

# *DREXEL R-IV SCHOOLS*

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## *Staff Handbook*

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*Drexel R-IV School District*

***FACULTY AND STAFF***

*2023-2024 - Handbook*

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## Greetings from your Superintendent

Dear Employees:

On behalf of the Board of Education and Administration, I would like to take this opportunity to personally welcome each of you to the Drexel R-IV Public School District. Whether you are new to the School District or a long time employee, we offer our gratitude for your commitment to nurturing the learning of our students and offer our commitment that you experience a professional environment characterized by safety, respect, collaboration, productivity, growth and satisfaction. The work of this School District is accomplished through our employees and while our roles may vary throughout the years, months, and even days, it is important to realize with each role you are the ones who make the difference.

Educating students to become successful through providing them with a top-notch education requires all employees to focus on continuously improving student achievement through quality instruction. Through collaboration, commitment, communication, and ongoing professional learning, we will build on the successes of the past to create a remarkable future for our students, staff, parents, and community. One of the goals here at Drexel R-IV is to attract and retain a staff of talented, dedicated, effective employees and I feel as though we have that. I have stated many times that as Superintendent I feel as though we have the greatest staff around and I am grateful to all of you for the work that you do. We must continue to create and protect a work environment that values and nurtures the characteristics that I have discussed. When an organization has individuals with these types of characteristics it offers opportunity for growth, success, and satisfaction; all characteristics of a high performing organization, which is exactly what the Drexel School District is. Again, this is a direct result of the wonderful staff that we have.

I am so honored and blessed, to begin my 8th year as your Superintendent. I look forward to working with all of you throughout this school year. I appreciate your choice to dedicate your professional talent and expertise to the success of our learners. My hope is that this relationship is long, productive, and professionally fulfilling for all of us. I extend my best wishes to all of you for another great year here at Drexel.

Sincerely,

Terry Mayfield  
Superintendent

## ***Drexel R-IV School District Philosophy***

It is the belief of the Drexel R-IV Board of Education, faculty, and staff that every individual has the fundamental right of equal access to educational opportunity regardless of race, gender, handicap, or economic status. These opportunities must not be limited to one segment of our community; we must allow every individual to profit from educational experiences. The end result will be individuals who are adequately prepared to enter into the next levels of their lives, whether that be the work market or college. In order to achieve this, the following goals have been established:

- Each individual will have the opportunity to develop his or her intellectual ability to the fullest capacity. Every student should become proficient in communication, quantitative thinking, social processes, scientific understanding, decision making, and esthetic appreciation in order to understand and acquire knowledge and fundamental intellectual processes.
- Each individual will have the opportunity to develop knowledge, understanding, and skills in the areas of physical growth, health, and recreation to the extent of his or her ability.
- Each individual will have the opportunity to develop social skills such as cultural awareness, citizenship, interest within the social environment, and positive moral and ethical values.
- Each individual will have the opportunity to participate in activities to help him or her make educational and occupational decisions appropriate to his or her level of ability.

## ***Comprehensive School Improvement Plan***

In compliance with requirements from the Missouri Department of Elementary and Secondary Education and in the objective of continually improving education in our District, the Drexel R-IV Schools and community have developed a comprehensive school improvement plan that guides the decisions, the financial considerations, and the educational program in this District.

The major focus of this plan is encompassed by the vision and mission of the District and should be found in each and every classroom and activity occurring in the hallways and on the grounds of the District on a daily basis.

### ***Vision of the Drexel R-IV District***

***The Drexel R-IV School District's Vision is to inspire every student to achieve excellence and thrive in an ever changing world.***

### ***Mission of the Drexel R-IV District***

***The Drexel R-IV School District's Mission is to empower all students to achieve excellence, leadership, growth and success.***

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## *Notice of Non-Discrimination*

The Drexel R-IV School District does not discriminate on the basis of race, color, national origin, gender, or disability in admission, access to, or employment in its programs and activities.

Any person having inquiries concerning Drexel R-IV School District's compliance with the regulations of Title IX, Section 504, and the Americans with Disabilities Act is directed to contact Ms. Patricia Stark, Title IX, Section 504, and ADA Coordinator, by mail at P.O. Box 860, Drexel, MO 64742 or by phone at (816) 652-0401.ext-3012

Any person may also contact the Office of Civil Rights, U.S. Department of Education, regarding Drexel R-IV School District's compliance with the regulations of Title IX, Section 504, and ADA.

## *Public Notice*

All public schools are required to provide a free and appropriate public education to all students with disabilities, including those attending private or parochial schools, beginning on the child's third birthday through age 20, regardless of the child's disability. Disabilities include learning disability, mental retardation, behavior disorder, emotional disturbance, speech disorder (voice, fluency, or articulation), language disorder, visual impairment, hearing impairment, physical or other health impairment, multiple handicap, autism, traumatic brain injury, and need for early childhood special education.

All public schools are required to give parents the opportunity to inspect and review information collected by the District relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or in violation of the privacy or other rights of their children. Parents have the right to file complaints with the U.S. Department of Education or the State Department of Education concerning alleged failures by the District to meet the requirements of the Family Educational Rights of Privacy Act (FERPA).

The District has developed a Local Compliance Plan for the implementation of special education, and this plan is available for public review during regular school hours in the superintendent's office.

Public schools in the state of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age 20 who reside in the District or whose parent or legal guardian resides in the District. This census is compiled each year by May 1. This information is confidential. It is submitted to the Missouri Department of Elementary and Secondary Education. Information that is collected includes the name of each child, the parent or legal guardian's name and address, the birth date and age of each child, and each child's disability or suspected disability. Should the District fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. If any person has a child with a disability or knows of a child with a disability that is not attending the public school, he or she should contact the Drexel R-IV School District.

## *Staff and Duties*

Superintendent	Mr. Terry Mayfield
PK-12 Principal	Mr. Gary French
PK-12 Assistant Principal	Mr. Doug Chisam
Athletic Director	Mr. Ken Shipps
Pre-School	Ms. Tiffany Richmond
Kindergarten	Ms. Jenny Wheeler
Kindergarten	Ms. Christina Seely
1 <sup>st</sup> grade	Ms. Jill Marks
1 <sup>st</sup> grade	Ms. Lynn Crowell
2nd grade	Ms. Alycia Jacobs
3 <sup>rd</sup> grade	Ms. Andrea Wheeler
4 <sup>th</sup> -5 <sup>th</sup> grade Science/Social Studies	Ms. Brenda Meerkatz
4 <sup>th</sup> -6 <sup>th</sup> grade English/Reading	Ms. Julia Barbarick
4 <sup>th</sup> -5 <sup>th</sup> grade Math/Social Studies	Ms. Dea Ann Ackermann
Elementary Physical Ed	Mr. Trent Roach
K-6 Special Education	Ms. Lori Reed
K-6 Special Education	Ms. Heather Tucker
7-12 Special Education	Mr. Dylan Good
K-12 Special Ed Director/Title Programs	Ms. Patty Stark
Title 1 Language Arts and Math	Ms. Jessica Yager
Speech/Language Implementer	Ms. Patty Stark
English	Ms. Melissa Busch
Math/Physics	Mr. Larry Reynolds
Math	Ms. Beth Cates
English	Ms. Donna Rooney
Science/Biology/Chemistry	Mr. Clint Bailey
Junior High Science	Ms. Becky Morgan
History	Mr. Tim Latham
History/ A+ Coordinator	Mr. Ken Shipps
Family and Consumer Science/Health	Ms. Royalyn Rolfs
Technology/Computers/Business	Ms. Holly Bennett
Vocational Agricultural	Mr. Dakota Tucker
Vocal and Instrumental Music	Mr. Jacob Eppel
K-12 Art	Mr. Brad Rolfs
Librarian	Ms. Jessica Boydston
K-12 Counselor	Ms. Lindsay Douglas
Physical Education	Mr. Philip Dean
Bookkeeper	Ms. Sydney Shipps
Superintendent's Administrative Assistant	Ms. Sara Borden
PK-12 Secretary	Ms. Wanda Wilkins
School Nurse	Ms. Darrah Munter
Special Education Paraprofessional	Ms. Laura Royster
	Ms. Britanni Nichols
	Ms. Tracy Vunovich
	Ms. Kim Jones
	Ms. Trisha Good
	Ms. Lacey Wheeler
Title One Paraprofessional	
Director of Food Service	Ms. Janice Russell
Cook	Ms. Brenda Marks
Meal Program Coordinator	Ms. Katesa Miles
Building and Grounds Maintenance	Pro Alliance Services
Transportation	First Student

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## ***Employment and Payroll Information***

### **Requirements for Employment – Certificated Staff**

The school must have a transcript, most current teaching certificate applicable to the teaching assignment, withholding exemption certificate, Missouri State Highway Patrol fingerprint report, and insurance payroll deduction on file for each staff member. All certificated personnel must document appropriate professional development and plan for current year professional development achieving the status of ***highly qualified*** as defined by the Missouri State Department of Elementary and Secondary Education.

New teachers who do not belong to the Missouri Teachers' Retirement System must bring a copy of their birth certificate and complete a membership form. Membership in PSRS is mandatory for all new teachers who teach more than 20 hours per week.

These items must be filed in the staff member's personnel file prior to August 31, 2015 or contracts will be considered null and void.

### **Requirements for Employment – Non-teaching Staff**

All staff new to the District must have withholding exemption certificate, Missouri State Highway Patrol fingerprint report, and emergency medical and contact information on file. New employees who do not belong to the Non-Teaching Retirement System must complete a membership form. Membership is required for those who work 20 or more hours per week.

### **Payroll**

Payday will be the 21<sup>st</sup> of each month. For certificated staff, paychecks will be divided over a 12-month period.

### **Leave**

Per Board action on August 17, 2009, both certificated and non-certificated staff will have designated leave days with no differentiation between sick leave and/or personal leave.

With the exception of unexpected illnesses, emergencies or unusual circumstances, leave days will not be granted on the following days without approval of the superintendent or designee:

- Before or after a holiday or break in school attendance.
- During the first or last five student contact days of the school year.
- Professional development days and contract days prior to the first day of the school year.
- Parent-Teacher conferences.
- During the district assessment window.



## **Insurance and Retirement**

Medical insurance for all certificated employees will be provided by the District for the period of July 1, 2021 to June 30, 2022. The Board pays 100% of the full-time certified employees' and full-time (12 month) non-certified employees' monthly premium. The District provides dental insurance, life insurance, and long-term disability insurance for all full-time certificated staff members. To insure dependents, certified staff members must complete the additional forms to authorize deductions from their paychecks. All public employees hired after April 1, 1986 must contribute to Medicare. This contribution amount is matched by the Board of Education.

## **Insurance and Retirement**

Deductions for all non-teaching staff members (not on a 12 month Memorandum of Employment) will be per current rates for Social Security, Medicare, and for the Non-Teaching Retirement System. Non-teaching staff members must work a minimum of 20 hours per week to qualify for the Non-Teaching Retirement System. Group medical insurance is not available for nine-month non-teaching staff members. Staff members may authorize deductions for monthly tax shelter premiums.

# ***Daily Schedule***

*(Unless otherwise dictated by contractual agreement)*

## **Arrival Schedule**

Teachers are expected to be in the building by 7:30AM.

Teachers will be on duty at assigned supervisory locations at 7:40 AM each morning.

Teachers who wish to eat breakfast should do so before assigned supervisory duties begin.

## **Grades 7–12 Class Schedule**

Grades 6–12 will operate on a 54- minute period (TBD) schedule with a four-minute passing time between each class.

## **Meal Prices**

Grades K–6	\$2.15
Grades 7–12	\$2.40
Adults	\$3.30
Breakfast All	\$1.70
Extra Milk	\$ .45

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## Dismissal Schedule

Grades K–12	3:35 PM
Teachers and Aides	3:45 PM

All students must be out of the building by 3:45 PM unless by faculty request or scheduled activity.  
*A faculty member must supervise students at all times.*

## Daily Bulletins

A daily bulletin will be designed to give staff and students information regarding upcoming activities for the day and week. Grades 6-12 should have access to the announcement in each classroom, and teachers should make the opportunity to review the announcements no later than the second (2<sup>nd</sup>) period class each day. *It is imperative that students have the information noted in the announcements. To ensure this goal, the daily bulletin will also be posted daily by 11:00 a.m. on the District website homepage.* Teachers in Grades K-6 should read the announcements to their classes the parts of the bulletin that apply to their students. Please achieve this goal daily.

# *Staff Regulations and Requirements*

## Chain of Communication

In order for teachers, administrators, and the Board of Education to function effectively and in accordance with the statutes of law, a common chain of communication will be followed.

Staff members who have a question or concern should first consult their respective building level administrator.

If questions or concerns are not addressed satisfactorily at that time, the staff member should then consult with the superintendent.

After consulting with the superintendent, and if no satisfactory resolution has been achieved, staff members should then consult with the President of the Board of Education.

Under normal circumstances, teachers and principals are not to consult directly with Board members in matters pertaining to policy or school problems. This chain of communication will allow the most immediate supervisor/personnel to deal with an ongoing situation in the most immediate manner possible. The same procedures should be followed with regard to parent/family – teacher interactions.

Whenever there is a concern or questions regarding a student issue, the parent is going to be directed to a) make an appointment to visit with the teacher, b) make an appointment to visit with the principal, and finally, c) make an appointment to visit with the superintendent. By following the chain of communication pattern, again, the individuals most immediately able to address the situation will be notified first in hopes that the situation can be remedied quickly and efficiently.

## Supervision of Students

Teachers are responsible for the care, discipline, and inspection (as in dress code and safety) of students in their charge and for all students outside of class hours as assigned by the principal. They are to enforce all guidelines and expectations governing the conduct of students per the Board-approved discipline policy. Faculty and staff must promptly report to the principal any serious accident or illness affecting the students in the District's charge. Faculty and staff are NOT to grant permission for students to leave the school grounds other than in the care of the custodial parent/guardian. Administration will notify family/guardians if there is a need for a student to leave the school grounds in the company of any person not a school official. **Students should be released from the building only with the approval and full knowledge of the principal (or the superintendent if the principal is not available).**

**Teachers, please follow these guidelines:**

- *Do not leave your students unattended.*
- Always be sure that the activities in which your students are engaged have a learning purpose and educational goal.
- Report any rule violations or potential concerns to the principal.
- If you must leave the classroom for an emergency, ask a neighboring teacher to stand watch and immediately inform the principal.
- Please send students on errands infrequently.
- Elementary teachers should check emergency information on all their students. This information is available on PowerSchool.
- Junior high and high school teachers may use part of the regular class session for carefully supervised study. This is an opportunity to teach students how to study and to observe student success.
- Faculty will be engaged and completing observation during assemblies.
- Please notify and gain approval of respective building level administrators for fieldwork or other work outside of the classroom.
- Elementary teachers must turn in their recess schedule to Mr. French. This information is needed for confirmation of state standards regarding minutes of instruction and is provided to the state supervisor for this district. Optimum time for a recess period is 15 minutes with a maximum of 20 minutes. This time factor is a requirement. All students must be properly supervised at all times including during recess. Teachers should be circulating through the entire playground area as well as faculty/staff supervising separate areas.

- Be sure to give elementary students ample time for drinks each day, especially during hot weather. Students may bring a clear water bottle to keep at their desks (K–5) or in their lockers (6–12).
- Faculty should substantially limit use of personal electronic devices. Faculty should follow student handbook procedures except in cases of emergency. In the case of emergency, please contact a colleague to supervise students.
- **Lawsuits involving negligence from lack of supervision are unfortunately quite common.** It is imperative that all faculty/staff be knowledgeable of and adhere to the policies of the Board of Education and to the letter of the law. Only in cases where obvious negligence is evident is there any need to worry. According to law, there is a “duty owed” with regard to supervision of students. The “duty owed” is considered greater in direct proportion to the age of the child. Please keep this in mind as you supervise students. **Under no circumstances is it acceptable to leave students unattended or unsupervised on school grounds.**

**Note: Professional requirement to view the MUSIC recommended video series: *Smarter Adults/Safer Children*. Online or DVD available. Please discuss with administrators as to selected viewing preferences and timelines.**

## Classroom Regulations

- No food or drink should be in the classroom during class time unless it is a class activity approved by the principal. Teachers are not to read newspapers, eat, or drink soft drinks at their desks in front of students.
- Teachers should organize seating assignments or other appropriate classroom management techniques to ensure the most effective instructional time possible.
- Students should be excused from class only for significant emergencies. The student should carry a hall pass provided by his/her teacher.
- Each teacher should develop a quiet and orderly method of clearing the desks and the floor of loose paper, debris, and materials before the bell rings to end the class period. This assists in both maintaining the respect for our custodial staff and teaches students the importance of a well-organized work environment.
- All students are expected to be engaged in active learning, completing valuable school assignments, using library materials, or reading for pleasure. Games, including computer games, are not to be the focus of a students' learning during regular school hours.
- Teachers, please do not send your class to the library or computer laboratory without scheduling through the librarian. Ensure that assignments and instructions are clear to your students. Individual students sent to the library or computer lab should have a yellow hall pass with specific instructions for the student's activity and expectations.
- Teachers, coaches, and sponsors, please be sure that the lights, fans, and equipment have been turned off and locked up when you leave the building. If you are the only person in the building when you leave, secure the building. **After school hours, make sure the door you are exiting is LOCKED behind you. Upon the third infraction of this expectation, keys may be retracted and buildings opened during scheduled hours only.**

## Attendance Records

Students need to be at school in order to learn. Schools are funded primarily through the average daily attendance records provided to the state department. The mandated standard for attendance is on an hourly timeframe. This record-keeping process is entirely dependent on the professionalism of the teaching staff and the subsequent records kept by the classroom teachers on Power School. The school success and the students' success often depend on the attendance records kept by the professional staff. Please ensure that record keeping is accurate and that all problems are reported to the respective building level administrator.

## Examinations and Grades

The school is operated on a quarterly plan of approximately nine weeks. Grade cards are distributed one week following the close of a quarter. Grades A, B, C, D, and F are to be used. Teachers of kindergarten through 3<sup>rd</sup> grade may use satisfactory and unsatisfactory. The value of these letter grades should be figured according to the following scale:

A =100%–95%	B =86%–83%	C =76%–73%	D =66%–63%
A- = 94%–90%	B- =82%–80%	C- =72%–70%	D- =62%–60%
B+ =89%–87%	C+=79%–77%	D+=69%–67%	F =59%–below

Teachers should give a comprehensive test at the end of each semester.

First quarter grades should be entered into the PowerSchool grade book as numbers and transposed to letter grades on grade cards. Second quarter grades should be recorded in the same manner. Semester grades should be figured on an average of the first quarter final percentage (letter grade) and the second quarter final percentage (letter grade).

All teachers are required to use this system.

### Grade Point System

A =4.0	B =3.0	C =2.0	D =1.0
A- =3.67	B- =2.67	C- =1.67	D- =.67
B+=3.33	C+=2.33	D+=1.33	F =0

Principal's Honor Roll—4.0 with no grade below an A-

Bobcat Honor Roll---3.5-3.99 with no grade below a B-

Honor Roll—3.0-3.49 with no grade below a C

Weighted classes in which students receive a passing grade (designated in the Student Handbook) will have .5 added to the grade point average.

## Staff Meetings

Please note the dates listed as professional development days in the school calendar as teacher contract days. Attendance at these meetings is mandatory; absences will be cleared through the main office. The principals and/or the superintendent will schedule other meetings throughout the year as needed.

Typically, staff meetings will be held in conjunction with the CTA meeting which follows the regularly scheduled board meeting to enhance communication among District staff. If no other agenda items are present, the meetings will be a 15 minute overview of topics covered and action taken at the regularly scheduled board meeting.

## Conduct and Dress Code

Teaching is a profession. In order to create and maintain the professional image appropriate for all of the students served, faculty and staff will act, behave, and dress in a professionally acceptable manner. Staff is expected to be attired in dress that is appropriate to the activity in which students are engaged. Staff will abide by the school dress code as outlined in the *Student Handbook*.

It is expected that staff will maintain ethical standards at all times and in all situations.

Professional respect and support of other district personnel is imperative. No criticism or condemnation of other staff members will be tolerated. Complaints must be handled by the chain of command/communication.

## Absences

Absence from the job by any staff member affects the operation of the school and will be kept to a minimum. Sick leave days should be used only when absolutely necessary. If it is necessary to be absent, staff will give as much notice as possible to their immediate supervisors. In the case of an unexpected illness, teachers call Mr. French at (913) 731-1579 or Mr. Chisam at (913) 731-1563 **between 6:00 and 6:30 AM on the day of the absence**. Teachers should provide adequate learning plans, textbooks, seating chart, and well-developed learning materials for all days in the event of an unexpected emergency absence... An emergency substitute folder should be kept in the upper-right drawer of each teacher's desk at all times.

It may be necessary on occasion for a staff member to leave the building during the school day. If this occurs, the absence should be during the assigned planning period; the staff member will check out and check in with the secretary. If the absence is to take place during assigned class time, please discuss in advance with the principal.



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## Smoking

Drexel is a smoke-free school. Drexel School Board policy (AH) prohibits smoking in the school or anywhere within the building where students may be admitted or have access. Smoking will only be allowed outside or in an unattached building. Faculty/staff may not smoke in the presence of students on school grounds.

## **School Telephone**

Each classroom and office has a phone for communication. This system allows normal telephone communications and also provides an intercom system for announcements. **Please make sure the volume is always turned UP on your phone for special or emergency announcements throughout the day.** The phone system has the capability of voice messaging. Teachers should have their voice-mail set up so messages can be sent to them in their absence or while they are busy teaching. Please check your phone periodically during the day to see if the red light is on, indicating you have a message to retrieve. Teachers and students are not permitted to use the school phones for personal long-distance calls unless the calls are placed collect or billed to the teachers' or students' homes.

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# *Student Regulations and Requirements*

The Safe School Act of 1996 requires that each school district in Missouri adopt a discipline policy. Copies of the policy are located in the *Student Handbooks*.

## **Absences and Tardies**

Students and parents are responsible for school attendance. Excuses for student absences and tardies must be presented according to the guidelines in the *Student Handbook*.

Excessive absences will negatively impact a student's grade because of missed assignments or daily points. It is the students' initial responsibility to ask for and complete missed classroom assignments; the professionalism of faculty/staff, however, will ensure that these students are reminded and/or the building level principal is notified of any serious student concerns in this area. Teachers are urged to cooperate with students and assist those who need additional help.

Students who are suspended from school ***will not be allowed*** to attend school functions until the suspension has been completed. If students miss school during the day of a function because of illness, it is assumed they are still contagious or too ill to attend a function that evening. Families/guardians will be notified if a student is absent from the school day and appears at an activity that evening.

## **Students' Visitors**

We do not allow student visitors unless with express purpose and permission of the administration. Parents are allowed to visit at lunch, but should check in at the Principal's office.

## **Student Meetings**

All high school class meetings and organization meetings must be scheduled in advance with the principal. Meetings may be held during the school day accompanied with a specific learning activity/goal and by approval of the principal. School functions are typically not held on Sunday or Wednesday evenings in order to facilitate family time and student rest. Please schedule activities accordingly. Special circumstances may require an exception.

All organizations must meet with permission from their sponsors, and ***sponsors are to be present at every meeting and function held.***

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# *Extracurricular Activities*

## **Student Participation**

Students participating in extracurricular or co-curricular activities are required to furnish a health certificate (completed at enrollment), to provide proof of insurance, and to meet each requirement established by the school and/or the Missouri State High School Activities Association (MSHSAA). Coaches and sponsors will be knowledgeable of MSHSAA regulations pertinent to their sport or activity.

Sponsors of all extra or co-curricular activities must confer with the Nurse's office regarding student health issues prior to taking students off-campus for any activity.

## **Transportation**

The Drexel R-IV School District provides student transportation for extracurricular events and school-related activities. All transportation requests must be submitted to Mr. Shipps our transportation director a minimum of 2 weeks prior to the activity for administrative approval. Costs will be apportioned to the activity involved. All students participating in activities must use the School's means of transportation unless circumstances require that they be excused by the principal or (in emergencies) by the sponsor in charge. *Except in cases of emergency, approval to leave with a parent must be made in writing before the bus leaves for an event from Drexel School.*

## **Staff Responsibilities**

*It is the responsibility of teachers and sponsors to inform the principal 30 days in advance of needed and desired activities. All activities will be approved by administration after appropriate documentation has been completed and budgetary apportionment approved.* A master calendar will be kept in the Superintendent's office with electronic access available on the District's homepage. The calendar will be updated three (3) times weekly – Monday afternoons by 3:00, Wednesday afternoons by 3:00, and Friday afternoons by 3:00.

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# *Fund Management/Purchasing Procedures*

## **Requests and Records**

Needed items for instruction and/or maintenance of the educational program should be handled through the District purchasing protocol. This information is available in each principal's office and requisition forms are available electronically. ***All purchases must be made by purchase requisition/order and authorized by the superintendent in advance of the purchase.*** Other than extreme emergency situations, no reimbursement will be available if not approved in advance.

In unusual or specific cases, staff members may make purchases from local merchants with whom standing purchase orders have been established. After completing the appropriate documentation, staff members may make the purchase, sign a charge ticket at the vendor, return a copy to the superintendent's office, and confirm items purchases. All invoices, packing slips, and others forms must be submitted to the bookkeeper to support payment to the vendor.

Teachers handling or collecting money are to keep an accurate record of all receipts. Elementary teachers who wish to offer book clubs to their students must do so on their own and be responsible for their own collections and orders. **PLEASE DO NOT KEEP MONEY IN YOUR DESKS.** Turn it in to Wanda for safe keeping.

## **New Materials**

All classroom materials should be processed by the staff member. Books should be stamped with the school's name in the front and on page 13 of every book.

## **Extra and Co-Curricular Activity Funds**

Stipends for extra- or co-curricular activities will be reviewed and approved by the Board of Education. Sponsors must supervise the collection of all dues or monies, which must be turned in to the office daily. ***Student should never be given sole responsibility for managing organizational funds. For the staff members' protection, under no circumstances leave collected money in your desk, classroom, or in your personal possession.***



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# *Emergency Procedures*

## **Accidents and Illnesses**

Please follow these procedures:

- 1. Plan activities and supervise with the safety of students first and foremost.*
2. Sponsors of all extra or co-curricular activities must confer with the Nurse's office regarding student health issues prior to taking students off-campus for any activity.
3. In the event of a student accident, take the student to the nurse, if there is no available supervision for remaining students, send another student with the student to the nurse after notifying appropriate personnel of the situation, or if needed, call the nurse to come to the location of the injured student.
4. In the event of a serious injury, immediately inform the building principal verbally by telephone or by sending a student to the office with a summons. If the principals are out of the building, notify the superintendent.
5. After the accident, complete an accident report form (available in all offices) with the required information; forward the form to the listed individuals, including administration.

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# ***Complaint Resolution Procedures***

This standard complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education under the Goals 2000: Educate America Act and the Improving America's Schools Act (IASA).

## **What Is a Complaint for the Purposes of This Policy?**

A complaint is an allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by Drexel R-IV School District personnel or by Department personnel.

A complaint under this procedure must be in writing and signed by the complainant. The written complaint must specify the details of the situation and must pertain to a law or regulation that is allegedly being violated, misapplied, or misinterpreted.

## **Who May File a Complaint?**

Any parent or guardian, surrogate parent, teacher, administrator, Board of Education member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint.

## **What Types of Complaints Are Recognized?**

There are two types of complaints:

1. A complaint alleging that the Drexel R-IV School District is violating, misapplying, or misinterpreting a law or a regulation of the Department of Elementary and Secondary Education; and,
2. A complaint alleging that the Department of Elementary and Secondary Education is violating, misapplying, or misinterpreting a law or a regulation.

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## **How Are Complaints Filed?**

Complaints against the Drexel R-IV School District should be filed as follows:

A complaint alleging that District officials have violated, misapplied, or misinterpreted a state or federal law or regulation must first be filed and resolution pursued in accordance with District policy. If the issue cannot be resolved at the local level, the complainant may file a complaint with the Department. Before accepting such a complaint, the Department will ask for evidence of an attempt to resolve the issue at the local level. If the parties have not attempted in good faith to resolve the complaint at the local level, the

Department may require the parties to do so and may provide technical assistance to facilitate a resolution. A question about District policies, rules, or practices that are not based on federal or state laws or regulations is not a complaint within the meaning of this policy and must be settled at the local level.

Complaints against the Department of Elementary and Secondary Education should be filed as follows:

A District official, the Board of Education, or any person directly affected by actions of the Department may file a written complaint alleging that the Department or its personnel have violated, misapplied, or misinterpreted a state or federal law or regulation directly with the Department.

## **How Does the Department Hear and Resolve Complaints?**

Any formal complaint against the Department or an unresolved complaint against the Drexel R-IV School District related to the IASA is to be addressed to the Director of the Grants Management Section. Within 30 days after receiving a complaint or appeal, the section director will resolve the complaint and inform interested parties in writing of the decision. In resolving the complaint, the section director may rely upon statements of the parties involved or may conduct an independent investigation. The section director may grant an extension of the 30-day limit if there is just cause.

If a complainant disagrees with the decision of the section director, the complainant may, within ten working days, appeal to the Deputy Commissioner of Education. This appeal must be in writing and must state why the complainant disagrees with the decision. Within 30 days after receiving an appeal, the Deputy Commissioner of Education will render a final administrative decision and notify the complainant in writing.

If the complainant disagrees with the decision of the Deputy Commissioner of Education in a matter relating to federal law or regulation, the complainant may request a review of the decision by the United States Secretary of Education in accordance with 34 CSR Part 76, section 76.781.



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## What Other Recourse is Available in Resolving Complaints?

In some circumstances, complainants may have additional recourse in the court or through the Administrative Hearing Commission.

### *Grievance Procedures*

Students, parents of students, employees, applicants for admission and employment, and any other person who feels that the Drexel R-IV School District has inadequately applied Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1990 may file a complaint by utilizing the following procedures. These grievance procedures are designed to provide prompt and equitable resolution of a complaint regarding alleged discrimination on the basis of disability.

#### **Level One: Principal or Immediate Supervisor**

Employees claiming disability discrimination may first discuss the grievance with their principal or immediate supervisor with the goal of resolving the matter informally. A student or parent with a disability discrimination complaint may discuss it with the teacher, counselor, or building administrator involved. Level One of the grievance procedures is informal and optional and may be bypassed by the grievant.

#### **Level Two: Section 504 Coordinator**

If the grievance is not resolved at Level One with the principal or immediate supervisor and the grievant wishes to pursue the grievance, the grievant may file a formal complaint in writing on a Compliance Violation form. This form may be obtained from the Section 504 Coordinator. The complaint must state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at Level Two must be within 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 that a meeting concerning the complaint be held with the Section 504 Coordinator (See Notice of Non-Discrimination on page 1). A minor student may be accompanied at that meeting by a parent or guardian. The Section 504 Coordinator will investigate the complaint and attempt to solve it. The compliance officer will send a written report regarding action taken to the grievant within 15 working days after receipt of the complaint.

#### **Level Three: Superintendent**

If the complaint is not resolved at Level Two, the grievant may proceed to Level Three by presenting a written appeal to the superintendent within ten working days after the grievant receives the report from the Section 504 Coordinator. The grievant may request a meeting with the superintendent or his or her designee within ten working days after receiving the written appeal.

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### **Level Four: Board of Education**

If the complaint is not resolved at Level Three, the grievant may proceed to Level Four by presenting a written appeal to the president of the Board of Education within ten working days after the grievant receives the report from the superintendent. The grievant may request a meeting with the Board of Education. The Board 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 working days after the Board action.

These procedures in no way deny the right of the grievant to file a formal complaint with the U.S. Department of Education Office of Civil Rights or other agencies available for mediation or rectification of rights grievances. The grievant also has the right to seek private counsel for complaints alleging discrimination.

### **Grievance Procedures for Certificated Staff**

As a general rule, the Chain of Communication/Command will be the guiding structure for faculty/staff grievance procedures. If a staff member feels that there is a notable discrepancy or concern with upper level administration, the Community-Teacher Association (CTA) will fulfill the role of grievance support. The CTA Grievance Committee should be contacted for procedural actions and policies.

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# *Drexel R-IV School Acceptable Use Policy/Guidelines for Employees.*

## **I. Overview**

Drexel R-IV School's Acceptable Use Policy was created to protect district employees, students and the district for illegal or damaging actions by individuals, either knowingly or unknowingly.

The district's networked systems including but not limited to computer equipment, software, operating systems, storage media, network accounts providing email, web access and file sharing are the property of the district. These systems are to be used for or in support of, research; education; local, state or national government affairs; economic development or public service. The policies of MOREnet the district's ISP also apply to the users at Drexel R-IV School.

## **II. Purpose**

The purpose of this policy is to outline the acceptable use of computer equipment at Drexel R-IV School. These rules are in place to protect the employee, students, parents and the school district. Inappropriate use exposes the district to risks including virus attacks, a compromise of the network, and legal issues.

## **III. Scope**

This policy applies to all employees, students, and public that would have access to the district's computer systems.

## **IV. Policy**

1. All district computer users should be aware that any data they create on district systems is not private property. The district cannot guarantee the confidentiality of information stored on any network device belonging to Drexel R-IV School or MOREnet.
2. All faculty and staff of the district should exercise good judgment regarding the personal use of the district's computer equipment. The employee's personal computer or Wi-Fi-equipped electronics are NOT allowed on the local network. Respect the system set-up and integrity of the network. Computer settings are not to be changed without permission of administration or technology coordinator.
3. For security reasons all employees will protect their passwords and help maintain the security of the network. Sharing of passwords with others is prohibited.
4. All employees of the district should only use approved software and should seek permission before installing or downloading any software to their computer system.
5. District policies on copyright will govern the use of material accessed through the district system. Copyright information is easily obtained online, from administrators, the Library Media Specialist or the technology coordinator.

6. All employees of the district will access, save, or use what is deemed school appropriate language, pictures, text, or any electronic form of data from the Internet or wireless networks.
7. All district computer users may not use the system for private commercial purposes.
8. Keep classroom computer systems and computer labs clean and free of food or drink.
9. When creating any electronic communication district users will use appropriate language and will agree not to harass, insult or attack others.
10. Employee use of computers for personal use is limited to planning time, before and after school. Accessing social networking sites is not allowed on district computers.

**V. Enforcement**

Violation of any of the rules or policies shall be grounds for immediate termination of network access and may result in disciplinary action.

**Acceptable Use Policy/Guidelines for Employees.**

**Employee:**

I agree to adhere to the acceptable use policy guidelines stated above for use of computers and the Internet at school.

Employee's signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you have any questions or concerns, please feel free to call Lindsay Douglas, Technology Assistant, at 816-652-0402 or email at [ldouglas@drexelbobcats.net](mailto:ldouglas@drexelbobcats.net)

**FAMILY AND MEDICAL LEAVE**  
*(New Employee Notice of Family and Medical Leave Act Rights and Responsibilities)*

I have received a copy of the notice titled "Employee Rights and Responsibilities under the Family and Medical Leave Act."

I understand that to use Family and Medical Leave Act (FMLA) leave, I must first:

1. Be employed by the district for at least 12 months.
2. Be employed for at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave.
3. Be employed at a worksite where 50 or more employees are employed by the district within 75 miles of that worksite.

I understand I am responsible for notifying the district of the need for leave and explaining the reasons for the leave in order to allow the district to adequately designate the leave and determine whether the leave qualifies under FMLA. If I fail to provide notice as required by district policy, my leave may be delayed or denied.

I understand that district policy requires me to report all absences as soon as practicable. If the need for the leave is foreseeable, I must provide 30 days' written notice of the leave if practicable. If the leave is for a qualified exigency for a covered servicemember, I must provide written notice of the leave as soon as practicable, regardless of how far in advance the leave is foreseeable.

\_\_\_\_\_  
Printed Name of New Employee

\_\_\_\_\_  
Signature of New Employee

\_\_\_\_\_  
Date

\* \* \* \* \*

**Note:** *The reader is encouraged to review policies and/or procedures for related information in this administrative area.*

Implemented:

Revised:

Drexel R-IV School District, Drexel, Missouri



**TERRY MAYFIELD**  
Superintendent  
(816) 652-0401

**GARY FRENCH**  
Principal  
(816) 652-0402

**DOUG CHISAM**  
Assistant Principal  
(816) 652-0402

**KENNY SHIPPS**  
Athletic Director

**LINDSAY DOUGLAS**  
Social Worker

**PATTY STARK**  
Special Ed Director  
Programs Director

**SARA BORDEN**  
Secretary, Board of Education

**DREXEL R-IV SCHOOL**  
*Home of the Bobcats*



**CONFIDENTIALITY AGREEMENT**

I agree to hold any information, whether in verbal or written form, concerning any child or their family, as confidential and privileged by law. I agree not to divulge information without proper “release of information” authorization, in accordance with the Missouri statute (491.0605 (5) RSMo. Cumulative Supplement 1993), the Federal Privacy Act and interagency agreements. I understand that the release of information, in verbal or written form to any unauthorized person is prohibited and may be grounds for legal and/or disciplinary action.

During the performance of any assigned duties, I will have access to confidential information and records required for effective child and family service coordination and deliver. I agree that all discussions, deliberations, information, and records generated or maintained in connection with these activities will be handled and stored appropriately and will not be disclosed to any unauthorized person.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name (Please Print): \_\_\_\_\_

Title/Agency: \_\_\_\_\_

**DRUG-FREE WORKPLACE**  
*(Notice)*

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

**Drug-free Workplace Acknowledgment Form**

I, \_\_\_\_\_, have read and understand the Drug-Free Workplace policy. I understand that if I violate the Drug-Free Workplace policy, I will be subject to discipline up to and including termination or I may be required to participate in a substance abuse treatment program. If I fail to successfully participate in a substance abuse treatment program, I understand I may be subject to discipline up to and including termination. I understand that if I am required to participate in a substance abuse treatment program and I refuse to participate, I may be subject to discipline up to and including termination. I also understand that if I am convicted of a criminal drug offense committed in the workplace, I must report that conviction to my supervisor within five (5) days of the conviction.

\_\_\_\_\_  
Signature of Employee Date

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*Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.*

Implemented:

Revised:

Drexel R-IV School District, Drexel, Missouri



