

Certified Staff Handbook

2026-2027



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WELCOME TO MARCELINE R-V

The Marceline R-V School District Board of Education expects that each professional and support staff member shall put forth every effort to promote quality instructional and extracurricular programs in the school district. It is the responsibility of the employees to become familiar with, enforce, and follow all Board policies, regulations, procedures, and other directions given by district administrators. All staff shall follow state and federal laws as they affect the performance of their job duties.

PURPOSE OF HANDBOOK

Internal communication at the building level in school administration is essential to ensure sound organization. The Board Policy Handbook covers generalities, but does not include day-to-day situations in the building. Therefore, this handbook will provide each staff member with pertinent information, which corresponds with Board policies and information that would aid in providing for the safety and well-being of students. The reader is encouraged to also read applicable Marceline R-V School District Board Policy. This handbook will also serve as a constant source of reference for staff in the day-to-day procedures necessary to ensure the smooth operation of the school district.

MARCELINE R-V VISION, MISSION AND VALUES

The Marceline R-V Schools, in partnership with the citizens of the district, have a mission to provide lifelong learning opportunities through a commitment to academic excellence, preparing effective and responsible citizens to meet future challenges while living productive lives.

ADMINISTRATIVE STAFF

Dr. Zach Bruner, Superintendent

Mrs. Savannah Phillips, Elementary Principal

Mr. Matt Finch, Middle School/High School Principal

Mr. Austin Bruner, Federal Program Director, ELC Director

Mrs. Kirsten Ewigman, AD, Assistant Middle/High School Principal

DISTRICT OFFICE STAFF

Candi Ervie , Superintendent Secretary	376-3371
Regina Gall , Elementary Secretary	376-2166
Jauna Hicks , MS/HS Secretary	376-2411

EQUAL OPPORTUNITY EMPLOYMENT

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

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights & Privacy Act (FERPA) provides for the privacy of educational records and ensures access to educational records by parents and students. All employees of the Marceline R-V School District are expected to maintain confidentiality of student education records as prescribed by law and as prescribed by District Board Policy.

Release of Student Information

The release of student information may occur with a school official who has a *legitimate educational interest* by meeting one of the following criteria:

1. Performing a task that is specified in his or her position description or by a contract agreement.
2. Performing a task related to a student's education in accordance with the school official's position.
3. Performing a task related to the discipline of a student in accordance with the school official's position.
4. Providing a service or benefit relating to the student or student's family, such as healthcare, counseling, job placement or financial aid.
5. Maintaining the safety and security of the campus.
6. Under the direct supervision of a staff member and, with authorization from the district, assisting a staff member in performing his or her job.

Do not use social media websites to share information on a student. Private and identifiable information covered by FERPA may be shared among/with teachers, administrators, and substitute teachers for specific educational reasons. Unless a statutory exception applies, this information may not be shared for other purposes. Hold as confidential any material or knowledge concerning the school (teachers, pupils, parents, principal, etc.) you gain while in a particular building. Student records available to school personnel are personal in nature and their contents must be treated as privileged communication. Student "records" are not to be discussed outside the confines of the school.

REPORTING SUSPECTED CHILD ABUSE/NEGLECT

The Board of Education requires its staff members and substitutes to comply with the state child abuse and neglect laws and the mandatory reporting of suspected neglect and/or abuse, (Policy/Regulation 2710). Any employee acting in his or her official capacity who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect, or who observes the child being subjected to conditions or circumstances that would reasonably result in abuse or neglect, shall directly and immediately make a report to the Missouri Child Abuse and Neglect Hotline, 1-800-392-3738, including any report of excessive absences that may indicate educational neglect.

Employees who make such reports to the Missouri Child Abuse and Neglect Hotline must immediately notify the school principal or building liaison that a report has been made and complete the District Hotline Information form. The principal or liaison will notify the Superintendent or designee and the district liaison(s) about the report within 24 hours of the notice of the hotline report.

Absent extraordinary circumstances or a determination that disclosure is otherwise in the best interest of the child, employees of the district shall not contact the child's family or any other person in connection with the suspected abuse or neglect to disclose the fact that a hotline call was made.

REPORTING BULLYING

The Marceline R-V School District prohibits all forms of bullying, intimidation and/or harassment. District staff, coaches, sponsors, and volunteers shall not permit, condone, or tolerate any form of bullying or plan, direct, encourage, assist, engage, or participate in any activity that involves bullying." Policy 2655 specifically states, "Marceline R-V Policy requires District employees to report any instance of bullying in which the employee has first-hand knowledge." District staff should first appropriately reprimand student(s) involved and then report such incidents to their building principal immediately.

PROHIBITION AGAINST DISCRIMINATION, HARASSMENT, AND RETALIATION

General Rule

The Marceline R-V Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment. In accordance with law, the District strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The Marceline R-V School District is an equal opportunity employer. The Board also prohibits:

1. Retaliatory actions including, but not limited to, acts of intimidation, threats, coercion or discrimination against those who:

- a) Make complaints of prohibited discrimination or harassment.
 - b) Report prohibited discrimination or harassment.
 - c) Participate in an investigation, formal proceeding or informal resolution, whether conducted internally or outside the District, concerning prohibited discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing discrimination, harassment or retaliatory actions.
 3. Discrimination, harassment or retaliation against any person because of such person's association with a person protected from discrimination or harassment in accordance with this policy.

All employees, students and visitors must immediately report to the District for investigation any incident or behavior that could constitute discrimination, harassment or retaliation in accordance with this policy. If discrimination, harassment or retaliation that occurs off District property and that is unrelated to the District's activities negatively impacts the school environment, the District will investigate and address the behavior in accordance with this policy, as allowed by law.

Additional Prohibited Behavior

Behavior that is not unlawful or does not rise to the level of illegal discrimination, harassment or retaliation might still be unacceptable for the workplace or the educational environment. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation or perceived sexual orientation.

Illegal Harassment

Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law or based on a belief that such a characteristic exists: graffiti; display of written material, pictures or electronic images; name calling, teasing or taunting; insults, derogatory remarks or slurs; jokes; gestures; threatening, intimidating or hostile acts; physical acts of aggression, assault or violence; theft; or damage to property.

Sexual Harassment

A form of discrimination, as defined above, on the basis of sex. Sexual harassment is unwelcome conduct that occurs when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the District's programs and activities or the conditions of employment. Sexual harassment may occur between members of the same or opposite sex. The District presumes a student cannot consent to behavior of a sexual nature with an adult regardless of the circumstance.

Behaviors that could constitute sexual harassment include, but are not limited to:

1. Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.
2. Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.
3. Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
4. Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.
5. Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.
6. Comments about an individual's body, sexual activity or sexual attractiveness.
7. Physical sexual acts of aggression, assault or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking) against a person's will or when a person is not capable of giving consent due to the person's age, intellectual disability or use of drugs or alcohol.

Gender-based harassment and acts of verbal, nonverbal, written, graphic or physical conduct based on sex or sex stereotyping, but not involving conduct of a sexual nature.

GRIEVANCE PROCEDURES (4850)

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

STAFF CONDUCT

The Marceline R-V Board of Education expects that each professional, support staff member, and substitute teacher shall put forth every effort to promote a quality instructional program in the school district (Board Policy 4630). In building a quality program, employees must meet certain expectations that include, but are not limited to, the following:

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.

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:

1. Being present in any setting where students are provided or are consuming alcohol or illegal drugs.
2. 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.
3. Communicating with students, electronically or in person, about the student's sexual activity or concerning the staff member's sexual or romantic conduct.
4. 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.
5. 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.
6. Communicating with students about sexual topics outside approved District curriculum, unless done as part of a District investigation into sexual abuse or harassment.
7. Utilizing students to attend to personal errands for the staff member.
8. Allowing students to drive a staff member's vehicle.

REGULAR WORK TIME (4220)

Normal Working Day

Members of the teaching staff are required to be on duty at 7:35 a.m. and fifteen (15) minutes after the close of the students' day.

It is recognized that professional duties and responsibilities extend beyond the student contact hours to include time for such activities as additional planning and evaluating, meetings, professional growth, parent conferences, sponsoring activities and participation in Open House and PTO meetings, if needed. These professional tasks will be equitably shared so that no staff member is given undue burdens.

Snow/Emergency Days

In the event that schools are closed due to snow or inclement weather, teachers are not expected to report for work.

Duty Free Lunch

Efforts will be made to provide an uninterrupted duty-free lunch period of at least twenty-five (25) minutes daily. When temporary, unanticipated emergency situations arise, teachers may not receive the full twenty-five (25) minutes.

The scheduling of lunch periods shall be determined by the building administrator or supervisor. Staff members may leave the school building during such periods; however, clearance must be made through the building principal/designee and a prompt return to assigned duties is mandatory.

TEACHER DRESS CODE

A teacher's appearance, dress, and behavior are very visible and communicate many things to our students, our parents and our community. All teachers and staff have an obligation to set and maintain high standards in appearance, dress and behavior. Teachers are expected to represent the school in a professional manner at all times. It is preferred that when teaching a normal class, jeans, shorts, sweatshirts, t-shirts, flip flops, and tennis shoes are not worn by the staff. Casual attire may be worn on special occasions such as field trips, school picnics, designated days and other similar events.

CONTINUING EDUCATION (4505)

All certified staff members, not holding a master's degree, should earn six (6) hours of graduate credit by the end of his or her fourth year with the school district and every four years thereafter. Credits earned during the summer of the fourth year are acceptable.

All certified staff members holding masters or specialists degree should earn two (2) approved graduate credits every four years. All certified staff members not meeting requirements will not step up on the salary schedule and will remain at his or her current salary schedule until the certified staff member reaches the continuing education requirements.

STAFF/STUDENT RELATIONS

Staff members are expected to maintain courteous and professional relationships with students. All staff members have a responsibility to provide an atmosphere conducive to learning through consistently and fairly applied discipline and the maintenance of physical and emotional boundaries with students. These boundaries must be maintained regardless of the student's age, the location of the activity, whether the student allegedly consents to the relationship or whether the staff member directly supervises the student. Maintaining these boundaries is an essential requirement for employment in the district.

Although this policy (Board Policy 4630) applies to the relationships between staff members and district students, staff members who inappropriately interact with any child may be disciplined or terminated when the district determines such action is necessary to protect students.

Absolute Prohibitions

There are some interactions between staff members and students that are never acceptable and are absolutely prohibited including, but not limited to:

1. Touching, caressing, fondling or kissing students in a sexual or sexually intimate manner.
2. Dating a student or discussing or planning a future romantic or sexual relationship with a student. The district may use as evidence, in considering whether a violation of this provision has occurred, if a staff member begins a dating or sexual relationship with a student immediately after graduation or immediately after a student has left the district.
3. Making sexual advances toward a student or engaging in a sexual relationship with a student.
4. Engaging in any conduct that constitutes illegal harassment or discrimination as defined in Policy 2130 or that could constitute a violation of that policy if pervasive.
5. Engaging in any conduct that violates Board policies, regulations or procedures or constitutes criminal behavior.

Exceptions to this Policy

The goal of this policy is to protect students from harm and staff members from allegations of misconduct by requiring staff to maintain professional boundaries with students. The district does not intend to interfere with or impede appropriate interactions between staff and students.

An emergency situation or an educational purpose might justify deviation from some of the professional boundaries set out in this policy. Likewise, staff members might be related to students or have contact with students outside the school environment through friends, neighborhood or community activities, or participation in civic, religious or other organizations. These contacts might justify deviation from some of the standards set in this policy, but under no circumstance will an educational or other purpose justify deviating from the "Absolute Prohibitions" section of this policy. The staff member must be prepared to articulate the reason

for any deviation from the requirements of this policy and must demonstrate that he or she has maintained an appropriate relationship with the student. To avoid confusion, the district encourages staff to consult with their supervisors prior to engaging in behaviors or activities that might violate professional boundaries as defined in this policy.

Failure to Maintain Boundaries

This policy includes a list of staff conducts which are absolutely prohibited. In addition to those specific conducts, the Board wants to ensure that its students and staff are protected from situations in which an appearance of impropriety may arise, even if no absolutely prohibited conduct occurs.

For instance, the following is a nonexclusive list of potential situations in which a staff member may fail to maintain professional physical and emotional boundaries, if no exception applies or no educational purpose exists.

- Being alone with a student in a room with a closed or locked door or with the lights off. Note that counselors or others who need to work with students confidentially may need to meet with a student with a closed office door, but such practice should be discussed with their supervisors to ensure it is the appropriate manner of meeting with students.
- Associating with students in any setting where students are provided, are consuming or are encouraged to use or consume alcohol, tobacco, drugs or any other product or service prohibited to minors.
- Communicating with students about sexual topics verbally or by any form of written, pictorial or electronic communication.
- Discussing the staff member's personal problems with or in the presence of students.
- Sponsoring parties for students outside of school unless as part of an extracurricular activity that is appropriately supervised by additional staff members.
- Being present when students are fully or partially nude.
- Sending students on personal errands.
- Allowing a student to drive the staff member's vehicle.
- Providing a student (other than the staff member's children, stepchildren or other children living in the staff member's home) transportation in the staff member's personal vehicle without a supervisor's approval, unless another staff member or the student's parent/guardian is also present in the vehicle.
- Allowing any student to engage in behavior that would not be tolerated if done by other similarly situated students.

- Giving gifts to individual students (as opposed to giving gifts of nominal value to all members of a class, for example).
- Frequently pulling a student from another class or activity to be with the staff member.

Electronic Communication

Employee personal communication with students, in all forms including oral and nonverbal shall be appropriate and consistent with Board Policy 4650. Personal communication shall be deemed to be inappropriate if such communication is sexual in nature; is sexually suggestive; suggests romantic activity with student or students; or is otherwise inconsistent with Board policy. Violation of this provision will result in disciplinary action up to and including dismissal.

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

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

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

Consequences

Staff members who violate this policy will be disciplined, up to and including termination of employment. Depending on the circumstances, the district may report staff members to law enforcement and the Children's Division (CD) of the Department of Social Services for further investigation, and the district may seek revocation of a staff member's license(s) with the Department of Elementary and Secondary Education (DESE).

Reporting

Any person, including a student, who has concerns about or is uncomfortable with a relationship or activities between a staff member and a student should bring this concern immediately to the attention of the principal, counselor or staff member's supervisor. If illegal discrimination or harassment is suspected, the process in Policy 2130 will be followed.

Any staff member who possesses knowledge or evidence of possible violations of this policy must immediately make a report to the district's administration. All staff members who know or have reasonable cause to suspect child abuse shall immediately report the suspected abuse in accordance with Board policy. Staff members must also immediately report a violation or perceived violation of the district's discrimination and harassment policy (2130) to the district's nondiscrimination compliance officer. Staff members may be disciplined for failing to make such reports.

The district will not discipline, terminate or otherwise discriminate or retaliate against a staff member for reporting in good faith any action that may be a violation of this policy.

SUPERVISION OF STUDENTS

To create the atmosphere for learning, teachers need to take part in the supervision of halls, restrooms, gym, cafeteria, and school grounds. All teachers will be expected to be outside their rooms during passing times where applicable and to work in conjunction with other colleagues to ensure that the hallways are properly supervised. If a teacher is having a problem with a student in the hall, other teachers in the area should assist the teacher. Students should not be left unsupervised at any time. If you need to leave your room, either contact a colleague or notify the office. Any student leaving class for any reason should have a completed hall pass per building policy.

Staff members should always report violations of policies, rules and regulations by students during the school day, while attending school-sponsored activities, or when they observe policies, rules and regulations being violated. Staff members must not ignore the need under the pretext of not having been assigned a particular supervision.

STAFF USE OF COMMUNICATION DEVICES

The Marceline R-V School District encourages district employees to use technology, including communication devices, to improve efficiency and safety. The district expects all employees to use communication devices in a responsible manner that does not interfere with the employee's job duties. Employees who violate district policies and procedures governing the use of communication devices may be disciplined, up to and including termination, and may be prohibited from possessing or using communication devices while at work. Communication devices may not be used in any manner that would violate the district's policy on student-staff relations.

Definitions

Communication Device: Any mobile telephone, personal digital assistant, pager, tablet, laptop or other portable device that sends, receives or retrieves calls, text messages, e-mail, other electronic communications or data, or provides access to the Internet.

Use/Using: Dialing, answering or talking on the phone; sending, reading or responding to a text, e- mail or other communication; opening and viewing pictures or digital recordings; opening and listening to music or audio communications; continuously checking a communication device; or any activity with a communication device that interferes with the employee's job duties or appropriate supervision of students. Staff are considered to be using a device even when the use is hands-free.

General Use

The district prohibits employees from using any communication device that interrupts or disrupts the performance of duties by the employee or otherwise interferes with district operations, as determined by the employee's supervisor. This prohibition applies regardless of whether the communication device used is owned by the employee or provided by the district. Employees are responsible for keeping communication devices secure and, if possible, password protected.

Supervision of students is a priority in the district, and employees who are responsible for supervising students must concentrate on that task at all times. Employees shall not use communication devices when they are responsible for supervising students unless any of the following conditions occur:

1. The device is being used to instruct the students being supervised at the time.
2. The use is necessary to the performance of an employment-related duty.
3. The use is consistent with a supervisor's guidelines for limited, personal use of communication devices.
4. There is an emergency.

Even when these conditions exist, the employee is responsible for obtaining assistance in adequately supervising students during the approved use so that students are supervised at all times.

PHONE CALLS

Teachers will not be called during class to take phone calls unless it is an emergency situation. The school phones are not intended to be used for personal business; therefore, employees are asked to limit personal phone calls. It is not professional to use your cell phone or text during instructional times.

ADMISSION TO SCHOOL ACTIVITIES

All employees of the Marceline R-V School District and their immediate families will be admitted to locally-hosted school athletic events without charge as well as conference events.

ASSIGNMENT OF TEACHING DUTIES

The basic consideration in the assignment of professional personnel is the well-being of the instructional program throughout the school district. The appropriateness of the assignments has a significant impact on the effectiveness of the total educational program. Every effort will be made to assign district staff equitably among the schools, in order to maintain a balanced staff

district-wide.

The assignment of staff members shall be under the direction of the superintendent, subject to the approval of the Board of Education. Instructional personnel will be initially assigned on the basis of qualifications, needs of the district and the employee's expressed desires. When it is not possible to meet all three conditions, personnel will be assigned first in accordance with the needs of the district, second where the administration feels the employee is most qualified to serve and third as to the expressed preference of the employees, in order of service in the district, all other considerations being equal. Specific classroom assignments will be made by the building principal.

TEST SECURITY (6420)

All standardized testing materials shall be stored, distributed and collected according to procedures that insure the security and authorized access to test booklets. The Superintendent shall designate a District Test Coordinator who will direct the administration and security procedures for each testing site.

CARE OF SCHOOL PROPERTY

Each staff member will be provided with the necessary keys and will assume responsibility for them. Staff should not loan keys to students. It is the responsibility of all staff and students to make sure the school is well maintained. Teachers are responsible for seeing that their classrooms are locked when they are not in the room. Teachers and/or substitute teachers should turn off the lights at the end of the day, close the windows, and lock the room. When a staff member is the last person to leave a building, he/she should also lock the building.

Care must be exercised to maintain equipment in good working order for everyone. If a problem arises while using a copy machine, please contact the office immediately for assistance. Do not just leave the copy machine broken. Supplies and maintenance for the machines are costly, and use should be limited to instructional purposes for students only. All books and equipment used by students shall be checked out and records kept. All books and equipment should be stamped with school identification.

CONFIDENTIALITY

All student information should be considered confidential and teachers should exercise caution in discussing students. Staff members are not authorized to discuss student issues with other students, parents of other students, representatives of outside agencies, or members of the community either in person or through electronic means. Personal venting or discussion of work matters through electronic social media is unprofessional and inappropriate. Staff members who violate the above policies may be subject to reprimand and/or discipline.

COPYRIGHTED MATERIALS

The Board does not sanction and/or condone illegal duplication, reproduction or distribution in any form. Copyrighted materials, whether they are print or non-print, shall not be duplicated except in accordance with the law.

DAILY COMMUNICATION

E-mail will be used as a form of communication from the building office and central office. Staff in-house mailboxes and e-mail should be checked each day upon arrival, about mid-day, and before leaving for the day. It is the teacher's responsibility to check his/her e-mail three times daily. Any general (non-school related) communication to members of the staff must first have the approval of the building principal. Failure to adhere to the above will subject the staff member to appropriate discipline.

DISCIPLINE

Teachers shall secure and maintain such order and discipline in their rooms and classes as will promote a suitable atmosphere for learning. The first line of defense in maintaining order and discipline in the classroom includes having meaningful lessons and activities planned for student instruction, carefully identifying the ground rules for student behavior in the classroom, and maintaining good communication with parents. Each teacher should be familiar with the school rules and with the discipline policy. Teachers are also charged with the responsibility of maintaining order and discipline in corridors, gymnasium, cafeteria, and on the school grounds.

DRUG-FREE WORKPLACE (4870)

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

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

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

EMERGENCY DRILLS

Emergency procedure information must be posted near the door of each classroom. Teachers should review these procedures with their students at the start of the school year. Each building principal will schedule regular emergency drills. Teachers are responsible for making sure that students participate seriously in the drills. Building principals will review the procedures for other emergencies with their respective staff members.

EVALUATION OF PROFESSIONAL STAFF

The Board requires a program of comprehensive, performance based evaluations for each professional staff member it employs in order to ensure high quality staff performance that improves student achievement and enhances the instructional programs of the district. All Marceline R-V teachers shall: be knowledgeable of the content and prepared for instruction, keep current on instructional knowledge and explore changes in teaching behaviors that will improve student performance, promote active student participation in the learning process and ensure that all students have success, use various forms of assessment to monitor and manage student learning, communicate and interact with the community in a professional manner, effectively maintain student time on task, and act as a responsible professional in carrying out the mission of the district.

FACULTY MEETINGS & ASSIGNED DUTIES

Professional staff members will be expected to assume reasonable duties over and above their regular teaching responsibilities. Activities and services that make minor demands on the teacher's time shall be part of each teacher's basic assignment. Building level faculty meetings will be held at the discretion of the building administrator and/or superintendent. All certified staff members are required to attend these meetings. When applicable, faculty meetings will be announced in advance. All faculty members should make appropriate arrangements to attend.

GRADE BOOKS

The issuance of grades on a regular basis serves to promote a process of continuous evaluation of student performance in the school district. All teachers (K-12) are required to maintain their grade books electronically. The electronic grade book will replace the hard copy of the grade book. The electronic grade book must be updated weekly, before 8:00 AM on Monday morning so that everyone can help track and ensure success of the students within our school district. This will be communicated to parents and is non-negotiable.

It is the responsibility of the teacher to alert and confer with parents/guardians at any time during the grading period when a student is doing below average work (D or F) or slips academically. Parents/guardians should also be alerted when a student's attitude becomes unsatisfactory.

INFORMATION REQUESTS

It is the teachers' responsibility to complete all information requests in a timely manner. This information includes, but is not limited to: student daily attendance, grades, mid-terms, ISS assignments, student homework assignments, returning phone calls and/or email communications and field trip/contest requests, transportation requests, and requests for professional and personal leave.

LESSON PLANS

All teachers will have evidence of an organized, systematic course of instruction geared to the needs of the student. Each unit the teacher presents to the students will have a well-organized set of measurable objectives designed to meet the goals of the district's curriculum and the Missouri Learning Standards. Building administrators will communicate lesson plan expectations for each building to teachers.

MONEY

All money and/or personal checks collected for fundraisers and/or for re-sale items or merchandise should be collected, accounted for, and turned in to the building office daily.

PAY DAY

Staff members will be issued twelve paychecks annually. Staff will be paid on the 15th of each month unless the 15th is a Saturday or Sunday. Staff will be paid the preceding business day if the 15th falls on a Saturday, Sunday, or holiday.

CHANGING EVENTS

All teachers are reminded to keep beneficiary information current with life changes (births, deaths, marriage, divorce) that may have occurred during the past year. If you have changed your address or phone number, please also notify the Central Office.

PROFESSIONAL DEVELOPMENT (4411)

The Board shall provide a Professional Development Program to be in compliance with State Statutes regarding assistance for beginning teachers. A committee will be elected by the teachers to develop a plan to carry out the goals of the Professional Development Program.

The Professional Development Program shall further be in compliance with the "Outstanding Schools Act" Section 7 of Senate Bill #380 of the 87th General Assembly.

The District will establish a Professional Development Committee to work with beginning teachers and experienced teachers in identifying instructional concerns and remedies; assist beginning teachers with implementation of their professional development plan; serve as a consultant upon a teacher's request; arrange training programs for mentors; assess faculty needs and develop in-service opportunities for school staff; present faculty suggestions, ideas and recommendations pertaining to classroom instruction within the School District; and review and evaluate the District's staff development program.

Encouragement shall be given to professional personnel to attend meetings, take courses, belong to organizations, travel and read literature describing innovative practices and instructional problem solving. Incentives for such improvement are built into the salary schedule and the district in-service program.

The Board of Education will set aside \$480 annually (based on \$160 per graduate credit hour), per teacher to assist with educational expenses. Each teacher may use this money for graduate course tuition/fees or to attend workshop conferences. Course/workshop approval request forms must be submitted and approved by the Superintendent before final registration. District personnel will be reimbursed according to procedures established by the state and district administrations.

The Board will provide for professional growth through such means as the following:

1. Planned in-service programs and workshops will be offered within the school district from time to time.
2. Time will be provided for attendance at conferences, workshops, and educational meetings.
3. Advancement on salary schedule will be provided with additional education or training in accordance with Board policy.

Reimbursements for expenses related to conferences and visitations will be as approved by the superintendent in accordance with Board policy, provided that the expenses are within budget allocations.

Each building will assemble a Professional Development Committee which will be charged with the approval/disapproval of building professional development requests and the management of the building professional development budget. The Building Professional Development Committee will be comprised of four teachers and the building's principal.

All out-of-district professional development requests will be handled on a case-by-case basis. The PD plan and forms for out-of-district professional development requests can be found on the district webpage.

PROTECTION OF INSTRUCTIONAL TIME

Every effort should be made to protect instructional time. Teachers should begin class promptly and keep students busily engaged in meaningful activities throughout the school day. Teachers should not request that students leave another teacher's classroom and should avoid scheduling activities that cause interruption of other teachers' classrooms. The administrators will make every effort to schedule activities that do not cause interruptions.

SHOWING VIDEOS IN THE CLASSROOM

Any videos shown in the classroom should be for educational purposes and should have a direct connection to the day's lessons and the course curriculum. Careful professional judgment and consideration shall be used in selecting videos that will be shown to students. Full length feature films shall not be shown in class; please show clips and/or pieces that are relevant and on-topic. Questions surrounding videos should be directed to building administrators.

PURCHASING

According to Board policy, the superintendent of schools is the only person in the district who is authorized to purchase using district funds. Staff members who wish to make purchases with district funds must submit a requisition to the building principal at least one week in advance. Staff members will not be reimbursed if purchases are made without prior approval from an administrator.

REQUIREMENTS FOR NEW EMPLOYEES

Before teachers' contracts can be considered valid their teaching certificates, which legally qualifies them for the work to which they are assigned, must be filed in the office of the superintendent. All new teachers must complete the following forms or have on file in the superintendent's office before their first day of employment: official transcripts, teaching certificate, federal withholding form W-4, Missouri withholding form W-4, retirement form, direct deposit form, pertinent insurance benefit forms, DSS background check, and eligibility for employment. You will not be paid until the above obligations are fulfilled. Please see the Central Office staff to ensure that everything is in order before the first day of employment.

USE OF DISTRICT TECHNOLOGY RESOURCES

The Marceline R-V School District's technology exists for the purpose of enhancing the educational opportunities and achievement of district students. Research shows that students who have access to technology improve achievement. In addition, technology assists with the professional enrichment of the staff and Board and increases engagement of students' families and other patrons of the district, all of which positively impact student achievement. The district will periodically conduct a technology census to ensure that instructional resources and equipment that support and extend the curriculum are readily available to teachers and students.

The purpose of this policy (Board Policy 4650) is to facilitate access to district technology and to create a safe environment in which to use that technology. Because technology changes rapidly and employees and students need immediate guidance, the superintendent or designee is directed to create procedures to implement this policy and to regularly review those procedures to ensure they are current.

Definitions

For the purposes of this policy and related procedures and forms, the following terms are defined:

Technology Resources. Technologies, devices and services used to access, process, store or communicate information. This definition includes, but is not limited to: mobile phones, computers, modems, printers, scanners, fax machines and transmissions, telephonic equipment, audio-visual equipment, Internet, electronic mail, electronic communications devices and services, including wireless access, multi-media resources, hardware and software. Technology resources may include technologies, devices and services provided to the district by a third party.

User. Any person who is permitted by the district to utilize any portion of the district's

technology resources including, but not limited to, students, employees, School Board members and agents of the school district.

User Identification (ID). Any identifier that would allow a user access to the district's technology resources or to any program including, but not limited to, e-mail and Internet access.

Password. A unique word, phrase or combination of alphabetic, numeric and non-alphanumeric characters used to authenticate a user ID as belonging to a user.

Authorized Users

The district's technology resources may be used by authorized students, employees, School Board members and other persons approved by the Superintendent or designee, such as consultants, legal counsel and independent contractors. All users must agree to follow the district's policies and procedures and sign or electronically consent to the District's User Agreement.

Use of the district's technology resources is a privilege, not a right. No potential user will be given an ID, password or other access to district technology if he or she is considered a security risk by the Superintendent or designee.

User Privacy

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources, including, but limited to, voicemail, telecommunications, e-mail and access to the Internet or network drives. By using the district's network and technology resources, all users are consenting to having their electronic communications and all other use monitored by the district. A user ID with e-mail access will only be provided to authorized users on condition that the user consents to interception of or access to all communications accessed, sent, received or stored using district technology.

Electronic communications, downloaded material and all data stored on the district's technology resources, including files deleted from a user's account, may be intercepted, accessed, monitored or searched by district administrator's or their designees at any time in the regular course of business. Such access may include, but is not limited to, verifying that users are complying with district policies and rules and investigation potential misconduct. Any such search, access or interception shall comply with all applicable laws. Users are required to return district technology resources to the district upon demand including, but not limited to, mobile phones, laptops and tablets.

Technology Administration

The Board directs the Superintendent or designee to assign trained personnel to maintain the district's technology in a manner that will protect the district from liability and will protect confidential student and employee information retained on or accessible through district technology resources.

Administrators of district technology resources may suspend access to and/or availability of the district's technology resources to diagnose and investigate network problems or potential violations of the law or district policies and procedures. All district technology resources are considered district property. The district may remove, change or exchange hardware or other technology between buildings, classrooms or users at any time without prior notice. Authorized district personnel may install or remove programs or information, install equipment, upgrade any system or enter any system to at any time.

Content Filtering and Monitoring

The district will monitor the online activities of users and operate a technology protection measure (content filter) on the network and all district technology with Internet access, as required by law. In accordance with law, the content filter will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography. Content filters are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evading or disabling, or attempting to evade or disable a content filter installed by the district is prohibited.

The Superintendent, designee or the district's technology administrator may fully or partially disable the district's content filter to enable access for an adult for bona fide research or for other lawful purposes. In making decisions to fully or partially disable the district's content filter, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district.

Online Safety, Security and Confidentiality

In addition to the use of a content filter, the district will take measures to prevent minors from using district technology to access inappropriate matter or materials harmful to minors on the Internet.

Such measures shall include, but are not limited to, supervising and monitoring student technology use, careful planning when using technology in the curriculum, and instruction on appropriate materials. The Superintendent, designee and/or the district's technology administrator will develop procedures to provide users guidance on which materials and uses are inappropriate, including network etiquette guidelines.

All minor students will be instructed on safety and security issues, including instruction on the dangers of sharing personal information about themselves or others when using e-mail, social media, chat rooms or other forms of direct electronic communication. Instruction will also address cyber bullying awareness and response and appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms.

The instruction will occur in the district's computer courses, courses in which students are introduced to the computer and the Internet, or courses that use the Internet in instruction. Students are required to follow all district rules when using district technology resources and are prohibited from sharing personal information online unless authorized by the district.

All district employees must abide by state and federal law and Board policies and procedures

when using district technology resources to communicate information about personally identifiable students to prevent unlawful disclosure of student information or records.

All users are prohibited from using district technology to gain unauthorized access to a technology system or information; connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize technology; secure higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto district technology; or evade or disable a content filter.

Closed Forum

The district's technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law. The district's webpage will provide information about the school district, but will not be used as an open forum.

All expressive activities involving district technology resources that students, parents/guardians and members of the public might reasonably perceive to bear the imprimatur of the district and that are designed to impart particular knowledge or skills to student participants and audiences are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing and deletion on behalf of the school district for legitimate pedagogical reasons. All other expressive activities involving the district's technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

Violations of Technology Usage Policies and Procedures

A consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Use of the district's technology resources in a disruptive, manifestly inappropriate or illegal manner shall not be tolerated.

Any violation of district policies or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges and/or other discipline. User privileges may be suspended pending investigation into the use of the district's technology resources.

Employees may be disciplined or terminated, and students suspended or expelled, for violating the district's technology policies and procedures. Any attempted violation of the district's technology policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation. The district will cooperate with law enforcement in investigating any unlawful use of district's technology resources.

Damages

All damages incurred by the district due to a user's intentional or negligent misuse of the district's technology resources, including loss of property and staff time, may be charged to the user. The Superintendent and designee have the authority to contact legal authorities in regard to damage to district technology.

Computer Security

Classroom computers are the property of the Marceline R-V School District. The district's technology exists for the purpose of maximizing the educational opportunities and achievement of district students. No software shall be installed by a staff member unless approved by the administration. Use of technology resources in a disruptive, manifestly inappropriate or illegal manner impairs the district's mission, squanders resources, and shall not be tolerated.

Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Only appropriate online resources and software may be used at school. The intentional access of inappropriate web sites or the storing of inappropriate materials on the school computer is prohibited. All staff members will be held financially responsible for any damage to any technology equipment caused by negligent actions. In order to assure that the district's computer system remains secure, teachers should always lock their classrooms when they leave the room and should log off the network when their computer will be unattended. Students should never be allowed to use computers when they are unsupervised or when they do not have their own password and login name. Each teacher will have a signed user agreement on file.

STAFF ABSENCES (4220)

The school year will be set annually by the Board of Education. The start date, end date, and number of contracted days will be contained in staff contracts. The length of the teaching day will also be set by the Board.

Certificated staff is required to be on duty during the teaching day. In addition to the teaching day, certificated staff is required to attend scheduled staff meetings, parent conference days, IEP meetings, and other meetings as may be determined by the administration and Board of Education.

Absences, Leave and Vacation (4320)

Regular attendance is essential in providing District students with a high quality of instruction. Certificated staff will have available ten (10) days of sick leave per school year cumulative to 180 days.

Paid Sick Leave

Sick leave may only be used for illness of the employee or the employee's spouse or the relatives of the employee or the employee's spouse. Relatives are defined as parents, children, children's spouses, grandparents, grandchildren, siblings, and other family members residing with the employee. Superintendent/designee may request a physician's statement regarding an absence and/or verification that the employee may return to work.

Personal Leave

Paid personal leave days may be used for personal business. Personal leave days cannot be used for work stoppages or as an extension of school holidays or breaks as set in the current year calendar. Employees will be provided with three (3) days of personal leave per year which shall

be non-cumulative. These three (3) days are from your allotted sick leave days.

Staff members desiring to use personal days must schedule a request to the building principal at least one week in advance. (In extenuating circumstances, personal leave may be granted with less than 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.

After a staff member's first full year with the district, a staff member with ten (10) or more days of sick leave accumulated prior to their allocation of new sick days under their new contract, may use five (5) of the current year's leave days for personal use. In addition, staff members may not use more than three (3) consecutive school days per request. Personal leave is non-cumulative from year to year. All unused personal leave days will be carried over as sick leave.

(For example, a first-year teacher who used three (3) sick leave days during the duration of their first-year contract would not be eligible their second year of employment because they are only carrying over seven (7) days into their new contract. At the beginning of the new school year when ten (10) days are added, the teacher would begin the year with seventeen (17) days. If they used fewer than seven (7) days their second year, they would be eligible for five personal days at the beginning of their third contract.)

Staff members will be notified of their sick leave balance at the beginning of their annual contract.

Bereavement Leave

The Marceline R-V School District recognizes your need to be absent from work in the event of a death and funeral for someone in your immediate family. Bereavement leave allows a total of three consecutive workdays off for the following family members:

Spouse	Son/Daughter-in-law
Child	Father/Mother-in-law
Stepchild (current marriage)	Grandchild
Father/Mother	Grandparent
Brother/Sister	

Bereavement leave allows one day off to attend the funeral of the following current family members not considered as immediate family:

Step Father/Mother	Great Grandchild
Step Father/Mother-in-law	Step Grandchild
Step Brother/Sister	Great Grandparent
Half Brother/Sister	Step Grandparent
Brother/Sister-in-law	Grandparent-in-law

All of the step relation is current marriage only.

If applicable to your situation, you may choose three consecutive workdays bereavement leave for either your biological parent or stepparent. For example:

1. If you choose to use three days bereavement leave in the case of the death of your biological father, then at such time of your step father's death, you will be given only one day funeral leave.
2. If you choose to use three days bereavement leave in the case of the death of your step-father, then at such time of your biological father's death, you will be given only one day bereavement leave.

Upon request of the school district, you may be asked to offer valid proof of death before time off with pay is granted.

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.

Designated Absence

Employees may be excused from their regular assignment to carry out activities that provide direct benefit to the district. This type of absence may be required or directed by the administration with the approval of the superintendent. Designated absence will not be deducted from sick leave accumulation.

Absence Without Pay

Teacher absences, which are not covered by the leave policies of the district, must have prior approval of the superintendent, and salary deduction will be based on a daily rate. The daily rate will be computed by dividing the annual teaching salary by the number of contracted days. The daily rate will be deducted for each absence without pay leave day.

Other Leave Procedures

After completion of three years, employment with the district, each employee who has accumulated and maintains 30 days of sick leave, may choose annually to accumulate their remaining sick leave from the current year or receive reimbursement for such unused sick leave. The reimbursement rate will be computed at 0.25 of the daily rate based on BS Step 1 of the Certificated Salary Schedule.

After completing five years of continuous employment, employees who leave the district in good standing will be eligible to receive reimbursement for unused sick leave accumulated up to a maximum of 120 days. The reimbursement rate will be computed at 0.25 of the daily rate based on BS Step 1 of the Certificated Salary Schedule.

Part-time employees (those who work under 30 hours per week) will be eligible to receive reimbursement under the provisions stated above based on a proration of their contract (i.e.: BS Step 1 X .25 X 180/FTE).

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.

SECURING A SUBSTITUTE

1. Notify the building administrator the evening before or between 5:30 am and 6:00 am if you will not be in school that day.
2. When possible non-emergency days shall be scheduled 48 hours in advance or as soon as the need arises.
3. Have the following materials available for the substitute: seating charts, class schedule information, student rosters, and an appropriate educational activity.
4. Emergency lesson plans should be provided and ready for the substitute. If you are absent for more than one day, a complete set of plans will be expected.

TEACHERS' RESPONSIBILITIES FOR STUDENTS WITH DISABILITIES

The participation of the regular education teacher in the special education process is a vital part of the team approach. Regular education teachers are required members of the IEP and 504 teams for each special services student and share important information regarding the student's day-to-day classroom performance. In addition, regular education teachers are expected to attend IEP and 504 team meetings, to implement modifications and/or accommodations within the regular classroom settings, collaborate with special education staff, help document progress toward the student's IEP goals and Missouri Learning Standards,

and play a key role in supporting good school-parent communication.

IEPs, Section 504 Accommodation Plans, Health Care Plans, and Behavior Intervention Plans are legal documents and must be fully implemented at all times. All staff members are expected to read and follow them. Case managers will provide each teacher with copies at the beginning of each year and provide updates as necessary. These documents are also available in the child's cumulative file for your review in the guidance office in each building. However, these documents cannot be removed from the guidance center.

WORKPLACE ACCIDENTS AND INJURIES (4510)

If an employee of The District is injured or has an accident report, this information to the immediate supervisor. If first aid is required contact the school nurse or if needed call for other medical assistance. All accidents **must** be reported by the injured employee to the Secretary of the Superintendent 1-660-376-3371 ext. 4501 or immediate supervisor within 24 hours. Employees must be treated by approved physicians. If an accident occurs after working hours the employee may seek assistance at the Pershing Memorial Hospital Emergency Room in Brookfield, Missouri.

In short, when an employee is injured, one or more of three events should occur immediately:

1. Contact 911 for serious and/or life-threatening injuries.
2. Report injuries requiring any medical attention to Candi Ervie at District Office (4501).
3. Employees/substitutes with injuries that do not require immediate medical treatment should go to the nearest nurse office or principal's office. The Nurse or respective building secretary will notify the District Office.

Upon receiving a report of an injury or illness, the supervisor will immediately forward the report to the executive administrative assistant for Superintendent at District Office. Central Office Secretary will promptly forward a copy of the report to the District's workers' compensation insurance carrier and be responsible for keeping the carrier informed of the employee's status.

The District will designate medical providers to be used in the administration of workers' compensation claims and treatment. A list of District-designated providers will be available to employees upon request. If the employee chooses to use his or her own provider, the employee is responsible for all costs associated with the provision of those services.

An injury caused by the failure of employees/substitutes to use safety devices provided by the District or obey rules adopted by the District for the safety of employees/substitutes will result in the reduction of benefits payable under this policy and pursuant to law. Violation of the District's Drug-Free Workplace policy or any other District policy, procedure or rule relating to the use of alcohol or non-prescribed controlled substances will result in a reduction or loss of benefits if the injury was sustained in conjunction with the use of alcohol or non-prescribed controlled substances.

The Board authorizes post-injury testing for non-prescribed controlled substances or alcohol in accordance with Board policy and law. Refusal to submit to the test will result in the loss of benefits.