

School District Philosophy

Statement of Objectives

Within the structure of the objectives, certain behavioral outcomes are expected to occur in the students. The following student outcomes are divided into four basic areas which provide for the well-rounded development of the student.

I. Intellectual Development

1. Develop the skills of communication, which include the ability to organize ideas, speak and/or write clearly, think critically, listen analytically and read independently.
2. Develop quantitative thinking to the level necessary to solve mathematical problems of a practical and a theoretical nature.
3. Understand social processes of personal, cultural and political systems.
4. Understand the techniques of the scientific method in the world and relate these to the improvement of the universe.
5. Recognize and apply the principles of good decision making.
6. Develop an aesthetic sensitivity through the study of art, music, drama and literature.

II. Physical Development

1. Recognize and apply the principles of individual growth and maturation.
2. Understand the need for and the means of achieving and maintaining good mental health and physical fitness throughout life.
3. Develop fine and gross motor skills to be able to perform the physical tasks of life.
4. Learn the importance of recreational activities through competitive games and lifetime sports adaptable to individual needs, skills and physical capabilities.

III. Social Development

1. Exhibit responsible behavior in the social and physical environment.
2. Understand the rights and responsibilities of a citizen of a democratic society.
3. Develop cultural awareness of differences and similarities which exist in the community, state, nation and the world.
4. Seek opportunities to practice social interaction and responsible leadership.
5. Understand the nature and the importance of governmental institutions and citizenship.
6. Acquire the information necessary for avocational pursuits.
7. Develop the concepts of self, morality and values.

IV. Career Development

1. Recognize the social significance of work and apply those principles.
2. Recognize personal interests, values, attitudes, abilities, and physical characteristics as they relate to career decisions.
3. Become aware of the broad scope of occupational opportunities available in the community and in the world.
4. Identify available educational programs for various occupational fields.
5. Develop career goals.
6. Develop career skills for various occupational fields.

Obviously, the District cannot be responsible for the outcomes. However, the District is responsible for providing the opportunity for the student to develop in these specific areas. The following objectives are an expression of that responsibility.

1. Establish a learning environment.
2. Provide educational opportunities.
3. Advance academic achievement.
4. Encourage intellectual development.
5. Foster social development.
6. Instill democratic principles.
7. Promote physical development.
8. Increase career awareness.
9. Strengthen value systems.
10. Develop personal awareness.
11. Encourage research and evaluation.
12. Promote educational excellence.
13. Provide recognition of student achievement.

In the following listing, the objectives have been enlarged to include activities that meet the objective.

1. Establish a learning environment.
 - a. qualified staff of administrators and faculty
 - b. facilities
 - c. equipment
 - d. disciplinary order
 - e. support staff and services
 - f. media centers
 - g. attendance policy

2. Provide educational opportunities.
 - a. special education programs, mentally handicapped, learning disabled, gifted, cadet teaching.
 - b. curricular offerings, general, vocational/technical, college preparatory
 - c. school media, newspaper, yearbook
 - d. events, College Day, Military Information Day
 - e. adult education

3. Advance academic achievement.
 - a. graduation requirements
 - b. competency testing
 - c. achievement testing
 - d. fundamental skills development
 - e. grading system
 - f. advanced placement classes, dual credit classes

4. Encourage intellectual development.
 - a. aesthetic sensitivity
 - b. thinking
 - c. computing
 - d. analyzing
 - e. synthesizing
 - f. reading
 - g. writing
 - h. decision-making

5. Foster social development.
 - a. interaction with peers, administration, faculty and support personnel
 - b. extracurricular club activities
 - c. studies of culture, sociology, behavior, customs
 - d. respect for individuals
 - e. self-concept development

6. Instill democratic principles.
 - a. modeling equal opportunities
 - b. inform about government and citizenship
 - c. practice democratic principles in student elections
 - d. student council
 - e. weekly pledge to the flag

7. Promote physical development.
 - a. physical education classes
 - b. individual sports
 - c. team sports
 - d. nursing services

8. Enlarge career awareness.
 - a. classroom units of study in career opportunities
 - b. guidance and counseling
 - c. curricular offerings which lead to specific occupational skill development
 - d. career visitation

9. Strengthen value systems.
 - a. promote the work ethic – employment and homework
 - b. personal integrity
 - c. guidance and counseling

10. Develop personal awareness.
 - a. assessment program results
 - b. personal interests
 - c. strengths and weaknesses
 - d. capabilities and limitations

11. Encourage research and evaluation.
 - a. student research
 - b. evaluation of information sources

12. Promote educational excellence.
 - a. awards and honors programs
 - b. Advanced Placement testing
 - c. college credit classes
 - d. scholarship information
 - e. programs for gifted

13. Provide recognition of student achievement.
 - a. publicity of events in the media
 - b. contact with parents
 - c. awards assemblies

School Board Organization

School Board Elections

December _____	Pick up packet Board Office Post Notice of Annual School Election in Schools, Public Library, and City Hall
December _____	First day for filing by candidates Board Office, - 8 a.m. - 4:30 p.m. (sixteenth (16th) week prior to election)
January _____	Last day for filing Board Office, - 8 a.m. - 5:00 p.m. (eleventh (11th) week prior to election)
February _____	Certification of Candidates for Board of Education to be signed by the Board Secretary and forwarded to Board of Election Commissioners. (Certification forms are to be in election headquarters no later than tenth (10th) week prior to election by 5 p.m.) ¹
March _____	During this week, principals are to make necessary arrangements for polling places and for reserving parking space on streets for voters. They will be contacted by election headquarters in advance.
April _____	Election Day

Poll watchers are not allowed for non-partisan election.

¹ This date is also the *withdrawal deadline* for election.

ORGANIZATION, PHILOSOPHY AND GOALS

Regulation 0321

School Board

School Board Officers

President

It shall be the duty of the President to:

1. Preside when present at all Board meetings.
2. Appoint special committees of the Board. There shall be no standing committees.
3. Sign all warrants ordered drawn by the Board.
4. Sign all contracts or documents as appropriate by virtue of approval of the Board or by virtue of holder if the office of President.
5. Call special meetings of the Board when in the President's judgment meetings are necessary.
6. Perform any other duties authorized by the Board or by State law.

Vice-President

It shall be the duty of the Vice-President to perform all the duties of the President in case of the absence or disability of the President.

Secretary

It shall be the duty of the Secretary to:

1. Keep a complete, accurate and regular record of all proceedings of all regular and special meetings of the Board of Education.
2. Post all notices required by law when duly ordered by the Board.
3. Make and file all reports as required by law.
4. To be present at all regular and special meetings of the Board.
5. Sign all documents, orders, and reports required by law or as appropriate after approval of the Board.

Adopted: February 17, 2003

Effective: July 1, 2003

6. Receive and acknowledge official correspondence of the Board.
7. Preside at meeting of the Board if both President and Vice-President are absent until a president Pro Tem can be chosen, or if a quorum is present.
8. Perform all other duties as authorized by the Board or State law.

Treasurer

It shall be the duty of the Treasurer to:

1. Act as custodian of all moneys belonging to the School District.
2. Sign all checks paid by the Board of Education.

ORGANIZATION, PHILOSOPHY AND GOALS

Regulation 0342
(Form 0342)

School Board Organization

Nepotism, Conflict of Interest and Financial Disclosure

Contractual and Business Relationships

No Board member shall:

1. Perform any service for the District for compensation in excess of five hundred dollars (\$500) per transaction, or five thousand dollars (\$5,000) per annum except for transactions made pursuant to an award of a contract let or sale made after public notice and competitive bidding and provided that the bid or offer is the lowest received.
2. Sell, rent or lease any property to the District for consideration in excess of five hundred dollars (\$500) per transaction, or five thousand dollars (\$5,000) per annum unless the transaction is made pursuant to an award or a contract let or a sale made after public notice, provided that the bid or offer accepted is the lowest received.
3. Attempt, for any compensation other than the compensation provided for the performance of his/her official duties, to influence the decision of the Board or the District on any matter.

Business Entities

No partnership, joint venture, or corporation in which any Board member is a partner having the lesser of a ten percent (10%) interest or a ten thousand dollar (\$10,000) value partnership interest, or a co-participant or owner of outstanding shares of any class of stock with a fair market value equal to the lesser of ten percent (10%) of the outstanding shares or \$10,000, shall:

1. Perform any service for the District for any consideration in excess of five hundred dollars (\$500) per transaction, or five thousand dollars (\$5,000) per annum unless the transaction is made pursuant to an award on a contract let after public notice and competitive bidding, provided that the bid or offer accepted is the lowest received.
2. Sell, rent or lease any property to the District where the consideration is in excess of five hundred dollars (\$500) per transaction, or five thousand dollars (\$5,000) per annum unless the transaction is made pursuant to an award on a contract let or sale made after public notice and in the case of property other than real property, competitive bidding, provided that the bid or offer accepted is the lowest received.

Use of Confidential Information

A Board member shall not use or disclose confidential information obtained in his/her official capacity in any manner with the intent to cause financial gain for himself/herself, any other person, or any business. This also precludes the use of mailing lists or the school mail for any communication other than that directly related to school matters. The term "Confidential Information" shall mean all information whether transmitted orally or in writing which is of such a nature that it is not, at that time, a matter of public record or public knowledge.

Acceptance of Gifts

A Board member shall not solicit or accept gifts, payments, or anything greater than a nominal value item or holiday gifts of nominal value from any person, organization, group or entity doing business or desiring to do business with the District.

Contact Between Vendors and Board Members

A Board member, if contacted by a vendor requesting information about the District's bidding procedures, whether of a general nature or with regard to a specific goods or service to be bid, shall provide the vendor with the name and business telephone number of the Assistant Superintendent for Business. The Board member shall request that the vendor contact the Assistant Superintendent for Business and direct all questions and concerns to him/her.

Financial Interest Statement

All Board members will disclose to the public all potential Board member and employee conflicts of interest including:

1. Transactions in excess of five hundred dollars (\$500) per calendar year between a Board member, Superintendent, chief purchasing officer, or general counsel employed full time, and any person related within first degree consanguinity (see Form 0342) to such persons and the School District, excluding compensation received as an employee or payment of any tax, fee or penalty due to the District. Disclosure will include the dates and identities of the parties in the transaction.

2. Transactions between any business entity in which such individuals have a substantial interest¹ with a total in excess of five hundred dollars (\$500), and the School District, excluding any payment of tax, fee or penalty due to the District or payment for providing utility service to the District. Disclosure will include the dates and identities of the parties in the transactions.

The Superintendent and Assistant Superintendent for Business will make written disclosure of the following:

1. The name and address of each employer who provided income of one thousand dollars (\$1,000) or more to the Superintendent or Assistant Superintendent for Business.
2. The name and address of each sole proprietorship which the individual owned; the name, address and general nature of business conducted by each general partnership or joint venture in which he/she was a partner or participant; the name and address of each partner or co-participant in the partnership or joint venture unless the information is already filed with the Secretary of State; the name, address, and general nature of business or any closely held corporation or limited partnership in which the individual owned ten percent (10%) or more of any class of the outstanding stock or limited partner's units; and the name of any publicly traded corporation or limited partnership which is listed on a regulated stock exchange or automated quotation system which the individual owned two percent (2%) or more of any class of outstanding stock, limited partnership units, or other equity interests.
3. The names and addresses of each corporation for which the individual served as director, officer, or receiver.

A certified copy of this regulation will be sent to the Secretary of State's Office within ten (10) days of the adoption. Disclosure reports will be filed by May 1 for the preceding calendar year with the Secretary of State's Officer and the Board. Disclosure reports will be made available to the public during normal business hours.

The Board of Education shall readopt this policy biennially on or before September 15 of the calendar year.

¹ "Substantial Interest" is defined as ownership by the individual, his/her spouse, or dependent children, either singularly or collectively, of ten percent (10%) or more of any business entity, or an interest having a value of ten thousand dollars (\$10,000) or more, or receipt of a salary, gratuity or other compensation of five thousand dollars (\$5,000) or more from any individual, partnership, organization or association within any calendar year.

ORGANIZATION, PHILOSOPHY AND GOALS
0410

Regulation

Meetings

Meetings

The Board of Education permits its open sessions to be audio or video recorded subject to the following restrictions:

1. No additional artificial lighting may be used for a video recording.
2. Individuals wishing to video record an open session of the Board must locate themselves behind individuals attending the meeting.
3. No microphones may be placed on or near the tables where the Board and the administration are seated for purposes of individual audio recording.
4. Board meetings will not be interrupted to respond to questions or requests from individuals recording the meeting.

These guidelines are adopted to minimize disruption of Board meetings and to minimize any inconvenience to individuals attending the Board meetings.

ORGANIZATION, PHILOSOPHY AND GOALS

Regulation 0411

Meetings

Meeting Agenda

Order of Business

The President of the Board, upon taking the chair, shall call the members to order, on the appearance of a quorum. The order of business shall be as follows, unless changed by the president:

1. Call to Order
2. Announcements
3. Approval of Previous Minutes
4. Superintendent's Reports and Recommendations
5. Unfinished business
6. New Business
7. Adjournment

Parliamentary Procedure

In all matters not covered by the Rules of the Board, parliamentary procedure shall be governed by *Robert's Rules of Order*.

Vote of Member

Unless excused every member present shall vote on all questions, and no member shall leave before the close of the session without permission of the president. Voting by videoconference or teleconference is permitted as described in *Robert's Rules of Order*. Members participating electronically in a non-emergency meeting may not participate in a roll call vote. However, if the meeting is required due to a bona fide emergency, and if the nature of the emergency is stated on the record, members participating in the emergency meeting by electronic means, including telephone, may participate in a roll call vote.

GENERAL ADMINISTRATION

Regulation 1110
(Form 1110)

Cultures and Beliefs

Religious Expression

In order to ensure clarity in application of the District's religious expression policy, the following guidelines have been developed and implemented.

Prayer During Noninstructional Time

Students are permitted to engage in religious expression during noninstructional time, i.e. before school, after school, during lunch and recess and while not engaged in school activities. Religious expressions permitted include Bible reading, prayer, scripture reading, saying grace before meals. However, the exercise of constitutional rights of religious expression may not be engaged in when the expression disrupts educational activities or school-sponsored activities. The decision to participate or not participate in religious expression is a matter of individual choice. No student will be permitted to harass or intimidate other students to participate or refrain from participating in religious expression.

Access of Student Religious Groups to School Media

Religious related student groups will be given the same access to school facilities and school communications as are given to other noncurricular student groups. For example, and to the extent that noncurricular student groups are permitted to advertise in school media, participate in school announcements, make use of student activity bulletin boards and hand out leaflets announcing group activities, religious related groups will be given the same privileges. In all instances, the District maintains the right to control the means and timing of such activities. In all such matters, the District neither favors nor disfavors religious related student groups or the activities sponsored by such groups.

Release Time for Religious Activities

Upon written parental request, students may be released from school to participate in off-premises religious instruction or to satisfy religious obligations. Students who are released from class for religious activities will not be penalized for missing school. However, such students will be responsible for all assignments and for the content of lessons missed. The District will not provide transportation to or from off-premises for religious observances and will not be responsible for the safety or welfare of students while away from school.

Religious Expression in Class Assignments

Students are free to express their personal beliefs about religion in homework assignments, artwork or other written or oral assignments. Such assignments will be evaluated by teachers based upon

academic standards of substance, quality and relevance. Students will neither be rewarded nor penalized because of the religious content or lack of religious content in their assignments.

Student Assemblies and Extracurricular Activities

Generally, school administrators will determine or substantially control the content of what is expressed at student assemblies and at extracurricular activities. In such cases religious expression will not be permitted as the religious expression may be attributed to the school or seen as an endorsement of a particular religious belief or expression. However, in instances where students are selected to speak at assemblies based upon neutral selection criteria and where the student speaker has primary control over the content of his/her oral presentation, the school will not restrict the student speech because of its religious or anti-religious content. In such cases, school authorities will publicly clarify that the content of the student's speech is the speaker's and not the school's.

Prayer at Graduation/Baccalaureate Ceremonies

Where students or other graduation speakers are selected on the basis of neutral criteria and retain control over the content of their speech, the content of the speech will not be restricted because of the religious or anti-religious content of the speech. The school disclaims responsibility for such speech – neither encouraging nor discouraging its content. However, neither District nor school officials may direct or encourage prayer at graduation or select speakers because of the expectation that such speakers will include religious expressions in their speech.

To the extent that the District makes its facilities and related services available to private groups, the District will provide similar access and on similar terms to private groups for a baccalaureate ceremony. The District and the school will not mandate student attendance nor participate in the organization of the ceremony. School employees are free to attend but will not be required to attend the private baccalaureate ceremony.

Religious Activities of School Employees

When not engaging in work-related activities, i.e. before school or during lunch, school employees may take part in religious activities such as prayer or Bible study. Such activities should be conducted in private in order to avoid the appearance that the employees are acting in their employment responsibilities. School employees are prohibited from encouraging or discouraging religious expression and from actively participating in religious expression with students.

Religious Emblems or Garments

School personnel shall not require students to remove religious emblems or garments if they are worn in a non-disruptive manner.

Certification of Compliance

The District will provide annual written certification of compliance that the District does not maintain any policy that prevents or denies participation in constitutionally protected prayer in public elementary and secondary schools. The certification will be provided to the Missouri Department of Elementary and Secondary Education on or by October 1 annually. A copy of the certification will be maintained in the District's administration office and will be available for public review.

GENERAL ADMINISTRATION

Regulation 1310
(Form 1310)

Equal Opportunity

Civil Rights, Title IX, Section 504 Notice

This regulation outlines the responsibilities of Title IX and Section 504 Coordinators and provides mechanisms for the resolution of grievances/complaints by employees, patrons and/or students relating to discrimination based on sex under Title IX or disability under Section 504. For appeal procedures relating to the identification, evaluation or placement of students under Section 504, see Regulation 2110 – Equal Education Opportunity.

DEFINITIONS

Section 504 – Section 504 of the Rehabilitation Act of 1973.

Title IX – Title IX of the Education Amendments of 1972

Grievance – A complaint alleging a violation of (1) any District policy, procedure or practice covered by Title IX or Section 504, or (2) other federal or state civil rights laws, rules and regulations or Board of Education policy prohibiting discrimination on the basis of sex or disability – other than a complaint regarding a student’s identification, evaluation or placement under Section 504. Section 504 programming for students is covered under separate District regulations (Regulation 2110 – Equal Education Opportunity, and Regulation 6250 – Instruction for Students with Disabilities).

Federal and State Civil Rights Laws, Rules and Regulations – The Constitutions of the United States and the State of Missouri, the Americans with Disabilities Act of 1990, and the Missouri Human Rights Act, and rules and regulations applicable thereto.

Grievant(s) – A student of the District, the parent/guardian of a student of the District, or a patron of the District, or an employee of the District, who submits a grievance.

School District – Carthage R-IX School District

Section 504/Title IX Coordinator (Coordinator) – The employee(s) designated to coordinate the District’s efforts to comply with Section 504 and Title IX. This employee’s responsibilities include receiving and facilitating the processing of complaints. The name of the Coordinator shall be identified in various District publications and shall be posted. If the grievance relates to an alleged wrongful act by the person(s) identified to hear the grievance, the grievant may request the Coordinator to assign a different employee to meeting the grievant.

Day – A working day. Saturdays, Sundays and school holidays shall not be included when calculating number of days in the grievance process. Unless otherwise noted, *day* will include summer vacation days, exclusive of Saturdays and Sundays.

Adopted: July 19, 2010

Adopted: July 19, 2010

COORDINATOR'S RESPONSIBILITIES (Section 504 and Title IX Coordinator)

1. Develop a Section 504 grievance procedure which provides for due process for use by students and staff; develop a Title IX grievance procedure for use by students and staff, provide information about the availability and use of the grievance procedure and maintain a record of all grievance problems and solutions.
2. Develop a job description for the Section 504 and Title IX Coordinator; inform District personnel of the Coordinator's responsibilities and assure periodic meetings to update staff on Section 504 and Title IX activities.
3. Provide ongoing review of District bulletins, catalogs, Board policies, counseling procedures, yearbooks, and administrative regulations and practices related to compliance with Section 504 and Title IX.
4. Ensure that annual notice of the Section 504 and Title IX Coordinator's name, address, and telephone number is placed in school catalogs, handbooks, etc. (See Form 1310.1)
5. Review student-sponsored organizations and suggest criteria for compliance with Section 504 and Title IX.
6. Become familiar with resources/information for assistance with LEA self-evaluation and remediation available from the Office for Civil Rights.
7. Develop a systematic procedure for monitoring compliance with Section 504 and Title IX.
8. Disseminate information about student rights in relation to Section 504 and Title IX.
9. Disseminate facility accessibility information to students and staff.
10. Assure that cooperative training agreements and/or LEA contracts have appropriate nondiscrimination statements.
11. Evaluate present treatment of practices relating to pregnant students to determine compliance with Title IX regulations.

GENERAL PROVISIONS

The Coordinator shall receive complaints, actively and independently investigate the merit of those complaints, and assist the parties in resolution of those complaints. The Coordinator may be utilized as a resource by any party at any level of the grievance procedures.

Students, parents of elementary and secondary school students, employees, applicants for admission and employment, and sources of referral of applicants for admission and employment with Carthage R-IX School District have the right to file a formal complaint alleging noncompliance with regulations outlined in Title IX or Section 504.

Relevant records shall be made available to the grievant to the extent appropriate under the particular circumstances of the specific complaint and as permitted by law.

The grievance procedures herein do not deny the right of the grievant to file formal complaints with other appropriate state or federal agencies, such as the Missouri Human Rights Commission, United States Department of Education Office for Civil Rights, or the Equal Employment Opportunity Commission (employees only). Similarly, these procedures do not deny any right of the grievant to seek private counsel for complaints alleging discrimination.

In most instances involving a student under eighteen years old, the student's parent/guardian should participate in the hearing and resolution process.

No student or employee of the District shall intimidate, harass or retaliate against any person filing a grievance or any person participating in the investigation or resolution of a grievance.

If a grievance is taken to the Board of Education for a formal contested hearing, the parties shall have the right to be represented by legal counsel, to call and examine witnesses, to cross-examine witnesses called by the opposing party, and to submit documentary evidence into the record.

TITLE IX GRIEVANCE PROCEDURE

Level 1: Principal or Immediate Supervisor (Informal and Optional – may be bypassed by grievant)

Employees claiming sex discrimination may first discuss the grievance with their principal or immediate supervisor, with the objective of resolving the matter informally. A student or parent with a sex discrimination complaint may discuss it with the teacher, counselor, or building administrator involved.

Level 2: Title IX Coordinator

If the grievance is not resolved at Level 1 and the grievant wishes to pursue the grievance, the grievance may be formalized by filing a complaint in writing on a Compliance Violation Form. This form may be obtained from the Title IX Coordinator. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at Level 2 must be submitted within fifteen (15) working days from the day of the event giving rise to the grievance or from the date the grievant could reasonably become aware of such an occurrence. The grievant may request a meeting concerning the complaint be held with the Title IX Coordinator. A minor student

may be accompanied at that meeting by a parent or guardian. The Title IX Coordinator shall

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investigate the complaint and attempt to resolve it. A written report from the Title IX Coordinator to the grievant regarding action taken will be sent within fifteen (15) working days after receipt of the complaint.

Level 3: Superintendent

If the complaint is not resolved satisfactorily for the grievant at Level 2, the grievant may proceed to Level 3 by presenting a written appeal to the Superintendent within ten (10) working days after the grievant receives the report from the Title IX Coordinator. 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 ten (10) working days after receiving the written appeal.

Level 4: Board of Education

If the complaint is not resolved at Level 3, the grievant may proceed to Level 4 by presenting 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. The grievant will be notified in writing of the decision within ten (10) working days after the Board of Education action. The procedure in no way denies the right of the grievant to file a formal complaint with the Missouri Civil Rights Commission, the Office for Civil Rights, or other agencies available for mediation or rectification of rights grievances, or to seek private counsel for complaints alleging discrimination.

SECTION 504 GRIEVANCE PROCEDURE

The procedures below must be utilized with regard to discrimination claims under Section 504. Claims relating to identification, evaluation, or educational placement must be challenged using the procedures outlined in Policy and Regulation 2110.

Level 1: Building Administrator (Informal and Optional – may be bypassed by grievant)

Many problems can be resolved by an informal meeting with the parties and the building administrator. An individual with a complaint is encouraged to first discuss it with the teacher, counselor or building administrator involved, with the purpose of resolving the matter promptly and informally. Similarly, employees with a complaint are encouraged to first discuss the complaint with the building principal or immediate supervisor.

Level 2: Section 504 Coordinator

If the complaint or issue is not resolved at Level 1, the grievant may file a written grievance with the

Section 504 Coordinator. The written grievance must be filed with the Coordinator within fifteen (15)

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days of the event or incident giving rise to the grievance, or within fifteen (15) days of the date the grievant could reasonably have become aware of the event or incident. Extensions of the fifteen- (15) day requirement will be granted if the grievant can establish good cause for the delay and the interests of justice and fairness so require.

The written grievance should include the following information:

1. The nature of the grievance – what is the event, incident or circumstance that is the reason for the complaint;
2. The remedy requested – what would the grievant like to see happen if the Coordinator were to sustain the grievance; and
3. The grievant's signature and the date of the grievance.

The Coordinator shall have the authority to investigate all written grievances. The Coordinator may request that an independent investigator, who is not an employee of the District, be assigned by the District to conduct the investigation. When possible, the Coordinator shall work toward resolution of the grievance. This resolution shall be reduced to writing and signed by all parties. If the parties cannot agree on a resolution to the grievance, the Coordinator shall complete the investigation and make a determination regarding the merits of the complaint. The Coordinator shall notify the grievant and the Superintendent in writing of his/her determination within fifteen (15) days after receipt of the written grievance. The fifteen (15) days may be extended (1) at the request of the grievant, (2) with consent of all parties, or (3) if the Coordinator is on vacation or is otherwise unavailable during the fifteen- (15) day period due to an emergency or other unforeseen circumstances.

If the Coordinator concludes that the allegations contained in the grievance have merit, the Coordinator shall make a recommendation to the Superintendent as to the appropriate action to be taken by the District. If the Superintendent agrees with the recommendation of the Coordinator, the grievance will be sustained, and the recommended remedial action will be implemented. The Superintendent may sustain the grievance, yet modify the recommended remedial action. The Superintendent shall notify all parties of his/her decision in writing within five (5) days of his/her receipt of the recommendation from the Coordinator. The five (5) days may be extended (1) at the request of the grievant (2) with the consent of all parties, or (3) if the Superintendent is on vacation or is otherwise unavailable during the five- (5) day period due to an emergency or other unforeseen circumstances.

If the Coordinator concludes that the allegations contained in the grievance are without merit, the Coordinator shall make a recommendation to the Superintendent that the grievance be denied. If the Superintendent agrees with the recommendation of the Coordinator, the grievance will be denied. The Superintendent shall notify all parties of his/her decision in writing within five (5) days of his/her receipt of the recommendation from the Coordinator. The five (5) days may be extended (1) at the request of the

grievant, (2) with the consent of all parties, or (3) if the Superintendent is on vacation or is other unavailable during the five-(5) day period due to an emergency or other unforeseen circumstances.

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If the Superintendent disagrees with the recommendation of the Coordinator, whether sustaining or denying the grievance, the Superintendent shall state his/her reasons for disagreeing with the recommendation in writing, set out his/her conclusions and the reasons therefore, and notify all parties of the decision in writing within five (5) days of his/her receipt of the recommendation from the Coordinator. The five (5) days may be extended (1) at the request of the grievant, (2) with the consent of all parties, or (3) if the Superintendent is on vacation or is other unavailable during the five-(5) day period due to an emergency or other unforeseen circumstances. If the Coordinator or Superintendent is alleged to have violated this Policy, the grievant may request to bypass the respective individual.

Level 3: Board of Education

Any party aggrieved by the decision of the Superintendent or in disagreement with the proposed remedial action may submit a written appeal to the Board of Education. Such written appeal shall be filed in writing with either the Superintendent or the Secretary of the Board of Education. Such written appeal must be filed within ten (10) days of receipt of the decision of the Superintendent. Extensions of the ten- (10) day requirement will be granted if the grievant can establish good cause for the delay and the interests of justice and fairness so required. Upon receipt of a written appeal, the District shall place the grievance on the agenda of the next meeting of the Board of Education following the fifth day after the appeal is received, or at such Board meeting thereafter as may be agreed upon by the parties.

At the hearing before the Board, the parties shall have the right to be represented by legal counsel, to call and examine witnesses, cross-examine witnesses called by the opposing party, and to submit evidence into the record.

The Board shall render its decision within thirty (30) days. The Board shall report its decision in writing. All parties shall receive a copy of the decision.

The hearing before the Board of Education shall be considered a contested case for purposes of Chapter 536, Revised Statutes of the State of Missouri.

Level 4: Circuit Court

Any party aggrieved by the decision of the Board of Education may appeal the decision to the Circuit Court of the county, in accordance with Chapter 536, Revised Statutes of the State of Missouri, or to the applicable federal court.

Other Options

At any time during the grievance process, a grievant may file a complaint with the United States Department of Education, Office for Civil Rights (Kansas City, Missouri) or the Missouri Commission on Human Rights. Employee grievants may also file a complaint with the Equal Employment Opportunity Commission.

GENERAL ADMINISTRATION

Regulation 1405

School/Community Relations

Parent/Family Involvement in Education

In order to implement the Board's commitment to parent/family involvement in students' education, the District has implemented an educational involvement plan with the following components:

1. Promote regular, two-way, meaningful communication between home and school. Examples: personal visits beyond parent/teacher conferences, electronic/telephone contact, use of translators.
2. Promote and support responsible parenting. Examples: parenting workshops, parent resource centers, parent support groups.
3. Recognize the fact that parents/families play an integral role in assisting their children to learn. Examples: parent curriculum night, family literacy programs, post-secondary planning activities.
4. Promote a safe and open atmosphere for parents/families to visit the school that their children attend and actively solicit parent/family support and assistance for school programs. Examples: training of volunteers and staff, family activities at school, identifying parent volunteer opportunities in and out of school.
5. Include parents as full partners in decisions affecting their children and families. Examples: shared parent/teacher expertise on individual students, student academic planning, advisory councils (e.g., technology, nutrition/wellness), parent leadership development.
6. Use available community resources to strengthen and promote school programs, family practices, and the achievement of students. Examples: utilize the knowledge and skills of senior citizens, retired teachers, and veterans; encourage education-friendly practices in local businesses; parent information centers; identify links to current, quality resources.

Adopted: March 24, 2008

GENERAL ADMINISTRATION

**Regulation 1420
(Form 1420)**

School/Community Relations

Community Use of School Facilities

Use of Buildings

In accordance with the law, buildings may be used for free discussion of public questions and subjects of general public interest, for the meeting of organizations of citizens and for such other civic, social and educational purposes as will not interfere with the use of the building for school purposes. No part of the building is to be used without permission being granted by the Superintendent/designee.

Applications for Use

Applications for the use of the premises shall be made in writing and shall state the date and purpose of the use, and, if an admission charge is to be made, the purpose of raising said funds and such other information as the Superintendent/designee may require. Parent organizations, Scout, educational and other school activity organizations which may be granted use of certain rooms for regular meeting purposes shall not use other rooms in the building to hold meetings or entertainment on other than the regular meeting night unless written application is made for the use of same as provided above.

Any cancellation of reserved dates must be made in writing at least twenty-four hours before the date on which meetings are scheduled. The Superintendent/designee reserves the right to cancel any arrangements for use of buildings upon due notice in advance. **Exception:** All non-school-related activities scheduled in district facilities will be cancelled without prior notice on weekdays when school is not in session due to inclement weather, and on subsequent weekends; or at any time when walkways and parking lots are hazardous because of ice or snow; unless permission to use the facility is authorized by the building administrator.

Rental Charges

All persons and organizations except parent-teacher organizations, scouts, school groups, may be required to pay a service charge representing the prorated cost of the operation and maintenance of buildings, grounds and equipment in such an amount as the Board may determine from time to time.

All rental payments for use of the building will be due at least twenty-four hours before the date on which the building is to be used. When buildings are rented on Saturday or Sunday, an additional charge over and above the minimum charge may be required. Other payment arrangements may be made with the Superintendent/designee. The Board may waive the fee for special public programs.

Prohibitions

1. Special permission must be received to serve meals.

2. The sale, consumption or possession of alcoholic beverages shall not be permitted on School District premises at anytime. Nor shall any person who is in a drunken or intoxicated condition, or who is under the influence of liquor, be permitted on School District premises. The person in charge of the meeting will be held responsible for the enforcement of this rule.
3. Damage or breakage occurring in any building or grounds on account of the activities of an organization using it as a meeting place shall be paid for by the organization.
4. No use of equipment shall be granted unless an instructor or employee, approved by the Superintendent/designee, is in charge of the equipment.
5. Smoking is not permitted on school property.
6. The use of profane language on school property is not permitted.
7. A certificate of insurance or hold-harmless agreement shall be provided by the persons/ organizations using school facilities.
8. School groups have first priority on use of school facilities. Permits are granted with the understanding that cancellations may be ordered whenever necessary.
9. The Superintendent/designee may prohibit the use of school facilities by any group which has demonstrated by past performance its inability or unwillingness to respect school properties.
10. School property will not be used for un-American, sacrilegious or controversial purposes nor for any purpose which is contrary to the aims of the public school system.
11. No school premises shall be used for the display of fireworks or other hazardous activities.
12. No raffles, games of chance or questionable schemes for obtaining money shall be permitted.
13. School buses will not be used for other than school purposes.
14. Whenever refreshments requiring the use of the cafeteria equipment are contemplated by groups, it shall be necessary to employ some member of the daytime cafeteria staff to supervise the use of cafeteria equipment.
15. Applications for use of school facilities must be made five (5) days in advance and must be signed by a responsible citizen of the Carthage School District who is 21 years of age or

over. Applicant is to attend meeting and is responsible for the observance of rules applicable to use of building, grounds and equipment.

School/Community Relations

Code of Conduct - Adults

In order to ensure a safe and orderly environment in which our students can maximize their educational and social development, the following regulations are enacted with respect to the conduct of adult visitors:

1. Verbally aggressive behavior, which would include, but not be limited to, threats, intimidation, and profanity, will result in limited access to school premises and school activities for up to one (1) year. The length of the restriction will be determined by the Superintendent of Schools.
2. Physical or violent behavior will result in a ban by the Board of Education from school premises and activities and will be referred to law enforcement.
3. Failure to comply with the restricted access provided in these regulations will result in the filing of civil and/or criminal charges.

GENERAL ADMINISTRATION

Regulation 1440
(Form 1440)

School/Community Relations

Research Requests

The following steps must be taken by the researcher:

1. Obtain a copy of the District's policy statement on research requests.
2. Present a letter of introduction and authentication from the responsible official, i.e. department chairman or above, of the institution of higher education or the professional organization.
3. Submit a copy of the research proposal to include an outline of the research design, copies of the instruments to be used, and an outline or summary of techniques and procedures to be used in the study, including an anticipated date the District can expect a report of the findings.
4. Obtain approval by the Superintendent/designee.
5. Obtain approval from the principal(s) of the school (s) to be involved so that the District will be assured that data collecting will not in any way disrupt ongoing school programs.
6. Obtain written permission from parents of children to be directly involved.
7. Sign an agreement using the form provided by the Superintendent's office.

GENERAL ADMINISTRATION

Regulation 1450
(Form 1450)

School/Community Relations

Public Access to District Documents

The following regulations are intended to ensure full and open disclosure of the District's public records.

Public Records

As defined by state statute and provided in Board policy, public records include but are not limited to reports, surveys, memoranda, documents/studies prepared and presented to the Board by consultants or other professional service paid for in any part by public funds, provided that such "records" are retained by the District.

The phrase *public records* does not include:

1. Creation of a document not retained or creation of a summary/compilation of District data where such compilation or summary is not an existing, retained record.
2. Internal memoranda or correspondence received by or prepared by or on behalf of the Board where such documents involve advice, opinions, or recommendations related to the Board's decision making process. However, if such memoranda or correspondence is retained by the District or are presented at a public meeting, they will be deemed public records subject to public access.
3. District records closed to public access by the Board including but not limited to appropriate legal actions, real estate matters, information related to the performance or merit of individual employees, academic discipline and testing records of personally identifiable students, testing and examination materials, software codes, preparation for employee negotiations, specifications for competitive bidding, personnel records, and sealed bidding.

Request for Inspection and/or Duplication

1. Requests for access or duplication of the District's public records must be made to the District's designated custodian of records.
2. Upon receipt, the custodian/designee will provide or deny access within three (3) business days of the request. The date of request will not be counted as one of the three (3) business days provided for response. Where reasonable cause exists the three-day response period may be exceeded.

3. *If access is not immediately provided*, the custodian/designee will provide the person requesting access with a detailed explanation of the reason for the delay. The custodian/designee will advise of the earliest date, time, and place when access will be provided.
4. *If access is denied*, the custodian/designee will provide the person requesting access with a written explanation of the reason for denial of access. The written explanation will provide the specific provision of law relied upon in denying access and will be provided within three (3) business days of the date when access was denied.

Fees for duplication of the District's public records must be received prior to copying unless the fee has been waived by the Board. Upon request of the person requesting duplication, the custodian/designee will certify that the actual cost of document search and duplication is fair, reasonable, and does not exceed the allowable charges for public records set out in state law.

Unauthorized Removal of Public Records

No person is permitted to remove original public records from District facilities without written permission of the custodian of records/designee. Employees who violate this provision are subject to discipline up to and including termination. Violators may be referred to law enforcement officials.

Commercial Use of District Records

No person or business entity will be provided with the exclusive right to have access to, control over, duplication of, and dissemination of the public records of the District.

School/Community Relations

Community Involvement in Decision Making

As elected officials, members of the Board of Education will be open to input from members of the community. While accountable to the Electorate of the District, Board members will act in what they believe is in the best interest of District students given existing finances and circumstances of the District.

As required by State or Federal Law or Regulations the Superintendent or designated representative shall:

1. Solicit parents' suggestions in the planning, development, and operation of programs.
2. Consult with parents about how the school can work with parents to achieve the program's objectives.
3. Provide to parents timely information concerning program evaluations.
4. Facilitate willing participation by parents in program activities.
5. Provide timely responses to parents' recommendations.
6. Establish parent advisory councils as needed.
7. Inform parents concerning the selection of students for programs, objectives for the child, the child's progress, advice on ways parents may help the child, and provide when possible materials to help parents assist their children in special programs.

Office Methods and Data Management

School District Annual Report

The Board of Education will annually issue a report to each household with a student enrolled in the District. Copies of the School Accountability Report Card shall be available at all school or administrative buildings and shall also be distributed to all media outlets serving the District. The School Accountability Report Card for each school building will include the following information:

1. Enrollment.
2. Rates of pupil attendance.
3. High school dropout rate.
4. Staffing ratios, including the District ratio of students to all teachers, to administrators, and to classroom teachers.
5. Average years of experience of professional staff and advanced degrees earned.
6. Student achievement as determined through the assessment system developed pursuant to section 160.518.
7. Student scores on the SAT or ACT, as appropriate, along with the percentage of students taking each test.
8. Average teachers' and administrators' salaries compared to the state averages.
9. Average salaries of non-certificated personnel compared to state averages.
10. Average per pupil expenditures for the District as a whole and for each attendance center in the District.
11. Voted and adjusted tax rates levied.
12. Assessed valuation.
13. Percent of the District operating budget received from state, federal, and local sources.
14. Number of students eligible for free or reduced lunch.

15. School calendar information, including days of student attendance.
16. Parent-teacher conferences and rates of participation.
17. Staff development or in-service training.
18. Data on course offerings.
19. Special education programs.
20. Early childhood special education programs.
21. Parents as teachers programs.
22. Vocational education programs.
23. Gifted or enrichment programs.
24. Advanced placement programs.
25. Data on the number of students continuing their education in post secondary programs.
26. Information about job placement for students who complete District vocational education programs.
27. District's most recent accreditation by the state Board of Education, including measures for school improvement.
28. Rates, duration of, and reasons for suspensions of ten (10) days or longer and expulsions of students.

Private, State and Federal Programs Administration

Private, State and Federal Funding

Steps to be followed in securing grants are:

1. Identify a significant District problem or need for program improvement that may be helped through outside funds.
2. Match the need or problem with a funding source that subscribes to a relevant purpose.
3. Study the background, resources, and funding prospects of the agency.
4. Clear with the Superintendent the general idea for a proposal.
5. Involve prospective participants in planning for a proposal. Secure parents' written permission if children are to be involved in experimental types of instruction.
6. Prepare the application, using the format and following the timeline prescribed by the funding agency.
7. Discuss the funding of personnel, including the project director, with the Assistant Superintendent for Instruction, making sure to apply for full outside funding of all fringe benefits, including unemployment insurance.
8. Submit copies as required to the Superintendent for recommendation to the Board for approval.
9. If approved, complete the process of submission to the funding agency and its subsidiaries as required, with copies provided to participants.

GENERAL ADMINISTRATION

Regulation 1621
(Form 1621)

Private, State and Federal Programs Administration

Title I

The responsibility for implementation of the Title I policy is shared between the Title I Director and each building principal. The designation of these duties is described below.

Title I Staff Responsibilities

1. Provide letters to parents regarding Title I programs and curriculum, how their children were selected for Title I, how their progress will be measured, how much progress they are expected to make during the school year, and how their performance compares to that of their schoolmates.
2. Provide an orientation meeting for parents each school year before the end of the first quarter.
3. Provide parents of each school with the results of the annual review. This review is to include the individual school performance profiles.
4. Provide timely notification to parents, in the form of letters and flyers, regarding Title I meetings and workshops.
5. Offer professional development opportunities for teachers on increasing their effectiveness in teaching all students eligible for Title I services and on addressing the needs of Title I parents.
6. Offer workshops for parents on how to help assist in the instruction of their children.
7. Send data regarding year-end Title I program evaluation results to all parents.
8. Invite parents to and include parents in Title I program review team meetings.
9. Notify parents regarding the professional qualifications of their student's classroom teachers.

Title I Staff Qualifications

Teachers

Title I teachers hired after the first day of school for 2002-2003 must meet the following qualifications:

1. Have obtained full state certification as a teacher.
2. Hold at least a bachelor's degree.
3. Elementary Teachers – have demonstrated subject knowledge and teaching skills in reading, writing, mathematics and other areas of the basic elementary school curriculum.
4. Secondary Teachers – have demonstrated a high level of competency in each of the academic subjects in which they teach.

Title I teachers hired prior to 2002-2003 must meet the same qualifications by the end of 2005-2006.

Paraprofessionals

Title I paraprofessionals hired after January 8, 2002, must have a secondary school diploma or a GED and meet one of the following qualifications:

1. Completed at least two (2) years of study at an institution of higher education, or
2. Obtained an associate's (or higher) degree, or
3. Have demonstrated knowledge of, and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness, as appropriate.

Title I paraprofessionals hired prior to January 8, 2002 must meet the above qualifications by January 8, 2006. Exceptions to these qualifications would apply to those Title I paraprofessionals who primarily serve as a translator or whose duties consist solely of conducting parental involvement activities.

Title I Building Level Responsibilities

Each Title I building administrator will invite all parents to attend their school's program planning meetings, school review and improvement meetings.

Title I teachers will provide parents with quarterly written reports on the progress of their children, so that parents can know the extent to which they are learning. Teachers will be available for individual conferences at the regularly scheduled District Parent/Teacher Conference dates, and at other times by appointment through each building office. Meeting times will take into account the need to accommodate a variety of parent work schedules. Through these reports and conferences, Title I teachers will provide parents with the results of evaluations of student progress. These evaluations will include, but will not be limited to, test results, measurements of homework turned in, homework completed, student attitudes and student behavior.

Each Title I school will:

1. Design and sponsor activities to address the needs of children which are unmet due to the absence of one parent.
2. Design types of parent involvement that do not involve being at school such as helping teachers by assembling materials at home for use in classroom activities.
3. Offer opportunities and materials for parents to participate in classroom activities.

Parent Notification of Teacher Qualifications

At the beginning of each school year, the District will notify the parents of each student attending any school receiving Title I funds that they may request information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

1. Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. Whether the teacher is teaching under emergency or other provisional status throughout which state qualification or licensing criteria have been waived;
3. Whether the child is provided services by paraprofessionals and, if so, their qualifications; and
4. What baccalaureate degree major and any other graduate certification or degree is held by the teacher, and the field of discipline of the certification or degree.

In addition to the information that parents may request, the District will provide to each individual parent:

1. Information on achievement level of the parent's child in each of the state academic assessments as required under this part; and
2. Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

Requests by parents for this information must be provided in a timely manner.

Title I Grievance Procedure

Any parent, other individual, or organization alleging a violation of state or federal laws, rules, or regulations or an approved application by the District in the administration of Title I shall file with the Superintendent a written complaint containing the specific nature of the alleged violation, the time and place of the violation, and related details of the alleged violation. The Superintendent of Schools shall cause a review of the written complaint to be conducted and a written response mailed to the complainant within ten (10) working days after receipt of the written complaint. A copy of the written complaint and the Superintendent's response shall be provided each member of the Board. If complainant is not satisfied with such response, he or she may submit a written appeal to the Board indicating with particularity the nature of disagreement with the response and his/her reasons underlying such disagreement.

The Board shall consider the appeal at its regularly scheduled board meeting following receipt of the response. The Board shall permit the complainant to address the Board in public or closed session, as appropriate and lawful, concerning his/her complaint and shall provide the complainant with its written decision in the matter as expeditiously as possible following completion of the hearing.

If the complainant is dissatisfied with the action taken by the Board of Education, a written notice stating the reasons for dissatisfaction shall be filed within fifteen (15) working days following resolution of the complaint by the Board with the state director of Title I. The state director of Title I will initiate an investigation, determine the facts relating to the complaint and issue notice of his findings to the Board and the complainant. If the findings support the allegations of the complainant, the Board will be requested to take corrective action. If the findings support actions taken by the Board of Education, the Board's action will stand.

GENERAL ADMINISTRATION

Regulation 1720
(Form 1720)

Administrative Organization and Roles

Superintendent of Schools

1. Attend and participate in all meetings of the Board, except when his/her own employment status is being considered.
2. Formulate and present for Board action policies, plans, programs and proposals for curriculum revision with full information which will assist the Board in making fully informed decisions. Short and long term educational goals shall be presented along with regular population studies.
3. Enforce all provisions of applicable municipal, state and federal laws, policies and regulations of the Board of Education, make recommendations for any changes of policy or regulation which may be needed.
4. Make recommendations for the employment, promotion, assignment, transfer, or dismissal, of any school employee in accordance with school policy.
5. Prepare, or direct the preparation of, the annual School District budget for the Board's consideration and action.
6. Administer the budget as approved by the Board and interpret it to the community.
7. Conduct a program of public relations which will keep the community fully informed of the activities, successes and needs of the School District. The Superintendent shall maintain a cooperative working relationship between the School District and the community by regularly attending community and school activities.
8. Initiate citizen committees which includes professional consultants to act in an advisory capacity in areas such as curriculum, government programs, school projects, research, school finance and evaluations subject to the Board's approval.
9. Respond to situations requiring discretion because they are not covered by Board existing policies, reporting the action to the Board as soon as possible thereafter.
10. Assist the Board in fulfilling its legislative function for the schools in an efficient and just manner.

11. Assume direct operational responsibility for all duties and responsibilities not specifically assigned to an assistant Superintendent, director, or others.
12. Maintain accurate up-to-date records and reports as required by law, the Missouri Department of Elementary and Secondary Education, and/or the Board.
13. Provide an orientation program for new Board members and inform Board members of conferences, workshops and other meetings that will assist them in their duties and responsibilities.
14. Provide an agenda to Board members prior to all regular Board meetings, with appropriate background information.
15. Provide leadership for all School District personnel, which encourages team effort to provide quality education and services.
16. Supervise and evaluate central office administrative personnel and all principals, making annual recommendations to the Board for administrative employment and compensation.
17. Resolve student disciplinary problems resulting from principals' referrals.
18. Serve as spokesperson for the Board team in discussions with the salary committee.
19. Perform other duties as may be assigned by the Board of Education or as may be required to implement the policies and regulations of the Board of Education.