# West Platte Co. R-II School District

# District Policies

## 1103 Washington Street
## Weston, MO 64098

(816) 640-2236

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## Official District Name

## C-100-P

The official name of the District shall be West Platte County R-II School District.

Adoption Date(s): June 24, 2020

# District Rules and Guides

## C-105-P

The District rules and regulations will consist of the District Policies, the Board Manual, the Administrative Manual, the Employee Manual and the Student/Parent Handbook. These documents will provide the rules and regulations for an effective and efficient school system. All Board members, employees, students and patrons are required to follow the District's rules and regulations. The Superintendent, administrators and District supervisors are required to implement and enforce District policies, the Administrative Manual, the Employee Manual, and the Student/Parent Handbook. Questions regarding the interpretation of any District rule will be directed to the Superintendent or designee.

District policies will be approved by the Board, signed by order of the Board, maintained by the Board Secretary at the District's offices, and posted on the District's website. The Superintendent and administrative staff will assist the Board in timely review and revision of District policies. The Board Secretary will ensure that District policies and amendments thereto are transmitted to teachers in the District.

Adoption Date(s): June 24, 2020


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# District Mission and Planning

## C-110-P

The mission of the West Platte R-II School District is: In partnership with families and the community, the West Platte County R-II School District strives to implement a comprehensive program that encompasses the whole student, preparing them for success in a changing society. The Board has a long-range plan for the governance of the District that is guided by the District's mission, priorities, goals and objectives. The strategic plan will be developed and amended under the direction of the Board and with input from key District stakeholders.

Adoption Date(s): June 24, 2020; July 15, 2020


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# Community Engagement and Communications

## C-115-P

The District will develop systems and processes using a variety of communication channels to effectively communicate with the public and key stakeholder groups. District communications will come primarily from the District's spokesperson. If employees or Board members do provide communications during their contact with parents or patrons, such individuals will follow all confidentiality and other restrictions imposed by law or District rules, and ensure all communications are accurate.

**Superintendent as Spokesperson**
The Superintendent will serve as official spokesperson for the District unless otherwise directed by the Board. All employees and Board members will direct requests for statements about District business from the public or members of the media to the Superintendent or designee. Board members should direct requests for statements about District business to the Superintendent or designee. If a Board member chooses to make a statement about District business, the Board member will emphasize that he or she may only speak as an individual Board member, not on behalf of the Board or the District.

**Communications Plan**
The Superintendent or designee will develop a District communications plan that, at a minimum, establishes:

1. District channels of communications.
2. Methods of sharing information with the public.
3. Methods of sharing information with internal District stakeholders.
4. A plan for District communications during emergencies.
5. Information to be provided to parents/guardians and members of the public as required by law.

**Community Engagement**
District patrons should be encouraged to provide ideas, concerns and comments about District programs. The Superintendent will create opportunities for engaging patrons including through written submissions, participation on committees and stakeholder focus groups, and survey responses.

Adoption Date(s): June 24, 2020


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# Concerns or Complaints

## C-120-P

Effective communication helps avoid and resolve many complaints, concerns, misunderstandings and disagreements. Individuals who have a complaint or concern should discuss their concerns with the school personnel involved in the issue at hand in an effort to resolve problems. This step will usually involve communicating directly with the person or persons with whom the complainant has a concern. This step may be skipped when the complainant in good faith believes that speaking directly to the person would subject the complainant to discrimination, harassment or retaliation.

This step may also be skipped if the complainant in good faith believes that any law or a District policy or written rule has been violated. The District has adopted specific procedures for investigation and resolution for complaints or concerns as required by specific and varying laws that are applicable to the District. The District's Compliance Officer should be contacted with any complaints or concerns that any law or District written rule has been violated, including but not limited to, laws relating to: civil rights, including discrimination, harassment, and retaliation; special education matters including the IEP and 504 processes and services; federal programs and related services; bullying; and The Family Educational Rights and Privacy Act, including student records and confidentiality.

When communicating directly with the school personnel involved in the issue does not resolve matters satisfactorily, or if it is appropriate to skip the first step as described above, a complainant should consult with the District's Compliance Officer who will direct the complainant to the appropriate process for resolution of the complaint. The District designates the following individual to act as the District's Compliance Officer:

| | |
|---|---|
| Title: | Superintendent |
| Phone #: | (816) 640-2236 |

In the event the District's Compliance Officer is unavailable or is the subject of a report that would otherwise be made to the Compliance Officer, reports should instead be directed to the alternative Compliance Officer:

| | |
|---|---|
| Title: | High School Principal |
| Phone #: | (816) 640-2292 |

The District's Compliance Officer may delegate the investigation of complaints to other individuals besides the alternative Compliance Officer. All complaints of violation of any law or a District policy or written rule will be promptly investigated by the District, and appropriate action will be taken. Complainants are strongly encouraged to provide their concerns in writing.


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**Public Notice**
The Superintendent or designee will publicize this policy and will disseminate information about this policy to employees, parents/guardians, and students, as well as to newly-enrolled students and newly-hired employees.

Adoption Date(s): June 24, 2020


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# Concerns or Complaints Regarding Federal Programs

## C-125-P

The District receives funds under the federal Elementary and Secondary Education Act (ESEA) and is required to follow federal law regarding the ESEA governed programs. Any concerns or complaints that the District may have violated these laws should be reported to the District's Compliance Officer for immediate investigation so that the District may successfully address the issue. The District's Compliance Officer will be responsible for investigating and addressing all specific allegations of violations of federal statutes and regulations governing Title I, Parts A, B, C, D; Title II; Title III; Title IV, Part A; or Title V of the ESEA.

Adoption Date(s): June 24, 2020


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# Equal Opportunity and Prohibition Against Discrimination, Harassment and Retaliation

## C-130-P

The District is committed to providing equal opportunity in all areas of admission, recruiting, hiring, employment, retention, promotion, contracted services, and access to programs, services, activities, and facilities. The District strictly prohibits any unlawful discrimination or harassment against any person because of race, color, religion, disability, age, sex, gender, national origin, or any other characteristic protected by law. The District also prohibits retaliatory action, harassment, or discrimination against individuals who make complaints of, report, or otherwise participate in the investigation of any such unlawful discrimination, harassment, or retaliation. The District is an equal opportunity employer.

Anyone who believes that they have been discriminated, harassed, and/or retaliated against in violation of this policy should report the alleged discrimination, harassment and/or retaliation to the District's Compliance Officer, unless the Compliance Officer is unavailable or the subject of the report. In that case, the report should be made directly to the alternative Compliance Officer. The District designates the following individual to act as the District's Compliance Officer:

Title: Superintendent
Phone #: (816) 640-2236

In the event the District's Compliance Officer is unavailable or is the subject of a report that would otherwise be made to the Compliance Officer, reports should instead be directed to the alternative Compliance Officer:

Title: High School Principal
Phone #: (816) 640-2292

The District's Compliance Officer may delegate the investigation of complaints to other individuals besides the alternative Compliance Officer. All employees, students, and visitors who have witnessed any incident or behavior that could constitute discrimination, harassment, or retaliation under this policy must immediately report such incident or behavior to the District's Compliance Officer for investigation.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.

### Public Notice

The Superintendent or designee will publicize this policy and will disseminate information about this policy to employees, parents/guardians, and students, as well as to newly-enrolled students and newly-hired employees.

Adoption Date(s): June 24, 2020


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# Title IX

# C-131-P

The District does not discriminate on the basis of sex in the education program or activity that it operates and is required by Title IX not to discriminate in such a manner. The requirement not to discriminate in the education program or activity extends to admissions and employment. Inquiries about the application of Title IX to the District may be referred to the Title IX Coordinator or Assistant Secretary for Civil Rights of the Department of Education, or both.

The District designates the following individual to serve as the District's Title IX Coordinator:

| | |
|---|---|
| Name: | Brittany Delameter |
| Address: | 1103 Washington Street, Weston, MO 64098 |
| Email Address: | delameterb@wpsd.net |
| Phone #: | (816) 640-2236 ext. 1105 |

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator.

All employees, students, and visitors who have witnessed, heard about, or received a report about any incident or behavior that could constitute sexual harassment under this policy must immediately report such incident or behavior to the District's Title IX Coordinator for investigation. If the allegations are against the District's Title IX Coordinator, it must be immediately reported to the Superintendent, unless the Superintendent is also the Title IX Coordinator, then to the President of the Board of Education.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.

**Public Notice**

The Superintendent or designee will publicize this policy and will disseminate information about this policy to employees, parents/guardians, students, newly-enrolled students, newly-hired employees, and all unions or professional organizations holding collective bargaining or professional agreements with the District.

Adoption Date(s): August 19, 2020; Updated August 16, 2023



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# Board Meetings Generally

## C-135-P

A quorum of at least four Board members must be present, either physically or electronically, at all meetings of the Board. Meetings may be held in person or by means of communication equipment including, but not limited to, conference calls, video conferences, Internet chats or Internet message boards. Board meetings are open to the public unless closed as allowed by law. Open meetings will be held at a time that is reasonably convenient to the public and a place of sufficient size to accommodate the anticipated attendees. The District will make reasonable efforts to make the meeting accessible to individuals with disabilities.

The District may set guidelines for such audio, video and other electronic recordings of open meetings to minimize disruption to the meeting. No recording of a closed meeting is permitted without Board action authorizing the recording.

Adoption Date(s): June 24, 2020


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# Public Comment to the Board

## C-140-P

Written submissions may be directed to the Board, through the Superintendent, for consideration at a Board meeting. Copies of all correspondence directed to the Board will be made available to all Board members.

In addition to written submissions, a specific time may be set aside at regular Board meetings for public comments regarding items from the posted agenda. Individuals who want to make public comments regarding an agenda item must sign up on a form provided by the District prior to the start of the Board meeting. To provide notice to the public of matters to be discussed by the Board, only comments reasonably related to the posted agenda item will be permitted. The Board President will apply reasonable restrictions on individuals addressing the Board including but not limited to restrictions on the number of items to be considered, the number of spokespersons and the amount of time each spokesperson may have to address the Board. If the meeting agenda is full, the Board President may reschedule an item for the next regular meeting. The Board President will set a time limit for the public comment portion of the meeting. No individual will be permitted to speak more than once during this part of the meeting. Each member of the public to speak will be given the same amount of time to address the Board.

If a member of the public wishes to have an item placed on the agenda of a regular Board meeting, he or she may make a written request to the Superintendent after going through the appropriate process for a complaint or concern pursuant to District rules. *See* District Policy C-120-P regarding Complaints or Concerns. The written request must be received at least five (5) business days prior to the Board meeting and must describe the items to be discussed with reasonable particularity. The item may then be placed on the agenda as deemed appropriate by the Superintendent and the Board President. The Board President will refuse to allow discussion of an issue that has not gone through the appropriate process as a complaint or concern pursuant to District rules. The item will be placed on the agenda if it directly relates to the governance or operation of the District. The District may refuse to place an item on the agenda; (1) if the Board has heard an identical or substantially similar issue in the previous 3 calendar months or (2) if the resident previously violated District rules regarding conduct at meetings or on school property and upon a specific finding by the Superintendent or Board that the refusal or delay in hearing the resident's agenda item is necessary to protect the Board's ability to conduct business at its meetings and is unrelated to any viewpoint expressed by that resident or the proposed agenda item. If an individual's request to place an item on the agenda is denied, the District shall provide a short explanation in writing within five (5) business days of the denial. The District may delay hearing an agenda item if more than 3 resident-initiated agenda items are scheduled for the same meeting. If the agenda item is delayed or denied, the resident may communicate to the Board as outlined in the first paragraph of this section about the agenda item.


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Adoption Date(s): June 24, 2020; Updated November 16, 2022; Updated June 25, 2025


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# District Information and Records

## C-145-P

Generally, the District will ensure the public has access to the meetings, records and votes of the Board. In certain situations, and as permitted by law, these meetings, records and votes will be closed to the public.

The District's custodian of records is responsible for responding to requests for District records. Requests for records will be directed to the custodian, whose identity will be made available on request. The Board appoints the following person as custodian of records:

| | |
|---|---|
| Title: | Board Secretary |
| Address: | 1103 Washington, Weston, MO 64098 |
| Phone #: | (816) 640-2236 |

In addition, the Superintendent has designated the District's secondary bookkeeper as an alternate records custodian to serve in the absence of the records custodian.

Adoption Date(s): June 24, 2020


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# Prohibition of Tobacco and Imitation Tobacco Products

## C-150-P

To promote health of all individuals, the District prohibits all employees, students and patrons from smoking or using tobacco products, electronic cigarettes or imitation tobacco or cigarette products in all District facilities, on District transportation, on all District grounds at all times and at any District-sponsored event or activity while off campus.

Adoption Date(s): June 24, 2020


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# Visitors to District Property and Events

## C-155-P

All visitors to school property or events must demonstrate appropriate behavior as good role models for the District's students. Visitors during school hours, including Board members, must sign in at the building office prior to proceeding elsewhere in the building. The principal of each school building will ensure signs are posted to direct visitors to designated doors nearest the building office.

**Disruptive Conduct**

Visitors who engage in disruptive conduct or exceed the scope of their permission to be on District property may be considered trespassers and subject to arrest and prosecution. If a visitor engages in disruptive conduct, the Superintendent or designee may limit or revoke the visitor's permission to visit school property or parts of school property. The Superintendent or designee may inform the visitor that he or she is not welcome back on District property or at District events indefinitely or for a specific period of time. During any period of prohibition, the visitor will not be allowed on District property, except that no person may be denied the ability to attend open, public meetings of the Board and its committees or advisory committees except upon a specific finding by the Superintendent or Board of Education that denial of admission to such meetings is necessary to protect the Board's ability to conduct business at its meetings and is unrelated to any viewpoint expressed by that person. The Superintendent may make exceptions for parents, guardians or custodians of students enrolled in the District if the person's presence is necessary to transport the student or may benefit the student educationally, or in situations where the parent, guardian or custodian will be supervised at all times.

Appeals

Any visitor restricted for "disruptive" conduct under C-155-P, or a representative of the visitor, may submit a written appeal of the restriction to the Board of Education's Secretary via electronic mail or first-class mail. The appeal must be received by the Board of Education's Secretary within thirty (30) calendar days after the restricted visitor's receipt of the restriction letter. Therein, the visitor shall state all reasons why they believe the restriction should be revised or overturned. Within fourteen (14) days following receipt of the visitor's appeal letter, the District's administration shall provide a written response to the Board of Education's Secretary, with a copy provided to the visitor, stating all reasons why the restriction should be affirmed.

Within seven (7) days after receipt of the District administration's written response, the visitor or their representative may, but is not required to, submit to the Board of Education's Secretary a written rebuttal via electronic mail or first-class mail. If the visitor makes new factual assertions that were not raised in the original written appeal, the District's administration may, within seven (7) days following receipt of the written rebuttal, submit to the Board of Education's Secretary a written reply to address only those new factual assertions, with a copy provided to the visitor. Otherwise, the


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District's administration shall not provide any information to the Board of Education regarding the appeal outside of the contents of the administration's written submission until the Board of Education has issued a decision regarding the appeal.

Upon receipt of any written rebuttal, the Board of Education shall consider the visitor's appeal at the next regularly scheduled meeting of the Board of Education that is scheduled to take place at least five (5) business days after receipt of such rebuttal.

A visitor who is restricted from attending open, public meetings of the Board and its committees or advisory committees may, in lieu of submitting a written rebuttal, submit to the Board of Education's Secretary a request to provide an oral rebuttal at a Board of Education meeting. Upon receipt of any request to provide an oral rebuttal by a visitor who is restricted from attending open, public meetings of the Board and its committees or advisory committees, the visitor or a representative designated by the visitor shall be provided with the opportunity to address the Board at the next meeting of the Board of Education that is scheduled to take place at least five (5) business days after receipt of such request, and the Board of Education shall consider the visitor's appeal at that same meeting. If the District administration determines there is reason to believe that the visitor's presence at a Board of Education meeting will create an immediate danger to the physical safety of individuals present at the Board of Education meeting, the visitor may be required to address the Board of Education virtually rather than in person.

The visitor or their representative may address the Board of Education for a period of time not to exceed five (5) minutes. If, during their presentation, the visitor makes new factual assertions that were not raised in the original written appeal, the District's administration may address only those new factual assertions for a period of time not to exceed five (5) minutes, and the visitor may listen to such address. Otherwise, the District's administration shall not provide any information to the Board of Education regarding the appeal outside of the contents of the administration's written submission until the Board of Education has issued a decision regarding the appeal.

If the visitor does not submit a written rebuttal or request to provide an oral rebuttal within seven (7) days of receiving the District administration's written response, the Board shall consider the appeal at the next meeting of the Board of Education that is scheduled to take place at least five (5) business days after the expiration of the time to submit such written rebuttal or request an oral rebuttal.

The Board of Education shall consider the visitor's written appeal, the District's response, and the visitor's written or oral rebuttal, if any, and the District's reply to any new factual assertions in the visitor's rebuttal in deciding whether to affirm, overturn, or revise the restriction. The Board of Education will provide notice of its decision to the appealing visitor and Superintendent within three (3) business days of the Board meeting. The Board of Education's decision shall be final.

**Possession of Weapons, Alcohol, and Illegal Substances**

Possession of weapons, including concealed weapons, is strictly prohibited on District property, on District transportation or at any District function or activity sponsored by


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the District unless the visitor is an authorized law enforcement official or is specifically authorized by the Board. Possession or use of alcohol or any illegal substances is strictly prohibited on District property, on District transportation or at any District function or activity sponsored by the District.

**Sex Offenders**
Individuals listed on the Missouri Highway Patrol's sex offender registry may not be present in any school building, or on District property, in any District vehicle utilized to transport students, or be present at school activities without the written permission of the Superintendent. For those extraordinary circumstances when permission is granted, it will be granted in writing for a specific event. In such cases, the Superintendent will notify the principal of the building in which the sex offender will be present and arrange for the sex offender to be supervised at all times and the sex offender will not be permitted to be alone with a child.

Adoption Date(s): June 24, 2020; Updated June 25, 2025


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# Community Use of District Facilities

## C-160-P

As a service to the community, the District may allow community groups and individuals to use District facilities for educational, recreational, social, civic, philanthropic and other similar purposes when the facilities are not being used by the District or District-sponsored groups. The Superintendent or designee may approve or deny facility use requests in accordance with law. Unless otherwise required by law, the District will maintain District facilities as nonpublic forums and reserves the right to exclude individuals or groups from its facilities or cancel or modify any permission granted.

**Priority of Use**
Use of District facilities will not be granted if the use conflicts or interferes with a District-sponsored activity, and all uses granted are contingent upon the District's needs. Any community group or individual may apply to use District facilities but applicants who intend to use District facilities for purposes that directly benefit District students will be given priority. Staff use of District property and facilities for personal purposes, or reasons other than performing the staff member's duties with the District, will be subject to the application process and rules applicable to other applicants.

**Fees**
The District may charge rental fees and require security deposits for the use of District facilities. The District may also charge for additional costs associated with the use as deemed appropriate by the Superintendent. The Superintendent or designee may waive the fees for individuals and groups created to support the District and non-profits.

**Equal Access**
When the District allows youth or community groups not affiliated with the District to use District facilities outside of school hours, the District will provide equal access and related services and benefits to groups or organizations listed in Title 36 of the U.S. Code that are intended to serve young people under the age of 21, including the affiliates of the Boy Scouts of America, Girl Scouts of the United States of America, Big Brothers Big Sisters of America, Boys and Girls Clubs of America.

Adoption Date(s): June 24, 2020


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# Use of Recording Devices or Drones

## C-165-P

The District prohibits audio and visual recordings on District property, District transportation or at a District activity unless authorized by the Superintendent. Requests for such authorization must be made within a reasonable period of time prior to the recording.

Unless otherwise specified by the Superintendent, the following exceptions to this prohibition apply:

1. The District or designated agents of the District may make audio or visual recordings to provide security, to maintain order, for staff or preservice teacher development use, or for educational purposes.
2. Students may record if required by a District-sponsored class or activity.
3. Individuals may record performances or activities to which the general public is invited such as athletic competitions, concerts and plays.
4. Individuals may record open meetings of the Board or District committees.
5. Outside entities may record an event when using or renting District facilities in accordance with District rules.
6. A parent or legal guardian of a student may audio record any meeting held under the IDEA or Section 504 of the Rehabilitation Act with no less than 24 hours' notice to the Director of Special Services.

All unmanned aircraft systems (UAS), commonly known as drones, with the potential to capture or produce visual images of District property or District events must be operated in accordance with applicable Federal Aviation Administration regulations or safety guidelines. All UAS operators must receive authorization from the Superintendent to operate a UAS on or over District property or at a District event.

Adoption Date(s): June 24, 2020; Updated September 15, 2021


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# Advertising on District Property

## C-170-P

It is the District's intent to maintain a nonpublic forum. Advertisement is prohibited on District property unless authorized by the Superintendent or designee. Advertising prohibited includes, but is not limited to, personal solicitations, signage, announcements, pamphlets, handouts, and any other dissemination of information regarding products or services available or for sale. The solicitation of information including, but not limited to, political campaigning, is also prohibited.

Adoption Date(s): June 24, 2020


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# School Board's Role and Responsibilities

## G-100-P

The role of the District's Board is to govern the community's public schools by making the major decisions for the District. For the District to operate efficiently and effectively, the Board as a whole will perform its role by working together as a governance team with the Superintendent in the best interest of the District's students. As the elected governing body, the Board will be accountable to the public by faithfully fulfilling the following five responsibilities:

1. Setting the strategic direction for the District;
2. Establishing a system of District policies and rules;
3. Overseeing the employment of the Superintendent;
4. Exercising final decision-making authority for Board matters; and
5. Serving as a liaison between the District and the community.

This role belongs to the Board as a whole and not to the any Board member individually, or to the Superintendent individually. The Board as a whole, by working with the Superintendent to make decisions that will best serve the District's students, will govern the community's schools.

**1. Setting the Strategic Direction**

The Board sets the strategic direction for the District by establishing and maintaining the District's strategic or long-term plan that includes District priorities, goals and objectives. The Board allocates the resources and oversees the employment of the Superintendent to ensure this plan is accomplished.

**2. Establishing a System of District Policies and Rules**

The Board establishes the major District policies and rules, and delegates the authority to make any other rules to the administration under the Superintendent's direction.

**3. Overseeing the Employment of the Superintendent**

The Board hires, directs and evaluates the performance of the Superintendent.

**4. Exercising Final Decision-Making Authority for Board Matters**

The Board exercises final decision making authority for matters that:

a. Are identified by law as exclusively within the province of the Board;
b. Have potential significant impact on the District as a whole;
c. Have important financial consequences for the District; or
d. Are reserved for the Board to decide, either through District policy or Board action.


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5. **Serving as a Liaison between the District and the Community**
   The Board acts as a liaison between the District and the community by promoting school programs in the community and channeling concerns from community members to the appropriate District points of contact.

Adoption Date(s): June 24, 2020


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# The Role of an Individual Board Member

## G-105-P

Unless authorized to act on behalf of the Board as a whole, individual Board members have no authority or power to act as a school official. Board members are expected to act as one member of a decision-making team of eight individuals consisting of seven elected Board members and one Superintendent.

Adoption Date(s): June 24, 2020


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# School Superintendent

## G-110-P

The Superintendent of Schools shall be the chief executive officer of the Board and the administrative leader of the District. The Superintendent is responsible to the Board for the execution and implementation of its policies and decisions. The execution of all decisions made by the Board concerning the internal operation of the District shall be delegated to the Superintendent. The Superintendent shall then be responsible for the delegation of responsibility and authority for the operations of the District. The Board will channel all directives from the Board to its employees or students through the Superintendent. The Superintendent also provides direction on all District matters not covered by the Board policies or decisions.

Adoption Date(s): June 24, 2020


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# Building Leaders and Directors

## G-115-P

Each principal or director will be responsible for and have authority over the actions of students, employees, volunteers, visitors, or any other person present in the school, subject to the direction of the Superintendent. The principal or director will enforce the rules and decisions of the Superintendent and the Board, and may implement and enforce additional rules as deemed appropriate for the operation of the school.

Adoption Date(s): June 24, 2020


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# Board President Duties

## G-120-P

The Board President will perform the duties pertaining to the office under applicable law and any duties that may be directed by the Board. The President will:

1. Preside at all meetings of the Board, and call special meetings of the Board.

2. Sign all written contracts and documents to which the District may be party that have been authorized by the Board, except as otherwise delegated by the Board and permitted by applicable law.

3. Use parliamentary procedure to conduct meetings and encourage Board member engagement in Board deliberations and decisions.

4. Assume the role as the liaison between the remaining Board members, the community and Superintendent.

5. Take a leadership role in addressing allegations of Board member misconduct.

In the absence of the President, the Vice President shall have the power of the President and perform such duties.

Adoption Date(s): June 24, 2020


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## Appointed Board Officials *(Seven Director)*

## G-130-P

On or before July 15th of each year, the Board shall elect a school District Secretary, Treasurer and other Board officials deemed necessary and advisable. The Board will set the terms of service and compensation unless the Secretary or Treasurer is a member of the Board, in which case no compensation for services will be received. Vacancies in Board officer positions shall be filled by Board election of replacements.

Adoption Date(s): June 24, 2020


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# Board Secretary Duties

## G-135-P

The Board Secretary will perform the duties as may be required by law or authorized by the Board. The following are among the duties of the Board Secretary unless properly delegated to others:

1. Be present at, and keep accurate records of, all regular and special meetings of the Board, including minutes and Board member attendance.
2. Ensure correspondence directed to the Board and notice of any Board meeting is provided to all Board members and all notices of Board meetings are posted as required by law.
3. Issue and/or sign all official documents as required by law or determined by the Board.
4. Ensure that copies of all documents relating to the business of the District are properly kept by the District.
5. Obtain and record the election results of all District elections submitted to voters, including the election of Board Members and propositions.
6. Issue certificates of election to the county clerk.
7. Ensure bonds and interest coupons are properly destroyed and a District record is properly maintained reflecting such destruction.
8. Maintain, certify and report all District documents to any outside entity as required by law.
9. In the absence of both the President and Vice President of the Board, call Board meetings to order.
10. Prepare and maintain an annual Board calendar.
11. Maintain a correct plat of the District and promptly notify the Department of Elementary and Secondary Education and the county clerk of each county affected of any boundary changes of the District.
12. Transmit to the county commission and to the Department of Elementary and Secondary Education the Annual Secretary Board Report ("ASBR").

Adoption Date(s): June 24, 2020; Updated June 28, 2023


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# School Attorneys

## G-145-P

The Board may select an attorney(s) and/or law firm(s) for purposes of providing such legal services to the District. Unless the interests of the Superintendent are adverse to the Board in a legal matter, the Superintendent or designee will be the District's representative to seek legal counsel or advice on behalf of the District or Board. Only the Superintendent or designee, the Board President, or the Board as a whole is authorized to seek legal advice or counsel on behalf of the District or Board. Individual employees, other than the Superintendent or designee, are not authorized to seek legal advice on behalf of the District or Board. Individual Board members, other than the Board President, are not authorized to seek legal advice on behalf of the District or Board without specific permission by the Board.

Adoption Date(s): June 24, 2020


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# Officials Authorized to Sign for the District or Board

## G-150-P

Unless the law requires others to sign documents on behalf of the District or Board, the Superintendent or designee may sign documents on behalf of the District or Board. If Board approval of a document is required by law, the Superintendent or designee may sign only after Board approval. The Superintendent will establish controls to ensure that official documents are signed by the appropriate persons and steps are taken to prevent mistakes, fraud, embezzlement and District liability.

Adoption Date(s): June 24, 2020


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# Board Meetings

## G-155-P

All meetings of the Board shall be open to the public except for when the Board meets in executive session. A quorum must be present at all meetings where business is conducted. The Board may meet in regular meetings, special meetings, and work sessions. Meetings will be noticed as required by law. The Board will meet monthly on the third Wednesday of each month at 5:00 p.m., in the Board meeting room at 1103 Washington Street. Special meetings may be called as needed, and may be called by the Board President or a quorum of the Board. Board members may participate electronically if they can hear and be heard throughout the discussion. Electronic participation will be documented in the meeting minutes in accordance with law. The Board Secretary will publish an annual calendar of tentative Board meeting dates. The Board Secretary will also post all Board meetings as prescribed by law.

Adoption Date(s): June 24, 2020; Updated July 15, 2026


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# Superintendent Evaluation and Compensation

## G-215-P

The Board will evaluate the Superintendent annually by utilizing an evaluation tool that incorporates the evaluation principles adopted by the Missouri State Board of Education. The job performance of the Superintendent should be linked to the District's goals in the Strategic Plan. The Board may also include other factors in the evaluation. The Superintendent will provide a progress update to the Board at least quarterly. The Board may take this time to address other job evaluation related issues with the Superintendent during this formative stage of the process. The summative evaluation incorporates the information utilized in the formative stage of the process. Each Board member will prepare an individual evaluation, then the Board President and Vice President will collect these evaluations and prepare a final consensus evaluation. The Board will meet with the Superintendent to share the evaluation results, discuss other pertinent job performance related issues, and determine contract related issues. The Board may determine compensation issues at the time of the summative evaluation, or at a later time, no later than June 30th. The evaluation process does not preclude the Board from addressing job related issues as they arise.

Adoption Date(s): June 24, 2020



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# Board Training and Development

## G-225-P

To act effectively as the elected governing body of the District, the Board and individual Board members must be well trained regarding significant education policy issues and all items over which the Board exercises decision-making authority. The Board will annually assess its training and development needs and develop a training program to ensure all Board members and officers are sufficiently trained to successfully fulfill their responsibilities.

New Board members must successfully complete eighteen and one half hours of orientation and training within one (1) year of the date of election or appointment. This training shall include at least two hours and thirty minutes of training that provides up-to-date and reliable information on identifying signs of sexual abuse in children and danger signals of potentially abusive relationships between children and adults, as required by law.

Any school Board member serving a term as of August 28, 2019, or elected or appointed after August 28, 2019, shall complete at least one hour of refresher training each year of any term in office related to the prevention of sexual abuse of children as required by law; except that, the refresher training shall not be required in the year in which the member completes initial orientation and training.

All programs providing the orientation and training must be offered by a statewide association organized for the benefit of members of Boards of education or be approved by the state Board.

The District will invest in the development of the Board as a whole, Board officers, and Board members individually to ensure the successful performance of the Board's role and responsibilities. The costs of all such training and development will be paid by the District.

Adoption Date(s): June 24, 2020


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# Ballot Issues

## G-230-P

The Board may place issues on the ballot as needed or as required by law. In accordance with law, the Superintendent or designee will notify the election authority of the ballot issue and provide the Board-approved language for the ballot no later than 5:00 p.m. on the tenth Tuesday prior to the election.

In accordance with law, no expenditure of District public funds will be made to advocate, support or oppose any ballot measure or candidate for public office. To the extent allowed by law, Board members or the Superintendent or designee may adopt resolutions, make public appearances or communicate information concerning ballot measures or candidates.

Once the District receives the results, the official election results will be presented to the Board at the next regular meeting. The Board will vote to either accept the results or take action to challenge the results.

Adoption Date(s): June 24, 2020


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# Board Member Elections

## G-235-P

The voters of the District will annually elect two directors for terms of three years each on the municipal Election Day in April. An additional director will be elected triennially.

**Candidate Filing**
Before the seventeenth Tuesday preceding the election, the Board shall publish in at least one newspaper of general circulation in the District the opening filing date, the offices to be filled, the place for filing, the closing date for filing and a statement that candidates filing on the first day of filing will be listed on the ballot in random order.

Qualified applicants for the Board may file a declaration of candidacy during business hours in the Superintendent's office commencing at 8:00 a.m. on the seventeenth Tuesday prior to the election and ending at 5:00 p.m. on the fourteenth Tuesday prior to the election. The candidate shall declare his or her intent to become a candidate in person and in writing to the Secretary of the Board or designee. The District will designate a location where candidates will form a line to file the necessary paperwork in order to determine the order of such filings for ballot placement.

The names of qualified candidates shall be placed on the ballot in order of filing, except that for candidates who file a declaration of candidacy prior to 5:00 p.m. on the first day of filing, the District shall determine by random drawing the order in which such candidates' names shall appear on the ballot. Each candidate filing on the first day shall draw a number at random at the time of filing. The District shall record the number drawn with the candidate's declaration of candidacy. The names of candidates filing on the first day of filing shall be listed in ascending order of the numbers so drawn and ahead of the names of candidates filing on a later date.

The notice of election and certification of candidates must be submitted to the election authority by the tenth Tuesday prior to the election in the manner provided by law. After the tenth Tuesday prior to the election, the candidate list may only be modified pursuant to court order, in accordance with law.

Prior to the District's certification of candidates to the election authority, a candidate may withdraw from the election by presenting to the District a notarized written statement of his or her intention to withdraw. After the deadline for certification of candidates to the election authority, a candidate may only withdraw pursuant to court order, in accordance with law.

The District will provide each candidate a copy of the Notice of Candidate's Obligation to File a Financial Interest Statement and a plain language summary of the applicable laws provided by the Missouri Ethics Commission as required by law. Candidates must comply with laws concerning eligibility, campaign financing and campaign disclosures.


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**Filing by Certified Mail**
In accordance with law, candidates may file by certified mail if they are unable to file the declaration of candidacy and other necessary paperwork in person due to a physical disability or because they are members of the U.S. Armed Forces on active duty. Upon request, the District will provide potential candidates the necessary paperwork prior to the opening date of candidate filing and during the filing period.

The candidate must personally sign the declaration of candidacy and other documents necessary for filing that require a signature and the signatures must be notarized. In addition, the declaration of candidacy of a person with a physical disability who is filing by certified mail must be accompanied by a notarized statement from a licensed physician verifying the disability. A candidate on active duty military service who is filing by certified mail must include a notarized statement from the candidate's commanding officer verifying the candidate's active duty status.

A candidate's completed declaration of candidacy and other necessary documents must be received by the District during the official candidate filing period in order for the candidate to appear on the ballot. If these documents are received by the District before 8:00 a.m. on the first day of filing or after 5:00 p.m. on the last day of filing, the District will not accept them and will return them to the candidate.

While the declaration of candidacy and other necessary documents must be sent to the District by certified mail in accordance with law, the candidate may designate a personal representative to draw a number on the first day of filing or stand in line on behalf of the candidate for ballot placement purposes by submitting a completed and notarized form provided by the District. As long as the candidate's declaration of candidacy and other necessary documents are received by the District after the beginning of filing and before the close of filing on the last day of filing, the candidate's ballot placement as determined by the personal representative's participation will stand.

If the candidate does not designate a personal representative for ballot placement purposes and the District receives the candidate's declaration of candidacy and other necessary documents the first day of filing, the candidate will be listed on the ballot after all other candidates who drew a random number on the first day of filing. If the District receives the necessary documents on any other day of filing, the District will list the candidate on the ballot in the order the declaration of candidacy and other necessary documents are physically received by the District. If two or more candidates file by certified mail on the same day and the filings are received at the same time, the District will list the candidate with the earlier postmark date first. If two or more postmark dates are identical, the candidates will be listed in the order the mail is processed.

If the required paperwork is received after candidate filing has closed for the day or on a day the District's offices are closed, the candidate will be considered to have filed first on the next day filings are received.

**Write-In Candidates**
If candidates have filed for a position, a person interested in becoming a write-in candidate must file a declaration of intent to be a write-in candidate with the proper


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election authority prior to 5:00 p.m. on the second Friday immediately preceding the Election Day in order for the votes to be counted. If no candidates have filed for the position, filing a declaration of intent to be a write-in candidate is not necessary but is recommended.

**No Election Held**

No election will be held if, after the last date of candidate filing, the number of candidates who have filed is equal to the number of positions to be filled by the election. However, if the number of candidates filing exceeds the number of positions, the election will be held even if a sufficient number of candidates withdraw so that the number of candidates remaining after the filing deadline is equal to the number of positions to be filled. Also, if the number of candidates who have filed is equal to the number of positions to be filled by the election and the District has an issue on the ballot (a bond or tax levy issue), an election will be held and the ballot will include the issue and the names of all candidates.

Adoption Date(s): June 24, 2020; Updated: October 21, 2021; Updated June 25, 2025



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# Board Member Qualifications

## G-250-P

Board members must:

1. Be citizens of the United States;
2. Be a resident taxpayer of the District;
3. Have resided within the District for the one year immediately preceding their election;
4. Be at least 24 years of age;
5. Not be delinquent in state income, or personal property tax or real property on their residence. If the Board member is a corporate officer of a fee office, that office can't be delinquent on any state tax;
6. Not have been found guilty of or pled guilty to a felony under the federal laws of the United States of America, to a felony under Missouri law, or to an offense committed in another state which would be considered a felony in Missouri;
7. Not have been found guilty of or pled guilty for the offense of assault in the first or second degree under section 565.050 or 565.052 or of the offense of harassment in the first or second degree under section 565.090 or 565.091 where such assault or harassment occurred on school district grounds;
8. Not be a registered sex offender; and
9. Be in compliance with all Missouri Ethics Commission requirements.

Adoption Date(s): June 24, 2020; Updated August 18, 2021 ; Updated November 16, 2022; Updated July 15, 2026



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# Board Member Oath of Office

## G-255-P

Successful Board candidates shall take an oath of office to faithfully perform the duties of the office as required by law to support the Constitution of the United States, the Constitution of Missouri and laws made pursuant thereto. The oath shall be administered by the Board Secretary or by an officer/designee authorized to administer the oath of office as determined by the Board.

Adoption Date(s): June 24, 2020


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# Board Member Ethics

## G-260-P

Each Board member will:

1. Make all Board decisions based upon the best interests of the students of the District.
2. Exercise authority in the limited manner described by the District's policy regarding the Board's role and responsibilities.
3. Delegate administrative authority to the Superintendent and avoid actions that may undermine the authority of the administration.
4. Never speak or act for the Board without appropriate Board authorization to do so.
5. Avoid conflicts of interest or the appearance thereof.
6. Refrain from using Board membership for the benefit of special interest groups or select individuals, including self, family members, and business associates.
7. Learn about, consider and vote upon the items to be decided at each regularly scheduled Board meeting.
8. Avoid abstaining from Board votes unless required by law or there is an actual or apparent conflict of interest.
9. Voice opinions as part of the Board's deliberations but accept the will of the majority once the Board has made a decision.
10. Maintain the confidentiality of information discussed during closed sessions unless disclosure is required by law.

Adoption Date(s): June 24, 2020



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# Prohibition of Nepotism

## G-265-P

Board members will not vote to employ or appoint any person who is related to them within the fourth degree by blood or marriage. "Employ" in this context includes hiring persons to be employees of the District and approving independent contractors who provide services to the District. Persons who are related "within the fourth degree" include parents, grandparents, great-grandparents, great-great-grandparents, spouse, children, siblings, grandchildren, great-grandchildren, great-great-grandchildren, nieces, nephews, grand-nieces, grand-nephews, aunts, uncles, great-aunts, great-uncles, and first cousins by virtue of a blood relationship or by marriage.

Adoption Date(s): June 24, 2020


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# Board Member Financial Conflict of Interest

## G-270-P

Board members will avoid situations in which their responsibilities as a Board member conflict with their private financial interests. Board members will follow all applicable laws regarding conflicts of interest. The phrase a "*Business with Which a Board Member Is Associated*" as used in this policy means:

1. A sole proprietorship owned by the Board member, his or her spouse or any dependent children in the Board member's custody;
2. A partnership or joint venture in which the Board member or his or her spouse is a partner, other than as a limited partner of a limited partnership, and any corporation or limited partnership in which the Board member is an officer or director or of which the Board member or his or her spouse or dependent children in the Board member's custody, whether singularly or collectively, own more than ten percent of the outstanding shares of any class of stock or partnership units; or
3. Any trust in which the Board member is the trustee or settlor or in which the Board member or his or her spouse or dependent children in his or her custody, whether singularly or collectively, are beneficiaries or holders of a reversionary interest of ten percent or more of the corpus of the trust.

**Statement of Interest**
Before voting, Board members who have a substantial personal or private interest in a decision before the Board will provide a written statement of the nature of the interest to the Board Secretary as described in G-275-P.

**Self-Dealing**
Board members may not act or fail to act due to any payment, offer to pay, promise to pay or receipt of anything of actual pecuniary value, whether received or not, to themselves or any third person. This prohibition includes a gift or campaign contribution made or received in relationship to or as a condition of the performance of any official act.

Board members will not act favorably on any matter that is specifically designed to provide a special monetary benefit to them, their spouses or dependent children in their custody. A "special monetary benefit" means being materially affected in a substantially different manner or degree than the manner or degree in which the public in general will be affected or, if the matter affects only a special class of persons, then affected in a substantially different manner or degree than the manner or degree in which such class will be affected.

Board members will not use their decision-making authority for the purpose of obtaining a financial gain that materially enriches them, their spouses or dependent children in their custody by acting or refraining from acting for the purpose of coercing or extorting anything of actual pecuniary value.


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Board members will not offer, promote or advocate for a political appointment in exchange for anything of value to any political subdivision.

Board members will not accept gifts with a value in excess of $100 from a vendor who does or is attempting to do business with the District.

A Board member will not attempt to directly or indirectly influence or vote on a decision when the Board member knows the result of the decision may be the acceptance by the District of a service or the sale, rental or lease of property to the District and the Board member, his or her spouse, dependent children in his or her custody or any business with which the Board member is associated will benefit financially. If such a transaction is presented to the Board, the Board member will abstain and leave the room during any deliberation.

**Confidential Information**
Board members will not use or disclose confidential information obtained in the course of or by reason of their official capacities in any manner with intent to result in financial gain for themselves, their spouses, dependent children in their custody, any business with which the Board member is associated or any other person.

**Sale, Rental or Lease of Property**
*Property Other Than Real Estate:* No Board member will sell, rent or lease any personal property to the District for consideration in excess of five hundred dollars' value per transaction or five thousand dollars' value per year to the Board member, to his or her spouse, to a dependent child in his or her custody or to any business with which he or she is associated unless the transaction is made pursuant to an award on a contract let or sale made after public notice and competitive bidding, provided that the bid or offer accepted is the lowest received.

*Real Estate:* No Board member will perform a service or sell, rent or lease any real property to the District for consideration in excess of five hundred dollars' value per transaction or five thousand dollars' value per year to the Board member, to his or her spouse, to a dependent child in his or her custody or to any business with which he or she is associated unless the transaction is made pursuant to an award on a contract let or sale made after public notice.

**Employment**
The District will not employ a Board member for compensation, even on a substitute or part-time basis. Board members may provide services as a volunteer without remuneration.

**Independent Contractor Services**
No Board member will perform a service as an independent contractor for consideration in excess of five hundred dollars' value per transaction or five thousand dollars' value per year to him or her, to his or her spouse, to a dependent child in his or her custody or to any business with which he or she is associated unless the transaction


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is made pursuant to an award on a contract let or sale made after public notice and competitive bidding, provided that the bid or offer accepted is the lowest received.

**Businesses That Employ Board Members**
A Board member may participate in discussions and vote on motions for the District to do business with entities that employ the Board member so long as the business is not owned by the Board member and the Board member will not receive any financial benefit from the transaction. The Board member may need to provide a statement describing his or her personal or private interest as described in G-275-P.

**Purchases Involving Federal Funds**
In addition to the requirements of this policy, Board members must follow the District's purchasing rules and are also subject to the conflict of interest provisions of federal law.

Adoption Date(s): June 24, 2020


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# Board Member Personal Financial Disclosures

## G-275-P

The Board hereby adopts this regulation as its policy establishing and making public its own method of disclosing financial interests of Board members, candidates and specified administrators, in accordance with law. Financial interest statements (also known as personal financial disclosure statements) as described below will be filed with the Missouri Ethics Commission (MEC) and the Board on or before May 1st for the preceding calendar year, unless the person filing is a Board candidate. Candidates must file their reports within 14 days after the last day to file for office. The reports will be made available for public inspection and copying during normal business hours. If a candidate fails to timely submit their report, they are disqualified from the election and removed from the ballot. The District will contact the County Clerk regarding the candidate's removal from the ballot.

This policy dealing with the financial interest statement will be adopted in an open meeting every other year by September 15th. A certified copy of this policy will be sent to the MEC within ten days of adoption.

School Board members and candidates will report the following transactions if they occurred during the previous calendar year. If no such transactions occurred, the Board member or candidate will still file, but will mark the items as not applicable.

1. Each transaction in excess of $500 per year between the District and the individual or any person related within the first degree by consanguinity or affinity to the individual. The statement does not need to include compensation received as an employee or payment of any tax, fee or penalty due the District and other transfers for no consideration to the District. The statement will include the dates and identities of the parties in the transaction.
2. "First degree of consanguinity or affinity" includes parents, spouse or children by virtue of a blood relationship or marriage.
3. Each transaction in excess of $500 between the District and any business entity in which the individual has a substantial interest. The statement does not need to include any payment of tax, fee or penalty due the District or payment for providing utility service to the District and other transfers for no consideration to the District. The statement will include the dates and identities of the parties in the transactions.

Before voting, Board members who have a substantial personal or private interest in a decision before the Board will provide a written statement of the nature of the interest to the Board Secretary. The written statement will be recorded in the minutes. Board members who have disclosed the interest in a financial interest statement filed or amended prior to the vote will be in compliance with this requirement. A substantial personal or private interest exists when the Board member or his or her spouse or dependent children in his or her custody, either singularly or collectively, directly or indirectly:


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1. Own(s) ten percent or more of any business entity; or
2. Own(s) an interest having a value of $10,000 or more in any business entity; or
3. Receive(s) a salary, gratuity or other compensation or remuneration of $5,000 or more from any individual, partnership, organization or association within any calendar year.

Adoption Date(s): June 24, 2020 ; Updated November 16, 2022; Updated September 18, 2024; Updated July 15, 2026


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# Board Member Removal from Office

## G-400-P

Any member of the Board of Education failing to attend three consecutive regular meetings of the Board, unless excused by the Board for reasons satisfactory to the Board, shall be deemed to have vacated their Board seat. The Secretary of the Board shall certify to the Board that a vacancy exists. The vacancy shall be filled in the same manner as other vacancies occurring on the Board.

A Board member attending a regularly scheduled meeting electronically, either by phone, videoconference, or other electronic means, shall be considered as being in attendance for purposes of this policy.

Adoption Date(s): August 18, 2021


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# School Admissions

# S-100-P

## General Admission Requirements

The District must provide free education to resident students between five and 21 years old. Children seeking to enroll in a school District must meet all the residency, academic, age, immunization, and discipline pre-requisites. Children who reach the age of five before August 1st are eligible to enroll in Kindergarten. Within two business days of a child's enrollment, the District will request the academic and discipline records from each school the child attended in the last 12 months. If a child has been placed via a foster home, residential care facility, or child-placing agency, within 48 hours of the child's enrollment, the District will request the academic and discipline records from all schools and facilities previously attended by the student. For these students, the District will also request the academic and discipline records from the Department of Social Services, the Department of Mental Health, the Department of Elementary and Secondary Education, and any entity involved with the placement of the student within the last 24 months.

## Student Enrolling while on Suspension

At the time of enrollment, the District will require parents/guardians to provide a signed statement indicating whether the student has been suspended or expelled from any school and affirm that the student has not been convicted or charged with any Safe School Act violations. The child will be denied enrollment if he/she is on suspension/expulsion from another school at the time of enrollment, and the child's conduct would have resulted in suspension/expulsion in the District. The District will honor the suspension unless the Superintendent or designee has determined otherwise. The District will inform the parents/guardians that they may schedule a conference with the Superintendent or designee to discuss the student's conduct and how the District would have disciplined the conduct.

## Resident Student

Prior to admission, students must generally provide proof that they reside in the District. A student is a "resident" of the District if they (1) physically reside in the District; and (2) are domiciled in the District – meaning the student's parent/guardian physically resides in the District. Numerous exceptions to the residency requirement exist under the law. Students are exempt from the residency requirement by law if the student is:

- Homeless,
- Placed in a residential care facility within the District,
- A participant in an inter-District, court-ordered desegregation program,
- Assigned to the District by the commissioner of education due to an unusual or unreasonable transportation hardship (resident District pays tuition),
- Disabled and residing in the District for reasons other than accessing the District's educational program,


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- An orphan, has only one parent living, or their parents do not contribute to their support as long as the students are between the ages of six and 20 years old and unable to pay tuition,
- For all school years ending on or before June 30, 2023, a child of parents/guardians who pay school taxes on property in the school District but do not live in the District (may attend on a tuition basis and school taxes paid to the District by the parents/guardians will be deducted from the tuition charge),
- For all school years ending on or before June 30, 2023, a child of parents/guardians who own real estate of which 80 acres or more are used for agricultural purposes and upon which their residence is situated (may attend school in any District in which a part of the real estate is contiguous to that upon which their residence is situated, lies, provided that 35 percent of the real estate is located in the District of choice),
- For all school years beginning on or after July 1, 2023, any current owner of residential or agricultural real property or a named beneficiary of a trust that owns residential or agricultural real property and pays school tax in a district or districts other than the district where such current owner/beneficiary resides may send up to four of their children to a school in any district in which such school tax is paid with exceptions and in accordance with law;
- Placed by the Missouri Department of Mental Health, the Missouri Department of Social Services or by court order in facilities or programs located within the District,
- Reside in a District that has been declared unaccredited by the Missouri State Board and that is located in the same county or adjoining county as the District (resident District must pay tuition),
- Placed in the care of another person living in the District because one or both parents/guardians are stationed or deployed out of state or deployed within Missouri by the military or on active duty military service,
- Placed in foster care outside the District, previously attended the District, and are placed in an adjacent District, or
- The children of District teachers and regular employees as defined by § 167.151, RSMo are permitted to attend without payment of tuition.

**Non-Resident Students**

A non-resident student is one who does not meet the requirements to be a resident of the District, as defined by the law and the District's policies. The Board, in its discretion and unless otherwise required by law, may admit non-resident students not entitled to free instruction and prescribe the tuition fee to be paid by them. The District will set the rate of tuition based upon the per-pupil cost for the previous school year, including operation, maintenance, and debt service. In some circumstances, the District may also charge transportation costs.

**Residency Waivers**

Students who live in the District but who do not meet the residency requirements because their parents/guardians do not physically reside within the District, and who


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want to attend a District school, may request a waiver of proof of residency. Parents must submit requests for a residency waiver to the Superintendent or designee for review.

The review process should first establish if the student physically resides in the District and if the student resides in the District for reasons other than attending the District's school. The District must then determine if hardship or good cause exists for the request. The District will grant the residency waiver based upon the applicable factors but will not grant a waiver based on a student's athletic ability.

If the Superintendent/designee determines that a student is not entitled to a waiver, the Superintendent/designee will present the residency waiver to the Board for the Board's review and consideration. The Board will conduct this hearing to consider the request as soon as possible, but no later than 45 days after receipt of the request. While a waiver request is pending Board review and determination, the District will conditionally enroll the student unless there is reason to suspect that admission of the student will create an immediate danger to the safety of other students or employees. If there is reason to suspect admission of the student will create an immediate danger to the safety of other students or employees, then the Superintendent or designee must conduct a hearing within five (5) working days of the request for a waiver to determine if the student will be permitted to register and attend school. If the Board does not hold a hearing within 45 days, the request is automatically granted and the student will be allowed to enroll and attend school.

Adoption Date(s): June 24, 2020; Updated July 20, 2022 ; Updated November 16, 2022; Updated July 15, 2026


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# Student Absences and Excuses

## S-115-P

Missouri law requires students attend school. To succeed in school, students must attend all classes regularly. The District will report attendance for every period, every day. The District will record all student absences on the student's permanent record. The District will excuse students with recorded absences for District-sponsored activities, such as but not limited to the Missouri State High School Activities Association (MSHSAA). As required by law, absences for participation at the Missouri State Fair competitions for the Future Farmers of America Organization (FFA), Family, Career, and Community Leaders of America (FCCLA) and 4-H programs will be counted as school attendance when the student's parents/guardians observe the reporting procedures.

Adoption Date(s): June 24, 2020


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# Student Transfers

## S-120-P

The District will enroll students in the school associated with the attendance area in which the student resides. If a student's residence changes to a different attendance area within the District, the student must transfer to the associated school. The Superintendent or designee may consider exceptions to this policy under the following conditions:

**Intra-District Transfer Requests**
The District will not generally grant requests for transfer but the District will make limited exceptions based upon educational needs of the student. Parents/guardians may request a transfer to another school within the District by completing the transfer request form available on the website. All transfer requests will consider a school's space and class sizes. The District may rescind a transfer for any reason, including but not limited to, disciplinary issues and absenteeism. Any student who transfers to a school outside the student's attendance area based upon residence will be subject to all eligibility rules of the Missouri State High School Activities Association (MSHSAA). The final decision regarding a student transfer rests with the District administration. The District will not provide transportation outside the student's attendance area unless required by law. The Board authorizes the Superintendent to establish student transfer procedures.

**Superintendent Authority**
The Superintendent or designee may transfer students between schools if a transfer is necessary for the student's safety, health, or welfare, or to address overcrowding in a school. The decision of the Superintendent regarding a student transfer will be final.

**Students who are Homeless, in Foster Care, or Disabled**
Students who are homeless or in foster care may attend their school of origin if it is in the student's best interest. The District may assign District students with disabilities (served under the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504)) to a school outside the student's attendance area as determined by the IEP or 504 team. In special circumstances, and at the mutual discretion of the participating school Districts, Districts may contract for necessary services for students with disabilities.

**Transfers Allowed by Law**
The District will consider students placed into programs by the Missouri Department of Mental Health (DMH), the Department of Social Services (DSS), or by a court order a resident of the school District in which the program is housed. The District will allow a student to attend another school within the District if that student is enrolled in a persistently dangerous school or becomes a victim of a violent criminal offense on school property as mandated by state regulations.

Adoption Date(s): July 20, 2022


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# Student Records

## S-125-P

Education records are maintained on every student enrolled in the District. Education records refer to materials maintained by the District that contain personally identifiable information about a student. Education records may include, but are not limited to, date and place of birth, parental/guardian names and addresses, emergency contact information, enrollment and attendance records, academic records, special education records, discipline information, and health records. The confidentiality of a student's records, excluding general directory information as defined by the District, are protected by law, and only parents/guardians, eligible students (a student who is 18 years of age or attends a postsecondary institution to whom all rights formerly given to parents transfer to the student), and school officials who have a legitimate educational interest are provided access to records, unless specifically allowed by law. The District establishes procedures and complies with the requirements of the Family Educational Rights and Privacy Act (FERPA), the Safe Schools Act, and the Missouri Sunshine Law.

The District will annually notify parent/guardians and eligible students of their rights under FERPA. Parents/Guardians or eligible students may inspect and review their educational records, request amendments, provide consent for release of information, and file a complaint. Records will be made available for inspection within the timeframe as defined by law. In accordance with law, the District will share information without parental consent or notification with law enforcement, Children's Division of the Department of Social Services, military recruiters, or a post-secondary institution.

Parental requests for access to a student's educational records may be made by contacting the building office. Requests by former students for transcripts may be directed to the District's bookkeeper.

Adoption Date(s): June 24, 2020


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# Administration of Medication

## S-135-P

Some students require medication to attend and benefit from school. Whenever possible, medication should be administered at home. The District is not legally required to dispense medication to students unless specifically addressed in an Individual Education Plan (IEP) or Section 504 Plan (504).

The Board authorizes the development of procedures in accordance with law that allow trained, qualified employees to administer medication and/or medical treatment to facilitate students' attendance and participation in school. District employees who administer first aid, medication, or cardiopulmonary resuscitation (CPR) according to District policy, procedures, and standard medical practices will be immune from civil liability. Parents/Guardians who request that over-the-counter or prescription medications be dispensed to their child during the school day must contact the school nurse or designee and provide any requested, relevant information and authorization before medication will be administered.

Under specific conditions and as required by law, a student may be authorized for the possession and self-administration of medication to treat a chronic health condition at school, during a school-sponsored activity, and in transit to or from school. Parents/Guardians who request their student to self-administer medication must contact the school nurse or designee to ensure the proper information is received and processes are completed prior to permission to do so.

Adoption Date(s): June 24, 2020


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# Student Allergy Prevention and Response

## S-145-P

The District will ensure students with allergies are safe at school through planned prevention and response to a student's allergic reaction. For purposes of this policy, an allergic reaction occurs when the immune system overreacts to a typically harmless substance and may be mild to life-threatening. This policy applies to all school locations, including nonacademic school-sponsored activities and transportation provided by the District. The Board authorizes the Superintendent or designee to develop and implement procedures to protect the health and well-being of students with significant allergies. The District will coordinate with the school health advisory council, local health authorities, and other appropriate entities to ensure efficient promulgation of accurate information and to ensure that existing school safety and environmental policies do not conflict.

**Building-Wide and Classroom Approaches**
The District will ask the person enrolling a student to provide information on any allergies the student may have. The school nurse may request written permission from the parent to communicate with the health care provider as needed. The District will annually train staff members on risk reduction strategies, symptom recognition, and response procedures. The District will also ensure the school nurse has an emergency kit available and accessible in all school buildings containing prefilled auto syringes of epinephrine and asthma-related medications as allowed by District rules. The District will provide age-appropriate education for all students, consistent with state learning standards, including potential causes of allergic reactions, information on avoiding allergens, symptoms of allergic reactions, and simple steps a student can take to keep classmates safe.

All processed foods, including food sold in vending machines, will be labeled with a complete list of ingredients on each individual package. Ingredient lists will be created for all food provided through the District's nutrition program, including before- and after-school programs, which are available upon request. This requirement will apply to items sold as part of concessions, fundraisers, and classroom activities. Cleaning protocols to remove allergens and avoid contamination of classroom surfaces and cafeteria tables, particularly at tables where students with food allergies will be eating will be established. District employees are only allowed to use cleaning materials provided or approved by the District. All staff members must avoid using air fresheners, oils, candles or other items that add fragrance to District facilities.

**Individual Approaches**
The District will evaluate and determine whether a student's allergies rises to the level of a disability that require accommodations through the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504). For those students who have allergies that do not rise to the level of disability, a designated team may develop an Individual Health Plan (IHP) and/or Emergency Action Plan (EAP). Staff who have a need to know


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about a student's allergies and plan will be informed and trained, and all staff members will follow any IEP, 504 Plan, IHP, and/or EAP.

A student's health information and individualized plan will be kept confidential and not shared with those who do not have a need to know unless authorized by the parent/guardian or as allowed by the Family Educational Rights and Privacy Act (FERPA). The District will communicate and collaborate at least annually with parents/guardians regarding the student's allergies, medications, restrictions/precautions, emergency contacts and any other relevant information to keep the student safe.

Adoption Date(s): June 24, 2020; Updated July 20, 2022


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# Physical Examinations and Screenings

## S-146-P

The District will generally obtain parental consent before administering a physical examination or screening on a student. However, the District may forgo obtaining parental consent if there is a health or safety concern or by court order.

The District will notify parents and guardians, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any nonemergency, invasive physical examinations or screenings of students are scheduled, or expected to be scheduled that is:

- Required as a condition of attendance;
- Administered by the District and scheduled by the District in advance; and
- Not necessary to protect the immediate health and safety of the student, or of other students.

Parents and guardians will be provided an opportunity to opt out of any nonemergency, invasive physical examination or screening of their student.

This policy does not apply to any physical examination or screening that is permitted or required by state law, including physical examinations or screenings that are permitted without parent notification.

### Policy Notification

Parents and guardians will be notified, at least annually, at the beginning of the school year, of the adoption or continued use of this policy, and within a reasonable period of time after any substantive changes in this policy.

Adoption Date(s): July 20, 2022


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# Surveying, Analyzing, and Evaluating Students

## S-150-P

**Surveys**
Parents and guardians may inspect, upon request, a survey created by a third party before the survey is administered or distributed by the District to a student.

Parents and guardians will be notified if a survey involves any of the following and provided an opportunity to opt out of such survey:

- Political affiliations or beliefs of the student or the student's parent.
- Mental and psychological problems of the student or the student's family.
- Sex behavior and attitudes.
- Illegal, anti-social, self-incriminating, and demeaning behavior.
- Critical appraisals of other individuals with whom respondents have close family relationships.
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or the student's parents.
- Income (other than required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

**Collection of Student Information**

Parents and guardians may inspect, upon request, any instrument used in the collection of personal information for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose) before the instrument is administered or distributed to a student.

Parents and guardians will be notified of the collection of personal information described in this section and provided an opportunity to opt out of any such collection.

**Instructional Materials**

Parents and guardians may inspect, upon request, any instructional material used as part of the educational curriculum for a student. Instructional materials, for purposes of this policy, does not include academic tests or academic assessments.

**Policy Notification**


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Parents and guardians will be notified, at least annually, at the beginning of the school year, of the adoption or continued use of this policy, and within a reasonable period of time after any substantive changes in this policy.

Adoption Date(s): July 20, 2022


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# Reporting and Investigating Child Abuse

## S-160-P

All school employees and school officials are required to report possible abuse or neglect of children. As mandated reporters, District staff and school officials will immediately report any child abuse or neglect they suspect or observe by calling the Abuse Hotline at 1-800-392-3738 or reporting online (when applicable and available). A mandated reporter may also make a report of suspected child abuse or neglect to any law enforcement agency or juvenile office. However, such report does not take the place of reporting to Children's Division (CD).

Adoption Date(s): June 24, 2020


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# Student Discipline

## S-170-P

**Definitions**

*Act of violence or violent behavior* - The exertion of physical force with the intent to do serious physical injury while on school property, including District-transportation and school activities.

*Corporal Punishment* – The intentional infliction of physical punishment, usually in the form of spanking, as a method of student discipline.

*Detention* – A form of student discipline that requires students to attend a before and/or after school setting which monitors and restricts student activity.

*Expulsion* – A form of student discipline which removes and excludes a student from school for an indefinite period of time. Students who are expelled are entitled to due process rights.

*In-school suspension* – A form of student discipline which consists of removing the student from normal classes during the day and assigning the student to an in-school suspension program or class for a specified period.

*Need to know* – A requirement to report acts of school violence to school personnel who are directly responsible for a student's education and who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties.

*Out-of-school suspension* – A form of student discipline that removes and excludes a student from school for a defined period. Students who are suspended are entitled to due process rights.

*Physical Restraint* – The use of person-to-person physical contact that immobilizes or reduces the ability of a student to move the student's torso, arms, legs, or head freely. It does not include briefly comforting or calming a student, holding a student's hand to transport the student for safety purposes, physical escort, intervening in a fight, or using an assistive or protective device prescribed by an appropriately trained professional or professional team.

*Restitution* – The requirement of a student to return or pay for stolen goods or damaged property.

*Seclusion* – This is the involuntary confinement of a student alone in a room or area that the student is physically prevented from leaving and that complies with the building code in effect in the school District. Seclusion does not include a timeout, in-school suspension, detention, or other appropriate disciplinary measures. Seclusion is limited to situations or conditions in which there is imminent danger of physical harm to self or others.


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*Serious violation of the District's Student Discipline Policy*—Any act of violence or violent behavior, any drug-related activity, any offense listed in Section 160.261.2, RSMo, or any other violation of the District's Student Discipline Policy resulting in the suspension of a student for more than 10 school days.

The District holds students accountable for their conduct in school, on District property, including District transportation, and during District-sponsored activities in order to ensure the safety of all students and maintain an atmosphere where orderly learning is possible and encouraged. The District discipline policy will be provided to every student at the beginning of each year, be published on the District website, and made available in the office of the Superintendent during normal business hours. Failure to obey standards of conduct may result in, yet is not limited to, verbal warning, community service, confiscation of property, principal/student conference, parent contact, loss of credit, grade reduction, course failure, removal from extracurricular activities, revocation of privileges, detention, in- or out of school suspension, expulsion, and report to law enforcement. The Board authorizes the immediate removal of a student who poses a threat of harm to others as determined by the principal or Superintendent.

Any student who is suspended for any serious violation of the District's Student Discipline policy shall not be allowed while suspended to be within 1,000 feet of any school property or any activity of the District, regardless of where the activity takes place, unless:

a. Such student is under the direct supervision of the student's parent, legal guardian, or custodian and the Superintendent or the Superintendent's designee has authorized the student to be on school property;
b. Such student is under the direct supervision of another adult designated by the student's parent, legal guardian, or custodian, in advance, in writing, to the principal of the school which suspended the student and the Superintendent or the Superintendent's designee has authorized the student to be on school property;
c. Such student is enrolled in and attending an alternative school that is located within one thousand feet of a public school in the school district where such student attended school; or
d. Such student resides within one thousand feet of any public school in the school District where such student attended school in which case such student may be on the property of his or her residence without direct adult supervision.

If a student engages in an act of violence, a school administrator will report the information to teachers and other District employees who are responsible for the student's education or otherwise interact with the student on a professional basis while acting within the scope of their assigned duties. Additionally, school administrators will report to the appropriate law enforcement agencies any crimes as required and defined by law.

Corporal punishment is strictly prohibited as a method of discipline. However, reasonable force may be used, when necessary, for the protection of a student or others


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or property. The District limits the use of seclusion or restraint to situations or conditions in which there is imminent danger of physical harm to self or others.

Students with disabilities will be disciplined in compliance with state and federal laws per the Individuals with Disabilities Act (IDEA), Section 504 of the Rehabilitation Plan, and any regulations and state and local compliance plans, which includes due process rights as afforded to all students. Additionally, a student's Individual Education Plan (IEP), including any portion that is related to past or potentially future violent behavior, will be disclosed to appropriate staff members with a need to know.

Information regarding a student's misconduct and discipline is confidential and only shared with individuals who have a need to know. Teachers and other authorized District personnel shall not be civilly liable when acting in conformity with District policies, including the discipline policy, or when reporting acts of school violence to a supervisor or other person as mandated by law.

Adoption Date(s): June 24, 2020; Updated July 20, 2022


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# Bullying, Hazing, and Cyberbullying

## S-185-P

The District strictly prohibits bullying, including hazing, and cyberbullying on school grounds, at any school function, or on District transportation.

**Definitions**

*Bullying* - Intimidation, unwanted aggressive behavior or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying electronic, or written communication, and any threat of retaliation for reporting such acts.

*Cyberbullying* - Bullying as defined above through the transmission of a communication including, but not limited to a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District has jurisdiction to prohibit cyberbullying that originates on a school campus or at a District activity if the communication was made using District technological resources, if there is sufficient nexus to the educational environment, or if the electronic communication was made on the school's campus or at a District activity using the student's own person technological resource.

*Anti-bullying Coordinator* – The Superintendent will ensure an individual at each school is designated to serve as the anti-bullying coordinator. All anti-bullying coordinators will be teacher-level or above and a list of coordinators will be kept on file at the District administration office and updated annually. Additionally, a District anti-bullying coordinator will be designated.

*School Day* – A day on the District calendar when students are required to attend school.

**Reporting Bullying or Cyberbullying**

District employees are required to report any instance of bullying of which the employee has firsthand knowledge. Any employee, substitute, or volunteer who witnesses an incident of bullying must report the incident to the building anti-bullying coordinator within two school days of witnessing the incident. If the anti-bullying coordinator is unavailable or is the subject of the report, the employee should contact the District's Compliance Officer. In addition, all District employees, substitutes, or volunteers must direct all persons seeking to report an incident of bullying to the building anti-bullying coordinator.

Any individual making a verbal report of bullying will be asked to submit a written complaint to the anti-bullying coordinator. If the person refuses or is unable to submit a


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written complaint, the anti-bullying coordinator will summarize the verbal complaint in writing.

When an anti-bullying coordinator is informed about a possible bullying or cyberbullying incident, verbal, written, or otherwise, the District will conduct a prompt, impartial, and thorough investigation to determine whether misconduct, including unlawful conduct, occurred. The District will implement interim measures as necessary. When it is determined that bullying or cyberbullying occurred, the District will take appropriate action for violations of District expectations and rules.

**Investigation**
Within two school days of receipt of a report of bullying or cyberbullying, the anti-bullying coordinator or designee will initiate an investigation of the incident. The school principal may appoint other school staff to assist with the investigation. The investigation will be completed within 10 school days from the date of the written report unless good cause exists to extend the investigation. A copy of the written report of the investigation and results will be sent to the District anti-bullying coordinator and included in the files of the victim and the alleged or actual perpetrator of bullying or cyberbullying. All reports are confidential in accordance with law and District rules.

**Retaliation**
The District prohibits reprisal or retaliation against any person who reports an act of bullying or cyberbullying, testifies, or participates in any manner with an investigation proceeding, or hearing. The District will take appropriate remedial action for any student, teacher, administrator, or other school personnel who retaliates.

**Consequences of Bullying, Cyberbullying, or Retaliation**
When the District receives a report of bullying, cyberbullying, or retaliation, interim measures to protect the victim(s) will be taken. If an investigation determines that bullying, cyberbullying, or retaliation occurred, the District will act to end the bullying, cyberbullying or retaliation. Students who are determined to have participated in bullying, cyberbullying, or retaliation will be disciplined in accordance with the District discipline policy.

Consequences may include, but are not limited to, loss of privileges, detention, in- or out-of-school suspension, expulsion, and referral to law enforcement. Any determination of consequences will consider factors such as the age of the student(s), developmental level of the student(s), degree of harm, severity of behavior, disciplinary history, and other educationally relevant factors.

District employees and substitutes who violate this policy will be disciplined, up to and including termination. Volunteers, visitors, patrons, or others who violate this policy may be prohibited from District property or activities, or other remedial action.

**Public Notice**
This policy will be published on the District website and in the Student/Parent Handbook annually. In addition, the District will:


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1. Provide information and appropriate training to District staff who have significant contact with students regarding the policy.
2. Provide education and information to students regarding bullying, including information regarding the District policy prohibiting bullying, the harmful effects of bullying, and applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, cyberbullying, and/or retaliation against any person who reports an act of bullying.
3. Instruct school counselors, school and licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for overcoming bullying's negative effects. Techniques will include, but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself/herself assertively and effectively; helping the student develop social skills; and/or encouraging the student to develop an internal locus of control.
4. Implement programs and other initiatives to address and respond to bullying in a manner that does not stigmatize the victim and makes resources or referrals available to victims of bullying.

Complaints alleging unlawful discrimination, harassment, or retaliation in violation of District policy will be referred for investigation to the District Compliance Officer.

Adoption Date(s): June 24, 2020


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# Suicide Awareness and Prevention

## S-190-P

The District must strive to ensure students are safe at school, in part, by implementing suicide awareness and prevention programs and responding to students who are at possible risk of suicide. Efforts will include, but are not limited to, training and education for District employees, identifying students at possible risk of suicide, implementing strategies for helping students at possible risk of suicide, and creating protocols for responding to a suicide. The District authorizes the Superintendent or designee to develop procedures to prevent, assess risk for, intervene, and respond to suicide.

Adoption Date(s): June 24, 2020


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# Student Alcohol/Drug Abuse

## S-195-P

The District takes measures to foster a safe and drug-free learning environment that supports student engagement and development. Therefore, educational programs are provided to help students cultivate healthy lifestyles and age-appropriate drug awareness. All use, sale, transfer, distribution, possession, or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, or counterfeit substances on any District property, vehicles, or at District-sponsored events is strictly prohibited. Suspected or known violations of this policy should be immediately reported to school authorities. Any incidents that violate this policy are subject to disciplinary action and notification to law enforcement. Any confiscated substances will be turned over to law enforcement.

In cases where it is necessary for a student to take prescription or over-the-counter medications during the school day, the medication must be documented by the nurse's office in accordance with written label directions and parental permission in compliance with District rules.

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# Weapons in School

## S-200-P

The District strictly prohibits unauthorized possession or use of weapons on District property, at District-sponsored activities, either on- or off-campus, and District transportation. Weapons will be confiscated and reported to law enforcement authorities. The weapons that are prohibited at school by law are:

1. Blackjack
2. Concealable firearm
3. Explosive weapon
4. Firearm
5. Firearm silencer
6. Gas gun
7. Knife
8. Machine gun
9. Knuckles
10. Projectile weapon
11. Rifle
12. Shotgun
13. Spring gun
14. Switchblade Knife

Other prohibited weapons are:

1. Mace spray may not be used or displayed, but may be possessed
2. Any knife, regardless of blade length
3. Items customarily used, or which can be used, to inflict injury upon another person or property.

Any student who possesses a weapon prohibited by law at school or on school property, including but not limited to the school playground or the school parking lot, brought a weapon on a school bus or brought a weapon to a school activity whether on or off of the school property, and violates this policy will be suspended from school for not less than one calendar year or permanently expelled. The suspension or expulsion may be modified on a case-by-case basis upon recommendation by the Superintendent to the Board. Students with disabilities who violate this policy will be reviewed under the provisions of the Individuals with Disabilities Act (IDEA) and/or Section 504 of the Rehabilitation Act.

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# Seclusion and Restraint

# S-205-P

The District is committed to implement professionally accepted practices to protect the health and safety of students. Therefore, as required by law, this policy comprehensively addresses the use of restrictive behavioral interventions for behavior management and student discipline.

**Policy Applicability**
This policy applies to all District school personnel and publicly contracted private providers. School personnel assigned to facilities or programs not located on District premises (hospitals, detention centers, juvenile facilities, mental health facilities) will follow the policy and procedure of the facility/program where they work.

**Definitions**

*Chemical Restraint* - The use of medication for the sole purpose of controlling behavior and restricting freedom of movement. This does not include medication prescribed by a physician and administered according to that physician's directions (including but not limited to medication for disabilities and health conditions such as: seizure disorders, hyperactivity, bi-polar disorder, HIV, diabetes, etc.)

*Emergency Situation* - A situation in which a student's behavior poses an imminent danger of physical harm to self or others.

*Mechanical Restraint* - The use of any device or equipment to restrict a student's freedom of movement. The term does not include devices implemented by trained school personnel or used by a student with a prescription for such device from an appropriate medical or related services professional and that are used for the specific and approved purposes for which such devices were designed, such as the following:

- Adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports;
- Vehicle safety restraints when used as intended during the transport of a student in a moving vehicle;
- Restraints for medical immobilization; or
- Orthopedically prescribed devices that permit a student to participate in activities without risk.

*Physical Escort* - The temporary touching or holding of the hand, wrist, arm, shoulder or back for the purpose of inducing a student to walk to a safe location.


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*Physical Restraint* - A personal restriction such as person-to-person physical contact that immobilizes or reduces the ability of a student to move the student's torso, arms, legs, or head freely. It does not include:

- A physical escort;
- Comforting or calming a student;
- Holding a student's hand to transport the student for safety purposes;
- Intervening in a fight;
- Using an assistive or protective device prescribed by an appropriately trained professional or professional team.

*Prone Restraint*– Using mechanical or physical restraint or both to restrict a student's movement while the student in lying with the student's front or face downward.

*Publicly contracted private providers* – Any person working at a school function under a contract or written agreement with the District to provide educational, behavioral, or related services to students.

*Restraint* – Includes, but is not limited to, mechanical restraint, physical restraint, and prone restraint.

*School Personnel* - Any person employed by the District or any person paid or unpaid working on District property in an official capacity.

*Seclusion* - The involuntary confinement of a student alone in a room or area that the student is physically prevented from leaving and that complies with the building code in effect in the school District. Seclusion does not include:

- A time-out;
- In-school suspension;
- Detention; or
- Other appropriate disciplinary measures.

*Time-Out* - A behavior management technique that is part of an approved program, involves the monitored separation of the student in a non-locked setting, and is implemented for the purpose of calming.

**Use of Restrictive Behavioral Interventions**

*Time-Out* – Nothing prohibits the use of time-out as defined in this policy.

*Seclusion* – As defined in this policy, use of seclusion is limited to situations or conditions in which there is imminent danger of physical harm to self or others. Any student placed in seclusion shall be removed from seclusion as soon as the District or publicly contracted provider determines that the student is no longer an imminent danger of physical harm to self or others. Each time seclusion is used for a student, the incident will be monitored by a member of the District or publicly contracted private provider personnel.


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*Restraint* – As defined in this policy, use of restraint is limited to situations or conditions in which there is imminent danger of physical harm to self or others. Any student placed in a restraint shall be removed from the restraint as soon as the District or publicly contracted provider determines that the student is no longer an imminent danger of physical harm to self or others. Each time restraint is used for a student, the incident will be monitored by a member of the District or publicly contracted private provider personnel.

*Chemical Restraints* – School personnel will never use chemical restraints.

The District or any District-contracted private provider will not use any mechanical, physical, or prone restraint technique that:

- Obstructs views of the student's face;
- Obstructs the student's respiratory airway, impairs the student's breathing or respiratory capacity, or restricts the movement required for normal breathing to cause positional or postural asphyxia;
- Places pressure or weight on or causes the compression of the student's chest, lungs, sternum, diaphragm, back, abdomen, or genitals;
- Obstructs the student's circulation of blood;
- Involves pushing on or into the student's mouth, nose, eyes, or any part of the face or involves covering the face or body with anything including, but not limited to, soft objects such as pillows, blankets, or washcloths;
- Endangers the student's life or significantly exacerbates the student's medical condition;
- Is purposely designed to inflict pain;
- Restricts the student from communicating. If an employee physically restrains a student who uses sign language or an augmentative mode of communication as the student's primary mode of communication, the student shall be permitted to have the student's hands free of restraint for brief periods unless an employee determines that such freedom appears likely to result in harm to self or others.

*Reflective Discussion and Review*
Following any situation involving the use of seclusion or restraint, School Personnel will hold a debriefing that will occur as soon as possible but no later than two (2) school days following the emergency situation. The meeting will include, but is not limited to, a discussion of events that led to the emergency and why the de-escalation efforts were not effective; any traumatic reactions on the part of the student, other students, or school personnel; what, if anything, could be done differently, and an evaluation process.

**Notice and Documentation Requirements**

*Parent/Guardian Notic*e
In addition to the annual notice regarding the District's discipline policy and corporal punishment procedures provided to students and parents at the beginning of each school


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year, following a situation involving the use of seclusion, or restraint the parent/guardian of the student will be notified through verbal or electronic means of the incident as soon as possible, but no later than one hour after the end of the day of the incident. This notification will include a statement indicating the District will provide the parents/guardians a copy of the report described below within five (5) school days of the incident. The parent/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 any interventions taken;
- Any and all events that led up to the incident and the reason for using seclusion or restraint;
- A description of the methods of seclusion or restraint used;
- The nature and extent of any injury to the student;
- The names, roles, and certifications of each employee involved in the use of seclusion or restraint;
- The name, role, and signature of the person who prepared the report;
- The name of a District employee the parent/guardian may contact regarding the incident and use of seclusion or restraint;
- The name of an employee to contact if the parent/guardian wishes to file a complaint; and
- A statement directing parents/guardians to a sociological, emotional, or behavioral support organization and a hotline number to report child abuse and neglect.

A copy of the report must also be provided to DESE within 30 days of the incident.

*District Documentation*
The District will maintain a copy of the report as an education record of the student.

**Training Requirements**
*General and Specialized Training Requirements* - The Superintendent or designee shall ensure that all District personnel receive annual training and review the policy and procedures involving the use of seclusion and restraint as well as training on a continuum of prevention and de-escalation techniques, as well as environmental management techniques.

In addition to the training provided to all District personnel, those persons who may utilize seclusion and/or restraint shall receive annual training in:

- De-escalation practices;
- The appropriate use of seclusion and physical and mechanical 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; and


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- Information on the policy and appropriate documentation and notification procedures.

*Retaliation*
The District will not retaliate against any person for reporting violation of this policy or providing information regarding such violation. Providing student information must comply with FERPA and any other applicable law.

*Students with Disabilities*
The District will comply with all state and federal laws governing the education of students with disabilities, including the use of behavioral interventions, per the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, applicable regulations and state and local plans for compliance with the law.

Adoption Date(s): June 24, 2020; Updated August 18, 2021; Updated July 20, 2022


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# Secret Organizations

## S-210-P

The District prohibits the organization of or membership in a school fraternity, sorority, gang, or other such groups where the membership is determined by the members themselves and causes a substantial disruption to school and/or school activities. The District will not sponsor or permit any such group or activities.

No student on school property or at any school activity may wear clothing, jewelry, or visible insignias associated with such organization if it is worn in a manner that promotes disruptive behavior. Non-verbal gestures, such as handshakes or signs, or verbal indication of affiliation with a prohibited group or gang, are prohibited.

Adoption Date(s): June 24, 2020


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# Employee Manual

## E-100-P

The Board will annually approve the Employee Manual and expects all staff members to become familiar with and comply with all rules in the Employee Manual.

Adoption Date(s): June 24, 2020


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# Hiring of Employees

## E-105-P

The District is committed to the employment of high quality staff members. The District will employ full-time, part-time, and substitute staff members to suit the needs of the District. The Superintendent will make recommendations to the Board regarding the staffing needs of the District and will make recommendations regarding the hiring of individuals to fill positions. A majority of the whole Board must approve the employment of all employees. The employment procedures used by the administration and the Board will comply with all applicable state and federal laws. The Board directs the Superintendent to create procedures for the advertising of positions when necessary. The District may employ individuals who are currently retired and receiving retirement benefits from a public retirement system in accordance with the laws and regulations governing the hiring of retirees.

A majority of the whole Board is required to approve all compensated extra-duty positions and assignments for staff members and assign appropriate amounts of compensation for extra duty positions and assignments.

The District requires that employees undergo background checks in accordance with the law and any additional established requirements created by District administration. The Board authorizes the reimbursement of expenses incurred by an employee for state and federal criminal history information if the administration establishes such practices of reimbursement.

The District will conduct a background check on all individuals volunteering in positions where they may be periodically left alone with students or who may have access to student records. Volunteers who chaperone students on overnight trips or who are sponsors, advisors, or coaches of District sponsored activities must satisfactorily complete a criminal background check.

The District is not required to conduct a background check on volunteers who have received a background check conducted by another Missouri school public school within the past year if the District receives a copy of the background check directly from the previous district or obtains electronic access to the previous background check.

The Superintendent may require other volunteers to undergo a background check or the District may conduct a search of the MSHP's criminal history database and the FCSR or CD central registry of child abuse and neglect

**Public Service Loan Forgiveness**
In accordance with the law, the Board directs the Superintendent or designee to provide to new employees, within ten days following the start of employment, and to current


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employees upon request, up-to-date, accurate, and complete information regarding eligibility for public service loan forgiveness.

Adoption Date(s): June 24, 2020; Updated August 18, 2021


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# Compliance with the Fair Labor Standards Act

## E-110-P

The District will comply with all applicable aspects of the Fair Labor Standards Act in the employment of exempt and nonexempt staff members.

**Compensation of Staff Members**
The Board must approve the compensation of all staff members of the District upon hire and periodically upon the recommendation of the Superintendent. Only the Board has the authority to set and change the compensation of employees.

Annually, the Board will adopt compensation structures upon the recommendation of the Superintendent and in accordance with the budget adopted by the Board. In accordance with state law, teachers will be paid pursuant to a salary schedule applicable to all teachers of the District and all full-time teachers will be compensated at a level not less than the minimum teacher's salary set by the state. State law requires that the teacher's salary schedule will be adopted annually prior to May 15th. The Board may choose to adopt salary schedules and/or wage schedules for non-teacher employee groups, such as administrators and members of support staff, and for extra duty assignments, or the Board may choose to set individual levels of compensation for non-teachers and for extra duties. The budget will be adopted no later than June 30th each year, which will include compensation levels for all employees for the upcoming school year.

Any salary/wage schedule adopted by the Board may be modified in accordance with the law and in accordance with any applicable employment contracts and/or collective bargaining agreements. The Board may elect to freeze the operation of some or all salary/wage schedules.

Employees who are under contracts of employment will not receive compensation in excess of the amount set forth in the contract of employment for the contract year unless the employee assumes additional or extra duties beyond the duties contemplated by the contract of employment.

**Pay Periods**
The Board will adopt a schedule for disbursement of compensation to employees of the District for regular duties and extra duties.

**Payroll Deductions**
The Board authorizes the Superintendent or designee to develop processes for payroll deductions related to employee requests and as otherwise permitted by law. Notice regarding payroll deductions processes will be included in the Employee Manual.

Adoption Date(s): June 24, 2020


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# Lactation Accommodations

## E-111-P

The District will provide accommodations in each school building to lactating employees, teachers, and students to express breast milk, breast-feed a child, or address other needs relating to breast-feeding. The District will provide a minimum of three opportunities during a school day, at intervals agreed upon by the District and the individual, to accommodate an employee, teacher, or student's need to express breast milk or breast-feed a child.

The accommodations will be in the form of a room, other than a restroom, for the exclusive use of women to express breast milk or breast-feed a child. The accommodation will be located in close proximity to a sink with running water and a refrigerator for breast milk storage and have, at a minimum, the following features:

- Ventilation and a door that may be locked for privacy;
- A work surface and a chair; and
- Conveniently placed electrical outlets.

Such accommodations will be available to each lactating employee, teacher, or student for at least one year following the birth of the employee, teacher, or student's child. Such accommodations may be available longer than one year, as determined by the Board.

Adoption Date(s): July 20, 2022


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# Employee Leave

## E-115-P

The District will provide leave to employees as required under the Family and Medical Leave Act in accordance with federal law, and provide all other types of leave protected or required by state and/or federal law.

Annually, the Board will review and adopt an Employee Manual which sets forth the District's leave procedures applying to all staff members.

Adoption Date(s): June 24, 2020


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# Employee Benefits

## E-120-P

Benefits, including various insurance benefits, are offered by the District to qualifying professional and support staff members as part of compensation packages. The District will provide benefits to retirees as required by law. These benefits are reviewed annually and, when required, bid out according to the law and District policies and procedures. The Board delegates to the Superintendent the responsibility to review and provide recommendations regarding benefits packages. The Board must approve all benefits offered to employees.

Adoption Date(s): June 24, 2020


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# Employee Health and Safety

## E-125-P

The District is committed to provide safe working conditions for all staff members. The District administration will develop health and safety protocol and train employees regarding protocol relevant to job duties and assignments. The District will maintain insurance to provide for workers' compensation in accordance with the law.

Adoption Date(s): June 24, 2020


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# Drug-Free Workplace

## E-130-P

The Board is committed to the safety of the students and staff of the District, and as such, adopts this policy and delegates to the administration the implementation of additional rules and procedures for the maintenance of a drug-free school and workplace. The Employee Manual and the Administrative Manual will include all required notices regarding the District's drug-free workplace requirements and applicable procedures.

The Board specifically authorizes the use of drug and alcohol testing for employees if District administration has reasonable suspicion that a staff member has violated this policy or the rules set or implemented by the administration regarding drugs and alcohol, including the use of post-injury testing for alcohol or non-prescribed controlled substances in accordance with the procedures outlined in the Administrative Manual and the law.

Adoption Date(s): June 24, 2020


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# Professional Development for Employees

## E-135-P

The District administration will create, and the Board will support professional development activities with the adoption of the annual budget. The District administration will present the professional development plan and all allocations to implement such plan to the Board for approval annually.

Adoption Date(s): June 24, 2020


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# Evaluation of Employees

## E-140-P

In alignment with the commitment to recruit and retain highly qualified staff members, the District administration will develop and implement an evaluation system for staff members of the District. The evaluation of professional staff members will comply with applicable laws and DESE regulations. Supervisors will be trained on the evaluation tools which they are responsible for using and staff members will receive information about the standards by which they will be evaluated for a given year. The Board will be responsible for the evaluation of the Superintendent.

Adoption Date(s): June 24, 2020


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# Teacher Tenure

## E-145-P

The District will comply with the Teacher Tenure Act in the hiring, renewal, and separation of certified staff members. District administration is responsible for the record-keeping regarding staff members eligible and ineligible for tenure and making recommendations to the Board regarding employment decisions.

Adoption Date(s): June 24, 2020


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# Termination of Employees

## E-160-P

Probationary teachers, tenured teachers, and administrators will be non-renewed and terminated in accordance with the law.

The Superintendent has the authority to terminate staff members who are not under contracts of employment. The Superintendent will notify the Board at the next regular meeting of any such termination. The Board has the authority to reverse a termination decision made by the Superintendent.

Professional employees with contracts of employment will be terminated in accordance with the terms set forth in the contract of employment and in accordance with procedures set forth in the Administrative Manual and Employee Manual.

The Board has the authority to initiate termination proceedings against the Superintendent in accordance with the contract of employment and applicable law.

The District reserves the right to take additional action against staff members who have been terminated, including initiating proceedings for the discipline or revocation of professional licenses or certificates, pursuing criminal charges and/or civil or other administrative remedies available under the law.

Adoption Date(s): June 24, 2020


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# Reductions in Force

## E-165-P

The District may place tenured teachers on an involuntary leave of absence without pay when the Board determines that such action is necessary because of a decrease in pupil enrollment, District reorganization, or the financial condition of the District. The Teacher Tenure Act sets forth the procedure for such reductions in force/involuntary leaves of absence.

Adoption Date(s): June 24, 2020


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# Administrative Leave

## E-170-P

The Superintendent or designee has the authority to place staff members on administrative leave in accordance with the law.

When a hearing before the Board regarding administrative leave is required under the law, the Superintendent will comply with procedures developed for such a hearing.

Adoption Date(s): June 24, 2020


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# Employee Conflict of Interest

## E-175-P

The District and its employee will adhere to all state and federal laws and regulations relating to conflicts of interest. The District's Administrative Manual and Employee Manual will delineate the specific rules regarding conflicts of interest and methods for compliance.

Adoption Date(s): June 24, 2020


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# Employment References

## E-195-P

The Board designates the Superintendent or designee as the individual responsible for responding to requests from potential employers for information regarding a current or former District employee. The following information will be provided about current or former employees to any individual upon request:

- Name
- Position/s
- Salary
- Length of service

Further, the Superintendent or designee may, if applicable and in accordance with the law, respond in writing to a written request concerning a current or former employee from an entity or person which the Superintendent or designee reasonably believes to be a prospective employer of such employee and truly state for what cause, if any, an employee was discharged or voluntarily quit employment with the District. If a written response of this sort is provided by the District, the Superintendent or designee will send a copy of the response to the prospective employer to the current employee or former employee at the employee's last known address.

Additional factual information regarding an employee's duties and work performance may be provided by the Superintendent or designee only if an employee has submitted a written consent.

As required by law, the District will disclose, to any public school that contacts the District about a former employee, information regarding any violation of the published regulations of the Board by the former employee if such violation related to sexual misconduct with a student and was determined to be an actual violation by the Board after a contested case due process hearing conducted pursuant to District policy. Sexual misconduct includes sexual misconduct involving a child as defined by § 566.083, RSMo, sexual contact with a student as defined by § 566.086, RSMo, sexual harassment as defined in C-131-P; or child abuse involving sexual acts, as determined by the Department of Social Services.

Further, if the District has previously employed any person whose job involved contact with children, and the District received allegations of sexual misconduct, concerning the employee and, as a result of such allegations or as a result of such allegations being substantiated by the child abuse and neglect review board, the employee was dismissed or allowed to resign in lieu of termination, the District shall disclose the allegations of sexual misconduct when furnishing a reference for the former employee or responding to a potential employer's request. Additionally, if the District has previously employed any person about whom Children's Division has conducted an investigation involving allegations of sexual misconduct with a student and has reached a finding of


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substantiated and another public school contacts the District for a reference for the employee, the District shall disclose the results of Children's Division's investigation to the school.

Any school District employee who is permitted to respond to requests for information, acting in good faith, who reports authorized information, as provided in this policy or, who, in good faith, reports alleged sexual misconduct on the part of a District employee, will not be disciplined or discriminated against because of such report.

District employees who are not specifically authorized under this policy to provide employment references are prohibited from providing references except those provided in their personal capacities. Personal references may not give the appearance of the endorsement of the District. District employees, contractors, and agents are prohibited from providing personal references or otherwise providing assistance in obtaining a new job to any other school, any employee, contractor, or agent who has been accused of sexual misconduct regarding a minor or a student. If employees have questions or concerns regarding this prohibition, they should contact the Superintendent for additional guidance.

The District will notify all employees of this policy by including a copy of this policy in the Employee Manual. The District will notify all potential employers who contact the District or regarding the possible employment of an employee.

Adoption Date(s): June 24, 2020; Updated June 28, 2023


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# Mandatory Reporting Training

## E-200-P

The Board requires that District administration develop and implement a training program for mandatory reporters of child abuse and neglect whom the District employs. All school employees are required to report possible abuse or neglect of children. As mandated reporters, District staff will immediately report any child abuse or neglect they suspect or observe by calling the Abuse Hotline at 1-800-392-3738 or reporting online (when applicable and available).

Adoption Date(s): June 24, 2020


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# Academic Calendar

## I-100-P

The District will annually adopt an academic calendar that indicates the opening date and days of the school year, provides a minimum of 1,044 hours of student attendance (522 for Kindergarten), and includes 36 make-up hours for possible loss of attendance hours due to inclement weather. When make-up hours exceed 36, half the time will be made up, yet not to exceed 60 total hours.

Adoption Date(s): June 24, 2020


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# Reading Intervention/Success Plans

## I-110-P

The District will provide all parents and guardians of students with suggestions and a plan for regular parent-guided home reading.

The District annually administers screenings for dyslexia for all students in grades Kindergarten through six, unless otherwise specified in a student's Individual Education Plan (IEP).

The District will assess all students enrolled in Kindergarten through third grade at the beginning and end of each school year for their level of reading or reading readiness on state-approved reading assessments. The District will assess any newly enrolled student in first through fifth grade for their level of reading or reading readiness on a reading assessment from the state-approved listed.

At the beginning of the school year or upon student enrollment, the District will provide a reading success plan and intensive instructional services and supports as specified in such plan to any student who exhibits a substantial deficiency in reading which creates a barrier to the student's progress learning to read. A substantial reading deficiency refers to a student who is one or more grade level or levels behind in reading or reading readiness. The identification of such deficiency may be based upon the most recent assessments or teacher observations. The District will also provide a reading success plan and intensive instructional services and supports as specified in such plan to any student who has been identified as being at risk of dyslexia in the statewide dyslexia screening or has a formal diagnosis of dyslexia. For students who enroll after the beginning of the school year, the student's reading proficiency will be reassessed by reading assessments on the state-approved list. Students on a reading success plan will continue to receive intensive reading instruction until the reading deficiency is remedied.

The District will provide intensive reading instruction through a reading development initiative to each Kindergarten through grade five student who has a substantial deficiency in reading.

The District will annually notify the parent or guardian in writing of any student in Kindergarten through third grade who exhibits a substantial deficiency in reading of the following:

- The student has been identified as having a substantial deficiency in reading;
- A description of services currently provided to the student;
- A description of the proposed supplemental instructional services and supports that the District will provide that are designed to remediate the identified are of reading deficiency;


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- Strategies for parents and guardians to use in helping the student succeed in reading proficiency, including but not limited to the promotion of parent-guided home reading.

The District will notify the parent or guardian no less than four times per year of academic and other progress being made by the student and provide other useful information.

If the District provides a summer reading program, the District will notify the parent or guardian of each student who exhibits a substantial deficiency in reading of this opportunity.

If a student has a substantial reading deficiency at the end of third grade, the student's parent or guardian and appropriate District staff will discuss whether the student should be retained based on consideration of all relevant factors. A decision to promote or retain will only be made after direct personal consultation with the student's parent or guardian and after the formulation of a specific plan of action to remedy the student's reading deficiency.

Adoption Date(s): June 24, 2020 ; Updated November 16, 2022


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# Teaching about Religion

## I-115-P

The promotion of any particular religion or religious belief is prohibited. No portion of any class will have the primary purpose or effect of advancing or inhibiting religion. Teachers may teach about religion and use instructional materials appropriate to meeting the course objectives aligned to the maturity of the students as long as it is done in a manner that protects the individual rights of religious freedom.

Adoption Date(s): June 24, 2020


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# Teaching about Human Sexuality

# I-120-P

## General Requirements

Students will be provided instruction regarding human sexuality. Students in 6th grade through 12th grade will be provided training regarding sexual abuse. Parents/guardians must be notified regarding the content of and their right to remove their student from any part of human sexuality or sexual abuse instruction. Students may be separated by gender for instruction. All curriculum materials used in the District's human sexuality instruction and sexual abuse training will be available for review prior to its use in instruction. Additionally, the District will not allow any individual or organization to offer, sponsor, or furnish any materials or instruction relating to human sexuality or sexually transmitted diseases to students if the individual or organization provides abortion services.

## Required Components for Course Materials and Instruction

Any materials and instruction relating to human sexuality will be medically and factually accurate and developmentally appropriate for the students' age and grade. Further, materials and instruction will:

- Present abstinence as the preferred choice for unmarried people because it is the only method that is 100% effective in preventing pregnancy, sexually transmitted diseases, and the emotional trauma associated with adolescent sexual activity.
- Advise students that teenage sexual activity places them at a higher risk of dropping out of school because of the consequences of sexually transmitted diseases and pregnancy.
- Stress that sexually transmitted diseases are serious health hazards of sexual activity.
- Provide students with the latest medical information regarding exposure to human immunodeficiency virus, acquired immune deficiency syndrome (AIDS), human papilloma virus, hepatitis and other sexually transmitted diseases.
- Present students with the latest medically factual information regarding both the possible side effects and health benefits of all forms of contraception, including the success and failure rates for the prevention of pregnancy and sexually transmitted diseases in a manner consistent with the provisions of the federal abstinence education law, emphasizing abstinence over sexual activity.
- Discuss the possible emotional and psychological consequences of preadolescent and adolescent sexual activity and the consequences of adolescent pregnancy, as well as the advantages of adoption, including the adoption of special needs children, and the processes involved in making an adoption plan.
- Teach skills of conflict management, personal responsibility and positive self-esteem through discussion and role-playing at appropriate grade levels to emphasize that the student has the power to control personal behavior.


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- Encourage students to base their actions on reasoning, self-discipline, sense of responsibility, self-control, and ethical considerations, such as respect for one's self and others.
- Teach students not to make unwanted physical and verbal sexual advances or otherwise exploit another person, as well as to resist unwanted sexual advances and other negative peer pressure.
- Advise students of the laws pertaining to their financial responsibility to children born in and out of wedlock and advise students of the definition of statutory rape under Missouri law.
- Teach students about the dangers of sexual predators, including online predators when using electronic communication methods such as the internet, cell phones, text messages, chat rooms, email, and other instant messaging programs.
- Teach students how to behave responsibly and remain safe on the internet and the importance of having open communication with responsible adults and reporting any inappropriate situation, activity, or abuse to a responsible adult, and depending on intent and content, to local law enforcement, the Federal Bureau of Investigation, or the National Center for Missing and Exploited Children's CyberTipline.
- Teach students about the consequences, both personal and legal, of inappropriate text messaging, even among friends.
- Teach students about sexual harassment, sexual violence, and consent.

Any materials and training relating to sexual abuse will be trauma-informed and developmentally appropriate. Further, materials and training will include:

- Instruction providing students with the knowledge and tools to recognize sexual abuse;
- Instruction providing students with the knowledge and tools to report an incident of sexual abuse;
- Actions that a student who is a victim of sexual abuse could take to obtain assistance and intervention; and
- Available resources for students affected by sexual abuse.

Adoption Date(s): June 24, 2020; Updated July 20, 2022


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# Special Education and Section 504

## I-125-P

The District will find and evaluate children from ages three through 21 who reside within the District's attendance areas and who may need special education and related services. This requirement includes students who attend private or home schools. Students eligible to receive special education and related services who attend the West Platte R-II School District will be provided a free and appropriate education (FAPE) in accordance with the Individuals with Disabilities Education Act (IDEA), the Missouri State Plan for Special Education (State Plan), the District's local compliance plan, and all federal and state laws. Students who attend private or home schools are not entitled to FAPE, yet may be eligible for special education and related services as defined by the District through the expenditure of a proportionate share of its IDEA Part B funds.

The District will identify all students ages three through five (not Kindergarten eligible) by identify all children as eligible using any of the disability categories, other than Language Impairment, including that of Young Child with a Developmental Delay in accordance with the Missouri State Plan. For a child with a disability who becomes eligible for Kindergarten(age five before August 1st) or first grade, the District will determine continuing eligibility for special education using Young Child with a Developmental Delay or apply any of the other disability categories. A child who is not identified as eligible for special education services prior to reaching kindergarten age under the category of YCDD, or is age seven before August 1 of the current school year, will be identified using disability categories excluding that of YCDD.

When a student is evaluated for special education and the parents/guardians disagree with the results, they have a right to an independent evaluation by a qualified examiner who is not employed by the District. Administrative procedures are established that define the required examiner qualifications, and permissible locations and costs. Parents requesting an independent evaluation should contact the Director of Special Services.

For students with disabilities who receive services as defined in an Individual Education Program (IEP), the IEP team must consider the need for Extended School Year (ESY) services as a provision of FAPE. The determination regarding the need for ESY will be based upon data regarding the student's need for services beyond the school year, including but not limited to, the nature and severity of the disability, learning crucial to the students IEP goals and objectives, the child's progress, behavioral and physical needs, documented or projected regression/recoupment, and other factors as identified by the State. If there is insufficient data at the time of the IEP meeting to determine whether ESY is appropriate, the IEP team will specify a time frame and the additional data collection methods necessary to make a decision at a future IEP meeting. If ESY is necessary for the provision of FAPE, the IEP team will identify the length, nature, and type of ESY services for the student.


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Students may be evaluated, identified, and accommodated for disabilities by Section 504 of the Rehabilitations Act of 1973 and the American with Disabilities Act to ensure any student is provided FAPE, access to and participation in programs and activities. The District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D.

The District anticipates the need for nonvisual accessibility and has procedures in place to reduce or eliminate common barriers experienced by blind or visually impaired students, parents, educators, administrators, and other staff in accordance with law.

Students eligible for services under the Individuals with Disabilities Education Act (IDEA) who will have completed four years of high school at the end of a school year may participate in the graduation ceremony and all related activities of the student's graduating class if:

1. The student's Individualized Education Program (IEP) prescribes special education, transition planning, transition services or related services beyond the student's four years of high school, and
2. The student's IEP team determines the student is making progress toward the completion of the IEP and that participation in the graduation ceremony is appropriate.

The student and the student's parent/guardian will be provided written notice of this policy at the annual IEP meeting prior to or during the student's fourth year of high school.

For information on recording IEP or 504 meetings, please refer to C-165-P, Use of Recording Devices or Drones. For information regarding an initial referral, procedural safeguards, evaluation, or services, parents/guardians should contact the building principal. To obtain information regarding an independent evaluation, mediation, child complaints or appeal processes, please contact the Director of Special Services and/or 504 Coordinator.

| | |
|---|---|
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Adoption Date(s): June 24, 2020; Updated September 15, 2021; Updated July 20, 2022; Updated November 21, 2022; Updated August 16, 2023; Updated July 15, 2026


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# Independent Educational Evaluations

## I-126-P

When a student is evaluated for special education and the parents/guardians disagree with the results, they have a right to an independent evaluation by a qualified examiner who is not employed by the District at District expense. The District will consider the following factors in this policy to determine if the independent educational evaluation will be funded by the District.

*Minimum Qualifications for Evaluators*

Evaluators with the credentials listed will be approved. If a parent or legal guardian desires an evaluator with credentials other than those listed, the District may approve the use of such evaluator if the parent or legal guardian can establish the evaluator as appropriate.

| Assessment | Evaluator Qualifications |
|---|---|
| Academic Achievement | • Certified Special Education Teacher,<br>• School Psychological Examiner,<br>• School Psychologist,<br>• Licensed Psychologist, or<br>• Certified Regular Education Teacher |
| Adaptive Behavior | • Licensed Psychologist,<br>• Certified Special Education Teacher,<br>• School Psychological Examiner, or<br>• School Psychologist |
| Assistive Technology | • Certified or Licensed Speech/Language Pathologist,<br>• Certified or Licensed Occupational Therapist, or<br>• Certified Special Education Teacher (Master's Degree) |
| Audiological or Central Auditory Processing | • Licensed or Certified Audiologist |
| Cognition | • Licensed Psychologist,<br>• Certified School Psychological Examiner, or<br>• School Psychologist |
| Health | • Licensed Physician |
| Motor | • Licensed Physical Therapist,<br>• Certified or Licensed Occupational Therapist, or<br>• Adaptive Physical Education Specialist |
| Music Therapy | • Licensed or Certified Music Therapist |
| Orientation/Mobility or Residual Vision or Functional Vision | • Certified Orientation and Mobility Specialist |


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| | |
|---|---|
| Social/Emotional/Behavioral | • Certified Special Education Teacher,<br>• School Psychological Examiner,<br>• School Psychologist,<br>• Licensed Social Worker, or<br>• Licensed Psychiatrist or Psychologist. |
| Speech/Language | • Certified or Licensed Speech/Language Pathologist |
| Transition | • Certified Special Education Teacher (Master's Degree) |
| Vision | • Licensed Ophthalmologist or Optometrist |
| Visual Perceptual or Visual Motor | • Licensed Ophthalmologist or Optometrist,<br>• Licensed Occupational Therapist,<br>• School Psychologist Examiner, or<br>• School Psychologist. |

*Maximum Cost for Evaluations*

A multidisciplinary, independent evaluation is limited to $1,500.00. A single disciplinary evaluation will be limited as follows. These same cost limitations for independent educational evaluations apply to the District when it conducts evaluations. The District ensures that it will reimburse a parent or legal guardian for an IEE at a higher rate if an appropriate IEE cannot, in light of the student's unique needs and other unique circumstances, be obtained with the limitations of this policy.

| Evaluation | Maximum Cost |
|---|---|
| Academic Achievement | $400.00 |
| Adaptive Behavior | $200.00 |
| Assistive Technology | $150.00 |
| Auditory Acuity | $150.00 |
| Auditory Perceptions (CAP) | $150.00 |
| Cognitive | $500.00 |
| Health | $200.00 |
| Neurological | $200.00 |
| Motor | $250.00 |
| Sensory-Motor Integration | $300.00 |
| Speech/Language | $400.00 |
| Social/Emotional/Behavioral | $500.00 |
| Vision | $150.00 |
| Functional Vision | $150.00 |
| Transition | $150.00 |

*Evaluation Geographical Limitations*

Evaluators who will be considered for approval must be located within a radius of one hundred miles of the District's Central Office. Evaluators outside of this geographic area


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will be approved only on an exceptional basis, provided that the parent can demonstrate the necessity of using personnel outside of this geographic area. The District shall not be responsible to provide transportation, nor pay any travel expenses, to and from the location of the evaluator. In the case of low incidence or severe disabilities where qualified evaluators may not exist in the geographic area, this requirement may be reconsidered by the District.

Parents requesting an independent evaluation should contact the Director of Special Services.

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# Programs for Gifted Students

## I-130-P

The District will provide monetary support to the extent possible in order to provide instruction for students identified as gifted in a manner that attains the standards for a state-approved program. However, for the 2024-2025 and all subsequent school years, if 3% or more of students enrolled are identified as gifted and their development requires programs or services beyond the level of those ordinarily provided, the District will establish a state-approved gifted program.

Procedures for the identification and selection of students for participation in any program for gifted students will be developed by the District and approved by the Board.

In the event the District decides a student does not qualify to receive services through the District's program for gifted students, parents/guardians may request a review of that decision by contacting the District's Gifted Program Coordinator. The Gifted Program Coordinator will review the eligibility determination process and the student's assessment or evaluation with the parents/guardians and will uphold the decision unless an error in the eligibility determination for the student is identified. If such an error is identified, the Gifted Program Coordinator may arrange to have the student re-evaluated.

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# Parent and Family Involvement and Engagement (Title I, Part A)

## I-135-P

The District encourages effective involvement by parents, guardians, and families to support the education of their children. In consultation with the State Board, educators, local associations, parent organizations and individual parents/guardians whose children are enrolled in West Platte R-II, the District will:

1. Promote regular, two-way communication between home and school.
2. Promote and support responsible parenting.
3. Recognize that parents and families play an integral role in assisting their children to learn.
4. Promote a safe and open atmosphere for parents and families to visit the school that their student(s) attend and actively solicit parental/family support and assistance for school programs.
5. Include parents as full partners in decisions affecting their children and families.
6. Avail community resources to strengthen school programs, family practices, and the achievement of students.

Adoption Date(s): June 24, 2020


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# Program for Students who are Homeless, Migrant, English Learners, At-Risk or in Foster Care

# I-140-P

The District is committed to the provision of a free and appropriate education for all students enrolled in the District. Therefore, the District complies with all provisions, regulations, and administrative rules applicable to state and/or federal requirements in order to serve students who are homeless, migrants, English learners, at-risk, or in foster care.

The District's liaison for students who are homeless, migrant, English learners, or in foster care is:

| | |
|---|---|
| Title: | Director of Special Services |
| Phone #: | 816-354-7703 |

## Homeless Students

The District will ensure that each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youths. The District will not stigmatize or segregate students on the basis of their status as homeless. The District will, through its homeless liaison, identify and assess the educational needs of homeless children and youths including removal of barriers to homeless students' education. The District will provide transportation, at the request of the parent or guardian (or in the case of an unaccompanied youth, the District's liaison), to and from the school of origin.

Homeless students are those lacking a fixed, regular, and adequate nighttime residence. This includes:

- Children and youths 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; or are abandoned in hospitals;
- 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;
- Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children who qualify as homeless because the children are living in circumstances described above.

Immediately upon identifying a student as homeless, the District will ensure the student is receiving homeless services, comparable to the services offered to other students of the District.


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**Dispute Resolution Process–Homeless Students**

If a dispute arises over eligibility, or school selection or enrollment in a school, the student will be immediately enrolled in the school in which enrollment is sought, pending final resolution of the dispute, including all available appeals. Enrollment is limited to the school of origin or the local attendance area school where the student is actually living. These students will be provided services comparable to services offered to other students in the school selected including transportation services at the request of the parent, guardian, or the liaison for unaccompanied youth.

When a parent/guardian or unaccompanied homeless youth notifies the District's homeless liaison in writing of their complaint, the homeless liaison serves as the intermediary between the parent/guardian or unaccompanied homeless youth and the school where the child is seeking enrollment. The parent/guardian or unaccompanied homeless youth shall receive a copy of or access to the District's policies addressing the education of homeless children and youths from the District. The District's homeless liaison will provide a written resolution of the dispute or a plan of action within five days of the date the written complaint was received. If the dispute is not resolved with the District's homeless liaison, the parent/guardian or unaccompanied homeless youth can file a complaint in writing to the Superintendent or designee for further review. The District's Superintendent or designee will provide a written resolution of the dispute or a plan of action within five days of the date the written complaint was received by the Superintendent or designee. If the dispute is not resolved at the Superintendent/ designee level, the parent/guardian or unaccompanied homeless youth may file the written complaint before the District's Board of Education for resolution. The District's Board of Education will provide a written resolution of the dispute or a plan of action within thirty days of the date the written complaint was received by the Board.

**At-Risk Students**

The District will identify students in their ninth grade year, or students who transfer into the District after their ninth grade year, who are at risk of not being ready for college-level work or for entry-level career positions. The District will include, but not limited to, the following sources of information:

- A student's performance on the Missouri assessment program test in eighth grade in English language arts and mathematics;
- A student's comparable statewide assessment performance if such student transferred from another state;
- The District's overall reported remediation rate under Section 173.750, RSMo;
- A student's attendance rate; and
- Any other information the District deems relevant.

The District will provide academic and career counseling to at-risk students prior to graduation so that the District may attempt to provide sufficient opportunities to these student to graduate college-ready or career-ready and on time.


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The District may waive the requirements of this section for any student with a disability if recommended by the student's IEP committee.

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# Virtual Courses

## I-160-P

Students residing within the District who are under the age of 21 and in grades Kindergarten through twelve may be eligible to enroll in the Missouri Course Access Program (MOCAP) and other virtual courses at no expense.

**Full-Time Virtual Enrollment Process**

1. The Department of Elementary and Secondary Education will adopt a policy establishing the process by which an eligible student may enroll in a full-time virtual program of their choice. Starting August 28, 2022, student and parents will direct their requests for full-time enrollment to the virtual provider.

**Part-Time Virtual Enrollment Process**

1. Prior to enrolling in MOCAP, the student must be enrolled full-time in a public school and reside in Missouri
2. The enrollment process will be substantially similar to the District's current enrollment process for other than virtual courses.
3. The District's designee must approve a student's request to enroll prior to the student's enrollment in a MOCAP course.
4. Students who transfer into the District while enrolled in a MOCAP course or program will continue to be enrolled in the course or program upon enrollment in the District.
5. Transfer students who have previously gained credits through successful passage of approved courses under MOCAP shall be accepted by the District.

**Approval**

1. The District will approve an enrollment request as long as the student meets the eligibility requirements and enrollment in the requested course or program is the in student's best educational interest. The decision will be consistent with the determination that would have been made for such course request under the process the District student would enroll in a similar course offered by the District. However, such determination may consider the student's prior participation in virtual courses.
2. Parents, counselors and others may be consulted to determine whether MOCAP or other virtual courses serve a student's best educational interest.
    - The "best educational interest" determination will be made on a case-by-case basis and will include facts and circumstances regarding an individual student's situation.
    - Available opportunities for in-person instruction will be considered prior to moving a student to virtual courses.
3. In general, students with disabilities may enroll in MOCAP and other virtual courses using the same process applicable to other students. However, for students with disabilities served under the provisions of Individuals with Disabilities Education Act (IDEA) or the Rehabilitation Act of 1973, Section 504 (504), the student's individual education program (IEP) or 504 team must


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consider whether virtual courses or virtual school would serve the student's best educational interest, and if so, whether supports and services or accommodations are necessary in order for the student to participate.

4. Enrollment in MOCAP courses will not exceed full-time enrollment in the District.
5. Information regarding MOCAP and District-sponsored virtual courses will be included in Parent/Student Handbooks, student registration materials, and on the District's website.

**Denial, Appeal, Removal**

1. Refusal to grant approval for a student to enroll in MOCAP courses will be for good cause and a determination that it is in not in the student's best educational interest.
2. Appeals of course denials will be handled in the same manner as denials for students seeking to enroll in courses offered by the District.
3. If a student is approved to enroll in a virtual course or program, the District will monitor a student's progress. If the course is not meeting the educational needs of the student enrolled in the course, the District may remove the student from the course. Recommendations from the course provider and/or DESE regarding the student's continued enrollment in the program will be considered before a student is removed.

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# Student-Initiated Group Use of School Facilities

## I-165-P

Pursuant to law, the District's secondary schools (grades nine-twelve) will provide an opportunity for student-initiated, noncurricular groups to conduct meetings on the school premises during non-instructional time. The District will not discriminate against student groups on the basis of religious, political, or philosophical content of the speech at such meetings. For the purposes of this policy, noncurricular is defined as an extracurricular activity or group that primarily involves students, does not primarily address subject matter taught during the regularly offered courses, does not primarily address subject matter that concerns the body of courses as a whole, does not require participation as part of a class, and for which no academic credit is granted.

Adoption Date(s): June 24, 2020


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# Student Publications

## I-170-P

School-sponsored, student publications may include the school newspaper/magazine, yearbook, and web pages and must comply with the ethics and rules of responsible journalism. Such publications are educational tools within the curriculum designed to provide venues for communication and the opportunity for students to exercise journalistic and technical skills. Faculty educators are assigned to advise students regarding the compilation and development of content for publication. Publications are primarily created and distributed within the school environment and are not part of a public forum. The building principal/designee may delay or prohibit publication of material that violates confidentiality laws regarding student records and privacy or which may cause a substantial disruption to the purpose or operation of school. The Board authorizes the establishment of procedures for review of information, including commercial advertisements, which must comply with District policy and procedures.

Adoption Date(s): June 24, 2020


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# Distribution of Non-Curricular Student Publications

## I-175-P

The District provides opportunities for noncurricular student groups to distribute materials on school property, including but not limited to, petitions, buttons, badges, and other insignia. All communications that use the District's technology to create or transmit noncurricular materials are subject to this policy. Students may distribute materials at reasonable times and places that are not likely to create substantial disruption. It is prohibited to distribute any materials to students on school premises which:

1. Are obscene to minors (any person under the age of 18).
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 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 other ethnic origin).
6. Present a clear and present likelihood that, either because of their content or the manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, which cause the commission of unlawful acts or the violation of lawful school procedures.

Any student wishing to distribute unofficial materials must first submit for approval a copy of the materials to the principal or designee at least 3 business days in advance of the desired distribution time, together with the following information:

1. Name, phone number, email of the person submitting the request.
2. Date(s) and time(s) of day of intended distribution.
3. Location where the material will be distributed.
4. The grade(s) of students to whom the distribution is intended.

Within two business days of receipt, the principal/designee will render a decision whether the material complies with or violates the guidelines of this policy. If the request to distribute the materials is denied, the reasons will be stated in writing to the student making the request. If the student is dissatisfied with the decision, the student may submit a request for appeal to the Superintendent or designee. Specific information regarding the appeal process will be provided to the student upon receipt of a request for appeal.

Students who violate the policy will be subject to the District's discipline policies and procedures.


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Permission to distribute material does not imply approval of its contents by the school, the administration, the Board, or the individual reviewing the material submitted.

Adoption Date(s): June 24, 2020


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# Promotion, Acceleration and Retention of Students

## I-185-P

Schools are designed in a manner in which student promotion from grade to grade occurs at the end of each school year upon successful completion of the required competencies of the grade and courses.

In some instances, it may be determined that retention in a grade or subject area serves a student's best educational interest. In other instances, it may be determined that acceleration in a grade or subject area serves a student's best educational interest when a student demonstrates advanced performance or potential for advanced performance and social and emotional readiness for acceleration. Retention, unless otherwise required by law, or acceleration are exceptions that will be reviewed on a case-by-case basis. Retention or acceleration occurs only after communication with the family throughout the course of the year regarding the student's progress, interventions or enrichment opportunities have been implemented, and multiple data points have been considered, including social/emotional factors. The District may provide and require tutoring outside the school day or summer school as a condition of promotion. The District recognizes that different students learn differently and will employ methods designed to help these students achieve at high levels. The final decision rests with the District's administration.

Decisions regarding promotion, retention, or acceleration of students with disabilities will be made in accordance with the Individuals with Disabilities Education Act (IDEA) and other applicable law.

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# Assessment Program

## I-195-P

All students will participate in the required, statewide screening and assessment program or an alternative assessment as determined by a student's Individual Education Plan (IEP). The District will comply with all assessment requirements for students with disabilities. The District has a written assessment plan, which is updated and posted annually on the District's website. In addition, access to the assessment plan is included in the Student/Parent Handbook at the beginning of each year. The assessment plan is also available for review at the District office during standard business hours.

Adoption Date(s): June 24, 2020


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# Speakers at District Events

## I-205-P

As required by law, the District will consider students' speech to be presented in a limited public forum when students publicly speak at public District events. The District will provide such forum in a manner that does not discriminate against a student's publicly stated voluntary expressions of a religious viewpoint, if any. The District will ensure that a student public speaker does not engage in obscene, vulgar, offensively lewd, or indecent speech. Such speech is prohibited. The District will state in writing, orally, or both, that the student's public speech does not reflect the endorsement, sponsorship, position, or expression of the District. This statement will be provided at all graduation ceremonies and at any other public District event in which a student speaks publicly for as long as a need exists to dispel confusion over the District's non-sponsorship of the student's speech.

Students do not have a right to speak at public District events. Speaking at public District events is a privilege. To be eligible to speak, students must be in good standing with the District, as determined by the District. The selection of student public speakers at public District events and graduation ceremonies will be based on neutral criteria in accordance with law including, but not limited to, the following:

- The District will select student public speakers for graduation from among graduates with the highest grade-point average, with notable accomplishments, the student body president, and/or senior class president.

- For other District public events, student public speakers are limited to student government officers, student government candidates, club and organization presidents, team captains, foreign exchange students, students who received an honor or award, student volunteers selected by a random drawing, etc.

- The Superintendent or designee may allow a student to publicly speak at a public District event if the student is recommended by a District employee, who based their selection of the student on neutral criteria.

Adoption Date(s): July 20, 2022


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# Accounting and Reporting

## F-100-P

The Superintendent or designee will ensure the District utilizes an accounting system that meets the requirements of state and federal law, and guidelines of the Missouri Department of Elementary and Secondary Education. This accounting system will assist the administration in providing the Board a monthly update regarding the financial condition of the District.

The Superintendent or designee will also be responsible for all reporting requirements of the District. The District accounting system must be able to produce the reports to fulfill all requirements. In addition, the Superintendent or designee is responsible for all internal and external accounting and reporting procedures.

Adoption Date(s): June 24, 2020


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# Audits

## F-105-P

Annually, the Board will contract with an auditor to perform an independent audit to meet all state and federal requirements. The auditor will be contracted after a competitive bidding process. The Board will consider the price, scope of the audit, and experience of the auditing firm in their selection process.

The Board may expand the scope of the audit beyond what is required. The Board may desire to have specific programs or functions of the District examined at a level beyond what is normally approved in the annual audit of a school District.

The Board will receive the final audit report and take action to approve the report on or before the December Board meeting. The Superintendent or designee is responsible for submission of the report to the Missouri Department of Elementary and Secondary Education by December 31st each year.

Adoption Date(s): June 24, 2020; Updated July 20, 2022


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# Audit Committee

## F-110-P

The Board may appoint an audit committee to review the District's financial processes and provide recommendations to the Superintendent or designee and/or the Board. The Board will determine the individuals to serve on the committee.

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# Budget

## F-115-P

A preliminary budget will be prepared by the Superintendent and submitted to the Board for review no later than May 1st of each year. The final proposed budget must be approved by the Board no later than June 30th of each year.

The budget will include a budget message, estimated revenues and expenditure by fund and source, beginning fund balances, an amortization schedule for all debt, estimated tax levies and the budget must be in compliance with the Missouri Financial Accounting Manual guidelines and all applicable law. The budgeted expenditures cannot exceed estimated revenue plus fund balances for any fund.

The budget will be reviewed by the Board on a regular basis.

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# Fiscal Year
# F-120-P

The fiscal year begins on July 1st and ends on the following June 30th.

Adoption Date(s): June 24, 2020


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# Bonded Employees and Officers

## F-125-P

The Board will take action to provide a blanket bond for all school employees that handle District funds. In addition, the Treasurer of the Board shall enter into a bond to the state of Missouri with one or more sureties, in accordance with law.

Adoption Date(s): June 24, 2020



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# Taxing and Borrowing

## F-130-P

The Board is responsible for levying taxes necessary to operate the District. The Board will appropriately notify the public of proposed tax levies and conduct a hearing regarding such levies, in accordance with law. The information provided in the notice will be drawn from the state auditor's office forms for calculating tax rates.

The District shall have a minimum levy as required by law. In addition, the Board may seek voter approval for a full or partial Proposition C waiver.

The Superintendent or designee will notify county officials of the tax levies of the District prior to September 1st, or October 1st if the District is within St. Louis County or any county with a charter form of government. If the District is notified by county or state officials that the proposed levy does not meet the legal requirements, then the Board will have 15 days to determine whether to accept the proposed rate from the state auditor, or provide additional information to the agency that rejected the proposed levy.

The Board may authorize the borrowing of monies within the limits of law. The Board must levy the appropriate tax rate to meet the obligations of the payment of debt.

The Board may authorize the issuance of bonds in accordance with law, and all regulatory requirements. The Superintendent or designee is required to ensure the District is in full compliance with all legal requirements.

Adoption Date(s): June 24, 2020


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# Investment of District Funds

## F-135-P

The Superintendent or designee will act as the investment officer to invest school District moneys not immediately needed for the operation of the District. All District investments will comply with the requirements of law and the direction of the Board. The Superintendent or designee and/or an external professional organization, including Missouri Securities Investment Program (MOSIP) and Missouri Capital Asset Advantage Treasury (MOCAAT), will have the authority and responsibility for management of the day-to-day operations of the District's investment program. The Superintendent or designee is responsible for establishing and maintaining an internal control structure that will be reviewed annually with the District's independent auditor. This policy will also be reviewed annually by the Superintendent or designee, and any recommended changes will be presented to the Board for consideration.

Generally, the District will consolidate cash balances to maximize investment earnings unless moneys are subject to certain restrictions or special funds. Investment income will be allocated to funds based upon their respective participation. Investments through external programs and professionals are acceptable.

### Objective

The primary objective of the investment program will be safety of principal and the preservation of capital in the portfolio. The District will also diversify the portfolio to minimize potential losses on individual securities. The investment portfolio will be designed to obtain a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs.

### Standard of Care and Conflicts

The standard of care to be used by investment officials shall be the "prudent person" standard. District officials and employees involved in the investment process will not participate in personal business activity that could conflict with the proper execution and management of the investment program or that could impair their ability to make impartial decisions. Investment officials will disclose any material interests in financial institutions in which they conduct business and any personal financial/investment positions that might be associated with the performance of the investment portfolio.

### Qualifications

The District will pre-qualify financial institutions and individuals with whom it will conduct business including financial institutions, advisors, intermediaries and broker/dealers. To become qualified for District investment transactions, financial institutions and brokers/dealers must provide, as deemed appropriate by the Superintendent or designee, audited financial statements, proof of Financial Industry Regulatory Authority (FINRA) certification, written agreement to comply with the District's investment policy, and a completed broker/dealer questionnaire. An annual review of the registration of qualified financial institutions and brokers/dealers will be conducted by the Superintendent or designee and/or the designated external professional organization.


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**Delivery vs. Payment**
All trades will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in eligible financial institutions prior to the release of funds. All securities shall be perfected in the name of, or for the account of, the District, MOSIP, MOCAAT, or another designated external professional organization and shall be held by a third-party custodian as evidenced by appropriate safekeeping receipts.

**Authorized Investments**
Investment types and collateralization will be in accordance with law. To provide for the safety, liquidity, and yield of the District's funds, in that priority order, the investment portfolio will be subject to the following additional restrictions:

a. Derivative investments or securities, either directly or through a repurchase agreement, and structured notes are prohibited.
b. Borrowing for investment purposes ("Leverage") is prohibited.
c. Contracting to sell securities not yet acquired to purchase other securities for the purpose of speculating on developments in the market is prohibited.
d. No more than five percent of the total market value of the portfolio may be invested in bankers' acceptances issued by any one commercial bank, and no more than twenty-five percent of the total market value of the portfolio may be invested in bankers' acceptances.
e. No more than five percent of the total market value of the portfolio may be invested in the commercial paper of any one commercial bank, and no more than twenty-five percent of the total market value of the portfolio may be invested in commercial paper.

**Investment Parameters**
Investments shall be diversified to minimize the risk of loss resulting from overconcentration of assets in specific maturity, specific issuer, or specific class of securities. Diversification strategies shall be established and periodically reviewed.

Investments in bankers' acceptances and commercial paper shall mature and become payable not more than 180 days from the date of purchases. All other investments shall mature and become payable not more than five years from the date of purchase.

**Reporting and Performance**
The Superintendent or designee will provide an investment report to the Board quarterly, including a management summary that provides an analysis of the status of the current investment portfolio and transactions made over the last quarter.
The portfolio should obtain a market-average rate of return during a market/economic environment of stable interest rates. The Superintendent or designee will review commercial paper and bankers' acceptances at least monthly to determine if the rating level has changed and consideration of possible sale if the securities are downgraded below the minimum acceptable rating levels.

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# Purchasing

## F-140-P

The Superintendent or designee will supervise District purchases to ensure compliance with the District's budget, as well as state and federal law. Purchases that exceed $25,000 must have prior Board approval unless the Superintendent determines an emergency exists. District staff members are encouraged to purchase products manufactured, assembled or produced in the United States. The District will follow all requirements for purchases undertaken with federal funds which are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department and General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs.

**Purchasing Generally**
The Superintendent or designee will supervise District purchasing to ensure the following:

1. No purchase that may exceed $25,000 will be made without prior Board approval, unless it is an emergency and is approved by the Superintendent.
2. Purchases may only be made through a purchase order, credit or purchasing card, or through petty cash.
3. All purchases must receive approval from the appropriate supervisor responsible for the budget code from which the purchase is made.
4. The Superintendent or designee must approve travel expenses such as airline tickets and hotel reservations.
5. All purchases must be appropriately documented consistent with District guidelines. Documentation related to purchases will be maintained in accordance with the Missouri Secretary of State's retention manual and include an audit trail linking the solicitation, evaluation, award and payment.
6. District staff will provide the District's tax-exempt letter to vendors before making any purchase that may be taxed.
7. No contract will be entered into or bill paid without the proper documentation and an affirmative vote from a majority of the whole Board.
8. Any contract to provide the District services in excess of $5,000 to the District must be conditioned on the provider submitting a sworn affidavit and documentation affirming enrollment in E-Verify and stating that the provider does not knowingly employ any person who is not authorized to work in the U.S.


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**Competitive Purchasing**
Unless bidding or other procurement method is required by law for a particular type of product or service, the District will comply with the following:

*Purchases For $10,000 or Less*
Employees will contact multiple providers before making a purchasing decision for $10,000 or less.

*Purchases More Than $10,000 but Less than $25,000*
If the estimated expenditure is more than $10,000 but less than $25,000, the employee authorized to make the purchase must contact multiple providers and receive purchase approval from the Superintendent before making a purchasing decision.

*Purchases For $25,000 or More but Less than $250,000*
If the estimated expenditure is for $25,000 or more but less than $250,000, the employee must contact multiple providers and submit the purchase information to the Superintendent who will submit the purchase to the Board for prior approval unless it is an emergency and is approved by the Superintendent.

*Purchases For $250,000 or More*
If the estimated expenditure is $250,000 or more, the purchase will be made after receiving sealed bids through the Superintendent or designee.

**Emergency Purchasing**
Unless competitive bidding is required by law, the Superintendent may waive the requirement of competitive bids or proposals when an emergency exists.

**Request for Proposals and Negotiations**
Requests for proposals (RFP's) may be sought in the same manner as competitive bids when competitive bidding is not required. The District will select the best proposal as determined by the evaluation of the RFP and any negotiations. The Superintendent or designee shall have the right to reject any or all proposals.

**Single Source Providers**
The Superintendent or designee may waive the requirement of competitive bids or proposals when there is only one feasible source for the purchase.

**Routine Purchases**
The Superintendent or designee may bid or negotiate for the products or services to be routinely purchased throughout the school year. The Superintendent or designee will approve providers at least annually to ensure that the prices of the products and services provided remain competitive.


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**Cooperative Purchasing**
Cooperative purchasing, including local and state intergovernmental agreements, may be used as approved by Superintendent or designee.

**Legal Requirements for Specific Types of Purchases**
The District will comply with all procurement laws relating to specific types of purchases, including, but not limited to, the following:

1. *Auditors:* The District must competitively bid for qualified auditing services. *See* 5 C.S.R. 30-4.030.
2. *Construction Projects:* Construction projects that may exceed $50,000 shall be advertised in a newspaper of general circulation and competitively bid. *See* Sections 107.170, 177.086, 285.530, 290.210 - 290.340, 292.675, RSMo.
3. *Construction Managers and Design-Builders:* Construction management, construction manager at risk and design-build contractor services must be advertised, bid and selected in accordance with law. *See* Sections 8.675 - 8.687, 67.5050, 67.5060, RSMo.
4. *Depositories:* Depositories of funds will be competitively bid at least every five years. *See* Sections 165.201 - 165.291, RSMo.
5. *Design Professionals:* Architectural, engineering or land surveying services must be selected in accordance with law. *See* Sections 8.285 - 8.291, RSMo, and Administrative Procedure F-140-A.
6. *Food Service Management:* Food service management companies will be competitively bid in accordance with state and federal law. *See* 7 C.F.R. 210.16; 5 C.S.R. 30-680.010.
7. *General Liability Insurance:* General liability and other forms of insurance contracts will be competitively bid at least every six years. *See* Section 376.696, RSMo.
8. *Health and Life Insurance:* Health and life insurance contracts will be competitively bid at least every three years. *See* Section 67.150, RSMo.
9. *E-Rate Purchases:* When purchasing services using federal E-Rate Funds, the District will comply with federal law detailing the competitive bidding process. *See* 47 C.F.R. 54.503.
10. *Purchases from Board Members or Employees*: Transactions with School Board members or employees, their spouses, dependent children in their custody and businesses they are associated with will only be conducted as required by law and Board policy. *See* Sections 105.454, 105.458, 171.181, RSMo.

**Purchasing Preferences**
When purchasing, the District will comply with all legal requirements for the preferred selection of providers, products and services.

**Credit and Purchasing Cards**
The following rules apply to the use of District credit or purchasing cards:


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1. The Board will set limitations on the use of the Superintendents credit/purchasing card. The Superintendent will set the limit on all other credit/purchasing cards.
2. Any employee using a District card shall first sign a card usage agreement and receive training on procedures for card use.
3. Employees issued credit or purchasing cards must reconcile their statements every month. Documentation, including receipts and the appropriate budget code, will be produced for each item purchased.
4. The Superintendent or designee will examine all documentation prior to payment. If any purchase was made by an employee contrary to law, Board policy or administrative procedures, the Superintendent/designee will immediately confiscate the card.
5. District cards will not be used to purchase personal items, or unauthorized items.

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# Procurement for Federal Programs and Projects

## F-145-P

The Superintendent or designee will administer federally funded programs and projects in accordance with federal laws. These laws include federal conflict of interest rules applicable to Board members, employees and agents involved with the selection of contractors and rules regarding the approval and administration of contracts for federal programs and projects. Each purchase must be authorized in the approved budget for administration of the grant. Purchases will be identified in District accounts in accordance with the federal program under which the purchase was made. The District is exclusively responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual administrative issues arising out of procurement.

### Bids and Requests for Proposals

Bid specifications and requests for proposals will include an accurate description of all requirements for the material, product or service sought and will identify all requirements and factors that will be used in evaluating bids or proposals. Bid specifications will not be written in a manner to favor one contractor over another. Contractors who develop specification requirements, statements of work or invitations for bids or requests for proposals for the District may not bid on the project.

In lieu of local or state purchasing preferences when purchasing goods or services related to a federal contract, the District will ensure that small businesses, minority businesses, women's business enterprises and Labor Surplus Area (LSA) firms are used when possible. It will also purchase, to the maximum extent practicable, domestic commodities and products and use solid waste management services in a manner that maximizes energy and resource recovery.

When the purchase price of the item exceeds $10,000, or the value of the quantity acquired during the preceding fiscal year exceeded $10,000, the District will purchase items that contain the highest practicable percentage of recovered materials, as defined by the Environmental Protection Agency (EPA), consistent with maintaining a satisfactory level of competition.

### Conflict of Interest

District employees and Board members participating in procurement using federal funds must comply with federal requirements and Missouri laws governing conflicts of interest and financial disclosures. Federal requirements must be followed when they are more stringent than Missouri requirements. District employees or Board members who have a real, apparent or potential conflict of interest may not participate in the selection, award or administration of a contract supported by federal funds. Such individuals will submit, in writing, any real, apparent or potential conflict of interest to the Superintendent who will forward any such disclosures to the awarding state or federal agency.


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District employees and Board members cannot solicit or accept gratuities, favors or anything of monetary value from contractors, parties to subcontracts or any vendor who is attempting to be a contractor for a federal program or project, but may accept unsolicited gifts worth a nominal value.

**Contracts**
The District will not use a time and materials contract unless there is a determination that no other contract is suitable and the District includes a ceiling price and oversees the project to ensure efficiency. The District may use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions.

**Consequences**
District employees and Board members are required to report any violation of this District policy to the Superintendent or Board President. All violations of federal criminal law involving fraud, bribery or a gratuity violation potentially affecting the federal award, even if no charges have been filed, will be reported to the Superintendent within five days of the violation. The Superintendent will submit information about the violation to the federal awarding entity. *See* 2 C.F.R 200.113.

Violations of this policy or the laws it references may also be reported to law enforcement, the Missouri Ethics Commission, the Attorney General's Office or DESE.

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# Depositories of Funds

## F-150-P

The bid process will be utilized for the selection of depositories as established by law. Sealed bids will be selected from financial institutions in the same or adjoining county of the District. Depositories selected shall have ten days from the selection to post securities required by law. Districts may enter into a one to five year agreement with a depository. The District reserves the right to ask for clarification of bids, or reject any or all bids.

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# Fraud Prevention

## F-160-P

For purposes of this policy, "fraud" is the deception of others intended to result in financial gain. A "financial irregularity" means an activity that violates an internal control or District rule involving a financial matter.

**Reporting Suspected Fraud or Financial Irregularities**
Any person who has reason to suspect fraud or financial irregularities should report that suspicion to the Superintendent or designee as soon as practicable. Employees or District volunteers who suspect fraud or financial irregularities are required to report it and may be disciplined or dismissed for failing to do so. If the suspected fraud or financial irregularity directly involves the Superintendent, the report should be made to the Board President. Reports will be kept confidential to the extent allowed by law. The person making the report should not communicate directly with the suspected individual or individuals unless specifically authorized to do so.

**Investigating Suspected Fraud**
The Superintendent or designee will investigate all suspected fraud or financial irregularities. If the Superintendent is the subject of the investigation, the Board President will designate an appropriate person to conduct the investigation. The Superintendent or designee will have access to all District records pertinent to the investigation and the authority to examine, copy, or remove all documents on District technology. No person will be permitted to alter, destroy, conceal, or falsify any record or document with the intent to influence an investigation.

Adoption Date(s): June 24, 2020


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# Inventory Management

## F-165-P

The Superintendent or designee will establish inventory controls for all District property. District inventory will only be utilized for District use, unless specifically authorized by the Superintendent or designee. District inventory acquired by federal funds will be handled as prescribed by District and federal requirements. The Superintendent or designee will establish administrative procedures to maintain, protect and insure District property.

Adoption Date(s): June 24, 2020


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# Surplus District Property

## F-170-P

When the District's real or personal property is no longer needed for school purposes, the Board, by an affirmative vote of a majority of the whole Board, may vote to authorize the sale or lease of the property. Real property may be sold or leased by listing the property with one or more real estate brokers and paying a commission upon such sale or lease. Alternatively, real property may be sold or leased to the highest bidder meeting Board approval. Personal property may be sold or leased to the highest bidder or otherwise disposed of as allowed by law. Property may also be sold or leased for public purposes to a city, state agency, municipal corporation or other governmental subdivision located within the boundaries of the District. The Board reserves the right to reject all bids.

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# Grants

## F-190-P

The Board authorizes the Superintendent or designee to pursue grant opportunities that align with the Strategic Plan of the District. No employee may seek any type of grant or alternative funding opportunity without the approval of the Superintendent. All grant applications must be approved by the Board prior to submission.

Grant funds shall be deposited in District accounts. If the District is only one of the participants in a grant, then another entity may be the fiscal agent of the grant, with approval of the Board. All District polices will be followed, regardless of the source of funds.

Adoption Date(s): June 24, 2020


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# Salary Deductions

## F-195-P

### Voluntary Deductions

The District may authorize voluntary payroll deductions from compensation earned by employees if ten or more employees so request. The employee must authorize all voluntary deductions in writing. In addition to the deduction of amounts authorized by the employee, the District may deduct the administrative cost of compliance. The amount deducted will be remitted to the organization, company or association authorized by the employee.

### Involuntary Deductions

The District may make deductions when an employee owes the District money and the deduction does not otherwise violate the law. The District may make deductions from an employee's pay for unauthorized absences. The District will also make deductions when presented a garnishment, wage attachment or other legal order. The District may charge an administrative fee for processing such deductions when allowed by law. Salary deductions for exempt employees shall be computed by dividing the salary, excluding extra-duty pay, by the number of days in the contract period. Deductions for nonexempt employees shall be based upon the hourly rate of the individual employee.

### Improper Deductions

Employees who believe that pay deductions have been improperly made should immediately report the concern to the Superintendent or designee.

Adoption Date(s): June 24, 2020


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# Political Campaign Contributions

## F-200-P

No District funds may be expended to advocate, support or oppose the passage or defeat of any ballot measure or the nomination or election of any candidate for public office. No District funds may be expended to, or pay any debts or obligations of, any committee supporting or opposing such ballot measures or candidates. District funds may be utilized to provide information regarding ballot measures that could impact the District. Board members and administrators may make public appearances and issue written information concerning ballot measures, in accordance with law.

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# Asbestos

## F-215-P

The Superintendent or designee will appointment one individual in the District as the coordinator of Asbestos Management. This individual will be provided all necessary training, and will be responsible for compliance with all Asbestos laws and regulations. In addition to the Coordinator of Asbestos Management, the District may contract with an outside agency to provide assistance in fulfilling all requirements and laws for Asbestos Management. The District will maintain a copy of the Asbestos Management Plan in the Superintendent's office, and a copy in each District building. The Coordinator of Asbestos Management will ensure the District in in compliance with the Asbestos Hazard Emergency Response Act of 1986.

Adoption Date(s): June 24, 2020


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# Emergency Preparedness Plan

## F-230-P

The Superintendent or designee is responsible for developing an Emergency Preparedness Plan. This plan will be developed with input from both internal and external stakeholders. Officials experienced in various forms of emergency preparedness will be utilized to help prepare this plan. The plan will cover all anticipated areas of Emergency Preparedness at the District and building level, and it will be reviewed by the Board on an annual basis.

As a part of this plan, emergency drills will be practiced and recorded, to at least the minimum standards of law. District officials are encouraged to work with local emergency management officials during the planning and practice of drills.

A component of the Emergency Preparedness Plan will be the potential utilization of District facilities for community access in emergency situations. The District may adopt a community emergency plan, which allows the use of school resources to provide relief to the community, with the approval of the Superintendent or designee, in the event of a community emergency. If school resources are used for a community emergency, the Board must review the occurrence within 30 days, or as soon as possible.

Adoption Date(s): June 24, 2020


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# Firearms and Weapons

## F-235-P

Weapons may only be possessed on school property by commissioned law enforcement officers, other specifically trained individuals, or for the purpose of a school-sanctioned firearm related event. Examples of school sanctioned events include gun safety courses for students, military student programs, or school sponsored club shooting team.

A weapon is defined as a device readily capable of lethal use, or device designed to mimic a weapon. Unless exempted by this policy, weapons are banned from all District property and District related events, as allowed by law. The District will follow all state and federal law that addresses the discipline of individuals that violate this policy.

Adoption Date(s): June 24, 2020


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# Communicable Diseases

## F-245-P

Medical information of students and employees is highly confidential, and the District will take necessary steps to protect the medical information of individuals, except as provided by law on a need to know basis.

Employees are not allowed to work if they have a medical condition that is communicable, unless they have a written statement from their physician clearing them to work, and the appropriate school personnel have agreed with the precautionary measures, as necessary, offered by the treating physician, as permitted by law.

Students with a communicable disease that exhibit behaviors that increase the chances of their condition being spread to other individuals, may be disciplined according to the student discipline policy, and state and federal law. Parents/guardians will notify District personnel about students with a communicable disease, and provide the written approval from the treating physician for the student to attend school. The District reserves the right to prevent student attendance until clarification or implementation of precautionary measures are in place, as permitted by law.

Parents or guardians are required to notify the District if they are enrolling or have a student attending school that is HIV infected. The District is entitled to notification from the Missouri Department of Health and Senior Services regarding a District student that is infected with a communicable disease, including HIV.

The Superintendent or designee will work with local agencies and the State Health Department on identifying categories of potential risk, procedures for cleaning body fluids, and procedures for dealing with communicable disease in individuals. District funds will be utilized for the purchase of equipment and supplies necessary to appropriately clean body fluids. The Superintendent or designee is permitted to communicate personally identifiable health information of students and employees with other governmental agencies, as permitted by law.

Students, employees and visitors to schools may not be present on school property unless they have received the appropriate immunizations required by law, unless they are appropriately exempted.

Adoption Date(s): June 24, 2020


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# Animals on District Property

## F-250-P

Eligible students or adults with disabilities may utilize a service animal on District property or District events as required by law and the conditions of this policy. The District will not discriminate based on an individual's disability.

The definition of a service animal will be based upon state and federal law. The task of a service animal must be based upon the disability of the individual. The "deterrent of crime" effect of a service animal's presence and the provision of emotional support, well-being, comfort, or companionship does not constitute work or task for the purpose of this definition.

The definition of a service animal applies to a dog and in some cases a miniature horse. If a miniature horse, the District will determine if the presence of the horse compromises facility safety requirements, and what modifications might need to be made because of the weight and size of the horse. The District may inquire what task or work the animal has been trained to perform, and whether the animal is required because of a disability. The District will not request documentation to determine whether the animal has been trained or certified as a service animal.

Service animals will not be allowed on District property if they present a safety risk or a health threat to students, employees or visitors. The District is permitted to make additional inquiries of the individual or service animal as permitted by law.

Adoption Date(s): June 24, 2020


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# Transportation Services

## F-260-P

The Superintendent or designee is responsible for the transportation services of the District. All transportation services will be in compliance with law, and guided by the School Administrator's Handbook, produced by the Missouri Department of Elementary and Secondary Education (DESE). Initial school bus routes will be approved by the Board on or before the end of October of each year, and the final report no later than June. Bus routes will be determined for the purposes of safety and efficiency.

Resident students will not be offered transportation if they live within three and one half miles of their home school. For safety reasons, some students may be offered transportation that live less than three and one half miles from their home school. The primary reason for this exception would be a highway, Interstate or major safety barrier between the residence of the student and the school. Students may be transported in leased vehicles, private vehicles, or contracted vehicles in accordance with law.

Transportation for students with disabilities and homeless students will be provided in accordance with law. The student discipline code of the District applies to conduct related to school transportation services. Any instance of trespass on a school bus will be reported to District administration and the appropriate law enforcement officials. The Superintendent or designee is authorized to pursue trespass charges against any individual trespassing on school transportation vehicles. District transportation will only be used for District transportation purposes, except in the potential of a community emergency as determined by the Superintendent or designee.

Adoption Date(s): June 24, 2020


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# Technology

## F-265-P

The Superintendent or designee will delegate responsibility for the District's technology system to a school employee. In addition, the District may contract with one or more vendors to assist in the overall operation of the technology system of the District. The District's technology system shall be considered a closed forum to the extent allowed by law.

The technology resources of the District may only be utilized by individuals authorized by the District. Students, employees and Board members are required to sign a User Agreement prior to utilization of the technology resources of the District. Users do not have an expectation of privacy in utilizing any District technology resources.

Users of District technology are subject to necessary review of data accessed or stored on District technology and technology equipment, as allowed by law. The District will utilize a content filter system to help prevent minors from accessing inappropriate information and the District will retain data stored electronically as required by law. In accordance with law, the content filter system will be used to protect against access to visual depictions that are obscene, harmful to minors, or child pornography. The District will monitor the online activity of students in compliance with the Children's Internet Protection Act (CIPA).

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# Data Governance and Security

## F-270-P

The District may need to access, record, and keep confidential information to comply with District policy, procedures and law. The District will store information that is critical to the operation of the District. The District will take the necessary precautions to protect this information, as allowed by law. Personally identifiable information and critical information will only be accessed on a need to know basis. All individuals granted privilege to confidential and critical information are required to protect this information from all inappropriate or unauthorized access.

Any person that believes confidential or critical information has been inappropriately accessed shall immediately notify the Superintendent or designee of their concern. District personnel will promptly launch an investigation into all concerns or allegations. District employees may utilize outside personnel in the investigation and resolution of any concerns regarding Data Governance and Security.

The District will seek legal recourse against individuals who violate this policy. District employees may be disciplined up to termination of employment for recording, altering or inappropriately accessing confidential or critical information.

Adoption Date(s): June 24, 2020


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# Board Member Liability and Insurance

## F-280-P

The Board will purchase insurance to cover the Board, Board members and agents of the Board for their official actions as related to their service to the District. Insurance will be provided for coverage of professional liability and other types of insurance to indemnify Board members and agents of the Board acting in their official capacity to the fullest extent of the law. The Board will also purchase insurance coverage for all property owned by the District. This policy does not waive any immunity granted to individuals or the Board as allowed by law.

Adoption Date(s): June 24, 2020


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# Food Service Program

## F-285-P

The Superintendent or designee is responsible for the implementation and monitoring of the food service program of the District. The District food service program will be in compliance with all state and federal food and meal requirements, and applicable law.

The Board will annually establish prices for milk and meals, for students, employees and visitors in compliance with the requirements of the United States Department of Agriculture (USDA).

The District will participate in the National School Lunch program and National School Breakfast Program, as outlined by the USDA. The Board may take action to opt out of the Summer Food Service Program. The District will annually distribute the eligibility standards that outline assistance for participation in the free and reduced meal program. Students will only be identified as participants in the program on an as needed basis. The District may contract for the food service management of the District.

The Board is committed that discrimination on the basis of race, color, national origin, sex, age, or disability shall not occur in the receipt of benefits or participation of any food service program.

Adoption Date(s): June 24, 2020


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# District Wellness Plan

## F-290-P

The Superintendent or designee is responsible for a District wellness plan that addresses the federal requirements of the National School Lunch Program and School Breakfast Program, and the Healthy, Hunger-Free Kids Act of 2010. The designee will ensure that the District promotes student wellness, preventing and reducing childhood obesity, and providing assurance that school meal nutrition guidelines meet or exceed the minimum federal school meal standards. The District wellness plan will support good nutrition, physical exercise and positive lifestyle practices that promote the overall health of students and employees, and provide transparency to the public on the content and implementation of the District wellness plan.

The District is committed to providing an environment that enhances the development of lifelong wellness. The goals outlined in this policy are the result of review and consideration of evidence-based strategies.

**District Goals**

*Goals for Nutrition Promotion and Education*

The District will collaborate with public and private entities to promote student wellness.

The District will promote healthy food and beverage choices for all students, as well as encourage participation in school meal programs.

The health curriculum will include information on good nutrition and healthy living habits.

As appropriate, teachers will incorporate information on nutrition and wellness into the classroom curriculum.

Water will be made available to students throughout the school day.

*Goals for Physical Activity*

The District's curricula will include instruction on physical activity and habits for healthy living.

Students will be encouraged to engage in physical activities throughout the school day.

The District will encourage parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.

*Goals for Other School-Based Activities Designed to Promote Student Wellness*

The District will participate in state and federal child nutrition programs as appropriate.


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The District will use evidence-based strategies to develop, structure, and support student wellness.

The District will provide professional development, support, and resources for staff about student wellness.

Students will be provided sufficient time in which to eat school-provided meals.

The District will strive to provide physical activity breaks for all students, recess for elementary students, and before and after school activities, as well as encourage students to use active transport (walking, biking, etc.)

**District Standards**

*Standards for All Foods and Beverages Sold to Students at School and During the School Day*

The District will ensure that student access to foods and beverages meet federal, state and local laws and guidelines including, but not limited to, USDA National School Lunch and School Breakfast nutrition standards and USDA Smart Snacks in School nutrition standards.

The District will offer students a variety of age-appropriate, healthy food and beverage selections with plenty of fruits, vegetables, and whole grains aimed at meeting the nutrition needs of students within their calorie requirements in order to promote student health and reduce childhood obesity.

*Standards for All Foods and Beverages Provided, But Not Sold to Students during the School Day*

The District may provide a list of healthy party ideas or food and beverage alternatives to parents, teachers, and students for classroom parties, rewards and incentives, or classroom snacks. The District discourages the use of food and beverages as a reward or incentive for performance or behavior.

**Food and Beverage Marketing**

Marketing and advertising is only allowed on school grounds or at school activities for foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards. This rule does not apply to marketing that occurs at events outside of school hours such as after school sporting or any other events, including school fundraising events. The District will not immediately replace noncompliant products or logos to comply with the new USDA Smart Snacks in Schools nutrition requirements. All previously purchased products will be used, and all existing contracts honored. Similarly, all equipment that currently displays noncompliant marketing materials will not be removed or replaced (e.g., a score Board with a Coca-Cola logo). However, as the District reviews and considers new contracts, and as scoreboards or other such durable equipment are replaced or updated over time, any products that are marketed and advertised will meet or exceed the USDA Smart Snacks in School nutrition standards.


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**Public Participation**
District stakeholders and members of the general public will be encouraged to provide their input to the District during the wellness policy adoption and review process.

**Competitive Foods and Beverages**
All foods and beverages sold during the school day as part of a fundraiser or for any other purpose in competition with the National School Lunch and Breakfast Programs must meet the nutrition standards of those programs unless otherwise allowed by the Missouri Department of Elementary and Secondary Education (DESE).

If food is sold as a fundraiser, it will not be sold in competition with school meals in the food service area during the meal service. Food sold as a fundraiser will not be sold or otherwise made available to students anywhere on school premises during the period beginning one half hour prior to the serving period for breakfast and/or lunch and lasting until one half hour after the serving of breakfast and/or lunch. If food items are sold during the school day, they will meet the USDA Smart Snacks in School nutrition requirements. This restriction will not apply to food sold during non-school hours, weekends, and off-campus fundraising events such as concessions during after-school sporting events, school plays or concerts; or to bulk food items that are sold for consumption at home. (e.g., frozen pizzas, cookie dough tubs, etc.).

**Assessment**
The District will assess and review this policy at least every three years to evaluate compliance with this policy, how this policy compares to DESE model wellness policies, and District progress towards goals of this policy. Based upon this evaluation, the District will update and amend this policy as appropriate.

**Public Notice**
The District will provide notice of this policy at least annually to the public by one or more of the following methods: on its webpage, in its newsletter, in the Student/Parent Handbook and Employee Manual, newspaper advertisements, direct mailings, electronic mail, and public postings. The District will provide notice of the Triennial Assessment and progress reports towards meeting the goals in this policy using one or more of those same methods.

**Recordkeeping**
The District will retain records to document compliance with the requirements of this policy.

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