

# MEADVILLE R-IV SCHOOL DISTRICT

## Employee Handbook



August 2024

## **MISSION**

The mission of the Meadville R-IV School District is to offer a quality education to every student. It is committed to guiding students to reach their highest potential. It is the school's aim to educate the whole student, intellectually, physically, socially and emotionally. Education is the responsibility of the parents, students, family, teachers, school staff and community. All must work cooperatively toward preparing students to be productive and contributing members of an ever-changing global society.

## **VISION**

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## **PHILOSOPHY OF EDUCATION**

Public education is a joint responsibility of the profession, the public, and their representatives. We realize that the Board of Education, administration, and classroom teachers have a common goal—the best education for all of the students who attend the Meadville R-IV Elementary and Secondary School System. This Education must prepare each student for his or her pathways into

life's experiences regardless of their age, race, sex, religion preference, national origin, socio-economic status, or handicapped condition.

We must recognize that the American Public School System is peculiarly our own; that it was developed to fit a base for future needs during our life's remainder. We believe that it must be a flexible system, adaptable to the needs of various localities and able to meet changing conditions. We must realize that education is not static, that we must keep abreast of changing times, constantly recognizing new needs, constantly seeking new methods of achieving our goals, yet not rushing blindly out on untried pathways.

Due to increasing mobility and technological advances of the American people, we must realize that we no longer prepare our children to become citizens of the area in which they grow up. Therefore, we must be prepared to meet at least certain minimal standards on state and national levels. At the same time we believe that the state and federal governments have a growing responsibility in the support of a school system which will meet these mandated requirements.

We must recognize that the child is the product of his home, his community, and his school. All must contribute to his development. When one fails, the others must move to bridge the gap. It is the responsibility of the home to see that each child has an upbringing that is supportive, healthy, happy, morally and mentally well balanced. It is the responsibility of the community to contribute the means for a child's education, to set high standards for his health, safety, and moral and civic development. The education process should develop a feeling of self-worth; the instructional program should encourage responsible decision making, and provide opportunities for self discipline. Each student should develop attitudes, which contribute to the continuation of the democratic way of life in America. Students should appreciate and understand that the democratic and free enterprise system must be learned and earned through active participation.

If the school is to fulfill its function, we as teachers and members of the Board of Education in a public school, must pledge ourselves to recognize and abide by the goals of our educational system; to do the very best we can with the means at our command. We must recognize that no two individuals are alike; that

each child represents a different problem and challenge. We must demand that each student develop to his fullest capacity. Consequently, we must set high standards of achievement and resist all pressures to lower them, recognizing of course that all children cannot attain the same level of achievement.

### **SCHOOL DISTRICT OBJECTIVES & GOALS**

The rationale of education is a foundation on which a school system is built and upon which the product of the school program is evaluated. We accept this responsibility as the community's primary educational resource for preschool through grade twelve. Meadville R-IV will accomplish this through a totally integrated school and community based, performance-driven program to successfully meet the individual needs of each student.

#### **WE BELIEVE THAT:**

- the school must assume the responsibility for the education of every child in the community regardless of race, sex, economic status, creed or national heritage.
- all people have equal inherent worth.
- all people have the right to be treated with dignity and respect.
- all individuals are unique and have different abilities and needs (mental, physical, social, and emotional) that should be developed to their maximum level in order to prepare the students for a successful life.
- the development of skills, attitudes, and understandings is a responsibility shared by the school, the home, and the community, and that effective communication among these is essential to a quality education program.
- the school should be safe, orderly, purposeful, active, and a nurturing environment where all students are expected to learn and where all students can experience success.
- that Meadville R-IV School System should develop in every child an appreciation for honest work, and a realization that for every activity enjoyed the individual must assume corresponding responsibility.
- that the school must face the challenge to develop citizens who will function effectively in our democracy.

## **GOALS**

In keeping with this general rationale, the school has further adopted the following summary goals in the various areas of activity affecting the individual school child.

### **Tool Subjects**

To give each pupil, in as far as his/her ability permits, a mastery of the tools of learning and communication, such as reading, writing, arithmetic, science, and the use of written and spoken language.

### **Character Growth**

To encourage and stimulate the continuous growth in the pupil of his/her ability to think clearly, logically, and independently, and to know and master his/her own powers and potentialities and to exercise those power with due regard to others.

### **Health**

To protect the right of the child to a healthy body though provision of physical education, health education, and necessary preventive health services.

### **Individual Differences**

To provide such changes in the educational program of physical education, health education, and necessary preventive health services.

### **Citizenship**

To develop in each child, youth, and adult student an understanding and appreciation of the forces and ideals of democracy, which have made America great, and to foster a sense of his/her personal opportunities and responsibility as a citizen of his/her community, state, nation and world.

### **Understanding Environment**

To develop in each child commensurate with his/her maturity, and understanding of the physical, economic, social, and spiritual world in which he/she lives, and to help him/her to adjust himself/herself effectively to his/her surroundings.

### **Social Adjustment**

To prepare the pupil psychologically for a well-balanced and happy individual, social and family life.

### **Earning a Living**

To help the student find his/her most productive role in life and to develop through work experience good work habits. To give those who do not go to college, university, trade or technical school enough basic skills and vocational training so that they will possess a marketable skill and be prepared to earn a living. To teach children how to buy goods and services wisely. All will be consumers and all therefore should become intelligent consumers.

### **Student Activities**

To encourage wholesome and creative forms of recreation and play. To educate children to use their leisure time to the best advantage. These interests should be promoted in the school program.

### **Aesthetic Development**

To provide for each pupil a comprehensive understanding of the cultural subjects (music, literature, art, etc...)

### **Community Relations**

To make school an essential part of the community life, serving all the people in various ways according to their needs, and supplying opportunities for adult education and other activities.

### **Utilizing Information**

To educate students on how to acquire the knowledge and skills to gather, analyze, and apply information and ideas.

## **DISTRICT GOALS—2024-2025**

The Comprehensive School Improvement Committee agreed on the following improvement objectives to be accomplished within five years.

1. The District will provide students with highly qualified staff that are knowledgeable and implement engaging lessons and develop relationships.
2. The District Teachers and Staff will provide a safe, positive, caring environment where student want to be at school.
3. The District will provide students with rigorous academic experience to prepare them for college, careers, and life.

### **SCHOOL DAY**

The school district has implemented an 8 period schedule with each day having eight class periods and a sack lunch period. The superintendent, with Board of Education approval will recommend the day's length. The pupils are to be under the guidance and direction of a teacher in the teaching process as required by state law to be a minimum of six hours. The specific daily opening and closing time may vary to facilitate the scheduling of the district's transportation program and breakfast program.

### **SCHOOL YEAR CALENDAR**

The school district calendar is defined as during a twelve-month period in which the academic instruction of pupils is actually and regularly carried on.

The school calendar shall provide for a minimum of 1,044 hours of actual pupil attendance. Various meetings, holidays and other days may be scheduled as part of the school term at the discretion of the Board of Education. The school calendar as developed by the superintendent and approved by the Board of Education will begin before Labor Day because of the Agricultural Exemption. The Board of Education shall reserve the right to exercise this option to determine if students are needed for agriculture production purposes in determining the opening date of school/actual pupil attendance and regular instruction carried on. Upon approval of the calendar by the Board, the superintendent will distribute copies to the staff and news media.

If school is dismissed because of inclement weather, the time spent in school that day will count toward the total hours of instruction for the year. Total hours of instruction must be 1,044 hours to complete the school year.

The school year (fiscal year) commences on the first day of July and ends on the thirtieth day of June.

The official school calendar is located in the school district office. The staff will need to secure the approval for an activity from the principal or superintendent prior to scheduling and placement on the official school district calendar. All activities that will need to be provided with transportation, by the school, will need to be placed on the calendar at least one week in advance.

## **PROFESSIONALISM AND CHAIN OF COMMAND**

The smooth operation of our school district requires a high level of professionalism at all times. Use the chain of command to solve problems. Discussion of school problems with outside sources does not help resolve problems. Never discuss school problems with students.

Chain of command is as follows and works in both directions:

Students/Parents –Teachers/Staff—Building Principal—Superintendent—Board of Education

Communication and problem resolution benefit from following the chain of command. Skipping links in the chain may create friction and delay the resolution.

All communication or reports to the Board from staff members should be submitted through the Building Principal to the Superintendent, all communication to the staff from the Board should be handled through the Superintendent to the Building Principal. This is not to deny communication, but

rather to ensure that chain of command is respected and issues are resolved by the closest links in the chain.

### **POWERS AND DUTIES**

All teachers are expected to familiarize themselves with the rules and regulations of the board of education and with the provisions of the state law covering the duties of teachers and students. Teachers are expected to cooperate in the enforcement of the above rules and regulations and Missouri state laws.

Teachers shall report at least thirty minutes before the opening of the school day in the morning and remain until at least fifteen minutes after the scheduled dismissal of pupils in the afternoon.

Under no circumstances shall teachers require students to stay after school without staying with them and making provision for them to reach home.

Teachers shall not leave the building during the school day without reporting to and receiving the consent of the Principal or Superintendent.

Each teacher shall keep such records and make such reports as may be required by law or requested by the Principal or Superintendent. Each teacher shall be held responsible for attendance at all professional meetings called by the Superintendent or Principal, and such county, district, or state meetings for which school shall have been dismissed. Failure to do so without satisfactory excuse shall result in forfeiture of salary for such sessions as they may miss.

Teachers shall not leave their classroom unattended or allow students to be unsupervised without prior notification and permission from the Principal or superintendent and only after a supervisory substitute is available and present.

Teachers shall not send pupils away from the school on errands without approval of the Principal or Superintendent.

Each teacher shall have the immediate care of his or her respective classroom, and shall be responsible for the care and preservation of all furniture and

equipment therein. In addition, they shall assist in the care and preservation of all school equipment.

Each teacher shall maintain an adequate amount of education space in their designated classroom by keeping their room in a neat, orderly, presentable, and unobstructed fashion.

Teachers shall familiarize themselves with the provisions of the district-wide disciplinary policy as adopted by the board of education and presented by the principal.

Teachers have a definite responsibility for the maintenance of good discipline not only in the classroom, but also throughout the building, on school grounds, and at any time they may have students under their supervision.

All teachers should take their problems or complaints to their principal for adjustment, which if they are unable to handle it shall refer it to the Superintendent. The right of appeal by the teacher to the Board of Education shall not be denied, but shall be used only after resort to settlement by the Superintendent or Principal has failed.

All publicity shall be cleared through the Superintendent. Teachers are expected to maintain a professional attitude in discussing school problems outside of school. Loyalty and cooperation with other teachers and personnel is expected at all times. Criticism of teachers and other personnel outside of the proper educational channels is not approved.

Teachers are expected to show an interest in and participate in school activities. However, before accepting projects from outside organizations or individuals, the teacher should clear requests with the Superintendent's office in order to decide whether time and facilities are available for such request.

Commercial representatives or solicitors of any type are not to interview teachers, pupils, or other employees or attempt to make sales during the school day without the consent of the Principal or Superintendent.

Teachers are required to take such extra-curricular activities, responsibilities, playground, hall and lunchroom duties as the Principal or Superintendent may assign them.

No teacher shall promote or encourage an activity, picnic, club or similar activity involving students, classes, or teachers, nor engage in any money raising or solicitation without the consent of the Principal or Superintendent.

Teachers are encouraged to belong to their professional organizations. Teachers shall not permit students to be taken from class or the school by unauthorized persons, and only with the consent and knowledge of the principal, parents or guardians. No student is to be sent to a Doctor without office clearance.

Teachers shall be responsible for the proper and economical use of books, stationery, and technology supplied to their respective classes, and shall frequently inspect schoolbooks and equipment used by students for the purpose of encouraging proper care.

Teachers shall see that all safety precautions be practiced and observed and shall immediately report any safety hazard which is beyond their ability to eliminate or repair.

Teachers shall be responsible for leaving the school room in a neat and orderly condition at the close of each school day—blinds adjusted uniformly, lights turned off, windows closed, and doors locked unless otherwise specified.

### **USE OF PERSONAL ELECTRONIC DEVICES – Policy 4873**

The use of cell phones, iPads and similar personal electronic devices during work time presents a significant safety risk, as well as adversely impacts work time. For safety and educational reasons, employees are not permitted to use such personal electronic devices during work time, except as otherwise provided in Board Policies or this handbook. Exceptions will be made for bonafide school related emergencies. When present at school, but not during work time, the District expects all employees to use such devices in a responsible manner that does not interfere with the employee's job duties. Employees who violate District Policies, Regulations, or Procedures regarding

the use of personal electronic devices may be disciplined and may be prohibited from possessing or using personal electronic devices while at work. Personal electronic devices may not be used in any manner that would violate the District's policies on student-staff relations.

**General Cell Phone Use** - The District prohibits any employee cell phone use that interrupts or disrupts the performance of duties by the employee or otherwise interferes with District operations, as determined by the employee's supervisor. This prohibition applies regardless of whether the cell phone used is owned by the employee or provided by the District.

Supervision of students is a priority in the District, and employees who are responsible for supervising students must concentrate on that task at all times. Employees **will not** use a cell phone when they are responsible for supervising students unless any of the following conditions occurs:

1. There is an emergency.
2. The use is necessary to the performance of an employment-related duty at that particular time and cannot be avoided.
3. The employee has received specific and direct permission from a supervisor. Supervisors shall limit such permission to unusual circumstances such as communication regarding a family birth, death, or surgery.

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

### **Use in Vehicles**

Unless there is an emergency, employees **shall not** use cell phones when:

1. Driving district-provided vehicles.
2. Operating a vehicle in which a student is being transported.
3. Supervising students who are entering or exiting a vehicle, crossing thoroughfares or otherwise safely reaching their destinations.

Even in emergency situations, employees should first take all possible safety precautions before using cell phones. If an emergency occurs, the vehicle should be parked and remain parked in a safe location during the use of the electronic device. Bus drivers and employees driving District vehicles should log

those work time emergency calls with date, time, call duration and vehicle location with their supervisor as soon as is practicable.

## **TECHNOLOGY SAFETY**

To protect district technology, the District does not allow personal cell phones to be synchronized with the District's network files. Employees should contact the District's technology director for alternative methods of synchronization, if feasible and approved by the Superintendent.

### **Computer/Internet Use – Policy/Regulation 6320**

Employees are encouraged to use technology for teaching and learning. Computers are the property of the District and will be monitored for appropriate use. This includes email. Staff members and students must sign an acceptable use policy before using the internet. All uses of the internet and computers shall be in accordance with the school technology usage agreement. It is the responsibility of teachers to closely and actively supervise the student use of all computers in the school. The District servers have content filtering, but no filter is perfect. If you are able to access, or if you notice students are able to access, sites with inappropriate content, you must report that immediately to the technology coordinator. When using laptop computers, Chromebooks, and I-pads teachers should carefully check all computers when they are issued and collected from students. Any problems or concerns should be duly noted and reported.

## **JOB DESCRIPTIONS**

Each teaching and employee position in the Meadville R-IV School District has an approved and adopted job description with which the responsible teacher shall be familiar. Changes and revision shall be presented to the Board of Education for approval or are otherwise acceptable.

## **PERSONNEL RECORDS**

The Board of Education of each school district shall maintain records showing periods of service, dates of appointment, and other necessary information for

the enforcement of school and retirement laws in addition to the following information:

1. A valid certificate for teaching in the state of Missouri.
2. An up to date transcripts of college record.
3. Employee's withholding tax exemption certificates.
4. Teacher retirement information as per requirements of The Public School Retirement System of Missouri.
5. Individual information such as social security number, home address including zip code, date of birth, salary schedule placement, time of day and day of week which employee's workweek begins, rate of pay, and various pay records and insurance information.
6. Positions requiring licenses and permits shall have such documents valid and up to date prior to employment. Such documents shall remain valid and updated.

Up to date transcripts, valid teaching certificates, and social security numbers must be in a file in the Superintendent's office prior to the start of the school year. Summer school hours should be turned in by July 1<sup>st</sup> to record any change in a teacher's professional status.

It is the intent of the Board of Education to maintain complete and current personnel files, including all information necessary to comply with the Fair Labor Standards Act, for all district employees. There shall be one personnel file kept separate from personnel files.

Upon request to and in the presence of the appropriate administrative official, any employee will have the right during regular working hours to inspect his or her own personnel file, with the exception of the ratings, reports and records obtained prior to the employment of the individual, including confidential placement papers.

Information of a derogatory nature will not be entered or filed in the employee's personnel folder until the employee is given notice, as well as an opportunity to review the information and comment thereon. The employee will have the right to append a reply to the statement, which will also be included in the file.

### **STAFF CONDUCT – Policy 4630**

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

1. Review and comply with Board policies, regulations, and procedures as well as related building rules and practices.
2. Properly prepare for student instruction.
3. Fully utilize instructional time for learning activities.
4. Maintain students under active supervision at all times.
5. Assess student performance in a regular and accurate manner.
6. Modify instructional goals to meet the needs of each student.
7. Comply with administrative directives.
8. Communicate with students in a professional and respectful manner.
9. Communicate with colleagues, parents and District citizens in a professional manner.
10. Properly operate and maintain district property.
11. Utilize district technology solely for school district business.
12. Maintain required records and submit requested reports in a timely manner.
13. Comply with all safety guidelines and directives.
14. Refrain from the use of profane and obscene language.
15. Dress in a professional manner.
16. Attend to all duties in a punctual manner.
17. Maintain student confidentiality pursuant to state and federal law.
18. Follow and implement student Individual Education Programs (IEP) under the Individuals with Disabilities Education Act (IDEA) or plans under Section 504 of the Rehabilitation Act.
19. Maintain and account for District funds in the staff member's possession and control.
20. Maintain professional relationships with students. With the exception of students who are immediate family with the staff member, this requirement also includes avoiding situations that could lead to allegations of inappropriate relationships with students, including, but not limited to:

- a. Being present in any setting where students are provided or are consuming alcohol or illegal drugs.
- b. Inviting students to be alone with a staff member at a staff member's residence, on staff member's private property, or in a staff member's motor vehicle without the prior consent of the building principal.
- c. Communicating with students, electronically or in person, about the student's sexual activity or concerning the staff member's sexual or romantic conduct.
- d. Being present on District premises alone with a student in a room where the door is closed, the door is locked, or the lights are off, unless required temporarily due to emergency circumstances. Counselors and administrators are exempted from this prohibition in performance of professional duties.
- e. Covering the interior window(s) of instructional space and offices with any material that blocks or obscures outside vision into the space, unless required temporarily due to emergency circumstances.
- f. Communicating with students about sexual topics outside approved District curriculum, unless done as part of a District investigation into sexual abuse or harassment.
- g. Utilizing students to attend to personal errands for the staff member.
- h. Allowing students to drive a staff member's vehicle.

### **TEACHER/SCHOOL DAY GENERAL INSTRUCTIONS**

Teachers are specifically required to report for duty no later than 7:30 AM and to remain until 3:45 PM to assist pupils, to help clear and secure the building.

Teachers are requested to dismiss each class after the end of the period. Do not allow the bell signal to dismiss your class.

Faculty or staff does not have the authority to excuse pupils to leave school. All excuses must come from the administration only after permission is obtained from the parent/guardian of such student.

Teachers are not to leave the school during the day hours unless it is an emergency, and then arrangements must be made through administration.

Please DO NOT leave the classroom with students unattended.

### **PUBLIC RELATIONS**

Good teaching provides the best public relations any school can have. Each teacher has a responsibility in public relations. We need to let the public know that their child is getting the best education at school. Participation in community activities is encouraged. The community needs to know that you are interested in them, just as you want them to be interested in you. Get familiar with the community and the activities that occur.

### **STAFF PARTICIPATION IN SCHOOL COMMUNITY**

The board encourages the professional and support staff to participate constructively in activities of the school community. In their relationships with community groups, a conscientious effort should be made by all employees to make school life a part of community life and to bring the community closer to the schools. Professional and support staff members should endeavor to know the community's influence on and opportunities for students as well as for themselves.

Professional and support staff members are reminded that they may be viewed by the community as representatives of Meadville R-IV. Therefore, employees should be careful that any information they carry to the public is correct professional information, not rumor or part truth.

### **STAFF CONFLICT OF INTEREST**

Employees of the Board will not engage in, or have direct financial interest in, any activity that raises a reasonable question of conflict or interest with their duties and responsibilities as members of the Meadville R-IV School District staff, by adhering to the following policies:

1. Employees will not participate for financial remuneration in outside activities wherein their position on the staff is used to sell goods or services to students or their parents/guardians, except when permitted by the Board of Education.
2. Employees who have patented or copyrighted any device, publication or other item will not receive royalties for use of such items in the district schools.
3. Employees will not engage in any type of work where the source of information concerning customer, client, or employer originates from information obtained through the school district, except when permitted by state law and the Board of Education.
4. Employees shall not act as agents or accept commissions or other awards for books or other school materials, the selection or purchase of which they may influence.
5. State law permits administrative or executive employees to make sales of real estate or services to the district if the total amount paid is \$500 or less per year, or after public notice and competitive bidding, where the bid or offer is the lowest receiver.

### **STAFF/STUDENT RELATIONS**

The relationship between staff members and students should be one of cooperation, understanding, and mutual respect. All staff members have the

responsibility to provide an environment conducive to learning and to motivate each student to perform to capacity.

Each staff member will strive to secure effective individual and group discipline and should be treated with respect by the students. Staff members should extend to students the same respect and courtesy, which they have a right to expect.

Although it is desired that staff members have a sincere interest in students as individuals, partiality and staff/pupil biases must be avoided. Excessive informal and social involvement with individual students gives rise to charges of partiality and excessive personal involvement which could be a disadvantage to both the student and the staff person.

### **PROFESSIONAL ORGANIZATIONS**

As a professional, teachers are encouraged to belong to professional organizations.

It is highly recommended that teachers become affiliated with the state level departmental organization of their area. Departmental affiliation on the national level is entirely elective.

### **BUY AMERICAN POLICY**

In order to comply with Missouri Senate Bill NO. 74, the Meadville R-IV Board of Education has adopted the policy to encourage the purchase of products manufactured, assembled, or produced in the United States.

### **SICK, PERSONAL, AND PROFESSIONAL LEAVE – Policy 4310, 4320, 4321 & 4330**

(Policy 4310) Regular attendance is essential in providing District students with high quality instruction. Eligible certificated staff will have available 10 days of sick leave per school year cumulative to 60 days. Eligible support employees have available 10 days of sick leave per year cumulative to 60 days. Eligible 12-month employees will have available 10 days of sick leave per school year cumulative up to 60 days and 2 weeks of vacation.

When employees are absent more than 5 days in any semester or more than 10 days per school year, their absence is considered excessive. The Superintendent/designee will review each incident of excessive absence and may require the employee to provide medical documentation or may consider disciplinary actions up to and including termination.

The Board of Education has adopted regulations for the following types of leave for District employees: (Policy 4320)

1. Sick Leave
2. Personal Leave
3. Bereavement Leave
4. Leave for Jury Duty
5. Military Leave
6. Leave of Absence
7. Family and Medical Care Leave
8. Domestic/Sexual Violence Victim Leave

Specific provisions of the various types of District leave are described in Board Regulation 4320.

#### **Paid Sick/Personal Leave**

Full-time employees are provided with ten (10) days of sick/personal leave. Sick leave may only be used for illness of the staff member or the staff member's immediate family. Immediate family is defined as spouse, parent, grandparent, child, sibling, daughter or son-in-law, grandchild, or non-family residing within the staff member's home. If employees' contract Covid-19 the district will forgive sick days that are Covid-19 related with written documentation from a physician or Health Department Official. Employees desiring to use personal days must schedule a request to the faculty principal at least one week in advance. The Superintendent/designee has the right to deny any request for personal leave that does not conform to the policy or would cause a hardship to students or staff.

#### **Bereavement Leave**

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

#### **Leave for Jury Duty**

Employees called for jury duty, for participation in the jury selection process, or subpoenaed to testify in a civil or criminal proceeding will be granted leave with pay. Employees called for jury selection or service on a jury will not be requested or required

to use annual vacation, personal leave, or sick leave for time required in such civic service.

### **Military Leave**

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

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

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

Employees shall receive leave with pay for up to one hundred twenty (120) hours of military leave in each federal fiscal year. Additional military leave shall be without pay, except as required by federal and state law. Any person entitled to military leave shall only be charged military leave for any hours which the person would otherwise have been required to work had it not been for such military leave at a minimum of one hour and additional charges will be in multiples of one hour.

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

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

### **Leave of Absence (Policy 4321)**

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

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

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

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

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

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

**Domestic/Sexual Violence Victim Leave (See Policy and Regulation 4322).**

The District will provide unpaid leave for employees who become victims of domestic or sexual violence and for an employee whose family or household member becomes a victim of domestic or sexual violence. Eligible employees will receive up to two (1) week of unpaid leave during any twelve-month period. Such leave may be taken intermittently or on a reduced work schedule. Employees seeking leave under this policy must provide their supervisor with at least forty-eight (48) hours' advance notice, if practicable, of their intent to take leave under this policy. When an unscheduled absence occurs, the employee must, within reasonable period after the absence, provide certification of the approved reason for the leave as provided in this policy. Employees returning from leave under this policy, will be restored to the position held prior to leave or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment.

The Board will annually adopt a calendar that will provide for the following holidays:  
(Policy 4330)

1. *Independence Day*
2. *Christmas Eve*
3. *Christmas Day*
4. *Day after Christmas Day*
5. *New Year's Eve*
6. *New Year's Day*
7. *Memorial Day*
8. *President's Day or Martin Luther King's Birthday*
9. *Easter Monday*
10. *Good Friday*

Staff members will not receive additional compensation for holidays unless they are required to work on such holidays. Administrators employed on a twelve (12) month contract shall have vacation as provided in their individual contracts. Vacation shall be

scheduled in compliance with the Superintendent's guidelines and is subject to Superintendent approval.

### **SICK DAY PURCHASE POLICY**

Full time employees will receive ten (10) days of sick/personal leave. Unused sick/personal leave will be cumulative. Employees who have accumulated in excess of sixty (60) days of sick/personal leave will be paid for any unused sick/personal leave in excess of the sixty (60) days at the rate of half ( $\frac{1}{2}$ ) the current sub pay rate at the end of the fiscal year. Upon retirement or an employee leaving the district in good standing, employees who have accumulated sixty (60) days of sick/personal leave will be paid out for any unused sick/personal days at the rate of half ( $\frac{1}{2}$ ) the current sub pay rate at the end of the fiscal year. A full time employee is considered in good standing when they have fulfilled their contractual requirements and have not been expelled or suspended from their contract and have given notice before June 1st.

### **RELEASE FROM CONTRACT**

Teachers wishing to be released from a teaching contract for any other reason than serious injury or illness will be required to pay for that privilege. Payment will be made prior to release consideration, to the Meadville R-IV School District, according to the following schedule:

June 1 – June 30	3% of Contract
July 1 – July 31	5% of Contract
August 1 – School Start Date	10% of Contract

Payment schedule shall be strictly enforced. Release shall be granted of mutual consent of the Meadville R-IV teacher and the board of education only after a qualified, certificated replacement is employed.

### **RE-EMPLOYMENT**

Teachers are *classified* as Permanent'—those re-employed who have served five consecutive years in the Meadville R-IV School System and who have continued to thereafter continues to be employed a full time teacher by the school district. 'Probationary—those teachers which may have been employed full-time in the same school district but for five successive years or less. (In the case of any probationary teacher who has been employed in any other school system, as full-time teacher for

two or more years with satisfactory evaluation, the Board of Education shall waive one year of the probationary period.

1. Permanent teacher has an 'indefinite Contract' and may be modified as to date of beginning, length of school year, and the compensation provided by the salary schedule on or before date as provided by law.
2. Probationary teacher has a yearly contract and is to be notified of employment termination by written notice on or before the fifteenth day of April but before the first day of April.
3. Both permanent and probationary teachers and the Board of Education may terminate or modify contracts at any time by mutual consent. Any teacher who desires to terminate his contract at the end of a school term shall give written notice of the intention to do so and the reasons therefore not later than a May date of the year in which the term ends.
4. Teachers have 15 days to give acceptance or rejection of employment tenured after presence of contract. Failure of teachers to present the written acceptance within such allotted time constitutes rejection of the Board's offer.
5. In conformity to state law the Board of Education shall cause a comprehensive, performance-based evaluation for each teacher employed by the district. This evaluation specifically named the Performance Based Teacher Evaluation Form, shall be ongoing and of sufficient specificity and frequency to provide for demonstrated standards and competency and academic ability. All evaluations shall be maintained in the teacher's personnel file in the district office. A copy of each evaluation shall be provided for the teacher and appropriate administrator.

#### **TEACHER RETIREMENT**

In conformance with the teacher retirement laws of the State of Missouri, and the P.S.R.S, the Meadville R-IV School System will abide by all rules and regulations as so stated. Any questions concerning retirement should be directed to the Administration, or the P.S.R.S.

#### **SUSPENSION OF PROFESSIONAL STAFF MEMBERS**

The Superintendent is vested with the authority to suspend any professional staff member for serious violation of the policies and regulations of the Board of Education, for violation of state law, or for any cause as listed in 168.114, RSMo. Action shall be taken when, in judgment of the superintendent, the best interests of the school will be served by immediate suspension.

Prior to suspension during the term of a contract, when termination has not been recommended, a professional staff member shall be notified of the charges, given an opportunity to discuss the charges, and informed of the opportunity to appeal the suspension to the Board of Education. A staff member must request such an appeal with 10 days of notice of suspension. If an appeal is requested, the same procedures shall be followed as apply to the termination hearing of a permanent employee, beginning with the service of charges and notice of hearing. Professional staff members shall be suspended with pay unless the right to a hearing has been waived, or until the Board renders its decision. The superintendent or the Board following a hearing may withhold pay from any pay period during which an employee was suspended for violations of rules or regulations of the Board, or violations of state law, if the suspension is later upheld or is not appealed.

### **PROFESSIONAL DEVELOPMENT**

The Board of Education values professional development for its faculty and is committed to providing systematic professional development for beginning and practicing teachers. The Board will support the professional development committee, will provide a professional development plan for beginning teachers and will provide in-service opportunities for all practicing teachers. Adequate time and funds will be included in the districts yearly calendar and budget to support programs.

### **ASSISTANCE FOR NEW TEACHERS**

In order to help beginning teachers polish their skills, improve their chances for success and encourage them to stay in the profession, the school district will provide a professional development plan for each faculty member who has no teaching experience. The plan will address the teacher's first two years in the classroom, and the goals identified in the plan will relate to the evaluation criteria used by the district. Copies of the initial plan and all subsequent revisions shall be filed in the building which employ's the new teacher. The documents will be readily available to the teacher and mentor for review updating.

Beginning teachers will participate in an entry-year mentor program, and will be assigned a mentor, who will initiate preparation of the beginning teachers professional development plan, and will help the teacher tailor the plan to his or her needs as soon as appropriate. Mentors must have five years of teaching experience, and be willing to

be trained as a mentor. The building principal will be responsible for selecting and placing mentors.

The superintendent or his or her designee will notify the appropriate colleges or universities when their graduates are hired. A coordinated plan for seminars and visitations for first- and second –year teachers will be developed by the district higher education representatives.

### **ASSISTANCE FOR PRACTICING TEACHERS**

The district's professional development committee shall assess the in-service needs of practicing teachers annually. The assessment instrument shall be selected by the committee. Once identified, faculty concerns and needs should be categorized by areas such as building, grade level or subject, and the committee should prepare a recommendation for addressing the identified needs and improving classroom instruction in the district.

The professional development committee shall regularly evaluate the success of the district's in-service programs.

### **STAFF PROTECTION**

Insurance coverage for the Meadville R-IV School District will be as follows:

Liability Insurance—All certificated employees will be provided liability insurance that will cover, subject to provisions thereof, claims arising from acts performed within the scope of their employment.

Workers' Compensation Insurance—All school employees are covered by workers' compensation insurance and are eligible for compensation for an injury incurred in the performance of their job. Any accident resulting in injury, no matter how minor, must be reported to the immediate supervisor, who in turn will notify the appropriate administrative office. Following treatment, proper forms must be completed and submitted to the appropriate administrative offices.

Unemployment Compensation Insurance—All eligible school employees are covered by unemployment compensation, and are subject to the

provisions thereof. Based on an analysis of district data, the Board will annually determine if the district shall pay on the basis of reimbursement or purchase unemployment compensation insurance.

Medicare Coverage—All certificated employees hired after March 31, 1986, and all noncertified employees are included in the Medicare system, and thus will become eligible for Medicare hospitalization coverage at age 65, or as otherwise provided by federal law.

### **STAFF COMPLAINTS AND GRIEVANCES**

It is the intent of the Board of Education that, through this staff complaints and grievances procedure, complaints will be identified and corrected at the earliest possible time and at the lowest level of supervision. Complaint processing should be viewed as a positive and constructive effort to establish the facts upon which the complaint is based and come to a fair conclusion. Employees will not be discriminated against nor will reprisal be attempted against an employee because a complaint was filed.

### **SUBSTITUTE TEACHERS**

Teachers who are absent are expected to notify the superintendent or principal by 6:30 AM, if possible, so that a suitable substitute may be secured. When a teacher is absent, they need to contact the school no later than 3:00 PM as to their availability for the following day.

#### **What to leave for a substitute—**

- Class Schedule
- Plan Book
- Class Roll
- Seating Chart
- Written Directions and Procedures

**Substitute Qualifications**—Substitute teachers are subject to background checks and required fingerprinting.

- 36 hours from a college or university accredited for teacher education or

- 20 hour on-line training and high school diploma or GED or high school equivalency test (HiSET)
- Persons under 20 years of age cannot substitute in grades 9-12.

### **FACULTY MEETINGS**

Meetings will be held approximately once a month before or after school. Of course, if the occasion arises, special meetings will be called at request of the principal or superintendent.

The purposes of the meetings may be summarized as follows:

1. To keep alive professional zeal and interest in personal professional development.
2. To keep before the staff the objectives of education, and of the particular subjects, and the immediate projects of the local school.
3. To provide opportunity for expression and mental exchange of opinion relative to the most desirable objectives and procedures.
4. To learn to act and think as a unit, not as individuals, in carrying out the aims and objectives of teaching at Meadville R-IV.

At times definite topics will be set up to be discussed, and teachers will be assigned to be in charge of these meetings and topics. The extent of the success of the meetings will be determined by the preparation put into planning of the meetings. It is suggested that meetings do not last more than one hour.

### **CONFIDENTIAL INFORMATION**

Information obtained by school officials concerning pupils in schools for educational purposes should be used only for the purposes of furthering their educational welfare. There is a definite obligation and responsibility for those interested with such confidential information to obtain it in strict confidence and use it only for purposes for which it was obtained. Under no circumstances will students have access to cumulative records or any other confidential information unless administration or counselor is present.

## **USE OF SCHOOL BUILDING AND FACILITIES**

The school building and community center may be used for all regular school events and for meetings of the PTO without prior approval of the Board of Education. All other requests must be submitted prior to a regular meeting called for that purpose. Upon approval by the Board, a written contract specifying the time the building is to be used and assuming financial responsibility for all loss or damage, must be signed by some responsible person or persons whose names are listed on the contract.

All matters relating to the use of the school building and properties other than for school purposes shall be under the jurisdiction of the Superintendent in accordance with the rules and regulations of the Board of Education.

The use of playgrounds and building during the summer months for recreational purposes shall be governed by the Superintendent according to the same rules and regulations.

Rental fees to responsible organized groups shall be:

Considered upon request by the Board of Education with an appropriate fee charged plus a custodial fee of \$10.00 per hour. Any group renting Meadville R-IV School District facilities will be charged a premium for Special Events Insurance as follows: *To meet insurance requirements as per policies of MUSIC a/k/a or referred to as Arthur J. Gallagher & Co.*

## **SCHOOL DISTRICT PROPERTY, SUPPLIES, & EQUIPMENT**

School owned equipment and property are not to be taken off of school grounds for personal use or personal consumption at any time. All school property (desks, tables, books, and audiovisual equipment) should be handled with care and inspected periodically. All teachers and staff have use of all equipment, supplies, or teaching aids, which the school owns. The materials are to be checked out with the person responsible for the equipment. Please ask the proper person for help in operating this equipment if you need help.

Teachers are not to borrow or lend any equipment that has to leave the building without permission of the superintendent.

A mailbox is provided in the lounge for each teacher. Please check your box once or twice daily. All teachers should clean out their mailboxes before and after school because often mail comes in during the day, or messages from other teachers are put in your box.

### **CARE OF SCHOOL PROPERTY BY STUDENTS**

Students are expected to take reasonable care of school property. Students shall pay for books, school supplies, school equipment, other school property lost or damaged beyond ordinary wear and tear. Payment shall be assessed by the Principal of the school concerned, or a designated person, in accordance with the price of the book or other articles lost or damaged.

Any student who carelessly or intentionally defaces or damages school property shall be required to pay for all damages, and may be subject to disciplinary actions. According to state law, parents or guardians of juveniles under the age of 18 are responsible for vandalism, loss, or damage caused by their children, up to an amount of \$2,000. Proceedings against the unemancipated minor may be initiated for any balance not paid by the parent or guardian. In default of payment, the case shall be reported to the proper legal authorities or filed in small claims court.

### **FINANCIAL ACCOUNTING**

All staff members will carefully supervise expenses, collection, accounting, and deposit of activity money under their direction. Each organization or class is expected to keep a careful record of purchases and receipts.

### **INVENTORY**

The superintendent, with the assistance of the professional and support staff, shall maintain an accurate inventory of materials and equipment. The inventory shall be updated at the beginning of the school term and again at the close of the school year.

### **ORDERING SUPPLIES**

Supplies are to be requisitioned through the Principal's office. Needs that arise during the school year are to be discussed with the Principal. If approval is received, a purchase order is to be filled out for processing. Purchase order numbers are obtained after approval is received.

Organizations shall secure a purchase order from the superintendent prior to making a purchase from a local business. The purchase order will be sent to the local business where the purchase is requested. The firm may keep the purchase order and return it with the bill. The individual making the purchase must sign the sales tickets. A copy of the sales ticket must be returned to the school secretary/bookkeeper.

### **SOLICITING FUNDS**

Commercial representatives or solicitors of any type are not to interview teachers, pupils, or other employees or attempt to make sales during the school day without the consent of the Principal or Superintendent.

### **EXPENSE REIMBURSEMENT**

Board members, the administrative staff and all other employees who incur expenses in carrying out their authorized duties will be reimbursed upon submission of a properly completed and approved expense form and supporting receipts. Expenses must be incurred and approved in line with budgetary allocation for specific types of expenses.

Expenses for travel will be reimbursed when the travel has the advance authorization of superintendent. The superintendent may grant this authorization without prior Board action when the travel expense has been anticipated and

incorporated into the operation budget of the particular program involved and the Board will later ratify such approval.

Mileage will be paid at a rate annually authorized by the Board.

Persons who travel at school expense will exercise the same economy as a prudent person traveling on personal business and will differentiate between expenditures for business and those for personal convenience.

### **RECORDS AND REPORTS**

Grade books and attendance books are the property of the school district and will be kept neat and accurately and submitted to the office at the close of the school year.

Plan books or detailed lesson plans are required. Every Friday lesson plans for the next week are due in the office. Lesson plans will be kept up to date and made available to substitute teachers.

### **CUMULATIVE RECORDS**

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive and sometimes personal information about students and families. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parents or legal guardians or the student, in accordance with the law, and yet be treated as confidential information.

Each student's official school record will include the following:

1. Cumulative educational records to be retained permanently.
2. Students who have received services under PL 94-142 and /or the Education for All Handicapped Act of 1975 shall have a special services student folder.

3. Teacher and staff comments on student records will be confined to matters related to student performance.
4. Education records are distinguished from records of instructional or administrative personnel, which are in the sole possession of the maker and not revealed to anyone except a substitute.
5. It is the responsibility of the principal and the professional staff of the school to see that such records are kept in the proper manner and are utilized in accordance with the law.
6. Disclosures to eligible person without parent/guardian consent will require notification to such parent or guardian.

Written authorization to release the record will be sought and encouraged from the parent/guardian if the student is unmarried and under the age of 18.

The following appeals procedure shall be for the correction or deletion of inaccurate, misleading or inappropriate data in a student's record.

1. Petition the principal in writing for an informal hearing.
2. The principal, within 10 working days of the written request, reviews the petition.
3. If not satisfied, the petitioner may request in writing, that the superintendent of schools review the case and determine appropriate action within 30 days.
4. If not satisfied, the petitioner may submit a written request to the superintendent for a formal hearing before the Board of Education.

### **RESTRICTIONS ON STUDENT LEAVING CLASSROOM**

Do not permit students to leave the classroom except in case of sickness and emergency. Normally, going to the restroom is not an emergency. Class materials may be obtained and errands completed before class.

Permission shall be secured from the principal before groups of pupils are taken on educational trips outside of school grounds. At least a week's notice can be easily managed with good planning except in certain cases. It is also good policy not to talk over trips with your class until you are assured the trip may be taken.

Except for good reason, students should be discouraged from coming to the office. Teachers should also remember that there is much work going on there.

Do not allow students leave to use the phone. If they are to call home at a given time, the office will inform you and the students. The students can only use the telephone by permission.

Do not allow a student leave to go see another student.

Do not allow students to leave to see another teacher.

Do not allow students to leave to come to the office to pay fees, etc.

When sending students to the library, use passes only.

Do NOT allow students to go to the computer lab unsupervised. Go with them or make arrangements to supervise them.

Under no circumstances does a teacher or other staff member leave an assigned group unsupervised except to make arrangements to take care of an emergency.

Faculty members shall become familiar with the school district-wide policy and the methods of dealing with the various classroom and school management problems.

### **CORPORAL PUNISHMENT**

Corporal punishment is not strictly prohibited, but should be used only as a last resort, after all other plans have failed and when there is reason to believe it will be helpful in maintaining discipline or in the development of the child's character and power of self-control.

Before corporal punishment is administered:

- Parents/guardians must be notified.
- Parents/guardians must provide written permission

An administrator in the presence of one faculty member witness shall administer all corporal punishment in private.

### **HALL DUTY**

As the class period ends, designated by the bell, the teacher should walk to the door. Teachers are responsible for student behavior adjacent to their classroom, and should make every effort to monitor hall activity as much as possible. There will be specific hall assignments for the junior high and high school staff prior to school beginning and during the lunch hour to act as hall monitors and to keep students quiet while within the elementary section. Elementary teachers and special teachers are in charge of their own group.

### **CAFETERIA DUTY**

All elementary students will report to the gymnasium directly upon entering the school. One elementary teacher will be assigned specific days to supervise the students. All supervisors are to enforce the rules. They will dismiss the students to their home room at the set time for school to begin.

### **STUDENT DRESS CODE**

The Principal or Superintendent with the advice of the faculty, is hereby authorized to require students to meet such standards of dress, cleanliness, and personal appearance as the faculty shall deem appropriate and necessary in the maintenance of good morale and good conduct. The Principal or Superintendent is authorized to send students home to correct such dress deficiencies before returning to school. Refusal to comply with the above shall be considered to correct such dress deficiencies before returning to school. Refusal to comply with the above shall be considered to be a serious breach of discipline and the board will thereupon cause a hearing to be held to determine suspension.

### **PREGANANCY--MARRIED STUDENTS**

Pregnancy does not constitute a reason for dismissal from school. A student should not be deprived of equal education because of a change in his/her marital status or approaching motherhood or fatherhood. The pregnant student is required to keep the Principal or Superintendent informed of her health status and probable period of absence from school for childbirth.

Attempts will be made to complete a homebound course of study during the period of prolonged absences with consent from the student's doctor.

Law provides that married students shall not be denied the right to attend public schools. However, it does not provide special privileges such as exemption from attendance requirements, class assignments and activities or other school regulations.

### **OPERATION OF MOTOR VEHICLES ON SCHOOL GROUNDS**

Pursuant to the provisions of Missouri State Laws which gives the Board of Education the power to make all needful regulations for the organization, grading, and government of their school district, the Board has established and requests obedience of the following rules for the safety and welfare of the students, employees, and the general public:

- A speed limit of 10 miles per hour is established for all motor vehicles or other conveyances upon the drives, parking lots, and playground areas of the school grounds.
- All drivers of motor vehicles or other conveyances are prohibited from passing school buses while they are loading or unloading while displaying flashing warning lights and the bus's STOP sign.
- All drivers of motor vehicles or other conveyances are prohibited from driving through areas where children are at play.

### **FIELD TRIPS AND EXCURSIONS**

Meadville R-IV encourages and promotes educational and worthwhile organizational and class trips. Transportation will be provided free of charge to students who are members of an organization or class making a trip. These students are to ride to and from the activity on the school bus. At no time are students allowed to find means of transportation while at school sponsored activities other than what's been provided by the school. Students in violation of this rule are subject to loss of extracurricular activities.

The Superintendent or delegated representative may authorize trips, when the activities contribute substantially to the achievement of desirable educational goals. All field trips should be planned with an educational purpose and in regard to a unit of study. To be educationally beneficial, a field trip requires thoughtful selection, careful advance preparation of the class, and opportunities for pupils to assimilate the experience during and at the conclusion of the trip. To this end, teachers and principals will be expected to consider the following factors in selection of field trips:

1. Value of the activity to the particular class or class groups
2. Relationship of the field trip activity to a particular aspect of classroom instruction
3. Suitability of the activity and distance traveled in terms of age level of students
4. Mode and availability of transportation
5. Cost of field trip excursion

All field trips shall be carefully scrutinized by the administration. All parents of students who are eligible to participate in field trips shall be notified of the activity. If eligible students are not to participate in the activity due to parental wishes, notice from the parent must be sent to the sponsor of the activity. A signed parent permission slip is required for all field trips.

#### **Board of Education Recommended Guidelines—**

Students representing Meadville R-IV in any extracurricular activity are expected to abide by all existing school rules and regulations and local, state, and federal laws. Their behavior should at no time reflect misconduct or disrespect toward themselves or the school.

#### **Overnight Trip Rules—**

1. No drinking of intoxicating liquor or use of drugs.
2. No gambling at any time.
3. No visiting rooms between boys and girls after hours.
4. No smoking or chewing tobacco.
5. Not theft or destruction of property.
6. Boyfriends/girlfriends or spouses that are not in the organization are not permitted during anytime of the trip.

For serious infractions of school regulations on extracurricular trips by students, the sponsor will notify the administration and arrangements will be made for students to be picked up from the event and returned home as soon as possible. Then disciplinary action will be taken according to school board policy.

### **EXTRA-CURRICULAR BUS TRIPS**

All students representing Meadville R-IV Schools in athletic competition, music and band performances, academic skills competition, and all other school functions shall ride the provided school bus to and from the competition site. The exception to this rule will be those students who will be riding home from the competition sites with their parents. The parent must sign a permission notice (sign out sheet) that will be available at the activity and kept by sponsor or administrator in charge of the event.

### **STUDENT SAFETY**

The Board of Education expects all students to be under assigned adult supervision at all times when in school, on school grounds, or traveling under school-sponsored activities. The safety of students shall be assured through close supervision of students by the professional staff and through special attention to the following:

- A safe school environment shall be maintained by periodically inspection of the physical conditions of all buildings and grounds.
- Safe practices on the part of school personnel and students shall be observed, particularly in those areas of instruction of extracurricular activities, which offer special hazards.
- Students shall be instructed in safety education as applicable to particular subjects, such as laboratory courses in science, industrial arts, health, and physical education.
- First aid care shall be provided for students in case of accident or sudden illness.

Driving and parking on school property are privileges granted by the Board of Education to persons who have reasons to be in the schools or on school property. Students are expected to use all acceptable courtesies and safe driving practices on around school property.

Students may be permitted to ride bicycles to and from school provided the students observe reasonable safety rules.

The Board of Education requires its staff members to comply with the state child abuse and neglect laws and the mandatory reporting of suspected neglect and/or abuse.

### **ACCIDENT PREVENTION AND EYE PROTECTION**

All students, teachers, and visitors are required to wear industrial eye protective devices when participating in or observing the following activities in any class.

- Exposure to molten materials
- Milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials
- Heat treatment, tempering, or kiln firing of any materials
- Gas, electric arc or other forms of welding
- Repair or servicing of any vehicle; and/or
- Exposure to/or laboratory use of caustic or explosive materials, hot liquids or solids, injurious radiation or other similar hazards

Eye protective devices designed to provide protection for the hazards involved and to meet standards specified by state law will be provided by the school. These devices

may be issued to the students or provided at workstations for individual activities. If the devices are issued to the students, the principal is authorized to charge students for loss, damage, or failure to return to any device issued.

### **STUDENT HEALTH SERVICES PROGRAM**

The Board of Education will provide for the health and physical well being of students through the establishment of a district-wide student health services program in the school district. The purpose of the district health services program is to help each student attend school in optimum health, and to benefit from the school experience.

A nurse will be contracted or sometimes employed to staff the health services program. He or she shall serve under the direction of the building principal and, if necessary, under the supervision of qualified medical personnel. The provisions of the student health services program will include the following items:

1. Continuous health appraisal of all students at all grade levels.
2. The administration of state laws which protect the health of children attending public schools.
3. Emergency first aid treatment for accident or illness occurring during the school day.
4. Guidance and counseling concerning health problems of students.
5. Home visitations of students, as needed, concerning health problems.
6. Maintenance of student health records.
7. Health education in the district's instructional program.
8. Screening tests for defects in vision, hearing and speech.

The student health services program shall not include diagnosis, treatment, or the administering of medicine for physical ailments of which the parents/guardians are aware before the child is sent to school, unless special arrangements have been made with the health services staff.

### **ADMINISTERING MEDICINES TO STUDENTS**

The school district retains the right to reject requests for administering medication. The parent/guardian of the student must assume responsibility for informing school personnel of any change in the student's health or change in medication.

If under exceptional circumstances a child is required to take oral medication during school hours and the parent cannot be at school to administer the medication, the

school nurse and/or the principal's designee will administer the medication in compliance with the regulations that follow:

### **Prescription Drugs**

1. The medication shall be in the original container labeled with the physician's prescription.
2. Parents shall authorize school personnel to give medication. This authorization can be done in the form of a note to the school acknowledging...
  - a. Parent's approval
  - b. Dosage
  - c. Times and Amounts
  - d. Date Prescribed
  - e. Name of Medicine
  - f. Purpose of Medicine
  - g. Possible Side Effects
  - h. Termination Date for Administering the Medication

### **Non-Prescription Drugs**

1. Oral medication that is non-prescriptive may be administered under the supervision of the school nurse and/or principal's designee if authorized by the parent. Students are not to carry medication with them at school.
2. Parents shall authorize school personnel to give medication. This authorization can be done in the form of a note to the school acknowledging...
  - a. Parent's approval
  - b. Dosage
  - c. Times and Amounts
  - d. Date Prescribed
  - e. Name of Medicine
  - f. Purpose of Medicine
  - g. Possible Side Effects
  - h. Termination Date for Administering the Medication

### **Procedures**

The school nurse and/or principal's designee will follow these procedures regarding the dispensing of personal medication:

1. Inform appropriate school personnel of the medication

2. Keep a record of the medication administered
3. Keep medication in a locked cabinet
4. Return unused medication to the parent or dispose of it if the parent requests disposal

### **EMERGENCY DRILLS: FIRE/TORNADO/EARTHQUAKE**

The superintendent has the responsibility for developing and maintaining the district's emergency preparedness plans. The superintendent in cooperation with the building principal will develop emergency preparedness drills.

It shall be the responsibility of the building principal, in cooperation with appropriate fire department officials, to prepare a fire drill emergency exit plan for the school building. The plan should permit pupils to leave the building safely and without delay. An exit plan will be posted near the door in each classroom. Instruction in fire, tornado & earthquake drills shall be given early in the school year, and drills shall be held regularly throughout the year.

It shall be the responsibility of the building principal, in cooperation with the appropriate emergency preparedness officials, to determine shelter areas in the school building which are best suited for the protection of students from severe storms. The procedures for a tornado shall be posted near the door in each classroom. School will not be dismissed during tornado warnings.

*Tornado Signal*—Short bell system blast plus notification over intercom system

*Fire Signal*—Continuous horn

*Earthquake*—Notification over intercom system

### **TELEPHONE**

The telephone is restricted for school use only. Telephone calls for teachers and students may be received by the school but only in case of emergency shall a teacher or student be called from the classroom.

### **KEYS**

A key control system has been established, which limits access to buildings to authorized personnel, and safeguards against the potential of entrance to buildings by

unauthorized persons. Keys to your room will be issued to you. A list of keys in your possession will be kept in the main office.

## **TEXTBOOKS**

It is the responsibility of the Board of Education to make provisions for the selection of up-to-date and appropriate textbooks for all pupils enrolled in the public school. Free textbooks are provided in grades kindergarten through 12. The responsibility for selection of textbooks and materials lies with the teachers and administrators. New textbook adoptions shall be done periodically as a part of the regular evaluation of curriculum areas on a systematic school-wide basis. Consideration shall be given to all available textbooks in the content area to provide opportunities for each child to realize the greatest potential through education.

### **Selection of Textbook**

Basic textbooks should be selected, which provide material current in the field, so the books may be used for at least five years. Selection will be made with cooperation of the faculty and administration, under the direction of the elementary and secondary curriculum directors.

### **Disposal of Obsolete Textbooks**

1. Attempt to sell the books
2. Offer the books to teachers, students, or patrons for personal use as reference material
3. Offer the books for recycling

## **HOMEWORK**

The Board of Education recognizes that homework, which is properly designed, carefully Planned, and geared to the development of the individual student, has a definite place in the educational program. Homework is not always done in the home as the name implies. The term "homework" refers to an assignment to be prepared during a period of supervised study in class or outside of class or which requires individual work in independent study, study hall or the home.

Teachers should make meaningful homework assignments. The purposes should always be clearly understood by both the teacher and the students. These assignments should be consistent in terms of the amount given each day and the time required for each

assignment so that the teacher and/or students can establish a pattern of meaningful homework.

Homework should not require the use of reference materials not readily available in most homes, school libraries, or the public library and should require the use of those materials only when the student has had instruction in the use of them.

### **GRADING SYSTEM**

<b>A</b> 100 99 98 97 96	<b>A-</b> 95 94 93 92 91 90	<b>B+</b> 89 88 87	<b>B</b> 86 85 84 83	<b>B-</b> 82 81 80	<b>C+</b> 79 78 77
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<b>C</b> 76 75 74 73	<b>C-</b> 72 71 70	<b>D+</b> 69 68 67	<b>D</b> 66 65 64 63	62 61 <u>60</u> 59 <b>F</b>
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Report cards are distributed at the conclusion of each of the four nine-week marking periods. The first marking period card is a progress report so that the student and his parents will know what kind of academic progress is being made. At the end of the second marking period, semester grades (average of the two-quarter grades) will be awarded and these grades will be recorded on the student's permanent transcript. The third marking period is a progress report for the second semester, and the fourth quarter marking period cards will bear the student's second semester grades which will be recorded on the student's transcript.

The five-point division system of marking (A B C D F) is used.

The honor roll is designed to give recognition to those students who have achieved excellence in grade point averages and to encourage excellence. These honor lists have been established to achieve these objectives:

**Principal's Honor Roll**—Grade Average of 3.95 on a 4.0 scale three out of four quarters of the year.

**School Honor Roll**—The method used for Honor Roll tabulation (all courses receive equal consideration) using a 4.0 scale is as follows:

- A Honor Roll 3.80 4.00
- A- Honor Roll 3.50 3.79
- B+ Honor Roll 3.20 3.49
- B Honor Roll 2.80 3.19

Any grade below C disqualifies a student for Honor Roll consideration. More than one grade in the C category disqualifies a student from the Honor Roll consideration.

**Grade and value used in compiling Honor Roll**

<u>Grade</u>	<u>Value</u>	<u>Grade</u>	<u>Value</u>	<u>Grade</u>	<u>Value</u>	<u>Grade</u>	<u>Value</u>
A	4.00	B+	3.67	C+	2.33	D+	1.33
A-	3.67	B	3.00	C	2.00	D	1.00
		B-	3.33	C-	1.67	D-	0.67

**ATTENDANCE POLICY**

All students are expected to attend school regularly and be on time for classes in order to benefit fully from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. There is a direct correlation between poor attendance and class failure. Students having good attendance generally achieve higher grades, enjoy school and school activities more and stand a much better chance of becoming employed after leaving high school.

A. The term "Excused and Unexcused" will not be used. Notes from home are not required after absences. However, notes from the parent are required if the student plans on leaving during the school day. Parents or relatives are to pick the students up or he/she is to drive herself/himself home. Under normal circumstances no one other than family members will be permitted to leave

school early together. Students will be required to get sign in at the office before they return to classes after being absent.

B. Students will be allowed no more than five days absences per semester. Vo-Tech students will additionally be allowed a maximum of five half days absence at Vo-Tech per semester. These five days described in this policy are to take care of:

- Personal illness
- Professional appointments that could not be scheduled outside of the regular school day
- Absences approved by parent or guardian

If the total number of absences for the semester exceed five per class, the student will not receive credit for the semester in the class with excessive absences.

C. Administration Procedures for Absences (per semester)

Absences:                    3 and above                    Parents notified by letter

D. Students may appeal absences to the Superintendent.

E. Students may appeal absences to the Board of Education.

F. School sponsored or school sanctioned activities are exempt from and will not count toward the total count of absences.

### **Make-Up Work Guidelines**

1. All schoolwork must be made up within the number of school days, which are double those of the absence. Absences of more than five days must be made up as arranged with each teacher.
2. The counting period begins on the day a student returns to school. Knowledge of make-up work is the responsibility of the student. Instructors are not responsible for contacting the students in these matters.
3. Students who do not make up work as required by these rules receive a failing grade for that particular day's class work.
4. Students shall receive full credit for school work completed according to the above guidelines.

### **PERFECT ATTENDANCE**

To be eligible for perfect attendance recognition and privileges the following rules apply:

1. A student must not be absent more than six hours per school year. No more than three of these can be consecutive.
2. Hours missed for immediate family member funeral will be excused.

Awards for perfect attendance are:

1. Certificate awarded on the last day of classes for the school year.
2. A special privilege determined by the administration and announced at the end of the school year.

### **BULLETIN BOARDS**

Bulletin boards should be attractive, educational, and informative. They should be changed frequently to correspond to the interests and activities of the class group.

### **SCHEDULE CHANGES**

No class changes shall be made without prior authorization from the office. Schedule changes must be made by the end of the first full week of the semester. Please consult the principal or counselor for the proper authorization of the schedule changes.

### **LIBRARY**

#### **Library Books**

Ordering books for the library is done by the librarian. The librarian makes most selections. Students and especially teachers are urged to request materials. District owned books are catalogued according to the Dewey Decimal System. The district stamp is found in the inside front cover of each book.

#### **Library Rules**

Library material must not be taken from the library at any time unless checked out or given permission by the librarian. If the librarian is absent, permission to take library materials out of the library must be obtained from a faculty member left in charge.

Books and magazines in general circulation may be checked out for a period of two weeks. Books and magazines in general circulation are renewed on a two-week basis.

Reference books, magazines, etc..., may also be checked out each hour and

turned in at the end of the hour. Reference books are also checked out for two weeks but students are encouraged to return them as soon as possible.

Five years of back issues of magazines are stored in volumes in the library. The librarian or library helper will get them. The students are to tell them what issue of the magazine they need.

Vertical file materials are checked out on the clipboard located on the return cart.

### **Library Guidelines for Teachers**

All regular books, magazines, filmstrips, records, vertical file material, audiovisual equipment, computers, and catalogs are available for use by the teachers. All of these materials must be checked out through the library. Although no fines will be charged for any overdue materials, the librarian asks for your cooperation in keeping the materials for the allotted time only.

Regular books and magazines may be checked out for a period of two weeks.

Reference books and magazines may be checked out for a period of two weeks, but it is encouraged that they be returned as soon as possible for others to use them.

Vertical file materials are checked out using the clipboard located on the return cart.

### **Supervision of Classes—Using the Library**

Elementary classes (K-6) are regularly scheduled for library instruction, story time, and checkout. They may choose another time (15-20 minutes) for checkout only.

Unscheduled use of the library requires a check of the regular schedule with the librarian in advance to see if seating is available for your group.

Advise the librarian in advance of the type of material needed by your class while in the library.

Insist that your students return magazines and reference books to their proper places. Insist that students placed chairs properly at the table.

It is the teacher's job to dismiss students from the library. Students should remain in their chairs until the time of dismissal. (No moving of chairs just prior to dismissal, no lining up

at the door). The librarian will dismiss students to their teacher for regularly scheduled classes.

### **PLANNING PERIOD**

Each teacher has 45 minutes during the day to do things other than teaching. It is suggested that a part of this period to be used to help with students or in doing other work that is necessary to do a better job of teaching. It should be thought as a time for planning and counseling rather than a free period. Do not leave the building without checking with the superintendent or principal.

### **SPONSORS**

Sponsors will be assigned each year by the principal to a specific class. During a class meeting or function, the sponsor is responsible for supervising the students.

### **STUDENT ORGANIZATIONS**

Student organizations and clubs are an important part of student life and the district's educational program. In order to keep enthusiasm within the club, students should support the organization to which they belong.

Student organizations, which contribute to learning, shall be encouraged. Organizations shall operate within the framework of the law, Board policy, administrative regulations and the parameters of the instructional program. No school organization shall be formed or allowed to operate without the consent of the student council, the principal and the superintendent.

The superintendent and the administrative staff shall develop general guidelines for student organizations. No school sponsored organization or club shall meet without a duly appointed sponsor in attendance.

Where applicable organizations will adhere to the regulations and guidelines of the Missouri State High School Activities Association.

### **CONTESTS**

The school district may cooperate with individuals, community organizations or other agencies desiring to sponsor activities and contests in which district students may participate, provided that contests are in keeping with the purposes and educational aims of the school district. Activities must be capable of being integrated into the

school program without significant disruption or of lost instructional time for the students and without imposing an unreasonable added workload on the staff of the school.

School-sponsored organizations and clubs shall not participate in contests sponsored by agencies outside the school district without the approval of the principal and superintendent. All participation shall be in accordance with the rules and regulations of the Missouri State High School Activities Association as per student eligibility.

Members of organizations eligible to participate in contests sponsored by state and national organizations of the vocational division of secondary education will be permitted to participate upon approval of the superintendent.

### **RULES FOR ACTIVITY MEETINGS**

1. Approved by the sponsor of the group.
2. Approved by the principal or superintendent.
3. Must be attended by the sponsor and/or principal

### **ASSEMBLIES**

The Board of Education recognizes the importance of school assemblies to the total educational program. The term 'assembly' is used to designate any organized program conducted during the school day, either by, or for students primarily for educational purposes.

Although assemblies have many non-academic values, their main purpose is educational and should not be identified with merely entertainment. School assemblies should serve the following purposes.

- Develop cultural sense
- Develop proper habits and attitudes in audience participation
- Transmit information
- Advance curricular/extracurricular functions
- Develop school unity
- Develop school spirit

### **PUBLIC ASSEMBLIES**

It is the policy of the Board not to permit rowdy, offensive behavior, drunkenness or any non-sportsman like behavior at any public gathering. Therefore, the Superintendent, or anyone hereby authorized and empowered to shall warn such a party or parties to

discontinue their activities, or order them to leave the school building or grounds if such activities continue.

### **FACULTY ROOM/TEACHERS LOUNGE**

The faculty room is for school personnel and is not to be used by the students. Everything will be done to make the faculty room as convenient and comfortable as possible. Coffee and pop are available in the faculty room as well as the mail.

### **FOOD SERVICES MANAGEMENT**

The food services program provided by the school district is designed to provide wholesome and appetizing lunches to district students. School lunches are important in contributing to good nutrition, which is vital to mental and physical growth during the formative years. As such, the food services program shall be operated as an integral part of the total school program.

Program leadership, direction and supervision at all levels are the responsibilities of a trained staff. The superintendent in cooperation with the director of food services, is charged with administering the total program, implementing Board policy as it pertains to school food services, and making recommendations pertaining to the program and food services personnel to the Board. Food services personnel in the schools will be directly responsible to the director of food services in the district and the building principal.

The principal of each school shall administer the program in the particular school, and shall maintain discipline in the cafeteria or lunchroom. Where possible, the principal will provide for correlation of the program with areas of instruction.

The school food services program will be operated on a non-profit basis, and will comply with all rules and regulations pertaining to health, sanitation, internal accounting procedures and service of foods. Schools will meet all state and federal requirements necessary for participation in state and federal lunch programs. School food services receipts will be used only to pay regular food services operating costs.

Lunch prices shall be established annually by the Board of Education.

### **LUNCHROOM EMPLOYEES REGULATIONS**

Lunchroom employees shall be employed by the month for a period of nine months. It is expected that they will begin sufficient time prior to the opening of school to get the

lunchroom in order for use at the designated time; and after school closes sufficient time to get it cleaned up and in shape for the summer vacation.

When food services facilities are used by outside agencies, an adequate fee approved by the Board of Education will be charged. If facilities are used for other than the regular program, the manager will ensure that supplies provided for the regular program or USDA commodities have not been used

### **BUILDINGS AND GROUNDS MAINTENANCE**

The Board recognizes the tremendous investment in the district's facilities, building, grounds, and equipment. It is further acknowledged that normal deterioration from natural elements and ordinary use will occur. However, with proper care and attention the rate of deterioration from natural elements and ordinary use will occur. However, with proper care and attention the rate of deterioration can be reduced and repair costs held within reasonable limits. Therefore, the Board of Education believes that a proper program of preventive maintenance is in order and includes adequate funds to sustain this program in the budget recommendation. Provisions of this program should include the following:

- The superintendent and building principal will periodically inspect the building and report findings to the board.
- Improvements and additions to the building and grounds will be made as established by capital outlay items approved in the budget by the board.
- An adequate custodial services program for all buildings will be maintained.
- School grounds and fields will be maintained and improved when necessary to ensure a safe, functional and attractive environment.
- District buildings and equipment will be repaired and district facilities periodically painted.
- Obsolete equipment will be determined.

The principal and superintendent shall give attention to the condition of the buildings in their care as to cleanliness, heating, ventilation and general maintenance in order to safeguard the health and comfort of the students and employees.

### **BUILDING/CUSTODIAL SERVICES**

The Board recognizes that clean and attractive facilities encourage a quality educational program and are extremely important in developing school pride. Consequently, the board shall employ custodians to be primarily responsible for

overseeing that the buildings are maintained in a neat and clean manner with proper lighting and ventilation. Furthermore, the custodian shall recommend needed repairs as well as request appropriate custodial supplies and equipment.

The superintendent will give the custodians written work schedules, which will outline specific jobs to be performed during the employee's shift. Faculty and staff should make requests for janitorial services through the principal's office.

The custodians are scheduled to sweep your floor and empty your wastebaskets daily.

## **PUPIL TRANSPORTATION—SCHOOL BUS OPERATIONS**

The Board of Education in accordance with state law, may provide free transportation for eligible students attending the district schools in accordance with all guidelines established by the Missouri Department of Elementary and Secondary Education.

Pupil transportation is a necessary auxiliary services, an integral part of the total educational program, and a primary concern to all school officials. The time students spend on the bus exerts an important influence on the physical and mental condition that students bring to the classroom. The major objectives of the pupil transportation programs are as follows:

1. Provide the means by which students can reach school under safe and healthful conditions.
2. Provide for an efficient and economical transportation system.
3. Adapt transportation to the requirements of the instructional program.

School bus routes, schedules and stops will be developed under the direction of the superintendent. Bus routes will follow the most direct roads practicable for bus travel, to serve those students entitled to transportation services.

Authorized bus stops will be located at convenient intervals for students and in place where students may board and get off the bus with utmost safety which road conditions will allow. Students will ride their assigned bus, getting on and getting off at their regularly assigned stop unless a note or telephone communication with the parent or guardian authorizes students to depart at other than their regular bus stop.

The superintendent in cooperation with the principal is responsible for developing rules governing student behavior and conduct during transportation.

A school bus driver shall hold a valid CDL and school bus driver permit in accordance with Missouri State laws. The driver shall be in good physical and mental health, be neat and clean, abstain from the use of tobacco products in the bus, refrain from driving under the influence of intoxicants, narcotics or drugs, and display appropriate conduct. All school bus drivers are subject to random drug testing.

Various record keeping and student transportation reports must be accurate and accounted for, then submitted on a timely basis to the district office.

## **TEACHER AIDS**

Teacher aide services will be provided in some special areas as determined by the administration under the direction of the principal and their supervising teacher.

### **NON-CERTIFIED EMPLOYEE PERSONNEL RECORDS**

The following information will be kept in an individual's personnel file located in the office of the superintendent:

1. The name of the employee and the employee's identifying number, if such is used
2. Home address, including zip code
3. Date of birth
4. Sex and occupation in which employed
5. Placement on the salary schedule
6. Time of day and day of week in which the employee's workweek begins
7. A)Regular hourly rate of pay for any week when overtime compensation is due  
B)The amount and nature of each payment which is excluded from the regular rate
8. Hours worked each workday and total hours worked each workweek
9. Date of the pay period
10. Payroll records shall be kept for a minimum of three years on each employee

### **ENTRANCE AGE**

A child may enter kindergarten at Meadville R-IV as long as they have reached the age of five before August 1.

### **RESIDENT AND NON-RESIDENT PUPILS**

Students that are forced to leave the district for a short period of time because of problems within the family may attend Meadville R-IV for a short period of time, tuition free, upon the approval of the superintendent. Tuition charges for nonresident pupils will be set annually by the Board of Education. The student must first, be accepted by the Board of Education as a student capable of learning in the Meadville R-IV School District. Tuition charges are annually approved by the Board of Education.

At least one of the criteria shall be used to determine student residency:

1. Parent or guardian resides within the boundaries of the Meadville R-IV School District
2. Student resides in the Meadville R-IV School District and is an emancipated minor or an adult (18 years or older).

3. Student lives with someone who has legal custody of the student, and who is a resident of the Meadville R-IV School District.
4. The student is otherwise proven to be legally domiciled within the district.

### **PROMOTION AND RETENTION OF STUDENTS**

The Meadville R-IV School District is committed to the continuous development of students enrolled in the school. A student's achievement of the skills for the current grade assignment and readiness for work at the next grade level will be required before assignment to the next higher grade.

Students will normally progress annually from grade to grade. Exceptions may be made when, in judgment of the professional staff, exceptions are in the best educational interest of the students involved. Exceptions will always be made after prior notification and explanation is given to each student's parents/guardians, but the final decision will rest with the school administration.

In evaluating student achievement each teacher will make use of all available information, including result of teacher-made tests, other measures of skill and content mastery, standardized-test result, and teacher observation of student performance. The principal will direct and aid teachers in evaluations and review grade assignments in order to ensure uniformity of evaluation standards.

The superintendent in cooperation with the professional staff shall develop administrative guidelines for the promotion and retention of students at the elementary, junior high, and senior high levels.

### **OCCUPATIONAL EDUCATION**

#### **Career Education**

The board recognizes that career education is a developmental process designed to help the student prepare for life roles in the family, the community, occupations, and avocations. The Board also recognizes that the development of career education enables students of all ages to examine attitudes, interest, aptitudes, and abilities in order to relate them to career opportunities, and to make valid decisions regarding further education and future endeavors.

Therefore, the Board will provide career education counseling for students at all levels of instruction. Career education in the elementary schools shall consist of career awareness and the exploration of career opportunities in various fields. At

the secondary level, it will incorporate career exploration, career guidance, and vocational training opportunities, with the latter designed to equip students to enter post-secondary training for occupational areas, and/or enter specific occupations directly out of high school.

### **Vocational Education**

Vocational training programs shall be an integral part of the comprehensive high school concept in the school district. Efforts will be made to keep vocational programs relevant to job requirements, and reflective of area needs, as well as being geared to the current and future technological and economic conditions. These programs shall provide students with the basic skills to enter the world of work, to obtain additional vocational skills and/or to continue their formal education. Vocational education, as a core component of comprehensive education, will share with other aspects of the high school curriculum in the development of character, attitudes and work skills.

District vocational programs shall meet all federal and state guidelines and requirements. Advisory councils will be utilized in all vocational programs.

Following the concept area vocational-technical schools as established by the Missouri Department of Elementary and Secondary Education, students from the Meadville R-IV School District may attend vocation, technical training programs at the Chillicothe Area Vocational-Technical School.

### **SPECIAL EDUCATION**

These Special Education resource manuals should be found in the Special Education room:

- Missouri State Plan for Part B for Individuals with Disabilities Education Act
- Special Education Program Review Standards Manual
- Surrogate Parent Procedural Manual
- Model Compliance Plan—Core Data Manual—Show Me How To Manual
- Missouri Special Education Administrators Manual
- Guide to Alternative Intervention Strategies
- Guide for Special Health Care Procedures for Missouri Schools
- Approved Private Agency Listing

### **REFERRALS FOR TESTING OR SCREENING**

Psychological tests administered to students by qualified district personnel or appropriate Diagnostic agencies will ensure quality psychological services in the district, and will protect the educational rights, dignity and privacy of students and parents/guardians.

Psychological evaluations will be made only after informed and written consent of student's parents/guardians is obtained. A conference will be held with the parents/guardians to review for all tests results, and the student's specific educational needs in the educational program. Psychological data will be only one of several criteria for determining any change in a student's educational program. Psychological data older than three years will not be used as the basis for prescriptive teaching or placement.

All psychological services of the district or agencies used by the district will be in accordance with state and federal statutes and regulations concerning the privacy of student records and use of psychological service.

### **CLOSING DAY OF SCHOOL**

To close the school term (1,044 hours, approximately 147-150 days), teachers need to complete the checklist from administration calling for reports, inventory, security of books, furniture, and uniforms, future supply ordering, and summer addresses.

### **FREE ADMISSIONS**

Board of Education members, all employees and their spouse and school aged children, and MSTA members from other school districts shall be admitted to all Meadville R-IV events free from charge. However, athletic tournaments or activities sponsored by Missouri State High School Athletics Association will require all persons to pay admission at the rate determined by the activities association.

### **SMOKING**

The Meadville R-IV School is a Smoke-Free, Vape Free and Drug Free facility at ALL times.

### **FLAG DISPLAYS**

The United States flag shall be flown during school hours each day. The flag shall be handled with proper respect at all times. The American flag should be displayed, if possible, in all classrooms.

## **DISTRICT WELLNESS POLICY**

The Meadville R-IV School District recognizes healthy eating and activities are essential for students to achieve their full academic and physical potential, mental growth and lifelong health and well-being. With this as their goal the district has developed a comprehensive district wellness program. The district will provide developmentally appropriate nutrition and physical education as well as opportunities for physical activity. The wellness program will be implemented in a multi-disciplinary fashion and will be evidence based. The district recognizes that school influences students' eating and physical activity patterns thus making this policy essential to the life-long wellness of its students.

To help with monitoring the district's wellness policies, the elementary and secondary school in the district will conduct a baseline assessment of the school's existing nutrition and physical activity environments and policies. The results of those assessments will be compiled at the district level to identify and prioritize needed changes.

Assessment of the policy and its effectiveness will be reviewed periodically to determine progress and determine areas in need of improvement. As part of that review, the school district will review the nutrition and physical activity policies and practices and the provision of an environment that supports healthy eating and physical activity. The school district will revise the wellness policies and develop work plans to facilitate their implementation.

## **EMERGENCY SCHOOL CLOSING PROCEDURES**

We will make the decision as to school closing no later than 6:00 AM. Please do not call the school district office to ask as we need the phone lines open for other school business. Please listen to one of the following radio and TV stations each of which will carry our announcement:

KMZU (Carrollton)  
KMBC

FM 100.7 on your radio  
Channel 9

We will utilize Text Caster for all school announcements including closing school due to inclement weather.

If school is cancelled on the date of a basketball game, we will not be playing ball that night. The exception to this rule will be in case of tournaments, and then only if roads and weather permit.

If it is necessary to cancel school after school takes up for the day, the above stations will be notified. It is important that parents be aware of the current weather conditions and be prepared for children arriving home early. Early school dismissals and school closings are an inconvenience to parents who work during the school day, however, please remember that our first consideration is the safety and welfare of the students who ride the buses to and from school.

All of the district school buses are equipped with mobile FM radios. The school district office has the ability to contact each school bus route and monitor their progress or lack thereof during inclement weather driving.

**REORGANIZED SCHOOL DISTRICT R-IV of LINN  
COUNTY**

*Home of the Meadville Eagles*

MEADVILLE, MISSOURI 64659



The Meadville R-IV School District is committed to maintaining an educational and workplace environment that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities, and facilities. The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service.

In its programs and activities, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law and as required as required by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups. Further, no person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination based on the above listed characteristics under a school nutrition program for which the District receives federal assistance from the U.S. Department of Agriculture (USDA Food and Nutrition Service).

The following person is designated and authorized as the District's Non-Discrimination and Title IX Coordinator to coordinate compliance with the laws identified above, including to handle inquiries or complaints regarding the District's non-discrimination policies:

Superintendent  
101 West Crandall  
Meadville, MO 64659  
660-938-411  
[jhaley@madville.k12.mo.us](mailto:jhaley@madville.k12.mo.us)

For information regarding how to report or file a claim of discrimination, harassment, or retaliation, see Board of Education Regulation--. Policy and regulation—shall govern the grievance procedures, process, and response for complaints and concerns by parents, patrons, employees, or students of the District related to discrimination, harassment, or retaliation on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law.

Inquires or concerns regarding civil rights compliance by school districts should be directed to the local school district's Non-Discrimination and Title IX Coordinator. Inquiries and complaints may also be directed to the Kansas City Office, Office of Civil Rights, US Department of

Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; (816) 268-0550; TDD (877) 521-2172