to others.
2. System users are expected to use appropriate language; language that uses vulgarities or obscenities, libels others, or uses other inappropriate references is prohibited.
3. System users may not reveal their personal addresses, their telephone numbers or the addresses or telephone numbers of students, employees, or other individuals during E-mail transmissions.
4. System users may not use the District's electronic network in such a manner that would damage, disrupt, or prohibit the use of the network by other users.
5. System users should assume that all communications and information is public when transmitted via the network and may be viewed by other users. The system administrators may access and read Email on a random basis.
6. Use of the District's electronic network for unlawful purposes will not be tolerated and is prohibited.

The following rules and responsibilities will be followed by all users of the district technology resources:

- A. Applying for a user ID under false pretenses is prohibited.
- B. Using another person's user ID and/or password is prohibited.
- C. Sharing one's user ID and/or password with any other person is prohibited.
- D. A user will be responsible for actions taken by any person using the ID or password assigned to the user.
- E. Deleting, examining, copying or modifying of files and/or data belonging to other users without their prior consent is prohibited.
- F. Mass consumption of technology resources that inhibits use by others is prohibited.
- G. Unless authorized by the district, non-educational Internet usage is prohibited.
- H. Using district technology for soliciting, advertising, fund-raising, commercial purposes or for financial gain is prohibited, unless authorized by the district.
- I. Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.
- J. Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The school district will render all reasonable assistance to local, state or

federal officials for the investigation and prosecution of persons using district technology in violation of any law.

- K. Accessing, viewing or disseminating information using district resources, including e-mail or Internet access, that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors is prohibited.
- L. Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum related purposes.
- M. Accessing, viewing or disseminating information using district resources, including e-mail or Internet access, that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g. threats of violence, defamation of character or of a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful school regulations is prohibited.
- N. Any use which has the purpose or effect of discriminating or harassing any person or persons on the basis of race, color, religion, sex, national origin, ancestry, disability, age, pregnancy, or use of leave protected by the Family and Medical Leave Act or the violation of any person's rights under applicable laws is prohibited.
- O. Any unauthorized, deliberate, or negligent action which damages or disrupts technology, alters its normal performance, or causes it to malfunction is prohibited, regardless of the location or the duration of the disruption.
- P. Repairing or attempting to solve major technology breakdown/repairs is prohibited. All breakdown/repairs should be reported to the technology coordinator so that proper steps may be completed. Upon proof of knowledge, additional repair privileges may be granted to specific staff members by the superintendent or his designee.
- Q. Authorized Users may only install and use **properly** licensed software, audio or video media purchased by the district or approved for use by the district (this includes "freeware" or "shareware" programs as well as regular commercial versions). All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license, and approved by the district.
- R. At no time will district technology or software be removed from the district premises, unless authorized by the district.
- S. All users will use the district's property as it was intended. Technology or technology hardware will not be lifted, moved or relocated without permission from an administrator or technology coordinator. All users may be held accountable for any damage they cause to district technology resources.
- T. All damages incurred due to the misuse of the district's technology will be charged to the user. The district will hold all users accountable for the damage incurred and will seek both criminal and civil remedies, as necessary.

Printing should be kept to a minimum. Technology users are encouraged to proofread from the monitor and to copy/paste in a word processing program while doing Internet research. Anyone desiring to print items for personal use will be charged the set district fee.

Services

While the District is providing access to electronic resources, it makes no warranties, whether expressed or implied, for these services. The District may not be held responsible for any damages

including loss of data as a result of delays, non-delivery or service interruptions caused by the information system or the user's errors or omissions. The use or distribution of any information that is obtained through the information system is at the user's own risk. The District specifically denies any responsibility for the accuracy of information obtained through Internet services.

Security

The Board recognizes that security on the District's electronic network is an extremely high priority. Security poses challenges for collective and individual users. Any intrusion into secure areas by those not permitted such privileges creates a risk for all users of the information system.

The account codes/passwords provided to each user are intended for the exclusive use of that person. Any problems, which arise from the user sharing his/her account code/password, are the responsibility of the account holder. Any misuse may result in the suspension or revocation of account privileges. The use of an account by someone other than the registered holder will be grounds for loss of access privileges to the information system.

Users are required to report immediately any abnormality in the system as soon as they observe it. Abnormalities should be reported to the classroom teacher or system administrator.

The District shall use filtering, blocking or other technology to protect students and staff from accessing Internet sites that contain visual depictions that are obscene, child pornography or harmful to minors. The District shall comply with the applicable provisions of the Children's Internet Protection Act (CIPA), and the Neighborhood Internet Protection Act (NCIPA).

Vandalism of the Electronic Network or Technology System

Vandalism is defined as any malicious attempt to alter, harm, or destroy equipment or data of another user, the District information service, or the other networks that are connected to the Internet. This includes, but is not limited to the uploading or the creation of computer viruses, the alteration of data, or the theft of restricted information. Any vandalism of the District electronic network or technology system will result in the immediate loss of computer service, disciplinary action and, if appropriate, referral to law enforcement officials.

Consequences

The administration may use disciplinary measures to enforce district policy, regulations and procedures. Students may be suspended or expelled for violating the district's policies, regulations and procedures. Employees may be disciplined or terminated for violating the district's policies, regulations and procedures. Any attempted violation of district policy, regulations or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

If a student user violates the acceptable use policy (AUP), the following consequences will occur:

- **First offense:** Teacher will report offense to principal. The student will lose technology resource privileges for 10 school days and be placed on technology probation for the remainder to the school year. The principal will notify **all** teachers of the student's violation
- **Second offense:** Student loses his/her technology privileges for the remainder of the school year. **All** teachers will be notified.
- **Third offense:** An elementary student will lose his/her technology privileges until the first day of his/her seventh grade year and a high school student will lose his/her privileges

for the remainder his /her high school career.

APPENDIX

SAFETY

General Safety Guidelines

Principals, Supervisors and Employees have the responsibility to insure that all areas of the facility and grounds are safe for children, visitors and other employees by observing, correcting or reporting potential safety hazards; by acting responsibly; and by observing all safety guidelines while on the job.

APPLICATION: District Wide.

INTERPRETATION OF GUIDELINES:

1. Safety is the responsibility of every employee.
2. The Principal/Supervisor is the “Risk Manager” of his/her facility and is ultimately responsible for seeing that all employees practice safety and work in as safe an environment as possible.
3. The Principal/Supervisor is responsible for arranging for education concerning safety measures and for correcting and/or reporting unsafe situations.

WORK SAFELY!

Working safely means using common sense in the workplace, monitoring ergonomic trends in the workplace, staying physically fit, and making injury prevention a top priority.

Remember, your work day is one third of your total day. Plan your tasks carefully to avoid a painful injury. Managing your body is your responsibility. Work smart! It is your responsibility to use good judgement.

General Employee Safety Responsibility

All employees of the Keytesville School District should be concerned for their own safety as well as the safety of others.

General Guidelines:

1. Safety is everyone’s business. Report unsafe conditions, equipment and practices.
2. Use maximum care and good judgment in preventing accidents and seeking first aid.
3. Abide by all safety regulations. Only diligent effort on everyone’s part will prevent occupational injuries and illnesses. Occupational injuries and illnesses are caused by unsafe acts or conditions and can be prevented.
4. Report all injuries, no matter how slight, and secure first aid if needed. If medical treatment is required, follow the instructions under Employee Accident/Injury Procedure.
5. Consider yourself a constant member of the Safety Committee. Report any condition you observe that is likely to cause an accident.
6. Walk carefully. Report or clean up slippery spots as soon as possible. Proceed with caution around blind corners. Running on the job may be dangerous and is seldom called for. Don’t run on stairways. Use handrails.
7. The use of alcoholic beverages, intoxicants, or narcotics while you are scheduled for work is prohibited. Being under the influence or possession of alcoholic beverages, intoxicants, or narcotics while on duty is forbidden. Anyone found to be under the influence of a controlled substance while on school property is subject to disciplinary action.
8. Inform your supervisor if you are using any prescribed medication when you come to work. Have your doctor determine if you can work safely while on this medication.
9. Know your facility’s Emergency Safety Plan.

Certificated Personnel and Assistants Safety Responsibility

All certificated personnel and assistants are responsible for making their department as safe an area to work as possible. The following departmental safety rules must be followed by all employees.

SAFETY GUIDELINES:

1. Every employee shall be responsible to see that his/her own desk and room be kept orderly and free of clutter. Pick up items as pencils, paper clips, etc., that are strewn around. Good housekeeping is the key to a safe working environment.
2. Drawers of desks and file cabinets shall be kept closed when not in use.
3. Do not sit on the edge of a chair and do not tilt chairs backwards, unless the chair is constructed to do so.
4. Never use chairs, desks, bookcases or other furniture as a makeshift ladder. Always use a step ladder. Don't overreach and lose your balance. Ladders for your use are available. If you cannot locate them, ask the building custodian.
5. Room floors shall be kept clear of all potential trip hazards (cords, paper, boxes, rugs, books, flower pots, etc.)
6. Any equipment such as projectors, VCR's, monitors, overheads, etc., are to be inspected for frayed cords regularly. Cords should not be placed in any traffic lane and when not in use should be stored up and out of the way of children. If cords must be left in any traffic area, they must be secured firmly with tape by the custodian. Equipment on stands or tables should be securely strapped so it will not fall and possibly injure you or a student. Safety stickers should be affixed to all equipment stands or tables.
7. As much as possible, refrain from bringing glass articles into the classroom so as to prevent accidental cuts. If breaks occur, notify the principal so that the custodian can dispose of the broken glass properly.
8. Walk cautiously up and down stairs; the handrails shall be used whenever available. Refrain from: carrying bulky items that obstruct your view; reading while walking down the steps; and doing any other activity which would distract your attention.
9. Do not store thumb tacks, razor blades or other sharp items loose in a desk drawer. All sharp objects should be kept in locked drawers and always stored with the cutting edges or points toward the back of the drawer. Tacks should be stored in containers and not loose in the drawer.
10. Care should be taken in the use of any product that may leave a deposit on the floor which will cause the floor to be slick (such as hair spray and other spray type propellants).
11. Heavy boxes or storage containers should not be stored above the height of the shoulder or below the knee if they weigh over 30 pounds. This causes undue strain on the back and can cause loss of balance resulting in a fall.
12. Universal Precautions shall be observed in the disposal of any body fluids. Be knowledgeable regarding these precautions and take care to prepare for disposal in the proper way.
13. Don't needlessly use your body for activities that you are not physically capable of doing. Many injuries are the result of misuse of muscles which are not strong enough to withstand the activity. Set a good example to your students by observing good common sense.

Nutrition Services Personnel Safety Responsibility

All Nutrition Service employees are responsible for making their department as safe an area to work as possible. The following departmental safety guidelines must be followed by all employees.

SAFETY GUIDELINES:

1. All chipped utensils should be reported to the nutrition services supervisor. All chipped or cracked dishes should be reported when found.
2. Never pick up broken glass or china with bare hands. Use a dustpan and brush or dampened paper and gloves when appropriate.
3. Open light bulbs over stoves and tables should be reported to your supervisor.
4. Grease fires are common and dangerous. Vents in the range hoods should be cleaned regularly, at least monthly, depending on extent of use.
5. Observe cleanliness rules carefully. Wash hands thoroughly before handling any food or dishes. When serving food that requires serving by hand, always wear vinyl gloves.
6. All cooking utensils should be placed so handles do not protrude beyond the edge of the range or table. Consider all pans to be hot. Never grab hold of a pan until you are sure it is not hot or unless you are using hot mats.
7. Knives. Never leave them lying on table or blocks. If stored in drawers, place them with points and blades to the rear. Maintain cutlery in good condition. A dull knife slips; a sharp one does not.
8. Do not remove guards from kitchen equipment, except for cleaning. They are there for your protection. Use wooden pushers or those designed for equipment where hand hazards are involved.
9. When cleaning meat slicers or any other powered equipment, be sure they are disconnected from the power source. An accidental bump of an on switch can cause serious injury. Never clean moving blade with a towel or a cloth. Always use a kevlar or wire mesh glove to clean the meat slicer blade. It should not be handled with a bare hand or even with the use of washcloth or sponge. These materials can easily slip or stick, causing a severe laceration.
10. When using a plastic wrap or foil box dispenser with a serrated edge, do not try to catch it if it falls off of your work area. The serrated edge is as dangerous as a knife when falling and can give you a deep cut.
11. When lifting heavy objects, always use proper lifting techniques to prevent strains/sprains to the lower back. Do not stack or store heavy boxes above shoulder height or lower than above knee level if at all possible. Lifting boxes outside these ranges contribute to back strain. Items heavier than 30 pounds are not to be stored below knee heights or above shoulder height.
12. Do not store heavier utensils or high stacks of dishes on higher shelves.
13. Keep all large containers of food stuffs covered, especially when stored in coolers or storage spaces for later use. All food stuffs stored in refrigeration should be wrapped or tightly covered and labeled with date and contents.
14. Assume all pots, pans, stoves, steam kettles, coffee urns, and pipes are hot before attempting to touch them.
15. Use mitts or pot holders to pick up hot receptacles.
16. Before cleaning steam tables, dish warmers, dishwashers, etc., make certain steam has been shut off and equipment is cool enough to handle.
17. Keep over doors closed when not in use, as open doors may cause people to trip and fall.
18. Use caution in lighting ovens on gas stoves. Light pilot before turning the valve on burners. Never face an oven—stand to one side. Use a wire extension to light the pilot.
19. In removing a cover from a pot or pan, open the lid so steam will be directed away from you.
20. Do not climb on storage room shelving. Never use crates, boxes, kegs or other substitutes for good ladders.
21. Be cautious around coffee urns or makers. They must be on a stable base or work surface and placed where they will not be easily bumped or tipped. Do not fill to the brim to reduce spillage and possible burns.

22. Use care in handling of fruit or produce crates. Beware of slivers, protruding nails, or jagged wires. Wear gloves if at all possible to protect your hands.
23. Wipe up spilled liquids from the floor immediately. Pick up items such as lettuce, potato peelings, or any food stuff that may be dropped on the floor. Avoid slips and falls.

Maintenance – Custodial Personnel Safety Responsibility

All maintenance custodial employees are responsible for making their departments as safe an area to work as possible. The following departmental safety rules must be followed by all employees.

SAFETY GUIDELINES:

1. Check for and report all defective equipment, especially electric cords and plugs.
2. Watch for loose floor covering, stair treads, etc., and report or repair immediately.
3. Safe floor cleaning and waxing does much to control falls:
 - a. Use dust or dry mop before using wet mop.
 - b. Use only non-skid waxes.
 - c. Necessary for you to leave the area, post “wet floor” signs.
 - d. Keep your equipment together on one side of hall, not strung around. If using electrical equipment, plug it in on the side of the space that is being cleaned. Avoid running cords across stairs.
 - e. Do not block doorways or elevator entrances with cleaning equipment.
 - f. Remove mops or other cleaning equipment from public areas when your cleaning is complete.
 - g. Never leave equipment “just around a corner”. This is a frequent cause of accidents.
4. Entry mats should be replaced when wet with dry mats to prevent slipping.
5. Never place cleaning articles or equipment in aisles or on stairs while cleaning unless warning signs are posted.
6. Do not place articles on top of step ladders, cabinets, or lockers and leave unattended.
7. When unpacking boxes, barrels, or crates, always remove protruding nails, metal stripping, and wires before handling.
8. Do not pick up broken glass. Sweep it up at once. Pick up fine splinters and chips with a cloth or paper towel while wearing protective gloves.
9. Unplug electric lamps before wiping with damp cloths.
10. Handle electrical equipment only with dry hands. Never yank out an extension cord by the cord; rather pull it out by the plug. Always switch the equipment off first.
11. Do not empty waste baskets by digging into them. Hold by sides and turn it upside down over a newspaper, carryboy or basket.
12. When using stepladders, do not stand on the top two (2) steps. The stepladder should be open and placed on a secure base. Be sure locking devices on the stepladder are in order and are used. Never stand on a chair.
13. Wear gloves when using steel wool to prevent embedded slivers of steel.
14. Report defective or missing equipment such as worn wiring, light fixtures, window screens, leaky faucets, door handles, etc. to your supervisor.
15. Take personal responsibility for seeing that slipping or tripping conditions anywhere on the floor or stairway is taken care of at once. Principal hazards are water, milk, flower petals, paper (especially cellophane), rubber bands, paper clips, pencils, and other trivia.
16. Do not leave chemicals or cleaning supplies unattended, or where a child or visitor might come in contact with them.
17. Label all bottles of chemicals if not properly labeled by the manufacturer. It is important that contents are known in case of poisoning.
18. Always turn off motors of lawn mowers, weed eaters, or other lawn equipment before trying to clean or adjust.

19. Wear sturdy leather shoes when running lawn equipment to prevent slipping and/or injury to feet. All shoes worn must have non-skid soles.
20. Be sure you have been well trained in the use of equipment before you attempt to use it. If you are unsure, always ask your supervisor for instruction.
21. Never attempt to lift heavy equipment or boxes by yourself. Always get assistance or use a dolly when applicable.
22. Take great care when removing wet snow by hand. Overfilling your shovel and the lifting and throwing of snow is a frequent cause of back strain. Know and use good body mechanics at all times.
23. When raising or lowering cafeteria tables, take special care to observe for any evidence of malfunction of the tables. If you note that the tables are becoming difficult to raise or lower, there may be some damage to the mechanism designed to provide a smooth operation of these tables. If this is observed, contact the Maintenance Manager and report the problem. Do not continue to struggle with the tables or kick with your feet to disengage the table. This will cause additional damage to the tables and may cause you to strain or injure yourself.
24. The eyes from falling dust particles. Safety glasses will also be used when grinding metal and when using a weed eater. Eyes need to be protected from flying particles.
25. Universal Precautions will be observed during the process of cleaning any spilled body fluids or the repairing of plumbing which involve waste products. A copy of the Universal Precautions will be posted in each maintenance room.

Bus Driver Safety Responsibility

These guidelines are being provided to you as an effort to help control and reduce the possibility of injury to you.

1. All accidents are to be reported to your supervisor within the same work day.
2. All unsafe conditions are to be reported to your supervisor immediately.
3. No running or horseplay is permitted.
4. The use of liquor or controlled substances is prohibited. Coming to work under the influence is also prohibited. Coming to work under the influence is also prohibited.
5. Standing on chairs, desk, and boxes is prohibited. A ladder or step stool must be used.
6. When fueling a bus with a gas engine, it must be turned off.
7. The use of a seatbelt is mandatory.

Office Personnel Safety Responsibility

All office employees are responsible for making their department as safe an area to work as possible. All employees must follow the following departmental safety rules.

SAFETY GUIDELINES:

1. Every employee shall be responsible to see that his/her own desk and work area is clean and orderly. Pick up such items as pencils or paper clips that are strewn around. Good housekeeping is the key to a safe environment.
2. Drawers of desks and file cabinets shall be kept closed when not in use.
3. Only one drawer of a file cabinet shall be opened at any one time to avoid tip-overs.
4. Heavy material shall be stored on lower shelves and in bottom drawers of cabinets or files.
5. Do not sit on the edge of a chair and do not tilt a chair backwards, unless the chair is constructed to do so.
6. Never use chairs, desks or other office furniture as a makeshift ladder. Always use a stepladder.

Don't overreach and lose your balance. Contact your building custodian for a ladder when the need arises.

7. Floors shall be kept clear of all potential trip hazards (telephone cords, paper cartons, paper clips, rubber bands, etc.). If an extension cord must be used, ask the building custodian to secure it firmly with tape.
8. Broken glass and sharp objects shall be disposed of in puncture proof containers. Have the building custodian dispose of all broken glass.
9. Employees shall walk cautiously up and down stairs; the handrail shall be used whenever available.
10. Be cautious when pushing open a door or going around "blind corners". Someone may be coming toward you and be hit by the door or collide with you.
11. Fire extinguishers and other fire protection equipment should be available and employees should be trained in their proper use and know the location of extinguishers. Obtain a copy of these locations from your building principal.
12. Sharp edges on chairs, desks, and filing cabinets shall be reported and repaired immediately.
13. Any coffee or liquid spills shall be mopped immediately to prevent slips and falls. If it is a small spill, be safety conscious and wipe it up yourself. For large spills, contact your building custodian.
14. In the down position and locked when not in use.
15. Be sure all electrical equipment is grounded and that cords are in good condition. If a machine gives you a shock or starts smoking, disconnect it and report the defective device immediately to your supervisor.
16. Do not overload electrical circuits by plugging in multiple appliances in one plug in.
17. Do not keep thumbtacks, razor blades or other sharp items loose in desk drawers.
18. Employees should exercise caution in walking or climbing stairs during icy or bad weather conditions. Take the time to wipe your shoes on a dry rug.
19. Do not try to lift heavy items by yourself. Get help or use lifting devices.
20. Use proper lifting methods; do not try to lift by bending from the waist. Always lift from the squatting position, using your legs to lift.
21. Office personnel should report any discomfort they experience with their workstation layout as soon as possible to their Principal/Supervisor to provide the administration with the opportunity to make changes that will avoid any potential repetitive motion injury.

Standard Precautions for Cleaning Spills of Blood or Other Body Fluids

Standard Precautions is the term now used to acknowledge that any person's body fluids, including blood, may be infectious, and includes the need to use personal protective devices such as gloves, masks or clothing to prevent exposure to body substances.

These precautions include:

- Wearing disposable gloves for contact or anticipated contact with any person's blood or body fluids;
- Wearing protective gown/apron if soiling of clothes is likely;
- Wearing goggles and/or mask as appropriate when splashing of blood/bloody fluids is likely; and
- Always washing hands after removing gloves or when hands have come in contact with blood or any body fluid/excretion.

In addition:

1. If any body fluids come into contact with the mucous membrane surfaces of the nose or mouth, the area should be immediately flushed with water. If the mucous membrane surfaces of the eye are contaminated, there should be irrigated with clean water, or with saline solution or sterile irrigates designed for this purpose.
2. Precautions should be taken to avoid injuries with sharp instruments contaminated with blood. Needles should not be recapped, purposely bent or broken by hand, removed from disposable syringes, or otherwise manipulated by hand. After they are used, disposable syringes and needles, and other sharp items should be placed in puncture-resistant, leak-proof containers for disposal; the puncture-resistant containers should be located as close as practical to the use area. School districts should have a clear procedure for sharps usage and disposal.
3. Persons providing health care who have exudative skin lesions or weeping dermatitis should refrain from all direct patient care, and from handling patient-care equipment, until the condition resolves.

Procedures for Cleaning Spills of Blood or Other Body Fluids

1. Absorbent floor-sweeping material should be used to cover larger body fluid spills.
2. Wear sturdy, non-permeable gloves and other protective clothing as necessary.
3. Use disposable absorbent towels or tissues, along with soap and water, to clean the area of the spill as thoroughly as possible.
4. All surfaces that have been in contact with the body fluids should then be wiped with a disinfectant. Any EPA-approved disinfectant can be used. A 1:100 dilution of household bleach can also be used (this solution should not be mixed in advance because it loses its or else to remain wet for 10 minutes before being dried with a disposable towel or tissue.
5. If the gloves worn to clean up the spill are reusable rubber gloves, they should be washed with soap and running water prior to removal. Disposable gloves should be placed in an impermeable plastic bag. Regardless of the type of gloves used, care should be taken during glove removal to avoid contamination of the hands. However, whether or not any known contamination occurs, the hands should be thoroughly washed with soap and water after the gloves are removed.
6. If the person doing the clean up has any open skin lesions, preparations should be taken to avoid direct exposure of the lesions to the body fluids.
7. If direct skin exposure to body fluid accidentally occurs, the exposed area should be thoroughly washed with soap and water for at least 15 seconds.
8. It is necessary to keep one or more cleanup kits on hand for blood/body fluid spills. The clean up kit should consist of the following items:
 - Absorbent floor-sweeping material
 - Liquid soap
 - Disinfectant
 - Small buckets
 - Rubber or plastic gloves
 - Disposable towels or tissues
 - Impermeable plastic bags

All of these materials should be kept together in one or more central locations so that they are readily accessible.

PROCEDURES FOR STAFF ACCUSED OF NEGLECT OR ABUSE

When the Children's Division of the Department of Social Services receives a child abuse report

alleging that an employee of the school district has abused a student, the report is 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 report relates to the use of reasonable physical force against a student for the protection of other persons or property by any district personnel, or if it is determined that the sole purpose of the report is to harass a school employee, the superintendent, Board president or the Board president's designee will jointly investigate the matter with the juvenile officer. The superintendent and Board president are authorized to contact and utilize the district's attorney to assist in the investigation. Findings and conclusions will be issued as required by law. If the allegations are proved to be legitimate and factual, the employee will be terminated immediately.

EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or childbirth;
- To care for the employee's child birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protection

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Definition of Serious Health Conditions

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a healthcare provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with employer's normal paid leave policies.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulation 20 C.F.R. § 825.300(a) may require additional disclosures.

For additional information:

1-866-4US-WAGE (1-866-487-9243) TTY: (1-877-889-5627)

WWW.WAGEHOUR.DOL.GOV

U.S. Department of Labor/Employment Standards Administration/Wage and Hour Division

