

Ridgeway R-V School

Faculty Handbook

2020-2021



MISSION STATEMENT

The Ridgeway R-V School District consistently strives for academic achievement by promoting a positive learning environment. We promote citizenship, communicate high expectations, and recognize success.

Ridgeway R-V

2020-2021 FACULTY/STAFF

Board of Education

Scott Billups.....President	Stephanie Andrew.....Member
Dallas Boswell.....Vice President	Janie Harding.....Member
Amber McFall.....Treasurer	Tanya Merritt.....Member
	Matt Whitaker.....Member

Administration:

Jonnie Beavers, Superintendent
Aaron Lewis, Principal/AD

Office:

TBA, Board Secretary and District Bookkeeper
Stephanie Thurston, Secretary
Jillian Willis, Counselor

Kindergarten	Alisha Marsh	Music/Art	Annette Wilson
1st/2nd Grades	Jandy Whitaker	PE/Health	Lane Schuman
3rd/4th Grades	Rolinda Ford	Computers/Business	Betsy Friesz
5th/6th Grades	Marci Knisley		
Title I	Deva Lanning	7-12 English	Barb Crawley
PAT	Deva Lanning	7-12 Science	Mike Schmidli
Preschool/Librarian	Takaya Pottorff	7-12 Social Studies	Karl (KJ) Dailey
Special Education	Teresa Griffith	7-12 Mathematics	Erica Eakes
Maintenance/Custodian	Scott Boswell		
Custodian	Gary Lanning		
Food Service Director	Kay Meek		
Cook	April Vandiver		

FOREWORD

The teacher's handbook is for the convenience of the faculty. The handbook is not a complete digest of all the information and procedures needed by each individual employee, but the information provided in the handbook should be of some help for employees in planning their work in regard to procedures, regulations, activities, and general administration of the school district.

While this handbook and its provisions are binding on employees, this handbook does not constitute a contract, and it does not guarantee any fixed terms and conditions of your employment or otherwise create any contractual rights. No supervisor or other representative of the District (except the Board of Education) has the authority to enter into any contractual agreement for employment for any specified period of time.

This handbook may be revised and provisions may be added or deleted at any time without notice at the discretion of the district. We will try to inform you of any changes as they occur. This handbook is the most recent version of the handbook and supersedes previous handbooks. Further it should be noted that while this handbook may recite some Board or Education policies or procedures, this handbook in its entirety is not Board of Education policy or administrative procedure. If there is any discrepancy between this handbook and Board of Education policies or administrative procedures, Board of Education policies and administrative procedures will take precedence.

We ask you to read and familiarize yourself with Board of Education policies and procedures available at www.ridgewayowls.net and this handbook. If you have any questions, please contact your supervisor. Each employee is expected to sign and return the Handbook Acknowledgement Form on the last page to his/her supervisor within one week of receipt of this handbook.

CERTIFICATES AND TRANSCRIPTS

1. Each teacher must have a Teaching Certificate on file in the Superintendent's office prior to the commencement of school.
2. Each teacher must have on file, in the Superintendent's office, an up-to-date transcript of college hours.
3. Withholding W-4 forms should also be updated as necessary.

TEACHER ATTENDANCE

Teacher's daily school hours have been set by the Ridgeway R-V Board of Education. These hours are from 7:30 am. to 3:45 pm. There may be times when a teacher may need to leave earlier than 3:45. These must be reported to the principal to be excused.

TEACHER ABSENCE

1. If you must be absent, please notify the principal as soon as possible.
2. Please complete a teacher absence form at least three days in advance when planning to attend a professional meeting, to visit another school, or for any reason which is not an unavoidable emergency. A teacher absence form needs to be completed anytime you are absent from your classroom. Forms are available in the school office.
3. If you have been absent one day and find you still need to be gone the next day, please notify the principal at school by 2:00 PM if possible. The principal will contact the substitute while still at school to let him/her know that his/her services will be needed again the following day. This gives the substitute more opportunity to prepare for the next day.

SALARY

Salaries will be paid on a twelve-month basis unless stipulated otherwise at the time of employment. Teachers will be paid on the 23rd of the month.

INSURANCE

The Board of Education shall provide board paid health insurance for each teacher. There is a cap to the amount covered by the Board per month for the insurance premium, as dictated by Board policy. Teachers may not receive cash in lieu of this insurance coverage. If a teacher wishes additional units of coverage for other family members, payroll deduction is available. (Contact the bookkeeper for further information.)

NECESSARY LEAVE

Professional staff employees whose assignment calls for full-time employment only during the regular school term will be entitled to eight days of sick leave, four days of personal leave per year. Unused personal leave converts to sick leave, and unused sick leave days accumulate.

FAMILY AND MEDICAL LEAVE (Policy & Regulation 4321)

The Board of Education recognizes that leaves of absence are occasionally necessary due to family or medical reasons or in certain circumstances associated with service members' service in the Armed Forces. The District has adopted detailed procedures to ensure compliance with the Family and Medical Leave Act of 1993 (FMLA). As provided by District regulations, eligible employees are entitled to use up to twelve (12) workweeks of unpaid leave for family and medical reasons (up to 26 workweeks for covered events related to those serving in the Armed Forces). The Board of Education has designated a District administrator to act as FMLA Compliance Officer. As part of its compliance program, the District will notify each employee

of the name, address and telephone number of the District's FMLA Compliance Officer and will provide a statement of commitment to adhere to FMLA regulations. The FMLA Compliance Officer will regularly evaluate the District's FMLA compliance to ensure fair and equitable opportunities for all eligible employees. Questions can be directed to the District Bookkeeper at 305 Main Street, Ridgeway, MO or 660/872.6813.

ACCUMULATED LEAVE/REIMBURSEMENT

Unused sick leave can be accumulated up to 90 days. Full time staff members who have been employed 5 consecutive years or longer may receive \$10/day for up to 60 days of unused sick days upon separation from the District. (See Regulation 4320)

REIMBURSEMENT FOR TRAVEL TO WORKSHOPS

If a teacher uses his/her own car to travel to and from a workshop or activity approved ahead of time by the district, the teacher may receive reimbursement according to the miles traveled if turned in immediately upon return. Odometer readings must be included when requesting mileage reimbursement. Use a mileage reimbursement form to request reimbursement.

TEACHER EVALUATIONS

Ridgeway R-V will use the Network for Effective Educators evaluation model for all tenured and non-tenured teacher evaluations. NEE provided evidence of student learning & performance, regular, ongoing meaningful feedback to the instructor, and the data informs evaluation decisions. The purpose is to provide a realistic picture of classroom instruction through more frequent, systematic, classroom observations and to ensure every student has an effective teacher by promoting teacher growth.

Website for NEE References: <http://nee.missouri.edu/resources.aspx>

TEACHER PURCHASES

A purchase order form may be obtained from the superintendent's office. Completed purchase orders are then turned in to the principal. Nothing can be ordered until the purchase order is approved by administration.

PURCHASING PROCEDURES

Completion of all purchase orders:

1. Use the current date on all PO's. (Exception: At the end of the school year when requisitioning for the next school year, leave the date blank.)

2. Fill in the portion of the form that deals with the name and address of the company. The vendor is who is to be paid, therefore if a credit card is used the credit card is the vendor and the business ordered from is the company.
3. Specify the catalog number and quantity wanted.
4. In the column marked "Description," a complete description of the item should be given; include the model number, the brand name, the size and color.
5. Specify the price per unit.
6. In the column marked "TOTAL" the total price should be entered.
7. At the bottom of the page indicate if you would like to place the order or if you want the office to.
8. At the bottom right of the page fill in the teacher and grade or department desiring the listed item.
9. This purchase order should be submitted to the Building Principal for signature.
10. Final approval shall be acquired from the Superintendent before any order is placed.

MONEY HANDLING

All teachers are cautioned to exercise extreme care in handling of school money. All money collected by teachers or students through fees, fines, dues, sale of tickets and merchandise, or for any other reason, will be turned into the District office at the earliest possible opportunity and a receipt will be given. Two school employees will count money received from concessions, ticket gates or other sources and document on an accounting form with their signature or initials.

REPORTING CHILD ABUSE (Policy & Regulation 2710)

The Board of Education believes that school staff members are in a unique position to assist children, families, and the community in dealing with the issue of child abuse and neglect. Child abuse is defined as any physical injury, sexual abuse or emotional abuse inflicted on a child other than by accidental means. Neglect is defined as the failure to provide the proper or necessary support, education, nutrition or medical, surgical or other care necessary for the child's well-being. Employees making reports of allegations of sexual abuse of a student will be provided immediate unrestricted use of communication technology and will be temporarily released from their work duties to make an immediate report.

If a school employee has a reasonable belief including a report of abuse to believe that a student has been or maybe subjected to abuse or neglect, such employee and the Superintendent shall report the information immediately upon receiving the information to the Children's Division. Thereafter, the Superintendent will investigate the allegation for the purpose of making decisions about the accused person's employment. Depending upon the specific facts, the District may place the alleged abuser on paid leave of absence; place the employee in a

non-student contact position; initiate dismissal proceedings, or continue the employee in their present position pending outcome of the investigation.

Any school district employee, acting in good faith, who reports alleged sexual misconduct on the part of a school employee will not be disciplined or discriminated against because of such reporting.

The District will annually provide employee training, which will include but not be limited to current information concerning identification of the signs of sexual abuse in children as well as the identification of the danger signals of potentially abusive relationships between children and adults. This training will emphasize the importance of mandatory child abuse reporting, including the obligation to report suspected abuse by other mandated reporters. Employees will receive training on the need for and methods to create an atmosphere of trust so that students believe their school and school employees are available to discuss matters concerning abusive behavior.

The District will post in each student restroom and in a clearly visible location in each school office, the toll free child abuse and neglect hotline number established by the Children's Division. These signs will be published in both English and Spanish. Such child abuse and neglect hotline numbers shall be depicted in large print on posters 11 inches by 17 inches and will be placed at eye level for easy viewing. The hotline number will be shown in bold print. The signs shall also contain instructions to call 911 for emergencies and contain directions for accessing the Children's Division's website for more information on reporting abuse and neglect.

Procedure for Reporting Abuse and Neglect

1. If notice of alleged child abuse or neglect is received. A report will be made to the Children's Division by telephoning the Abuse Hotline at 1-800-392-3738. The call will be logged with the date, time and nature of the report, if the Children's Division declines to accept the report, the name of the CD representative; the date and report made must be documented.
2. When CD representatives interview students on District property, a school staff member will be present. CD representatives may not meet with a child at any school or childcare facility where abuse of the child is alleged to have occurred.
3. When CD receives a report of suspected abuse involving a school employee, other than reports made under subsection (1), the CD is required to notify the Superintendent. If the alleged perpetrator is the Superintendent, CD will notify the Board President. However, if the report relates to spanking or the use of reasonable force to protect persons or property pursuant to Board policy, a report will be made to county law enforcement officials. The investigation into such report will be made by a law enforcement official in the county.
4. When the District and student involved request mediation of the child abuse situation in a school setting, the matter will be referred to the Office of Child Advocate.

COPYRIGHTED MATERIALS (Policy 6243)

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

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

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

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

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

Under the law teachers have a "fair use" right (using material within 10 days for public distribution) right to make single or multiple copies of copyrighted print material as specified below:

A teacher may:

1. Make a single copy of the following:
 - a. A chapter from a book
 - b. An article from a periodical or newspaper
 - c. A short story, short essay, or short poem
 - d. A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper
2. Make multiple copies (not exceed one per pupil) for classroom use of the following sources, subject to:
 - a. The number of words to be copied;
 - b. The spontaneity of the need for such copies;
 - c. The cumulative effect of repetitive copying. Each student copy is free and must include a *copyright notice*;
 - d. The copies are used for a specific activity or discussion.
 - e. A complete poem of less than 250 words if it is printed on not more than two pages;
 - f. Up to 250 words of a poem that is longer than 250 words:

- g. Excerpt from prose of 2500 words, if a complete article, story or essay is less than excerpts from novels and textbooks;
 - h. Excerpts from textbooks or types of prose, such as a novel or play, 100 words or 10% of the whole article-whichever is less;
 - i. Excerpts from encyclopedias and anthologies, 2500 words;
 - j. One illustration (chart, diagram, graph, drawing, cartoon, or picture) per book or periodical issue-these must be photocopies or other exact copies;
 - k. An excerpt of up to two pages of “special works” containing words and pictures;
 - l. Newspaper and news sections of periodicals, in any amount for any purpose;
 - m. Government documents, unlimited unless copyrighted works copyrighted before 1907 (public domain)
3. Display a copy of a copyrighted work.
 4. Make a transparency of a chart, graph, etc. if it is the only copy being made in accordance with the limitations of fair use.

A teacher may not:

1. Copy from consumable materials (workbooks, activity books, exercises, standardized tests, answer sheets).
2. Copy to avoid purchase of materials.
3. Make illegal copies on direction from higher authority (supervisor, coordinating teacher, principal or other).
4. Copy the same item from term to term without securing permission.
5. Utilize more than nine instances of multiple copying per course (subject), per term.
6. Copy more than one short work or two excerpts from one author’s work in one term.
7. Use copies developed by another teacher without securing separate permission from the copyright owner.
8. Copy to create, replace or substitute for anthologies, compilations or collective works or substitutes for them.
9. Copy protected materials without inclusion of a notice of the copyright, which appears on printed copy.
10. Make multiple copies for a class of students unless the restrictions governing quantity and spontaneity are followed.
11. Charge students more than the actual cost of the authorized copies.
12. Extend the life of a worn-out master.
13. Enlarge or modify the illustration in any way that violates the author’s right of adaptation and display.
14. Copy picture books in the entirety (only 2 pages may be copied as long as those 2 pages do not comprise more than 10% of the text of the picture book).

LESSON PLANS

Teachers are expected to have complete and current lesson plans available at all times. All lesson plans are to be in a prominent place on the teacher's desk. Plans are to be of adequate length and detail. A brief outline of the next week's lesson plans is due to the principal by Thursday of the week prior including the standards to be taught.

SUBSTITUTE PLANS

Every teacher will compile a substitute folder containing class lists, seating charts, extra work to use should the sub need it, and necessary answer keys. You will be given other standard information to be included (attendance procedures, directions, etc.) The more work you do upfront the less you'll have waiting for you when you return!

HOMEWORK

Homework is not assigned merely as "busy work" but should have a definite purpose in the learning process. Make sure any homework you assign can be done by the student independently. Work that cannot be completed by the student alone should not be sent home. Assignments, which meet the following criteria usually, meet the standards of good homework:

1. Does the homework serve a valid purpose?
2. Is the work adapted to individual needs?
3. Is the student capable of doing the homework?
4. Does the assignment grow out of school experience?
5. Are pupils entirely clear about what they are to do?
6. Is the assignment a reasonable one in view of the pupil's home condition?
7. Can it be evaluated fairly and/or fitted in the daily program?

GRADE POSTING

In order for the Lumen Parent Portal to be useful and effective, teachers must update their online grade books frequently. Student grades should be updated weekly by 3:00 pm every Friday.

PARENT / SCHOOL COMMUNICATIONS

Notes From Parents:

Notes from parents should be dated as to when received and kept as long as a need for it applies. Teachers may want to share some communications with the principal but it is not necessary to share all notes received from parents. **Teachers will participate in a positive message program where the parents of each student will receive a positive message about their child once each quarter.**

Students are not to stay after school, ride a different bus, or go home with an adult other than the parent unless a note signed by the parent has been received ahead of time. This note

should be given to the school secretary in the morning of the day received and the note shall be retained at least until the following day to be certain no forgery, dispute between parents, etc., has occurred. Transportation communications should be made by the parent/guardian to the school office.

PARENT COMMUNICATION

Cooperation and communication between school and home is a top priority. Teachers are encouraged to communicate with parents as often as possible regarding activities, goals, etc., that occur in their classrooms. Remember that the closest link parents have with their child's school experiences is their child, and the next closest link is their child's teacher. Don't be a stranger to them. Make sure they know you have their child's best interest at heart. Send notes home letting them know what you're doing and what you're planning for the future.

Be sure to notify the principal of any documents you send home to all parents before you send it out. Copies of notes concerning an individual student should also be provided to the principal. In addition any emails sent to parents regarding a student should be cc: to the principal.

BULLETIN BOARDS

Teachers will share responsibility for the hall bulletin boards. Bulletin boards should be in use all year and reflect projects, ideas, calendar events or other topics of interest to the students. Classroom bulletin boards should, for the most part, reflect student work.

STUDENT ATTENDANCE

Teachers are responsible for maintaining accurate records of students who are tardy or absent. Elementary teachers should be recorded daily at the start of each day. In the high school attendance will be taken each hour. Teachers are to take attendance and should track tardies electronically on Lumen. The office will check for missing or late students. All attendance will be posted electronically on the school database.

ATTENDANCE PHILOSOPHY

Absence from a class can never be fully made up because the student will have missed class discussion, teacher presentation and his own opportunity to participate. In addition, regular attendance in class promotes habits of punctuality, responsibility and self-discipline. Students with good attendance earn better grades, do better on standardized tests, and have a more positive attitude toward school. Good attendance generally indicates success in school. The State Department of Elementary and Secondary Education (DESE) recognizes that good attendance is necessary for students to receive a good education. Ridgeway R-V School has set 98% as an attendance goal.

STUDENT ATTENDANCE POLICY

STUDENTS ARE NOT ALLOWED IN THE MAIN BUILDING UNTIL 7:30 AM.

- A. On the morning of an absence, parents will contact the school by note or telephone before 9:00 am and report the absence and the reason for the absence. If contact is not made to school by 9:00 a.m. the school will call the parents. If parents are not reached the absentees will be recorded as unexcused and students will not be allowed to make up work. **A letter will be sent to the parents at the occurrence of the 3rd and 5th absences. Parents or Guardians are asked to help the school to promote good attendance in your students. Parents or guardians will be required to meet with the principal for any absences beyond the 7th. In such cases a copy may be sent to the Juvenile Court for follow up.**
- B. *A telephone call before 9:00 AM will allow assignments to be collected and available after school for pick-up.* **SAME DAY CONTACT ensures the SAFETY OF YOUR CHILD!! PARENTAL CONTACT MUST BE MADE.**
- C. School sponsored activities are not counted as absences. For non-school related absences that are known in advance, the student must contact the school so that arrangements can be made with teachers for work to be completed. Students failing to make the necessary contact in sufficient time to arrange for completed work will not receive credit for the work.
- D. Regardless of the reasons for the absence, students are expected to complete all assignments and tests. Students will be given two days more than the days absent to complete make-up work.
- E. Students are not permitted to leave the school grounds during the school day without written or oral parental approval and the permission of the Principal/Superintendent. **EVERY STUDENT LEAVING THE BUILDING BEFORE THE END OF THE SCHOOL DAY WILL SIGN OUT IN THE OFFICE. EVERY STUDENT ARRIVING AT SCHOOL AFTER THE BEGINNING OF THE SCHOOL DAY WILL SIGN IN AT THE OFFICE AND GET A PASS TO GO TO CLASS.**
- F. **Career Center/Bus Attendance:** All students will ride the bus to the Career Center. The bus will leave at approximately 11:20 AM and will load at the north cafeteria door. This year we will share a ride with Cainsville students on THEIR bus. Ridgeway students riding the Cainsville bus will act with dignity, and respect the driver and the bus rules. Removal from the Vo-Tech bus will result in removal from the program.
- G. Students above the age of compulsory attendance will be dropped from enrollment after 10 days of unexcused absence. Re-enrollment will be an option at the start of a new semester.

- H. The office will take classroom attendance each period... Students who are late or missing from class without proper consent will be assigned detention or suspension. Parents will be notified of attendance violations.
- I. Ridgeway School recognizes students with outstanding attendance records. Students will be recognized at a quarterly awards assembly. Attendance awards will be given at the assemblies to students with the highest rates of attendance; they will receive pop, candy, cash or other appropriate rewards for quarter and semester and year.
- J. Students will be given two days more than the days absent to complete make-up work. The teacher will inform the class of the rules during the first week of school. Other rules concerning make-up work will be left to individual teachers.

TARDINESS

Students must be in their classrooms by the time the bell rings or be counted tardy. Teachers will report individual tardies in Lumen immediately. On the fourth tardy in a semester the principal will assign a detention.

PARENT TEACHER CONFERENCES/OPEN HOUSE

Conferences with parents are scheduled for the end of the first and third quarters. These conferences are to be held between the parent and the teacher. The student may be involved in the conferences. Parents are welcome at school any time to discuss progress/problems of your child.

An Open House Night will be scheduled before the first day of school.

COURSE SYLLABUS

Each teacher will provide a course syllabus for each student during the first week of the course. Syllabi will be approved by the principal prior to the start of school.

GRADING SYSTEM

Grading shall not be influenced by pressure from parents/guardians. In addition, grades are not to be used as a disciplinary measure. Teachers are expected to have a minimum of two grades per week for each student. These grades must be recorded in the grade book. Grades for all students will be turned in every two weeks. Parents will be notified if their child's grades are below average and also of unexcused absences for the previous week.

Grades will be reported to parents/guardians and students on a nine-week basis via a grade card. The first report is a quarter reports, and the second report includes the last nine weeks and a semester grade. Teachers shall maintain records so that there is a clear understanding of how grades were derived, should questions arise. Progress reports are sent 4 weeks into each quarter for every student. The teachers will conduct a two-week grade check of each student; significant changes in grades will be reported to parents.

The following classroom grading scale is required of teachers as a basis of computing quarter and semester grades:

Percentage	Letter Grade	Grade Point	Weighted
95-100	A	11	14
90-94	A-	10	13
87-89	B+	9	12
83-86	B	8	11
80-82	B-	7	10
77-79	C+	6	9
73-76	C	5	8
70-72	C-	4	7
67-69	D+	3	6
63-66	D	2	5
60-62	D-	1	4
0-59	F	0	0

Teachers may have valid reasons and/or methods of giving credit, which do not fit the recommended scale. If so, these shall be discussed with the principal in case a parent questions the teacher's procedure.

SEMESTER ASSESSMENTS

The Board of Education has approved a final assessment requirement for all students' grades nine through twelve. Semester assessments will be required in all seventh through twelfth grade classes. The semester assessment/EOC will count as 10 percent of the semester grade. These assessments will also be used as one of the major factors in placing students and/or giving credit for classes to those who have previously been home schooled.

WEIGHTED CLASSES

The following classes will receive weighted grades: Advanced Biology, Chemistry, Physiology & Anatomy, Physics, College Prep English IV, Spanish II, Algebra II, Pre-Calculus, Calculus, and all Dual Credit or approved Dual Enrollment classes. This means more grade points will be assigned than for a regular class. These classes must be beyond RHS graduation requirements and/or must be an advanced level class.

PROGRESS REPORTS

Progress reports will only be sent home with students during the mid-term and at the conclusion of the quarter/semester. The Lumen Parent Portal will allow parents to access students' grades at any time and we would like to encourage the use of the Parent Portal. Progress reports will be printed and sent home to all students. The following are the dates for grades to be sent home by mail or student:

PROMOTION AND RETENTION OF STUDENTS

Promotion and Retention of Students (Policy and Regulation 2520) The Board acknowledges that the awarding of marks and decisions relative to promotion or retention of students is the sole and serious responsibility of the teaching staff and administration. It is the policy of this Board to support its professional staff in the execution of this duty. A student may be retained when his/her standards of achievement or social, emotional, mental, or physical development would not allow satisfactory progress in the next higher grade. Each case will be evaluated on its own merit. Parents will be counseled about the possibility of retention as soon as conditions for retention appear. Parents/guardians who wish to appeal the decision for retention must first contact the building principal. If parents/guardians do not accept the decision at the building level, an appeal may be made in writing to the Superintendent. All appeals must be requested within two weeks after the close of school. School administration and classroom teachers shall make the final determination.

RIDGEWAY R-V SPECIAL SERVICES REFERRAL PROCESS

- I. A Problem is suspected
 - A. CONTACT PARENT(S)
 1. begin documentation (must have 6 weeks documentation before referral)
 2. begin Alternative Intervention Strategies (AIS)
- II. Assistance of Student Success Team (SST)
 - A. Make the Need Known
 1. student referral form
 2. student checklists
 3. set up a meeting date
 4. KEEP PARENT(S) INFORMED
- III. To refer or not to refer
 - A. after Six (6) Weeks and Meeting(s) with SST
 1. AIS have worked—no referral necessary
 2. feel student has improved slightly—continue AIS
 3. no progress made—begin referral process
 4. INFORM THE PARENT(S)
- IV. Referral Process

- A. Complete AIS Form (use documentation)
 - B. Have Screening Form completed (by appropriate staff members)
 - C. Complete Referral Form
 - D. Submit to Special Service Director IF no concerns in the areas of Health, Motor, Vision, or Hearing are found.
- V. Parental Consent to Test
 - VI. Testing Completed
 - VII. Staffing to determine (Counselor, Special Services and Regular teachers, and Principal)
 - A. Eligibility
 - B. goals and objectives
 - C. placement
 - VIII. If eligible, IEP Meeting Held (all of the above staff and parent(s) are included)
 - IX. Consent from parents for placement

Teachers will have opportunity to serve on the SST and to manage a student referral through the process.

STAFF PARKING

For safety, all Staff will park in the Staff Parking Lot on the south side of the school. The Staff Parking Lot is monitored and is removed from delivery drop-off points. The only exceptions are the Cook Staff, who will park in provided spaces west of the cafeteria, and the Maintenance/Janitorial Staff while performing their duties.

SUPERVISION OF STUDENTS

Supervision of students is a high priority because: it increases the safety of students, it increases the occurrence of appropriate behaviors, and it decreases the occurrence of inappropriate behaviors. Teachers are expected to observe students under their charge and to direct them in activities through safe and orderly procedures. Teachers are also expected to monitor hallways between classes to aid in maintaining control of student behavior.

STUDENTS SHOULD NEVER BE LEFT UNSUPERVISED.

GENERAL CLASSROOM RULES

1. Only one person may be out of the room at a time.
2. Students should be in their seats when the bell rings.
3. Students should respect school property and other people's property.
4. Students should be responsible and bring necessary supplies to class.
5. No profanity or improper sexual innuendos will be tolerated (verbal, visual, or written).
6. Students shall not throw things in the classroom.
7. Every student's right to learn and the teacher's right to teach will be respected.

8. Restroom and drink breaks shall be taken between classes.
9. Do not sit on tables, chair-desks, etc.
10. Only teachers will adjust the thermostat and window blinds.
11. Put chairs back into place as you are leaving the classroom.
12. Do your best!

DISCIPLINE REFERRALS

Students referred to the office for disciplinary measures should be referred on the school discipline form, although there may be times when it is not possible. In this case, the form should be completed at the earliest possible time. These forms will be sent with the child and will remain on file with the principal. A teacher will also receive a copy of the form.

DISCIPLINE OF STUDENTS

The first line of responsibility for discipline of students lies with the classroom teacher. Teachers are expected to enforce all classroom rules, dress code violations, discipline code, violations, etc.

Teachers having effective discipline emphasize preventive measures by knowing their material and how to present it in an interesting and clear manner; by knowing the needs of their students and adjusting their presentation to meet those needs; by having sufficient materials available when needed; by clearly communicating expectations and following through consistently; by arranging the physical environment to promote the most positive and productive setting possible.

Once an inappropriate behavior has occurred, the teacher should use good judgment in REACTIVE measures taken. Be sure the students have an opportunity to state their side of the story and that any punishment administered is reasonable, consistent and lawful. If you must send a student to the principal's office, please send a "Disciplinary Office Referral" form with the student.

Each teacher's classroom discipline will be different. Whatever rules and consequences are established should be enforced consistently. The following is one example of general classroom discipline guidelines:

1. The teacher informs students of the rules and policies of his/her classroom.
2. If a student violates the classroom rules, the teacher reminds the student what is acceptable.
3. If the student continues to misbehave, a detention is assigned.
4. If the student still does not comply with the rules, the student will be sent to the principal.

DETENTION

School personnel may assign a detention for disrupting class, excessive tardiness or other warranted conditions. The length of the detention will be 30 minutes. Detention will be held everyday from 7:00am – 7:30am or after school from 3:30 – 4:00.

Failure to serve detentions will result in an ISS and the detention will still need to be served at the first possible date.

1. All detentions will be 30 minutes long.
2. Teachers will monitor students the entire detention period.
3. Detentions will take precedence over extra-curricular activities.
4. Students will work on material given by the detention monitor or on other approved assignments only.
5. Parents will be informed by phone when a detention is assigned. Parents will be informed of the duration so transportation arrangements can be made.
6. A student in detention will not talk, drink, eat, sleep or listen to music during the detention period.
7. Parents of students who are assigned detention can request a postponement from an administrator at the time of the phone call.
8. If a student fails to appear for detention they will have one day ISS in addition to making up the detention.
9. Detention days will be set by the school. Students will be notified of the day to serve when the detention is assigned.
10. After the third detention in a semester an immediate ISS will be assigned.
11. If a detention is not served when assigned the parent will be called by the Principal.

The detention process will be as follows:

1. Student is assigned a detention.
2. Detention form will be completed including posting to the digital record.
3. Parents will be notified of detention time and date.
4. Student and referring school staff member will receive a copy of detention form.
5. The detention teacher will get a copy of the form and an email list of students assigned to detention.
6. Detentions served-teacher report's back to office of students served or not served.
7. Students not serving will be re-assigned with an additional one day of ISS.
8. For any re-assigned detention not served student will be subject to ISS or other consequences.

STAFF PROFESSIONALISM AND CONDUCT (Policy 4630)

The Board of Education requires all staff members to serve as positive role models for District students. District schools exist to provide quality, cognitive, and affective education for

District students in a safe and appropriate setting. In achieving these objectives, staff are required to meet certain performance criteria including, but not limited to:

1. Review and comply with Board policies, regulations, and procedures as well as related building rules and practices.
2. Properly prepare for student instruction.
3. Fully utilize instructional time for learning activities.
4. Maintain students under active supervision at all times.
5. Assess student performance in a regular and accurate manner.
6. Modify instructional goals to meet the needs of each student.
7. Comply with administrative directives.
8. Communicate with students in a professional and respectful manner.
9. Communicate with colleagues, parents and District citizens in a professional manner.
10. Properly operate and maintain district property.
11. Utilize district technology solely for school district business.
12. Maintain required records and submit requested reports in a timely manner.
13. Comply with all safety guidelines and directives.
14. Refrain from the use of profane and obscene language.
15. Dress in a professional manner.
16. Attend to all duties in a punctual manner.
17. Maintain student confidentiality pursuant to state and federal law.
18. Follow and implement student Individual Education Programs (IEP) under the Individuals with Disabilities Education Act (IDEA) or plans under Section 504 of the Rehabilitation Act.
19. Maintain and account for District funds in the staff member's possession and control.
20. Maintain professional relationships with students. With the exception of students who are immediate family with the staff member, this requirement also includes avoiding situations that could lead to allegations of inappropriate relationships with students, including, but not limited to:
 - a. Being present in any setting where students are provided or are consuming alcohol or illegal drugs.
 - b. Inviting students to be alone with a staff member at a staff member's residence, on staff member's private property, or in a staff member's motor vehicle without the prior consent of the building principal.
 - c. Communicating with students, electronically or in person, about the student's sexual activity or concerning the staff member's sexual or romantic conduct.
 - d. Being present on District premises alone with a student in a room where the door is closed, the door is locked, or the lights are off, unless required temporarily due

to emergency circumstances. Counselors and administrators are exempted from this prohibition in performance of professional duties.

- e. Covering the interior window(s) of instructional space and offices with any material that blocks or obscures outside vision into the space, unless required temporarily due to emergency circumstances.
- f. Communicating with students about sexual topics outside approved District curriculum, unless done as part of a District investigation into sexual abuse or harassment.
- g. Utilizing students to attend to personal errands for the staff member.
- h. Allowing students to drive a staff member's vehicle.

FACULTY/STAFF PROFESSIONAL DRESS

Faculty and staff should dress appropriately for the position and maintain an acceptable standard of cleanliness at all times, reflecting the activity for the day. Clean well-kept clothing should be worn to display a professional attitude. Dress appropriate for events. Casual days and field trips are more casual while Parent Teacher Conferences are more formal.

RESTROOMS

7-12th Grade students are expected to have teacher permission when going to the restroom. Students are expected to help keep the restrooms clean. Do not loiter in the restrooms. If you are feeling ill, report to the nurse's office; do not remain in the restroom. Individual classrooms will have different rules about bathroom usage. Students should use the cafeteria restroom during lunchtime.

PASS PERIODS

The 3 minutes passing period will allow students time to use the restroom without time out of class.

CLASSROOM AND LOCKER ROOM MAINTENANCE

1. Classrooms should be kept neat and attractive at all times. Teachers should insist that students keep classroom floor and hallways free of paper and other trash.
2. Signs and posters should be stapled or tacked to bulletin boards or plasterboard walls. Do NOT use tape on plasterboard walls!
3. Teachers are to make sure that classroom doors and windows are locked and lights are turned off before leaving the building. Also be sure outer entrance doors are locked and firmly closed.
4. In hot weather, we'll try to open windows early in the morning to make the rooms as cool as possible. As soon as outside air is warmer than the classroom, close the window and pull the blinds to maintain cool.

SCHOOL POLICIES

Each teacher is provided a Student Handbook and a Faculty Handbook. A copy of the Board Policy Manual may be found on the school website www.ridgewayowls.net. A copy of Missouri Public School Laws is housed in the office. It is the teacher's responsibility to be familiar with the basic policies of the district and to follow them.

BREAKFAST DUTY

A schedule will be discussed during the first Teacher In-Service. Those on duty shall be in the cafeteria no later than 7:15 AM and remain until 7:45 AM at which time all students should be out of the cafeteria.

LUNCH DUTY

A schedule will be discussed during the first Teacher In-Service. Elementary teachers will monitor their own classes. When not in other assigned duties (ex: detention, faculty meetings, etc.), high school teachers will eat in the lunchroom. Please sit so all students may be observed. The lunchroom monitor/teacher will maintain order and keep track of students. Students must have teacher permission to use the restroom, get drinks, or leave the lunchroom for any reason. Elementary Teachers will keep students seated until all students are finished eating and then dismiss the entire class or table to dump their trays. Teachers will monitor the dumping of trash to prevent the loss of silverware bowls etc. Report any problems to the principal. Students should use the cafeteria restrooms if needed.

LUNCH PRICES

The adult breakfast/lunch prices are \$3.00 for breakfast and \$3.50 for lunch. You may purchase meals in the school office. There is a \$20.00 maximum charge amount. Please keep your account paid. One entrée and/or one side may be purchased A La Carte.

SPONSORSHIPS

As a sponsor, you are the school's legal representative. If you are unable to attend or must leave an extracurricular activity, then you must terminate the activity. The principal or superintendent must approve exceptions since school liability is involved.

SHARED TECHNOLOGY EQUIPMENT

The secretary is in charge of AV equipment. Checkout cards should be used for all equipment. A TV with VCR, chromebooks and laptops are stored in the ITV room for checkout.

SCHOOL VAN

The school van is available for field trips, pupil transportation, activity events, and professional development trips. Please fill out a van request form in the office to obtain van

approval in advance. It is your responsibility to ensure the van is left trash free. Be sure to log your trip mileage before and after each trip on the form inside the van. When you are finished with the van, please lock and return the keys to the superintendent. All refueling procedures must be followed (see procedure inside van). It is the responsibility of the driver to immediately report any damage to the van while in use. A copy of a valid driver's license must be on file before checking out the van.

LAMINATOR

The school district owns a laminating machine. You must place your car keys beside the laminator before using and they must remain there until you turn the laminator off. This ensures the machine is never left on overnight.

COMPUTER/INTERNET ACCESS

Every classroom now has internet access. An internet accessible computer may be available in the library. In-house training will be provided to all teachers who need "indoctrination" to our local school network and the internet. All teachers should check their email by 9:00 a.m. for important school messages. **AT NO TIME WILL A STUDENT BE ALLOWED ACCESS TO A FACULTY OR STAFF COMPUTER.** A copy of the Network and Computing System Policy is included at the end of this handbook in Appendix C.

TELEPHONE/CELL PHONE

All personal phone calls should be made on personal phones. Teachers should make personal calls on plan time. Cell phones should not be used during instruction time, including to contact parents by text/voice/email. At no time will cell phone usage be allowed in restrooms, locker rooms, or other places where people could be recorded in uncomfortable or embarrassing circumstances.

ASSEMBLIES

All teachers are expected to attend assemblies unless excused by the principal. Teachers shall accompany their classes to the assembly and should assist with general supervision of students during the assembly. Teachers need to sit among the students.

BULLETIN

To better inform students and faculty, daily bulletins will be issued. Information for the bulletin should be given to the secretary before 3:00 **THE DAY BEFORE** the bulletin is issued. Bulletins will be read over the intercom at the beginning of each day and emailed to all staff.

LOCATION OF FORMS

Attendance slips, progress reports, disciplinary referral slips, bus/activities requests, attendance clearance forms, and staff absence forms are in the principal secretary's office. Purchase orders should be picked up from the superintendent's office.

FACULTY MEETINGS

Faculty Meetings will occur on the day following each School Board meeting. Informal High School faculty meetings can be held on Wednesday's (working lunch) and will be held in the business room. Other times and dates may be added as needed. Elementary faculty meetings will be scheduled as needed.

In addition to faculty meetings, each day teachers should check their school email for ongoing updates and announcements. In the event that you are absent for a faculty meeting, please follow up with the principal to discuss the meeting. Scheduled Faculty meetings are mandatory and absences should be avoided if possible.

TEXTBOOKS

All textbooks for students are furnished by the school. Teachers should encourage the proper care of these books; any signs of abuse need to be dealt with immediately. All books are to be checked by the teacher at the beginning and end of each year. Books showing excessive misuse should have fines assessed. Be sure to record textbook number and condition of books checked out to students.

Textbooks must be counted and inventoried at the end of each year.

TRANSPORTATION REQUESTS

All requests for bus transportation shall be made in writing to the building principal at least one week prior to the trip. It is the teacher or sponsor's responsibility to initiate this process. (Regularly scheduled athletic competitions are exempt from the process.)

SCHOOL CLOSING

Anytime school will not be in session because of weather or mechanical failure of furnace, etc., the announcement will be made over local radio station KAAN and community connection (text/email) <https://www.onlinefarmersbank.com/community-connection>. Teachers will be telephoned individually as soon as possible by use of our phone tree.

ACTIVITY TRIPS

To avoid loss of instructional time, all activity trips must be approved by the principal including times to leave and return. The principal must approve all trips before planning is done with students. If you, as a sponsor, will be taking students during school hours, it is your responsibility to give students attendance-clearance forms before the field trip. Students must

return the completed forms to the sponsor at least one day before the trip. The sponsor should turn in the completed slips to the principal the day before the trip. It is the responsibility of the teacher or sponsor to communicate with the kitchen on food arrangements pertaining to the field trip day. Students will be expected to travel to the activity on the transportation provided by the school.

PARTIES

Three elementary school parties are held yearly -Halloween, Christmas, & Valentine's Day. Each individual classroom teacher will decide whether help is needed by parents for the room party. If needed, parents will be notified. On days of school parties the parties will be held at 3:00 p.m.

RECESS PLAYGROUND RULES

Students will not be allowed on the playground without a supervisor. Playground rules are to be obeyed at all times. The safety of each child is of the utmost importance. The individual teacher will establish playground rules including the following:

1. Use equipment as designed (sit only on teeter-totter; swing forward and back)
2. Do not jump out of swings or off any equipment or push others off equipment
3. Only go down the slide sitting on bottom, one person at a time
4. Pick up all equipment and return inside at the end of recess
5. Ask for permission before going across road to retrieve equipment

For the safety of the school, please ensure the door is securely closed while you are on the playground and after entering the building. The recess door must be locked at all times- this means you must take your keys to outside recess each time.

FIELD TRIPS

The principal must approve each field trip. Permission slips are the responsibility of the teacher and must be returned by each student before the student participates in the trip. The respective teacher, for the most part, will arrange field trips.

Permission slips must contain the following information: destination, time of departure and arrival, name of child, parent signature and date signed, and form of transportation.

K-6 classes will participate in a fundraising activity at school to raise funds for class and multiple grade level field trips. The funds raised will follow them throughout their years passing from grade to grade as they move through the grade levels.

GRADE CARDS

ALL teachers will record the percent and the letter grade on school database system. You will need to keep an accurate grade book within the school database system. Grades will need to be input weekly.

KEYS

Keys are issued to teachers under the superintendent's approval. Teachers are to bring their keys daily to have access to their classroom and building. When issued, the name of the teacher taking the key and the number of that key is recorded. It is the teacher's responsibility to notify the principal immediately if a key is missing. Teachers should not give their keys to anyone else. Duplicate keys are not permitted to be created without the superintendent's approval. Keys must be returned or checked out again each year.

MEDICATION OF STUDENTS

Written permission from a parent/guardian must accompany all medications and herbal supplements, prescription or over the counter, that are administered to our students during school. This includes ibuprofen or acetaminophen. The district will administer prescription drugs upon the written request of the parent, provided medication is brought to school in a prescription bottle that contains the student's name, name of the drug, dosage, frequency of administration, how the medication is to be given and the doctor's name. All medications must be turned over to the office and will be administered from the office. A physician may recommend that an individual student with a chronic health condition, such as asthma or other potentially life threatening respiratory illness, assume responsibility for his/her own medication as part of learning self-care. The school may permit such a student to self-administer medication by way of a metered-dose inhaler, provided that the conditions set forth in state law have been met. For all medications administered, the school office will maintain a record documenting the student's name, date, time, name of medication, reason for administration, dosage administered, and effect of medication and signature of the individual who administered the medication.

Head Lice: Students who have been infected with head lice will be sent home and will not be allowed to return for 24 hours. During that time the student should be treated with the proper head lice shampoo, all nits should be removed, clothing (including coats), bedding, and pillows should be washed and dried in a hot drier, and mattresses and furniture should be sprayed with proper sprays. The school will also check all siblings upon returning to school, the child must be accompanied by a parent/guardian or relative and will be rechecked. The student will only be allowed to return to class when they are found to be nit free and evidence of proper treatment has been presented to the school. The student will be reexamined in 6 to 10 days. Accurate records of students infected with head lice will be kept by the school administrators. Please report any suspected cases to the school so that the school can take the necessary precautions.

The discovery of head lice on students will activate the following policy:

1. When and if head lice/eggs are discovered on any student in the school district, all siblings of the infected student will also be checked.

2. If the nurse designee or a teacher should discover head lice/eggs on a student in the classroom, the parent of that student will be notified, and the student will be removed from the classroom and from school.
3. The nurse designee will instruct the parents concerning various shampoos and sprays that can be purchased for the head lice/eggs, and will also provide information concerning necessary procedures to be taken in the home to ensure that the head lice are eradicated.
4. To be readmitted to school a student must be accompanied by a parent/guardian or relative, and must be examined by the nurse designee. If eggs are still present, the student will be sent home until the eggs are removed from the hair. Students may return to classes only after they are found to be nit free and evidence of proper treatment has been presented to the school.
5. Within six to ten days after being readmitted to school, the student will be examined again by the nurse. If at that time head lice/eggs are found, parents will again be called and re-instructed concerning treatment of the head lice/eggs.
6. The school will keep accurate records of students infected with head lice/eggs. From these records, the school will determine the infected individuals who could possibly be the carriers of the head lice.
7. It will be the responsibility of the nurse to examine a student who is possibly infested with head lice or eggs, and to recommend his or her removal from school, if warranted. The nurse designee is also responsible for recommending readmission of the student after treatment is completed.

ACCIDENTS/ INJURY OR ILLNESS AT SCHOOL

All accidents will be reported to the principal on the accident reporting form available from the office. The form should be turned into the office of the principal the same day of occurrence and a copy sent home with the student. After receiving all required signatures, a copy of the form will be sent home with the student. The School Health designee will administer treatment. The parent will be notified if necessary.

When a student becomes ill at school, the teacher may send him/her to the office (accompanied by another student if needed). The teacher shall issue a notify the office when sending the student. In the event of an injury the teacher should consider the circumstances and use his/her best judgment in getting help for the student. **DO NOT MOVE A STUDENT IF THERE IS ANY QUESTION ABOUT NECK OR BACK INJURIES.** Keep the student still and send for help. Be sure to notify the principal immediately of any injuries and/or accidents.

Students must have a pass from their teacher to go to the nurse's office. Parents will be called to pick up their child from school when they are sick if:

1. They have a temperature of 100 degrees or above.
2. They are vomiting.
3. At the discretion of the Administration.

DRUG EDUCATION PROGRAM

There must be an age-appropriate, developmentally based drug and alcohol education and prevention program for all students in all grades of the schools operated by the district.

DRUG FREE WORKPLACE (Policy 4870)

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

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

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

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

1. The dangers of drug and alcohol abuse in the workplace.
2. This policy of maintaining a drug-free workplace.
3. Available counseling and rehabilitation.
4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

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

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

Upon the request of the Department of Elementary and Secondary Education or an agency of the United States, the District shall certify that it has adopted and implemented the drug prevention program described in this policy, in the form required by such agency. The

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

This policy shall be distributed in writing to all present and future employees.

DISSEMINATION OF POLICY

All students and employees may obtain information concerning drug and alcohol counseling and rehabilitation and reentry programs from the Ridgeway R-V Counselor. Other area organizations that are available for counseling, rehabilitation, and additional information are as follows: North Central Missouri Mental Health Center, P.O. Box 30, Trenton, MO Telephone 358-4481. FOCUS, Decatur County Hospital, Leon, IA Telephone (515) 446-4871.

All parents, students, and employees are annually given a copy of the standards of conduct and the statement of disciplinary sanctions. Compliance with the standards of conduct is mandatory for all students and employees of Ridgeway R-V School District.

TEST RESULTS, CONFIDENTIALITY AND RECORD RETENTION

Employee Records:

1. All employee testing records are confidential and the District will ensure that all testing records are maintained in a secure location with controlled access. Test results and other confidential information may be released by the laboratory, the breath alcohol technician or the MRO only to designated District officials and/or the substance abuse professional. Any other release of confidential information is only pursuant to federal regulations or with the employee's written consent.
2. Covered employees are entitled, upon written request, to obtain copies of any records pertaining to the employee's use of alcohol or controlled substances, including records of tests and test results.

District Record Keeping and Retention:

The District will comply with all federal record keeping and retention requirements. In addition, the Program Coordinator will maintain and compile all required statistics and reports and submit those reports to the necessary federal agencies. The District will notify the Director of the Department of Revenue within ten (10) days of notice that a District driver has failed a drug, alcohol or chemical test administered pursuant to this regulation.

Evaluation, Referral and Rehabilitation:

Employees who violate the alcohol and drug misuse rules will be referred to a substance abuse professional for evaluation and will be advised of the available resources for evaluation and treatment. Any treatment or rehabilitation will be provided in accordance with the health insurance, medical or other benefit plan, or under applicable labor or collective bargaining agreements. The District is not required to provide rehabilitation or pay for treatment. In addition, the District is not required to hold the employee's position or to reinstate the employee to a safety-sensitive position.

Consequences for Violations:

Pursuant to federal regulations, the District will remove from the performance of safety-sensitive functions any covered employee determined to have violated the provisions of this Policy and will refer to a substance abuse professional those drivers who, based on testing conducted in conformity with federal regulations, have an alcohol concentration of 0.04 or greater and/or are determined to have a verified positive test result for drugs.

Based on its independent authority, the District reserves the right to impose additional consequences for violation of the provisions of this Regulation, including, but not limited to, placing the covered employee on indefinite unpaid leave or termination.

EMERGENCY DRILLS

Emergency drills will be conducted throughout the year as per state law. Some drills usually the first of the year and those that are set, as statewide alerts will have advance notice. Others will be conducted on an unannounced basis.

TOBACCO USE (Policy 5250)

The Board of Education recognizes that the use of tobacco products represents a health and safety hazard. Similarly, the use of substances appearing to be tobacco products, including, but not limited to, e-cigarettes, creates an environment where tobacco products are endorsed. Therefore, the use of tobacco products and substances appearing to be tobacco products shall be prohibited in all District buildings, grounds and vehicles. This Policy applies to all employees, students and patrons attending school-sponsored activities and meetings.

NON-DISCRIMINATION POLICY (Policy 2130)

Harassment

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

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

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

including sporting events and other extracurricular activities, under the auspices of the School District.

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

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

The District prohibits retaliation against a person who files a complaint of discrimination or harassment, and further prohibits retaliation against persons who participate in related proceedings or investigations.

Sexual Harassment (Policy & Regulation 4810)

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

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

STAFF DISPUTE RESOLUTION-Grievance Procedure (Policy & Regulation 4850)

The Board of Education recognizes that in any workplace misunderstandings and disputes arise. If left unresolved, these disputes could undermine staff morale and can interfere with the educational mission of the District. The Board has adopted a formal process for dispute resolution that encourages specified employees to resolve concerns quickly and at the most immediate administrative level. This policy does not limit the right of any employee to file grievances under Policy and Regulation 4810 - Sexual Harassment, or Policy and Regulation 1310 - Civil Rights, Title IX, Section 504.

Informal Resolution:

Employees who believe that a written Board policy or administrative regulation has been violated must meet with their immediate supervisor within ten (10) days of the alleged violation. The purpose of this informal conference is to attempt to provide clarification of the issue and, where possible, resolve the dispute.

If the dispute is not resolved within four (4) working days of the informal conference, the employee may initiate the formal procedure by completing an appropriate District dispute form and submitting this form to the employee's immediate supervisor. A completed grievance form must be submitted to the employee's immediate supervisor within ten (10) days of the informal conference.

Step One: Immediate Supervisor

Within four (4) days of receipt of the completed dispute form, the immediate supervisor will schedule a meeting with the employee and the employee's employee representative, if desired. Within ten (10) days of this conference, the immediate supervisor will provide the employee with a written response to the dispute.

Step Two: Superintendent's Designee

If the employee is not satisfied with the resolution at Step One, the employee may refer the dispute in writing to the Superintendent. To proceed to Step Two, the written dispute referral must be submitted to the Superintendent within four (4) days of receipt of the Step One decision. Upon receipt of the referral, the Superintendent shall designate a District employee to hear the Step Two dispute. Within four (4) days of receipt of the Step Two referral, the Superintendent's designee shall schedule a conference with the employee and his/her employee representative if desired. Within ten (10) days of the conference the Superintendent's designee will provide the employee with a written response to the dispute.

Step Three: Review by the Superintendent

If the employee is not satisfied with the resolution of Step Two, the employee may refer the dispute in writing for the Superintendent's direct review. To proceed to Step Three, the written dispute referral must be submitted to the Superintendent within four (4) days of receipt of the Step Two decision. Within four (4) days of receipt of the written referral, the Superintendent shall schedule a conference with the employee and his/her employee representative, if desired. Within ten (10) days of this conference, the Superintendent will provide the employee with a written response to the dispute.

Step Four: Board of Education Review

If the employee is not satisfied with the resolution at Step Three, the employee may refer the dispute in writing for the Board's consideration. To proceed to Step Four, the written dispute referral must be submitted to the Superintendent within four (4) days of receipt of the Step Three decision. At the next regular Board meeting following submission of the Step Four referral, the Board will consider the dispute and determine whether to conduct a formal review of the dispute.

If the Board determines that its formal review is not necessary, the decision at Step Three becomes final.

If the Board determines that its formal review is warranted by the dispute, the Board will set a date for formal review. At formal review both parties are entitled to be represented by legal counsel. Procedures for formal presentations of the dispute are determined by the Board in its discretion. Within ten (10) days of the formal review, the Board will provide the employee with its written decision. The decision of the Board is final and binding on all parties.

Miscellaneous Provisions:

1. Failure of an employee to comply with the timelines provided in the procedures above will result in final rejection of the dispute.
2. Failure of the administrator to comply with the timelines provided in the procedures above will result in the dispute being advanced to the next step.
3. Neither party to a dispute will be permitted to add witnesses or documentation that were not provided at preceding steps.
4. No employee will be retaliated against for the good faith submission and processing of a dispute under these regulations

Title IX and Section 504 Coordinator:

Aaron Lewis, Principal

Office hours: 7:45 a.m.-3:30 p.m. when school is in session

305 Main Street; Ridgeway, MO 64481

660-872-6813

DRIVER DRUG TESTING (Policy & Regulation 4871)

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

Covered Employees:

Those District employees who are subject to the prohibitions and mandatory testing requirements of this regulation include all transportation workers, including, but not limited to, bus drivers and maintenance workers, who:

1. Hold commercial drivers licenses; and
2. Who perform safety-sensitive functions at any time during the course of their employment.

Program Coordinator:

The Board designates the District's Manager of Transportation to be the Program Coordinator to ensure that the District's employee alcohol and drug program is implemented in accordance with federal regulations and District policy and regulations. The Coordinator will also be responsible for collecting and maintaining all records required by federal law. The Coordinator's name, address and telephone number will be provided to all covered employees.

Testing Program and Policy Information:

Before beginning the testing program authorized by Policy 4871, the District will distribute to all covered employees educational materials that explain the requirements of the federal alcohol and drug testing regulations, and the District's policies and procedures with respect to meeting those requirements. The materials will include all information required by federal law. Each covered employee must sign a receipt indicating that he/she has received these materials prior to the beginning of alcohol and drug testing.

ALCOHOL MISUSE PREVENTION AND TESTING PROGRAM

Prohibitions:

1. No driver shall use or possess, and the District shall prohibit a driver from using or possessing, alcohol while on duty or while performing a safety-sensitive function.
2. No driver shall use, and the District shall not permit a driver to use, alcohol for a minimum of four (4) hours before performing a safety-related function.
3. No driver shall perform, and the District shall not permit a driver to perform, safety-sensitive functions, where the driver is found, through testing conducted in conformity with federal rules, to have an alcohol concentration of 0.04 or greater until the

driver has been evaluated by a substance abuse professional, completed any rehabilitation required by the substance abuse professional, and undergoes a return-to-duty test in which the driver tests at less than 0.02 for the presence of alcohol.

4. A driver who tests, through testing conducted in conformity with federal rules, at levels of 0.02 to 0.039 for the presence of alcohol shall be prohibited from performing, and shall be removed by the District from performing, safety-sensitive functions until the start of the driver's next regularly scheduled duty, but not less than 24 hours after the test was administered, and until he/she tests below 0.02.
5. A driver who exhibits behavior and/or the appearance characteristic of alcohol misuse will be prohibited from performing, and will be removed from performing, safety-sensitive functions until the driver tests at less than 0.02 for the presence of alcohol.
6. No driver required by federal law, or independent District policy, to take a post-accident alcohol test shall use alcohol for eight hours following the accident or until the driver undergoes a post-accident alcohol test, whichever comes first.

Administration of Alcohol Tests:

Alcohol testing will be conducted through the use of a federally approved evidential breath testing device (EBTD), and by a trained breath alcohol technician (BAT), in accordance with federal regulations. The District will contract with an outside agency or organization to provide alcohol testing in accordance with federal regulations. The contract will provide that the alcohol testing site (1) must afford aural and visual privacy to the person being tested, and (2) must be secured while the testing is taking place.

DRUG MISUSE PREVENTION AND TESTING PROGRAM

Prohibitions:

1. The District prohibits the unauthorized use of controlled substances. Illicit use of drugs by safety-sensitive employees is prohibited on or off duty.
2. No driver shall report for duty or remain on duty, and the District shall prohibit a driver from reporting for duty or remaining on duty, when the driver uses any drug, unless the drug is taken pursuant to the instructions of a physician who has advised the driver that the substance will not adversely affect his/her ability to safely operate a commercial motor vehicle.
3. The District may require a driver to notify it or the medical review officer of any therapeutic drug use if the driver tests positive, through testing conducted in conformity with federal law, for any controlled substance.
4. Following a determination through testing conducted in conformity with federal law, that a driver has engaged in prohibited use of drugs, the District will remove the driver from performing safety-sensitive functions and will refer the driver to a substance abuse professional. The District will not permit the driver to return to the performance of

safety-sensitive functions until the driver submits a verified negative test result and completes any rehabilitation required by a substance abuse professional.

Administration of Drug Tests:

1. Collection Site - The District will contract with an outside agency or organization to serve as a collection site for the collection of urine samples for laboratory drug testing. The District will ensure that collection site personnel follow federally prescribed rules for the collection of urine samples. The District will ensure that the collection site generally ensures aural and visual privacy for the person giving the sample. The collection site person will be required to split the sample into two bottles (the primary specimen and the split specimen). Following completion of a chain of custody form, the collection site person will seal and ship both bottles to a laboratory certified by the Department of Health and Human Services for analysis.
2. Laboratory Analysis - The District will separately contract with a certified laboratory to perform the required drug analysis. If the primary specimen tests negative for drugs, the laboratory will dispose of the split specimen. If the laboratory confirms that the primary specimen tests positive, the laboratory will retain the split specimen to ensure that it remains available for testing.
3. Medical Review Officer - The District will contract with a Medical Review Officer (MRO) who possesses the qualifications required by federal regulations. The MRO will receive and review all laboratory results generated by the District's drug testing program and will report the results to the District's designee as required by federal regulations. In the event the MRO receives a confirmed positive test result from the laboratory, the MRO will make every reasonable effort to confidentially contact the driver and give him/her the opportunity to provide a legitimate, alternative medical explanation for the positive result. If the MRO is unable to reach the driver directly, the MRO shall, in accordance with federal regulations, contact the District's designee who shall direct the driver to contact the MRO immediately. The District's designee shall inform the employee of the consequences of failing to contact the MRO within the next seventy-two (72) hours. The designated management official shall employ procedures that ensure, to the maximum extent practicable, that the requirement that the employee contact the MRO is held in confidence. If the MRO determines that there is a legitimate alternative medical explanation for the positive result, the MRO will report the drug test as being negative. If the employee expressly declines the opportunity to discuss the test, the MRO may verify the test as positive. If the employee is contacted by the designated employer representative but does not contact the MRO within seventy-two (72) hours, the MRO may verify the test as positive. If neither the MRO nor the designated employer representative has been able to contact the employee within ten (10) days after making all reasonable efforts, the MRO may verify the test as positive. If the MRO verifies the presence of illegal, controlled substances, the MRO shall inform the covered employee

that he or she has seventy-two (72) hours to request that the split specimen retained by the laboratory be sent to another certified laboratory for analysis. If the split specimen fails to confirm the presence of illegal, controlled substances, the employee's test will be reported as negative.

REQUIRED TESTS

Pursuant to federal law, the District will require that all covered employees submit to the following tests:

Pre-Employment Testing:

1. Before any driver can perform a safety-sensitive function, the driver must take a controlled substances test with a verified negative result.
2. This testing is required of applicants and of employees transferring to a covered position. Testing for newly hired drivers shall be conducted prior to the employment offer, but in any event before commencing safety-sensitive functions. If an applicant refuses to submit to pre-employment drug testing, the District will remove the applicant from employment consideration.
3. After obtaining an applicant or employee's written consent, the District shall request information regarding the drug and alcohol testing record of employees it is intending to use to perform safety sensitive duties, pursuant to federal regulations.

Post-Accident Testing:

1. Pursuant to federal law, all drivers will be required to submit to drug and alcohol testing as soon as practicable after any accident (a) involving the loss of life or (b) after any accident in which the driver receives a citation for a moving violation, if the accident involved either (1) bodily injury to any person who, as a result of the accident, immediately receives medical treatment away from the scene of the accident, or (2) disabling damage to one or more motor vehicles which requires the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle. Pursuant to its independent authority, the District requires all drivers to submit to drug and alcohol testing after any accident in which the driver was performing safety-sensitive functions.
2. All post-accident testing shall be conducted within the federally prescribed time periods. If a test is not conducted within the required time periods, then the District will not require the driver to submit to a test and the Program Coordinator, in accordance with federal regulations, will prepare and maintain on file a report and submit it to the Department of Transportation (DOT) documenting the reason(s) why the test was not promptly given.
3. Prior to performing safety-sensitive functions, all drivers will be instructed on the necessity for post-accident testing and the procedures to be followed for post-accident testing so that the drivers can comply with federal regulations.

Random Testing:

1. The District will conduct random, unannounced testing for drugs and alcohol for covered employees. The District's designee will establish a scientifically valid random selection method and will select covered employees using this method at unpredictable dates and frequencies throughout the testing year. Under the selection method, each covered employee will have an equal chance of being selected for each testing date.
2. Each year, the number of random alcohol tests conducted by the District will equal at least 25% of the average number of covered employees. Each year, the number of random drug tests conducted by the District will equal at least 50% of the average number of covered employees.
3. Random alcohol testing will be conducted just before, during, or just after a covered employee's performance of safety-sensitive duties. Random testing for drugs does not have to be conducted in immediate time proximity to the performance of safety-sensitive functions.
4. Once notified of selection for testing, the covered employee must proceed immediately (or as soon as possible) to the collection site for testing.

Reasonable Suspicion Testing

1. The District will require covered employees to be tested for drugs and/or alcohol when the driver's supervisor and/or other properly trained District officials determine that there is reasonable suspicion to believe that the driver has violated the provisions of this Policy.
2. All determinations that reasonable suspicion exists will be only by trained individuals and will be made solely on the basis of specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the covered employee. Possession of alcohol, standing alone, will not lead to reasonable suspicion testing.
3. Covered employees will be required to submit to reasonable suspicion testing only if the required observations are made by a trained supervisor or District official during, just preceding, or just after the period of the workday that the covered employee is performing a safety-sensitive function.
4. The District designates the Program Coordinator as the District official who will receive the requisite training to determine whether reasonable suspicion exists to require a drug test and/or an alcohol concentration test.
5. The District designee will be responsible for making and signing a written record of the observations leading to reasonable suspicion testing for drugs and/or alcohol. With respect to drug testing, the District designee will ensure that this written record is completed within twenty four (24) hours of the observed behavior or before the results of the drug test are released, whichever is earlier.

Return-to-Duty Testing:

1. When a driver is determined, by testing in conformity with federal regulations, to have an alcohol concentration of 0.04 or greater and/or a verified positive test result for drugs, the

District will refer that driver to a substance abuse professional. The substance abuse professional will determine what assistance, if any, the driver needs in resolving problems related to drug or alcohol abuse.

2. Before a driver can return to the performance of safety-sensitive functions, the driver must be evaluated by a substance abuse professional to ensure that he/she has completed any necessary rehabilitation. The driver must also submit the results of (1) an alcohol concentration test showing an alcohol concentration of less than 0.02 and (2) a verified negative drug test.

Follow-Up Testing:

1. When a covered employee who has violated prohibited alcohol and/or drug standards returns to the performance of safety-sensitive functions, he/she will be required to submit to follow-up testing.
2. Follow-up tests are unannounced and at least six (6) tests must be conducted in the first 12 months after the employee returns to duty. Follow-up testing may be extended for a period not to exceed 60 months following return to duty.

Refusal to Submit to Testing:

1. Federal regulations require covered employees to submit to required testing. When a covered employee refuses to submit to testing, or engages in conduct that obstructs the testing process, the test will be considered to be positive and the driver will, in accordance with federal regulations, be prohibited from performing safety-sensitive functions until all preconditions are satisfied.
2. Refusal to submit or to provide a specimen has the same sanctions under the federal regulations as a positive test. Any employee who fails to provide adequate breath or urine for testing must obtain, as soon as possible after the attempted test, an evaluation from a licensed physician who is acceptable to the employer concerning the employee's inability to provide a sufficient specimen. If the physician determines, in his/her reasonable medical judgment, that a medical condition has, or with a high degree of probability could have, precluded the employee from providing a sufficient quantity, the employer's failure shall not be deemed a refusal to take a test. The physician shall provide the District a written statement of the basis for his/her conclusion. If the licensed physician, in his/her reasonable medical judgment, is unable to make such a determination, the employee's failure to provide an adequate specimen shall be regarded as a refusal to take a test and a violation of this Policy.

HANDBOOK ACKNOWLEDGEMENT

By signing this form,

- I acknowledge I have received a copy of the district’s employee handbook.
- I have read the handbook and have familiarized myself with its contents.
- I agree and acknowledge this handbook applies to me.
- I agree to comply with Board of Education policies and procedures and with this handbook and any revisions made to it.
- I understand and acknowledge that this handbook is for informational purposes and does not constitute an employment contract nor a legal document.
- I understand and acknowledge that the district may change its policies and procedures or this handbook at any time without prior notice.

Employee’s Signature

Employee’s Name (Please Print)

Date

Please return this signed form to your supervisor.

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE