

Oak View Learning Center

Staff Handbook



“Where students come first.”

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

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(Adopted by the BOE)

2017-2018

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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 be 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 P 4630)

Certificated staff members are to arrive at school by 7:45 a.m. and remain until 3:15 p.m. Classified 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 3:15 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. Smoke break times are assigned to certified and classified employees. If a break is taken other than at the assigned time, the principal should be notified. The sign-in and sign-out sheet is located in OVLC office. Teachers should not take smoke breaks during their planning time.

Absences (Board Policy R 4320)

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 R 2310)

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 P 2654)

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. The playground should be inspected often for faulty equipment or breakages. Any problems should be reported to the building administrator.

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)

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.

Progress Reports

A progress report is written bi-quarterly for each student by his/her teacher. The reports are sent home on the progress report date. 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 P 2600)

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. If the student has a behavior plan, these plans should be implemented at all times in all areas.

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 R 2875)

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 P 6210)

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 P 6243)

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 R 5240)

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 student information and to count students.

Fire Alarm - Teachers should lead their students from the building when the fire alarm sounds. Take student information and proceed in orderly fashion to the designated area. Once there, teachers should take roll and keep their classes 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. Evacuate the building as soon as it is feasible and meet in the designated location. Take your classroom emergency bag with you if available. 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 (P 2730)

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 P 6450)

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 bi-quarterly or more often if required.

Directory Information (Board Policy R 2400)

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 P 5230, R 5230)

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. Most staff members have been trained in CPI. The CPI physical holds should not be used unless it is a last resort. Trained staff should be team members for anyone that seeks help. When a CPI physical hold must be used, a report should be filed in the office after the incident.

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. Bleach can be added to the dish washer also. 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 touching 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 disinfecting 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 and Staff Medication (Board Policy R 2870)

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.

Staff members should not bring medications to school (even in a purse) or store medications in their desk. Due to the nature of our students, this would not be safe for them. Many students don't understand boundaries and could get to them and harm themselves. If medication needs to be brought to school, the school nurse will handle the medication and keep it stored in a locked cabinet. This includes both over the counter medications and prescription medications.

Money (Board Policy P 3610)

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

Keys (Board Policy P4220)

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 P 0311)

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 who the parent, guardian, or eligible student (age 18) has a signed release of information

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

The Board of Education believes that school staff members are in a unique position to assist children, families, and the community in dealing with the issue of child abuse and neglect. Child abuse is defined as any physical injury, sexual abuse or emotional abuse inflicted on a child other than by accidental means. Neglect is defined as the failure to provide the proper or necessary support, education, nutrition or medical, surgical or other care necessary for the child's well-being. Employees making reports of allegations of sexual abuse of a student will be provided immediate unrestricted use of communication technology and will be temporarily released from their work duties to make an immediate report.

If a school employee has a reasonable belief including a report of abuse to believe that a student has been or maybe subjected to abuse or neglect, such employee shall report the information immediately upon receiving the information to the Children's Division. If the abuse has occurred by an employee, the Superintendent shall be notified also so that he can work with authorities to make decisions about the accused person's employment. Depending upon the specific facts, the District may place the alleged abuser on paid leave of absence; place the employee in a non-student contact position; initiate dismissal proceedings, or continue the employee in their present position pending outcome of the investigation.

Any school district employee, acting in good faith, who reports alleged sexual misconduct on the part of a school employee will not be disciplined or discriminated against because of such reporting.

The District will annually provide employee training, which will include but not be limited to current information concerning identification of the signs of sexual abuse in children as well as the identification of the danger signals of potentially abusive relationships between children and adults. This training will emphasize the importance of mandatory child abuse reporting, including the obligation to report suspected abuse by other mandated reporters. Employees will receive training on the need for and methods to create an atmosphere of trust so that students believe their school and school employees are available to discuss matters concerning abusive behavior.

The District will post in each student restroom and in a clearly visible location in each school office, the toll free child abuse and neglect hotline number established by the Children's Division. These signs will be published in both English and Spanish. Such child abuse and neglect hotline numbers shall be depicted in large print on posters 11 inches by 17 inches and will be placed at eye level for easy viewing. The hotline number will be shown in bold print. The signs shall also contain instructions to call 911 for emergencies and contain directions for accessing the Children's Division's website for more information on reporting abuse and neglect.

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 R 4850)

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 (Board Policy P 5670, 5220)

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 at the posted speed limit”.

Dress (Board Policy P 4630)

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.

Dress Code Guidelines:

- Shirts should be sized to fit, neither skin tight or oversized.
- Shirts should have no holes or tears. No tank tops. Sleeveless shirts must be at least two inches across.
- Pants should be sized-to-fit, neither skintight, oversized, sagging, nor dragging the ground.
- Pants must be worn at waist level. Low-rider style pants are not acceptable.
- No sweatpants, wind pants, or pajama pants are allowed unless it’s a designated day.
- Leggings worn as pants are not acceptable. Leggings must be accompanied by a shirt or dress that is at least fingertip length.
- Dress hemlines must be knee length when standing.
- Shorts should be no more than three inches above the knee.
- No cut offs.

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. A staff member is assigned to check the kitchen daily and clean up any messes.

Staff members generally do not eat or drink during student meals because they are busy supervising and teaching eating and social skills. Staff members may have drinks in their room as long as the drinks are in a container with a lid. Drink spillage could cause a hazard. No student should be disciplined for drinking from a staff member's cup. The student lunch time is not a break time. All staff should remain with the students and assist the students as needed. Staff lunch periods are 30 minutes and are scheduled by the administrator. 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 (P 2000's, R 2000's))

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 P 6320)

Please be sure to review and follow the district guidelines for technology. Students or unauthorized staff should never have access to private information. Please be safe and lock your workstation before leaving your computer. Personal technology devices are not recommended. The district isn't responsible for your personal equipment or information contained on this device.

Smoking (Board Policy 2640)

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

Telephone/Visitors (Board Policy P 1430)

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.

It is important that every staff member's attention remains on the children at all times. A second's lapse in attention could result in a serious accident, which, with appropriate supervision, would have been prevented. Therefore: Cell phones are not permitted in any of the classrooms. Cell phones should remain turned off and stored in a purse, bag, coat, classroom cell phone box, or the office, etc. Staff members should not use cell phones except during break times and lunch times except in the case of a bona fide school related emergency.

It is never appropriate to make a personal phone call, send a text message, check voicemail, etc. while in the presence of children, even while on an approved break. Persons using a cell phone for texting or calling during student supervision times will be subject to disciplinary action by the building administrator.

In the event of an emergency, the staff member must inform both the teacher and the principal of the situation. In this case, cell phones must be set to vibrate. Calls may be answered only after the staff member is outside of the classroom. Students must be supervised at all times.

It is expected that when leaving the center for any reason (walk, field trip, bus route, etc.), one staff member will carry with them a cell phone. In this circumstance, the cell phone should only be used in the event of an emergency and not for personal calls/text messaging.

Staff Complaints and Grievances (Board Policy R4850)

The Board of Education recognizes that in any workplace misunderstandings and disputes arise. If left unresolved, these disputes could undermine staff morale and can interfere with the educational mission of the District. The Board has adopted a formal process for dispute resolution that encourages specified employees to resolve concerns quickly and at the most immediate

administrative level. This policy does not limit the right of any employee to file grievances under Policy and Regulation 4810 - Sexual Harassment, or Policy and Regulation 1310 - Civil Rights, Title IX, Section 504.

Communication to the Board from District employees concerning personnel matters or personal complaints shall be filed in writing with the Superintendent. However, this procedure will not be construed as denying the right of any employee to appeal to the Board (regarding alleged misapplication of policy or administrative decisions) provided that the Superintendent shall have been notified of the forthcoming appeal and that it is processed in accordance with Board policies and regulations on staff complaints and grievances. Moreover, this policy will not be construed to preclude resident staff members from exercising their rights to discuss matters of public concern in the same manner as other District residents.

All regular meetings of the Board are open for the public to attend. As such, they provide an excellent opportunity to observe the Board's deliberations on problems of staff concern. Staff members may participate in Board meetings in accordance with the policies and regulations regarding public participation at such meetings. Further, at times and with the knowledge of the Superintendent, the Board may invite staff members to speak at Board meetings or to serve on advisory committees to the Board.

Definitions

Grievance - A claim by a nonsupervisory employee or employees that a written Board policy or administrative regulation has been violated or misapplied. This policy is not applicable to the content of performance evaluations nor to decisions for which state statute may provide a means of resolving disputes, including but not limited to nonrenewal, termination and reduction in force.

Day - When the dispute resolution policy requires certain action to be taken within a specific number of days, days means working days and specifically excludes weekends and school holidays. In counting days, the day on which the event initiating the time limit is not counted.

Informal Resolution

Employees who believe that a written Board policy or administrative regulation has been violated must meet with their immediate supervisor within ten (10) days of the alleged violation. The purpose of this informal conference is to attempt to provide clarification of the issue and, where possible, resolve the dispute.

If the dispute is not resolved within four (4) working days of the informal conference, the employee may initiate the formal procedure by completing an appropriate District dispute form and submitting this form to the employee's immediate supervisor. A completed grievance form must be submitted to the employee's immediate supervisor within ten (10) days of the informal conference.

Step One: Immediate Supervisor

Within four (4) days of receipt of the completed dispute form, the immediate supervisor will schedule a meeting with the employee and the employee's employee representative, if desired. Within ten (10) days of this conference, the immediate supervisor will provide the employee with a written response to the dispute.

Step Two: Superintendent's Designee

If the employee is not satisfied with the resolution at Step One, the employee may refer the dispute in writing to the Superintendent. To proceed to Step Two, the written dispute referral must be submitted to the Superintendent within four (4) days of receipt of the Step One decision. Upon receipt of the referral, the Superintendent shall designate a District employee to hear the Step Two dispute. Within four (4) days of receipt of the Step Two referral, the Superintendent's designee shall schedule a conference with the employee and his/her employee representative if desired. Within ten (10) days of the conference the Superintendent's designee will provide the employee with a written response to the dispute.

Step Three: Review by the Superintendent

If the employee is not satisfied with the resolution of Step Two, the employee may refer the dispute in writing for the Superintendent's direct review. To proceed to Step Three, the written dispute referral must be submitted to the Superintendent within four (4) days of receipt of the Step Two decision. Within four (4) days of receipt of the written referral, the Superintendent shall schedule a conference with the employee and his/her employee representative, if desired. Within ten (10) days of this conference, the Superintendent will provide the employee with a written response to the dispute.

Step Four: Board of Education Review

If the employee is not satisfied with the resolution at Step Three, the employee may refer the dispute in writing for the Board's consideration. To proceed to Step Four, the written dispute referral must be submitted to the Superintendent within four (4) days of receipt of the Step Three decision. At the next regular Board meeting following submission of the Step Four referral, the Board will consider the dispute and determine whether to conduct a formal review of the dispute. If the Board determines that its formal review is not necessary, the decision at Step Three becomes final.

If the Board determines that its formal review is warranted by the dispute, the Board will set a date for formal review. At formal review both parties are entitled to be represented by legal counsel. Procedures for formal presentations of the dispute are determined by the Board in its discretion.

Within ten (10) days of the formal review, the Board will provide the employee with its written decision. The decision of the Board is final and binding on all parties.

Miscellaneous Provisions

1. Failure of an employee to comply with the timelines provided in the procedures above will result in final rejection of the dispute.
2. Failure of the administrator to comply with the timelines provided in the procedures above will result in the dispute being advanced to the next step.
3. Neither party to a dispute will be permitted to add witnesses or documentation that were not provided at preceding steps.
4. No employee will be retaliated against for the good faith submission and processing of a dispute under these regulations

Discrimination and Harassment (Board Policy R 2130)

It is the policy of the District to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation. The School District prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation.

It shall be a violation of District policy for any student, teacher, administrator, or other school personnel of this District to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation as defined by this Policy.

It shall also be a violation of District policy for any teacher, administrator, or other school personnel of this District to tolerate sexual harassment or harassment because of a student's race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation, as defined by this Policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the School District.

For purposes of this Policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District.

The school system and District officials, including administrators, teachers, and other staff members will act to promptly investigate all complaints, either formal or informal, verbal or written, of unlawful harassment or unlawful discrimination because of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation; to promptly take appropriate action to protect individuals from further harassment or discrimination; and, if it determines that unlawful harassment or discrimination occurred, to promptly and appropriately

discipline any student, teacher, administrator, or other school personnel who is found to have violated this Policy, and/or to take other appropriate action reasonably calculated to end the harassment/discrimination.

The District prohibits retaliation against a person who files a complaint of discrimination or harassment, and further prohibits retaliation against persons who participate in related proceedings or investigations.

DEFINITIONS AND EXAMPLES

Sexual Harassment

For purposes of this Regulation, sexual harassment of a student consists of sexual advances, requests for sexual favors, sexually-motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

1. A school employee causes a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity, or when an employee or third party agent of the District causes a student to believe that the employee will make an educational decision based on whether or not the student submits to unwelcome sexual conduct; or
2. When the unwelcome sexual conduct of a school employee or classmate is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment.

Examples of conduct which may constitute sexual harassment include:

- sexual advances;
- touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
- coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
- coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another;
- graffiti of a sexual nature;
- sexual gestures;
- sexual or dirty jokes;
- touching oneself sexually or talking about one's sexual activity in front of others; spreading rumors about or rating other students as to sexual activity or performance;
- unwelcome, sexually-motivated or inappropriate patting, pinching, or physical contact. This prohibition does not preclude legitimate, non-sexual physical conduct such as the use of necessary restraints to avoid physical harm to persons or property, or conduct such as a teacher's consoling hug of a young student, or one student's demonstration of a sports move requiring contact with another student. (NOTE: Where the perpetrator is an adult and the victim is a student, welcomeness is generally not relevant.)
- other unwelcome sexual behavior or words, including demands for sexual favors, when accompanied by implied or overt threats concerning an individual's educational status or implied or overt promises of preferential treatment.

Harassment Because of Race or Color

For purposes of this Regulation, racial harassment of a student consists of verbal or physical conduct relating to an individual's race or color when:

1. The harassing conduct is sufficiently severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;

2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of race or color include:

- graffiti containing racially-offensive language;
- name-calling, jokes, or rumors;
- threatening or intimidating conduct directed at another because of the other's race or color;
- notes or cartoons;
- racial slurs, negative stereotypes, and hostile acts which are based upon another's race or color;
- written or graphic material containing racial comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race or color;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by race or color.

Harassment Based Upon National Origin or Ethnicity

For purposes of this Regulation, ethnic or national origin harassment of a student consists of verbal or physical conduct relating to an individual's ethnicity or country of origin or the country of origin of the individual's parents, family members, or ancestors when:

1. The harassing conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of national origin or ethnicity include:

- graffiti containing offensive language which is derogatory to others because of their national origin or ethnicity;
- jokes, name-calling, or rumors based upon an individual's national origin or ethnicity;
- ethnic slurs, negative stereotypes, and hostile acts which are based upon another's national origin or ethnicity;
- written or graphic material containing ethnic comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, ethnicity or national origin;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by national origin or ethnicity.

Harassment Because of Disability

For the purposes of this Regulation, harassment because of the disability of a student consists of verbal or physical conduct relating to an individual's physical or mental impairment when:

1. The harassing conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or

3. The harassing conduct otherwise adversely and substantially affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of disability include:

- graffiti containing offensive language which is derogatory to others because of their physical or mental disability;
 - threatening or intimidating conduct directed at another because of the other's physical or mental disability;
 - jokes, rumors, or name-calling based upon an individual's physical or mental disability;
 - slurs, negative stereotypes, and hostile acts which are based upon another's physical or mental disability;
-
- graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
 - a physical act of aggression or assault upon another because of, or in a manner reasonably related to, an individual's physical or mental disability;
 - other kinds of aggressive conduct such as theft or damage to property which is motivated by an individual's physical or mental disability.

Harassment Because of Gender

For purposes of this Regulation, gender harassment of a student consists of verbal or physical conduct relating to an individual's gender when:

1. The harassing conduct is sufficiently persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment; or
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of gender include:

- graffiti containing offensive language;
- name-calling, jokes, or rumors;
- threatening or intimidating conduct directed at another because of the other's gender;
- notes or cartoons;
- slurs, negative stereotypes, and hostile acts which are based upon another's gender;
- written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to gender;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by gender.

Harassment Because of Sexual Orientation or Perceived Sexual Orientation

For purposes of this Regulation, harassment of a student because of sexual orientation or perceived sexual orientation consists of verbal or physical conduct relating to an individual's sexual orientation or perceived sexual orientation when:

1. The harassing conduct is sufficiently persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment; or

2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of sexual orientation or perceived sexual orientation include:

- graffiti containing offensive language;
- name-calling, jokes, or rumors;
- threatening or intimidating conduct directed at another because of the other's sexual orientation or perceived sexual orientation;
- notes or cartoons;
- slurs, negative stereotypes, and hostile acts which are based upon another's sexual orientation or perceived sexual orientation;
- written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, sexual orientation or perceived sexual orientation;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by sexual orientation or perceived sexual orientation.

REPORTING PROCEDURES

The following procedures are applicable to any student who believes he or she has been the victim of sexual harassment or harassment/discrimination based on race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation by a student, teacher, administrator, or other school personnel of the School District, or by any other person who is participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the School District.

Such individuals are encouraged to immediately report the alleged acts to an appropriate District official designated by this Regulation.

Any teacher, administrator, or other school official who has or receives notice that a student has or may have been the victim of unlawful discrimination, sexual harassment or harassment based on race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation by a student, teacher, administrator, or other school personnel of the District, or by any other person who is participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the District, is required to immediately report the alleged acts to an appropriate District official designated by this Regulation.

Any other person with knowledge or belief that a student has or may have been the victim of unlawful discrimination, sexual harassment or harassment based on race, sex, color, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation as set forth above, is encouraged to immediately report the alleged acts to an appropriate District official designated by this Regulation.

The School District encourages the reporting party or complainant to use the report form available from the principal of each building or available from the School District office, but oral reports shall be considered complaints as well. Use of formal reporting forms is not mandated. Nothing in this Regulation shall prevent any person from reporting harassment directly to the Compliance Officer or to the Superintendent. The District will respond to male and female students' complaints of discrimination and harassment promptly, appropriately, and with the same degree of seriousness.

1. In each school building, the building principal is the person responsible for receiving oral or written reports of discrimination, sexual harassment, or harassment based on race, sex, color, national origin, age, ethnicity,

disability, sexual orientation, or perceived sexual orientation at the building level. Any adult School District personnel who receives a report of discrimination, sexual harassment, or harassment based on race, sex, color, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation shall inform the building principal immediately.

Upon receipt of a report, the principal must notify the District Compliance Officer immediately, without screening or investigating the report. The principal may request but may not insist upon a written complaint. If the report was given verbally, the principal shall personally reduce it to written form and forward it to the Compliance Officer within twenty-four (24) hours. Failure to forward any harassment report or complaint as provided herein will result in disciplinary action against the principal.

If the complaint involves the building principal, the complaint shall be made or filed directly with the Superintendent or the School District Compliance Officer by the reporting party or the complainant.

2. The School Board has designated *the Superintendent* as the District Compliance Officer with responsibility to identify, prevent, and remedy unlawful discipline and harassment. The District Compliance Officer shall:
 - receive reports or complaints of unlawful discrimination, sexual harassment, or harassment based on race, sex, color, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation;
 - oversee the investigative process;
 - be responsible for assessing the training needs of the District's staff and students in connection with the dissemination, comprehension, and compliance with this Regulation;
 - arrange for necessary training required for compliance with this Regulation; and
 - insure that any investigation is conducted by an impartial investigator who has been trained in the requirements of equal educational opportunity, including harassment, and who is able to apply procedural and substantive standards which are necessary and applicable to identify unlawful harassment, recommend appropriate discipline and remedies when harassment is found, and take other appropriate action to rectify the damaging effects of any prohibited discrimination, including interim protection of the victim during the course of the investigation.

If any complaint involves a Compliance Officer, the complaint shall be filed directly with the Superintendent.

INVESTIGATION

Upon receipt of a report or complaint alleging unlawful discrimination, sexual harassment, or harassment based upon race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation, the Compliance Officer shall immediately undertake or authorize an investigation. That investigation may be conducted by District officials or by a third party designated by the District.

The investigation may consist of personal interviews with the complainant, the individual against whom the complaint is filed, and others who have knowledge of the alleged incident or circumstances giving rise to the complaint. The investigation may also consist of the evaluation of any other information or documents, which may be relevant to the particular allegations.

In determining whether the alleged conduct constitutes a violation of this Regulation, the District shall consider:

- the nature of the behavior;
- victim's statements;
- how often the conduct occurred;
- mandatory written witness statements or interview summaries;
- whether there were past incidents or past continuing patterns of behavior;
- opportunity for the complainant to present witnesses and provide evidence;

- evaluation of all relevant information and documentation relating to the complaint of discrimination or harassment;
- the relationship between the parties involved;
- the race, color, sex, national origin, age, ethnicity, disability, sexual orientation or perceived sexual orientation of the victim;
- the identity of the perpetrator, including whether the perpetrator was in a position of power over the student allegedly subjected to harassment;
- the number of alleged harassers;
- the age of the alleged harassers;
- where the harassment occurred;
- whether there have been other incidents in the school involving the same or other students;
- whether the conduct adversely affected the student's education or educational environment;
- the context in which the alleged incidents occurred.

Whether a particular action or incident constitutes a violation of this Regulation requires a determination based on all the facts surrounding the circumstances.

The investigation shall be completed and a written report given to the Superintendent no later than fifteen (15) days from receipt of the complaint. If the complaint involves the Superintendent, the written report may be filed directly with the School Board. The written report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this Regulation. The Compliance Officer's obligation to conduct this investigation shall not be extinguished by the fact that a criminal investigation involving the same or similar allegations is also pending or has been concluded.

SCHOOL DISTRICT RESPONSE

1. Upon receipt of a report that a violation has occurred, the District will, within *three (3)* days, take appropriate formal or informal action to address, and where appropriate, remediate the violation. Appropriate actions may include, but are not limited to, counseling, awareness training, parent-teacher conferences, warning, suspension, exclusion, expulsion, transfer, remediation, or discharge. District action taken for violation of this Regulation shall be consistent with the requirements of applicable collective bargaining agreements, state and federal law, and District policies for violations of a similar nature of similar degree of severity. In determining what is an appropriate response to a finding that harassment in violation of this Regulation has occurred, the District shall consider:
 - what response is most likely to end any ongoing harassment;
 - whether a particular response is likely to deter similar future conduct by the harasser or others;
 - the amount and kind of harm suffered by the victim of the harassment;
 - the identity of the party who engaged in the harassing conduct.
 - whether the harassment was engaged in by school personnel, and if so, the District will also consider how it can best remediate the effects of the harassment.

In the event that the evidence suggests that the harassment at issue is also a crime in violation of a Missouri criminal statute, the Board shall also direct the District Compliance Officer to report the results of the investigation to the appropriate law enforcement agency charged with responsibility for handling such crimes.

2. The results of the District's investigation of each complaint filed under these procedures will be reported in writing to the complainant and other parties by the District within 10 days of the Compliance Officer's receipt of the complaint, in accordance with state and federal laws regarding data or records privacy, and consistent with the privacy rights of the alleged harasser.
3. If the District's evaluation of a complaint of harassment results in a conclusion that a school employee has engaged in unlawful discrimination or harassment in violation of this Regulation, or that a school employee(s) has failed to report harassment as required herein, that individual may appeal this determination by presenting a written appeal within 10 school days of receiving notice of the District's conclusion, by use of

established School Board procedures for appealing other adverse personnel actions. (See personnel handbooks.)

4. If the District's evaluation of a complaint of harassment results in a conclusion that no unlawful harassment has occurred, an individual who was allegedly subjected to harassment and believes that this conclusion is erroneous may appeal this determination by presenting a written appeal to the Superintendent within 10 school days of receiving notice of the District's conclusion. The grievant may request a meeting with the Superintendent or his/her designee. The Superintendent or his/her designee has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Superintendent or his/her designee within 10 working days after receiving the written appeal.
5. If the complainant believes the Superintendent has not adequately or appropriately addressed the appeal, he or she may present a written appeal to the President of the Board of Education within ten (10) working days after the grievant receives the report from the Superintendent. The grievant may request a meeting with the Board of Education. The Board of Education has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Board of Education at their next regularly scheduled meeting or no later than 45 calendar days from the District's receipt of the complainant's appeal to the Board. The grievant will be notified in writing of the decision within 5 working days after the Board of Education meeting.
6. An individual who was allegedly subjected to unlawful discrimination or harassment may also file a complaint with the Missouri Commission for Human Rights, the United States Department of Education, Office for Civil Rights, or the United States Department of Justice. In addition, such individual may choose to file suit in the United States District Court or the State Circuit Court.
7. Copies of all complaints of harassment and the investigations conducted pursuant to them shall be maintained at the main administrative offices of the School District.

RETALIATION

Submission of a good faith complaint or report of unlawful discrimination, sexual harassment, or harassment based upon race, sex, color, disability, national origin, age, ethnicity, or sexual orientation will not affect the complainant or reporter's future employment, grades, learning, or working environment, or work assignments.

The School District will discipline or take appropriate action against any student, teacher, administrator, or other school personnel who retaliates against any person who reports an incident of alleged harassment/discrimination, sexual, racial, ethnic, sexual orientation discrimination, disability-related harassment or violence, or any person who testifies, assists, or participates in a proceeding, investigation, or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

Family Medical Leave Act (Board Policy P4321, R4321)

The Board of Education recognizes that leaves of absence are occasionally necessary due to family or medical reasons or in certain circumstances associated with servicemembers' service in the Armed Forces. The District has adopted detailed procedures to ensure compliance with the Family and Medical Leave Act of 1993 (FMLA). As provided by District regulations, eligible employees are entitled to use up to twelve (12) workweeks of unpaid leave for family and medical reasons (up to 26 workweeks for covered events related to those serving in the Armed Forces). The Board of Education has designated a District administrator to act as FMLA Compliance Officer. As part of its compliance program, the District will notify each employee of the name, address and telephone number of the District's FMLA Compliance Officer and will provide a statement of commitment to adhere to FMLA regulations. The FMLA Compliance Officer will regularly evaluate the District's FMLA compliance to ensure fair and equitable opportunities for all eligible employees. The FMLA

Compliance Officer is the Superintendent, PCSSD, 1317 West State Highway 84, Hayti, MO 63851, 573-359-0021.

EMPLOYEE ALCOHOL AND DRUG TESTING (Board Policy R 4871)
(District Provides Transportation Services)
Provisions Applicable to All Employees

The District prohibits all employees from the possession, distribution, or presence under the influence of alcohol and non-prescribed controlled substances while on school premises. This prohibition is exemplified by Policy 4870 Drug-Free Workplace and Policy/Regulation 4871 Driver Drug Testing. Violation of this policy as well as Policies 4870 and 4871 will result in disciplinary action up to and including termination. In addition, such violation may result in substantially reduced or forfeiture of workers compensation benefits where the use of substances prohibited by this policy was in conjunction with or related to a work place injury.

Post Accident Drug / Alcohol Testing

Employees under the influence of alcohol, drugs, or controlled substances while on duty are a serious risk to themselves, to students, to other employees, and to District property. Where an employee holding a safety sensitive position is involved in an accident producing injury, the District will require the employee to submit to post injury alcohol/drug testing.

Post accident testing will be utilized after any accident

- involving the loss of life;
- resulting from a violation of Board Policy or Regulations, or municipal, state, or federal law;
- which results in an injury to a person who receives medical treatment;
- resulting in disabling damage to any motor vehicle or piece of District equipment;
- resulting from a violation of a safety regulation or safety directive.

Refusal to submit to post injury testing will result in disciplinary action up to, and including termination, and may result in forfeiture of Workers Compensation benefits for injuries related to the request for testing.

Employees holding a non-safety sensitive position will be subject to post accident drug testing where a District administrator has sufficient cause to suspect the employee's use of alcohol or non-prescribed controlled substance producing accident, in conjunction with or related to a work place testing. Such post accident testing will be utilized in the instance of the occurrence of any of the five instances set forth in this policy.

Safety Sensitive Positions:

The following list of positions are hereby classified as "safety sensitive" due to the serious risk of harm that can result from performing said job duties while impaired by drugs or alcohol; therefore,

employees occupying such positions are subject to drug testing in accordance with published Board Policies and Regulations:

- Food service employees.
- Transportation employees.
- Custodial employees.
- Maintenance employees (HVAC, Electrical, Plumbing).
- Any district employee whose job duties involve the performance of supervising children, including, but not limited to teachers, teachers' aides, lunchroom/playground monitors, etc.

STAFF/STUDENT RELATIONS (Board Policy P 4630)

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.

Teachers should maintain professional relationships with students. With the exception of students who are immediate family with the staff member, this requirement also includes avoiding situations that could lead to allegations of inappropriate relationships with students, including, but not limited to:

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

Electronic Communication (Board Policy P 4650)

Employee personal communication with students, in all forms including oral and nonverbal shall be appropriate and consistent with Board policy. Personal communication shall be deemed to be inappropriate if such communication is sexual in nature; is sexually suggestive; suggests romantic activity with student or students; or is otherwise inconsistent with Board policy. Violation of this provision will result in disciplinary action up to and including dismissal.

Communications between employees and students will be primarily direct, oral or written in nature. Employees may not communicate with district students via electronic media regardless of whether created or maintained by the employee or students. As restricted in this policy the phrase "electronic media" includes but is not limited to social networks, texting, and emails. This policy does not preclude electronic communication between teachers and their siblings and children who may be district students.

The District will provide official electronic media which may be utilized by employees for communication with students for dissemination of school related information (i.e. homework, practice schedules, supplemental instructional material.)

HAZING AND BULLYING (Board Policy P 2655, P 2920)

General

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

Cyberbullying means bullying as defined above through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District may prohibit and discipline for cyberbullying that originates on any District campus or at a District activity if the electronic communication was made using the school's technological resources, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on the District's campus or at a District activity using the student's own personal technological resources. Further, students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline.

Bullying, as defined in this policy, is strictly prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building principal. District employees are required to report any instance of bullying of which the employee has witnessed within two (2) school days of the occurrence. Employees shall report the occurrence to the building principal, who is the person the District designates to receive reports of incidents of bullying. A principal who receives a report of an incident of bullying shall initiate an investigation into the allegations within two (2) school days of receipt of the report. The principal may assign other employees to assist in the investigation, or request that the superintendent assign an outside investigator. The investigation shall be completed within ten school days from the date of the written report of bullying unless good cause exists to extend the investigation. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

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

Hazing is inconsistent with the educational goals of the District and poses a significant risk to the physical and mental welfare of District students. Hazing of students or staff, on or off District property, is prohibited and may result in disciplinary action.

DRUG-FREE WORKPLACE (P 4870)

The unlawful possession, use or distribution of illicit drugs and alcohol on school premises or as a part of school activities is strictly prohibited.

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

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

The District has provided a drug-free awareness program to inform employees of:

1. The dangers of drug and alcohol abuse in the workplace.

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

If you need this information reviewed at any time, please see the administrators.

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

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

The District has adopted and implemented a drug prevention program.

These policies have been distributed in writing to all staff present and future employees of OVLC via this handbook.