

Maryville R-II School District

District Staff Handbook

Revised July 2021

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MARYVILLE R-II SCHOOL DISTRICT

OFFICE OF SCHOOL SUPERINTENDENT

1501 South Munn Avenue
Maryville, MO 64468
Phone 660-562-3255
Fax 660-562-4724
www.maryville.k12.mo.us

Maryville R-II Staff Member,

Thank you for your dedicated service to the children of our community and our school. Your job is a challenging, but rewarding one. I have a small framed print in my office that reads “We’re here to do good things for other people.” I truly believe this – ours is a service profession. If there is any way I can be of assistance to you, please do not hesitate to ask.

Hopefully, this staff handbook will assist you in your duties and answer many of your questions. Please review it on an annual basis. The first section contains information pertaining to all schools within the district; subsequent sections contain building specific information. In addition, please review the MSBA, Board of Education approved policies located on our school website at www.maryville.k12.mo.us. To find them, go to the site homepage, hover over central office, and select the first option on the drop down. Since all policies in section G pertain to personnel, please review those in their entirety. In addition, please pay particular attention to the following:

- AC – Prohibition against discrimination, harassment, & retaliation
- AH – Use of tobacco products & imitation tobacco products
- EHB – Technology usage
- GBBDA – Family and medical leave (FMLA)
- GBCB – Staff conduct
- GBCBC – Staff absences & tardiness
- GBH – Staff/student relations
- GBM – Staff grievances
- IGDF – Student fundraising
- IICA – Field trips & excursions
- JHG – Reporting & investigating child abuse/neglect

Not all issues and situations are addressed by this handbook. If you encounter an area and need direction, please contact your supervising administrator or me for assistance.

Dr. Becky Albrecht, Superintendent of Schools



MARYVILLE R-II SCHOOL DISTRICT

Vision

Maryville R-II will be a model school district developing learners and leaders who positively contribute to their communities.

Mission Statements

Maryville R-II will advance learning, leadership, character, and collaboration.

ECC – Growing into Greatness

EFES – Learning to Grow; Growing to Learn

MMS – Learn to Inquire; Lead to Inspire

MHS – Spoofhound Nation: Inspiring you to unlock your personal potential. #makinggains

NTS – Guiding learners to meet the ever-changing needs of today and tomorrow.

Beliefs

1. We believe learning is continuous, at all levels, and occurs best in a safe, positive environment.
2. We believe leadership results in data-informed decisions, a quest for excellence, and contribution to community success.
3. We believe character needs taught, modeled, and used to cultivate positive relationships where all individuals are valued.
4. We believe collaboration is key to proactive planning and partnership development.

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1501 South Munn Avenue
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www.maryville.k12.mo.us

Dear Staff, Parents, and Visitors:

Asbestos is an issue we have been dealing with for many years. The Asbestos Hazard Emergency Response Act of 1986 (referred to as AHERA) was enacted by Congress. AHERA was enacted to determine the extent of and develop solutions for any problems we may have with asbestos.

To give you some background, asbestos has been used as a building material for many years. It is a naturally occurring mineral that is mined primarily in Canada, South Africa, and Russia. Asbestos' properties made it an ideal building material for insulating sound absorption, decorative plasters, fireproofing, and a variety of miscellaneous uses. There have been over 3,000 different products made using asbestos materials. The EPA began action to limit uses of asbestos products in 1973, and most uses of asbestos products as building materials were banned in 1978.

In July 2012, we had our facility re-inspected by William S. Adams, a certified asbestos inspector and management planner. He located and rated the condition and hazard potential of all material in our facilities suspected of containing asbestos and found us to be in compliance with AHERA.

Mr. Adams has updated our asbestos management plan for our facilities which includes this notification letter, education and training of our employees, and a set of plans and procedures designed to minimize the disturbances of the asbestos containing materials.

A copy of the asbestos management plan is available for your inspection in our administrative office during regular office hours. Please make an appointment for viewing the plans at least one working day in advance with our Asbestos Program Manager.

We have implemented the asbestos management plan. It is our intent to not only comply with, but exceed federal, state, and local regulations in this area. We have taken steps necessary to insure that you, your children, and our employees have a healthy, safe environment in which to learn and work.

Dr. Becky Albrecht, Superintendent of Schools



PUBLIC NOTICE

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The <public agency> assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Maryville R-II School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Maryville R-II School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Maryville R-II School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Maryville R –II Administration Office, Monday thru Friday from 8:00 a.m. to 4:00 p.m. on days when school is in session.

This notice will be provided in native languages as appropriate.

504 Public Notice

The Maryville R-II School District, as a recipient of federal financial assistance from the United States Department of Education and operates a public elementary or secondary education program and/or activity, is required to undertake to identify and locate every qualified person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parents or guardians of the District's duty.

The Maryville R-II School District assures that it will provide a free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that (i) are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and (ii) are based on adherence to procedures that satisfy the requirements of the 504 federal regulations.

The Maryville R-II School District has developed a 504 Procedures Manual for the implementation of Federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed at the Maryville Administration Building, 1429 South Munn Avenue, Maryville, MO, during normal business hours 8:00 a.m. – 4:00 p.m.

This notice will be provided in native languages as appropriate.

Educating Missouri's Homeless Children



The McKinney-Vento Act guarantees homeless children and youth an education equal to what they would receive if they were not homeless.

Who is Homeless?

According to the McKinney-Vento Act, homeless children and youth include individuals who lack a fixed, regular and adequate nighttime residence. This includes the following situations:

- Sharing the housing of others (known as doubling-up) due to loss of housing or economic hardship
- Living in motels, hotels, trailer parks or camping grounds
- Living in emergency or transitional shelters
- Abandoned in hospitals
- Living in a nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation
- Living in cars, parks, abandoned buildings, substandard housing, bus or train stations, or similar settings

The McKinney-Vento Act also recognizes unaccompanied youth who are homeless. According to the act, an unaccompanied youth is a youth not in the physical custody of a parent or legal guardian.

Which School Can a Homeless Child Attend?

There are two choices for a student in a homeless situation — the school of origin and the school of residency. The school of origin is the school the child attended when permanently housed or the school in which the child was last enrolled. The school of residency is the school serving the area where the child or youth is currently physically dwelling. When determining the school of best interest, a homeless child or youth should remain in the school of origin (to the extent feasible) unless doing so is contrary to the wishes of the parent or guardian or to the wishes of the unaccompanied youth.



Federal Programs

P.O. Box 480 • Jefferson City, MO 65102-0480
<https://dese.mo.gov/quality-schools/federal-programs/homeless-children-youth>

Enrollment

The McKinney-Vento Act requires the immediate enrollment of homeless children and youth. These children must be allowed to attend school even if they are unable to produce previous academic records, immunization and medical records, proofs of residency, birth certificates, or other documentation that is usually required.

Transportation

School districts must provide transportation for homeless children and youth to the school of best interest. Districts must also provide transportation during the resolution of any pending disputes. While disputes over enrollment, school selection or eligibility are being resolved, students must be transported to the school of choice of the parent or the unaccompanied youth.

The Homeless Liaison

A school district's homeless liaison plays a vital role in ensuring that children and youth experiencing homelessness enroll and succeed in school. The McKinney-Vento Act requires that every school district appoint a homeless liaison who serves as the link between homeless families and school staff, district personnel, shelter workers, and social-service providers.

Call Missouri's Homeless Liaison

(573) 522-8763

District Liaison

Mr. Steve Klotz
Assistant Superintendent

660-562-3255

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator – Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; email civilrights@dese.mo.gov.

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**Missouri Department of Elementary and Secondary Education
Every Student Succeeds Act of 2015 (ESSA)
COMPLAINT PROCEDURES**

This guide explains how to file a complaint about any of the programs¹ that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)².

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
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1. What is a complaint?

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

Complaints can be filed with the LEA or with the Department.

4. How will a complaint filed with the LEA be investigated?

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

5. What happens if a complaint is not resolved at the local level (LEA)?

A complaint not resolved at the local level may be appealed to the Department.

¹ Programs include Title I, A, B, C, D, Title II, Title III, Title IV, A, Title V
² In compliance with ESSA Title VIII-Part C, Sec. 8304(a)(3)(C)

6. How can a complaint be filed with the Department?

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

7. How will a complaint filed with the Department be investigated?

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

1. **Record.** A written record of the investigation will be kept.
2. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
6. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

8. How are complaints related to equitable services to nonpublic school children handled differently?

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

10. What happens if a complaint is not resolved at the state level (the Department)?

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Maryville R-II School District receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the Maryville R-II School District to amend their child's or their education record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Maryville R-II School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

- 1) Political affiliations or beliefs of the student or student’s parent;
- 2) Mental or psychological problems of the student or student’s family;
- 3) Sex behavior or attitudes;
- 4) Illegal, anti-social, self-incriminating, or demeaning behavior;
- 5) Critical appraisals of others with whom respondents have close family relationships;
- 6) Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- 7) Religious practices, affiliations, or beliefs of the student or student’s parent; or
- 8) Income, other than as required by law to determine program eligibility.

- *Receive notice and an opportunity to opt a student out of* –

- 1) Any other protected information survey, regardless of funding;
- 2) Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
- 3) Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

- *Inspect*, upon request and before administration or use –

- 1) Protected information surveys of students and surveys created by a third party;
- 2) Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- 3) Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Maryville R-II School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Maryville R-II School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Maryville R-II School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific

activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Maryville R-II School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

Public Notice of Affirmative Action

Students, parents and employees of the Maryville R-II School District are hereby notified that this school district does not discriminate on the basis of race, sex, creed, color or handicap and is required by Title VI, IX and Section 504 not to discriminate in its educational programs, activities and employment practices. Any person having inquiries concerning the Maryville R-II School District's compliance with Title VI, IX and Section 504 is directed to contact Mr. Steve Klotz, Assistant Superintendent of Schools at the Superintendent's Office at 1429 South Munn, Maryville, Missouri, or by phone (660) 562-3255.

The Assistant Superintendent of Schools has been designated by the Maryville R-II School District Administrator to coordinate the school district's efforts to comply with Title VI, IX and Section 504.

All technical education class offerings, placement, guidance and other technical education activities are offered without regard to race, color, national origin, sex or handicapped condition.

Non Discrimination and Anti-Harassment

A. Anti-Discrimination Law Compliance

It is the policy of the Maryville R-II School District not to discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs or employment practices are required by Title VI and VII of the Civil Rights Act of 1964. Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990.

Inquiries related to District's employment practices may be directed to the District compliance Coordinator, Maryville R-II School District, 1429 South Munn, Maryville MO 64468; telephone number 660-562-3255.

Inquiries or concerns regarding civil rights compliance by the District should be directed to the Maryville R-II School District's Compliance Coordinator. Inquiries and complaints may also be directed to the Office for Civil Rights, Kansas City Office, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City MO 64114; telephone: 816-268-0550; FAX: 816-823-1404; TDD: 877-521-2172.

B. Collateral Prohibitions

As part of this obligation, the Board is also prohibited from, and declares a policy against:

1. Retaliatory actions based on making complaints of prohibited discrimination or participation in an investigation, formal proceeding or informal resolution concerning prohibited discrimination;
2. Aiding, abetting, inciting, compelling or coercing discrimination; and
3. Discrimination against any person because of such person's association with a person protected from discrimination due to one or more of the above-stated characteristics.

C. Compliance Officer Appointment

To ensure that these obligations are met, the Board designates the following individual to act as the district's nondiscrimination laws compliance coordinator, who shall also be the appointee for all laws specifically mandating such an appointment, and who shall have the duty of keeping the superintendent informed of the state of compliance with this policy district wide:

Steve Klotz, Assistant Superintendent
1501 South Munn Ave
Maryville, MO 64468
Phone 660-562-3255
Fax 660-562-4724

D. Reporting and Complaint

Complaints and reports regarding discharge of the duties summarized in this policy should be addressed to the compliance coordinator. Any employee of the district or member of the Board of Education who becomes apprised of a possible violation of this policy must report the matter to the coordinator. In the event the compliance coordinator is the subject of a report that would otherwise be made to the compliance coordinator, reports should instead be directed to the superintendent, who will assume the coordinator's duties for the purpose of that complaint.

E. Grievance Procedure and Resolution of Complaints

The administration will establish an effective grievance procedure and take any other actions necessary to carry out this policy, with due regard for the substantive and procedural rights of all parties concerned.

F. Confidentiality and Records

To the extent permitted by law, any public record held by this school district that is generated or received pursuant to this policy shall be closed and available only to the Board acting as a quorum, a committee appointment by the Board to carry out this policy on a permanent or ad hoc basis, the compliance coordinator and other administrators whose duties required access to the record in order to carry out this policy. Such persons may share access, on an individual basis, to such records with complainants or participants in a grievance or other resolution, only to the extent such disclosure promotes the purposes of this policy and is not prohibited by FERPA or any other law. Certain other limited disclosures may be required when material in the records is integral to an action affecting a constitutionally recognized property or liberty interest.

G. Public Notice and Dissemination

A copy of this policy will be posted in a public area of each building used for instruction and/or administrative offices. A copy of this policy will also be distributed annually to employees, parents or guardians, and students. The administration is directed to further publicize this policy and provide for such training or instruction as necessary to ensure district wide compliance with anti-discrimination laws, including instruction in recognizing behavior indicative of a violation of this policy.

Mandated Reporting of Suspected Child Abuse and Neglect

Under Federal law, all Maryville R-II Employees are required to immediately report suspected child abuse and neglect. This includes a reasonable cause to believe that a child known to them in their official capacity may be abused or neglected. Any suspected child abuse and neglect will immediately be reported the Abuse and Neglect Hotline. The staff member may request assistance from an administrator prior to the hotline and immediately notify any administrator following a hotline. Should a staff member be accused of child abuse and neglect, the incident will be investigated by administration. If findings warrant reasonable cause, a report will be made to the Abuse and Neglect Hotline.

Equal Opportunity Statement

The Maryville R-II School District is committed to equal educational opportunity for all students. Our staff is available to help students with general information, application procedures, and other related issues and services needed by students.

As per Board Policy, the Maryville R-II School District is prohibited from and hereby declares a policy against, engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, religion, gender, national origin, ancestry, disability, age or use of leave protected by the Family and Medical Leave Act, in its programs, activities and with regard to employment. Concerns regarding discrimination should be addressed to Assistant Superintendent/ Compliance Officer.

Accident Reports

Please fill out an accident report when an accident occurs with a student or staff member. It may not be possible to fill out during the situation, but please have the form completed shortly thereafter. The form should be given to the nurse or supervisor.

Building Access

All staff have been provided with keys and ID badge credentials for access to the building and their assigned area. Please be sure to maintain a high level of professionalism in regard to accessing the building in non-school hours. It is imperative that all lights be turned off when exiting the building. It is also required that all doors be secured and checked when entering and leaving the building.

Each staff member will be issued an access card and the keys necessary for the carrying out of his/her respective duties. **DO NOT UNDER ANY CIRCUMSTANCES LOAN YOUR KEYS OR ACCESS CARD TO ANOTHER PERSON OR TO A STUDENT.** Go with them if they need your keys to open a door.

Entry into the building will be gained with an ID/Access Card. It is a "key"; therefore, it is your responsibility to keep the card in a secure location. If your card is lost, IMMEDIATELY notify the superintendent or your building administration. The card will be deactivated until found. If the card is not found, a new card will be issued with the cost to the staff member.

Cost to replace the ID card is \$5.00 and cost to replace the ID/Access card is \$10.00. Repeated misuse of card, may result in loss of access privileges. The cost to replace a district key will be determined by the number of keys issued and the number of core locks associated with the lost key. The ID cards will also be used as a staff courtesy pass to home activities and MEC Conference Pass, excluding tournaments.

Building Security

The safety of our staff and students is the responsibility of all of us. Please be sure that all doors are secured after leaving the building. Do not assume that each door will shut and lock behind you as designed. At times, they may not close completely. All exterior doors will remain locked at all times. All visitors must sign in at the office and obtain visitor credentials (sticker, badge, etc.) If you see anyone who doesn't have a visitor's credential, please confront them, ask if they have signed in and/or direct them to the office.

Communication & Mail

E-Mail

- Be sure to check your mailbox every day and your e-mail at least twice a day. We will continue to do the bulk of our communication through e-mail. “Back-to-School” information will be emailed to staff in early August.

Campus Mail

- Central Office operates as the general place for district mail to flow in and out. The post office will deliver mail to each building daily. Campus mail and outgoing mail from the buildings will be transported to Central Office once a day. Once a day, usually during the lunch hour, the Post Office will pick up outgoing mail at Central Office. As a general rule, mail coming over to Central Office in the afternoon will be mailed out the following morning. If an afternoon mail-out is of an immediate nature, please advise your office manager in advance.

District Transportation

All bus requisitions and district vehicle usage requisitions must be approved by the administration. Remember that if you are attending a school-sponsored professional development event, please request a district vehicle through one of the principals. Mileage expenses will only be reimbursed if all district vehicles are already in use.

- The district has a vehicle fleet (vans and cars) designated for staff to use in meeting and event travel. A district-wide Vehicle Request Form is available for reserving fleet vehicles. This form, when completed, includes all trip information necessary for processing your request (including the account code the trip will be charged against, and the building administrator approval). Generally, there is a high volume of district vehicle reservations, so it is important to plan ahead when making your district travel plans. The form is available on the district web site or contact your building office manager regarding how to obtain the Vehicle Request Form and detail information on processing it.
- If a district vehicle is available for the time-frame of your trip, and you opt to use your personal vehicle, no mileage reimbursement will be given.
- Each district vehicle is checked out with a full tank of gas and a vehicle notebook. Included in the notebook are yellow trip sheets (which are to be completed for each trip before and after the vehicle is used), gas charge cards, vehicle insurance information and other pertinent travel information. Please review the notebook data as it is checked out to you. **IMPORTANT: Sign all gas charge receipts and leave them in the vehicle binder zippered pouch.**

Dress Code

All district staff members are expected to dress professionally. Jeans are not allowed except on Fridays. I would also encourage you to wear Spoofohound attire with your jeans!

Inclement Weather Procedures

To help everyone be better prepared for the approaching winter weather, Maryville R-II is sharing the following procedures which will be in place for this school year.

1. Notification

Announcements concerning cancellations, early outs, late starts, and/or the use of hard surface bus routes will be made locally through the following:

- a. Radio - KNIM 97.1 FM and 1580 AM and KXCV/KRNW 90.5 FM and 88.9 AM
- b. Television - KQ2, KCTV5, Fox 4, and KSHB41
- c. Spoofohound Mobile (use link on the website to enroll in this texting service)
- d. School Reach (automatic calling service for employees only)
- e. Social Media – (rely only on school official accounts like @BeckyMAIbrecht and the MHS mobile app)

2. Late Starts

In the event of a late start, everything for grades k-12 is on a two hour delay. School will begin at 9:55 a.m., and bus stops will be 2 hours later than normal. There will be no morning GO Program at Eugene Field and no before school athletic or club practices/activities. Breakfast will only be served at Eugene Field, not at the middle or high schools.

3. Early Outs

On early out days, there will be no after school athletic or club practices/activities and no middle school stat classes. There will typically be afternoon GO Program at Eugene Field.

4. Alternative Methods of Instruction (AMI)

With the Department of Elementary and Secondary Education's guidance and approval, Maryville R-II will be implementing a plan for Alternative Methods of Instruction (AMI) beginning school year 2020-2021. This plan exempts the district from rescheduling up to 36 hours of time lost due to exceptional or emergency circumstances, including but not limited to inclement, weather, utility outages, or pandemic.

AMI will be available for all students with the goal of both reinforcing previously taught skills and introducing new concepts. Students and parents will be notified on days when AMI is in effect. On these days, staff will be available for communication with students via email and the district learning management system.

Purchasing

- * District purchases require prior approval from your building administrator. Please see them first to begin the purchase order process. Purchase orders are created and approved at the building and Central Office level prior to orders being placed. Once the ordered items are received, you (as the person requesting the order initially) will be asked to sign on the vendor invoice indicating the items have been received. After that your office manager will process it for payment to Central Office and a check will be issued to that Vendor. Exceptions to this process will need to be reviewed on a case by case basis. Please note, accounts payable checks are cut once a month, (third Tuesday of the month) so you will want to plan ahead on ordering. See your office manager for details.
- * The district has US Bank Visa cards that we would like for you to use, if possible, when shopping at Walmart or Hy-Vee or when traveling for the district. Most of the locally owned stores, such as Watkins, have charge accounts set up for our district that we will continue to use. You will also need to make sure that they know we are tax exempt. Your office manager should have a tax exempt card to give you when they give you the credit card.

Reimbursements

- * For meal reimbursements, an **itemized** receipt is required (this includes whether you paid cash, used your credit card, or a district credit card for the expense). Each building Office Manager has travel expense reimbursement forms. Please see them to process the reimbursement ASAP following your trip.
- * When a district trip requires overnight accommodations, please see your building administrator first for approval of this anticipated district expense. Next, check with your office manager regarding the booking of the lodging and requesting a PO to be processed to this vendor.
- * Reimbursements for other expenses (whether trip related or program related) need to be filed with a reimbursement form ASAP after the expense has occurred. Please see your building's office manager to turn in purchase invoices or requests for reimbursements.
- * Invoices and reimbursements which are turned in by the monthly deadline of your building office manager will be processed promptly. Your reimbursement will be available by the Friday following the monthly Board of Education meeting (the BOE approves all bill cycle expenditures at their meeting each month). The Board of Education meetings routinely occur the 3rd Tuesday of the month.

Student Supervision

Students must be supervised at all times. Do not leave students unsupervised at any time. If you need to leave your classroom, please arrange with another teacher or contact the office and we will try to come to your room to cover. Lack of supervision can be very difficult to explain under most circumstances.

Use of School Equipment

Our school is supplied with many tools that promote the education of our students. Please remember that this equipment is provided for school purposes only. Any use of school equipment for personal use should be pre-approved by administration. Copy machine costs and fax machine costs can be paid for and logged through the office manager.

Work Hours

Unless modified by other school assignments or extracurricular responsibilities, all teachers' hours of work at school are from ten minutes prior to the beginning of school to ten minutes after the end of school.

Employees are to remain at school during work hours except when emergencies or matters of business related to the work of the respective departments create a need to leave school. When employees need to leave school, they shall notify the principal or the assistant principal and the school office before leaving. On their return, they shall notify the school office personnel of their return to the building.

Work Orders - Maintenance and Technology

If you have maintenance requests or technology requests, please report and request help through our "SchoolDude" program. You can access SchoolDude through the district website

www.maryville.k12.mo.us