

Oak View Learning Center

# Staff Handbook



2015-2016

*“Where students come first.”*

**Pemiscot County Special School District  
Oak View Learning Center**

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**(Adopted by the BOE )**

# **Oak View Learning Center**

## **Staff Handbook**

**2015-2016**

**School Year**

### **Welcome to Oak View Learning Center**

As staff members of Oak View Learning Center, whether as a teacher, paraprofessional, secretary, bus driver, custodian, or bus aide, you are a part of a unique group of people paid by the tax payers of Pemiscot County to educate their children with severe disabilities. Due to the nature of the disabilities of the students at Oak View Learning Center, all of the staff must be creative, patient, hard-working, and energetic while possessing a love for what they do. More than in any other educational setting in the county, Oak View staff members must work closely with each other and support each other's efforts. Each staff member is respected and appreciated for the talents she/he brings to Oak View.

## **Statement of Guiding Philosophy**

Since the school is an institution in our democratic society, we believe the prime purpose of the school is to guide all students to the maximum of their potential toward a satisfying, successful and productive life as a practicing participant of American Democracy.

We believe that the primary responsibility of the school is to prepare the student intellectually, recognizing the importance of the effect of his/her social, emotional, and physical development.

We believe in the dignity and worth of each individual. Schools are built and operated for the education of children. Therefore, all of our decisions and activities must be considered in the light of what is best for them.

We believe that each student has different abilities, needs, and aspirations. Children differ in their readiness for learning. Experience varies widely. They achieve at different rates in different subject areas. This range of achievement tends to broaden as the child progresses through school. Regardless of the individuals learning capability he/she should have an opportunity to attain some degree of success.

## **Mission Statement**

Based on our statement of guiding philosophy, we believe that we are obligated to provide a continuously evolving type of educational program. The Board of Education is committed to educational excellence among the district's students. The instructional program will be based on each student's Individualized Education Program (I.E.P.), so as to provide a planned sequence of goals. The goals of this curriculum are stated in broad categories of (1) intellectual development, (2) physical development, (3) social/emotional development and (4) career development. At all levels, provisions will be made for a wide range of individual differences in student abilities and learning rates through the use of a variety of materials, adjustments in programs, and courses adapted to special needs of students.

Each Pemiscot County Special School District student will have the opportunity to:

- A. Become aware of his/her own interest, abilities and potentials.
- B. Evolve a plan whereby her/his growth--in terms of interest, abilities, and potential may be attained.
- C. Develop and maintain good health, proper health habits, and physical fitness.
- D. Become as proficient as possible in the area of communications and in the understanding and interpretation of basic areas of knowledge.
- E. To benefit from education.
- F. Equip herself/himself for happy and successful post-secondary living.
- G. Prepare herself/himself for the responsibilities and privileges of family life.
- H. Prepare herself/himself for the acceptances of responsibilities as an American Citizen and World Citizen.

Goals become functional through the development of objectives. If goal statements are to more than wishful thinking, there must be meaningful communication and cooperation between the Board of Education, local school administrators, faculty, students, parents, community members, and other interested persons.

### **Schedules/Attendance (Board Policies GBCB and IC)**

Staff members, except bus drivers and custodians, are to arrive at school by 8:00 a.m. and remain until 3:00. All staff members are expected to be prompt. The design and implementation of the Oak View Program depends on all staff being punctual. Repeated/excessive/unexplained tardiness or chronic lateness will result in disciplinary action.

Since teachers are given contracts and not paid hourly they can be expected to remain beyond 3:00 p.m. for scheduled meetings, IEP appointments, preparation time, etc., on an as needed basis.

Bus drivers and bus aides supervise their students if the bus arrives before 8:15. At 8:15 teachers supervise their own classes at breakfast. Between 8:15 and 8:30 the bus drivers park their buses and take care of their personal needs. Bus aids may also take care of their personal needs between 8:15-8:30. Break time adjustments will be made as necessary to assure adequate student supervision during breakfast.

Teachers and paraprofessionals follow the daily duty schedule as determined by the building administrator. Duty adjustments will be made as necessary to assure adequate student supervision at all times.

Each OVLC teacher, with the help of the paraprofessionals, is responsible for the bus loading of OVLC students and then supervising until buses depart. Loading begins at 2:45 p.m. unless the administration directs otherwise. Staff members are to accompany students to the buses and watch that no child leaves the bus area, hides behind a bus, misbehaves on the bus, etc. All teachers and paraprofessionals are expected to assist and supervise students until bus departure.

Teachers are expected to remain on campus until the end of the school day. Permission to leave will be granted for emergencies and/or school business and must be secured from the principal. Smoke breaks will be considered leaving campus, but will not require permission from the principal. The sign-in and sign-out sheet is located in OVLC office.

### **Absences (Board Policy GCBDA)**

Staff members are asked to let the building administrator know about planned absences several days in advance so that arrangements for a substitute may be made. Personal days must have building administrator approval. For unplanned absences, bus drivers and bus aides should report to the building administrator the night before or by 6:00 a.m. that morning. Bus drivers should call as soon as possible to give time to make arrangements for a substitute driver. Teachers should call no later than 7:00 a.m. to report their absence. Teachers should make appropriate provisions for a substitute in his/her absence (i.e. student list, daily schedule, education activities, classroom rules and behavior plans, and pertinent student medical information). The teacher should also designate

someone to be responsible for conveying the teachers' expectations in her absence.

### **Attendance Records (Board Policies JEA, JEDB)**

Attendance records are kept in the office. Students arriving late to school must report in to the office. When a student shows excessive absences or exhibits a pattern of chronic absences, the parent should be contacted and the office notified. Do not let parents and relatives take students from your classroom. Direct the family member to the office. Only release the student at the direction from the office.

### **Building/Classroom (Board Policy ECB)**

When staff members note that equipment/building is damaged, either by intention or accident, they shall communicate the damage to the office. It is the duty of the staff members to supervise students so that damage to the school building, furniture, equipment, or other school property does not occur.

Teachers are responsible for the appearance of their classroom and to see that the room is properly ventilated and lighted. Special needs may occur that require maintenance or custodial assistance. These problems should be submitted to the building administrator in writing. Teachers should close and lock all windows and doors when leaving for the day.

### **IEP's/Curriculum (Board Policy IIA)**

Each student at Oak View Learning Center has an Individualized Education Program (IEP). This is one of the student's most important and used documents. This determines the student's educational program and serves as his or her individual curriculum framework. It is mandated by law that each student's IEP must be reviewed, and if needed revised, at least once per year. The number of revisions required depends on each student's needs and progress. Each teacher is responsible for scheduling these IEP conferences.

### **Board Policies**

Board policies and procedures can be found on the school website- [www.pcassd.k12.mo.us](http://www.pcassd.k12.mo.us).

### **Progress Reports**

A progress report is written quarterly for each student by his/her teacher. The reports are sent home the first Thursday after the end of the quarter. Progress reports are based on each student's IEP objectives. Progress reports will show the student's progress on each of the student's individual goals and objectives. Any additional information that is reported should be written in a professional and comprehensive manner. The parent or guardian should receive as much information as possible regarding their student's progress. Care should be taken to insure correct

sentence structure, grammar, and spelling in all correspondence with parents.

## **Discipline**

Refer to the Policy Manual/Pemiscot County Special School District/Oak View Learning Center/Discipline Policies and Procedures.

### **Classroom Management (Board Policies GBH and GBCB)**

Classroom management is different than discipline! Effectively managing your classroom is an essential part of maintaining control and discipline. An effective teacher manages a classroom. An ineffective teacher disciplines a classroom. The number one problem in the classroom is not discipline; it is the lack of procedures and routines. Classroom management deals with the procedures that you must establish at the beginning of the school year. Students must know how you want them to begin the day, pass in papers, sharpen their pencils, line up, etc. Procedures must be rehearsed over and over again until the students do them automatically. When this happens, you have a routine.

Think about how children learn. Will telling them a procedure one time allow them the opportunity to learn it? That will work for some, but not for all. Your procedures should be visible in the classroom, at least until the procedure becomes routine. List step by step instructions so that the students can learn exactly what you expect of them.

Behavior Expectations for Common Spaces – There are behavior expectations for bathrooms, hallways, playground, cafeteria, etc. All staff must have the students follow these expectations. All staff must teach the students what those expectations are. The expectations will be given out prior to the first day of school.

Discipline Plan - Each teacher should develop a discipline plan for their classroom, which should be posted in the room. Discipline is concerned with how students behave. The plan shall include rules to follow in the room, consequences for not following the rules, and possible rewards for following the rules. When all alternatives have been exhausted in the classroom, the teacher should ask the principal for help. Before a child is sent to the office for constant misbehavior, classroom teachers should have contacted parents, informing them of any behavior concern.

From the beginning, know what you are going to do every minute of the day, quarter, semester and year, and do it! Students must be shown respect and you must expect it back from them. The key to maintaining classroom control is respect. Be consistent!

Please remember to talk with a student individually, instead of humiliating them in front of the entire class.

It is the intention of the principal/s to support every staff member. Make sure that he/she can support the decisions you make by following the philosophy, policies, and procedures of the school/district.

## **Supervision, Safety, Health**

Because of the nature of the disabilities of the Oak View students, the staff must always be conscious of supervision and safety concerns. The school must prove that **reasonable care** was taken in the event of a child's injury due to his/her own disabilities or the aggression or other disability of another student.

### **Recess**

When recess is held on the playground, supervising staff are assigned by administrator and/or duty teacher to a specific area.

Playground gates must be closed. Entrances and exits must be watched closely.

When recess is held in the Multipurpose Room, staff members are positioned by administrator or duty teacher as necessary to keep students safe. At least one certified teacher must be on duty during recess.

### **Cleaning Supplies (Board Policies BP and IGBC)**

Do to allergies, reactions, and inhalation difficulties, do not use any outside chemicals in your classroom when students are present. If you need supplies to clean, please ask the custodial staff for supplies.

### **Communication (Board Policy GBCB)**

Announcements are handed out daily to teachers. If support staff would like a copy, they should give a written request to the OVLC secretary. Mailboxes for other mail are located in the hallway. These should be checked daily. Bus Drivers and bus aides should check their mailboxes for student notes every day before departure. Staff members should check their e-mail daily for district information.

### **Copyrighted Material (Board Policy EGAAA)**

It is the intent of the board to delineate, enforce and abide by the provisions of current copyright laws as they affect the school district and its employees. Copyrighted materials, whether printed or not, will not be duplicated unless such reproduction meets "fair use" standards, or unless written permission from the copyright holder has been obtained. The board does not sanction illegal duplication in any form. Employees who willfully disregard the district's copyright position are in violation of board policy. They do so at their own risk and assume all responsibility.

### **Emergency Drills (Board Policies EBC AP 1-9)**

All emergency procedures should be posted by the classroom door. Teachers should instruct their classes in the proper procedure for emergency drills. It is important to review the procedure throughout the school year. Teachers will normally be alerted when we are planning a test. Remember to take your grade book and to count students.

Fire Alarm - Teachers should lead their students from the building when the fire alarm sounds. Take grade books and proceed in orderly fashion to the designated area. Once there, teachers should take roll and keep their class together pending further instructions. Should a child be missing, do not re-enter the building. Notify office personnel, located outside in the front.

Tornado - Be familiar with the instructions posted in the room. Review these with the students.

Earthquake - Immediately take cover under anything that will provide some measure of protection from falling objects. Immediately after the crisis, calmly evacuate the building, following the procedure for a fire drill. If people are hurt and/or trapped in the room, the first order of business is to get everyone else to safety, then notify the administrator that people are hurt or trapped and their location. Keep your class together pending further instructions. Stay away from power lines, poles, trees, and buildings. Utilities should be shut off, and no one should re-enter the building unless it have been declared safe.

Hostage Situation - If a hostage crisis occurs in your room, try to communicate calmly with the perpetrator. Try to get the person to let you relay his demands to the office, thereby alerting the office to the situation.

If a hostage situation occurs at another location in your building, your responsibility is for the safety of your students. Follow the directions of the principal. Until such directions are given, lock your classroom door and gather the students against the wall nearest the hallway to make the room appear empty.

Bomb Threat - In the event of a bomb threat, notify the office immediately. If the building needs to be evacuated, follow the fire evacuation plan.

The district has developed a comprehensive emergency plan that all staff will be trained on and expected to follow.

### **Classroom Supervision**

Classes must not be left unsupervised. If a student has a seizure, or injures himself or another child, it is difficult to prove reasonable care if there was not an adult present. However, certain students, because of their IEP's are to foster independence and responsibility. Some may work independently at work station like the copy machine, or deliver messages and run errands in the Oak View building. These students are not to be left completely unsupervised and should be monitored.

### **Grading and Report Cards (Board Policy IK)**

All teachers should keep an accurate record of student's progress during the school year. Each



teacher is responsible for placing progress status in the progress reports each quarter or more often if required.

### **Directory Information (Board Policy JO)**

According to federal law, parent and students are notified that “Directory Information” will be released as deemed necessary by school officials. The following items are Directory Information: student’s name, parent’s name, address, telephone number, date, and place of birth, major field of study, participation in officially recognized activities, and sports, height, and weight of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended and photograph. Parents or eligible students will have ten (10) school days after the annual public notice to view the student’s directory information and to provide written notice to the school that they choose to not have this information released. Unless prior written notice is received, the school district may disclose any of those items designated as directory information without prior written consent.

### **Injuries/Safety Precautions (Board Policies JHC-AP2-JHCF, JHCD)**

An injury treatment log is kept in Nurse’s Office to record minor cuts and scrapes which are to be expected from time to time in any student’s daily participation in a public school program. More serious injuries require the notification of the building administrator. The incident is recorded on an Accident/Injury Report Form, the family notified, and any necessary treatment provided.

Any bite should be washed thoroughly with soap and water, even if the skin is not broken.

Due to some student’s tendency to put things, whether edible or not, into their mouths, staff should not bring house plants, known to be toxic for their classroom. (examples are diffenbachia and philodendron)

The door to the custodian’s closet is to be kept closed and locked. Cleaning supplies are to be stored safely.

To help prevent injuries from doors and promote orderly movement in the halls, when possible, students are to enter double doors on the right and are to walk on the right side of the hall.

Bulky material sent home on the bus should be put into a plastic or paper bag. Use safety pins in place of straight pins when necessary to pin clothing.

A staff member may be injured by a student sometime during his/her career. Children who are low functioning and non-verbal may hit or bite when frustrated. Any significant injury should be reported to the office in case medical attention is necessary. In addition, an Accident/Injury Report must be completed and turned in to the office for proper documentation. Staff members are

expected to maintain their own tetanus immunizations as recommended by the Department of Health. Immunizations for Hepatitis B is strongly recommended for all staff. The immunizations are provided free of charge through the local Health Department.

If a student (or other person) is a known Hepatitis carrier or has some other chronic, contagious disease, care should be taken that the student does not share food, eating utensils, etc., with others. Dishes or utensils are to be washed in a 1:10 bleach water solution. Keep in mind that the name of any such student will be made known only to those who need to know and that such knowledge is confidential information. (See Pemiscot County Special District Board Policy and Procedures on Hepatitis B and Contagious Disease Policies.)

A student or staff member with a fever blister (herpes simplex) should wash hands thoroughly before using the bathroom and after touch the area, and should not share pencils, utensils, etc.

Teachers should instruct students to keep their mouths from touching the drinking fountains.

It is recommended that staff members should report any potential for a life threatening situation. It is also recommended that standing orders for medications to be administered in the event of an emergency are submitted at the beginning of each school year. The staff member is responsible for providing the written orders and the medication. The emergency medication and orders shall be kept in a secure location, but easily accessible to qualified, designated personnel.

Disposable gloves are to be kept in classrooms, on buses, and in other convenient places. Gloves are to be worn when dealing with blood, feces, vomitus, or other body fluids. **DO NOT HANDLE BLOOD WITHOUT GLOVES.** Though not necessary, it is recommended that gloves be worn when changing a wet diaper. Always wash hands thoroughly with soap and water, whether or not gloves are worn.

Blood, urine, feces, and vomitus are to be cleaned from a surface with a 1:10 bleach solution or a liquid Lysol solution. (Lysol spray is not effective.)

Laundry soiled with blood, urine, feces, or vomitus is to be washed separately in hot bleach water and soap in the washer. Clothing that is sent home soiled with blood, urine, feces, or vomitus is to be tightly closed in a plastic bag.

Scratches and wounds that are bleeding must be covered with a bandaid or bandage.

Students should be taught to wash their hands, or should have their hands washed, each time they use the bathroom.

Parents must complete and sign a notarized consent-to-treat statement so that medical treatment can be obtained in case of emergency and the parent cannot be reached. The consent forms are kept in the office.

### **Student Medication (Board Policy JHCD)**

The medication administration is established in accordance with Missouri Safe Schools Act. Refer to the Medication Administration in Missouri Schools Guidelines for Training School Personnel. Students do not administer their own medications at school. Families are asked to give student medication to the bus driver who is responsible for giving it to the nurse/secretary/designee member in charge of dispensing medications. Medication is kept in a locked storage space and dispensed by the Oak View Learning Center School Nurse unless other arrangements have been made. If the school nurse is absent, the designee is responsible for dispensing student medication that day. A medication log/chart of medication name, dosage, time, and initials of person giving it is kept on each student. Medication Administration Authorization from parent and doctor are required for any medication administered during the school day.

### **Money (Board Policy DI)**

State law mandates that any money collected in any way through school activities be under the control of the local Board of Education. All purchases, whether through activities or budgeted funds, shall have a written and signed requisition form.

### **Keys (Board Policy KG)**

Teachers will be supplied with keys to their rooms and storage areas as needed. Master keys will only be supplied to personnel in regular need of such keys. All keys will be accounted for and turned in at the end of the school year.

### **Confidentiality (Board Policy EBB)**

Confidentiality is a legal right of students and parents. Private, personally identifiable information about a student may not be shared with anyone except those who have a right and/or need to know. Those who have a right to know about Oak View students are their parents or guardians, the student at age 18, certain Special School District personnel, those persons or agencies listed on the access sheets and those persons or agencies for whom the parent, guardian, or eligible student (age 18) has a signed release of information

### **Suspected Child Abuse (Child Abuse Hotline 1-800-392-3738)**

Teachers are legally bound to report suspected child abuse. Staff may observe signs of possible abuse or neglect when changing a student's diaper or clothing, when supervising or assisting with bathing, when checking a student's complaint of pain or injury, or by attending to a student's comments. Keep in mind the child's level of functioning. Inform the building administrators so that the policy a procedure on suspected child abuse may be initiated. While it is legally mandated to report suspected genuine abuse, it is equally important to try to determine if the injury happened accidentally as part of childhood's natural bumps and bruises or as a result of the child's disability. A student with poor balance may fall frequently and bruise himself/herself. Suspicious injuries may include large bruises on several parts of the body other than the buttocks, loop-shaped bruises

or abrasions from use of a looped electrical cord; hand-shaped or finger-tip/thumb pattern of bruises from excessive grip; round lesions possibly from a lighted cigarette.

If a call is made to the Child Abuse Hotline, the Division of Family Services (DFS) must investigate. Families often confront school staff when an investigation is made. The proper response involves telling the family that such information is confidential and that school staff cannot say if they did or did not contact DFS.

### **Chain of Command (Board Policy GBM)**

All staff members are expected to follow the chain of command when reporting a problem. Paraprofessionals should report problems to the teacher. If they cannot solve the issue, then the principal should be consulted. If no agreement can be reached, then the superintendent should be consulted. If no agreement can be reached, then the problem should be brought before the Board of Education. Further explanation of the chain of command is available in the Board Policies.

### **Buses**

1. See the bus driver's manual for rules and regulations for driving a bus.
2. The Pre-Trip Inspection of each bus is to be completed by the first person using the bus each day. The completed Ike-Inspection Form should be turned into the maintenance supervisor. (There is a mailbox located in the Oak View hallway for convenience.)
3. All staff and students need to be cognizant of helping keep the inside of the buses as clean as possible.
4. While the maintenance supervisor takes care of seeing that there is enough gas in each bus for regular runs, bus drivers can help by monitoring the tanks for trips other than a regular run.
5. Bus drivers who are assigned to drive on a scheduled field trip are responsible for writing down the beginning mileage, ending mileage, and total miles driven on the trip. This information is to be turned in to the building administrator.
6. Buses are not to use drive-in windows at fast food restaurants, etc., whether or not the windows have overhangs or awnings.
7. All staff members please remember that a bus lift is a mechanical device and as such can fall. Therefore, please keep hands, feet, and toes in safe placement when working with or in proximity of lift.
8. Anyone riding up on the lift with a student who requires the added supervision, please make sure you keep your feet, hands, and toes in safe areas. Please remember to watch

your head due to the limited clearance space when the lift is fully raised.

9. Should a bus driver ever need to get off the bus to help work a lift, the bus is to be turned off, keys removed, put into neutral, and the parking brake engaged. If the bus is running and loaded with student/s the bus driver must remain in the driver's seat. Only in an emergency or when the bus is unloaded should the driver leave the assigned position and role.
10. Bus drivers are often asked to deliver messages and letters from Oak View. Since some items are official documents such as IEP invitations, diagnostic test notices, discipline notices, etc., care must be taken that students get off the bus with these items or documents. A verbal reminder is always good. Some students may be responsible enough to be given the items as they board the bus in the afternoon, but most tend to lose or forget them and should be given them as they leave the bus.
11. Because of the heavy traffic on Highway 412, Oak View drivers traveling on this highway should always be sure to give traffic following them sufficient notice that the bus is preparing to slow or stop before turning on to the Special District Campus. Special care should be taken when followed by tractor/trailer combinations whose driver cannot safely slow the vehicle quickly. Likewise, buses entering Highway 412 from whatever highway should be sure that there is sufficient clearance of approaching traffic. Most drivers expect a vehicle entering from a side road to gain speed rather than immediately slow and turn off on to the Special District Campus. Drivers should maintain adequate speed.

Pemiscot County Special School District Board Policies, Rules, and Regulations state "the driver shall operate the bus the posted speed limit".

### **Dress (Board Policy GBCB)**

Staff members are expected to present a professional appearance in dress and grooming. Dress comfortably but neatly and appropriately. Staff members are role models for the Oak View students. Personal appearance also reflects the importance of one's job and is part of the image of the school conveyed to persons visiting the facility. Nice jeans and walking shorts are acceptable. Because of the nature of activities that staff may have to engage in with students, short skirts, tight clothing, spaghetti straps, and revealing necklines are not appropriate for school. Use common sense about wearing necklaces or dangling earrings around students, especially younger children who may reach for them.

### **Meals**

Staff members have a 30-minute lunch period. A microwave and refrigerator are available for staff use.

Each staff member is responsible for clearing and cleaning his/her dishes, etc., from the lounge or Home Living Center. Staff members from each classroom are responsible for washing and storing any dishes used during cooking, snacks, etc.

Staff members generally do not eat or drink during student meals because they are busy supervising and teaching eating and social skills. Staff lunch periods are scheduled after each group returns from student lunch periods at North Pemiscot. One half of the staff has a scheduled 30 minute lunch period then the second half of the staff have a 30 minute lunch period. Staff members are to return to classrooms promptly when their scheduled breaks or lunch period ends. At least one certified staff member must be available during each staff lunch period.

### **Student Handbook (Board Policies JED, JFCF, JG, KB, CHCA, IGDBA, EB-AP2)**

It is your responsibility to become familiar with the information in the Student Handbook. Classroom practices should follow the information contained in the handbook.

### **Technology (Board Policy EHB)**

Please be sure to review and follow the district guidelines for technology. No student is allowed to use the teacher computer as it contains private information. Please be safe and lock your workstation before leaving your computer. Do not bring in your personal laptops.

### **Smoking (Board Policy AH)**

Oak View Learning Center is a smoke-free environment. No smoking is permitted on campus.

### **Telephone/Visitors (Board Policy KK)**

Personal calls should be made and/or taken at break or lunch time when possible. Any personal long distance call must be made collect or charged to one's calling card. Please inform your families to expect to leave a message unless it is urgent. If you are expecting an important personal call or a return call about school matters, inform the Oak View secretary of the need to send for you.

Record any outgoing calls or any especially important incoming call, other than personal calls, in the log book kept by either the building administrator's phone or by the Oak View secretary's phone. Teachers should keep their own log book as documentation of their contacts regarding school matters. Record the time of the call, the person called, and a brief note about the purpose of the call. (e.g. Jane Smith—remind of IEP appt.)

Record any long distance numbers called. OVLC staff members are expected to use the OVLC office phones. Personal calls should be kept as brief as possible.

For reason of safety and courtesy, please inform family members that all visitors must report to the office each time before visiting the Oak View facility. Families are welcome to arrange a short visit to see staff members' work areas. However, frequent visits may interfere with staff responsibilities. Staff should not bring children on work days unless arranged with building administrator. Visitors are expected to comply with campus rules.

Cell phones should not be used in classrooms. Staff members should not use cell phones except during break times and lunch times except in the case of an emergency. Persons using a cell phone for texting or calling during student supervision times will be subject to disciplinary action by the building administrator.

### **Staff Complaints and Grievances (Board Policy GBM)**

It is the intent of the Board of Education to address staff complaints and grievances at the earliest possible time and at the lowest level of supervision. Therefore the Board directs the superintendent or designee to create a procedure detailing how employees may bring complaints and receive responses to their complaints. If a complaint has been made to the employee's immediate supervisor, building-level supervisor, and the superintendent or their designee and the employee has received responses from these persons, the employee may appeal to the Board of Education. The employee must submit a written request for an appeal within five (5) workdays after receiving a decision from the superintendent. The decision of the Board will be final. Complaint processing should be viewed as a positive and constructive effort to establish the facts upon which the complaint is based and come to a fair conclusion. Employees will not be discriminated against nor will reprisal be attempted against an employee because a complaint was filed.

#### **I. Definition**

*Complaint and/or Grievance* -- An employee's assertion that he or she is adversely affected by a violation, misinterpretation or misapplication of a published district policy, procedure or regulation, or of an employee handbook, employee contract or existing law. Complaints relating to discrimination or harassment will be resolved in accordance with policy AC.

#### **II. Exclusions**

This regulation shall not apply to complaints for which state law establishes a procedure for obtaining a Board hearing. In addition, complaints about non-renewal of a probationary teacher's contract, or about any other official Board action, shall be directed to the Board; and a hearing on the same, unless required by state law, shall be discretionary with the Board. Complaints concerning evaluations, except those which lead to a loss of pay, will be excluded.

### **Discrimination and Harassment (Board Policy AC)**

The Pemiscot Co. Spec. School Dist. Board of Education is committed to maintaining a workplace and educational environment that is free from illegal discrimination or harassment in admission or access to, or treatment or employment in, its programs, activities and facilities. Discrimination or harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law is strictly prohibited in accordance with law. The Pemiscot Co. Spec. School Dist. is an equal opportunity employer. Students, employees and others will not be disciplined for speech in circumstances where it is protected by law. The Board also prohibits:

1. Retaliatory actions based on making complaints of prohibited discrimination or harassment or based on participation in an investigation, formal proceeding or informal resolution concerning prohibited discrimination or harassment.

2. Aiding, abetting, inciting, compelling or coercing discrimination or harassment.
3. Discrimination or harassment against any person because of such person=s association with a person protected from discrimination or harassment due to one (1) or more of the above-stated characteristics.

All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute illegal discrimination or harassment.

### **Additional Prohibited Behavior**

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

### **Consequences**

Employees who violate this policy will be disciplined, up to and including employment termination. Students who violate this policy will be disciplined, which may include suspension or expulsion. Patrons, contractors, visitors or others who violate this policy may be prohibited from school grounds or otherwise restricted while on school grounds. The superintendent or designee will contact law enforcement or seek a court order to enforce this policy when necessary or when actions may constitute criminal behavior.

In accordance with law and district policy, any person suspected of abusing or neglecting a child will be reported to the Children=s Division (CD) of the Department of Social Services.

### **Definitions**

*Discrimination* B Conferring, refusing or denying benefits or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law, or based on a belief that such a characteristic exists.

*Harassment* B A form of discrimination, as defined above, that occurs when the school or work environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment. Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law or a belief that such a characteristic exists: graffiti; display of written material or pictures; name calling; slurs; jokes; gestures; threatening, intimidating or hostile acts; theft; or damage to property.

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



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

1. Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.
2. Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.
3. Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
4. Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.
5. Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.

*Grievance B* A verbal or written report (also known as a complaint) of discrimination or harassment made to the compliance officer.

**Compliance Officer**

The Board designates the following individual to act as the district's compliance officer:

Doug White

(Title) Superintendent

(Address) 1317 West State Highway 84 Hayti, MO 63851

(Phone) 573-359-0021

The Section 504 Coordinator and Title IX Coordinator is the above listed Compliance Officer.

**Family Medical Leave Act (Board Policy GBBDA)**

The district will administer leave that qualifies for Family and Medical Leave Act (FMLA) protection in accordance with federal law. For employees who are not eligible for FMLA leave, including employees who have exhausted available FMLA-protected leave, requests for leave shall proceed according to the district's established policies. The FMLA Compliance Officer is the Superintendent, PCSSD, 1317 West State Highway 84, Hayti, MO 63851, 573-359-0021.

**EMPLOYEE ALCOHOL AND DRUG TESTING**  
*(District Provides Transportation Services)*  
**Provisions Applicable to All Employees**

***Alcohol and Drug Prohibitions***

No employee may manufacture, use, possess, sell, distribute or be under the influence of alcohol or drugs in violation of the district's Drug-Free Workplace policy. All employees may be tested for alcohol and drugs if the district has reasonable suspicion that the employee has consumed alcohol or drugs in violation of Board policy.

***Program Coordinator***

The Safety Coordinator/School Nurse will serve as the program coordinator to implement the alcohol and drug testing program of the district within the guidelines of this policy.

***Training***

All staff who have supervisory duties over other staff members will be provided training on the effects of drug and alcohol use. The training will include physical, behavioral, speech and performance indicators of drug and alcohol use. Supervisors of employees who operate district transportation will be trained in accordance with federal law.

***Testing Program***

The district will use testing facilities with appropriately trained personnel for alcohol and drug testing. The district's drug and alcohol testing program shall provide individual privacy in the collection of specimen samples to the maximum extent possible. The specimen collection procedures and chain of custody shall ensure that specimen security, proper identification and integrity are not compromised.

***Refusal to Submit to Tests***

Drug or alcohol tests administered pursuant to this policy are mandatory. An employee refuses to submit when he or she fails to provide adequate breath or urine for testing when notified of the need to do so or engages in conduct that clearly obstructs the testing process.

***Consequences***

Employees who refuse to submit to a test, who test positive for prohibited substances or who take deliberate action with the intent to falsify test results will be subject to discipline, including termination, in accordance with Board policy and law.

***Treatment***

In addition to any disciplinary action taken, the district will provide employees a list containing the names, addresses and telephone numbers of substance abuse professionals and counseling and treatment programs when employees have a positive drug or alcohol test, refuse to take a test or otherwise request information about substance abuse treatment.

***District Records and Reports***

Alcohol and drug test results and records shall be maintained under strict confidentiality and released only in accordance with law. Upon written request, an employee shall receive copies of any records pertaining to his or her use of alcohol or drugs, including any records pertaining to his or her tests. Test records shall be maintained with the separate medical files of each employee. The district shall maintain records and reports of its alcohol and drug prevention program as required by law.

***Notification to Employees***

The program coordinator shall ensure that all employees receive written materials explaining the district's drug and alcohol misuse prevention program, including copies of or access to applicable policies, procedures or handbooks. Employees shall sign statements certifying that they have received the materials.

***Provisions Applicable to Drivers***

In addition to the drug testing provisions applicable to all employees, the Pemiscot County Special School District, which employs operators of commercial motor vehicles ("drivers"), is required to implement a drug and alcohol testing program that fulfills federal requirements. The district will use laboratories certified by the U.S. Department of Health and Human Services to conduct drug specimen analysis. This comprehensive program shall include conducting pre-employment drug testing and reasonable suspicion, random and post-accident testing for use of alcohol or drugs by drivers; notifying drivers of the requirements and consequences of the program; maintaining appropriate records; and complying with Missouri Department of Revenue's reporting requirements.

As required by law, no driver shall report for duty within four (4) hours of using alcohol. No driver required to take a post-accident test shall use alcohol for eight (8) hours following the accident or until he or she undergoes a post-accident alcohol test, whichever comes first.

Records of drug and alcohol tests and other related records shall be made available to a subsequent employer only as expressly requested in writing by the employee.

## STAFF/STUDENT RELATIONS

### Definitions

*Educational Purpose* B A reason associated with the staff member's duties in the district including, but not limited to: counseling, the treatment of a student's physical injury, or coordination of an extracurricular activity, depending on the staff member's job description.

*Staff Member* B For the purposes of this policy, a staff member is any individual employed by the district, including part-time and substitute employees and student teachers.

*Student* B Individuals currently enrolled in the Pemiscot Co. Spec. School Dist..

### General

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

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

### Absolute Prohibitions

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

1. Touching, caressing, fondling or kissing students in a sexual or sexually intimate manner.
2. Dating a student or discussing or planning a future romantic or sexual relationship with a student.
3. Making sexual advances toward a student or engaging in a sexual relationship with a student.
4. Engaging in any conduct that constitutes illegal harassment or discrimination as defined in policy AC or that could constitute a violation of that policy if pervasive.
5. Engaging in any conduct that violates Board policies, regulations or procedures or constitutes criminal behavior.

### Exceptions to This Policy

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

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

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

### Failure to Maintain Boundaries

Unless an educational purpose exists or an exception as defined in this policy applies, examples of situations where professional physical and emotional boundaries are violated include, but are not limited to:

1. Being alone with a student in a room with a closed or locked door or with the lights off. Counselors or others who need to work with students confidentially must discuss with their supervisors the appropriate manner of meeting with students.
2. Meeting students in non work settings without the parent/guardian being present, even if the parent/guardian grants permission. Likewise, staff members might be related to students or have contact with students outside the school environment through friends, neighborhood or community activities, or participation in civic, religious or other organizations. These contacts might justify deviation from some of the standards set in this policy, but under no

circumstance will an educational or other purpose justify deviating from the "Absolute Prohibitions" section of this policy.

3. Associating with students in any setting where students are provided, are consuming or are encouraged to use or consume alcohol, tobacco, drugs or any other product or service prohibited to minors.
4. Communicating with students about sexual topics verbally or by any form of written, pictorial or electronic communication.
5. Discussing the staff member's personal problems with or in the presence of students.
6. Sponsoring parties for students outside of school unless as part of an extracurricular activity that is appropriately supervised by additional staff members.
7. Inviting students to the staff member's home.
8. Being present when students are fully or partially nude.
9. Sending students on personal errands.
10. Allowing a student to drive the staff member's vehicle.
11. Providing a student (other than the staff member's children, stepchildren or other children living in the staff member's home) transportation in the staff member's personal vehicle without a supervisor's approval, unless another staff member or the student's parent/guardian is also present in the vehicle.
12. Allowing any student to engage in behavior that would not be tolerated if done by other similarly situated students.
13. Giving gifts to individual students.
14. Frequently pulling a student from another class or activity to be with the staff member.

#### **Electronic Communication**

Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the district or the staff member uses his or her own personal electronic communication devices, accounts, webpages or other forms of electronic communication.

The district's policies, regulations, procedures and expectations regarding in-person communications at school and during the school day also apply to electronic communications for educational purposes, regardless of when those communications occur. Staff communications must be professional, and student communications must be appropriate.

1. When communicating electronically with students for educational purposes, staff members must use district-provided devices, accounts and forms of communication (such as computers, phones, telephone numbers, e-mail addresses and district-sponsored webpages or social networking sites), when available. If district-provided devices, accounts and forms of communication are unavailable, staff members communicating electronically with students must do so in accordance with number two below. Staff members may communicate with students using district-provided forms of communication without first obtaining supervisor approval. These communications may be monitored. With district permission, staff members may establish websites or other accounts on behalf of the district that enable communications between staff members and students or parents/guardians. Any such website or account is considered district sponsored and must be professional and conform to all district policies, regulations and procedures.
2. A staff member's supervisor may authorize a staff member to communicate with students using the staff member's personal telephone numbers, addresses, webpages or accounts (including, but not limited to, accounts used for texting) to organize or facilitate a district-sponsored class or activity if the communication is determined necessary or beneficial, if a district-sponsored form of communication is not available, and if the communication is related to the class or activity. The district will provide notification to the parents/guardians of students participating in classes or activities for which personal electronic communications have been approved. Staff members may be required to send the communications simultaneously to the supervisor if directed to do so. Staff members are required to provide their supervisors with all education-related communications with district students upon request.
3. Staff use of any electronic communication is subject to the district's policies, regulations and procedures including, but not limited to, policies, regulations, procedures and legal requirements governing the confidentiality and release of information about identifiable students. Employees who obtain pictures or other information about identifiable students through their connections with the district are prohibited from posting such pictures or information on personal websites or personal social networking websites without permission from a supervisor.
4. The district discourages staff members from communicating with students electronically for reasons other than educational purposes. When an electronic communication is not for educational purposes, the section of this policy titled "Exceptions to This Policy" applies, and if concerns are raised, the staff member must be prepared to demonstrate that the communications are appropriate. This policy does not limit staff members from communicating

with their children, stepchildren or other persons living within the staff member=s home who happen to be students of the district.

### **Consequences**

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

### **Reporting**

Any person, including a student, who has concerns about or is uncomfortable with a relationship or activities between a staff member and a student should bring this concern immediately to the attention of the principal, counselor or staff member's supervisor. If illegal discrimination or harassment is suspected, the process in policy AC will be followed. Any staff member who possesses knowledge or evidence of possible violations of this policy must immediately make a report to the district's administration. All staff members who know or have reasonable cause to suspect child abuse shall immediately report the suspected abuse in accordance with Board policy. Staff members must also immediately report a violation or perceived violation of the district's discrimination and harassment policy (AC) to the district's nondiscrimination compliance officer. Staff members may be disciplined for failing to make such reports. The district will not discipline, terminate or otherwise discriminate or retaliate against a staff member for reporting in good faith any action that may be a violation of this policy.

### **Training**

The district will provide training to district staff that includes current and reliable information on identifying signs of sexual abuse in children and potentially abusive relationships between children and adults. The training will emphasize legal reporting requirements and cover how to establish an atmosphere where students feel comfortable discussing matters related to abuse.

## **HAZING AND BULLYING**

### **General**

In order to promote a safe learning environment for all students, the Pemiscot Co. Spec. School Dist. prohibits all forms of hazing, bullying and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with JG-R. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official.

In addition, district staff, coaches, sponsors and volunteers shall not permit, condone or tolerate any form of hazing or bullying or plan, direct, encourage, assist, engage or participate in any activity that involves hazing or bullying. District staff will report incidents of hazing and bullying to the building principal. The principal shall promptly investigate all complaints of hazing and bullying and shall administer appropriate discipline to all individuals who violate this policy. District staff who violate this policy may be disciplined or terminated.

Hazing and bullying is prohibited.

### **Definitions**

*Hazing* B For purposes of this policy, hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity.

Hazing may include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; hipping; beating; branding; exposing to the elements; forcing consumption of any food, liquor, drug or other substance; forcing inhalation or ingestion of tobacco products; or any other forced physical activity that could adversely affect the physical health or safety of an individual.

Hazing may occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or try out for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization.

*Bullying* B For purposes of this policy, bullying is defined as intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including

violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying or cyberthreats. Cyberbullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyberthreats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

### **DRUG-FREE WORKPLACE**

Student and employee safety is of paramount concern to the Board of Education. In recognition of the threat to safety posed by employee use or possession of drugs or alcohol, the Board of Education commits itself to a continuing good-faith effort to maintain a drug-free workplace. The Board of Education shall not tolerate the manufacture, use, possession, sale, distribution or being under the influence of controlled substances, alcoholic beverages or unauthorized prescription medications by district employees on any district property; on any district-approved vehicle used to transport students to and from school or district activities; off district property at any district-sponsored or district-approved activity, event or function, such as a field trip or athletic event, where students are under the supervision of the school district; or during any period of time such employee is supervising students on behalf of the school district or is otherwise engaged in school district business. When it is evident that an employee has consumed alcoholic beverages or controlled substances off school property before or during a district activity, the staff member will not be allowed on school property or to participate in the activity and will be subject to the same disciplinary measures as for possession or consumption on district property.

Staff members will be tested for alcohol and controlled substances if the district has reasonable suspicion that the staff member has violated this policy. In addition, staff members who operate district transportation must submit to alcohol and drug testing as otherwise required by law. All testing will be conducted in accordance with Board policy, administrative procedures and law.

Any employee who violates this policy will be subject to disciplinary action, which may include suspension, termination and referral for prosecution. Employees may be required to satisfactorily participate in rehabilitation programs.

Each employee of this school district is hereby notified that, as a condition of employment, the employee must abide by the terms of this policy and notify the superintendent or designee of any criminal drug statute conviction for a violation occurring in or on the premises of this school district, or while engaged in regular employment. Such notification must be made by the employee to the superintendent or designee in writing no later than five (5) calendar days after conviction. The superintendent or designee will provide notice in writing of such violation to the United States Department of Education or other appropriate federal agency within ten (10) calendar days after the superintendent or designee receives such notification if the district receives any federal grants directly from such agency, as opposed to federal grants received through the Department of Elementary and Secondary Education (DESE).

The district will take appropriate disciplinary action within 30 days.

The district will institute a drug-free awareness program to inform employees of the dangerous and harmful nature of drug and alcohol abuse in the workplace, of this policy of maintaining a drug-free workplace, of available counseling and rehabilitation, and of the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

The Board of Education recognizes that employees who have a drug abuse problem should be encouraged to seek professional assistance. Although the district will not assume financial responsibility, an employee who requests assistance shall be referred to a treatment facility or agency in the community if such facility or agency is available. Upon the request of DESE or an agency of the United States, the district shall certify that it has adopted and implemented the drug prevention program described in this policy. The district shall conduct a biennial review of this policy to determine its effectiveness, implement necessary changes and ensure that the disciplinary sanctions are consistently enforced.

Compliance with this policy is mandatory.