



*Avenue City Elementary School District  
Employee Handbook  
2020-2021*

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Cosby, MO 64436*

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*Web-Site: <http://www.avenuecityschool.org/>*



## *Preface*

The purpose of this handbook is to provide an easy reference guide for employees in the Avenue City School. 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, regulations, and established administrative procedures developed and adopted by the Board of Education relating to the subject matter herein.

This handbook was written with many different parts. The extensions of this handbook are the **Student & Parent Handbook**, (Many items that would be included in this handbook are located here and were not duplicated), the **Board of Education Policy, Regulations and Procedure Manuals** and the other district handbooks. Employees of the district should become familiar with all of the above in order to have a full understanding of all concepts of the district.

The Avenue City School believes firmly in the concept of teamwork. The strength of our organization depends on ability, loyalty, dedication, enthusiasm, and cooperation of each employee, student, parent, and patron. We hope that you will find working in our school district pleasant, self-satisfying, and productive.

## *Mission*

The Avenue City R-IX School District, in cooperation with its students, staff, parents, board of education, and community, will:

- Create a learning environment that is accepting, stimulating, challenging, and worthwhile to students.
- Produce students who have mastered the basic skills, become adept at problem solving and responsible decision making, and have the ability to adapt to meet future challenges.
- Encourage students to become healthy, caring, ethical citizens who are productive members of society.
- Help students develop self-discipline required for success.

## *2020-2021 Goals*

Avenue City R-IX School District 2020-2021 Annual Goals:

- The district will continue to focus on student achievement and work to ensure increased performance on local, state, and national assessments.
- The district will put special emphasis on improvement in reading as we strive to have each student reading on or above grade level.
- District facilities will provide a safe and positive learning environment.



- The district will continue to update technology, strive to integrate the use of technology to improve instruction, and model for students the appropriate uses of technology.
- The district will continue to monitor the state's ever-changing expectation in regard to learning standards and will determine the appropriate alignment with the local curriculum.
- The district will provide uninterrupted instruction throughout the 2020-21 school year.

## *Philosophy*

The Board of Education, staff, and patrons of the Avenue City School District believe that all students can learn and should be provided an education. Students have fundamental rights to education regardless of age, race, sex, religion, national origin, socio-economic status, or handicapping condition.

The community, parents, and staff will encourage all students to reach their potential by taking part in a progressive, stimulating, and challenging program designed to develop students into life-long learners.

We intend for our program to develop self-reliant learners and workers who not only master the basics, but who have the skills to compete in today's quickly changing and fast paced world. These include, but are not limited to, communication skills, technology skills, research skills, problem solving and critical thinking skills, and the abilities required to be flexible and adaptable. In the end, we hope to produce active, intelligent, well-adjusted, responsible citizens of good character.

We feel that in order to accomplish our goals we must cultivate a positive self-image in each student. To do this we must teach an awareness of the whole being and a need to maintain a healthy balance in the social, emotional, physical, and intellectual areas.

In order to reach these goals the district must provide an environment conducive to meeting these needs. First, we must provide employees who can meet the needs of a wide variety of students. We expect our people to be honest, caring, congenial, energetic, active, progressive, flexible, and competent people who have the needs of our students as the main focus. Their skills should allow them to accommodate for individual differences as we encourage students to strive to attain their potential.

We will provide for a physical environment conducive to learning. This includes making sure the school is safe and comfortable. Our building should be inviting to students and provide adequate space and equipment to accommodate our educational program. This includes keeping our building in the best possible condition while making plans to accommodate growth in populations and programs.

Finally, our programs must actively seek community participation in our district's educational process. When students, staff, parents, and community work together we have the best chance for success.



*Administrative Responsibilities*

<b>PROGRAM</b>	<b>CONTACT</b>
Assessment Plan & Standardized Results	Principal & Guidance Counselor
At-Risk	Principal
Athletic Director	Principal
Audit	Superintendent & Board Treasurer
Board Policy	Superintendent & Board Secretary
Budget	Superintendent
Certified Staff Evaluations	Principal
Class Scheduling	Principal
CSIP Plan & Review	Superintendent & Principal
Curriculum	Principal & Staff Curriculum Committee
District Annual Goals	Superintendent, Principal, & Staff Members
Employee Absences & Substitutes	Principal
Facilities / Safety	Superintendent
Federal Programs	Superintendent
Food Service	Superintendent and Cafeteria Manager
Foster Care	Principal
Gifted	Gifted Teacher & Principal
Guidance & Counseling	Guidance Counselor
Health Services	School Nurse & Principal
Homeless & Migrant	Superintendent
Library Media	Librarian
Mentoring Program	Principal
Non-Certified Staff Evaluations	Principal
Principal Evaluations	Superintendent
Professional Development	Professional Development Chair
Public Information	Superintendent
Salary Committee	Staff Representatives
School Volunteers	Principal
Special Education	Principal
State Programs	Superintendent, Principal, & Staff Members
Student Activities & Scheduling	Principal
Student Data	Superintendent & Principal
Student Discipline	Principal
Student/Staff Handbooks	Principal
Superintendent Evaluations	Board of Education
Tax Rate Hearing	Superintendent
Teaching Supplies & Textbooks	Principal
Title IX Coordinator	Superintendent
Transportation	Superintendent & Principal
504 Coordinator	Principal



## *Affirmative Action*

The Avenue City School is committed to a program of affirmative action. It is the policy of the school district to hire the best-qualified applicants available for all positions. As a part of this policy, the District will strive to provide equal employment opportunities to all applicants through its employment practices regardless of race, color, religion, national origin, sex, age, or disabling conditions. It is the intent of the district to comply with the provision of Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972-73, Section 504, Rehabilitation Act of 1973; and Title 38, United States Code, Veteran's Benefits. Employees having questions or grievances concerning the District's compliance with Title VI, Title IX, or Section 504 are directed to contact the Superintendent's Office.

## *Communications*

The district believes that education is a cooperative responsibility of the citizens of the Avenue City School District, its Board of Education, the administration, and the staff. The primary function of effective school/community relations is to enhance welfare of students.

The District believes that the channels of communication among the Board of Education, the administration, and all employees should be kept open. Policies, which govern this process, can be found in the Board of Education Secretary/Treasurer Office. Questions regarding policies or procedures and suggestions for improving the operation of the school system are strongly encouraged.

Parents and other community members are contributors and participators in the total educational process. All school personnel will respect and encourage the role of parents and other community members in the process of educating children and young people in the District.

## *Medical Examinations*

The district reserves the right to require a physician's statement in case of a question concerning the physical fitness of a staff member or when selecting the time of reinstatement of an employee from medical leave.

## *Personnel Records, Transcripts, & Certificates*

A personnel record shall be kept for each employee of the District. Except for confidential reference documents, an employee shall have access to items maintained in her/his personal file. A record of employment shall be maintained for all employees who have left the district. Provision shall be made to assure privacy of personnel files and to protect the files from examination for other than legitimate reasons.

The school laws of Missouri require that each teacher have on file in the office a valid certificate covering her/his teaching assignment. The responsibility for filing proper certification rests with the teacher. The certificate must be filed prior to the opening of school unless there are extenuating circumstances that prevent this from being done. If, after a reasonable period the certificate is not on file in the office, the district will withhold pay until the certificate is on file.

State accreditation standards require that each professional staff member file official transcripts showing all course work completed at colleges and universities and degrees conferred. The transcript must have an official seal. Grade cards and other unofficial transcripts cannot be accepted. New transcripts should be filed, as additional course work is complete.



## *Pay Scale*

Certified teachers are paid according to the district's salary schedule. The initial salary schedule step of a teacher is determined on the basis of outside teaching experience and academic training. Credit shall be given for prior teaching experience outside the District, excluding substitute and apprentice teaching to five years with full credit given for the first five years of experience. The administration reserves the right to review the experience of a Master's Degree teaching candidate, and may, with Board authorization, grant additional steps, if qualifications and experience of the candidate and District personnel needs justify this action.

Salary schedule placement for graduate hours accumulated will be allowed after proper credentials and/or transcripts evidence is submitted to the administrator. Additional salary payment is permitted for graduate hours only in the various intervals cited in the salary schedule. All teachers need to notify the superintendent, in writing, by April 1 of their intention to complete hours in the upcoming school year. Teachers must submit transcripts to the administrator before September 1 to obtain the additional increment for the year. All graduate credit must be obtained from accredited institutions, pertain to the teaching field or to professional improvement, and must have been taken after completion of the previous degree to be accepted for salary increase purposes. A current copy of this year's salary schedule is found in Appendix A.

## *Payroll*

Employees who are on salary contracts are paid one-twelfth of his/her annual salary on the fourth Friday of each month. Normally, a first year teacher will receive his/her first paycheck on the fourth Friday in September.

Employees who are paid by the hour will be expected to turn in "time sheets" to the district's bookkeeper on the first day of each month. If time sheets are not turned in by the first of each month, paychecks could be withheld until the following month.

Federal income tax, state income tax, FICA / Medicare, and Public School Retirement System Contributions shall be deducted each month as required by law.

The following payroll deductions shall be made on a monthly basis at the option of the employee, if a signed payroll deduction authorization is on file with the district's bookkeeper:

- payment to tax-deferred annuity programs approved by the Board of Education,
- salary protector plans,
- premiums on health insurance for spouse and/or dependents approved by the Board of Education,
- cafeteria plan deductions,
- membership dues for professional organizations approved by the Board of Education.

Occasionally supportive personnel will be asked to work beyond the usual working day on an emergency basis. Those persons will be compensated with the form of overtime pay (above 40 hours weekly) or by compensatory released time as defined in the Board of Education Policy.



## *Retirement*

Each full time certificated staff member is required by law to participate in the Public School Retirement System of Missouri by contributing to the system 14.5% of his/her total contract salary during the school year. The Board of Education also pays into the Retirement System an amount equal to 14.5% of the total of all contracted professional salaries. Membership in the system provides the staff member with life insurance, disability insurance, and retirement benefits in accordance with established regulations of the system. A staff member who discontinues teaching in Missouri may, after a short waiting period, request withdrawal from the Retirement System. In this case, he/she is entitled to receive all funds that have been contributed by the employee during the time of employment in Missouri. Contact PSRS/PEERS for more information.

## *Hours of Employment*

The following time schedule has been established and will be followed for employees. Teachers shall be on assignment during the school day as authorized by the administrator. The daily time schedule for certified personnel will be 7:55AM -3:25 PM, Monday –Thursday and 7:30AM to after the buses and students leave the parking lot on Fridays. Whenever bus schedules, lunch periods, or other building circumstances necessitate different starting and ending times, the time schedule for staff members will be adjusted accordingly. Non-certified staff shall set up hours with the administration team that will meet the needs of the district.

## *Evaluation System*

The Avenue City School Board, administration, teachers, and support staff are committed to the development of the most favorable educational climate possible for the students in the district. An ongoing appraisal process is an important ingredient for ensuring a favorable climate. The process shall focus on improvement of job performance and helping student achievement. The main purpose of the evaluation process should be to provide positive growth and increase effectiveness of all personnel.

**Certificated Staff:** The main purpose of teacher evaluation is to improve student instruction. The evaluation processes will be formative in nature and lead to continuous improvement; will align to standards that reflect excellence; build a culture of informing practice and promoting learning; and is multiple, balanced measurements that are fair and ethical. Based on the beliefs that are the foundation of evaluation in the state’s model, the primary purpose of the Teacher Evaluation Protocol is to promote growth in effective practice that ultimately increases student performance. Administration reserves the right to use many different evaluation systems in order to promote effective instruction and continuous improvement.

**Support Staff:** The administrator will complete a written evaluation on all support staff at least once a year. These evaluations will be used to increase job proficiency and also to determine re-employment. Each employee will be given an explanation of his/her duties and responsibilities. In addition to guidance, the administrator has the responsibility for informing each employee of the criteria to be used in evaluation.

## *Staff Meetings*

The administration team will 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 professional development opportunities for staff members. Staff meetings may be called before or after school, at the discretion of the administration team.



## *Committees*

The district and administration team encourages and expects all staff members to serve on committees that are necessary for making the school function efficiently and in the best interest of the student. Because of the small staff numbers in the district, it will be necessary for some or most of the staff members to become an active part of more than one committee. Staff members will find that committee work will be an integral part of the school community and committees can work together to accomplish many things for the district. A few committees that a staff member could be asked to serve on are the Professional Development Committee, Salary Committee, CTA, Principal's Advisory Committee, At-Risk Committee, Building Committee, and Technology Committee.

## *Insurance*

Full time employees are provided a comprehensive group medical insurance plan by the School District. The District pays the employee's premium. Employees may insure eligible dependents through a payroll deducted premium payments. Part-time employees (.5FTE or more) are eligible for medical insurance at a prorated cost to the district and at their own expense.

Full time employees are provided term life insurance policy by the School District. This policy includes an accidental death benefit and has a coverage value of \$30,000.

## *Worker's Compensation*

Each staff member is covered by M.U.S.I.C. for worker's compensation insurance, 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 administrator who in turn will fill out and submit an incident report form. Any delay in reporting an accident could affect Worker's Compensation claim payments. Reimbursement from Worker's Compensation for loss of time must be remitted to the District if no deduction is to be made from the salary received from the District.

## *Tax-Deferred Annuities*

A staff member may purchase a tax-deferred annuity under group plans in effect between the District and one of the approved carriers. Under these plans, the employee may elect to have his/her salary reduced by a specific amount each year and the amount of reduction transmitted to the carrier. The reduction may not exceed the maximum amount established by the U.S. Internal Revenue Service regulations. The enrollment dates for new members shall be September 1. Changes in the amount of salary reduction shall be made only on September 1.

## *Sick & Personal Leave*

Full time certificated and support personnel shall be granted at the rate of 10 days per school year leave for personal illness, disability, or injury, cumulative to a total of 100 days. For full time staff, three of the sick days can be used as "flex" days, if needed. Full time certificated and support personnel shall also be granted three personal days each school year. In the event the personal days are not used they will be changed to sick





days and may be added to the 100 days of accumulation. Part-time employees receive an assigned amount of discretionary paid time off. See School Board Policy/Regulation 4320 for specific information concerning leaves and absences. An employee who exits the district after five years of service shall be paid \$15.00 for each unused sick day. An employee may be paid up to a maximum of 100 days for the unused sick leave.

If your absence has not been pre-approved, please notify the principal the night before your absence or by 6:15 AM the day of your absences. A Request for Leave Form should be completed when returning to work if the leave was not pre-approved. A Request for Leave Form should be completed as soon as possible for permission to be absent so that quality substitutes can be arranged. This form is located in the office or workroom. Please ask the secretary if you need a request for leave form. You will be notified if your absence is approved, not approved, or if a deduction will be taken from your salary. The Board policy on leave can be found in the policy section of this handbook.

### *Staff Development*

The district encourages staff members to take advantage of opportunities for professional development. A variety of offerings include approved workshops, professional conferences, conventions, seminars, training offered by the district, and other outside presenters.

The Professional Development Committee, which consists of a group of certified teachers, manages the certified staff professional development budget. This committee helps plan and make arrangements for professional development opportunities for the entire staff. Requests for professional development should go through the committee. Forms can be obtained from the committee chair.

### *Parent / Teacher Conferences*

Conferences between parents and teachers are an integral part of the educational program in the School District. Administrators and teachers should make every effort to conduct parent/teacher conferences whenever needed. Conferences with parents at all grade levels are encouraged in order to keep lines of communication open and improve student achievement.

Scheduled parent /teacher conferences are after the completion of the first quarter of each school year.

### *Storm and Tornado Drills*

Storm and/or tornado drills will be completed as set forth in the Board of Education policy manuals.

1. A weather announcement will signify a storm/tornado drill.
2. Students will exit classroom in single file, orderly line, and keep together. Teachers will take their grade book, follow students out of the classroom, and close the door when all students have exited.
3. Students will move to designated areas in the storm shelter.
4. Teachers will use grade book to make sure that each and every student is present.
5. Administration will signal teachers verbally or by use of the bell when it is safe to return to the classrooms.

### *Fire and Bomb Drills*

Fire and/or bomb drills will be the completed as set forth in the Board of Education policy manuals.

1. A short bell will signify a fire or bomb drill.
2. All students in the room will walk out in single file, orderly line and keep together. Teachers will take grade books, follow students out of classrooms, and close the classroom door when all students have exited.



3. Students will leave the building using the designated doors. Groups of students will move away from the edge of the building and stay in appropriate groups.
4. School doors will be closed when all students have exited the building.
5. Teachers will use grade book to make sure each and every student is present.
6. Support staff as well as special area teachers will monitor hallways. If a drill should occur during planning time, regular classroom teachers should locate their class and help with the drill procedure.
7. Administration will signal teachers verbally or by use of the bell when students may return to the building.

## *Student Safety & Abductions*

In today's world of school shootings and abductions teachers are among the first line of defense in protecting the students of Avenue City School. All doors will be locked during school hours. Visitors will be allowed in by office personnel. Students and teachers will be able to exit through all other doors, but visitors will not be able to enter in any other door except the south doors, by the front office.

Teachers should remember to carry their school keys with them. The staff will decide on a signal that will be given if a dangerous person enters the building. Office personnel will be responsible for giving this signal. Upon receiving the signal, teachers should immediately follow the procedures set forth in the District Crises Manual.

Teachers should also try to be aware of necessary custody agreements between divorced parents of the students at the school and make administration aware of these agreements. Students should be sent to regular destinations each evening after school unless a written note from the parent is obtained.

## *Student Discipline*

Teachers should refer to student handbook to find guidelines for bus, recess, and lunchroom behavior. Teachers will be responsible for establishing behavior guidelines in their own classrooms. Teachers should discuss all guidelines with students at the beginning of the school year so that each and every student is made aware.

Any behavior that presents a danger or causes excessive interruptions should result in immediate removal from the situation. When it becomes necessary to send a student to the office for disciplinary purposes send the offender and escort to the front office. If the offender will not leave the room quietly, the teacher should call the office and obtain an administrator to escort the student down the hall.

Students sent to the administrator's office for disciplinary reasons will have parents notified by note or phone. A record of all discipline actions and consequences that require administrative action will be kept on file in the administrator's office.

## *Calendar Information*

An event calendar is kept current on the school's website. There is also a Google calendar that goes along with your district's email account which all staff should monitor often. Any classroom information or special request for a class project may be added to these calendars. Please e-mail the school secretary with the information so it can be loaded on the website calendar and Google calendar.



*Work Orders*

Work order forms may be obtained in the front office. Please fill out the form for special request (repairs, setting up for special events, etc.) and submit it to the office. Your request will be completed as soon as feasibly possible.

Date of request: \_\_\_\_\_ Person requesting: \_\_\_\_\_

Job: (description of what needs to be completed, and where, etc.)  
\_\_\_\_\_  
\_\_\_\_\_

Date request completed: \_\_\_\_\_ Initialed: \_\_\_\_\_  
(Person who completed the job)

*Purchasing School Related Materials*

Teachers are allotted an amount of money to spend on their students each year. The teacher is responsible for spending and documenting the money spent. There will be a budget sheet given to you at the beginning of the school year to keep track of your expenses.

The items purchased can be obtained two different ways. First, if you know ahead that you will need an item a Purchase Order can be used. The company where you purchase the item will then bill the district. Purchase Orders must be completed and signed by an administrator before items can be ordered. In the section “FOR”, list area responsible for payment (PDC, Spec. Ed., Etc.). The white copy is for the company or for you to keep if you ordered by phone. The yellow and pink copies are given to the school bookkeeper. When ordering materials check to make sure that the obligation dates for the funds are still in effect.

If the expenditure is a last minute item you have the option of paying for the item yourself and being reimbursed by the district. Keeping receipts and documentation of these transactions is very important. Reimbursement Forms must be completed and turned into the bookkeeping office along with receipts or bills by the 1<sup>st</sup> of each month to be approved by the Board of Education. Reimbursements will be denied if the form is incomplete or no receipts or bills are attached to the form. You will be notified as soon as possible if your request has been denied and the reason for the denial. **Please note**, sales tax will not be reimbursed; please keep a tax exempt letter with you when making purchases.

*Professional Development Opportunities Outside the District*

The district encourages staff to attend in-services, workshops, seminars, etc. outside the district that will help teaching skills and meet requirements of the Professional Development Plan of the district. Teachers requesting to attend a workshop outside of the district and who are requesting Professional Development Committee funds will need to fill out a form and return it to the Professional Development Committee Chair for approval of committee funds. The building principal will also need to give the approval to attend the in-service.



# PTO Requests for Funds & Volunteers

The school district is lucky to have a supportive Parent/Teacher Organization. This organization often helps with school activities and purchases.

The following form is for requesting funds from PTO. The requesting person should discuss the request with the administrator before going to the PTO. The person should then contact someone on the PTO executive committee so the request can be placed on the PTO Meeting Agenda. PTO usually does not approve funds unless the person that requests the funds attends the meeting so that explanation of the expenditure can be clarified. (A sample of the form follows.)

**PTO Funds Request**

Person requesting: \_\_\_\_\_ Amount requested: \_\_\_\_\_

Use for funds (explanation): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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PTO President's Signature: \_\_\_\_\_ Date Approved: \_\_\_\_\_

The following form is for requesting a volunteer to help out with various items for classrooms. This should be filled out and given to administration. The administration will then relay the form to a PTO member who is in charge of setting up volunteers. (A sample of the form follows.)

**Request for Volunteer(s)**

Teacher requesting: \_\_\_\_\_ Date requested: \_\_\_\_\_

Date(s) volunteer is needed: \_\_\_\_\_ # of volunteers needed: \_\_\_\_\_

Time of day volunteer is needed: \_\_\_\_\_

Briefly describe what is needed: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



# Technology Requests

Increasing technology awareness and student use of technology is increasingly important in today's fast paced, quickly changing world.

## Computer Maintenance Request

Because of continuous computer upkeep and maintenance needs of technology this form was developed. This form is to be filled out and presented to the administrator. The administrator will arrange with the technology coordinator to complete the request at the earliest possible time. Once the request is completed the form will be returned to you for verification.

Date requested: \_\_\_\_\_ Person requested: \_\_\_\_\_

Problem: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*If you have received an error message – write the exact message!

Location of computer that requires maintenance: \_\_\_\_\_

Additional information: \_\_\_\_\_

Date completed: \_\_\_\_\_ Tech. Coordinator Initials: \_\_\_\_\_

Comments:

## Technology Software Request

The following form was designed to avoid purchasing software that is incompatible with our technology. When requesting technology software, fill out this form and give to the technology director to check for compatibility before purchasing or requesting funds. The director will then return the form to you so that you can request funds.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Item Requested: \_\_\_\_\_

Planned Use: \_\_\_\_\_  
\_\_\_\_\_

\*\*Please attach a copy of the catalog page to this request. (This will help in determining capability.)

Technology director will check one: [ ] compatible [ ] incompatible



*Counselor / Guidance Referral*

Student: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for referral:

Teacher referring: \_\_\_\_\_

A time when the counselor can speak to you regarding the referral: \_\_\_\_\_

Have you (the referring teacher) discussed this with the parents of the child? \_\_\_\_\_

**Guidance Counselor Use:**

Parent's Name: \_\_\_\_\_

Home Address \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

With Whom is the Child Living: \_\_\_\_\_

Followed up on referral on: (date) \_\_\_\_\_

Further action needed: \_\_\_\_\_

\*A classroom teacher uses this form when a student should be referred to the school counselor. The counselor will keep this form as needed documentation.



# Confidential Report of Student Incident

Student's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Sex: \_\_\_\_\_

Grade: \_\_\_\_\_ Time of Incident: \_\_\_\_\_ Date of Incident: \_\_\_\_\_

Teacher completing form: \_\_\_\_\_ Other witnesses: \_\_\_\_\_

Name of person contacted regarding incident: \_\_\_\_\_

Comments or Instructions made from above contact in regard to incident.

\_\_\_\_\_

Description of the incident: (where, when, how, what happened) Be specific and accurate.

Describe nature of injury (burn, cut, sprain, etc.) and part of body affected (leg, arm, etc.)

Does the student have insurance? \_\_\_\_\_

Action taken: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_

.....  
To be filled out by a physician:

Physician's findings related to incident: \_\_\_\_\_

Results of tests, X-rays, etc. \_\_\_\_\_

Signature of doctor: \_\_\_\_\_ Date: \_\_\_\_\_

The form is to be kept on file in the nurse's office.



***Avenue City Elementary School***  
 18069 Highway 169  
 Cosby, Missouri 64436  
 Phone: (816) 662-2305      Fax: (816) 662-3201  
 Principal: Becky Grimes  
 bgrimes@avenuecityschool.org

Date: July 1, 2020

To: All Faculty

From: Mr. Don Lawrence  
 Superintendent  
 Homeless Coordinator  
 Avenue City School

As part of our federal programs, the district homeless coordinator must illustrate his/her familiarity with the job duties and notify the district staff of the role as district coordinator and the needs and rights of a homeless student.

The definition of a homeless / migrant student is:

**SEC. 725. DEFINITIONS.**

For purposes of this subtitle:

- (1) The terms `enroll' and `enrollment' include attending classes and participating fully in school activities.
- (2) The term `homeless children and youths'—
  - (A) means individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 103(a)(1)); and
  - (B) includes—
    - (i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
    - (ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 103(a)(2)(C));
    - (iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
    - (iv) migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as





- homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).
- (3) The terms `local educational agency` and `State educational agency` have the meanings given such terms in section 9101 of the Elementary and Secondary Education Act of 1965.
  - (4) The term `Secretary` means the Secretary of Education.
  - (5) The term `State` means each of the 50 States, the District of Columbia, and the Commonwealth of Puerto Rico.
  - (6) The term `unaccompanied youth` includes a youth not in the physical custody of a parent or guardian.

I am attaching a link to a brochure that discusses my responsibilities as the homeless coordinator and our responsibility as a school district for homeless and migrant youth. I need you to read the brochure.

<https://dese.mo.gov/sites/default/files/qs-fc-homeless%20-brochure-2017.pdf>

I am also attaching this link of most frequent questions about educating homeless and migrant youth. You might also find this useful.

[https://www.nlchp.org/documents/McKinney-Vento\\_FAQs](https://www.nlchp.org/documents/McKinney-Vento_FAQs)

As always, if you have any questions about this, please see me.

Thank you,

Don Lawrence  
Homeless Coordinator

The pages that follow are pages of the Avenue City Elementary School Employee Handbook that will change from year to year. The following are current for the 2020-2021 school year.

- Board Set Calendar
- Certified Teachers Salary Schedule
- Extra Duty Pay Schedule
- Routing Slip
- Late/Incomplete Assignment Notice

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# Avenue City R-IV School District

## 2020-2021 School Year Calendar

July '20						
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August '20						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September '20						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

8/18, 8/19 & 8/20 Teacher Workdays

8/24 SCHOOL BEGINS Early Out @ 12:50

8/25 Early Outs @12:50 & Teacher PD Day

9/7 NO SCHOOL - Labor Day

October '20						
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

10/2 Early Out @ 12:50-PD Afternoon

10/16 End of the 1st Quarter

10/22 Early Out @12:50 Parent/Teacher Conf.

10/23 NO SCHOOL Comp Day for Conferences

November '20						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

11/25 Early Out @ 12:50 Thansgiving Break

11/26 -11/27 NO SCHOOL Thansgiving Break

11/30 NO SCHOOL - Teacher PD Day

December '20						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

12/22 End of the 2nd Quarter/1st Semester

12/23 - 1/3 NO SCHOOL Winter Break

January '21						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

1/1 - 1/3 - NO SCHOOL Winter Break

1/4 School Resumes

1/18 NO SCHOOL - Teacher PD Day

February '21						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

2/5 - Early Out @ 12:50-Teacher PD Time

2/15 NO SCHOOL - President's Day

March '21						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

3/12 End of the 3rd Quarter

3/12 Early Out @12:50 Record Preparation and Parent/Teacher Conferences (if needed)

April '21						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

4/1 - Early Out @ 12:50 - Spring Break

4/2 & 4/5 - NO SCHOOL - Spring Break

May '21						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14*	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

5/13 Early Out @12:50 Record Preparation

5/14 Early Out @12:50 Last Day of School

5/17 - 5/21 Weather Make-up Days

June '21						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

X - No School

/ - Early Out Dismissal at 12:50 PM

\* - LAST DAY - Dismissal at 12:50 AM

### Scheduled Make Up Days

- ESD#1 May 17
- ESD#2 May 18
- ESD#3 May 19
- ESD#4 May 14
- ESD#5 May 13
- ESD#6 May 12
- ESD#7 May 11
- ESD#8 May 10
- ESD#9 May 20
- ESD#10 May 21

### Quarters

- 1st Quarter - Oct. 16 39 Days
- 2nd Quarter - Dec. 22 43 Days
- 3rd Quarter - Mar. 12 48 Days
- 4th Quarter - May 14 47 Days
- \*\*\*\*\*
- 173 Student Attendance Days
- 180 Teacher Contract Days
- 6 Professional Development Days

### Color Chart

No School Days - Holidays
No School Days - PD Days
Early Out Days
Last Day of School
School Resumes
Make-up Days if Needed

Watch for updates on:  
[www.avenucityschool.org](http://www.avenucityschool.org)

# AVENUE CITY R-IX SCHOOL DISTRICT

## 2020-2021 Certified Teachers Salary Schedule

(Base, Over 550, Down 425 Steps 1-5, 625 Steps 6-18, 825 Steps 19-27)

As of 6/13/2019

	BS	BS+8	BS+16	BS+24	BS+32	MS	MS+8	MS+16	MS+24	MS+32
BASE	35,600	36,150	36,700	37,250	37,800	38,350	38,900	39,450	40,000	40,550
1	36,025	36,575	37,125	37,675	38,225	38,775	39,325	39,875	40,425	40,975
2	36,450	37,000	37,550	38,100	38,650	39,200	39,750	40,300	40,850	41,400
3	36,875	37,425	37,975	38,525	39,075	39,625	40,175	40,725	41,275	41,825
4	37,300	37,850	38,400	38,950	39,500	40,050	40,600	41,150	41,700	42,250
5	37,725	38,275	38,825	39,375	39,925	40,475	41,025	41,575	42,125	42,675
6	38,350	38,900	39,450	40,000	40,550	41,100	41,650	42,200	42,750	43,300
7	38,975	39,525	40,075	40,625	41,175	41,725	42,275	42,825	43,375	43,925
8	39,600	40,150	40,700	41,250	41,800	42,350	42,900	43,450	44,000	44,550
9	40,225	40,775	41,325	41,875	42,425	42,975	43,525	44,075	44,625	45,175
10	40,850	41,400	41,950	42,500	43,050	43,600	44,150	44,700	45,250	45,800
11	41,475	42,025	42,575	43,125	43,675	44,225	44,775	45,325	45,875	46,425
12	42,100	42,650	43,200	43,750	44,300	44,850	45,400	45,950	46,500	47,050
13	42,725	43,275	43,825	44,375	44,925	45,475	46,025	46,575	47,125	47,675
14		43,900	44,450	45,000	45,550	46,100	46,650	47,200	47,750	48,300
15		44,525	45,075	45,625	46,175	46,725	47,275	47,825	48,375	48,925
16		45,150	45,700	46,250	46,800	47,350	47,900	48,450	49,000	49,550
17		45,775	46,325	46,875	47,425	47,975	48,525	49,075	49,625	50,175
18			46,950	47,500	48,050	48,600	49,150	49,700	50,250	50,800
19			47,775	48,325	48,875	49,425	49,975	50,525	51,075	51,625
20			48,600	49,150	49,700	50,250	50,800	51,350	51,900	52,450
21				49,975	50,525	51,075	51,625	52,175	52,725	53,275
22				50,800	51,350	51,900	52,450	53,000	53,550	54,100
23					52,175	52,725	53,275	53,825	54,375	54,925
24					53,000	53,550	54,100	54,650	55,200	55,750
25					53,825	54,375	54,925	55,475	56,025	56,575
26					54,650	55,200	55,750	56,300	56,850	57,400
27					55,475	56,025	56,575	57,125	57,675	58,225
28					56,300	56,850	57,400	57,950	58,500	59,050
29					57,125	57,675	58,225	58,775	59,325	59,875
30					57,950	58,500	59,050	59,600	60,150	60,700
31					58,775	59,325	59,875	60,425	60,975	61,525

**EXTRA DUTY PAY**  
**FOR 2020-21 SCHOOL YEAR**

<b><u>ASSIGNMENT</u></b>	<b><u>% OF BASE</u></b>	<b><u>PAY</u></b>
Jr. High Basketball Coach	0.055	\$1,958
Jr. High BB Asst. Coach	0.02	\$ 712
Jr. High Track Coach	0.04	\$1,424
Jr. High Track Asst. Coach	0.02	\$ 712
Athletic Director	0.0185	\$ 659
4 <sup>th</sup> – 6 <sup>th</sup> Academic Teams	0.02	\$ 712
4 <sup>th</sup> – 6 <sup>th</sup> Academic Teams	0.02	\$ 712
7 <sup>th</sup> – 8 <sup>th</sup> Academic Teams	0.02	\$ 712
7 <sup>th</sup> – 8 <sup>th</sup> Academic Teams	0.02	\$ 712
4 <sup>th</sup> – 5 <sup>th</sup> Book Club	0.015	\$ 534
4 <sup>th</sup> – 5 <sup>th</sup> Book Club	0.015	\$ 534
6 <sup>th</sup> – 8 <sup>th</sup> Book Club	0.015	\$ 534
6 <sup>th</sup> – 8 <sup>th</sup> Book Club	0.015	\$ 534
Student Council	0.02	\$ 712
Yearbook	0.02	\$ 712
Administrative Assistant	0.02	\$ 712
PDC Chair	0.0075	\$ 267
1 <sup>st</sup> Year Mentor	0.0075	\$ 267
2 <sup>nd</sup> Year Mentor	0.005	\$ 178
Music Programs	0.0085	\$ 606
After School Childcare	\$11.25 per hour	
Academic Meets	\$28.50 for the day	
Tutoring (after school)	\$12.50 each ½ hour	
Tutoring (summer)	\$25.00 per hour	
Saturday School	\$62.50 for 2 ½ hours	
ACES Career Ladder	\$900.00	
Grant Writing	\$267.00	
Curriculum Writing	\$267.00	
National Board Certification	\$1,500.00	
Degree Beyond Master	\$1,500.00 (Admin or teacher, during employment, 1 time only)	

Mileage Rate = \$.32 a mile

## Routing Slip

Please read, put the date beside your name, comment in the appropriate space if necessary, and pass on to the next person ASAP!  
 Return to: \_\_\_\_\_ Date: \_\_\_\_\_

Message:

Name:	Date:	Comments:
Don Lawrence		
Becky Grimes		
Jori Atchity		
Jolynn Atoe		
Becky Bell		
Jack Burgess		
Janis Curran		
Ashley Davis		
Ann DuVall		
Taylor Ellis		
Ashley Farrell		
Beth Forney		
Shelly Froehlich		
Jessica Hoffman		
Tim Jones		
Karen Merritt		
Stormie Milne		
Morey, Grace		
Brenda Ordnung		
Janice Pankau		
Janis Pargas		
Russell Phillips		
Carla Proctor		
Candi Rowland		
Shawnda Russell		
Jourdan Ryan		
Jennifer Schaeffer		
Lori Schneider		
Mandy Scott		
Jeana Sigrist		
Patti Spalding		
Anitra Svendsen		
Carol Williams		
Janice Wing		
Staci Wolfe		

\*This form will come around occasionally when there is a message for everyone to see. This form will also be used to route professional development readings / opportunities that involve student / teacher / administrative issues.

## Late / Incomplete Assignment Notice

\*\*\*\*\*NOTICE\*\*\*\*\*NOTICE\*\*\*\*\*NOTICE\*\*\*\*\*NOTICE\*\*\*\*\*NOTICE\*\*\*\*\*

Date: \_\_\_\_\_

\_\_\_\_\_ *has had* \_\_\_\_\_ *late or incomplete assignment(s).*  
*The assignments are listed below. According to the policy, three late or incomplete assignments within a two-week period will result in Saturday / After School Session. Please remind your child to complete daily assignments.*

Assignment:	Teacher who gave the assignment:	Date the assignment was due:

Please sign and return this notice. Thank you.

**Parent's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Saturday / After School Session Notice

\*\*\*\*\*NOTICE\*\*\*\*\*NOTICE\*\*\*\*\*NOTICE\*\*\*\*\*NOTICE\*\*\*\*\*NOTICE\*\*\*\*\*

Date: \_\_\_\_\_

**Dear Parent(s):**

Your child, \_\_\_\_\_ has had a total of three late or incomplete assignments within the last two weeks. The assignments are listed below. He/She will report to school on (Date) \_\_\_\_\_ at (Time) \_\_\_\_\_ and be dismissed at (Time) \_\_\_\_\_.

Assignment:	Teacher who gave the assignment:	Date the assignment was due:

Students are responsible for their own transportation to and from these sessions. Thank you.

**Parent's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The following pages are an excerpt from the Avenue City School Board of Education Policy and Procedures Manual. All policies are not contained in this handbook. The entire Policy Manual is found in the district's bookkeeping office. Please contact the school superintendent or the board of education secretary if you have any questions.

***A***  
***p***  
***p***  
***e***  
***n***  
***d***  
***i***  
***x***  
  
***B***



## **STUDENTS**

## **Regulation 2170**

### **Nondiscrimination and Student Rights**

#### **Distribution of Noncurricular Publications by Students**

##### **Guidelines for Distribution**

Students may distribute, at reasonable times and places, unofficial written materials, petitions, buttons, badges, or other insignia, except expressions which:

1. Are obscene to minors.
2. Are libelous.
3. Are pervasively indecent or vulgar (secondary schools)/contain any indecent or vulgar language (elementary schools).
4. Advertise any product or service not permitted to minors by law.
5. Constitute insulting, hateful or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, or ethnic origin).
6. Present a clear and present likelihood that, either because of their content or their manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, or will cause the commission of unlawful acts or the violation of lawful school regulations.

Distribution on school premises of material in above categories to any student is prohibited.

##### **Procedures**

Any student wishing to distribute unofficial written material must first submit for approval a copy of the material to the principal/designee at least three (3) days in advance of desired distribution time, together with the following information:

1. Name and phone number of the person submitting request.
2. Date(s) and times(s) of day of intended display or distribution.
3. Location where material would be displayed or distributed.
4. The grade(s) of students to whom the display or distribution is intended.

Within forty-eight (48) hours of submission, the principal/designee will render a decision whether the material violates the guidelines contained in these regulations or the time, place and manner restrictions of this regulation. In the event that permission to distribute the material is denied, the student submitting the request should be informed of the reasons for the denial.

Permission to distribute material does not imply approval of its contents by the school, the administration, the Board, or the individual reviewing the materials submitted. Accordingly, the publication shall contain a statement "The opinions expressed are not necessarily those of the District or its personnel."

If the student is dissatisfied with the decision of the principal/designee, the student may submit a written request for appeal to the Superintendent/designee. If still not satisfied, the student may appeal the request to the Board for its review.

**Time, Place and Manner of Distribution**

The distribution of written material shall be limited to a reasonable time, place and manner as follows:

1. No written material may be distributed during and at the place of a normal school activity (e.g., classroom) if it is reasonably likely to cause a material and substantial disruption of that activity.
2. Distribution of written material is prohibited when it blocks the safe flow of traffic within corridors and entranceways of the school.

**Definitions**

The following definitions apply to the following terms as used in this policy:

*Obscene to minors* is defined as:

1. The average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested; and/or
2. The material depicts and describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and/or
3. The material taken as a whole, lacks serious literary, artistic, political or scientific value for minors.

*Minor* is defined as any person under the age of eighteen (18).

*Material and substantial disruption* of a normal school activity is defined as follows:

1. Any disruption which interferes with or impedes the implementation of any educational or school sponsored program.
2. In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school and current events influencing student activities and behavior.

*School activities* is defined as any activity of students sponsored by the school and includes - by way of example, and not by way of limitation - classroom work, library activities, physical education classes, official assemblies, and other similar gatherings, school athletic contests, band concerts, school plays, and in-school lunch periods.

*Unofficial* written material is defined as all written material except school publications funded and/or sponsored or authorized by the school. Examples include leaflets, brochures, flyers, petitions, placards and underground newspapers, whether written by students or others.

*Libelous* is defined as a false or unprivileged statement about a specific individual that tends to harm the individual's reputation, or to lower him/her in the esteem of the community.

*Distribution* is defined as circulation or dissemination of written material by means of handing out free copies, selling or offering copies for sale and accepting donations for copies. It includes displaying written material in areas of the school which are generally frequented by students.

#### **Disciplinary Action**

Distribution by a student of unofficial written material prohibited in this regulation will be treated as a violation of the student discipline code.

## **STUDENTS**

## **Policy 2710** **(Regulation 2710)**

### **Student Welfare**

#### **Reporting Student Abuse**

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.

Adopted: August 17, 2000

Revised & Adopted: November 15, 2011

Revised & Adopted: September 13, 2012

Revised & Adopted: December 12, 2013

Revised & Adopted: November 12, 2015

Avenue City R-IX School District

**STUDENTS**  
**Student Welfare**  
**Seclusion and Restraint**

**Policy 2770**

**Purpose**

It is the purpose of this policy to:

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

**Definitions:**

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

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

**“Assistive technology device”** means any item, piece of equipment or product system that is used to increase, maintain or improve the functional capacities of a child with a disability.

**“Aversive behavioral interventions”** means an intervention that is intended to induce pain or discomfort to a student for the purpose of eliminating or reducing maladaptive behaviors, including such interventions as: contingent application of noxious, painful, intrusive stimuli or activities; any form of noxious, painful or intrusive spray, inhalant or tastes; or other stimuli or actions similar to the interventions described above. The term does not include such interventions as voice control, limited to loud, firm commands; time-limited ignoring of a specific behavior; token fines as part of a token economy system; brief physical prompts to interrupt or prevent a specific behavior; interventions medically necessary for the treatment or protection of the student.

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

“**Chemical restraint**” means the administration of a drug or medication to manage a student’s behavior that is *not* a standard treatment and dosage for the student’s medical condition.

“**Emergency situation**” is one in which a student’s behavior poses a serious, probable threat of imminent physical harm to self or others or destruction of school or another person’s property.

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

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

“**Isolation**” means the confinement of a student alone in an enclosed space without locking hardware.

“**Law enforcement officer**” means any public servant having both the power and duty to make arrests for violations of the laws of this state.

“**Locking hardware**” means mechanical, electrical or other material devices used to lock a door or to prevent egress from a confined area.

“**Mechanical restraint**” means a device or physical object that the student cannot easily remove that restricts a student’s freedom of movement of or normal access to a portion of his or her body. This includes but is not limited to straps, duct tape, cords or garments. The term does not include assistive technology devices.

“**Physical escort**” means the temporary touching or holding of the hand, wrist, arm, shoulder or back for the purpose of inducing a student who is acting out or eloping to walk to a safe location.

“**Physical restraint**” means the use of person-to-person physical contact to restrict the free movement of all or a portion of a student’s body. It does not include briefly holding or hugging a student without undo force for instructional or other purposes, briefly holding a student to calm them, taking a student’s hand to transport them for safety purposes, physical escort or intervening in a fight.

“**School personnel**” means

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

“**Seclusion**” means the confinement of a student alone in an enclosed space from which the student is physically prevented from leaving by locking hardware.

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

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

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

### **Use of Restrictive Behavioral Interventions:**

- **Time-Out**

Nothing in this policy is intended to prohibit the use of time-out as defined in this section.

- **Seclusion**

Seclusion as defined in this policy is prohibited except for an emergency situation while awaiting the arrival of law enforcement personnel as provided for in RSMo 160.263.

- **Isolation**

Isolation, as defined in this policy, may only be used by authorized school personnel, as defined in this policy:

- After de-escalating procedures have failed;
- In an emergency situation as defined in this section; or
- As specified in a student’s Individualized Education Program (IEP), Section 504 plan, or other parentally agreed-upon plan to address a student behavior.

Use of isolation requires all of the following:

- The student to be monitored by an adult in close proximity who is able to see and hear the student at all times. Monitoring shall be face-to-face unless personal safety of the child or staff member is significantly compromised, in which case technology-supported monitoring may be utilized.
- The total time in isolation is to be reasonably calculated by District personnel on a case-by-case basis based on the age of the child and circumstances, and is not to exceed 40 minutes without a reassessment of the situation and consultation with parents and/or administrative staff, unless otherwise specified in an IEP or Section 504 Plan or other parentally agreed-upon plan to address a student’s behavior.
- The space in which the student is placed should be a normal-sized meeting or classroom commonly found in a school setting.
- The space in which the student is confined is comparable in lighting, ventilation, heating, cooling, and ceiling height to those systems that are in use in other places in the school.
- The space in which the student is placed must be free of objects that could cause harm.

Isolation shall never be used as a form of punishment or for the convenience of school personnel.

- **Physical Restraint**

Physical restraint shall only be used in one of the three circumstances below:

- In an emergency situation, as defined in this policy;
- When less restrictive measures have not effectively de-escalated the situation; or
- When otherwise specified in an IEP, Section 504 Plan or other parentally agreed-upon, plan to address a student's behavior.

Physical restraint shall:

- Only be used by authorized school personnel, as defined in this policy.
- Only be used for as long as necessary to resolve the actual risk of danger or harm that warranted the use of the physical restraint;
- Use no more than the degree of force necessary to protect the student or other persons from imminent bodily injury;
- Not place pressure or weight on the chest, lungs, sternum, diaphragm, back, neck or throat of the student which restricts breathing; and
- Only be done by school personnel trained in the proper use of restraint.

Any school personnel using physical restraint shall:

- Use only methods of restraint in which the person has received district approved training.
- Conduct restraint with at least one additional adult present and in line of sight, unless other school personnel are not immediately available due to the unforeseeable nature of the emergency situation.

Physical restraints should never be used as a form of punishment or for the convenience of school personnel.

- **Mechanical Restraint**

Mechanical restraint shall only be used as specified in a student's IEP or Section 504 plan with two exceptions:

- Vehicle safety restraints shall be used according to state and federal regulations.
- Mechanical restraints employed by law enforcement officers in school settings should be used in accordance with law enforcement policies and procedures and appropriate professional standards.

- **Chemical Restraint**

Chemical restraints shall never be used by school personnel.

Aversive interventions that compromise health and safety shall never be used by school personnel.

## **Communication and Training**

- **School Personnel Debriefing**

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

- **Parental Notification**

Except as otherwise specified in a student's IEP or Section 504 plan:



- Following a situation involving the use of seclusion, isolation or restraint the parent or guardian of the student shall be notified through verbal or electronic means of the incident as soon as possible, but no later than the end of the day of the incident.
- The parent or guardian shall receive a written report of the emergency situation within five (5) school days of the incident. The written incident report shall include all of the following:
  - Date, time of day, location, duration, and description of the incident and de-escalation interventions.
  - Event(s) that led up to the incident.
  - Nature and extent of any injury to the student.
  - Name of a school employee the parent or guardian can contact regarding the incident, and contact information for that employee.

- **Staff Training**

School districts shall ensure that all school personnel are trained annually regarding the policy and procedures involving the use of seclusion, isolation and restraint.

### **Students with Disabilities**

The foregoing policy applies to all students. However, if the IEP team determines that a form of restraint or isolation or aversive behavior intervention may be appropriate in certain identified and limited situations, the team may set forth the conditions and procedures in the IEP or Section 504 plan. Any use of restraint, isolation or aversive behavior interventions must be limited to what is set forth in the IEP or Section 504 plan. Before adding the use of restraint, isolation or aversive behavior interventions to an IEP or Section 504 plan, the student must have undergone appropriate assessments to include, but not limited to, a formal functional behavior assessment and a positive behavior intervention plan must be developed, which indicates a plan to eliminate the use of the restraint, isolation or aversive behavior intervention over time.

### **Reports on Use of Seclusion, Isolation, Restraint or Aversive Behavior Interventions**

Districts shall maintain records documenting the use of seclusion, isolation, restraint and aversive behavior interventions showing each of the following: when, reason for use, duration, names of school personnel involved, whether students or school personnel were injured, name and age of the student, whether the student has an IEP, Behavior Intervention Plan (BIP) or other personal safety plan, when the parents were notified, if the student was disciplined, and any other documentation required by federal or state law.

### **Applicability of this Policy**

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

**PERSONNEL SERVICES**

**Policy 4131**  
**(Form 4131)**

**Employment**

**Extra Duty and Extended Duty Contracts**

Certificated employees may be contracted to provide sponsorship and coaching duties as recommended by the Superintendent and approved by the Board. Compensation for such positions will be provided in accordance with a Board approved extra duty salary schedule.

Certificated employees may be contracted for additional days beyond the regular contract period. Compensation for such extended duty will be calculated on the existing salary schedule. The Board may establish a separate salary schedule for summer school assignments.

Assignment to extra duty, extended duty and summer school is for one (1) year only and may be renewed or eliminated annually upon the recommendation of the Superintendent and at the discretion of the Board.

**Personnel Assignment and Transfer**

**Transfer Request**

Staff accepting employment with the District agrees to accept the building assignment of the Superintendent of Schools. Staff will not be assigned where they would be under the direct supervision of a member of the employee's immediate family (father, mother, son, daughter, sister, brother, or spouse).

Staff transfers may be initiated by administrative directive or by staff request. In order to facilitate awareness of opportunities, the Superintendent/designee will post vacancies on bulletin boards in each school. The decision concerning filling of the vacancy or new positions by transfer will be made by the Superintendent in consultation with the building principals affected.

An employee who desires a change in grade and/or subject assignment and/or a transfer to another building shall request the transfer on the prescribed form which will be available in the Personnel Office.

An employee must accept the transfer requested unless he/she has notified the administration in writing of a desire to withdraw the request and said notification is received by the principal and Superintendent/designee before the date on which notification of transfer is sent to the teacher.

## **PERSONNEL SERVICES**

**Regulation 4221**  
**(Form 4221)**

### **Personnel Assignments and Transfer**

#### **Support Staff Duties, Schedules and Working Hours**

The working hours for support staff will be set by the Board of Education based on classification and responsibilities.

Personnel shall not be permitted to trade lunch or break time in order to depart early.

#### **Overtime/Compensatory Time**

Individuals who begin work earlier or work later than their assigned hours must receive prior authorization from their immediate supervisor.

Individuals who work more than forty (40) hours during any workweek will be awarded compensatory time off ("comp time") or paid overtime. Comp time or overtime pay will be awarded at the rate of one and one-half (1½) hours for each hour of overtime worked.

1. Comp time may be accrued up to 120 hours (80 overtime hours). Overtime work beyond this maximum accrual will be monetarily compensated at the rate of one and one-half (1½) times the individual's normal hourly rate of pay.
2. Every effort will be made to permit the use of comp time at the earliest time mutually agreed upon by the individual and his/her supervisor. However, where the individual's absence would unduly disrupt District's operations, the District retains the right to postpone comp time usage.
3. Individuals who accrue comp time from July 1-December 31 but do not use the time will be paid any unused comp time as of December 31. Individuals who accrue comp time from January 1-June 30 but do not use the time will be paid any unused comp time as of June 30. Individuals with unused comp time who are terminated or who terminate their employment will be paid for unused comp time at their final hourly rate of pay.

In the event a supervisor wishes to arrange mutually agreeable exchange of a workday, i.e., a weekend, or work on a holiday period day, such an arrangement must be reported to the Superintendent/designee stating:

1. Dates involved
2. Reason
3. Exchange date(s) for compensatory time

Such exchanges are to be done at the earliest time possible, preferably by the next week, and are to be recorded appropriately on the attendance report.

Compensatory time or overtime pay is not authorized unless approved in advance (except for emergency situations) by the Superintendent/designee upon recommendation of the employee's immediate supervisor. Employees who violate the overtime provision will be subject to disciplinary action.

#### **Emergency Closing Days**

In the event the schools, or at times a school, are closed due to snow, inclement weather, or for any other emergency reason, designated employees will report to work as per the established District procedure.

Revised and Adopted: November 10, 2016

**Absences, Leave and Vacation**

**Personnel Leave**

**Paid Sick Leave**

Full time employees receive 10 days per school year. Part-time employees receive an assigned amount based on their FTE. Sick leave may only be used for illness of the staff member or the staff member's immediate family. Immediate family is defined as spouse, parent, grandparent, child, sibling, daughter or son-in-law, grandchild, aunt or uncle, spouse's immediate family, step-family member, or non-family residing within the staff member's home. The Superintendent/designee may request a physician's statement regarding an absence and/or verification that the employee may return to work.

Full-time staff members may use no more than three days of their sick leave per fiscal year for discretionary paid time off. Part-time employees receive an assigned amount of discretionary paid time off.\* Supervisors should be given as much advance notice of the absence as possible. Flex days do not accumulate from year to year.

**Personal Leave**

Paid personal leave days may only be used for personal business that cannot be transacted in nonworking hours. Personal leave days cannot be used for work stoppages. Employees desiring to use personal days must schedule a request to the faculty principal at least one week in advance. The Superintendent/designee has the right to deny any request for personal leave that does not conform to the policy or would cause a hardship to students or staff. Full-time staff members will be provided with three (3) days of personal leave per year. Part-time staff members receive an assigned amount of time for personal leave per year.\* Unused personal days will be added to accumulated sick leave until accumulated sick leave reaches hundred (100) days. Staff members who exit the district after five years of service shall be paid \$15.00 for each unused sick day. Staff members may be paid up to a maximum of 100 days for the unused sick leave.

**Bereavement Leave**

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

**Leave for Jury Duty**

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

## **Military Leave**

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

Application for military leave shall be made in advance, as soon as practicable after the employee becomes aware of his/her obligation to report and immediately upon the employee's receipt of official notice to report. A copy of the official orders must be added to the leave application. The Superintendent/designee must approve the application. Emergency mobilization orders shall be dealt with on an individual basis.

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

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

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

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

## **Leave of Absence**

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

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

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

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

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

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

\*Part-time personal leave and flex days.

0.0 – 0.49 FTE = 1 day

0.5 – 0.99 FTE = 2 days

Adopted: June 13, 2002

Revised & Adopted: September 21, 2005

Revised & Adopted: August 15, 2013

Revised & Adopted: July 21, 2016

Revised & Adopted: August 17, 2017

Avenue City R-IX School District

**PERSONNEL SERVICES**

**Policy 4321**  
**(Regulation 4321)**  
**(Form 4321)**

**Absences, Leave and Vacation**

**Family and Medical Leave**

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. 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.

FMLA Compliance Officer: Don Lawrence

Address: 18069 Hwy 169  
Cosby, MO 64436

Phone: 816-662-2305

Adopted: July 18, 2000  
Revised and Adopted: March 11, 2010  
Avenue City R-IX School District



**Compensation**

**Salary Deductions**

**Withholding Taxes**

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

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

**Public School Retirement System (PSRS) of Missouri**

All full-time teachers and part-time teachers who work seventeen (17) hours or more per week are members of PSRS. Support employees with a teaching certificate are also eligible for membership in PSRS.

**Public Education Employees Retirement System (PEERS)**

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

**Medical**

Medical insurance payments will be deducted for all employees on a twelve (12) month prorated basis each month.

**Credit Union and Tax Sheltered Plan**

Credit Union and Tax Sheltered Plans will be deducted under the terms of the respective contracts.

**Tax Sheltered Annuities**

The School District provides for payroll deduction and processing for employees participating in tax-sheltered annuities.

**Additional Deductions**

Any staff member may authorize additional voluntary deductions for payment of tax-sheltered annuities, dues to professional organizations, credit union, and dependent coverage for medical benefits.

Revised & Adopted: February 9, 2006

**Performance Evaluation**

**Certificated Personnel Performance Evaluation**

The Board of Education's ultimate goal in education is to provide the highest quality educational experience to all District students. The District's performance-based evaluation system contributes to that goal by promoting the professional improvement of each staff member and, when necessary, by providing data to remove an employee whose employment is detrimental to students.

Performance-based evaluation is a process endorsed by the Board of Education for performance improvement that includes identification of performance expectations, documentation of performance, discussion of performance, development of improvement plans, and making personnel decisions based upon performance. The evaluation process for every employee is an on-going process that takes place every day. Formal, summative evaluations will be prepared and reviewed with each tenured teacher at least every other year. All other District employees will receive summative evaluations annually.

The District's performance evaluation system incorporates the seven "Essential Principles of Effective Evaluation" adopted by the State Board of Education and set out as follows:

1. Uses research-based and proven practices to measure educator performance;
2. Establishes performance indicators for educators based on their level of performance;
3. Aligns the evaluation process with an educator's probationary period to provide for an appropriate accumulation of performance data;
4. Uses student learning, based on a variety of performance measures, in the evaluation process;
5. Assesses educator performance on a regular basis and provides feedback to teachers and administrators that they can use to improve their performance through their careers;
6. Ensures evaluators are highly trained so that evaluation ratings are fair, accurate and reliable; and
7. Uses the evaluation process to guide school district policies that impact the development of educators and student learning.

Notwithstanding the State's essential principles, the major focus on the District's evaluation system is on positive learning outcomes, cognitive and affective, for District students. Educators are responsible for the positive learning outcomes for their students.

The Board recognizes the fundamental experience differences between tenured and probationary teachers. Accordingly, District evaluators will focus their attention, non-exclusively, on probationary teachers and on tenured teachers whose practices adversely affect student learning.

District evaluators will be trained and assessed on their ability to consistently evaluate educators under their discretion.

Adopted: August 13, 2001

Revised & Adopted: August 15, 2013

Avenue City R-IX School District

**Performance Evaluation**

**Staff Conduct**

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

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.

**Separation**

**Resignation: Certificated Staff**

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. Resignation becomes 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.

It is the practice to recommend release from contracts for those certificated employees who request to resign prior to June 1<sup>st</sup> when there is good cause. After June 1<sup>st</sup>, a certificated employee may petition the Superintendent to recommend a release from their contract with the understanding that the following would be paid by the teacher to the school district to be released from their contract:

June 1<sup>st</sup> to June 14<sup>th</sup> = 8% of their contract

June 15<sup>th</sup> to June 30<sup>th</sup> = 9% of their contract

July 1<sup>st</sup> to July 15<sup>th</sup> = 10% of their contract

July 16<sup>th</sup> to July 31<sup>st</sup> = 11% of their contract

After August 1st and throughout the school year the fee will be decided on an individual basis and assessed at that time.

The Avenue City R-IX Board of Education will have the discretion to assess a fee, if any, under hardship cases.

The only exception to this policy for certificated staff is for the Reading Teacher position.

If the Avenue City R-IX School District pays the expense of training a first year reading teacher in "Reading Recovery" and the teachers asked to be released from their contract during the first four years of being employed with the Avenue City R-IX School District, that person or the school district wishing to employ them shall reimburse the Avenue City R-IX School District as follows:

After being with the district for one year = \$ 3,000

After being with the district for two years = \$ 2,000

After being with the district for three years = \$ 1,000

This person will be charged the above plus the percentage of their contract to be released early if after June 1<sup>st</sup>.

Adopted: July 18, 2000

Revised & Adopted: December 11, 2000

Revised & Adopted: October 19, 2005

Avenue City R-IX School District

**Staff Welfare**

**Employees with Communicable Diseases**

If an employee has, or has been exposed to, an infectious or contagious disease or is reasonably believed to have an infectious or contagious disease the following guidelines apply:

1. The employee may be required to undergo a medical examination at District's cost by a physician of the District's choosing.
2. While a determination is made concerning the status of an employee, that employee may be placed on a paid leave of absence. Except in unusual circumstances such leaves will not exceed ten (10) days.
3. If the employee is determined to be infectious or contagious, he/she will be required to take such leave as provided by Board policy until it is medically determined that the employee is no longer able to transmit the disease.
4. Where a question exists concerning an employee's status, an individual assessment of the employee will be completed by a review team comprised of the employee's physician, a school nurse, a physician selected by the District, a county health official, the Superintendent and the employee's supervisor. Other individuals may be included, as is reasonably necessary and as designated by the Superintendent.
5. The review team will consider all available medical evidence and will determine the employee's medical condition, the employee's ability to return to work and whether the employee's infectious status requires any restrictions on the employee's work assignment. Normally the team will be convened within seventy-two (72) hours of notice of the employee's contagious status. The employee's status will be reviewed thereafter as appropriate.
6. The written determination of the review team is subject to an appeal to the Board of Education where determination shall be final.

**Staff Welfare**

**Staff Dispute Resolution (Grievance Procedure)**

**Definitions**

*Grievance* - A claim by a nonsupervisory employee or employees that a written Board policy or administrative regulation has been violated or misapplied. This policy is not applicable to the content of performance evaluations or to decisions for which state statute may provide a means of resolving disputes, including but not limited to nonrenewal, termination and reduction in force.

*Day* - When the dispute resolution policy requires certain action to be taken within a specific number of days, days means working days and specifically excludes weekends and school holidays. In counting days, the day on which the event initiating the time limit is not counted.

**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 was 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



**Staff Welfare**

**Drug Free Workplace**

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

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

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

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

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.

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

### **Transportation Employees**

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

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

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.

Adopted: July 18, 2000

Revised & Adopted: August 15, 2019

Avenue City R-IX School District

## **PERSONNEL SERVICES**

Form 4872

### **Staff Welfare**

#### **Alcohol and Illicit Drugs**

#### NOTICE

The use of alcohol or non-prescribed controlled substances by an employee while on duty or the presence of an employee on school premises under the influence of alcohol or non-prescribed controlled substances while on duty is in violation of Board policy, and is strictly prohibited. Violations will result in disciplinary action up to and including termination and may result in limitation or forfeiture of potential workers compensation benefits.

**Staff Welfare**

**Staff Cell Phone Usage**

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

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

## **INSTRUCTIONAL SERVICES**

**Policy 6242**

### **Instruction**

#### **Religious or Controversial Issues**

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

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