

FOREWORD

This is a publication of the rules and regulations of the South Pemiscot School District. This publication will be published and distributed to all school employees. With this publication a better understanding of the rules and regulations can be obtained by new board members and all employees of the South Pemiscot School District.

These rules and regulations will serve as guidelines for daily operation and should relieve the possibility of misunderstandings. Rules and regulations are sometimes changed and new policies are adopted when the need arises; therefore, this publication shall have periodic revisions. Suggestions for improvement are always welcome and will be given sincere consideration.

Policies relating to the overall operation of the district are contained in the Board of Education Policies and Regulations manual printed by the Missouri School Board Association specifically for and adopted by the South Pemiscot Board of Education. These manuals will be available in the offices of the principals and the Superintendent.

I. FOUNDATIONS AND BASIC COMMITMENTS

1. Legal Designation of the District	9
2. Type of School District/Territory of the District	9
3. The People and Their District	9
4. Nondiscrimination	10
5. Nondiscrimination on the Basis of Sex	10
6. Grievances – Alleged Discrimination on the Basis of Sex	10
7. Nondiscrimination on the Basis of Disability	11
8. Grievances – Alleged Discrimination on the Basis of Disabling Conditions	12
9. Sexual Harassment	12
10. Resolution of Discrimination Complaints	12
A. Delineation of the Grievance Procedure	12
B. Definitions	13
C. Procedures for Processing Grievances of Alleged Discrimination Pertaining to Sex or Disability in Educational Programs and Activities	13
D. Procedures for Processing Grievances of Alleged Discrimination Pertaining to Sex or Disability Related to Employment	14
E. General Provision of the Grievance Procedure	14
11. Accountability/Commitment to Accomplishment	14
12. School District Goals and Objectives	14
13. Tobacco-Free Buildings	15

II. EDUCATIONAL PHILOSOPHY/SCHOOL DISTRICT MISSION	16
1. Goals for South Pemiscot Schools	17
III. SCHOOL ORGANIZATION AND PERSONNEL	19
A. CERTIFICATED PERSONNEL	19
1. Statement of Guiding Philosophy	19
2. Recruitment	19
3. Application and Selection	19
4. Retention	19
5. Superintendent of Schools	19
a. Qualifications	19
b. Recruitment and Selection	20
c. Duties and Responsibilities	20
d. Professional Growth	21
6. Supervisory and Service Personnel	21
a. Qualifications	21
b. Recruitment and Selection	21
c. Duties and Responsibilities	21
7. Supervisors of Instruction	23
a. Qualifications	23
b. Re-Employment	23
c. Duties and Responsibilities	23
d. Professional Growth	23
8. Teachers	24
a. Qualifications	24
b. Re-Employment	24
c. Duties and Responsibilities	24
d. Professional Growth	25
e. Ethics, Rights, and Professional Responsibilities	25
9. Substitute Teachers	27
10. Employment and Working Conditions	27
a. Orientation	27
b. Supervision	27
c. Compensation	27
d. Evaluation	28
e. Promotion	28
f. Records	28
g. Non-Classroom Service Duty	28
h. Transfer	29
i. Staff Meetings	29
j. Time Schedule	29
k. Absences	29
1. Professional Meetings	29
2. Conferences and Special Interest Workshops	29
3. Sick Leave	30
l. Permanency of Employments	30
m. Resignation	31
n. Dismissal of Personnel	31
o. Complimentary Passes	31
p. Teaching Conditions	32
1. School Buildings and Property	32
2. Instructional Materials	33
11. Public Information	33
a. Duties and Responsibilities	33
12. Welfare Committees	33
13. Cell Phones	33

B. NON-CERTIFICATED PERSONNEL	33
1. Statement of Guiding Philosophy	33
2. Recruitment	33
3. Application and Selection of Non-Certificated Personnel	34
4. Non-Certificated Employees – General	34
a. Sick Leave	34
b. All Employees Salaries	34
c. Hours of All Non-Certificated Employees	34
5. Office Employees	35
a. Organization of Central Office Staff	35
b. Vacations	35
1. Central Office Staff	35
2. Part-Time Office Employees	35
c. Inclement Weather	35
6. Maintenance	35
a. Maintenance supervisor	35
b. Custodians	36
c. Vacations and Days Off	36
7. Bus Drivers	36
a. Duties and Responsibilities	36
b. Days Off	36
8. Cafeteria	36
9. Dismissal of Personnel	37
10. Grievances	36
a. Right of Employees	36
b. Supervisory Responsibility	37
c. Grievance Procedure	37
C. STUDENTS	37
1. Statement of Guiding Philosophy	37
2. Admissions	37
3. Admission of Transfer Students	37
4. Assignment of Students to Schools/Classes	38
5. Attendance Areas	39
6. Entrance to Elementary Programs	39
7. Attendance Regulations and Procedures	40
8. Attendance in Special School District Programs	40
9. Attendance Records	41
10. Tuition	41
11. Tardiness	42
12. School Dismissal	42
13. Early Dismissals	42
14. Release During School Hours	42
15. Suspension	43
16. Expulsion	43
17. Transfer Out	43
18. Student Records	44
D. SCHEDULES	45
1. School Calendars	45
2. School Calendar of Events	45
3. School Days	45

4. Class Schedule	45
E. BEHAVIOR AND DISCIPLINE	46
1. General Policy	46
2. Corporal Punishment	46
3. Detention of Pupils After School	46
4. Suspension in School	46
F. PROGRESS AND PROMOTION	46
1. Guiding Philosophy	46
2. Grading System	47
3. Reports	47
a. Unsatisfactory Progress Reports	47
b. Report Cards	47
4. Cumulative Record	47
G. CONFERENCES	47
H. HOMEWOK POLICY	48
I. REQUIREMENTS FOR GRADUATION	48
J. COMMENCEMENT	49
GED	49
K. DIPLOMAS	49
L. TEXTBOOKS AND SUPPLIES	49
M. ORGANIZATIONS	49
1. Students Organizations	49
N. LUNCH AND BREAKFAST PROGRAM	50
1. Purpose	50
2. Free Lunches	50
3. Students Help in the Cafeteria	50
4. Cafeteria Serving Operations	50
5. Charging Lunches	50
O. HEALTH REGULATIONS AND PROCEDURES	50
1. School Health Inspection	50
2. Exclusion for Communicable Diseases, Re-admittance	50
3. Health Record	51
4. School Nurse	51
5. Injury at School	51
P. SAFETY REGULATIONS AND PROCEDURES	51
1. Precautionary Measures for the Protection of Students	51
a. Dealing with Visitors	51
b. Interviews with Police Officers and Other	

Officials	52
2. Student Visitors in Building	52
3. Playgrounds – Supervision and Inspection	52
4. Disaster Alarms (Fire – Tornado – Earthquake)	52
5. Insurance	52
6. Athletic Physicals	52
7. Use of Cars	52
Q. PERSONAL EXPENSE OF PUPILS	53
1. Fees	53
2. Collection of Money	53
R. MISCELLANEOUS	53
1. Field Trips and Excursions	53
2. Travel in Non-School Owned Vehicles	53
IV. INSTRUCTION	54
A. THE INSTRUCTIONAL PROGRAM	54
1. Definition of Terms	54
a. Unit of Credit	54
b. Program of Studies	54
c. Curriculum	54
2. Elementary Curriculum	54
a. Daily subjects	54
b. Physical Education	54
c. Art and Music	54
d. Support Subjects	55
3. Junior and Senior High Curriculum	55
B. HOMEWORK POLICY	55
1. Homework Serves a Valid Purpose When It Does the Following	55
2. Elementary School	55
3. Junior and Senior High School	55
C. PUPIL PROMOTION AND RETENTION	55
1. The Procedure for Promoting or Retaining Elementary Students Shall Be as Follows	55
2. Junior and Senior High – Classification of Students	56
D. PUPIL REPORT CARDS	56
E. TIME ALLOTMENTS FOR SUBJECT AREAS	57
F. ORGANIZATION OF DAILY AND WEEKLY SCHEDULES	57
1. Daily Program	57
G. CLASSROOM ORGANIZATION	57

1. Class Size	57
2. Teacher Load	57
H. INSTRUCTIONAL AIDS	57
1. General Policies Concerning Supplies	57
2. Library Media Center	58
3. Textbook and Workbooks	58
4. Visual Aid	58
V. SCHOOL-COMMUNITY RELATIONS	59
A. GUIDING PHILOSOPHY	59
1. Statement of Responsibility of Board and Staff	59
B. SCHOOL SERVICES FOR THE COMMUNITY	59
1. Staff Appearances	59
2. Use of Students	59
C. PUBLIC PARTICIPATION	59
1. Board of Education Meetings	59
2. Visits to School	60
3. Gifts and Donations to School	61
4. Conferences	61
5. Cooperation with Business, Industry, Labor, and Other Groups	61
D. COMMUNICATION	60
1. Board of Education Meetings	60
2. Grievances	60
3. Press, Radio, and Television	61
E. COMMUNITY ACTIVITIES INVOLVING STUDENTS	61
1. Contests	61
2. Public Performance	61
F. USE OF SCHOOL FACILITIES	61
1. Facilities Available	61
2. Eligible Organizations	61
3. Application Procedure	62
4. Fees	62
5. Hours	62
6. Supervision	62
7. Athletic Fields	62
8. School Busses	62
9. Selling and Advertising on School Property	62
G. ADULT EDUCATION	63
VI. BUSINESS AND OPERATIONAL PROCEDURES	63

A. EXPENDITURES	63
1. Purchasing Policy	63
2. Requisitions	64
3. Approval and Payment of Bills	64
4. Payroll	64
a. Pay Days	64
b. Payroll Deductions	64
C. DEPOSITORY OF FUNDS	64
D. BONDING	64
E. DISBURSEMENT OF SCHOOL MONEY	65
F. INVESTMENT OF INACTIVE FUNDS	65
G. HANDLING OF MONEY	65
1. Cafeteria	65
a. Elementary (K-6)	65
b. Secondary (7-12)	65
2. Athletic	65
3. Collections from Students	65
4. Sale of Supplies by Instructional Personnel	65
H. FINANCIAL REPORTS	66
I. SCHOOL INSURANCE	66
1. Accident Insurance	66
2. Athletic Events	66
J. DISPOSITION OF CENTRAL OFFICE RECORDS	66
1. Personnel Records	66
2. Board of Education Records (Minutes)	66
3. Buildings and Equipment	66
a. Blueprints and Floor Plans	68
b. Equipment Inventories	66
K. DISPOSITION OF PUPIL RECORDS	67
L. SCHOOL INVENTORIES	67
M. MAINTENANCE	67
N. TRANSPORTATION	67
1. Operation of Busses	67
2. Driver Stopping to Load and Unload Pupils	68
3. Rules for Students Riding School Busses	69
4. Radios	70
5. Local Transportation	70
a. Bus Service	70
b. Change of Routes	70

c. Inspection of Busses	70
d. Use of Busses	70
e. Permission to Travel on School Busses	70
f. Use of School Trucks	70
g. Use of School Van	71
h. Use of School Bus Repair Shop	71
O. LUNCHROOM POLICIES AND PROCEDURES	71
1. Purpose of Lunchroom Organization	71
2. Supervision of Pupils	71
3. Support of Cafeterias	71
4. Rental of Lunchrooms	71
GUIDELINES FOR STUDENT BEHAVIOR	72

SECTION I

FOUNDATIONS AND BASIC COMMITMENTS

SCHOOL DISTRICT LEGAL STATUS

Legal Designation of the District

The official, corporate name of the school district shall be South Pemiscot Co. R-V School District, County of Pemiscot, State of Missouri, and herein referred to as the district. The South Pemiscot Co. R-V School District is a legal body corporate and a political subdivision of the State of Missouri, and may sue or be sued in its legally designated name, and may levy and collect taxes within the limitations of the Constitution and statutes of Missouri.

In accordance with state law, the Board of Education shall keep a common seal with which to attest its official acts relative to district operations.

Type of School District/Territory of the District

The school district shall be and continue to be a seven-director school district with boundary limits as now established, or as hereafter established according to state law.

THE PEOPLE AND THEIR SCHOOL DISTRICT

Public education is a function of the State of Missouri as expressed in the Missouri Constitution, in the state statutes, and in federal and state court decisions. The Constitution provides for the establishment of a State Board of Education, which has general supervision of the public school in the state. In providing for a system of free public education in the State of Missouri, the state also delegates certain responsibilities to local school districts.

Each district is governed by a Board of Education, which is elected locally and derives its power and authority from the state statutes. The Board is mindful, however, that the people of the South Pemiscot Co. R-V School District are the ultimate governors of public education in the district, and that the Board of directly accountable to the people through the elective process. The Board also believes that this accountability is a shared responsibility involving district students, professional and support staff employees, the superintendent of schools, and the people themselves.

NONDISCRIMINATION

The Board of Education believes in the right of every student to receive equal opportunities in all educational programs and activities conducted by the school district. The Board also believes in the right of every qualified individual to expect fair and equal treatment both as an applicant for employment and as an employee.

It is the policy of the Board to accord equal consideration and impartial treatment regardless of race, color, national origin, ancestry, religion, socioeconomic status, marital status, sex, age, disabling conditions, or organizational memberships. This policy will prevail in all matters concerning the staff, the students, the public, the educational programs, and services of the district and individuals with whom the Board does business.

In keeping with the requirements of federal and state law, this school district strives to remove any vestige of discrimination in employment, assignment, and promotion of personnel; in educational programs, offerings, services, and vocational opportunities offered to students; in the assignment of students to schools; in the assignment and promotion of personnel; in educational programs, offerings, services, and vocational opportunities offered to students; in the assignment of students to schools and classes; in student discipline; and in the location and use of facilities and educational materials. The Board will designate an individual to act as the district's nondiscrimination compliance coordinator, and will ensure that the coordinator's name, business address and telephone number, as well as the employees and students on an annual basis.

The superintendent shall continue all necessary actions to ensure that discrimination does not occur in the educational program, employment practices or activities of the school district.

NONDISCRIMINATION ON THE BASIS OF SEX

The Board declares that the school district does not and will not discriminate on the basis of sex in the educational programs, activities, and vocational opportunities offered by the district. The provisions of Title IX extend not only to students with regard to educational opportunities, but also to employees with regard to employment opportunities, and to individuals with whom the Board does business.

The Board will designate an individual to act as the district's Title IX compliance coordinator, and will ensure that the coordinator's name, business address and telephone number, as well as the statements of nondiscrimination by the district, are published to patrons, employees and students on an annual basis.

It will be the policy of the district to continually evaluate its practices and procedures to ensure fair and equitable educational and employment opportunities without regard to sex to all of its students and employees.

Grievances – Alleged Discrimination on the Basis of Sex

It shall be the policy of the Board that individuals are assured the opportunity for an orderly presentation and review of grievances, which should aid in the elimination of discriminatory acts.

No person shall suffer reprisals as a result of having initiated or presented a grievance.

The superintendent shall develop procedures to resolve grievances and alleged discrimination.

NONDISCRIMINATION ON THE BASIS OF DISABILITY

The Board believes that discrimination against a qualified disabled person, solely on the basis of disability, is unfair. Furthermore, the Board believes that qualified disabled persons should be in the mainstream of life in the school community to the extent that is reasonably permissible and/or possible.

Therefore, pursuant to Public Law 93-112, Section 504 of the Rehabilitation Act of 1973 and its accompanying federal regulations, the Board declares that the school district does not and will not discriminate on the basis of disabling conditions in the educational programs, activities and vocational opportunities offered by the district. This policy will extend not only to students with regard to educational opportunities, and to other qualified individuals with a disability.

Under the Public Law 93-112, Section 504 of the Rehabilitation Act of 1973, Public Law 94-112, The Education for all Handicapped Children Act of 1975, and the Americans With Disabilities Act, the South Pemiscot Co. R-V School District:

May not discriminate against qualified disabled persons in any aspect of the school district employment solely on the basis of disability, and will make reasonable accommodations for the known disabilities of qualified applicants and employees.

Must make facilities, programs, and activities accessible, usable and open to qualified disabled persons.

Must provide free appropriate education at elementary and secondary levels, including nonacademic and extracurricular services and activities to qualified persons.

May not exclude any qualified disabled persons solely on the basis of disability from participation on any preschool education or day care program or activity, or from any adult education or vocational program or activity.

Must provide each qualified person with the same health, welfare, and other social services as are provided for other persons.

The Board will designate an individual to act as the district's Section 504 compliance coordinator, and will ensure that the coordinator's name, business address and telephone number, as well as the statements of nondiscrimination by the district, are published to patrons, employees and students on an annual basis. The Board will also designate an individual to act as the compliance coordinator for the Americans With Disabilities Act and will make available to all interested individuals the name, business address and telephone number of this individual. Information about the Americans With Disabilities Act and its applicability to the district's programs, services, and activities will be made available to applicants, participants, and other interested persons. Accordingly, it will be the policy of the Board to continually evaluate its practices and procedures to ensure fair and equitable educational and employment opportunities without regard to disability to all of its students and employees.

Grievances – Alleged Discrimination on the Basis of Disabling Conditions

It shall be the policy of the Board that individuals be assured the opportunity for an orderly presentation in the review of grievances, which should aid in the elimination of discriminatory acts governed by Section 504.

The procedures to resolve grievances associated with alleged discrimination on the basis of disabling conditions in educational programs governed by P.L. 94-142 shall be those as outlined in the Missouri Department of Elementary and Secondary Education publication "Compliance Policies for Public Law 94-142, the Education for All Handicapped Children Act of 1975"

No person shall suffer reprisals as a result of having initiated or presented a grievance.

SEXUAL HARASSMENT

The School District is committed to providing an environment free from intimidating, hostile, or offensive behavior; unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment by an employee, student or other person is prohibited.

Allegation of sexual harassment shall be investigated, and if substantiated, corrective or disciplinary action taken, up to and including suspension and/or expulsion of the student or suspension and/or termination of the employee.

RESOLUTION OF DISCRIMINATION COMPLAINTS

(Grievance Procedure for Violations Pertaining to Discrimination on the Basis of Sex and Disabling Conditions)

A. Delineation of the Grievance Procedure

1. It is desirable that problems and complaints of alleged discrimination on the basis of sex and disabling conditions brought by students, district employees, parents/guardians, other members of the community or applicants for employment be resolved in an informal manner at the earliest possible time, and at the most immediate level in the school district organization.
2. Nothing contained herein shall be construed as limiting the right of any individual having a grievance to discuss the matter informally with any appropriate member of the administration and have the grievance adjusted without recourse to this procedure. Nothing contained herein will be construed as limiting the right of any individual having a grievance to initiate informal and formal procedures concurrently.
3. This grievance procedure is not applicable to situations for which other appeal and adjudication procedures are provided in state law, or in school district policies, rules and regulations.
4. When a person or persons wish to register a complaint to the next level of authority under which an alleged discrimination has occurred the following grievance procedure shall be implemented.

B. Definitions

1. Grievance -- A grievance shall mean the filing of a complaint with the responsible district official that there has been an alleged act of discrimination, as governed by Title IX, Section 504 of the Rehabilitation Act of 1973 or the Americans With Disabilities Act, in the educational program of activities, including employment therein and admission thereto, which has not been eliminated at the point at which such discrimination was noted after going through the immediate channel of communication and authority.
2. Grievant/Complainant – An individual who brings either a formal or informal complaint of alleged discrimination governed by Title IX, Section 504 or the Americans With Disabilities Act.

C. Procedures for Processing Grievances of Alleged Discrimination Pertaining to Sex or Disability in Educational Programs and Activities

Level I – A complaint first shall be presented orally and informally to the persons immediately involved. If the complaint is not promptly resolved, the complainant may present a formal written complaint (grievance) to the immediate supervisor or the person or person involved and/or the building administrator. This written charge must include the following information: date of filing, description of alleged grievances, the name of the person or persons involved, and a recap of the action taken during the informal charge stage. Within five (5) working days after receiving the complaint the supervisor or building supervisor shall state a decision in writing to the complainant, with supporting evidence and reasons. In addition, the supervisor will inform the superintendent of the formal complaint and the disposition.

Level II – Within five (5) working days after receiving the decision at Level I, the complainant may appeal the decision to the district's Title IX/Section 504/ADA compliance coordinator by filing a written appeals package. This package shall consist of the complainant's grievance and the decisions rendered at Level I. The compliance coordinator will arrange for a personal conference with the complainant at their earliest mutual convenience. Within five (5) working days after receiving the complaint, the grievance officer shall state a decision in writing to the complainant, with supporting evidence and reasons. In addition, the grievance officer will inform the superintendent of the appeal and the disposition.

Level III -- If resolution is not reached in Level II, the grievance may be referred by either the party within five (5) working days to the superintendent. At that time a written appeals package consisting of the complainant's grievance and the compliance coordinator's decision shall be reviewed by the superintendent. Within five (5) working days after receiving the referral, the superintendent shall state his or her decision and reply in writing to both parties.

Level IV – If resolution is not reached in Level III, a similar written appeals package shall be directed through the superintendent to the Board of Education requesting a hearing before the Board at the next regularly scheduled or specially called meeting. The decision as to whether the hearing will be open or closed to the public will be made in accordance with applicable laws. Within thirty (30) working days after receiving the appeals package, the Board shall state its decision and reply in writing to the parties involved. For district purposes, the decision of the Board of Education is final.

D. Procedures for Processing Grievances of Alleged Discrimination Pertaining to Sex or Disability Related to Employment

1. If a grievance concerns a matter within the scope of an established staff complaint and grievance procedure, the employee shall use that procedure to resolve the grievance in lieu of this policy.
2. If a grievance does not concern a matter within the scope of an existing personnel grievance procedure and is an alleged violation of the Title IX, Section 504 or ADA related to employment, it shall be resolved according to the procedures established in Part C of this policy.

E. General Provision of the Grievance Procedure

1. No reprisals of any kind will be taken by the Board of Education or by any member of the administration against any party in interest or any participant in the grievance to proceed to the next level. Failure at any step of this procedure to appeal a grievance to the next level within the specified time limits shall be deemed an acceptance of the decision rendered at that level, and this procedure shall terminate for the given grievance.
2. All documents, communications and records pertaining to the grievance procedure shall be filed separately from the personnel files of participants.

ACCOUNTABILITY/COMMITMENT TO ACCOMPLISHMENT

The Board accepts ultimate responsibility for all facets of the operations of the school district. Because it is accountable to the patrons of the district, the Board will maintain a program of accountability that will help to accomplish the following objectives:

Clearly state expectation and purposes as these relate to district operations, programs, departments, and positions.

Provide necessary resources and support to enable the professional and support staff to achieve stated expectations and purposes subject to the financial resources of the district.

Evaluate district operations, programs, services, and instructional activities to determine how well expectations and purposes are being met.

Evaluate the efforts of the employees of the Board and of the Board itself in accordance with stated objectives. The first purpose of personnel evaluation will be to help each individual make a maximum contribution to the goals and objectives of the school district.

The superintendent shall implement procedures to ensure continued progress and improvement of the district operations through a program of meaningful evaluations and assessments, including compliance with annual district wide reporting requirements set forth by law.

SCHOOL DISTRICT GOALS AND OBJECTIVES

The Board of Education is charged on behalf of the patrons of the district with the responsibility of determining the goals for the school district. In discharging this responsibility the Board has addressed four primary areas: education, professional personnel, school environment and operations. It is the commitment of the Board to develop policies, rules, and implement the goals within each area.

Furthermore, it is the commitment of the Board to review annually and restate as necessary the goals and objectives applicable to district operations, as well as those for each administrative and/or instructional level.

TOBACCO-FREE BUILDINGS

State law prohibits smoking or other use of tobacco products in any classroom or student occupant elementary or secondary school building or facility or on any school bus used to transport students to or from any place for educational purposes.

However, to promote the health and safety of all students and staff, and to promote the cleanliness of all facilities, the South Pemiscot Co. R-V School District bans the use of all tobacco products in all school facilities, buildings and school buses at all times.

This ban extends to all employees, students, and patrons attending school-sponsored athletic events and meetings. The Board issues this ban in a sincere appeal to all employees, students, and patrons to cooperate in helping to create within our facilities a truly healthy environment to all concerned.

SECTION II

EDUCATIONAL PHILOSOPHY

A philosophy of education is the foundation on which a school district is built, and upon which the product of the school program is evaluated. The philosophy herein subscribed to by the Board of Education shall be a guide in determining the policies, rules, and regulations of the school district. Recognizing each student as a unique individual, we believe that education should provide an opportunity for the maximum development of each individual within the limitation of his or her capacities. Through education, it is possible for the individual to discover and endeavor to achieve to the limits of his or her capacities. We believe that in a democratic society, education must help the student realize his or her worth as an individual and should lead him toward becoming a productive member of society. Strong emphasis must be placed upon democratic values, which are important for an effective and satisfying personal and social life.

We believe that the role of the teacher in the educational process is to provide opportunities for the individual to achieve at the maximum level of capacity, to create a learning situation in which individual motivation for learning is the stimulus for achievement, and to promote through teaching and example the principles of the democratic way of life.

We believe that parents/guardians have definite responsibilities in education. They need to have a basic confidence in the school, and they need to impart this confidence to the students. The parents/guardians may do this by cooperating to the fullest with the schools, by encouraging the student to give his or her best efforts to the daily school responsibilities, and by participating in school activities.

We believe that the student must have responsibilities in the educational program of the community. The most important of these is attitude. The student are obliged to come with an open mind, equipped with all the necessary materials, ready to fulfill the responsibilities in the learning process. The basic attitude should be that the school is an institution of opportunity, staffed with trained personnel to help the student become a contributing member of society.

We believe that the foundation of the district's educational program is based on the development of competencies in the basic fundamentals of reading, oral and written communication and mathematics.

DISTRICT MISSION

The mission of South Pemiscot School District is to provide an educational environment where students develop a thirst for learning. Students will learn to appreciate that learning is a life long process. Staff members will be involved in meaningful professional development that will enhance instruction and increase student performance. Opportunities will be provided for students to learn to critically think and reason, effectively problem solve, and accurately evaluate the world in which they live to have a productive impact on society.

GOALS FOR SOUTH PEMISCOT SCHOOLS

The Board of Education is charged on behalf of the patrons of the district with the responsibility of determining the goals for the school district. In discharging this responsibility the Board has addressed four

primary areas: education, professional personnel, school environment and operations. It is the commitment of the Board to develop policies, rules, and regulations to implement the goals within each area.

South Pemiscot will strive to achieve excellence in education by focusing on:

I. EDUCATION

- A. South Pemiscot Goals for Graduates:
 - 1. Upon graduation from South Pemiscot Schools, students will have acquired the knowledge and skills to gather, analyze, and apply information and ideas.
 - 2. Upon graduation from South Pemiscot Schools, students will have acquired the knowledge and skills to communicate effectively within and beyond the classroom.
 - 3. Upon graduation from South Pemiscot Schools, students will have acquired the knowledge and skills to recognize and solve problems.
 - 4. Upon graduation from South Pemiscot Schools, students will have acquired the knowledge and skills to make decisions and act as responsible members of society.

- B. Fostering individual success by:
 - 1. Encouraging regular attendance by having a district attendance policy that stresses the students' responsibility to be in regular attendance.
 - 2. Providing appropriate curriculum to meet the student needs in a changing society.
 - 3. Selecting appropriate instruments to measure each student's growth.
 - 4. Providing a guidance/counseling program that assists students.
 - 5. Providing experiences and information for the staff to enhance student success.
 - 6. Providing programs and awards to recognize student achievement.

- C. Establishing an education program which meets the needs of all students in a changing society by:
 - 1. Coordinating the Pre K-12 curriculum, providing special emphasis on writing opportunities, critical thinking, reading, problem solving, and mathematics concepts.
 - 2. Utilizing evaluation processes for the educational program.
 - 3. MSIP/CSIP.
 - 4. Providing a program for gifted students in grades K-12.
 - 5. Providing a coordinated K-12 technology program.
 - 6. Enhancing technology capabilities in each library.
 - 7. Balancing the elementary grades by class size and racial ratio.

II. PROFESSIONAL PERSONNEL

- A. Promoting staff development and effectiveness by:
 - 1. Implementing a professional development program for all employees.
 - 2. Promoting effective communications.
 - 3. Utilizing performance based staff evaluations.
 - 4. Providing programs and awards to recognize the achievement of South Pemiscot Schools employees.
 - 5. Conducting and monitoring a mentoring program.

III. SCHOOL ENVIRONMENT AND OPERATIONS

- A. Communicating with all segments of the district to achieve cooperation, support, understanding, and unity of purpose by:

1. Obtaining input on school programs and future directions.
 2. Providing a district calendar.
- B. Providing buildings and equipment which meet the educational needs of the district for the next ten years.
1. Evaluating the building needs of the district for the next ten years.
 2. Implementing and maintenance/replacement schedule of equipment.
 3. Continuing energy conservation measures.
 4. Promoting student pride in a clean and well kept school.
- C. 1. Adopting a financial plan which provides for educational excellence by:
2. Managing expenditures and revenues to maintain fiscally sound reserves.
 3. Reviewing past budgets to project future needs.
 4. Assessment of transportation efficiency.
 5. Seeking adequate funding from the State and Federal governments to provide educational programs for South Pemiscot School students.

SECTION III

SCHOOL ORGANIZATION AND PERSONNEL

A. CERTIFICATED PERSONNEL

1. Statement of Guiding Philosophy

We believe that the public school had as its prime function the education of the youth of the nation so that our way of life can continue. We believe that the school should attempt to provide an environment that will encourage each pupil to develop his talents to the best of his ability so that he can become a useful citizen in our society.

2. Recruitment

The superintendent of schools shall be responsible for recruitment of teachers. When a position becomes available within the school district, the superintendent will place a notice on MO Teaching Jobs.

3. Application and Selection of Certificated Personnel

Persons desiring employment shall submit an application to the superintendent's office, setting forth in their application experience and other information as may be required. Applications shall then be received and selection shall be made by the board of education based upon recommendation of the superintendent at the next regular board meeting. No application shall be kept over one year and no waiting lists for employment will be kept. South Pemiscot School District is an equal opportunity employer.

All new employees of South Pemiscot R-5 School District, prior to being officially employed must submit to a criminal background check and a drug screen at a time and place designated by the district, both of which will be paid for by the school district.

4. Retention

South Pemiscot School District R-V provides good working conditions and a competitive salary schedule with benefits to aid in the retention of the most qualified personnel.

5. Superintendent of Schools

a. Qualifications

The superintendent must meet certification standards as set forth by the Missouri Department of Elementary and Secondary Education. (See Superintendent's Certification)

b. Recruitment and Selection

The board of education is responsible for the administration of the local schools and must require its executive officer and his staff to administer them in accordance with board policy.

The board of education shall appoint a superintendent of schools to serve as its chief executive officer and to advise it concerning educational policy and the operation of the schools.

- c. The superintendent shall conduct himself in a manner that is consistent with the Code of Ethics delineated by the American Association of School Administrators.

The duties of the superintendent of school shall be as follows:

1. Attend all meetings of the board of education and board committees except when his own employment status is being considered.
2. Formulate and present for board action policies, plans, programs, and proposals for curriculum revision, together with full pertaining information thereto, which will make for improved school conditions.
3. Keep the board of education fully and regularly informed as to the effectiveness of operation of existing policies.
4. Make recommendations for the employment, the promotion, the dismissal, or the retirement of any school employee. He shall have full power to make assignment to duty and to make transfers of all personnel.
5. Prepare and transmit the annual school budget for the board of education's consideration and action.
6. Administer the budget as approved by the board of education and interpret it to the community.
7. Conduct a program of public relations that will keep the people fully informed of the activities, successes, and needs of the schools. He shall cause to be maintained a wholesome and cooperative working relationship between the schools and the community.
8. Appoint, subject to board approval, persons or committees to aid him in an advisory capacity in the discharge of his responsibilities.
9. Use discretionary powers in situations not covered herein or by law, reporting the action to the board of education as soon as possible hereafter.
10. Exercise such other responsibilities and duties as will assist the board of education in fulfilling its legislative function for the schools in an efficient and just manner.
11. Keep or cause to be kept accurate an up-to-date records and reports as required by law, the State Department of Education, and/or the local board of education.

d. Professional Growth

The superintendent should be interested in continually improving his knowledge and practice and his personal fitness for his work. The following items are considered a minimum effort for a responsible superintendent as he makes continuing efforts to improve:

1. Independent and advanced study
2. Membership and participation in professional associations
3. Participation in conferences and on committees and travel

6. Supervisory and Service Personnel

Principals – Elementary and Secondary

a. Qualifications

The principal must meet certification standards as set forth by the Missouri Department of Elementary and Secondary Education. (See Principal Certification)

b. Recruitment and Selection

The principals required or deemed necessary in the district shall be contracted for a term of eleven months upon the recommendation of the superintendent.

c. Duties and Responsibilities

The administrative head of each school in the district shall be the principal. His or her responsibilities shall be as follows:

1. Organize and administer the school to which he/she is assigned in conformity with the approved policies of the board of education and the superintendent
2. Contribute to the formulation and continuous evaluation of school policies, working cooperatively with the superintendent, other principals, teachers, and other personnel
3. Cooperate with the superintendent in the supervision of all personnel assigned to his/her school
4. Cooperate with the superintendent in the assignment, evaluation, transfer, and dismissal of personnel
5. Coordinate the services of the faculty and all other personnel operating within the school in the interest of good instruction
6. Be responsible within the school for all phases of pupil administration
7. Plan and administer in-service training activities for the faculty of the school and cooperate in those involving teachers from more than one school
8. Carry on, in cooperation with teachers, continuous research relative to the school's program
9. Cooperate with the administrator in charge of instruction in the preparation of

curriculum guides and have responsibility for assisting teachers in their use

10. Counsel with teachers on matters of instructional efficiency and promote continuous professional growth
11. Cooperate with the administrator of the testing program in the school
12. Advise and report on the proper operation and maintenance of his/her school
13. Keep, or cause to have kept, completely and accurately, all pupil records of his/her school. (The records are to be available for ready reference to administrators and teachers, for interpretation to parents.) The safe custody of the records is his/her responsibility.
14. Plan and administer the use of school facilities during and after school hours, playground, lunchroom, and gymnasium facilities. Each principal shall publish a monthly calendar of events. A copy shall be given to each teacher and a copy shall be placed on bulletin boards.
15. Organize and administer a plan for making available to teachers the instructional materials provided.
16. Be responsible for the accurate accounting of all money handled in connection with the school's activity program.
17. Be responsible in all transactions between the school and main business office of the system. Be responsible for the accurate accounting of all textbooks, instructional material, and supplies as well as maintaining up-to-date inventories.
18. Carry on all phases of school organization and of pupil administration so as to build and maintain a favorable attitude toward the school on the part of its patrons.
19. Provide the superintendent with all needed information relative to the school system.
20. Direct his/her efforts in a constructive manner toward the coordination of all policies that constitute the rules and regulations of the board of education.
21. Maintain the following schedule of office hours: The principals' offices shall be opened no less than thirty minutes before the opening of school and shall be closed no earlier than thirty minutes after the close of school.
22. Be responsible for annual revision and publication of student and teacher handbooks.
23. Evaluate teachers under his/her supervision and turn in written evaluations periodically as required by school policy.

7. Supervisors of Instruction

a. Qualifications

The qualifications of the supervisors of instruction shall be the same as those required for principals.

b. Re-Employment

Any supervisor of instruction shall be contracted for a term of ten months upon the recommendation of the superintendent no later than the regular February meeting of the board of education.

c. Duties and Responsibilities

1. Supervisors shall be directly responsible to the superintendent of schools and shall perform such duties as may be delegated to him by the superintendent of schools.
2. Supervisors shall cooperatively work with school principals and teachers to improve instruction and the learning situation.
3. Supervisors shall undertake with principals and staff the responsibility of continually evaluating the curriculum.
4. Supervisors shall, with the principal, supervise and evaluate classroom teachers and submit such reports as deemed necessary to the office of the superintendent of schools.

d. Professional Growth

Principals and Supervisors

All principals and supervisors should be interested in improving themselves professionally. Advanced study, membership in professional organizations, and participation in in-service training programs are encouraged by the board of education.

8. Teachers

a. Qualifications

All teachers are to have as their minimum preparation the baccalaureate degree. All teachers shall meet the necessary certification requirements in the field in which they teach.

b. Re-employment

Re-employment of teachers shall be considered at the March or April meeting of the board of education. All new applications shall be in writing and shall be submitted to the superintendent's office. All appointments will be made upon recommendation by the superintendent who will consult with the principal or supervisor under whom the new teacher will work.

c. Duties and Responsibilities

1. It shall be policy of the board of education to hire the best trained and qualified teachers possible, and pay them the best salary possible within the resources available. In turn, a competent job will be expected, and the character and conduct of each teacher shall be such that the example set shall be credit to the school and community.
2. All teachers must accept responsibility for cooperation with the principal in charge and with the superintendent in carrying out the rules and regulations of the board of education, and in maintaining reasonable discipline among members of the student body before, during, and after the regular class begins.
3. All the teachers will keep records and make reports as directed by the administration.
4. All teachers assigned to elementary school with transported students shall be periodically assigned supervisory duty from the time the first bus arrives in the morning until the time the last bus leaves in the evening.
5. All teachers shall be periodically assigned to supervise children on the playground and in the playroom, lunchroom, and the hallways.
6. All teachers shall report for duty thirty (30) minutes before the first class begins and shall remain at the school until 3:20 p.m. in the afternoon. Extra duty assignments may be made by the principal.
7. At the start of the school year each teacher shall have on file in the office of the superintendent the following credentials:
 - a. An official transcript of college credit
 - b. A valid teaching certificate

It is the policy of the board of education not to issue warrants for a teacher's pay until these items are on file.

8. Board members are not to be singled out by individuals with problems pertaining to the school. The principals and/or the superintendent are responsible for all phases of the school program and any problem an employee might have taken to them. If it becomes necessary, the employee in question may request a hearing

before the board of education.

d. Professional Growth

It shall be the policy of the board of education to promote professional growth among the teaching staff. A provision in the salary schedule shall be made to compensate those who achieve advanced degrees. The following are suggestions for professional growth and shall be emphasized:

1. Use professional library
2. Attend in-service workshops
3. Participate in are visitation programs
4. Participate in district-wide study groups

e. Ethics, Rights, and Professional Responsibilities

All teachers shall observe the code of ethics adopted by the National Education Association which is as follows:

1. Deal justly and impartially with students regardless of their physical, mental, emotional, political, economic, social, racial, or religious characteristics
2. Recognize the differences among students and seek to meet individual needs
3. Encourage students to formulate and work for high individual goals in the development of their physical, intellectual, creative, and spiritual endowments
4. Aid students to develop an understanding and appreciation not only of the opportunities and benefits of American democracy but also of their obligations to it
5. Respect the right of every student to have confidential information about himself withheld except when its release is to authorized agencies or is required by law
6. Accept no remuneration for tutoring except in accordance with approved policies of the governing board.
7. Respect the basic responsibilities of parents for their children
8. Seek to establish friendly and cooperative relationships with the home
9. Help to increase the student's confidence in his own home and avoid disparaging remarks that might undermine the confidence
10. Provide parents with information that will serve the best interest of their children, and be discreet with information received from parents
11. Keep parents informed about the progress of their children as interpreted in terms of the purpose of the school
12. Adhere to any reasonable pattern of behavior accepted by the community for professional persons
13. Perform the duties of citizenship, and participate in community activities with due consideration for his obligations to his students, his family and himself.

14. Discuss controversial issues from an objective point of view, thereby keeping his class free from partisan opinions
15. Recognize that the public schools belong to the people of the community, encourage lay participation in shaping the purposes of the school, and strive to keep the public informed of the educational program which is being provided
16. Respect the community in which he is employed and be loyal to the school system, community, state, and nation.
17. Work to improve education in the community and to strengthen the community's moral, spiritual, and intellectual life.
18. Conduct professional business through the proper channels
19. Refrain from discussing confidential and official information with unauthorized persons
20. Apply for employment on the basis of competence only, and avoid asking for a specific position known to be filled by another teacher
21. Seek employment in a professional manner, avoiding such practice as the indiscriminate distribution of applications
22. Refuse to accept a position when the vacancy has been created through unprofessional activity or pending controversy over professional policy or the application of unjust personal practices and procedures
23. Adhere to the conditions of a contract until service there under has been performed, the contract has been terminated by mutual consent, or the contract has otherwise been legally terminated.
24. Give and expect due notice before a change of position is to be made
25. Be fair in all recommendations that are given concerning that work of other teachers
26. Accept no compensation from producers of instructional supplies when one's recommendations affect the local purchase and use of such teaching aids.
27. Engage in no gainful employment, outside of his contract, where the employment affects adversely his professional status or impairs his standing with students, associates, and the community.
28. Cooperate in the development of school policies and assume one's professional level of service
29. Accept one's obligations to the employing board for maintaining a professional level of service
30. Deal with other members of the profession in the same manner as he himself wishes to be treated.
31. Stand by others who have acted on his behalf and at his request

32. Speak constructively of other teachers, but report honestly to responsible persons in matters involving the welfare of students, the school system, and the profession
33. Maintain active membership in professional organizations and through participation, strive to attain the objectives that justify such organized groups
34. Seek to make professional growth continuous by such procedure as study, research, travel, conferences, and attendance at professional meetings
35. Make the teaching profession so attractive in ideals and practices that sincere and able young people will want to enter it

9. Substitute Teachers

Substitute teachers shall meet all state requirements and be hired by the principal and supervisors as necessary. A list of qualified substitutes shall be maintained in the superintendent's office. The following provisions shall apply:

- a. No teacher shall enter a public school classroom to teach, govern, or discipline, unless certified as a Missouri teacher
- b. The minimum requirement for substitute teacher certification in the district is 60 semester hours from a college or university accredited for teacher education
- c. Retired teachers may teach 550 hours as a substitute without being penalized by the Retirement Board.
- d. Substitute teachers shall be paid on a per day basis an amount determined by the board of education periodically.

10. Employment and Working Conditions

a. Orientation

Prior to entering the classroom each new teacher will meet with the principal to which he is assigned for an orientation program. Each new teacher shall receive a copy of the board policy manual and is responsible for knowing its content. All teachers are urged to confer with their principal on matters when they are in doubt.

b. Supervision

Supervisors and principals will develop a program of supervision designed to produce improved class work and professional growth. This program will include such devices as classroom visitations, inter-school visitations, faculty meetings, group meetings, and supervisory bulletins.

c. Compensation

1. All teachers will be paid in accordance with the provisions of a uniform single salary schedule upon recommendation of the superintendent as a result of extenuating circumstances.
2. The board reserves the right to make exceptions to the uniform single salary schedule upon recommendation of the superintendent as a result of extenuating circumstances.

3. The board of education may amend the uniform single salary schedule at its discretion, a current copy of which must be included in the official board minutes.
4. Special teachers will have their salaries set by the board of education. The following will be considered special teachers: school principal, athletic directors, guidance personnel, athletic coaches, and music directors.

d. Evaluation

1. It shall be the responsibility of each principal to complete an annual Performance Based Teacher Evaluation (state form) on each teacher under his/her supervision. The principal may also elect to perform unscheduled evaluations and issue job targets as necessary. Evaluation forms shall be provided by the superintendent's office. A copy of each teacher's evaluation will be kept in the principal's office, and the superintendent's office for board review. Each teacher shall receive a copy of all evaluations made by the principal.

e. Promotion

The superintendent and board of education shall give first consideration to personnel in the district for promotion when vacancies occur. A person cannot be considered unless the qualifications set by the State Department of Education and the board of education are met.

f. Records

A complete personnel record of teaching and non-teaching personnel will be kept on file in the central office. Information contained in this folder shall be available to personnel involved at any time.

g. Non-Classroom Service Duty

1. Teachers shall assist in the supervision of the buildings and grounds during the lunch periods, before school, during recesses, and to sponsor and assist certain groups in planned activities. Assignments of duties will be made by the principal of each school.
2. Teachers shall record pupils' grades in a class record book and, at proper intervals, on the grade sheet in the principal's office.
3. Each principal will file attendance reports with the superintendent.
4. Reports to parents will be made quarterly. All quarterly reports must go out on the first Friday following the end of the quarter.

h. Transfer

A teacher, after one year's assignment, may be allowed to change grades taught or location within the district. No transfer changes will be made without prior recommendation by the supervisor principal and approved by the superintendent.

i. Staff Meetings

Regular staff meetings shall be held during the year and some special meetings may be called. In these meetings administrative details that can be handled by the daily bulletin shall be avoided and teachers are asked not to bring up personal difficulties with certain pupils or problems similarly narrow in scope. Teachers are invited to submit problems for the consideration of the entire group which pertain to the improvement of the learning condition, the professional growth of teachers, and to the general welfare of the school.

j. Time Schedule

It is expected that teachers will report for duty not later than 7:30 a.m. and that they will remain at the school and be available for conferences with students, parents, or others until 3:20 p.m. Teachers who leave the school grounds during the lunch period should be back on duty at least ten minutes before starting time for the afternoon session.

k. Absences

When it is necessary for a teacher to be absent due to illness or other cause, he/she should notify his/her principal as soon as possible in order that arrangements can be made for a substitute. The teacher should never attempt to arrange for their own substitute. Upon return the teacher will be required to sign an official absence report in the principal's office stating reason for absence. All absence reports will be reviewed by the board of education monthly.

1. Professional Meetings

School shall be dismissed for county and district teachers meetings. All teachers shall be expected to attend such meetings. If a teacher is sick and unable to attend, he/she may use a sick day. If a teacher has personal business that must be taken care and he/she is unable to attend, a personal day may be used.

2. Conferences and Special Interest Workshops

All requests must be in accordance with approved guidelines of the Professional Development Committee. See the South Pemiscot School District Professional Development Plan for the guidelines.

Staff members may be required by the board of education of superintendent to attend meetings that are not covered under the Professional Development Committee guidelines. The intent of this policy is to allow the staff member a degree of flexibility in professional growth and they are urged to use great care in their selection.

3. Sick Leave

Sick leave is a benefit granted by the board of education to its employees. It is insurance against illness and is not guaranteed time off.

The conditions outlined in the following statements apply to all certified personnel employed full time by the board of education. Persons employed temporarily or persons employed by the hour are not included. Sick leave shall be given by the board of education at the rate of six (6) days per year for non-tenured staff. The rate for those who are tenured in the district is 10 days per year.

- a. Illness of employee
- b. Serious illness within the immediate family (husband, wife, mother, father, son, daughter, father, or mother of spouse, brother, or sister)
- c. Death of one of the following members of the family (husband, wife, son, daughter, father, mother, grandmother, grandfather, brother, sister, father, or mother of spouse, brother-in-law, sister-in-law, aunt, or uncle)
- d. Unusual cases in which the board is to have discretionary authority
- e. Two days leave per year may be used in cases of personal business for unusual reasons that cannot be taken care of when school is in session. This leave shall be taken from the days of sick leave granted and is non-cumulative. A reasonable number of sick leave days may be used for absences due to childbirth, prenatal, and postnatal care in accordance with the Family Medical Leave Act.
- f. **Sick leave is non-transferable**

The above policies will be used to determine if a deduction is to be taken from the salary. When an employee is absent from work for reasons not covered in the sick leave policy, deduction from pay will be made on the basis of actual daily salary. The principals shall be responsible for making the necessary reports of absences to the superintendent's office.

Sick leave is a gift, not a right. It is given by the board of education.

Days not used for sick leave may accumulate to a maximum of sixty (60) days. Employees who retire or leave the district will be paid \$30 per day for each day of accumulated sick leave, not to exceed sixty (60) days.

1. Permanency of Employments
 1. The board of education shall consider modification of all contracts at the March board meeting annually.
 2. Any permanent teacher who intends to terminate his contract at the end of the school term shall give written notice of his intention to do so and the reasons thereof not later than June first of the year in which the term ends.
 3. In determining the professional competency or efficiency of teachers consideration shall be given to regular and special Performance Bases Evaluation Reports that have been adopted by the board of education. If termination procedures are to be pursued it will be done in accordance with the Public School Laws of Missouri.

m. Resignation

After contracts have been signed, resignations of teachers will be accepted only when satisfactory replacements can be found, except physical and mental disabilities verified by a doctor's certificate. Resignations must be submitted and answered in writing.

n. Dismissal of Personnel

The causes for dismissal are as follows:

1. Immoral conduct
2. Inefficiency, incompetence, or insubordination in the line of duty
3. Excessive or unreasonable absence shall be considered present when a teacher exceeds the limit of sick leave which they are entitled. If a teacher cannot report to work for a full day within the next five consecutive school days after exceeding their sick leave they shall be considered terminated unless the teacher involved takes the initiative and contacts the superintendent of schools concerning a leave of absence. The request must be in writing and state the nature of the circumstance, the length of leave requested, and supporting documents from a doctor. If the leave of absence exceeds three months, all fringe benefits paid by the board of education shall stop in accordance with the Family Medical Leave Act. A teacher may continue to carry health insurance, but will be required to pay their own premiums.
4. Violation of the Missouri state laws governing the public schools of the state and failure to obey published regulations of the board of education.
5. Physical or mental conditions which incapacitate the employee from instruction or associating with children.
6. Conviction of a felony or a crime involving moral turpitude.
7. Participation in management of a campaign – election or defeat of a board member.

o. Complimentary Passes

8. Complimentary passes are issued to all full time South Pemiscot employees and includes their spouse but not children. The passes are good at our school only. These passes are also issued to former board members, retired teachers and local ministers.
9. M.S.T.A. membership cards are honored as passes at all South Pemiscot sporting events. For South Pemiscot employees, we recognize the spouse of M.S.T.A. members.
10. Tri-District Educators Association passes are issued to all teachers who join the association. We will recognize any county pass at our sporting events.

11. Pemiscot County High School Association passes are issued to each board member and spouse, full time secretaries, and bus drivers. We also honor these passes at any of our sporting events.
12. Season passes are issued to all high school students who have perfect attendance and/or honor roll three of four quarters for the past year. We sell season passes to students and patrons. Prices are \$10.00 for students and \$15.00 for adults.
13. Students on the teams that are playing and cheerleaders in uniform for a particular sporting event are admitted. South Pemiscot players who are not playing for a particular event but it is their season (ex. Jr. High players are admitted to Varsity basketball games) will be admitted free.
14. Senior citizens and service men in uniform are admitted to all sporting events.
15. Complimentary passes are issued to timekeepers, scorekeepers, and members of the press.
16. The superintendent, at his discretion, may give a limited number of passes to patrons of the district in recognition of distinguished service to the school.

p. Teaching Conditions

1. School Buildings and Property

A special effort shall be made to protect the school buildings and equipment. Each teacher and pupil should take pride in keeping the buildings and equipment in good condition. A spirit should be built up on the part of the students to protect school property. Students who willfully injure or deface school property will be expected to pay for replacement of property damaged.

Because of the many requests for use of school buildings during the evening hours, teachers should secure the approval of the principal before scheduling such an activity. The principal will in turn clear all requests for the use of a school building during such hours through the office where a calendar of assignments of school buildings is kept. The teacher in charge of a group that had been given permission to use a school building should assume responsibility for the care of the building during the time it is being used by the group.

Teachers who find it necessary to remain in a school building after working hours of custodians should assume the responsibility for seeing that windows are closed and locked, electric lights turned off, and all exterior doors securely locked.

Keys needed by teachers are issued by the principal and are for the use only of the teacher to whom they are issued. Teachers shall not have duplicate keys made of school locks, and in no case should a key be loaned to a student.

2. Instructional Materials

Ordering of materials and supplies shall be made through the principal's office by individual teachers. It will be necessary to fill out a requisition order which includes the quantity of each item needed, specific names of articles and costs, catalog numbers, and the company and its address. Such requests are subject to approval by the principal as to need and by the superintendent as to funds available. No items may be ordered on approval without the superintendent's authorization.

11. Public Information

a. Duties and Responsibilities of Staff

The professional and non-professional staff, under the leadership of the superintendent, shall plan, organize, and administer the public relations program, the purpose of which shall be to further cooperation between the school and the public.

12. Welfare Committee

a. Each unit shall at the beginning of each school year elect one person to serve on the general committee.

b. It shall be the duty of the welfare committee to inform the central office head of secretary of all matters concerning sickness of employees. The head secretary shall place all orders for flowers in accordance with the following:

1. Death - \$45.00 – Full-time employees or immediate family (spouse, child, mother, father, brother, or sister)
2. Hospitalization - \$45.00 – only full-time employees
3. Cases of an unusual nature involving personnel not covered under the provision listed will be given special consideration by the superintendent and the committee

c. The welfare committee may request a meeting with the superintendent at any time concerning welfare problems.

13. Cell Phones

a. Teachers shall not use a cell phone when they are responsible for supervising students.

B. NON-CERTIFICATED PERSONNEL

1. Statement of Guiding Philosophy

Non-certificated personnel are viewed as co-workers in the task of educating children. All jobs in the South Pemiscot School District should contribute to this aim. Each employee is expected to give loyal and faithful service, and continuation of employment shall be based on cooperation, efficiency, and necessity of the work.

2. Recruitment

The superintendent of schools shall be responsible for recruitment of non-certificated personnel. When a position becomes available within the school district, the superintendent shall place notices in local newspapers, and notify state employment agency.

3. Application and Selection of Non-Certified Personnel

Persons desiring employment shall file written application at the superintendent's office, setting forth in their application experienced and other information may be required. Applications shall then be received and selection shall be made by the board of education based upon the recommendation of the superintendent at the next regular board meeting. Applications shall be kept one year and no waiting lists for employment will be kept. No person will be denied employment or promotion on the basis of sex or race.

4. Non-Certified Employees – General

a. Absences

When it is necessary to be absent due to illness or other cause, he/she should notify his/her supervisor as soon as possible in order that arrangements can be made for a substitute. The employee should never attempt to arrange for their own substitute.

b. Sick Leave

The sick leave policy is the same as outlined in section III-A-10-k-3 (pages 23 & 24) certified staff.

The number of days given by the board of education for non-certificated staff is as follows:

Six (6) days of leave first five years/10 after five years for 12 months employees; Five (5) days of leave first five years/Eight (8) days of leave after five years for 10 ½ months employees; Four and one-half (4.5) days of leave first five years/Seven and one-half (7.5) days of leave after five years for 9 months employees.

c. All Employees Salaries

The board of education shall set salaries for all non-certified employees as follows:

1. All secretaries, nurse, and maintenance supervisor shall be paid an annual salary. The rate is set annually by the board of education.
2. Bus drivers are paid by the bus run based on a daily rate. Extra-curricular trips are paid by an hourly rate. Rate is set by the board of education annually.

d. Hours of All Non-Certificated Employees

A time sheet will be turned in on all non-certificated personnel not on annual salary by their supervisor. Working hours shall be determined by the board of education. All overtime must be specifically authorized in advance by the superintendent or maintenance supervisor. Failure to work assigned hours shall result in a payroll deduction. Continued tardiness or unauthorized overtime shall be cause for dismissal.

Central office staff should make every effort to report to work if school is not held due to bad weather. Exceptions would be the weather is such that the school is out of power or heat or impossible road conditions.

NOTE: If the weather is such that the office is open and it is reasonably safe to travel, the absentee shall be charged a personal day if they make no effort to report to work.

5. Office Employees

a. Organization of Central Office Staff

There shall be a head secretary so designated by the board of education who shall be responsible for the daily routine of the office. The head secretary shall be directly responsible to the superintendent.

The central office staff shall consist of a number of employees adequate to carry out the administrative functions of the school. Accounting, payroll, federal programs, and all other reports required by the State Department of Education shall emanate from the central office.

b. Vacations

1. Central Office Staff

The central office staff shall have two weeks of regular vacation during the months of June, July, and August. The central office staff shall have one week (five working days) off during the time school is dismissed for Christmas. The central office staff shall be off all legal holidays, including Easter and Thanksgiving, as taken by the school.

2. Part-Time Office Employees

Office employees not assigned on a 12 months basis have no vacation benefits.

3. Inclement Weather

If school is not held due to inclement weather the central office staff should report to work by 10:00 a.m. unless advised by the superintendent of schools not to. The decision will be determined by weather and road conditions at 7:00 a.m.

6. Maintenance

a. Maintenance Supervisor

All maintenance for the South Pemiscot School District shall be under the direction of the maintenance supervisor who is so designated by the board of education. The maintenance supervisor shall plan all necessary work and make all purchases of maintenance supplies and equipment. Jobs that need someone called to make a specialized repair shall be under his direction. The maintenance supervisor is directly responsible to the superintendent.

b. Custodians

South Pemiscot Schools are contracted with GCA Services Group, Inc. for custodial services. GCA will furnish management, supervision, labor, cleaning supplies, equipment, and expendable supplies in rendering custodial services. GCA will be responsible for securing custodial substitutes when needed.

c. Vacations and Days Off

1. 12 Months Personnel

The maintenance supervisor shall be given two one-week vacations (10 work days) after their first year of service. Days off shall be approved by the superintendent. The maintenance supervisor shall be entitled to time off for holidays without loss of pay. Those days are: (1) Labor Day, (2) Columbus Day, (3) Thanksgiving, (4) Christmas, (5) New Year's Day, (6) President's Day, (7) Memorial Day, and (8) Fourth of July. Any changes in working hours concerning holidays must be approved in advance by the superintendent.

2. 9 Months and 10 ½ months personnel:

Personnel who work 9 or 10 ½ months shall be paid for seven holidays and are not entitled to any paid vacation benefits. Paid holidays: (1) Labor Day, (2) Columbus Day, (4) Christmas, (5) New Year's Day, (6) President's Day, (7) Memorial Day.

7. Bus Drivers

a. Duties and Responsibilities

Bus drivers employed by the district will be responsible to the superintendent. It is the responsibility of each driver to keep his/her bus clean and report any mechanical trouble to the school mechanic. All bus drivers must have a complete physical examination before they can be paid. All bus drivers must meet all requirements of Missouri State Law for school bus drivers. Drivers will be required to attend all workshops required by the State Department of Education and the State of Missouri.

b. Days Off

Bus drivers shall be off on all days school is not in session.

8. Cafeteria

South Pemiscot Schools is contracted with Chartwells for food services.

9. Dismissal of Personnel

Same as Section III-A-10-n (page 25)

10. Grievances

a. Right of Employees

Employees shall have the right to present grievances and, in so doing, shall be assured freedom from restraint, interference, discrimination, and reprisal.

b. Supervisory Responsibility

Officials at all levels shall receive and act promptly and fairly upon employee complaints.

c. Grievance Procedure

See Board of Education Policy and Procedure Manual - File GBM (Staff Complaints and Grievances).

C. STUDENTS

1. Statement of Guiding Philosophy

A philosophy of education is the foundation on which a school system is built and by which the product is measured. When a particular philosophy of education has been generally accepted, it becomes the guide in determining the policies of the school system.

It is generally understood that there are individual differences in students and that adequate provision should be made for a variety of activities and educational opportunities which will bring into being the many different talents of boys and girls. In school, children should learn the ways of democracy by practicing them in the classroom and in extra-curricular activities.

2. Admissions

All students in the South Pemiscot Schools will have equal access to all educational opportunities regardless of race, creed, sex, socioeconomic status, or handicapping condition. This policy will also include all vocational classes. Implementation of the nondiscrimination policy will also include all vocational classes. Implementation of the nondiscrimination policy is coordinated by the Superintendent of South Pemiscot Schools, 611 Beasley Road, Steele, Missouri 63877; his phone number is 314-695-4426.

3. Admission of Transfer Students

Accredited Schools

Students transferring to South Pemiscot from an accredited institution shall be accepted by the district and will be assigned to grade level and classes in accordance with policy, Assignment of Students to Schools and Classes.

Unaccredited Schools

Parents/guardians may place their child in a school or instructional program other than the program offered by the public schools. However, state law also requires that such an instructional program shall be “substantially equivalent”, then the child will not be guaranteed comparable placement in the public schools, but will be assigned to schools and classes in accordance with Board policy.

The board of education will require school district personnel to examine the home instructional program or private school to determine if it is “substantially equivalent” with respect to the following criteria:

1. Certification of teacher(s)
2. Number of days in school term
3. Student/teacher contact time (per day, per week)
4. Actual length of time spent on subject (per day, per week, per semester)
5. Comparability of course offerings with local/state requirements
6. Availability and use of appropriate instructional material
7. Written instructional goals and objectives
8. Testing programs
9. Extracurricular offerings
10. Suitability of learning environment

Furthermore, a student transferring from a school that is not accredited must be enrolled for two (2) complete semesters and earn at least five (5) units of credit to provide adequate time for evaluation, before credits earned from the unaccredited school may be accepted to meet graduation requirements.

Transcript credits from an unaccredited school will be evaluated by the building principal and counselor. When approved by the principal and counselor, only transcript credits which correspond to course offerings accepted by the Missouri Department of Elementary and Secondary Education or which correspond to course offerings graduation requirements. A maximum of seven (7) units of credit may be accepted from unaccredited schools for any academic year.

The decision of the building principal regarding student placement and acceptance of credit may be appealed to the superintendent of schools with a final hearing before the board of education.

Discipline Problems

A transfer student must have left his/her previous school in good standing before he/she be admitted to classes at South Pemiscot Schools.

If the student has left his/her previous school with or for disciplinary reasons, he shall be considered as having the same problems at South Pemiscot Schools.

The building principal or his/her designee must check transfer student's standing from previous school prior to enrolling the student, and enroll the student in accordance with the Missouri Safe Schools Act.

4. Assignment of Students to Schools/Classes

The board believes that the grade placement and class assignment for a student transferring from another school should reflect the grade level and/or program of study which is appropriate to academic, social, and emotional needs.

Students entering the South Pemiscot Schools by transfer from other public schools outside the South Pemiscot School District or from private or parochial schools shall submit evidence of achievement in the grade last attended as a prerequisite to enrollment. Grade placement of a student may be adjusted on the basis of achievement tests administered by the district personnel, or on the basis of other factors which the principal and the staff of the school concerned believe make such adjustments desirable. A transcript of an entering student's record shall be obtained from the school last attended.

Transfers from Accredited Schools

The grade level achieved or the units of credit completed in the previous schools are accredited schools. Units of credit shall be determined on the basis of the Carnegie Unit or

credit given for the successful completion of a year's study of one subject in a secondary school. Accredited schools shall be the schools classified by the Missouri Department of Elementary and Secondary Education or the equivalent. If the school is located out of state and a member school of the North Central Association of Colleges and Schools or other like regional accrediting associations, or listed as an approved school by the Committee on Accreditation of Schools, non-public, it shall be considered accredited. A student who transfers to the South Pemiscot Schools from these accredited schools shall be enrolled in the appropriate grade level, continuing at the current grade placement. If transfer is effected at which previously promoted. After careful observation and evaluation of the student's progress, chronological age, previous educational experience, achievement tests and consultation with parents and/or guardians, a student may be reassigned to a program that more adequately meets the needs of the student.

Transfers from Unaccredited Schools

Should a student present records and/or credit from an unaccredited school, or home instructional program, the building principal shall place the student according to an evaluation based upon the student's chronological age, previous educational records, and current psychological and achievement tests, criterion referenced tests, and other educational data pertinent to the assignment of a student. The principal will also consult with the student's parent(s)/guardian. A student received transfer from any unaccredited school or home instructional program shall not be placed permanently in a grade or program of study until the student can be evaluated by the building principal and other appropriate professional staff members.

5. Attendance Areas

- a. All students of the district in grades 7-12 shall attend the high school in Steele.
- b. All students in grades K-1 shall attend East Elementary School at Steele.
- c. Those students in 2-6 shall attend Central Elementary School at Steele.
- d. Handicapped students who have been confirmed by the testing center of the Pemiscot County Special School District shall attend a unit assigned by the said district, which also may result in attendance on the Pemiscot County Special School District campus. The programs offered by the Pemiscot County Special School District are discussed in Section III.

6. Entrance to Elementary Programs

- a. To be eligible to enter kindergarten, a student must be five years of age on dates indicated by state law.
- b. A student who enters school for the first time must start kindergarten.
- c. Students who will be attending school for the first time should attend the pre-school roundup held by the school each year.
- d. Parents who are interested in entering their child in kindergarten or first grade whose birth date falls 30 days prior to state deadline may request early screening. Uniform county guidelines apply. A copy will be furnished by the principal upon request.
- e. A birth certificate and record of immunization must be presented at time of enrollment.

7. Attendance Regulations and Procedures

- a. All Missouri children over six years of age and under sixteen years of age must attend school for no less than the school which they attend is in session except:
 - 1. When their education is provided for by other legally acceptable means
 - 2. For reasons identified as excusable
- b. See current handbook for board policy concerning high school students.
- c. Attendance patterns for all students will be studied carefully. Absences which are not clearly excusable will be investigated by the principal or attendance officer and appropriate disciplinary action taken
- d. Truancy is defined as deliberate absence from school on the part of the pupil without the knowledge of the parent and for which no justifiable excuse is given.
- e. The Discipline Code will be applied by the principal to cases involving truancy in writing to attendance officer.
- f. Extreme cases of irregular attendance or truancy will be first handled with parent conferences. If this effort fails to bring about acceptable changes, the principal may suspend or drop the student and refer the matter to the Juvenile Court.
- g. When it becomes necessary to suspend or expel a student under seventeen years of age, the Juvenile Court will be notified.
- h. Doctors' statements may be required in support of absences claimed for reasons of illness.
- i. It shall be the policy not to dismiss any student from school while examinations are being given.
- j. In the high school, attendance shall be checked each class period.
- k. Make-up work may be done by students who have been absent. Students should arrange with their teachers for make-up work before being absent. If a student is unable to arrange for make-up work before being absent, it must be made up within three days after returning to school. It is the student's responsibility to make arrangements with teachers for make-up work.

8. Attendance in Special School District Programs

A. Special Education

South Pemiscot will provide in cooperation with the Pemiscot County Special School District, appropriate special education services in compliance with federal and state law.

South Pemiscot's intent is to provide comparable instructional resources and space for all special education classroom in the District.

Each year the building principal and superintendent evaluate each classroom for the next school year. The administration considers the number of student and the needs of the individual students. If there are unusual circumstances in regard to the needs of a particular special education classroom, the administration consults with the

Pemiscot County Special School District.

All special education teachers have the same access to general classroom supplies and equipment that other regular classroom teachers do at South Pemiscot. The PCSSD provides classroom budgets for specialized instructional materials for each special education staffed classroom.

South Pemiscot will provide assistance to any student having difficulty with his classroom work and/or behavior, the regular/special education classroom teacher will consult with the counselors and/or other regular classroom teachers to help determine any alternative intervention strategies that may possibly be helpful for the student. When appropriate, a student may be screened to determine the need for a possible diagnostic evaluation. Students will be screened by staff from South Pemiscot and the Pemiscot County Special School District. The screening committee will consist of at least three members from the following: nurse, counselor, speech-language therapist, regular classroom teacher, special education teacher.

- B. In addition to the vocational programs offered on the South Pemiscot campus, students have access to all vocational programs offered at the Pemiscot County Vocational Technical School.

9. Attendance Records

All teachers shall be required to keep accurate attendance records. A record shall be kept on the forms designated by the principal for the monthly report. A record shall also be kept in each teacher's class register. The number of absences and tardiness shall be placed on quarter report cards. Daily attendance is kept in hours.

10. Tuition

- a. Any child whose legal residence is outside the school district may attend school in the district after paying a tuition fee when facilities are available. Tuition charges shall be based on the amount charged Pemiscot County R-III for sending students to high school at South Pemiscot R-V.

Patrons who own property in the South Pemiscot School District, upon presentation of a tax receipt to the superintendent of schools, shall be given credit for all school taxes paid in the South Pemiscot School District.

Patrons shall be billed for tuition at the end of each semester. Failure to clear previous tuition charges shall result in denial of the student to enroll for the coming semester.

- b. Those children who do not live with their parents, but who can establish the fact that the South Pemiscot School District is their legal residence will not be required to pay tuition. The word "residence" shall be interpreted to mean "domicile" as used in the legal sense. Children of employees of the district may attend South Pemiscot Schools without paying tuition.

11. Tardiness

- a. See discipline code in current handbook

12. School Dismissal

- a. The decision as to whether school will be dismissed because of bad weather will be made by the superintendent after consultation with those responsible for transportation services.
- b. The announcement of school dismissal because of adverse weather conditions will be made by radio stations KCRV, KLCN, KBOA, KMIS, and T.V. stations Channel 12 Cape Girardeau, and KAIT Jonesboro.
- c. School will not be dismissed in advance of the regularly scheduled time except by permission from the superintendent or his/her delegated authority.
- d. When weather conditions indicate a possibility of dangerous road conditions, the superintendent shall make an inspection of several roads in the district. If the decision is not to operate the buses or if school is dismissed before the normal dismissal time, radio stations KCRV, KLCN, KBOA, and KTMO will be asked to so advise its listeners.
- e. Parents shall be notified early in the school year or listen to KCRV and KLCN during threatening weather for possible announcements concerning early dismissal of school.

13. Early Dismissals

Early dismissals will be allowed only with the parents' permission for necessary reasons. Any student who misses any part of a day is not eligible to receive a perfect attendance award. School days are kept in hours actually present.

14. Release During School Hours

- a. Students are not to leave school grounds while school is in session without permission of the principal.
- b. Students shall make appointments with physicians and dentists after school hours or on Saturday if at all possible.
- c. Students shall not be excused from school for private instruction.
- d. Students shall not be sent away from school grounds on an errand without permission from the principal. Students should not be sent on errands about the building or to other rooms.
- e. Legal custody must be established when a student is enrolled. In case of a separation or divorce the principal must be provided with documents showing legal custody if one parent is to be preferred over the other. A student will not be allowed to leave when the principal is in doubt of custody until proper permission from the legal guardian is received.

15. Suspension

- a. A student may be suspended from school by the principal for conduct which impairs the discipline of the school or harms other students, for a period not to exceed ten days. The student involved must be accompanied home by the principal or his/her designee. A letter to the parents from the principal stating the reason for the suspension shall be delivered by the principal or designee. The student shall not be readmitted to classes until a conference with the parents has been held by the principal. A copy of the letter sent to the parents shall be sent to the superintendent on the day of the suspension.
- b. Any student in the South Pemiscot School System that engages in any activity on school property which tends to disrupt the educational program of the school or impairs its discipline shall be subject to immediate suspension until the next regularly scheduled board meeting. A student suspended for such activity shall not be admitted to classes without a hearing before the board of education.

16. Expulsion

The board of education may expel a student from school for misconduct when other means of correction fail to bring about desired proper conduct. The act of expulsion may be taken in the following circumstances: continued willful disobedience; open and persistent defiance of the authority of teachers; habitual profanity or vulgarity on school premises; or acts that threaten or interfere with the private life or property of school employees; or failure of a student to comply with duties he is bound to perform. The board considers any act of violence with any type of dangerous weapon such as a knife, gun, chain, or club a very grave matter. Any student found to be in possession of and displaying or using such a weapon may be suspended for one year or expelled permanently. Any student under suspension or expelled by the board may be barred from attending any school activity. All students have the right to due process and this procedure is outlined in the Student Handbook.

17. Transfer Out

Any student who intends to transfer from South Pemiscot Schools should inform the principal's office of his intentions, and, if possible, give the address of the new school he will attend.

Transfer procedures for students:

- a. Pick up clearance sheet from principal's office.
- b. Check in all books and settle all obligations as indicated on clearance sheet.
- c. Transcripts of permanent record will not be sent to another school unless obligations are cleared. A student who does not check out is still liable for all debts.
- d. Students who transfer to South Pemiscot Schools will be handled in accordance with Assignment of Students to Schools/Classes on page 35.

18. Student Records

1. Parents, guardians, or students may inspect their or their or their children's school records upon request.

The school records of students which are open to inspection and review include:

Any and all official records, files, and data directly related to their children, including all material that is incorporated into each student's cumulative record folder, intended for school use or to be available to parties outside the school or school system, and specifically including, but not necessarily limited to, identifying data, academic work completed, level of achievement (grades, standardized achievement test scores), attendance date, scores on standardized intelligence, aptitude and psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings, or recurrent behavior patterns.

2. South Pemiscot School District will establish inspection procedures and provide parents, guardians, and students with an opportunity for a hearing to challenge the content or accuracy of their or their children's records.

Only the following agencies or persons may have access to students' records without the consent of a students' parents or pursuant to a subpoena or court order:

- a. Other school officials, including teachers within the educational institution that have the students in class or local educational agency who have legitimate educational interests;
 - b. Officials of other schools or school system in which the students intends to enroll, upon condition that the students' parents be notified of the transfer, receive a copy of the record, if desired, and have an opportunity for a hearing to challenge that content of the record;
 - c. Authorized representatives of (1) the Comptroller General of the United States, (2) the Secretary, (3) the administrative head of the education agency as defined in section 409 of the "General Education Provisions Act", or (4) State educational authorities, under the conditions set forth in paragraph (3) of this subsection; and in connection with a student's application for, or receipt of, financial aid.
3. Where access to student records is granted by the school district pursuant to subpoena or court order, the parents and the students must be notified in advance of compliance by the school with the subpoena or court order.

All personal information provided about any student to "third parties" by a school must be on condition that the agency or person receiving the information will not permit any other party to have access to the information without written consent of the parents. South Pemiscot School District will maintain a record, kept with the educational records of each student, which will indicate all individuals, other than those specified above, agencies, or organizations which have requested or obtained access to a student's education records maintained by the district and which will indicate specifically the legitimate interest that each such person, agency, or

organization has in obtaining this information. Such record of access shall be available only to parents, to the school official who is responsible for the custody of such records, and to persons or organizations authorized in, and under the conditions of the above.

For the purpose of this section, whenever a student has attained eighteen years of age, the permission of consent required of and the rights according to the parents of the student shall thereafter only be required of and accorded to the student.

D. SCHEDULES

1. School Calendars

The school calendar is set by the board of education in February of each year. The calendar will be published in the local newspaper and copies given to all employees and students. Parents are urged to use the information for planning. The school calendar is our basic plan of operation for the year and will be changed only because of inclement weather.

2. School Calendar of Events

The School Calendar of Events shall be located in the principal's office. All activities shall be cleared through the superintendent's or principal's office and put on the calendar. Anything involving the interruption of classroom routine should be placed on the calendar at least five days in advance. The principal shall put out a monthly calendar to all teachers and copies shall be posted on the bulletin boards.

3. School Days

The school day consist of 6.25 hours in which pupils are under the guidance and direction of teachers in the teaching process. With a calendar of 176 days planned we will attend 1,100 hours ($176 \times 6.25 = 1,100.00$) however, there are times when we attend less than six hours and this counts against the 1,100.00. All student attendance is counted in 6.25 hour days.

4. Class Schedule

Each principal shall be responsible for class scheduling for his/her unit.

E. BEHAVIOR AND DISCIPLINE

1. General Policy

- a. Discipline is the responsibility of the teacher. Children who do not conform to the rules and regulations and continue to be a distracting element must be corrected. Parent cooperation will be solicited in the process of securing a change of behavior trait. Behavior problems which cannot be handled by the teacher will be referred to the principal, the superintendent, and the board of education, in that order.

- b. In accordance with the Excellence in Education Act of 1985, the board of education has approved a discipline code for elementary and high school. Copies of this policy have been sent to all parents. A copy can be obtained from any principal's office. These policies are in detail and will be adhered to.

2. Corporal Punishment

- a. Corporal punishment may be used in disciplining school children. It shall be used only when there is reason to believe it will be helpful in maintaining discipline. Corporal punishment or swats are included in South Pemiscot discipline codes and will be used in the maintenance of proper respect and discipline in all school units.
- b. Corporal punishment must be administered by a principal and must be witnessed by a teacher. The punishment will be administered on the buttocks with a paddle the size of which has been approved by the board of education. Cruel or unusual punishment is strictly not allowed. Teachers shall be instructed in proper methods and precautions in administering corporal punishment at the beginning of each school year.
- c. A record of corporal punishment shall be made on the form provided and filed in the principal's office.

3. Detention of Pupils After School

Detention of pupils before and after school will be allowed.

4. Suspension in School

The high school shall use in-school suspension as a tool for discipline. In-school suspension does not count against a student for days missed from class. (See Student Handbook)

F. PROGRESS AND PROMOTION

1. Guiding Philosophy

- a. An effective, modern system of grading and marking schoolwork will be developed and kept up-to-date by a committee of teachers and administrators established for that purpose.
- b. The committee will be appointed by the superintendent and shall include principals and teachers from all levels of the instructional program.
- c. The grading system for elementary and secondary schools need not be identical.

2. Grading System

The following grading system is suggested:

- A ----- 90 – 100
- B ----- 80 – 89
- C ----- 70 – 79
- D ----- 60 – 69

F - Any grade below 60

3. Reports

a. Unsatisfactory and Good News Progress Reports

In order to keep the parents informed about students' progress, unsatisfactory reports and good news reports shall be sent at the middle of each quarter. A slip may also be sent for a student who is not failing, but just is not working. This slip is an invitation for the parents to come in and talk to the principal and teachers about the work of their child.

b. Report Cards

1. Report cards for all students shall be issued each quarter on Friday following the end of the quarter.
2. All secondary teachers will issue a report card at the end of each quarter which will show a grade for the quarter and a distribution of all grades in the class. The semester grade is an average of the two quarters.
3. All elementary teachers will issue a report card at the end of each quarter. Elementary report cards are an invitation to parents for a conference. Any comments the teacher makes on the card should be concerning the progress of a student.

4. Cumulative Record

A modern, effective permanent pupil personnel record shall be maintained. This record system shall be kept current on each child by the teachers. Teachers shall have access to all pupil personnel data available on any child in the school system, except confidential guidance data. Procedure for requesting a copy of a student's record for official use is discussed in Section VI-K-3.

G. CONFERENCES

Parents and other school patrons are invited to visit the school for conferences concerning school matters. A telephone call should be made to the principal's office for scheduling a parent-teacher conference.

H. HOMEWORK POLICY

Lengthy homework assignments are not advisable. An assignment of homework should be review or drill of subject matter that has been presented in class. Homework shall not be given as punishment. Although all students shall be expected to do some homework, not more than one hour an evening in homework is advisable.

I. REQUIREMENT FOR GRADUATION

All students must accumulate 24 units of credit to receive a regular diploma. These units must be in the following subject areas:

2 – Math

1 – Fine Arts

2 – Science
2 – Health and P.E.

1 – Practical Arts
3 - English
3 – Social Science

A college preparatory tract is offered for those who plan to enter college. Those who elect to fulfill the requirements of the tract will be given a special certificate with this fact noted. To be eligible to receive the college preparatory certificate, a student must complete 25 units and maintain a quality point average of 3.0 (B) in all solid courses, score at or above the national average on ACT or SAT, and meet the requirements and guidelines set forth by the Missouri State Board of Education.

South Pemiscot has no part-time students. All students receiving a diploma shall attend all day for eight semesters with the following exception:

Students with a “B” average and meeting all graduation requirements may leave at the end of seven semesters if they file letter of intent with the principal within the first four weeks of the seventh semester. Parents must sign a form provided by the counselor acknowledging condition of early out.

Students taking early out:

- A. Must have attended high school for seven semesters and has met all other requirements for graduation with a regular diploma
- B. Will not be allowed to take correspondence courses to qualify for early out
- C. Will not be eligible for honor awards, including Golden Senior
- D. May attend the Senior Tea if invited by the Book Club
- E. Must be invited by a student for prom, homecoming, etc.
- F. May attend graduation ceremonies
- G. Will be eligible for scholarship awards
- H. Shall be responsible for being present when ordering cap and gown and responsible for practice for graduation ceremonies

The board of education encourages all students to attend eight full semesters. Students who have failed or finished only a part of a year must have attended at least 60 days in any given semester for it to count as a semester of attendance.

All courses that meet each day offer one unit of credit per year. All correspondence courses taken to meet graduation requirements must be approved in advance by the principal. The principal will administer tests required for course credit. A final test is required for all correspondence courses.

Health will not meet P.E. requirements unless the student is excused for medical reasons from taking physical education. A written statement from a licensed physician is required. Athletics cannot be substituted for P.E. No credit can be given for athletics.

Special District programs are considered a part of South Pemiscot’s regular program.

J. COMMENCEMENT

Commencement will normally be held on Friday of the last full week of the school year.

G.E.D.

A student who wants to take the G.E.D. test must have attended high school for seven semesters or his/her graduating class must be in their eighth semester before the school will sign a letter permitting them to take the G.E.D. A student may also qualify to take the G.E.D. by meeting standards established by Department of Elementary and Secondary Education.

K. DIPLOMAS

South Pemiscot High School offers a regular diploma and an attendance certificate. Those students who meet the minimum requirements as set by the Board of Education, will be issued a regular diploma. Those students who attend high school for eight semesters, but fail to meet the graduation requirements may elect to do the following:

1. Graduate with an attendance certificate.
2. Graduate with attendance certificate and then complete graduation requirements for a regular diploma by attending an approved summer school or by taking correspondence courses. The diplomas will be kept on file for one year.
3. Remain at South Pemiscot High School and complete graduation requirements and graduate with the next class.

Students must attend eight semesters to receive a diploma or certificate of attendance from South Pemiscot High School. A student must attend school at least 60 days per semester to get credit for a semester of attendance. The only exception to this rule will be that a student who has a "B" average and files a letter within three weeks of their seventh semester with the principal may ask for an early out.

L. TEXTBOOKS AND SUPPLIES

The purchase of all books, equipment, and supplies which are to be paid for by the board of education is made by the superintendent of schools. When supplies or materials are needed, these needs should be listed on a requisition form and the requisition sent to the office of the superintendent. In general, the school district will not pay for purchases or for postage on free materials which are not ordered through the superintendent's office. No items shall be ordered on approval without the superintendent's approval.

M. ORGANIZATIONS

1. Student Organizations

No organization, society, or club shall be entitled to use the name of South Pemiscot District nor any department thereof in connection with their organization, society, or club without having the consent and without accepting the supervision of the teaching body appointed by the principal. Final permission must be given by the board of education.

No student attending a school in the district shall be a member of any secret student organization, society, or club.

The organizations and clubs approved by the board of education are listed in the South Pemiscot Student Handbook.

N. LUNCH AND BREAKFAST PROGRAM

1. Purpose

It shall be the primary purpose of the food service division to make available to all pupils in the district hot lunches and breakfast and milk in accordance with the standards and requirements established in the National School Lunch Program and the Special Milk Program. Provisions shall

also be made to serve staff members who elect to use the school food services. All lunches served shall be eaten in the lunchroom. Plates may not be sent to classrooms or offices.

2. Free Lunches

Free or reduced price lunches and breakfast shall be provided for children whose parents meet eligibility requirements as set by the State Department of Education and the U.S. Department of Agriculture. Parents must fill out forms provided by the school to determine eligibility before free or reduced lunches and breakfast can be served. Breakfast shall be available to grades K-6 only.

3. Cafeteria Serving Operations

Normally students shall be served by the cafeteria where they attend school; however, when necessary to balance loads and serving time, they may be transported to East Elementary Cafeteria.

4. Charging Lunches

As a service some credit is allowed for the convenience of parents and students. Credit is a privilege and not a right. Students are expected to take care of their obligations when asked or a statement will be sent to parents and/or report cards held. Abuse of this privilege will result in the student not being allowed to charge. No charging of lunches will be permitted in high school. No credit is allowed.

O. HEALTH REGULATIONS AND PROCEDURES

1. School Health Inspection

The administration shall coordinate and utilize the potential services made possible by the wide and varied local interests in health and safety.

2. Exclusion for Communicable Diseases, Re-admittance

No pupil shall attend school while afflicted with a contagious or infectious disease. The school health nurse shall have authority to require any child showing symptoms of disease to be examined by and bring a written certificate of health from a physician before re-entering school. Any child not complying may be excluded from school under the provision of Missouri State Law, Section 167.191.

a. Procedure followed for Pediculosis Capitus (Lice) Screening

1. Classrooms will be screened in grades K-6 during the first two weeks of school and periodically based on the nurse's or teacher's judgment according to the frequency and number of cases found in the classroom.
2. All students found with lice or lice eggs will be excluded until treatment has been completed and all lice eggs are removed.

These students must be screened by the school nurse before returning to the classroom. All siblings or other household members attending school will be screened and excluded, if infested. If not infested, these siblings or other household members will be screened every day or every other day until all infested members of the household have returned to school free from lice and lice eggs.

3. Students who have returned to school after lice infestation will be checked by the school

nurse in one or two weeks to insure the problem was solved.

4. The above procedure is recognized as best for South Pemiscot Schools. We are concerned that all students be clear of lice at all times, but if this cannot be the case, we will do our best to protect other students from becoming infected.

3. Health Record

A health record will be kept by the school nurse.

4. School Nurse

A registered or licensed practical nurse will be employed to give nursing service to all schools in the district. It shall be the duty of the nurse to head the health program in each of the buildings and to conduct and initiate health activities which meet the approval of the administrative personnel under whom they work. The nurse shall assist the principal in securing the aid for children which is provided by certain health, correctional, and welfare agencies of the area.

The nurse is to follow the work schedule of certificated personnel. In addition the nurse is expected to attend all teachers' meetings or work on assigned records.

5. Injury at School

In case of an accident or illness that the teacher feels is of a serious nature, the nurse should be called. Suitable first aid supplies will be provided in each building for minor cuts and bruises.

In all cases of acute illness or serious injury of a student, the building principal should be notified. The parents will then be called or contacted if possible and the proper course of action agreed upon.

It is not the policy of the board of education to pay for medical attention required by pupils. The board will permit student accident insurance to be offered to the students, but will assume no responsibility for payment of claims.

Parents are urged to read the brochure concerning accident insurance. It is a limited policy and has exclusions from coverage of several items. It does not cover cost of drugs.

P. SAFETY REGULATIONS AND PROCEDURES

1. Precautionary Measures For The Protection Of Students

- a. Dealing with Visitors

All visitors to a campus should first report to the principal's office and seek permission to talk with any student or employee.

- b. Interviews with Police Officers and Other Officials

Police officers and other officials shall seek the principal's permission to talk with students. Conferences shall be held only with the permission of the principal and if allowed by statute the principal should be present. If a student is to be removed from the school, his parent or guardian shall be called by the principal.

2. Student Visitors in Building

Visiting students are not encouraged in South Pemiscot Schools. Visitors must obtain a visitor's pass from the principal's office before entering any classroom.

3. Playgrounds – Supervision and Inspection

The principals shall assign to playground duty a number of teachers adequate to supervise the play activities of the students. It is the principal's responsibility to see that students are never without supervision on the playground.

Periodic inspection should be made of all playground equipment by the principal of each unit. Any unsafe conditions should be reported to the superintendent.

4. Disaster Alarms (Fire – Tornado – Earthquake)

It shall be the responsibility of each principal to establish and post in all rooms a method for evacuation of students from all buildings under his supervision in case of fire or other disasters. The method should be explained early in the school year and practiced at least once each semester. A copy of such disaster plans for all schools shall be kept on file in the superintendent's office.

5. Insurance

The South Pemiscot District will make available a program of twenty-four hour and school-time accident insurance. No obligation is assumed by the school district. The only function of the school district is to assist in the distribution and collection of applications during the insurance enrollment period each year. No student may perform on an athletic team without school insurance.

6. Athletic Physicals

All Students trying out and participating in athletics, cheerleaders, majorettes/flag line must have a physical exam. Physicals will be arranged for and made available prior to the opening of school. Anyone who misses this time will be responsible for his/her own physical.

7. Use of Cars

Driving of cars in a careless or reckless manner shall be strictly forbidden, and the right to drive to school may be denied by the principal.

Students who drive to school must park in areas provided. Students are not to sit in parked cars; hence, the cars shall be kept locked during the school day. If the principal has reason to believe an automobile contains controlled substance or has been used in an illegal act, he may search the vehicle in accordance with statement in Student Handbook.

Q. PERSONAL EXPENSE OF PUPILS

1. Fees

- a. Textbooks shall be furnished to all students in all grades. Damage to the book beyond the normal wear shall be paid by the student.

- b. A reasonable charge will be made for materials on projects that are made by students for their own use.

2. Collection of Money

Teachers who propose to ask students to bring money to the school for the purpose of class dues, buying gifts, flowers, purchase of supplies or books, overdue book fines, magazine subscriptions, admissions to programs, etc., must secure approval from the principal.

The above does not apply to money collected to loss of books, damage to building or equipment, or for the milk program in the elementary.

R. MISCELLANEOUS

1. Field Trips and Excursions

- a. Pupils taken on excursions or field trips within the vicinity of the school must have the approval of the principal in advance. Whenever transportation is involved the parents must be informed and their written consent obtained prior to the trip.
- b. Field trips may be taken at minimum expense to the student.
- c. Field trips involving distances of over 30 miles from school may not be taken without the permission of the superintendent of schools.

2. Travel in Non-School owned Vehicles

No student shall travel in any vehicle not school owned while on a trip unless authorized by the school principal or the supervisor of the school activity upon which the student is engaged.

SECTION IV

INSTRUCTION

A. THE INSTRUCTIONAL PROGRAM

- 1. Definition of Terms
 - a. Unit of Credit

The unit of high school credit is the standard of measurement given for the completion of a course covering a regular school year equivalent to 36 weeks of 5 class periods per week. (One-half unit may be given for 18 weeks of 5 class periods.)

b. Program of Studies

This refers to the total of the school subjects offered in a given school without reference to any organization of these subjects into different curricula.

c. Curriculum

The curriculum of the local school system includes the various courses of study, exercises, and activities which are arranged, regularly prescribed, and planned for the daily school life of the child. It shall be prepared by the trained personnel under the leadership of the superintendent and approved by the board of education.

The curriculum shall be planned so as to contribute as much as possible to local needs and yet conform to current curricular requirements as set by the State Department of Education.

The staff of each school shall be encouraged to make a continuous study and refinement of all courses of study and curriculum offered.

2. Elementary Curriculum

The following subjects and services shall be offered by grades:

a. Daily subjects

1. Communication Arts
2. Social Studies
3. Mathematics
4. Science

b. Physical Education

This shall be scheduled and taught at least two 50 minute periods per week by a qualified subject matter specialist.

c. Art and Music

These subjects shall be scheduled 50 minute periods per week by a qualified subject matter specialist.

d. Support Subjects

Students who are found to be in need of support services may be placed in courses designed and taught for this purpose.

3. Junior and Senior High Curriculum

The junior and senior high curriculum shall conform to the State Department of Education requirements.

The junior and senior high schools shall provide instruction in the following areas:

- a. English, including literature, reading, writing, spelling, and oral and written expression
- b. Mathematics, including arithmetic, algebra, and general mathematics
- c. General science and biology
- d. Social studies, including history and geography
- e. General business and computers
- f. Music
- g. Art
- h. Physical education
- i. Health
- j. Industrial arts
- k. Family and Consumer Science
- l. Computer Science

B. HOMEWORK POLICY

1. Homework Serves a Valid Purpose When It Does the Following:

- a. Provides essential practice in needed skills
- b. Trains pupils in good work habits
- c. Affords opportunities for increasing self-direction
- d. Enriches and extends school experiences
- e. Helps children learn to budget study time at home, as well as at school
- f. Brings pupils into contact with out-of-school learning resources
- g. Promotes growth through responsibility

2. Elementary School

The proper kind and amount of homework is good for any child, even as far down as the primary grades, and teachers are encouraged to assign some homework. This experience in the middle grades shall be of assistance to the child when he reaches junior and senior high schools. Teachers shall be reasonable in making homework assignments.

3. Junior and Senior High School

Lengthy homework in the high school is not advisable. An assignment of homework should be a review or drill on subject matter that has been presented in class. Homework should not be given as punishment. Although high school students will be expected to do some homework, more than one hour an evening is not advisable.

C. PUPIL PROMOTION AND RETENTION

1. The Procedure for Promoting or Retaining Elementary Students shall be as follows:

- a. Any elementary school child whose work is not acceptable may be retained in the same grade for the next school year.
- b. No elementary school child may be retained in the same grade without approval by the child's teacher and the principal.
- c. Generally, an elementary school child shall not be retained in a grade more than once during his six years of elementary schooling. In no case shall a child be retained in the same grade more than once.

- d. In the event that an elementary school child's work is so poor as to warrant retention in a grade, the parents must be contacted as early as possible and a conference arranged.
- e. In the case of chronic absence a child may be retained. However, the principal and the teacher must concur in a decision to retain the child in a grade.
- f. Students who are performing more than one grade level below in reading shall be retained at the end of fourth grade pursuant to Missouri State Law.

2. Junior and Senior High School – Classification of Students

- a. All students will be required to take a minimum of six subjects. If a student desires to carry more than the minimum he or she must obtain a form from the counselor and have this form signed by a parent which gives parent approval.

Seventh Grade: To be promoted from the seventh grade, a student must pass five of the eight semester grading periods in the core courses.

Eighth Grade: Same as seventh grade.

Ninth Grade: Must have been promoted from the eighth grade.

Tenth Grade: Must have completed at least nine units of ninth grade work. Two of these must be core courses passed both semesters.

Eleventh Grade: Must have completed at least nine units of tenth grade work. Four of these units must be in core courses.

Twelfth Grade: Must have completed at least fifteen units of credit to be a member of the senior class. Seniors must pass four units (both semesters) to graduate, regardless of the number of units already acquired.

- b. Promotion from one grade to the next in senior high school is accomplished by subject on a semester basis; all required courses failed must be repeated.

D. PUPIL REPORT CARDS

1. Report cards for all students shall be issued each quarter on Friday following the end of the quarter.
2. All secondary teachers will issue a report card at the end of each quarter which will show a grade for the quarter and a semester grade at the end of the second and fourth quarter.
3. All elementary teachers will issue a report card at the end of each quarter. Elementary report cards are an invitation to parents for a conference. Any comment the teacher makes on the card should be concerning the progress of the student.
4. It is hoped that, as far as possible, each teacher will attempt to become acquainted with the parents of the students she teaches. Many times it will be necessary to call at the student's home to make this contact, but the teacher's increased understanding of the student and his home situation will more than justify the time and effort involved in making the visit.

E. TIME ALLOTMENTS FOR SUBJECT AREAS

3. Time allotments for subject areas in junior and senior high school shall be seven periods of 50 to 55 minutes in the clear.

4. Time allotments for elementary schools shall be determined by the unit principal and elementary supervisor.

F. ORGANIZATION OF DAILY AND WEEKLY SCHEDULES

1. Daily Program

- a. All time schedules can only be suggestive and full allowance for flexibility must be made. The school day should not be broken up into too many short, unrelated periods. Integration and correlation are necessary when the goal is the satisfactory and development of the whole child.
- b. The daily program is the responsibility of each teacher and his/her principal.
- c. Students' schedules shall be flexible to allow for individual needs and interests. A student's daily schedule may be slightly different from the rest of the class due to individual instruction in speech therapy, remedial subjects, physical education, music, athletics, etc.
- d. A minimum of 6.25 hours over all shall be an average school day for all students.
- e. The daily schedule shall be flexible enough to allow for special events and activities.
- f. Daily lesson plans are required and should be made out at least one week in advance. Teachers are also requested to think in terms of the monthly and semester organization of their work.

G. CLASSROOM ORGANIZATION

1. Class Size

The teacher-pupil ratio shall not exceed the standards set forth by the Missouri Department of Elementary and Secondary Education.

2. Teacher Load

Daily teaching load shall not exceed 240 students.

H. INSTRUCTIONAL AIDS

1. General Policies Concerning Supplies

The purchase of all books, equipment, and supplies which are to be paid for by the board of education is made by the unit principal. No items shall be ordered on approval without the superintendent's approval. The superintendent shall rely on the recommendations of the unit principals for materials needed by each school.

2. Library Media Center

The library shall be organized on the basis of needs in the instructional area for the entire educational program. The library and reference books, newspapers, periodicals, pamphlets, audio-visual materials, vertical files, and other teaching aids shall be adequate to meet the needs of the students in all courses of instruction.

- a. Teachers shall make arrangements with the librarian for class visits to the library. When a class visits the library it is the responsibility of the teacher to supervise the class.
- b. Suggestions for purchase of new materials should be made to the librarian.

3. Textbooks and Workbooks

- a. All textbooks used by pupils are the property of the South Pemiscot School District, and their use is under the strict supervision of the principal and teacher. A new book will be expected to last five years.
- b. Besides the care given a book, the school must, through necessity, regulate how it is used. It is good educational practice that a child be properly prepared and motivated before beginning a new unit or topic for study. Thus, the careless or improper use of the textbook may become a hindrance rather than a help to the child.
- c. Textbooks shall be selected by an advisory committee of teachers designated by the superintendent or unit principal. Texts shall be standard throughout the district to help assure continuity of programs. Permission to deviate must be obtained from the superintendent.
- d. Workbooks shall be furnished when their use is deemed necessary, for all classes. Excessive use of workbooks is to be avoided.
- e. Teachers shall keep records of all textbooks issued to pupils. Ample adequate record forms shall be provided for this purpose.
- f. Teachers will check the issued textbooks from time to time to ascertain the care being given to them.
- g. When school-owned books are damaged or destroyed, the person responsible for the damage or destruction must pay for the cost of repair or replacement,

4. Visual Aids

- a. All audio-visual materials, whether for purchase or rental by the system, are secured through a requisition approved by either the principal or the superintendent.
- b. The school system is a member of the Southeast Missouri State University Film Cooperative. A catalog of films available for use is located in each school. Teachers are encouraged to use the films as a teaching aid. Effective use of films require good planning. A film program for each teacher should be planned early in the school year.
- c. Principals and teachers may request new films to be purchased by the cooperative. This can be done by furnishing the superintendent with necessary data.

SECTION V

SCHOOL-COMMUNITY RELATIONS

A. GUIDING PHILOSOPHY

1. Statement of Responsibility of Board and Staff

The all-inclusive purpose of the South Pemiscot Schools shall be the perpetuation and improvement of the democratic way of life. To this end, the schools shall strive to develop in

children the knowledge, skills, habits, understandings, attitudes, and character traits essential for rich personal living, for sound choice of the effective participation in a vocation, for noble and satisfying human relationships, and for responsible, contributing citizenship. Important among the outcomes to be achieved are staunch moral character and appreciation of spiritual values, love of home and country, respect for duly constituted authority, genuine concern and thoughtful consideration for the welfare and rights of others regardless of race or creed. Willingness to act in the interest of the general welfare, disciplined approach to the varied responsibilities of life, and desire ever to improve in those competencies essential to effective personal and social living.

Realizing fully the great responsibility of the schools of the community in pursuit of those objectives and outcomes, the board of education believes they can be satisfactorily achieved only with the full cooperation and support of all agencies of community life which share responsibility for the welfare and development of children and youth. Among these the responsibility of the home is primary. The development, therefore, of close relationships with these agencies, and, in particular, a home-school partnership of responsibility and effort, is a principal aim of the schools.

The superintendent shall from time to time, with the advice and consent of the board of education, prepare statements of specific objectives, consistent herewith, and these statements shall serve as the basis for determining the curriculum and instructional practices of the schools and for evaluating their effectiveness.

B. SCHOOL SERVICES FOR THE COMMUNITY

1. Staff Appearances

Professional employees of the school are often asked to participate directly in the program of informing the community of various problems encountered and services offered in the operation of the schools. All employees represent the school in various ways – over the telephone, through written communications, on the grounds, in the hallways, and in the classrooms. Faculty members are encouraged to accept invitations to speak or participate in community activities.

2. Use of Students

The use of students in community affairs is encouraged by the board of education, but such participation should not interfere with planned classroom activities.

C. PUBLIC PARTICIPATION

1. Board of Education Meetings

The board of education and staff shall give substantial weight to the advice they receive from individuals and community groups interested in the schools.

It is the policy of the board of education to announce in advance the date, time, and place of all regular and special meetings.

Residents of the school district shall be encouraged to take an active part in school affairs

2. Visits to School

It shall be the policy of the board of education to encourage parents and all citizens to visit the schools throughout the year.

The schools shall hold two parent/teacher conferences for the public at each school.

3. Gifts and Donations to School

The school system, as a publicly supported institution, may, by action of the board of education, accept gifts, grants, donations, devises, and title to property.

Presentation of memorials of other awards shall be fittingly recognized by the board. Such recognition shall in no case be considered as a testimonial or endorsement by the school system of a product or business enterprise. The board of education shall in all cases recognize receipt of gifts and donations.

4. Conferences

It is hoped that as far as possible each parent will attempt to become acquainted with the teacher. Many times it will be necessary for a teacher to call at the student's home to make this contact, but the teacher's increased understanding of the student and his home situation will more than justify the time and effort involved in making the visit.

5. Cooperation with Business, Industry, Labor, and Other Groups

The teachers have many opportunities during the year to make valuable community contacts. Most of these will not only be a pleasure to the teachers, but a means of self-improvement as well. The schools are often judged by the contacts people have with the teachers of the school. For that reason, care should be taken to make the best contacts possible. No opportunity should be lost to rightly interpret the schools to the people who support them.

D. COMMUNICATION

1. Board of Education Meetings

The regular monthly meetings of the South Pemiscot Board of Education are open to the community and the public should feel free to attend. Citizens desiring to present problems, raise questions, or make suggestions concerning the schools may do so at these meetings by requesting in advance of the meetings that such business be placed on the agenda. In the case of a critical or urgent situation which a citizen feels should be discussed immediately, the board may, at its discretion, waive the required advance notice.

Special meetings may be held from time to time as circumstances may demand. These meetings may be called by the president at any time by advising the board members a reasonable time in advance as to the time, place, and purpose of the meetings. A special meeting may be called by the secretary of the board if requested in writing by at least four members of the board. The purpose of the meeting shall be transacted at a special meeting except that for which it was called unless by unanimous consent of the board members present.

2. Grievances

The procedure for handling complaints is explained in Section I-A.

3. Press, Radio, and Television

Permission to broadcast or tape for television athletic events must be obtained from the superintendent of schools. Basketball games may be broadcast live. They may be taped for television purposes and played back at a later date. Liquor or cigarette advertising may not be used in connection with athletic.

E. COMMUNITY ACTIVITIES INVOLVING STUDENTS

1. Contests

No contest using school children for fund raising is allowed.

2. Public Performance

School assemblies and special events may be attended by members of the community. Community leaders and resource persons may give talks to student assemblies and other groups with permission of the board of education.

During American Education Week, parents and community groups may plan an open house with administrators and teachers which results in community wide observance.

F. USE OF SCHOOL FACILITIES

1. Facilities Available

The board of education recognizes the capital investment the community has in school buildings and facilities should be used for legitimate community purposes. This means that school district properties will be made available for community use.

Priorities:

- a. The requirements of the school program shall receive prior consideration in the assignment of school facilities.
- b. School-related organization such as Parent-Teacher Association units shall be given priority over non-related organizations.
- c. Approved youth groups shall be given consideration over adult groups.
- d. In general, groups from outside the school district or those desiring to use school facilities for financial profit shall be discouraged from making application for facility use.

Buildings shall not be used by individual persons for personal activities. This includes showers, receptions, weddings, etc. In certain cases, it may be permissible to use some facilities for funeral facilities for funerals of former students. Costs for this type of use shall be that cost actually incurred by the school in preparing the facility for such use.

2. Eligible Organizations

School facilities may be used by civic groups and other financially responsible groups in the district. Buildings may not be used for religious or political purposes. Any group desiring use of a building must be from within the South Pemiscot School District.

3. Application Procedure

Individuals or organizations desiring to use school facilities shall file an application for such use with the superintendent of schools, the application indicating the time, type, and location of the facilities desired, the purpose of the activity, and the organization of groups requesting such use.

The application must be signed by a resident of South Pemiscot School District. The board of education shall designate the superintendent to consider such applications on the basis of established policy and shall empower him to act upon such request.

4. Fees

No charge will be made for the use of school facilities by recognized teacher or school personnel groups of student organizations.

Related school organizations will be permitted to use school facilities without charge provided no abnormal demands are made of the custodial staff and use is restricted to the period Monday through Friday when custodians are regularly on duty. If facilities are used on Saturday or at such other times as custodians are not regularly on duty, the cost of the custodial service at the hourly rate established for overtime work may be charged to the organizations using the facilities. If facilities are used beyond a reasonable hour, thereby keeping the custodian on duty for an extended period, the additional cost of custodial service may be charged to the organization.

Non-related school groups whose membership is largely made up of residents of the South Pemiscot School District may be permitted to use school facilities, the fees to be based on gross income. If the gross is over \$300.00 from the event, including concessions, the group must pay \$50.00 rental plus a \$30.00 cleanup fee. If the gross is less than \$300.00, the group may elect to pay the \$30.00 fee out of the \$50.00 charge and the remaining to the school.

5. Hours

Unless special arrangements are made it is expected that the facilities will not be used later than 11:00 p.m.

6. Supervision

All activities must be supervised by a reasonable adult.

7. Athletic Fields

Any group outside the school shall pay a fee of \$25.00 for use of the facility plus \$10.00 an hour for lights. The fee is payable in advance.

8. School Busses

District owned school busses may not be used for any purpose other than transporting school children to and from school or on activity trips sponsored by the school. The board of education shall make available at a nominal charge to responsible community organizations busses that are due to be traded or sold. Transfer of title shall be made and community groups shall be responsible for license and insurance.

9. Selling and Advertising on School Property

Neither the facilities, the staff, nor the children of the school shall be employed in any manner for advertising or otherwise promoting the interests of any commercial, political, or other non-school agency, individual or organization, except that:

- a. The schools may cooperate in furthering the work of any non-profit community-wide social service agency, provided that such cooperation does not restrict or impair the educational program of the schools.
- b. The schools may use films of other educational materials bearing only simple mention of the producing firm.
- c. The superintendent may, at his discretion, announce or authorize to be announced, any lecture or other community activity of particular educational merit.

- d. The schools may, upon approval of the superintendent, cooperate with any agency in promoting activities in the general public interests which are non-partisan and non-controversial, and which promote the educational or other best interests of the pupils.

G. ADULT EDUCATION

The board of education shall make available to college and universities the use of classrooms for college extension courses. There will be no charge.

SECTION VI

BUSINESS AND OPERATIONAL PROCEDURES

A. EXPENDITURES

1. Purchasing Policy

a. Instructional Supplies and Materials

All instructional supplies and materials must be secured through the principal. Principals shall adhere to the following policy:

1. On items costing less than ten dollars and are to be purchased locally, principals may take money from Petty Cash and pay for the items. A Petty Cash ticket with the bill attached should be made and filed with the purpose of the item noted.
2. Only principals are authorized to sign tickets for materials or supplies purchased. Only the tickets that are properly signed will be paid by the school.
3. Teachers who order materials on trial or approval, without prior authorization, must order them in their own name. The school will not pay for any order of this type. It is not considered good business practice to order approval-after-use items.
4. If materials are ordered by telephone, a purchase order must be made by the principal. This type purchase order shall be marked "ORDERED BY TELEPHONE".

b. Maintenance Supplies and Materials

All supplies and materials to be used for maintenance purposes shall be purchased by the maintenance supervisor or the superintendent of schools.

c. Food Service Supplies and Materials

All supplies to be used for food services or lunchroom purposes shall be purchased by the food service supervisor.

2. Requisition

Requisitions shall be made for purchases of instructional materials by the teacher and given to the principal. The principal shall order the material requested by purchase order. The purchase order

shall be signed by the principal. Failure to use a properly approved purchase order may result in the superintendent's refusal to pay the statement.

3. Approval and Payment of Bills

All bills incurred by the school district will be presented to the board of education at their regular meetings and approved for payment.

All personnel should beware of any company or salesman that offers something free for placing an order. This is considered a poor business practice, and is to be avoided on purchases for the school.

4. Payroll

a. Pay Days

All certificated and non-certificated personnel shall be paid on the 1st day of each month. Regular employees' checks will be direct deposited to the bank of their choice. Employees will receive a check voucher on the 1st day of the month. Employees must provide the Central Office with their current bank account number.

b. Payroll Deductions

1. A breakdown of all deductions made from an employee's pay shall be listed on the employee's check voucher.
2. In the event of deductions due to days missed not covered by sick leave, the deduction for certificated personnel shall be based on actual daily salary. Actual daily salary is calculated by dividing the annual salary by 190 days.
3. In the event of deductions due to days missed not covered by sick leave the deduction for non-certificated personnel shall be made by a daily rate.

C. DEPOSITORY OF FUNDS

The board of education shall cause all funds received to be paid into a designated depository. The Bank of the Bootheel is so designated by the board of education.

D. BONDING

See Master BOE Policy and Regulations Manual (DC)

E. DISBURSEMENT OF SCHOOL MONEY

The bookkeeper of the South Pemiscot School District shall receipt all money belonging to the district from all sources. The board president or treasurer shall sign all checks. In the event that the board president or treasurer is not available to sign the checks, the superintendent shall be authorized to sign checks. All checks shall be listed on a check approval form and approved by the board of education at their regular monthly meetings. The list becomes a permanent part of the board minutes.

F. INVESTMENT OF INACTIVE FUNDS

Inactive district funds from other than student activities shall be invested in interest-bearing securities which are guaranteed from loss, identified as:

1. A properly secured savings deposit, or certificate of deposit, such security to be in the amount of ten percent greater in face value than the amount of the deposit.
2. U.S. Treasury Notes
 - a. One or more depositories may be selected for these funds by the board of education.
 - b. The board of education, upon recommendation of the superintendent, has authority to determine an investment schedule for inactive funds and to transfer such funds in accordance with that schedule.

G. HANDLING OF MONEY

1. Cafeteria

a. Elementary (K-6)

Collections shall be made by teachers and turned in to their principal's office daily. The principal's secretary shall properly deposit all money collected.

b. Secondary (7-12)

All lunch money will be collected by the high school secretary who shall properly deposit all money collected.

2. Athletic Events

The gate keeper selling tickets at athletic events shall count all money collected at the end of the event in the presence of the principal and sign a receipt from same. The money shall then be turned in to the high school secretary for re-counting and depositing in the bank.

3. Collections from Students

All money collected from students by teachers shall be turned in to the appropriate principal or secretary daily. For any amount collected over \$10.00 a receipt must be given to the student.

4. Sale of Supplies by Instructional Personnel

No supplies to be resold and used in the regular classroom may be bought and charged to the school. School personnel shall not sell any items to students for profit. Book-of-the-month clubs are not encouraged. They may be used only with the permission of the unit principal.

H. FINANCIAL REPORTS

See Sections (DIC) and (DIE) in Master Policies and Regulations Manual.

I. SCHOOL INSURANCE

See Master BOE Policies and Regulations Manual

1. Accident Insurance

The district shall allow a program of limited coverage accident insurance to be offered to all students. The program shall be financed by premiums from students. Parents should read the policy carefully. It is a limited policy and has certain exclusions. The school cannot be responsible for medicine and drugs. Two general types of coverage shall be made available:

- a. School-time coverage
- b. Twenty-four hours a day, twelve months a year coverage.

2. Athletic

All students participating in inter-scholastic sports. Vo-tech, and industrial arts must have as a minimum the school-time coverage with carrier determined by the board of education.

J. DISPOSITION OF CENTRAL OFFICE RECORDS

1. Personnel Records

An individual record is made for every employee of the South Pemiscot School District. If an employee leaves the district, their folder shall be stored in the inactive files.

2. Board of Education Records (Minutes)

Board of Education records shall be kept indefinitely.

3. Buildings and Equipment

a. Blueprints and Floor Plans

All blueprints and floor plans shall be kept as long as the buildings are being used by the district. All blueprints shall be stored in the superintendent's office.

K. DISPOSITION OF PUPIL RECORDS

1. All pupil records held by South Pemiscot School District shall be kept indefinitely in the fireproof vault at the high school office.
2. All pupil records that have come into the possession of South Pemiscot School District from other schools that were within the district but no longer exist are stored in the high school vault. Some of the older outlying school records are incomplete or were never turned in.
3. Records that are held by the South Pemiscot School may be duplicated for a valid reason upon a written request, at no charge.

L. SCHOOL INVENTORIES

The principal of each school shall turn in before the close of each year a list of all supplies and office instructional equipment contained in building. These records shall be filed in the superintendent's for insurance purposes.

M. MAINTENANCE

The maintenance supervisor shall keep a schedule of routine maintenance on each building in the district. The principal shall have the total responsibility for seeing that board policies pertaining to his/her buildings are followed. No structural alterations to a building may be authorized by any principal or maintenance supervisor without the expressed permission of the superintendent. The same policy pertains to school grounds.

N. TRANSPORTATION

1. Operation of Busses

- a. The driver shall observe carefully all signs, signals, rules of the road, and courtesies due others as provided by the motor vehicle laws of the state.
- b. The driver shall drive in a careful and prudent manner and shall operate the bus when loaded at a speed not to exceed thirty-five miles per hour on dirt roads. The driver shall not exceed fifty-five miles per hour on hard surfaced roads other than interstate highways. The driver shall not exceed the posted speed limit on any highway.
- c. The driver of the bus shall not follow within three hundred feet of another bus or truck, except when passing.
- d. A school bus shall, upon approaching any railroad crossing, be brought to a full stop by the driver within fifty feet, but not less than ten feet from the crossing, and shall not proceed until due caution has been taken to ascertain that the course is clear.
- e. The driver shall use flares, strobe light, red reflectors, or red flags to indicate a disabled bus on the roadway.
- f. The driver shall not permit any person to occupy his seat, drive the bus, or tamper with any of the controls excepting such persons as are approved by the board of education and who are properly authorized by the law.
- g. The driver shall use the stop arm and the flashing red lights to warn approaching motorists that the bus is stopping to take on or discharge passengers.
- h. The driver shall check the condition of his bus daily, including brakes, steering gear, lights, signaling devices, emergency door, and tires. He shall report all defects to the proper authority.
- i. The driver shall keep the inside of the vehicle clean and comfortable at all times.
- j. The driver shall see that the exterior surface containing lettering is kept clean and visible.
- k. The service door shall be closed at all times when the bus is in motion.
- l. The driver shall not leave a loaded bus while motor is running.
- m. The driver shall fill the gasoline tank only when there are no children on the bus.
- n. The driver shall never turn or swerve suddenly. He should avoid jerky starts and sudden stops and travel slowly over rough places.
- o. The driver shall not back a school bus on school grounds unless the rear of the bus is guarded by the school patrol or an adult and when the driver is advised that the way is clear.
- p. No animals shall be permitted on the school bus.
- q. No loaded weapon shall be permitted on the school bus.
- r. In case of an accident or breakdown while the bus is loaded with children, the driver shall not leave the bus to go to a telephone or to summon help. He shall make every effort to summon help with the use of his radio. If he cannot reach anyone by radio, he

shall send two boys or other representatives for help. All busses shall be equipped with white strobe lights for use in inclement weather. The lights may be used at any time to draw attention to the bus for safety purposes.

- s. Bus Evacuation Drills are performed periodically.
- t. The driver shall assume control of all children while they are being transported and shall require from them respectable and orderly behavior. Particular attention should be given to the care and protection of the smaller pupils. Any continued disorderly conduct should be reported to the proper authorities.
- u. The driver shall make every effort to run the bus on the route schedule as established by the administration, thereby giving to pupils and parents regular and satisfactory bus service. Busses should not arrive at the school before 7:30 a.m.

2. Driver Stopping to Load and Unload Pupils

- a. When stopping to load or unload pupils along the roadway the driver shall pull as far to the right as is safe, and at a place on the roadway where the visible clear distance to the front and rear is sufficient to allow the approaching motorist to stop his vehicle. Before making a stop the driver should start signaling not less than 500 feet away from such stop.
- b. The driver shall avoid stopping the bus on sharp curves, steep grades, or just over the crest of a hill. The bus shall not be stopped at a point to load or discharge pupils unless there is at least 300 feet of clear sight distance to front and rear.
- c. The stop arm and flashing warning lights shall be continued in operation as the bus comes to a stop and until the bus is ready to proceed. After loading pupil, the driver shall turn off the signals and proceed on the route.
- d. Pupils who must cross the road to board the bus or after they leave the bus shall cross in front of the bus only upon the signal given by the driver.

Suggested Instructions:

- 1. Pupils who must cross the road should be trained to walk around to the front of the bus and stand about two paces in front of the bus in line with the left front fender and wait for a signal from the driver to cross the road. It is the driver's responsibility to make sure the highway is clear and traffic is stopped before signaling the children to cross. The bus should not resume motion until the pupils are safely on their residence side of the road.
- 2. When children must cross the road to board the bus, the driver should signal when it is safe to do so, and the children should proceed to cross the highway in front of the bus.
- e. Children should never be discharged at places other than their regular place of departure unless prior arrangements have been made with the principal.

3. Rules for Students Riding School Busses

- a. It is the policy of South Pemiscot Schools to Provide safe transportation for students who live one mile or more from the school. The following rules are posted on the front of every bus and students who violate the rules can lose their privilege to ride the bus:

1. Observe same conduct as in the classroom
 2. Be courteous, use no profane language
 3. Do not eat or drink on the bus
 4. Keep the bus clean
 5. Cooperate with the driver
 6. Do not smoke
 7. Do not be destructive
 8. Stay in your seat
 9. Keep head, hands, and feet inside the bus
 10. Bus driver is authorized to assign seats
- b. The following rules are more general and concern child safety before entering and leaving a bus:
1. Be at a bus stop at the scheduled time. Stand back about ten feet from the bus, stop and wait until the door is opened before moving closer to the bus. Do not play on the highway.
 2. While waiting for the bus, pupils must remain in a safe place away from traffic. If a pupil missed his bus, he shall not attempt to hitchhike a ride or walk to or from school.
 3. Students who deface or damage a bus shall be required to pay for such damage.
 4. Do not ask the driver to let you off the bus uptown, at the store, or to get mail out of the box.
 5. If the student must cross the highway to enter the bus, wait until the bus has come to a complete stop and the driver has signaled for you to cross in front of the bus,
 6. Students who must cross the road after leaving the bus in the afternoon must go to a point on the shoulder of the road ten feet in front of the bus. Cross the highway only after the driver has signaled you to do so. Students should not run to meet the bus in the morning or run when leaving the bus.
 7. Do not damage road signs or warning signals placed on the highway by the highway department.
 8. On trips, students must ride the bus or other transportation provided by the school. Students shall ride the bus both going and returning.

4. Radios

All busses are equipped with two-way radios. These radios operate on the business frequency and are to be used for school business only. Idle chatter is not permitted.

5. Local Transportation

a. Bus Service

The board of education may furnish transportation to children residing a distance of one mile or more from the school they are attending.

b. Change of Routes

The bus routes shall be established by the board of education upon recommendation of the superintendent. Any change in routes must be done by the superintendent upon his examination of the change requested. Dead-end roads with inadequate turning room or unsafe bridges shall not be traveled by busses.

c. Inspection of Busses

All busses in the South Pemiscot School District shall be inspected prior to the beginning of the school year by the bus mechanic. Busses shall be subject to periodic inspections throughout the school year, usually in March, by the Missouri Highway Patrol.

d. Use of Busses

School busses may not be used except to transport children to and from school and for activity trips sponsored by the school. Anyone driving a bus must have appropriate credentials. The driver shall also agree to random drug and alcohol testing.

e. Permission to Travel on School Busses

No one other than children and employees of the South Pemiscot School District shall be allowed to ride a school bus.

f. Use of School Trucks

The school trucks shall be used for school business only. They may not be used by employees to move or haul personal items. Students shall not be allowed to drive school at vehicles anytime.

g. Use of School Van

No more than the number of seatbelts may be hauled in any school vehicle other than a properly equipped school bus.

h. Use of School Bus Repair Shop

The school bus repair facilities shall be used only for the repair and maintenance of school owned equipment.

O. LUNCHROOM POLICIES AND PROCEDURES

1. Purpose of Lunchroom Organization

It shall be the primary purpose of the lunchroom to make available to all pupils in the district hot lunches and milk in accordance with the standards and requirements established in the National School Lunch Act and Special Milk Program. Provisions shall also be made to serve staff members who desire to use the school lunch facilities.

2. Supervision of Pupils

Each principal shall be responsible for assigning teachers to supervise children who are in the lunchroom.

3. Support of Cafeterias

Teachers are urged to encourage students to eat in the lunchroom. Setting an example is a good way of doing this.

4. Rental of Lunchrooms

Lunchrooms may be used by financially responsible civic groups. They must arrange the time and date through the superintendent of schools. Regular school personnel must be used if equipment is to be used. The sponsoring group must make payment to these personnel at their regular rate of pay. Lunchrooms may not be used for showers, parties, or anything of a religious nature. Any group wishing to use the school facilities must purchase liability policy through M.U.S.I.C. if deemed necessary by the board of education.

