

# **Changes to the Certified Staff Handbook for 2021 - 2022**

1. Updated Policy 1300
2. Updated School Calendar
3. Updated Link for Technology Work Orders

# **Knox County R-1 Faculty Handbook**



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## **2021-2022**

**TO: ALL PROFESSIONAL STAFF OF THE KNOX COUNTY R-I SCHOOL DISTRICT**

We are proud to have you on our staff and welcome you to the school year. The effectiveness of the school and its educational program depends upon the efforts and support of all personnel. Your professional expertise should contribute to the provision of exceptional educational opportunities for the children of our district.

This handbook is designed to acquaint you with the policies and procedures of our school district. This information is not all-inclusive, but should provide you with an overview of both professional expectations and district policies for your reference. You will find it necessary to know and utilize this information for appropriate actions and decisions during the year.

We look forward to working with each of you to make this school year educationally rewarding for the children, patrons, and staff of our district.

Sincerely,

Melissa Vannoy  
Elementary  
Principal

Alex Van Delft  
Secondary  
Principal

Keith Gudehus  
Assistant Secondary  
Principal

Nancy Goodwin  
Federal Programs  
Coordinator

“Change takes guts. It takes imagination. It takes commitment.”

-John Taylor

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# INTRODUCTION

## **PHILOSOPHY**

This handbook is intended to provide each support staff employee with the basic policies and practices of the district. Each employee is encouraged to read this handbook thoroughly in order to gain an understanding of employment items in the handbook. Items that are not understood in the handbook by the employee should be discussed with Central Office. Employees will receive specific guidelines from their job descriptions and their supervisors. Job descriptions are available from the central office. All board policies are available for viewing in Central Office.

All staff should become familiar with Board Policy and Regulation manuals of the Board of Education. These manuals are found on the school district website at [www.knox.k12.mo.us](http://www.knox.k12.mo.us).

## **MISSION**

“Building foundations for life-long learning”

## **VISION**

The Knox County R-I School District reflects an alliance among students, parents, staff, administration, and community with a vision of a school where:

Students enjoy learning as they are prepared for post-secondary goals and opportunities to become productive citizens.

Students are empowered to become life-long learners and critical thinkers and to work to their highest potential.

Open communication between all stakeholders fosters a safe, caring, respectful learning environment.

High quality curriculum, instruction, and assessment ensure that all students achieve a firm foundation in basic academic skills.

Students demonstrate physical, social, and emotional well-being.

Students learn and practice responsible behavior, integrity, and respect for others.

## **EQUAL OPPORTUNITY EMPLOYMENT (Policy 4110)**

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

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

# PROFESSIONAL RESPONSIBILITIES

## DUTIES AND RESPONSIBILITIES OF TEACHERS

1. Teachers are expected to perform all reasonable duties requested by the principal. Generally, duties are the same and consistent with school policy and district goals.
2. Teachers are to be called Mr., Mrs., Ms., or Miss. Physical education teachers may be addressed as “Coach”, if they want to permit this. NEVER permit the use of first names or nicknames.
3. Teachers with conference/planning time are NOT to leave the building without the consent of the office and then only in **rare** cases.
4. Teachers are encouraged to take part in extracurricular activities both as spectators and as participants during the entire school year. If a teacher’s class is involved in a school sponsored activity/program, that **teacher is expected to be in attendance supervising students involved in the activity.**
5. Teachers are urged to attend PTO meetings if at all possible.
6. Teachers are to model expected behaviors and rules for students
7. All staff members are to monitor student behavior and make corrections when needed. Teachers must be fair and consistent with discipline. Extreme/persistent behaviors are to be sent to the office.
8. Teachers are to gain the approval of the principal **prior** to purchasing supplies. **Requisitions must completed by the teacher electronically and submitted through Weblink. Should you purchase something without the proper paperwork or approval; the school will not reimburse you.**
9. TEACHERS ARE NEVER TO LEAVE THEIR STUDENTS OR CLASSROOM UNATTENDED. Such behavior will result in an official reprimand and will be noted in the annual evaluation report to the Board of Education.
10. Teachers are to report any problems with the facilities as soon as noted. Maintenance request forms are available in the building principal’s office.
11. Teachers are to ask all visitors to their room to report to the principal’s office if they have not already done so. If they have reported to the office, they will be wearing a visitorstag. No child should be sent with any visitor from the room without authorization from the office.
12. Teachers should dress in professional attire suitable for adults in a role model position for children and young people. Flip-flops, casual and/or uncovered leggings, and yoga pants are not examples of professional attire. Teachers and staff may wear jeans without holes on

- Fridays with their school spirit shirts. The P.E. teacher is permitted to wear sweatpants/suits during the week due to nature of the position. Preschool and paraprofessionals may wear more casual attire when necessary, due to the nature of their job responsibilities.
13. Teachers are to use professional ethics when dealing with students and the public and are not to discuss a child's progress/behavior with anyone but parents or legal guardian.  
CONFIDENTIALITY IS EXPECTED AT ALL TIMES! BE RESPONSIBLE WHEN USING SOCIAL NETWORKING SITES.
  14. Teachers should post the emergency drill procedures by their classroom doors and regularly review and practice these procedures with the students.
  15. All teachers are to attend faculty and vertical team meetings which will be scheduled and conducted each month. If you are absent, it is your responsibility to meet with the administrator or department head.
  16. All videos rated PG or higher shown during the school hours must have prior approval of the principal.
  17. Teachers are responsible to know and understand all policies and regulations of the Board of Education including those not listed in staff and student handbooks.

### **ETHICS (Policy 4121)**

An effective educational program requires the service of individuals with integrity, high ideals, empathy and human understanding. To maintain and promote these essentials all employees of the Knox County R-I School District are expected to maintain high standards in their school relationships by adhering to the following standards.

1. Maintain just and courteous relationships with students, parents/guardians, staffmembers and others.
2. Maintain employee efficiency and knowledge of the developments in the appropriate fields of work.
3. Transact all official business with the appropriate designated authorities of the school district.
4. Establish and maintain friendly and intelligent cooperation between the community and the school district.
5. Recognize that the welfare of the children is the first concern of the school district.
6. Restrain from using school contacts and privileges to promote partisan politics, sectarian religious views or self-serving propaganda of any kind.
7. Properly transmit grievance of other staff members or of any department of the school district to the particular school administrator who has the administrative responsibility for improving the situation and then to the superintendent if necessary.



8. Properly use and protect all school properties, equipment and materials.

## **STUDENTS Policy 2812**

### **Student Services**

#### Identification of At-Risk Students

The District is committed to identifying students who are at-risk of not being ready for college level work or not being ready for employment in entry-level career positions. It is essential that such identification occur early enough that our schools can intervene with academic counseling, career counseling, and other intervention services to enhance a student's readiness for post high school academic or employment opportunities.

#### Identification

Consistent with this District's commitment, at-risk students will be identified by at least their ninth grade year, including students who transfer into the District during ninth grade. In order to identify such at-risk students, District staff will utilize the following criteria:

1. Student performance in Mathematics and English on the eighth grade Missouri Assessment Program (MAP) tests.
2. The District will consider comparable statewide assessment performance for students transferring into ninth grade from outside of Missouri.
3. The District's reported rate of students taking remedial courses in basic academic subjects of English, Mathematics, and Reading during their initial year of college. In assessing this data, the District will rely on data submitted by the Department of Higher Education pursuant to § 173.750 RSMo.
4. The student's attendance rates.

While the above at-risk identifiers are mandatory, the District may consider additional criteria including, but not limited to, review of discipline record; performance more than one grade level below in Reading and/or Math; core subject middle school grades; academic assessment results; contents of Section 504 Plan; ACE score (Adverse Childhood Experience) of 5 or more or other relevant identifiers.

#### Academic and Career Counseling

When at-risk students are identified, the District will initiate academic and/or career counseling as soon as is practicable to enhance at-risk students' opportunity to graduate on-time, and to enhance their college and/or career readiness.

This policy may be appropriately waived for any student with a disability upon the recommendation of the student's Individualized Education Program (IEP) team.

\*\*\*\*\* Adopted: Knox County R-I School District, Edina, Missouri

## **STAFF CONDUCT(Policy 4121)**

All professional and support staff members of the Knox County R-I School District have the responsibility to become familiar with and abide by the federal and state statues as these affect the performance of job duties, the policies of the Board, and the regulations designed to

implement them.

Since the realization of district goals is dependent upon the behavior of professional and support staff, the following conduct will be required of all employees.

1. Remain faithful and prompt in attendance at work.
2. Support and enforce the policies of the Board of Education and the regulations for the school administrators.
3. Diligently submit any required reports at the time specified.
4. Care for and protect school property.
5. Attend all regular and special meetings called or authorized by the superintendent or designee.
6. Maintain concern for and attention to the school district's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times.
7. Pay careful attention to all professional and support staff duties, including pupil transportation, food services, maintenance and custodial services, attendance keeping and record keeping, student discipline, reporting to parents/guardians, and supervision of students.

#### **CUSTODIANS AND SCHOOL FACILITIES**

The custodians have assigned areas in the Knox County R-I School District buildings. Their job is to care for the building and the contents. There are certain teacher responsibilities pertaining to the maintenance of school facilities:

- ✓ When teachers leave the building at the close of the day they should check the room for open windows, secure moneys and valuables in the office, and turn off all lights.
- ✓ Teachers are responsible for maintaining the cleanliness of cabinets and sinks in their immediate room area.
- ✓ Teachers are responsible for seeing that students have trash, shoes, and other items picked up off the floor every night.
- ✓ When using the facilities after normal school hours, teachers should make sure that everything is locked, in order, and all lights are shut off.
- ✓ Teachers are responsible for supervision over their assigned rooms and for the care of furniture, equipment, textbooks, and other contents, in addition to a general responsibility to exercise supervision over all school property.
- ✓ Keys will be assigned and all teachers are to make sure their room is locked when leave for the day.
- ✓ Teachers should remind students on muddy days to clean shoes before coming into the building.
- ✓ Any student misusing or damaging school property will be assessed a monetary charge.

#### **DRUG-FREE WORKPLACE (Policy 4870)**

The unlawful possession, use or distribution of illicit drugs and alcohol on school premises or as a part of school activities is strictly prohibited. Similarly, CBD and similar products are prohibited on school premises and at school activities. Analysis of the strength and presence of unacceptable levels

of psychotropic content are at best unreliable. Use of such products may jeopardize the safety of staff and students who are under staff supervision.

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

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

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

1. The dangers of drug and alcohol abuse in the workplace.
2. This policy of maintaining a drug-free workplace.
3. Available counseling and rehabilitation.
4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

On the basis of medical certification, employees with the illness of chemical dependency shall qualify for the employee benefits and group insurance coverages that are provided for under group health and medical insurance policies. The confidential nature of the medical records of employees with chemical dependency shall be preserved in the same manner as for all other medical records.

The District's responsibility for chemical dependency is limited to its effects on the employee's job performance. If the employee violates this policy, refuses to accept diagnosis and treatment, or fails to respond to treatment, and performance is adversely affected, the employee will be subject to employment action in proportion to the performance problem. Implementation of this policy will not require or result in any special regulations, privileges or exemptions from the standard administrative practice applicable to job performance requirements.

Upon the request of the Department of Elementary and Secondary Education or an agency of the United States, the District shall certify that it has adopted and implemented the drug prevention program described in this policy, in the form required by such agency. The District shall conduct a biennial review of this policy to determine its effectiveness, implement necessary changes, and to ensure that the disciplinary sanctions are consistently enforced.

It shall be a violation of this policy for any employee to possess, use, manufacture, distribute, or be under the influence of medical marijuana in any manner inconsistent with Missouri state law and applicable regulations. Additionally, employees may not be under the influence of marijuana

while they are (i) acting in the scope of their employment, whether on District property or off, or (ii) present at any school- or District-sponsored or sanctioned event such as athletic events or conferences. Employees may seek reasonable accommodations related to medical marijuana under the District's policies and procedures addressing the Americans with Disabilities Act. Transportation Employees District employees who are subject to the

### **Transportation Employee**

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

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

### **Opioid Antagonists**

The District will maintain NARCAN or other opioid antagonists to be admitted in emergency situations by a trained school nurse. (See Policy 2874 - Administering Opioid Antagonists).

### **NON-SMOKING (Policy 5250)**

The Board of Education recognizes that the use of tobacco products represents a health and safety hazard. Therefore, the use of tobacco products shall be prohibited in all District buildings, grounds and vehicles. This policy applies to all employees, students and patrons attending school-sponsored activities and meetings.

For the purposes of this policy, smoking will mean all uses of tobacco, including cigars, cigarettes, electronic cigarettes, or imitation tobacco or cigarette products, pipes, and smokeless-tobacco products.

### **BULLYING (Policy 2655)**

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is strictly prohibited on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying.

Cyberbullying means bullying as defined above through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District may prohibit and discipline for cyberbullying that originates on any District campus or at a District activity if the electronic communication was made using the school's technological resources, if

there is a sufficient nexus to the educational environment, or if the electronic communication was made on the District's campus or at a District activity using the student's own personal technological resources. Further, students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline.

Bullying, as defined in this policy, is strictly prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building principal. District employees are required to report any instance of bullying of which the employee has witnessed within two (2) school days of the occurrence.

Employees shall report the occurrence to the building principal, who is the person the District designates to receive reports of incidents of bullying. A principal who receives a report of an incident of bullying shall initiate an investigation into the allegations within two (2) school days of receipt of the report. The principal may assign other employees to assist in the investigation, or request that the superintendent assign an outside investigator.

The investigation shall be completed within ten school days from the date of the written report of bullying unless good cause exists to extend the investigation. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

Students who are found to have violated this policy will be subject to consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Possible consequences to a student for a violation of this policy include: loss of privileges, classroom detention, conference with teacher, parents contacted, conference with principal, in-school suspension, out-of-school suspension, expulsion and law enforcement contacted.

The District shall give annual notice of the policy to students, parents or guardians, and staff. This policy shall be included in all student handbooks. This policy shall also be posted on the District's web page (as a Board policy) and a copy shall be placed in the District Administrative Office. The District shall provide information and appropriate training to District staff who have significant contact with students regarding the policy. All staff with significant student contact shall be trained on the requirements of this policy on an annual basis. The District shall provide education and information to students regarding bullying, including information regarding this policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, reprisal, or retaliation against any person who reports an act of bullying. The District shall instruct its school counselors, school social workers, licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for students to overcome bullying's negative effects. Such techniques include but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself or herself assertively

and effectively; helping the student develop social skills or encouraging the student to develop an internal locus of control. District administrators will implement programs and other initiatives to address bullying, to respond to such conduct in a manner that does not stigmatize the victim, and to make resources or referrals available to victims of bullying.

## **GENERAL ADMINISTRATION**

**Policy 1300**  
**(Regulation 1300)**  
**(Form 1300)**

### **Equal Opportunity**

#### **Prohibition Against Harassment, Discrimination and Retaliation**

The 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, sexual orientation, gender identity, disability, age, genetic information, or any other characteristic protected by law and 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, and state law. 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 financial assistance from the U.S. Department of Agriculture (USDA Food and Nutrition Service).

This Policy governs the District's compliance with the laws identified above, outside of Title IX. The following person is designated and authorized as the District's Compliance Officer to coordinate compliance with the laws identified above (outside of Title IX), including to handle inquiries or complaints regarding the District's non-discrimination policies:

Name: Nancy Goodwin  
Title: Federal Programs Coordinator  
Address: 55701 State Hwy 6, Edina, Missouri 63537  
Number: (660) 397-2228  
Email: nancyg@knoxr1.us

A complaint by students, employees, parents, and patrons of the District alleging harassment, discrimination, or related retaliation based on a protected classification under the laws identified above (outside of Title IX) should be filed in accordance with the procedures outlined in Regulation 1300. A complaint regarding sexual harassment or related retaliation of a student or employee under Title IX and that is alleged to have occurred on or after August 14, 2020, should be filed in accordance with the procedures outlined in Regulation 1301. A complaint regarding the identification, evaluation, educational program, or placement of a child with a disability under Section 504 should be filed in accordance with the procedures outlined in Regulation 2110.

\*\*\*\*\* Adopted: February 22, 2018

Revised: September 15, 2020

Knox County R-I School District, Edina, Missouri

[See Regulation 1300](#)

## **NOTICE OF ARREST, ABUSE COMPLAINT, TRAFFIC CITATION (Policy 4125)**

Every employee and volunteer who is arrested for a criminal act, felony, or misdemeanor must notify their supervisor in writing within three (3) work days of the arrest. Similarly, every employee/volunteer must notify their supervisor within the same time period of notice of a child abuse complaint against them. Traffic violations related to Driving Under the Influence will be treated as a criminal arrest. In addition to the preceding, transportation employees must notify their supervisors of any moving traffic violations whether or not on work time. Whenever the District receives a finding of substantiated sexual or physical abuse from the Children's Division against an employee, the employee will be immediately suspended with pay. The employee so affected may be returned to work if the allegation is unsubstantiated, revised or reversed on appeal.

## **PERFORMANCE EVALUATION (Policy 4610)**

The Board of Education's ultimate goal in education is to provide the highest quality educational experience to all District students. The District's performance-based evaluation system contributes to that goal by promoting the professional improvement of each staff member and, when necessary, by providing data to remove an employee whose employment is detrimental to students. Performance-based evaluation is a process endorsed by the Board of Education for performance improvement that includes identification of performance expectations, documentation of performance, discussion of performance, development of improvement plans, and making personnel decisions based upon performance. The evaluation process for every employee is an on-going process that takes place every day. Formal, summative evaluations will be prepared and reviewed with each tenured teacher at least every other year. All other District employees will receive summative evaluations annually.

## **TEACHING STANDARDS (Policy 4640)**

District teaching standards include, but are not limited to:

Ensuring that students are actively participating and are successful in the learning process.

Teacher will monitor and manage student learning by specific assessment vehicles.

Student and teacher will be prepared and knowledgeable of the curricular content.

Teacher will maintain students' on task behavior.

Teacher will use professional communications and interactions with the school community.

Teacher will remain current on instructional knowledge.

Teacher will seek and explore changes in teaching behaviors that will enhance student learning.

Teacher will act responsibly in the overall mission of the school.

Teacher creates learning experiences that make the subject matter meaningful.

Teacher demonstrates knowledge of the subject matter by implementing instruction pertinent to the subject matter. Teacher provides learning opportunities that support the intellectual, social and personal development of all students.

Teacher cultivates the unique skills and talents of every student.

Teacher will use a variety of instructional activities of critical thinking, problem solving, and performance skills.

Teacher creates a positive learning environment that encourages active engagement in learning, positive social interactions and self-motivation.

Teacher models effective verbal, nonverbal and media communication techniques with students and parents to foster active inquiry, collaboration and supportive interaction in the classroom.

Teacher will use formal and informal strategies to assess learners' progress.

Teacher will actively seek out opportunities to grow professionally in order to improve learning for all students.

Teacher will maintain effective working relationships with students, parents, colleagues and community members.

### **HOURS OF THE WORK DAY**

The working day for professional staff members begins at 7:50 a.m. and will end at 3:20 p.m. **ALL teachers are expected to be in their rooms or at their workstations at 7:50 a.m.** In addition, the workday ending at 3:20 p.m. will require a teacher to be in the building and available until that time. There will be times when a teacher will need to leave sooner and as a matter of courtesy, as well as policy, the principal must know of the situation and approve the early departure.

### **STUDENTS IN THE BUILDING**

Students are not to be in the building unless under the DIRECT supervision of a teacher or supervisor. MS/HS students will be held in the HS Cafeteria if they arrive prior to 8:00 am. **Students are not to be in the staff workroom for any reason.** Staff members' children are to be under the direct supervision of their parent(s) or an adult before 8:00 a.m. and after school dismisses. If the parent is attending a meeting, etc. and is unable to directly supervise, he or she is expected to make arrangements for other supervision.

### **INTERNET USAGE (Policy 6320)**

#### **Personal Responsibility**

Access to electronic research requires students and employees to maintain consistently high levels of personal responsibility. The existing rules found in the District's Behavioral Expectations policy (Board Policy/Regulation 2610) as well as employee handbooks clearly apply to students and employees conducting electronic research or communication.

One fundamental need for acceptable student and employee use of District electronic resources is respect for, and protection of, password/account code security, as well as restricted databases files, and information banks. Personal passwords/account codes may be created to protect students and employees utilizing electronic resources to conduct research or complete work.

These passwords/account codes shall not be shared with others; nor shall students or employees use another party's password except in the authorized maintenance and monitoring of the



network. The maintenance of strict control of passwords/account codes protects employees and students from wrongful accusation of misuse of electronic resources or violation of District policy, state or federal law. Students or employees who misuse electronic resources or who violate laws will be disciplined at a level appropriate to the seriousness of the misuse.

### **Acceptable Use**

The use of the District technology and electronic resources is a privilege, which may be revoked at any time. Staff and students are only allowed to conduct electronic network-based activities which are classroom or

workplace related. Behaviors which shall result in revocation of access shall include, but will not be limited to: damage to or theft of system hardware or software; alteration of system hardware or software; placement of unlawful information, computer viruses or harmful programs on, or through the computer system; entry into restricted information on systems or network files in violation of password/account code restrictions; violation of other users' rights to privacy; unauthorized disclosure, use or dissemination of personal information regarding minors; using another person's name/password/ account to send or receive messages on the network; sending or receiving personal messages on the network; and use of the network for personal gain, commercial purposes, or to engage in political activity.

Students and employees may not claim personal copyright privileges over files, data or materials developed in the scope of their employment, nor may students or employees use copyrighted materials without the permission of the copyright holder. The Internet allows access to a wide variety of media. Even though it is possible to download most of these materials, students and staff shall not create or maintain archival copies of these materials unless the source indicates that the materials are in the public domain.

Access to electronic mail (E-mail) is a privilege and designed to assist students and employees in the acquisition of knowledge and in efficiently communicating with others. The District E-mail system is designed solely for educational and work related purposes. ***E-mail files are subject to review by District and school personnel.*** Chain letters, "chat rooms" or Multiple User Dimensions (MUDs) are not allowed, with the exception of those bulletin boards or "chat" groups that are created by teachers for specific instructional purposes or employees for specific work related communication.

Students or employees who engage in "hacking" are subject to loss of privileges and District discipline, as well as the enforcement of any District policy, state and/or federal laws that may have been violated. Hacking may be described as the unauthorized review, duplication, dissemination, removal, damage, or alteration of files, passwords, computer systems, or programs, or other property of the District, a business, or any other governmental agency obtained through unauthorized means.

To the maximum extent permitted by law, students and employees are not permitted to obtain, download, view or otherwise gain access to "inappropriate matter" which includes materials that may be deemed inappropriate to minors, unlawful, abusive, obscene, pornographic, descriptive of destructive devices, or otherwise objectionable under current District policy or legal

definitions.

The District and school administration reserve the right to remove files, limit or deny access, and refer staff or students violating the Board policy to appropriate authorities or for other disciplinary action.

### **Privileges**

The use of District technology and electronic resources is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. All staff members and students who receive a password/account code will participate in an orientation or training course regarding proper behavior and use of the network. The password/account code may be suspended or closed upon the finding of user misuse of the technology system or its resources.

### **Network Etiquette and Privacy**

Students and employees are expected to abide by the generally accepted rules of electronic network etiquette. These include, but are not limited to, the following:

1. System users are expected to be polite. They may not send abusive, insulting, harassing, or threatening messages to others.
2. System users are expected to use appropriate language; language that uses vulgarities or obscenities, libels others, or uses other inappropriate references is prohibited.
3. System users may not reveal their personal addresses, their telephone numbers or the addresses or telephone numbers of students, employees, or other individuals during E- mail transmissions.
4. System users may not use the District's electronic network in such a manner that would damage, disrupt, or prohibit the use of the network by other users.
5. System users should assume that all communications and information is public when transmitted via the network and may be viewed by other users. The system administrators may access and read E-mail on a random basis.
6. Use of the District's electronic network for unlawful purposes will not be tolerated and is prohibited.

### **Services**

While the District is providing access to electronic resources, it makes no warranties, whether expressed or implied, for these services. The District may not be held responsible for any damages including loss of data as a

result of delays, non-delivery or service interruptions caused by the information system or the user's errors or omissions. The use or distribution of any information that is obtained through the information system is at the user's own risk. The District specifically denies any responsibility for the accuracy of information obtained through Internet services.

## **Security**

The Board recognizes that security on the District's electronic network is an extremely high priority. Security poses challenges for collective and individual users. Any intrusion into secure areas by those not permitted such privileges creates a risk for all users of the information system.

The account codes/passwords provided to each user are intended for the exclusive use of that person. Any problems, which arise from the user sharing his/her account code/password, are the responsibility of the account holder. Any misuse may result in the suspension or revocation of account privileges. The use of an account by someone other than the registered holder will be grounds for loss of access privileges to the information system.

Users are required to report immediately any abnormality in the system as soon as they observe it. Abnormalities should be reported to the classroom teacher or system administrator.

The District shall use filtering, blocking or other technology to protect students and staff from accessing internet sites that contain visual depictions that are obscene, child pornography or harmful to minors. The District shall comply with the applicable provisions of the Children's Internet Protection Act (CIPA), and the Neighborhood Internet Protection Act (NCIPA).

## **Vandalism of the Electronic Network or Technology System**

Vandalism is defined as any malicious attempt to alter, harm, or destroy equipment or data of another user, the District information service, or the other networks that are connected to the Internet. This includes, but is not limited to the uploading or the creation of computer viruses, the alteration of data, or the theft of restricted information. Any vandalism of the District electronic network or technology system will result in the immediate loss of computer service, disciplinary action and, if appropriate, referral to law enforcement officials.

## **Consequences**

The consequences for violating the District's Acceptable Use Policy include, but are not limited to, one or more of the following:

1. Suspension of District Network privileges;
2. Revocation of Network privileges;
3. Suspension of Internet access;
4. Revocation of Internet access;
5. Suspension of computer access;
6. Revocation of computer access;
7. School suspension;
8. Expulsion; or
9. Employee disciplinary action up to and including dismissal.

# PROCEDURES

## ATTENDANCE

Attendance in the middle and high school is calculated by periods. Classroom attendance should be taken at the beginning of the period and absentees/tardies recorded in your grade book. The middle/high school teachers will record absences and tardies in SIS K12 at the beginning of **EACH** hour. Teacher who fail to input attendance will receive a reminder from the building level principal. First hour, the attendance secretary compiles a bulletin and a list of absent students and will email that to each classroom teacher.

At the beginning of each day, the elementary classroom teacher will record absences and lunch in SIS K12. Kindergarten and first grade will record if a student will be drinking afternoon milk on a class list and return to the office by 9:00 a.m. These forms are printed in the principal's office. If you run out, ask the secretary for additional forms.

ANY STUDENT WHO ARRIVES LATE OR LEAVES EARLY SHOULD REPORT THROUGH THE OFFICE.

## DISCIPLINE

Discipline is the teacher's responsibility. An effective disciplinarian will minimize the trouble involving student conduct. Two basic areas of discipline warrant the involvement of the principal.

1. A singular behavioral action of significant magnitude such as immoral conduct, profanity, fighting, etc.
2. A consistently recurrent behavioral problem even of a minor nature which your efforts as a teacher have not been successful in curtailing.

**A discipline referral form (electronic or paper) must accompany any student sent to the Principal's Office.**

*Some discipline basics:*

1. All students will be given rules and consequences the first day of school. They will be explained to each class.
2. BE CONSISTENT hour to hour and day to day. Follow through and be firm.
3. Rules and consequences are to be posted in your classroom for all students to see.
4. All students who behave appropriately should be given positive reinforcement.
5. A major component of good student discipline is teacher preparation. Plan challenging, educational instruction activities to keep students involved for each class period.
6. **Handle routine discipline problems yourself.**
7. **DO NOT** have students involved in recording discipline "marks", etc... for other students.

The teacher is in charge of maintaining discipline. Bathroom and/or hall monitors are not to be allowed to discipline another student for any reason.

8. Refer to PBS Behavior Matrix Flow Charts, recognition and various components of the program when planning and implementing discipline procedures.

### **Seclusion and Restraint Policy 2770**

Promote safety and prevent harm to all students, school personnel and visitors in the school district.

Treat all students with dignity and respect in the use of discipline and behavior-management techniques.

Provide school personnel with clear guidelines about the use of seclusion, isolation and restraint on school district property or at any school district function or event.

Promote retention of teachers and other school personnel by addressing student behavior in an appropriate and safe manner.

Promote parent understanding about state guidelines and district policies related to the use of discipline, behavior management, behavior interventions and responses to emergency situations.

Promote the use of non-aversive behavioral interventions.

#### **Definitions:**

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

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

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

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

**“Behavior Intervention Plan (BIP)”** sets forth specific behavior interventions for a specific

student who displays chronic patterns of problem behavior.

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

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

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

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

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

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

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

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

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

“**Physical restraint**” means the use of person-to-person physical contact to restrict the free movement of all or

a portion of a student’s body. It does not include briefly holding or hugging a student without undo force for

instructional or other purposes, briefly holding a student to calm them, taking a student’s hand to transport them for safety purposes, physical escort or intervening in a fight.

“**School personnel**” means

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

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

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

“**Time out**” means brief removal from sources of reinforcement within instructional contexts that

does not meet the definition of seclusion or isolation. Time out includes both of the following:

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

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

### **Time-Out**

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

### **Seclusion**

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

### **Isolation**

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

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

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

### **Physical Restraint**

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

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

Physical restraint shall:

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

Any school personnel using physical restraint shall:

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

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

### **Mechanical Restraint**

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

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

### **Chemical Restraint**

Chemical restraints shall never be used by school personnel.

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

### **Communication and Training School Personnel Debriefing**

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

### **Parental Notification**

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

- Following a situation involving the use of seclusion, isolation or restraint the parent or guardian of the student shall be notified through verbal or electronic means of the incident as soon as possible, but no later than the end of the day of the incident.



- The parent or guardian shall receive a written report of the emergency situation within five (5) school days of the incident. The written incident report shall include all of the following:
  - Date, time of day, location, duration, and description of the incident and de-escalation interventions.
  - Event(s) that led up to the incident.
  - Nature and extent of any injury to the student.
  - Name of a school employee the parent or guardian can contact regarding the incident, and contact information for that employee.

## **Staff Training**

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

### **Students with Disabilities**

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

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

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

### **Applicability of this Policy**

This policy applies to all district school personnel. School personnel assigned to programs not located on district premises (hospitals, detention centers, juvenile facilities, and mental health facilities) shall follow the policy and procedure<sup>30</sup> of the facility/program where they work.  
Knox County R-I School District,

## **GRADE BOOK**

Accurate documentation that will provide a clear pattern of student progress is necessary to make record keeping speak for itself. An observer should be able to look at the record and be able to ascertain pupil progress and the reason for grade assignment and/or credit. Grades will be kept on the SIS K12 computer program. Training will be provided. Teachers should maintain a proper grade book which will be turned into the office at the end of the school year.

*Grades should be kept up to date.*

*Updating all grade books is required prior to the end of the school day on Fridays. Parents can apply to have access to their child's grade book via the Internet* Grade books will be

checked weekly to evaluate progress.

## **GRADING PROCEDURES**

The following information is to provide clarity to grading procedures. Please discuss these with the principal if they are unclear.

Because of the importance attached to your role in the future status of our school's students, it is imperative that class records regarding grades and attendance are totally accurate and concise.

COMPLETE DOCUMENTATION IS NECESSARY TO SUSTAIN THE ASSIGNMENT OF GRADES OR CREDIT GIVEN TO ANY STUDENT. If at any time a student is not making sufficient progress in any subject, it is viewed as the teacher's responsibility to discuss the status of the student with the parent. To be fair and consistent with students, teachers must be sure that grading procedures are thoroughly presented and understood by all students. Do not take for granted that a student knows how evaluation of assignments and work is made.

## **LESSON PLANS**

*All teachers shall keep a detailed plan book that includes specific directions and lists of needed materials.* This should include the topics to be covered, their link to the GLEs, the pages covered in texts, activities to be done, and the day it is to be covered. Lesson plans should be completed on the Friday in advance of the week to be covered. These books should be kept at school on the teacher's desk so that emergency substitutes may easily find them. Principals may periodically review lesson plans. First year teachers will submit lesson plans to the principal each Friday for the first semester. *Any teacher may be required to turn in lesson plans weekly per request of the principal.*

## **FIELD TRIPS (Policy 5660)**

### **Definitions**

*Field trip* – A planned visit outside the classroom taken by students under the supervision of a teacher or other school official for the purpose of extending the instructional activities of the classroom through first-hand experience and participation in functional situations that relate directly to what is being studied.

*Local field trip* – A field trip that usually falls within a twenty-five (25) mile radius of the school, takes place within the regular school day and uses contracted or District transportation.

*Out of area field trip* – A field trip that fulfills any one of the following conditions: covers more than a twenty-five (25) mile radius, requires more than one day, uses contracted or District transportation, includes additional transportation fees, or involves other unusual circumstances.

*Private transportation* – The use of private vehicles for transporting students for field trips, school events and other school activities. Refer to Policy and Regulation 5661 – Field Trip Transportation in Private Vehicles/Common Carriers.

## **Financing Field Trips**

The use of bus transportation services for field trips may be authorized from Board of Education appropriated funds budgeted for field trips if approved by the Superintendent/designee.

Field trip transportation may be funded from sources other than Board of Education funds. This may include PTO contributions, authorized fees, government funds and income generated by school activities.

**Target does offer a field trip grant in the amount of 750.00. Teachers are encouraged to apply for this grant to help offset the costs the district incurs. Please apply early in the year and see Mrs. Goodwin for assistance**

## **Requests for Field Trips**

All requests for use of school buses for field trips shall be made on the appropriate District form and shall be submitted to the principal for approval.

Requests for all out-of-area field trips shall be submitted through the principal for approval by the Superintendent/designee. When District bus transportation is used, a copy of the appropriate District form should be attached.

Field trip requests should be submitted early enough to permit a timely review by the principal.

## **Student Permission Form**

All students shall be required to have a parent-signed permission form to participate in a field trip. In cases where there is a series of trips for a class, only one permission slip is necessary.

## **Study/Travel/Tour Programs**

There are numerous study-travel-tour programs promoted and operated by commercial organizations, not only during summer vacations and holidays, but also at times during the school year.

### **1. Official Programs**

On occasion, it may be appropriate for the schools to make use of the facilities of commercial organizations to offer study, travel or tour programs. The Superintendent/ designee shall have approved all aspects of such programs, and notification of the programs, together with implementing procedures, shall be sent to the schools. These should be designed for the summer vacation, holidays or for other times that do not entail long absences of either teachers or students from the regular school session. In the event that any teacher would like to propose such a program, he/she should submit a written request through the principal for approval by the Superintendent/designee. Requests should be submitted early enough to permit adequate review at all levels; otherwise requests shall be denied. The program should be undertaken to achieve valid educational objectives to warrant support by the school and the District. Care should be exercised to avoid excluding students from participating in the program because of their economic circumstances.

2. Non-Official Programs: Nonofficial study/travel/tour programs are ones that are not approved by the school and/or the District. Any private group involving school personnel, students and parents that is formed for the purpose of studying, traveling or touring should abide by the following guidelines:

a. The planning of any such activity and the activity itself shall be scheduled outside of the regular school day.

b. The activity shall not be sanctioned, recommended or advertised by a school and/or school personnel in an official capacity.

- c. Solicitation of participation by students shall not be conducted in any school during the school day.
- d. The activity shall not receive any school or District funds, supplies or duty time of employees.

**School personnel participating in nonofficial programs should:**

- a. Be aware that administrative leave will not be granted for participation in such programs.
- b. Be careful not to imply in any way that a nonofficial program is receiving official sanction or recognition by the school or District.
- c. Be familiar with current policies and regulations regarding conflict of interest and be particularly careful not to accept or receive any gift, loan, gratuity, favor or service of economic value that might reasonably be expected to influence one in his/her position in the discharge of his/her duties, from any person.

**FUNDRAISING ACTIVITIES (Policy 3370)**

All fund-raising activities and planning for fund-raising shall be done after school hours unless prior permission is received from the building principal. Any fund-raising activity which involves students or employees shall require submission of a request and the approval of the building principal and Superintendent. Involvement is defined as: any activity which mentions any student or students as being students of the school in advertisements or any activity which mentions any school organization or any oral mention of students or organizations. (Reference PR2750)

**STAFF ABSENCES**

If teachers are going to be absent and need a substitute, they will need to follow the listed procedures. Lesson plans and seating charts must be available for the substitute. If teachers need to be gone for any reason (conference, personal, doctor, etc.) they must fill out a staff absence report and turn it into the office. **All staff absences, with the exception of overnight illness, need to be approved by the principal before substitutes will be found.** Substitutes will not be found without a written request ahead of time-with the exception of illness. If teachers have to leave early for one period for athletics or other school-related function, etc. it is the teacher's responsibility to find another staff member to cover their class and/or responsibility and report that substitution to the office.

**Staff members who will be gone for one to four hours will be required to take a half day leave. Those gone 4 or more hours will be required to take a full day leave. If gone an hour or less after being granted permission but their administrator that time will accumulated and then dock will occur after either a half or full day leave has been accumulated.**

**\*After school hours/weekend:** During these times, you will need to contact the building administrator at the following numbers: Melissa Vannoy (573)248-7797, Alex Van Delft (660) 349-9994, Keith Gudehus (660)341-2896 or Nancy Goodwin (660) 216-4633. If teachers rely on text message or email to report an absence they must be certain that the message has been received. Personal contact with an administrator is required.

## **SUBSTITUTE FOLDER FILES**

Each classroom teacher shall prepare a substitute folder to be available in your room for use by substitute teachers. The folder shall include:

1. A current class schedule
2. A class list of all students
3. A list of special classes for students involved
4. Information sheets for fire, tornado, earthquake, and evacuation drills
5. Seating arrangements
6. Lunch schedule and instructions
7. Any instruction for substitute teachers to follow that allow for your record keeping
8. Special instructions for technology

## **RESIGNATION OF CERTIFICATED STAFF (Policy 4710)** **(Regulation 4710)**

Certificated employees who for any reason intend to retire or resign at the end of the current school year are encouraged to indicate their plans in writing to the Board as early as possible, but no later than June 1.

Resignations to become effective during the school year require a release by the Board and must be considered on an individual basis. Letters of resignation shall be submitted to the Superintendent/designee and the principal/supervisor. The letter should state reasons and an effective date for the resignation.

It is the practice of the administration to recommend to the Board those certificated employees who request to resign after June 1 and prior to July 31 be released from their contracts when there is good cause determined by the Board. After July 31, a certificated employee may petition the Superintendent to recommend a release from his/her contract for extremely unusual reasons.

Should the Superintendent decline to recommend a release and the certificated employee leaves the District, the District reserves the right to pursue any and all legal options available to it.

### **Liquidated Damages/Release from Contract**

Staff members not planning to return to the Knox County R-I School District for the next school year should submit their letters of resignations to the central office as soon as resignation plans are finalized. The staff member must complete all checkout procedures with the appropriate administrator. If a resignation is requested by the certificated staff member after a contract has been signed and returned, the Board shall judge it according to the availability of a suitable replacement. Because of the additional difficulties involved in securing replacements, the Board shall assess a fee as a condition of releasing a staff member from a contract. The following schedule shall be used:

- Resignations June 1 to June 30 3% of contract
- Resignations July 1 to July 31 4% of contract
- Resignation August 1 to completion of contract 5% of contract

The Board reserves the right to waive or reduce the fee/forfeiture dependent on mitigating factors

submitted by the resignee. If said fee/forfeiture is not waived by the Board, the resignee shall pay

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same before he or she is released from his or her contract, or sign a promissory note to pay same, at the resignee's notice. If the resignee shall refuse to either pay said fee/forfeiture or sign said promissory note, but does not honor his/her contract, the Board shall have the right to bring suit against resignee for breach of contract. If such suit is brought, the Board shall be entitled to recover not only its actual and compensable damages, but also its attorney fees and court costs.

Nothing in this policy shall be construed as granting a right to release from contract upon payment of a fee without the consent of the Board of Education.

### **PERSONNEL ASSIGNMENT AND TRANSFER (Policy 4200/4210)**

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

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

A teacher who desires a change in grade and/or subject assignment and/or a transfer to another building shall request the transfer in writing on or before April 1.

The teacher must accept the transfer request unless he/she has notified the administration in writing of a desire to withdraw the request and said notification is received before the date on which notification of transfer is sent to the teacher.

### **E-MAIL RECORDS AND ELECTRONICALLY STORED INFORMATION(Policy 6530)**

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

Until the District's e-mail system can be equipped with such capabilities, all District e-mail account holders shall regularly update their e-mail account by either saving necessary and pertinent e-mails to a District approved storage<sup>3</sup> device, printing them and filing them appropriately, or deleting unnecessary e-mails from their account. This process shall become a permanent and regular occurrence if the automatic deletion process is not implemented into the District's e-mail system.

### **ACCIDENT REPORTING (Policy 5230)**

The following guidelines are to be used to determine whether or not a report is to be completed. A report should be completed when:

1. The accident requires that a doctor be called.
2. The accident results in absence of student for one-half day or more.
3. The accident results in a serious injury.
4. When in doubt about whether or not a report is needed, complete one. Accident Report Procedure
  1. The building administrator, designee or nurse initiates the report.
  2. The person in charge at the time of the accident completes the report.
  3. The report is returned in one day to the building office and is forwarded to the principal.
  4. The principal reviews the report and makes a recommendation for corrective action to be taken or notes action taken.
  5. The principal forwards the original copy to the Superintendent/designee. A copy remains in the school.
  6. The Superintendent/designee is responsible for evaluation of the report. It is to serve as a basis for a safety and accident prevention program.

## **STUDENTS**

**Policy 2875**  
**(Regulation 2875)**

### **Student Services**

#### **Student Allergy Prevention and Response**

The purpose of this policy is to create an organized system for preventing and responding to allergic reactions in accordance with House Bill 922 (2009). This policy is not a guarantee of an allergen-free environment; instead, it is designed to increase awareness, provide education and training, reduce the chance of exposure and outline responses to allergic reactions.

This policy applies to district facilities to which students have access and includes transportation provided by the district. The Board instructs the superintendent or designee to develop procedures to implement this policy.

#### **Identification**

An allergic reaction is an immune system response to a substance that itself is not harmful but that the body interprets as being harmful. Allergic reactions range from mild to life-threatening. Each school in the district will attempt to identify students with life-threatening allergies, including food allergies. At enrollment, the person enrolling the student will be asked to provide information on any allergies the student may have.

#### **Prevention**

Students with allergies that rise to the level of a disability as defined by law will be accommodated in accordance with district policies and procedures pertaining to the identification and accommodation of students with disabilities. An Individualized Health Plan (IHP), including an Emergency Action Plan (EAP), may be developed for students with allergies do not rise to the level of a disability.

All staff members are required to follow any 504 Plan or IHP/EAP developed for a student by the district. Staff members who do not follow an existing 504 Plan or IHP/EAP will be disciplined, up to and including termination.

Staff members shall not use air fresheners, oils, candles, incense or other such items intended to add

fragrance in any district facilities. This provision will not be construed to prohibit the use of personal care items that contain added fragrance, but the principal may require staff members to refrain from the use of personal care items with added fragrance under particular circumstances.

Staff members are prohibited from using cleaning materials, disinfectants, pesticides or other chemicals except those provided by the district.

The district will not serve any processed foods, including foods sold in vending machines, which are not labeled with a complete list of ingredients. Vended items must include a list of ingredients on the individual package. The food service director will create an ingredient list for all foods provided by the district as part of the district's nutrition program, including food provided during the school day and in before- and after-school programs. This list will be available upon request.

### **Education and Training**

All staff members will be annually trained on the causes and symptoms of and responses to allergic reactions. Training will include instruction on the use of epinephrine pre-measured auto-injection devices.

Age-appropriate education on allergies and allergic reactions will be provided to students as such education aligns with state Grade-Level Expectations (GLEs) for health education. Education will include potential causes, information on avoiding allergens, signs and symptoms of allergic reactions and simple steps students can take to keep classmates safe.

### **Confidentiality**

Information about individual students with allergies will be provided to all staff members and others who need to know the information to provide a safe learning environment for the student. Information about individual students with allergies will be shared with students and others who do not have a legitimate educational interest in the information only to the extent authorized by the parent/guardian or as otherwise permitted by law, including the Family Educational Rights and Privacy Act (FERPA).

### **Response**

Response to an allergic reaction shall be in accordance with established procedures, including application of the student's 504 Plan or IHP/EAP, where applicable. Parents of students with life-threatening allergies should supply the school with epinephrine pre-measured auto-injection devices to be administered in accordance with Board policy

## **EMPLOYEE BENEFITS**

### **GENERAL ATTENDANCE (Policy 4310)**

Regular attendance is essential in providing District students with a high quality of instruction. Eligible certificated staff will have available ten (10) days of sick leave per school year cumulative to one hundred ten (110) days. Eligible support employees have available ten (10) days of sick leave per year cumulative to one hundred ten (110) days. Both certified staff and support staff may use up to five (5) days of the allowed ten (10) sick days per year as personal leave.

### **INSURANCE BENEFITS**

Health Care Insurance coverage is provided by the Board of Education for eligible employees. Family coverage is optional, at the employee's expense.

Life insurance is provided for staff members. \$20,000.00 of coverage.

One million dollars of liability insurance is also provided for each employee by the Board of Education.



## **PERSONNEL LEAVE (Policy 4320)**

**Paid Sick Leave** District employees will be provided with ten (10) days of sick 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, father-or mother-in-law, daughter-or son-in-law, grandparent-in-law, brother-or sister-in-law, grandchild, or non-family residing within the staff member's home. The Superintendent/designee may request a physician's statement regarding an absence and/or verification that the employee may return to work. Unused sick leave may be accumulated to a maximum of one hundred ten (110) days.

### **Personal Leave**

Paid personal leave days may only be used for personal business that cannot be transacted in nonwork hours. Personal leave days cannot be used for work stoppages, vacation or recreation use. 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. Employees will be provided with five (5) days of personal leave per year which shall be noncumulative. Personal days are included in the ten (10) sick days allowed per school year.

### **Inclement Weather Days**

Three (3) days may be used by a 12 month employee if school is called off for inclement weather. In order for 12 month employees to be able to use these days, school must be canceled because of snow, extreme cold, or ice. The purpose of these days is to ensure that employees do not feel the need to drive to work on days where the roads are not safe to drive on.

### **Bereavement Leave**

Three (3) days may be used by an employee 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 above. Use of these days will not be charged to personal or sick leave. The superintendent may grant additional days, if needed, which will be charged against the employee's personal and/or sick days. Verification for the leave may be required by the superintendent or designee.

### **Leave for Jury Duty**

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

### **Military Leave**

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

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

The District recognizes that employees who receive notice to report for duty typically are not provided with discretion as to when to report. However, whenever an employee has a choice as to

when to report for military duty, the employee's military leave shall be arranged during periods in which school is not in session. When the employee is given a choice as to when to report for duty, the Superintendent/designee may request that the employee seek a change in military orders if such a change appears to be in the best interest of the District.

Employees shall receive leave with pay for the first fifteen (15) calendar days of military leave in each federal fiscal year. Additional military leave shall be without pay, except as required by federal and state law. Each employee shall furnish a copy of the employee's military payroll voucher to the Superintendent/designee within thirty (30) days of the employee's return to regular assignment so that the necessary salary adjustments can be made.

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

### **Leave of Absence**

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

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

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

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

### **WORKER'S COMPENSATION BENEFITS (Policy 4530)**

Employees who suffer an injury caused by an accident or occupational disease arising out of and in the course of employment ("work-related injury") will receive benefits paid by the District according to the Workers' Compensation Law of the State of Missouri ("the Law"). Employees Driving district owned or subsidized vehicles are not covered by this policy when driving such District owned vehicles to or from the home or to or from the work station. Absence from duty resulting from a work-related injury will be compensated according to the Law. Employees who receive workers' compensation benefits for lost time from work due to a work-related injury are not eligible for additional sick leave or vacation benefits under this policy, except with respect to those employees whose average weekly wage as defined by the Law ("average weekly wage") exceeds the actual wage necessary to obtain the maximum total disability rate as defined by the

Law (“maximum wage”).

In addition to the benefits for temporary total disability allowed under the Law, an employee whose average weekly wage at the time of the work-related injury exceeds the maximum wage at the time of the work-related injury will receive in wages the difference between the employee’s average weekly wage and the maximum wage during the time period such employee is entitled to temporary total disability benefits under the Law. This additional benefit provided herein does not affect an employee’s wage for purposes of permanent disability benefits.

## **SALARY DEDUCTIONS (Policy 4520)**

### **Withholding Taxes**

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

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

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

### **Additional Deductions**

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

## **FAMILY AND MEDICAL LEAVE (Policy 4321)**

The Board of Education recognizes that leaves of absence are occasionally necessary due to family or medical reasons. The District has adopted detailed procedures to ensure compliance with the Family and Medical Leave Act of 1993 (FMLA). As provided by District regulations,<sup>40</sup>

eligible employees are entitled to use up to twelve (12) workweeks of unpaid leave for family and medical reasons. The Board of Education has designated a District administrator to act as FMLA Compliance Officer. As part of its compliance program, the District will notify each employee of the name, address and telephone number of the District's FMLA Compliance Officer and will provide a statement of commitment to adhere to FMLA regulations. The FMLA Compliance Officer will regularly evaluate the District's FMLA compliance to ensure fair and equitable opportunities for all eligible employees.

### **A. ELIGIBLE EMPLOYEES**

Employees eligible for family and medical leave must:

1. Have been employed for a total of at least twelve (12) months (not necessarily consecutive); and

2. Have worked at least 1,250 hours during the twelve (12) months immediately preceding the commencement of the leave (for non-instructional staff and part-time instructional staff), or have been considered full-time (for instructional employees); and
3. Be employed at a work-site where the employer employs at least fifty (50) employees within a 75-mile radius.

#### QUALIFYING REASONS FOR LEAVE

An eligible employee may take unpaid leave for the following reasons:

4. The birth of the employee's child (leave must be concluded within one (1) year of the date of birth).
5. The placement of a child with the employee for adoption, or foster care when fosterplacement is pursuant to State action (leave must be concluded within one (1) year of the date of placement).
6. The care of the employee's child (including biological, adopted, or foster child, stepchild, legal ward, or child of a person standing in loco parentis, who is either under age 18, or age 18 or older and is incapable of self-care because of mental or physical disability), spouse or parent (including a person who stood in loco parentis to the employee when the employee was a child -- but not parent "in-law"), who has a serious health condition.
7. The serious health condition of the employee that makes the employee unable to perform the essential functions of the employee's position.
8. Any qualifying exigency arising out of the fact the employee's spouse, son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation.
9. The care for a covered service member with a serious injury or illness, if the employee is the spouse, son, daughter, parent, or next of kin of the service member.

#### B. DEFINITIONS

1. Serious Health Condition - An illness, injury, impairment, or physical or mental condition that involves the following:
  - a. **Inpatient Care:** Inpatient care (overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with
  - c. **Exceptions:** Unless complications develop, a Serious Health Condition **does not** include such inpatient care.
  - b. **Continuing Treatment:** Continuing treatment by a health care provider, including the following:
    - i. *Incapacity and Treatment:* A period of incapacity of more than three consecutive calendar days and any subsequent treatment or period of incapacity relating to the same condition that also involves:
      1. Treatment two or more times, within 30 days of the first day of incapacity, by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services under order of, or on referral by, a health care provider; or
      2. Treatment by a health care provider on at least one occasion, which results in a

regimen of continuing treatment under the supervision of a health care provider. The in-person treatment visit must take place within seven days of the first day of incapacity.

ii. *Pregnancy or Prenatal Care*: Any period of incapacity due to pregnancy, or for prenatal care (even if the absence does not last more than three days and the employee or family member does not receive treatment from a health care provider during the absence);

iii. *Chronic Conditions*: Any period of incapacity or treatment for such incapacity due to a chronic serious health condition (even if the absence does not last more than three days and the employee or family member does not receive treatment from a health care provider during the absence). A chronic serious health condition is one which:

1. Requires periodic visits for treatment by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider;
2. Continues over an extended period of time (including recurring episodes of a single underlying condition);
3. May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.).

iv. *Permanent or Long-Term Conditions*: A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer's, a severe stroke, or the terminal stages of a disease.

v. *Multiple Treatments*: Any period of absence to receive multiple treatments (including any period of recovery therefore) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), kidney disease (dialysis), cosmetic treatments, such as most treatments for acne or plastic surgery, the common cold, the flu, ear aches, upset stomach, minor ulcers, headaches other than migraine, routine dental or orthodontia problems, periodontal disease, etc. Treatment for substance abuse by a health care provider or on referral by a health care provider may be a serious health condition if the conditions of this policy are met. Absence due to use of the substance, rather than for treatment, does not qualify for FMLA leave.

2. Treatment - examinations to determine if a serious health condition exists and evaluations of the condition. "Treatment" does not include routine physical, eye, or dental examinations.

3. Health Care Provider - includes doctors of medicine or osteopathy, podiatrists, dentists, clinical psychologists, optometrists, chiropractors (for limited purposes), nurse practitioners, nurse-midwives, clinical social workers, so long as they are licensed (if required by state law) and are performing within the scope of their practice as defined under state law; Christian Science practitioners listed with the First Church of Christ, Scientist, Boston, Massachusetts; any health

care provider from whom an employer or a group health plan's benefit manager will accept certification to substantiate a claim for benefits; a health care provider as defined above who practices in a country other than the United States and is licensed in accordance with the laws of that country.

4. Regimen of continuing treatment - A course of prescription medication or therapy requiring special equipment to resolve or alleviate the health condition. A "regimen of continuing treatment" that includes the taking of over-the-counter medications such as aspirins, antihistamines, or salves, or bed rest, drinking fluids, exercise, and other similar activities that can be initiated without a visit to a health care provider, is not, by itself, sufficient to constitute a regimen of continuing treatment for purposes of FMLA leave.

5. Qualifying Exigency – One of the following activities or conditions, occurring while the employee's spouse, son, daughter, or parent is on active duty or call to active duty status in the National Guard or Reserves:

- a. Short-notice deployment - notice is received seven days or less from date of deployment;
- b. Military events and related activities;
- c. Childcare and school activities - arranging for alternatives or changed circumstances;
- d. Financial and legal arrangements;
- e. Counseling;
- f. Rest and recuperation – during period of deployment;
- g. Post-deployment activities; and
- h. Additional activities agreed upon by the employer and employee.

6. Covered Service members – Any **current** member of the Armed Forces, including the National Guard or Reserves.

7. Instructional employee - A person employed principally in an instructional capacity, whose principal function is to teach and instruct students in a class, a small group, or an individual setting, and includes athletic coaches, driving instructors, and special education assistants such as signers for the hearing impaired. The term does not include teacher assistants or aids that do not have as their principal function actual teaching or instructing, or auxiliary personnel such as counselors, psychologists, curriculum specialists, cafeteria workers, maintenance workers, bus drivers, or other primarily non-instructional employees.

#### **D. LENGTH OF LEAVE**

1. General Rule: An eligible employee is entitled to up to twelve (12) workweeks of unpaid leave within a twelve-month period without loss of seniority or benefits. When both spouses in a family work for the District, they will be entitled to a total of twelve (12) weeks of unpaid leave (rather than 12 weeks each) for the birth, adoption, or foster placement of a child, or to care for a parent with a serious health condition.

The amount of leave available to an employee at any given time will be calculated by using a "rolling" 12 month period measured backward from the date an employee uses

any FMLA leave.

All leave taken under the policy and leave for any other reason that would qualify under FMLA (e.g., worker's compensation leave that qualifies as a serious health condition), will be counted against the employee's leave entitlement under FMLA.

When an employee is not required to report for work for one or more weeks (e.g., instructional employees who do not report for work during Christmas/New Year holiday, or during the summer), such days will not count against the employee's FMLA leave.

2. Care of Covered Service-members Leave: An eligible employee is entitled to 26 workweeks of leave to care for a covered service-member with a serious injury or illness during a single twelve-month period, which begins on the first day the eligible employee requests this type of FMLA leave. The employee may take leave to care for a covered service-member and leave for one of the other FMLA-qualifying reasons; however, in no event may an employee take more than 26 weeks of leave in a single twelve-month period.

### **3. Instructional Employees - End of Term Exceptions:**

a. If an instructional employee seeks leave for any purpose, including the employee's own serious health condition, of at least three (3) weeks in duration and the requested leave

b. would begin more than five (5) weeks prior to the end of the academic term (school semester), the District may require the employee to continue taking leave until the end of the school term, if the instructional staff member's return to employment would otherwise occur during the three (3) week period before the end of such term.

c. If the instructional employee seeks leave for any purpose other than the employee's own serious health condition, less than five (5) weeks prior to the end of the academic term, the District may require the staff member to continue taking leave to the end of the term, if the leave is greater than two (2) weeks in duration and the return to employment would occur within two (2) weeks prior to the end of the term.

d. If the instructional employee takes leave for any purpose other than the employee's own serious health condition, within three (3) weeks prior to the end of the term, and duration of the leave is greater than five (5) days, the District may require the staff member to continue the leave until the end of the term.

When an employee is required to take leave until the end of an academic term, only the period of leave until the employee is ready and able to return to work shall be charged against the employee's FMLA leave entitlement.

## **E. COORDINATION WITH EXISTING LEAVE POLICIES**

During a leave related to the employee's serious health condition, the employee shall exhaust all available paid sick leave, personal leave or vacation before continuing such leave on an unpaid basis.

During a family or medical leave provided under this regulation for all other FMLA-qualifying leave,

an employee shall first exhaust all unused vacation or personal days before continuing such leave on an unpaid basis.

At the conclusion of any FMLA leave, an employee may elect to extend leave pursuant to the provision of other Board policies and regulations governing extended leave, so long as the employee is eligible for extended leave under such other policy or regulation. The amount of time taken for FMLA leave will be deducted from the period of leave available under other extended leave policies. Once the FMLA portion of the employee's leave has ended, and the employee has elected to continue on leave pursuant to another Board policy or regulation, the remaining portion of the leave will be governed by the provisions of the other policy or regulation with respect to compensation, benefits, reinstatement, and all other terms and conditions of employment as set forth in the other policy or regulation.

## **F. CERTIFICATION**

The District shall retain the right to request a certification of the FMLA-qualifying need for leave from any employee making such a request. The procedure for providing such certification shall be as follows:

1. **Serious Health Condition** – When an employee requests a leave of absence for a FMLA-qualifying reason, the employee must submit to the Superintendent/designee, a written medical certification form (available in the Superintendent/designee's office). When the leave is for the employee's own serious health condition and District provides a list of the employee's essential job functions, the employee's health care provider must certify the employee is unable to perform an essential function of the employee's job.

a. **Timing** – Upon receipt from the District, an employee has fifteen calendar days to return a complete and sufficient certification of the serious health condition. If the certification is incomplete or insufficient, as determined by the Superintendent/designee,

the District shall state in writing the nature of the deficiency and grant the employee seven additional calendar days to provide the District with a complete and sufficient certification. Failure to provide such certification within the specified time period may result in denial or delay of leave.

b. **Who May Contact Health Care Provider** – In the event the District determines an employee's certification remains either incomplete or insufficient, after the employee has been notified of any deficiencies and been granted time to correct such deficiencies, the

- i. The District's own health care provider;
- ii. Human resources professional;
- iii. Leave administrator; or
- iv. Administration official.

Under no circumstances will the employee's direct supervisor be permitted to contact the employee's health care provider to certify the employee's health condition. Should an employee deny the District the ability to communicate with the health care provider regarding an incomplete or insufficient certification, the employee will be denied FMLA leave.



c. **Second/Third Opinion** - The District reserves right to require an employee receive a second (and possibly a third) opinion from another health care provider (at the District's expense) certifying the serious health condition of the employee or family member.

d. **Fitness for Duty** - Before returning to work, an employee who is on leave for the employee's own serious health condition, must submit to the Superintendent/designee a health care provider's written certification form that the employee is able to perform the essential functions of the employee's job. The process for verifying the employee's fitness to return to duty shall be the same as for the initial certification set out above. Failure to provide a complete and sufficient fitness for duty certification may result in the delay or denial of job restoration.

e. **Recertification** - During the employee's leave, the District may periodically seek a recertification, no less than once every thirty days, unless the duration of the leave is known to

f. be longer, in which case the District will not seek recertification until the end of the known duration of FMLA leave. The general rule has three exceptions, which permit the District to immediately seek a recertification from the employee. These exceptions include the following: 1) the employee requests a leave extension; 2) the circumstances necessitating leave change; or 3) the District received information disputing the validity of an earlier certification.

g. **Intent to Return to Work** – The District may require an employee to periodically report on the employee's intent to return to work.

h. **Family Relationship** - Employees requesting FMLA-qualifying leave related to a family member may be requested to provide reasonable documentation of the family relationship.

2. **Qualifying Exigency** – The District may require an employee to provide it with a copy of the covered military member's active duty orders in support of a contingency operation, prior to permitting FMLA leave for a qualifying exigency. The District may also require the employee to certify, with reference to appropriate facts, that the reason for taking FMLA leave is permissible as it is one of the eight enumerated basis for taking qualifying exigency leave, as stated above.

The process for any such certification shall adhere to the procedure outlined for serious health conditions, listed above.

3. **Care for Covered Service members** – The District may require certification completed by the covered service member's health care provider prior to permitting an employee to use FMLA for the care of a covered service member. In addition to certifying the authenticity of the covered service member's serious injury or illness, any certification must also identify the injury or illness as occurring in the line of duty while on active duty. The process for any such certification shall adhere to the procedure outlined for serious health conditions listed above.

4. **Possibility of Waiver of Certification** – The District, at its sole discretion, may waive the certification requirements set forth in this Regulation, as the circumstances of each FMLA-leave request may permit. Under no circumstances shall the District's exercise of its discretion be interpreted or construed as a permanent waiver of the certification requirements, but such requirements shall remain in full force and effect unless and until the District specifically modifies or eliminates this Regulation.

## **G. INTERMITTENT OR REDUCED LEAVE**

1. Birth or Placement - Leave taken under this policy for the birth of a child, the placement of a child for adoption or foster care, or to care for such child may be taken on an intermittent or reduced work schedule only with the approval of the Board of Education.
2. Non-Instructional Employees – FMLA leave, other than birth or placement of a child, may be taken on an intermittent or reduced-schedule basis when medically necessary. If an employee
3. seeks leave on an intermittent or reduced-schedule basis, the employee must submit medical certification, as discussed above, and additional certification from a health care provider, that the intermittent or reduced-schedule leave is medically necessary.

The District may require an employee taking intermittent or reduced-schedule leave to transfer temporarily to an alternative available position for which the employee is qualified or may modify the employee's current position to better accommodate the employee's recurring periods of leave.

Whenever the need for the FMLA leave is reasonably foreseeable, the employee must make a reasonable effort to schedule the treatment so that it is not unduly disruptive to District operations.

4. Instructional Employees - Leave taken because of the employee or family member's serious health condition may be taken on an intermittent or reduced-schedule basis when medically necessary. If an employee seeks leave on an intermittent or reduced-schedule basis, the employee must submit medical certification, as discussed above, and additional certification from a health care provider that the intermittent or reduced-schedule leave is medically necessary.

If an instructional employee requests intermittent leave to care for a family member or the employee's own serious health condition that is foreseeable based on planned medical treatment, and the employee would be on leave for more than twenty (20) percent of the total number of working days over the period of the leave, the District may require the employee to:

1. Take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or
2. Transfer temporarily to an available position for which the employee is qualified, which has equivalent pay and benefits and which better accommodates recurring periods of leave than does the employee's regular position.

The employee must make a reasonable effort to schedule the treatment so that it is not unduly disruptive to District operations.

## **H. INSURANCE PREMIUMS**

During an employee's family or medical leave of absence, the District will continue to provide health, life, vision, and dental insurance coverage for employees who are eligible for insurance benefits. Voluntary (employee contributions) for (dependent) insurance for health/ life/vision/ dental (and employee disability and/or supplemental life insurance) must be paid in full each month and received by the twenty-fifth (25th) day of the month. Payments are to be submitted to the insurance office. Failure to make payments in a timely manner while on FMLA leave

may result in the loss of any and all insurance coverage provided by the District to its employees. Employees should contact the District administrator responsible for coordinating insurance benefits regarding specific arrangements for making the required payments.

## **I. JOB RESTORATION**

Upon return from FMLA-qualifying leave in accordance with this Regulation, the employee will be returned to the same or an equivalent position with no loss in benefits that accrued prior to the leave of absence. An employee who does not return to work at the end of an authorized leave may be subject to termination. If an employee fails to return to work after the termination of the leave period, the District may recover health insurance premiums paid under the group plan during the leave period, except in certain circumstances (e.g., continuing serious health condition of employee or family member needing care, or other circumstances beyond control of employee). The District may recover any other insurance premiums (e.g., premiums for supplemental life insurance or for dependent coverage), submitted on behalf of the employee, for which the District has not been reimbursed, either upon the employee's return to work or the employee's failure to return after unpaid family or medical leave has ended.

## **J. NOTIFICATION**

1. District Notification Procedure – The District shall provide its employees with notice of their rights and responsibilities under the FMLA through use of the following Notices:

a. **General Notice** – A poster summarizing the FMLA entitlements shall be placed in an area accessible for employees and shall also be provided to each employee in the employee handbook.

b. **Eligibility Notice** – This Notice shall state whether the employee qualifies to take FMLA leave.

c. **Rights and Responsibilities Notice** – This Notice, issued in conjunction with the Eligibility Notice, will specify if a certification will be required from the employee, identify if paid leave will run together with the FMLA leave, address the procedure for making health insurance payments, the consequences of failing to make timely payments, and the employee's liability for repayment of health insurance premiums if the employee fails to return to work at the expiration of their FMLA leave. Finally, this Notice will

explain the employee's right to return to the same or an equivalent job at the expiration of their FMLA leave. Both the Eligibility and Rights and Responsibilities Notices will be provided to all employees within five business days of when the District becomes aware of a potential FMLA situation.

**Designation Notice** – Within five business days of the District's receipt of sufficient information from the employee to make a determination, the District shall provide the d. employee with the Designation Notice, which shall inform the employee if the leave shall be designated as FMLA leave. This Notice will designate the amount of leave counted against

the employee's entitlement, specify if the FMLA leave will run concurrently with any accrued paid leave, and notify the employee if a fitness-for-duty exam will be required prior

to returning to work.

2. Employee Notification Requirements – Absent unusual circumstances, all employees seeking FMLA leave must follow the District’s customary call-in procedure for reporting absences. An employee who can reasonably foresee the need to take FMLA leave is required to notify the District of the date of commencement and the expected duration of the leave at least thirty days in advance of the leave, or if the need for the leave is not foreseeable, as soon as practicable. When the need for leave is foreseeable, an employee's failure to provide thirty days notice prior to taking leave may result in denial or delay of leave. An employee requesting leave under this policy should submit a completed application for leave form (forms available in the Superintendent's office) to the Superintendent/designee. An employee’s failure to follow the District’s call-in procedure is grounds for the delay or denial of the employee’s FMLA leave request.

#### **K. ADDITIONAL FMLA INFORMATION**

The foregoing regulation represents compliance with the provisions of the Family and Medical Leave Act of 1993 and its revised regulations. Any employee desiring additional information or explanation of the rules and regulations of the Act, should review the District’s General Notice Poster or arrange a conference with the Superintendent/designee.

# **Knox County R-1 Schools**

## **School Calendar**

### **2020-2021**

August 20 Professional Development/No School

August 23 Professional Development/No School

August 45 1st Day of School

September 6 Labor Day/No School

September 20 Professional Development/No School

October 4 Professional Development/No School

October 27 Parent Teacher Conferences

October 29 Parent Teacher Conferences

October 29 No School

Nov. 24-26 Thanksgiving/No School

December 22 Early Out

Dec. 23-Jan. 2 Christmas Break/No School

January 3 Professional Development/No School

January 17 Martin Luther King Jr. Day/No School

February 7 Professional Development/No School

February 21 President's Day/No School

March 16 Parent Teacher Conferences

March 17 Parent Teacher Conferences

March 18 No School

March 21 Professional Development/No School

April 15-18 Easter/Spring Break/No School

April 19 Professional Development/No School

May 20 Last Day of School/Early Out

May 22 Graduation 2:00 P.M.

# Maintenance Request Form

Today's Date:

Person Requesting Service:

Building:

Room #:

Service Requested (please be specific)

Date Needed By:

Approved By:

Completed By:

## Computer Maintenance Instructions

If you need a piece of equipment, or your equipment needs looked at by the technology department, go to: <https://knoxr1.on.spiceworks.com/portal/registrations> and follow the instructions to complete your work order