

**BUCHANAN COUNTY R-IV
SCHOOL DISTRICT**

**RUSHVILLE ELEMENTARY SCHOOL
DEKALB MS/SR HIGH SCHOOL**

FACULTY

AND

STAFF

HANDBOOK

2016-2017

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PREFACE

The purpose of this handbook is to provide an easy reference guide for employees in the Buchanan County R-IV School District. The information included in this handbook is not a complete policy manual but is drawn from the Board of Education Policy Manual and established administrative procedures. The statements in this handbook do not supersede policies and regulations developed and adopted by the Board of Education relating to the subject matter contained herein.

The Buchanan County R-IV School District believes firmly in the concept of teamwork. The strength of our organization depends upon the ability, loyalty, dedication, enthusiasm and cooperation of each employee. We hope that you will find working in our school system pleasant, self-satisfying, and productive.

DISTRICT GOALS

1. Maintain and improve the programs and services necessary for accreditation.
2. Increase Missouri Assessment Program (MAP) and End of Course Exams (EOC) scores in Mathematics, Science, Communication Arts, and Social Studies at all levels.
3. Increase overall ACT Scores as well as mandated ACT Testing for High School Juniors.
4. Increase Reading assessment scores at all levels.
4. Provide a safe and orderly instructional environment for all students. One where all students can learn.
5. Maintain fiscal responsibility while working to increase salaries.
6. Maintain and improve our facilities and grounds to ensure energy efficiency, safety, and appearance.
7. Maintain and improve/increase our school-to-home communication.

MISSION STATEMENT

The Buchanan County R-IV School District will provide a quality education in a safe learning environment.

VISION STATEMENT

Students at Buchanan County R-IV will grow as individuals having confidence to find their own purpose and become successful members of society through problem solving and independent thinking. In order to achieve this vision, we are committed as educators, students, the school district, and the community to these values:

- Provide a welcoming setting where students feel safe, both emotionally and physically
- Dedicate ourselves to applying best instructional practices
- Encourage, challenge, and empower students
- Ensure that all students experience success
- Model and promote positive character traits
- Create an engaging, learning environment where successes are celebrated
- Collaborate as teams to implement our vision

MEMBERS OF THE BOARD OF EDUCATION

Mr. Michael Reagan	President
Mrs. Pamela Browning	Vice-President
Mr. Alan Crockett	Treasurer
Mrs. Shawna Gillis	Member
Mr. Shane Hartman	Member
Mr. Douglas Hickman	Member
Mrs. Christy Weigel	Member

DATES OF BOARD MEETINGS

The regular meeting of the Board of Education will be held on the 2nd Thursday of each month at 7:00 p.m. Public notice of the time, date, place and tentative agenda for each meeting will be posted. All meetings of the Board of Education shall be open to the public and the press, except closed session as authorized by law.

PUBLIC PARTICIPATION AT BOARD MEETINGS

Anyone wishing to speak before the board, either as an individual or as a member of a group, should inform the Superintendent of the desire to do so and of the topic to be discussed five workdays before the meeting. This will permit orderly scheduling of the public remarks on the meeting agenda.

PERSONNEL

INTRODUCTION

The Board of Education wishes to establish conditions that will attract and retain the best-qualified personnel for all positions who will devote themselves to the education and welfare of our students.

Through these policies the Board wishes to encourage young people to enter the profession of education as their life's work. The Board will attempt to establish an atmosphere conducive to this goal. The Superintendent is directed to encourage young men and women who are dedicated to a teaching career to seek employment in our District.

The Board wishes to attract and retain personnel in the District who are motivated by an interest in young people and who have a sincere desire to be of service. The Board does not wish to retain personnel who have to be motivated through external or administrative pressures to do a satisfactory job.

To achieve effectively the District's policies and the corresponding administrative regulations at the highest state of effectiveness, the Superintendent is directed to establish the procedures needed.

AFFIRMATIVE ACTION

The Board of Education of the Buchanan County R-IV School District is an equal opportunity employer. The Board is committed to providing equal opportunity for all individuals in all areas of recruitment, selection, placement, training, assignment, transfer, compensation, benefits, discipline, retention, and promotion. The Board commits itself to the policy that there shall be no unlawful discrimination against any person because of race, color, religion, age, sex, national origin or disability. All decisions with regard to employment shall be in compliance with applicable state and federal laws.

The Board is required by the Immigration Reform and Control Act to employ only American citizens and aliens who are authorized to work in the United States. The purpose of this law is to preserve jobs for those individuals who are legally entitled to them.

Employees having inquiries or grievances concerning the District's compliance with affirmative action are directed to contact the compliance officer Mr. Travis Dittmore at 685-3160.

SCHOOL AND COMMUNITY

Education is a cooperative responsibility of the citizens of the Buchanan County R-IV School District, the Board of Education, the Administration, and the staff. The primary function of effective school/community relations is to enhance the educational welfare of students.

Parents and other community members are contributors and participants in the total educational process. Therefore, all school personnel shall respect the roles of the parents and other community members in the process of educating children and young people in the Buchanan County R-IV School District.

Staff members are encouraged to participate in school/community activities as long as participation does not ordinarily interfere with school time. If participation does conflict in a minor way, the principal has authority to approve the participation.

COMMUNICATIONS

The District believes that the channels of communication among the Board of Education, the Administration, and all employees should be kept open and free flowing. Some of the publications available which will keep you informed about policies, progress, and future plans are the Board of Education Policy Manual, agendas for the Board meetings which are posted prior to the regular sessions, summaries of Board actions delivered to the schools after the regular meetings, staff memos, and district staff handbooks.

The Board and Administration also firmly believe in open channels of communication between the schools and patrons. Staff members are encouraged to contact parents or guardians at any time. Telephone calls or notes to parents informing the parent of any difficulties being encountered by their child or for positive reinforcement are strongly encouraged. Communicating with the parents will establish a feeling of trust, mutual concern, and help avoid future difficulties. Contact your building principals for materials, addresses, or telephone numbers.

PERSONNEL RECORDS

It is the intent of the Board to maintain complete and current personnel files for all district employees. There shall be a master personnel file for the district maintained in the office of the Superintendent. (Performance based teacher evaluations will be maintained by building principals.) The File of an individual employee will be considered confidential information and will be available only to authorized administrative personnel and to the employee.

CERTIFICATES

The school laws of Missouri require that each teacher have on file a valid teaching certificate covering his/her assignment. The responsibility of filing proper certification rests with the teacher. The certificate must be filed prior to the end of the first week of school unless there are extenuating circumstances, which prevent this being done. If, after a reasonable period of time, the proper certificate is still not on file in the Superintendent's Office, the District will withhold pay until the certificate is on file.

TRANSCRIPTS

State accreditation standards require that each professional staff member file official transcripts showing all course work completed at colleges and universities and degree(s) earned. The transcripts must bear an official seal. New transcripts should be filed as additional course work is completed. The responsibility for filing a complete transcript rests with the teacher. Additional increments on the salary schedule will not be paid without the appropriate transcript verification. The transcript must be filed prior to the end of the first week of school unless there are extenuating circumstances, which prevent this being done. If, after a reasonable period of time, a complete transcript is still not on file in the Superintendent's office, the district will withhold pay until the transcripts are on file.

DRESS AND GROOMING STANDARDS

Employees are encouraged and expected to dress appropriately for their work assignments and to be groomed neatly. The Board and Administration firmly believe that the appropriate dress and grooming of faculty and staff members directly affect the professional image of the employees and the schools.

SALARY SCHEDULE

Initial Placement on Schedule - Initial salary step location is determined on the basis of outside teaching experience and academic training.

Acceptance of Graduate Credit - Salary schedule placement for graduate hours accumulated will be allowed after a proper transcript is submitted to the Superintendent of Schools. All graduate credit must be obtained from an accredited institution, pertain to the teaching field, and must have been taken after completion of the previous degree.

Extra-Curricular Pay - Teachers given extra duty assignments will be compensated according to the Extra-Curricular Pay Schedule.

PAYROLL

Full-time certificated personnel will receive pay by twelve direct deposits in equal installments. With the exception of temporary and part-time personnel, non-certified nine-month employees will be given the option of selecting either nine or twelve paychecks by direct deposit.

Payday is to be the 25th of each month for all personnel. If the 25th is on a weekend or holiday, personnel shall be paid on the last workday before the weekend or holiday.

PAYROLL DEDUCTIONS

Certified employees will have income tax, state income tax, Public School Retirement System (PSRS), and Medicare contributions deducted each month as required by law.

Non-Certified employees will have federal income tax, state income tax, Public Education Employee Retirement System (PEERS), Medicare and social security contributions deducted each month as required by law.

Additional payroll deductions shall be made on a monthly basis at the option of the employee, if arrangements are made in the Superintendent's Office. These deductions include: payments to tax-deferred annuity programs, premiums on health insurance for spouse and/or dependents, membership dues for professional organizations, premiums on individually selected insurance programs, additional contributions to state and federal income taxes, and other approved voluntary deductions. All voluntary deductions must be from a list of approved providers.

RETIREMENT SYSTEM

Certified Personnel –

Each full-time certificated staff member is required by law to participate in the Public School Retirement System (PSRS). The employee and the School District contribute to the system at an equal percentage as set annually by the PSRS Board of Trustees.

Membership in the system provides the staff member with retirement benefits in accordance with established regulations of the system. A staff member who discontinues teaching in Missouri should contact PSRS.

Non-Certified Personnel –

The School District and each non-certified employee are required by law to contribute equally to the Public Education Employee Retirement System (PEERS). The employee and the School District contribute to the system at an equal percentage as set annually by the PEERS Board of Trustees.

Upon retirement the employee will receive a monthly pension based on the total amount of the contributions and their number of years served. Upon retirement or leaving the district the employee should contact PEERS.

CAREER LADDER PLAN

Currently Career Ladder is not funded by the State of Missouri.

FRINGE BENEFITS

HEALTH INSURANCE

Full-time certificated teachers and full-time employees may be offered a medical plan by the school district that will be paid in part or in full by the School Board depending on plan of choice by the employee. Full-time certificated teachers and full-time year-round employees will have the option of purchasing insurance for their spouse, children or family.

For additional information regarding rates please contact the Superintendent's office at (816) 685-3160.

WORKER'S COMPENSATION

Each staff member is covered by our Worker's Compensation Insurance Plan and is eligible for compensation for an approved hospital, surgical or doctor's bill resulting from a job-related accident incurred while on the job. An employee is considered on the job whenever engaged in school business. Any accident, no matter how minor, must be reported immediately to the building principal who in turn will notify the Superintendent's Office the same day. Any delay in reporting an accident could affect Worker's Compensation claim payments.

CAFETERIA PLAN

The Board has authorized participation in the American Fidelity Assurance Company Cafeteria Plan. When an employee chooses qualified benefits under the Cafeteria Plan an employee can fund insurance premiums through payroll deduction, using before-tax dollars. This plan is made possible through Section 125 of the Internal Revenue Code.

SUPPLEMENTAL BENEFITS

The Board has authorized participation in the Forrest T. Jones & Company, Inc. and American Fidelity Assurance Company Supplemental Benefits Plan. When an employee chooses qualified benefits under the Supplemental Benefits Plan an employee can participate in various forms of supplement insurance and disability plans.

SICK LEAVE

Certified and non-certified staff employees whose assignment calls for twelve months full-time employment will be entitled to 13 days sick leave. Employees whose assignment calls for full-time employment less than 12 months will be entitled to 12 days sick leave. Unused sick leave will be accumulative to 150 days. An absence of one through four hours shall be counted as a half day of sick leave. Specific reasons for an absence being charged against sick leave include: illness, temporary disability, or permanent disability of the employee; illness or injury to a member of the immediate family; illness or injury to other relatives with permission granted by the building principal. The board reserves the right to require a physician's certification attesting to the illness or disability of the claimant. The Board may at any time, at its own expense, request an employee be examined by a physician of the Board's choice. For more detailed information refer to Policy 4310 in the Board of Education Policy Manual.

FAMILY MEDICAL LEAVE ACT

The Board of Education recognizes that leaves of absence are occasionally necessary due to family or medical reasons. 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. The Board of Education has designated a District administrator to act as FMLA Compliance Officer. For more detailed information refer to Policy & Regulation 4321 in the Board of Education Policy Manual.

PERSONAL LEAVE

Full-time employees may use three (3) days of sick leave for personal purposes each year. If not used as personal leave it will accumulate as sick leave. Requests for personal leave must be submitted at least one week in advance to the building principal on the appropriate form to be considered. Requests for personal leave may be denied.

BEREAVEMENT LEAVE

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

PROFESSIONAL LEAVE

The Board of Education is committed to the principle of providing opportunities for the professional improvement of the certificated staff. As a part of the Board's comprehensive program for professional improvement, full-time certified teachers shall be entitled to two (2) days annually for professional purposes. Since the purpose of professional leave is for improvement and sharing, staff members who utilize professional leave will be expected to share the information obtained through those activities so other employees may benefit. Requests for professional leave must be submitted at least 72 hours in advance to the building principal on the appropriate form, to be considered. Requests for professional leave may be denied. For more detailed information refer to Policy 4410 in the Board of Education Policy Manual.

MILITARY LEAVE

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

VACATIONS

Twelve-month employees are entitled to vacation benefits. Vacation schedules shall be arranged through the Superintendent of Schools. Vacation benefits shall not be accumulative.

SICK LEAVE BUY BACK

In order to provide continuity of instruction and to discourage abuse of sick leave policies, employees with six years in the R-IV School District shall be paid five dollars (\$5) for each day of accumulated sick leave upon leaving the district. Employees with ten years service in the R-IV School District shall be paid ten dollars (\$10) for each day of accumulated sick leave upon leaving the district or retirement. Employees with fifteen years service in the R-IV School District shall be paid twenty dollars (\$20) for each day of accumulated sick leave upon leaving the district or retirement.

OTHER ABSENCES

Leave will not be granted for an employee due to adverse weather conditions. Staff members are expected to be at school on days school is in session. Salary deduction will be made for all absences, which are not covered by the various leave policies.

ARRANGEMENT FOR SUBSTITUTES

In case of absence, the employee shall notify the building principal at the earliest possible time so that a substitute may be provided. Upon returning to service the employee shall notify the building principal in time to discontinue the service of the substitute. Teachers are supplied with lesson plan books for general organizational purposes. Plan books are to be kept up-to-date and adequate enough to enable a substitute to take over the class with a minimum amount of time lost. The lesson plan books should be left on the teacher's desk at the end of each day.

CONDITIONS OF EMPLOYMENT

STAFF ETHICS

The board expects members of the staff to be familiar with the code of ethics that applies to their profession and adheres to it in their relationships with students, parents, co-workers and officials of the district.

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

An effective educational program requires the services of individuals with integrity, high ideals, and human understanding. To maintain and promote these essentials all employees of the district are expected to maintain high standards in their school relationships.

WORKDAY SCHEDULE

Certified Staff:

The standard teaching day is defined as that period of time a teacher is required to be in an educational activity as a participant in his/her standard teaching assignment. Each teacher shall be available in the classroom before the beginning of school and at the close of school for a reasonable amount of time. It is mandatory that teachers grant before or after school time at pupil or parents' request for conference or help pertaining to any teacher/pupil situation. The Rushville Elementary teaching staff will report to their buildings between the hours of 7:45 a.m. and 3:30 p.m. daily. The DeKalb Middle/High School will report to their buildings between the hours of 7:40 a.m. and 3:25 p.m.

A teacher shall not leave the school premises during school hours unless proper arrangements have been made and consent of the principal has been obtained.

Administrative personnel assigned to schools or to the central office will observe a uniform working day unless special arrangements for different hours have been approved by the Superintendent.

Non-certified Staff:

Daily time schedules for members of the non-certified staff will be established by the Superintendent in cooperation with the building principals. The work calendar for non-certified staff may be modified during the course of the year, as required by weather conditions or other unforeseen events.

Non-certified staff will be expected to work each contract day scheduled with the following exception:

Twelve-month employees shall report to work each assigned day even though school may not be in session unless excused by the Superintendent.

SELECTION

All candidates for employment, except for the position of Superintendent, shall be recommended to the Board of Education by the Administration. Persons nominated for employment shall meet all qualifications established by law and by the Board.

ASSIGNMENT

The assignment of staff members and their reassignment to positions in the schools, grade levels, subject areas, etc., are made by the Superintendent in the best interest of the instructional program. Assignments of teachers shall be made on the basis of student needs, academic preparation, and a thorough consultation with the principal involved.

TOBACCO AND DRUG FREE WORKPLACE

The Board of Education is dedicated to providing a healthy, comfortable, and productive environment for staff, students, and citizens. The Board also recognizes the importance of adult role modeling for students during formative years. Therefore the use, sale, transfer, possession or being under the influence of intoxicants, alcohol, and/or mind altering chemicals are prohibited on or in school property, at school sponsored activities or events or in any vehicle while being used to travel for the school district. The use of any tobacco product by staff members within school buildings is prohibited. Staff members shall not use tobacco products in the presence of students during the school day or during school related activities held on the school premises.

HARASSMENT

It shall be a violation of District policy for any student, teacher, administrator, or other school personnel of this District to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race, color, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation as defined by this Policy. Refer to Policy 2130 in the Board of Education Policy Manual.

STAFF CELL PHONE USAGE

Staff use of cell phones is prohibited during the instructional day. Cell phones may be used discretely—not in the presence of students—before and after the instructional day or during lunch and planning periods.

SCHOOL CALENDAR

The school calendar is developed by input from employees and the Board of Education. The Superintendent submits the proposed calendar to the Board of Education for review and final adoption.

The school calendar normally does not include any inclement weather days and is subject to change due to unforeseen occurrences.

EMERGENCY SCHOOL CLOSING

Inclement weather, poor road conditions, and equipment failure occasionally cause suspension of classes. Local radio stations are notified as soon as a decision to cancel classes is made. A decision is normally made prior to 6:00 a.m. and staff members are urged to monitor the following stations:

KFEQ 680 AM
KAIR 1470 AM
KKJO 105.5 FM

KQ 2 TV
KNPN 26 TV

BLACKBOARD CONNECT

The district will be using an electronic notification system (Blackboard Connect) to notify you of emergency information or school closings. When there is an emergency situation or school is closed for some reason you will receive a call, text message and/or email to your phone numbers and email addresses with the information.

STAFF MEETINGS

The Administration shall be responsible for arranging and conducting staff meetings. During each school year, a limited number of early dismissals will be scheduled to conduct staff meetings and provide in-service activities for staff development. Staff meetings may be called before or after school, at the discretion of the Administration. Staff members are expected to attend all staff meetings unless excused by the building principal.

PROFESSIONAL GROWTH

Staff members are provided opportunities for the development of increased competence beyond that which they may attain through the performance of their assigned duties. In light of the impact upon the lives of students and in keeping with the breadth of experience and depth of training needed for instruction, opportunities for professional growth should be rich, appropriate, and varied.

The Professional Development Committee (PDC) shall work with the beginning teachers and experienced teachers in identifying staff needs in professional development. The PDC shall work with each teacher, having less than 2 years of full-time experience, in the development and application of their Professional Development Plan (PDP). A copy of the PDP shall be filed in the Superintendent's office.

First year teachers shall be assigned a mentor to assist them in adapting to the instructional process. The mentor and mentoree shall have a confidential relationship. However, chronological records of meetings, conferences, observations, etc. must be kept for certification renewal.

STAFF EVALUATIONS

The District NEE (Network for Educator Effectiveness) performance based evaluation system has been developed cooperatively between teachers and administrators. The principal of each building is the person responsible for the administration of NEE and all teacher evaluations.

All probationary teachers will be formally evaluated at least yearly and teachers with tenure will be evaluated at least biannually.

Each administrator will complete an evaluation on all non-certified staff under his/her supervision. All non-certified staff will be evaluated at least once every year.

RESIGNATIONS

Resignations shall be determined in accordance with the provisions of the contract, Missouri statutes, and the Board of Education Policy Manual. An employee desiring to terminate his/her services shall submit a written request to the Superintendent as early as possible. Staff resignations occurring after contracts have been returned will only be considered if a qualified replacement is available.

Certificated employees who for any reason intend to retire or resign are encouraged to indicate their plans in writing to the Board as early as possible. Resignations become effective at the end of the school year in which they are submitted. Resignations to become effective earlier than at the end of the school year require a release by the Board and must be considered on an individual basis. Letters of resignation shall be submitted to the Superintendent/designee and the principal/supervisor. The letter should state reasons and an effective date for the resignation.

Should the Superintendent decline to recommend a release and the certified employee leaves the district, the District reserves the right to pursue any and all legal obligations available to it including, but not limited to filing charges to have a teacher's certificate revoked and/or seeking monetary judgment.

The Board of Education may collect a fee for such release based on the date of action by the Board of Education. The fee is used to partially reimburse the school district for the expense of finding a suitable replacement and is as follows:

Resignation at any date after contract is signed by non-tenure teacher or resignation not submitted by tenure teacher prior to June 2.

Fee = \$2000.00

GRIEVANCE PROCEDURES

The Board of Education recognizes the importance of providing a prompt and efficient procedure for fair and equitable resolution of grievances. To the extent possible, all grievances should be settled through informal discussions at the lowest administrative level and disputed matters should be processed as formal grievances only when a grievant feels that a fair and equitable solution has not been reached in the informal discussions. Complete procedure for filing a

Grievance may be found in the Board of Education Policy Manual under Policy & Regulation 4850.

ADMINISTRATIVE PROCEDURES

TIME ON TASK

Research has proven the more time spent on a task (objective), the higher the mastery level of that task. The Board of Education and the Administration firmly believe this to be true and pledge support for protecting instructional time. This is also a key responsibility of each teacher. All teachers are expected to maximize the use of instructional time. To provide proper guidance to maximize this time the following procedures will be followed by all teachers:

1. The use of DVD & electronic devices will be reserved for instructional purposes. The use of this equipment should be in direct support of lesson plans, goals and/or objectives. The use of this equipment for entertainment purposes will be limited to avoid loss of valuable instruction time.
2. Students should not be allowed to leave the classroom without justifiable reason. It is difficult to protect instruction time when there are students out of the classroom unnecessarily. Leaving the classroom to go to a locker, getting a drink, using the telephone, etc. should not be allowed. Teacher discretion should be used in allowing students to leave the classroom to use the restroom.
3. Teachers are not to leave students under their supervision unattended except to respond to an emergency situation.
4. Students are not allowed to have food or drink in the classroom. Also, parties or other such social activities are a waste of instructional time and should not be allowed.

Any exceptions to the above procedures must have the advanced approval of the building principal. A minimum 24-hour notice to the building principal is required before approval.

EMERGENCY PROCEDURES

The administration has developed procedures to be followed for various emergencies. Each staff member should keep these procedures in an easily accessible location. Periodic review of these procedures for familiarity is essential. Building principals will provide copies of emergency procedures for each employee in their building. Building principals may conduct unannounced emergency drills, as they believe necessary to properly insure the safety of the students and staff.

FUND RAISERS

Each building principal is given the authority to approve any fund raising projects in their respective buildings. Staff members must obtain advance approval to conduct fund raising activities.

PURCHASE AUTHORITY

The Superintendent shall have supervision of school purchasing and shall be authorized to issue purchase orders. All school purchases shall be made on the basis of a signed purchase order. The district will not be liable for purchases made in any other manner. The only personnel authorized to purchase for the school, without a purchase order, shall be the Superintendent, Elementary Principal, and Secondary Principal.

Staff members wishing to purchase materials for the school will need to submit a requisition to the building principal for a purchase order to be issued. This process cannot be accomplished in a few minutes; therefore staff members need to plan in advance.

Purchase orders submitted after March will not be approved unless materials and billing are guaranteed to be delivered prior to school dismissing for the summer.

SUBMISSION OF BILLS

Any staff member who has a bill for materials received for the school must submit the bill no later than the last day of each month. If the bill is not submitted by the end of the month the bill will not be considered for board approval until the following month.

Any materials received from a purchase order must be inventoried upon arrival and notice of receipt sent to the appropriate office. Without notice of receipt the materials will not be paid for. This is the responsibility of each staff member who receives materials.

PETTY CASH

Each building principal has a small amount of petty cash to be used to facilitate minor purchases and refunds. A proper receipt must support each transaction. All items purchased with petty cash funds should meet the criteria of an expedient measure and should not be used to circumvent established policies on purchasing.

FACULTY WORKROOMS

Each building has a workroom/lounge for the convenience of the staff. The workroom/lounge is provided for the staff to utilize to relax, eat lunch, and a place to work during preparation time, etc. It is the responsibility of the staff to keep the workroom/lounge clean, orderly, and enjoyable.

E-MAIL RECORDS & ELECTRONICALLY STORED INFORMATION

Any e-mails that constitute a record under District Policy and Regulation 6531 or otherwise should be retained for the benefit of the District and therefore must be saved for an extended period of time to exceed one month shall either be 1) printed and physically filed in such a way that it will be easily accessible or 2) saved directly to a file on one of the District servers from which it will be easily retrievable. The District will regularly delete unnecessary e-mails on the District's computer system. Refer to Policy 6530 in the Board of Education Policy Manual.

PUPIL
PERSONNEL

INTRODUCTION

The policy of the Buchanan County R-IV School district for equal educational opportunities is consistent with the Missouri State Constitution and Statutes. The primary duty of the school district is to make appropriate provision for the education of all children and youth residing within the district. It shall be the policy of the district to offer a quality education for all children to promote and develop the necessary skills and attitudes to enable all children to become effective citizens and to effectively participate in the community, the state, and the nation.

STUDENT ATTENDANCE

The Board of Education believes that regular school attendance is a vital part of the learning process. The Board believes good school attendance will help develop habits of punctuality, self-discipline, responsibility, and dependability needed to succeed.

Each teacher is responsible for accurate reporting of daily attendance in the classroom. The building principal is responsible for supplying information to parents in regard to student absences and for submitting attendance information to the Superintendent's Office.

It is recognized that absence from school is necessary under certain conditions. Every effort should be made by students, parents, teachers, and administrators to keep absences and tardiness to a minimum. Student attendance at school is basically the responsibility of the parents and students. In order for the parents to fulfill their responsibility, the school will keep them informed of student absences.

The building principals will develop reasonable attendance policies in cooperation with appropriate law enforcement officials and in compliance with state statutes. Students and parents will be notified of attendance policies.

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. Refer to Policy 2130 in the Board of Education Policy Manual.

BULLYING

The District is committed to maintaining learning and working environments free of any form of bullying or intimidation by students toward District personnel or students on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict physical, emotional or mental suffering on another individual or group of individuals.

Refer to Policy 2655 in the Board of Education Policy Manual.

STUDENT DISCIPLINE

The Board of Education recognizes that learning cannot take place in an atmosphere of tension, disorder, or intimidation. The Board, therefore, directs the administration and staff to maintain an orderly atmosphere and pledges its support to the maintenance of this decorum within the limits of the Statutes of Missouri.

The Board of Education has the authority or may delegate to the Administration the responsibility to make reasonable and necessary rules and regulations governing the conduct of students in the school. These rules will apply to all students who are in attendance in the district instructional and support programs as well as school-sponsored activities and events.

Teachers and administration shall have the authority to make and enforce necessary rules for the internal governance of their classrooms. The board expects each teacher and administrator to establish and maintain a satisfactory standard of conduct in order to maintain and facilitate the District's educational programs. The administration is authorized by state statute to suspend students for just cause.

Discipline standards must not be limited to the classroom, but must extend to the halls, playground, lunchrooms, extra-curricular activities, and any place where students gather on school property. Staff members are to be considered on duty during the school day and while in attendance at school-sponsored activities when rules and policies are being violated.

Disciplinary actions will be in compliance with the Board of Education Policy Manual.

CORPORAL PUNISHMENT

Corporal punishment as a measure of correction is permitted. It shall be used only when all other reasonable means have failed and then only in reasonable form and with the authorization of the principal. If necessary, corporal punishment will be administered by the principal in the presence of the superintendent. It will never be inflicted in the presence of the student's class and not without an adult witness.

SEARCHES BY SCHOOL PERSONNEL

School lockers and other school materials are the property of the Board of Education and are provided for the convenience of students. The property may be subject to search for a variety of reasons.

Students may be requested to submit to voluntary personal searches. Students who refuse to a voluntary search may be referred to appropriate law enforcement authorities, if such action is deemed appropriate by the building principal.

Voluntary personal searches do not include strip searches or unnecessary physical contact. Personal searches must have the advanced approval of the building principal.

Refer to Board of Education Policy 2150.

SUPERVISION OF STUDENTS

School personnel assigned specific supervisory duties are expected to act as reasonable prudent adults in providing for the safety and welfare of the students in their charge. In keeping with this expected prudence, no teacher or other staff member will leave his assigned group unsupervised except to make arrangements to take care of an emergency. This includes regular classroom supervision as well as extra-curricular activity supervision.

CARE OF SCHOOL PROPERTY

Students are expected to take reasonable care of school property. Students shall pay for all school property lost or damaged beyond ordinary wear and tear. The building principal shall assess payment. Any student who carelessly or intentionally defaces or damages school property shall be required to pay for all damages and may be subject to additional disciplinary action.

STUDENT DRESS AND GROOMING

The Board expects students dress and grooming to be neat, clean and of good taste so that each student may share in promoting a positive, healthy, and safe atmosphere within the school.

When in the judgment of a principal, a student's appearance or mode of dress disrupts the educational process, or constitutes a threat to health and safety; the student may be required to make modifications.

Refer to the student handbook for guidelines.

STUDENT CELL PHONE USAGE

Developments in cell phone technology in recent years have resulted in enhanced communication opportunities. However, the use of cell phones in schools poses increasing risks of school disruptions, bullying, criminal activity, and academic dishonesty. As a result, student cell phones, digital cameras and similar electronic devices will be banned during the instructional day, and in other areas as necessary due to privacy issues.

