



Handbook for Health Services



**Board of Education Building
201 N Forest Avenue
Independence, Missouri 64050
(816) 521-5300
www.isdschools.org**



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INTRODUCTION

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District Mission

District Vision Statement:

A community united to improve the quality of life through education.

District Mission Statement:

By providing a quality education, the Independence School District will ensure that each learner will achieve the skills and self-confidence to be successful in an ever-changing world.

District Values Statements:

- All students can learn.
- All people have the right to be accepted and treated with respect.
- Schools will be safe, orderly and caring environments.
- Effective teaching/learning is the responsibility of the family, school, and community.
- High academic and behavioral standards are expected.

District Level Goals

- Increase student achievement and performance.
- Align district programs and services for continuity and cohesiveness.
- Maximize resources to facilitate learning.

Board of Education

President
Vice President
Treasurer
Director
Director
Director
Director

Mrs. Jill Esry
Mr. Greg Finke
Mrs. Denise Fears
Mr. Ken Johnston
Mrs. Ann Franklin
Dr. Matt Mallinson
Mr. Blake Robertson

Central Office Administration

Superintendent of Schools
Deputy Superintendent-Instruction/Early Education/Student Services
Deputy Superintendent of Operations
Director of Human Resources
Director of Human Resources
Assistant Superintendent-High Schools/NGL Academies
Assistant Superintendent-Middle Schools/Curriculum/Instruction/Assessment
Assistant Superintendent of Elementary Education
Director of Technology
Director of Special Services
Director of Community Relations
Director of Public Relations
Director of Business and Benefits
Director of Student Data Management and Residency
Director of Youth Development and Education
Director of Neighborhood Family Services
Director of Facilities Services
Director of Transportation Services
Director of Health Services
Director of Public Safety

Dr. Dale Herl
Dr. Dred Scott
Dr. Lance Stout
Dr. Cindy Grant
Mr. Dean Katt
Dr. Brad MacLaughlin
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Mr. Brent Catlett
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Mrs. Lori Halsey
Mr. Dave Lamken
Mr. Dennis Green



*Dr. Dale Herl, Superintendent
201 North Forest Avenue
Independence, MO 64050
(816) 521-5300*

Dear Employee:

On behalf of the Board of Education and the Independence School District, we welcome you to the 2016-2017 school year.

Your role is very important to the Independence School District and we appreciate your decision to join our staff. Included in this handbook is information that will answer many of your questions regarding the practices and services of the School District. If you have other questions, please contact Dr. Cindy Grant.

We hope that you enjoy working with the teachers, students, parents, and administrators. We appreciate you sharing part of your life with our School District and look forward to working with you during the 2016-2017 school year.

Best wishes,

Dale Herl
Superintendent of Schools

An Equal Opportunity Employer

NURSE INFORMATION

The Role of the School Nurse

School nursing is the specialized practice of professional nursing that can facilitate the well-being, academic success, and life-long achievement of students.

Qualifications for Professional School Nurses

The Registered Professional Nurse (RN) and Licensed Practical Nurse/Licensed Vocational Nurse (LPN/LVN) will be a graduate of an accredited nursing program and currently licensed to practice nursing as an RN or LPN/LVN in the state of Missouri. Current CPR certification is required and first aid certification is preferred.

It is the school nurse's responsibility to evaluate his/her own nursing practice in relationship to professional practice standards and guidelines, relevant statutes, and rules and regulations. Based upon this evaluation, current and up-to-date practice should result.

Job Descriptions

Differing job descriptions are provided for health services personnel according to their position responsibilities. (Please refer to the job descriptions included in the "Employment" section of this handbook. If you have questions about the job description for your position, please contact Human Resources for Non-Certificated Staff at 521-5300.

Professional Presentation of the School Nurse and Health Secretaries

As members of the multidisciplinary school team and representatives of the nursing profession, school nurses must evaluate their practice setting and choose attire to reflect a professional appearance. A professional image communicates respect and inspires confidence with students, families, and staff. Clothing should not prohibit a school nurse from the ability to respond quickly to emergent and urgent situations that may arise during a school day.

Attire should include:

- √ Nursing uniforms
- √ Nursing scrubs
- √ Business casual with a black lab coat
- √ Capri slacks are acceptable at mid-calf length
- √ Sandals may be worn with the exception of flip-flops or beach type sandals
- √ Tennis shoes should not be worn unless they are worn with nursing scrubs or uniforms
- √ District identification badges should be worn at all times
- √ Jewelry should be kept at a minimum with no exposed nose, lip, eyebrow or tongue rings
- √ Tattoos should not be exposed
- √ A district approved black lab coat should be worn at all times when out of uniform

Hours for Professional School Nurses

Full-time nurses are in attendance seven and one-half (7 ½) hours a day, five days a week. Supervisors determine the hours for school clinic operation. Health services must be available to students on a continuous basis, and clinics are not to be closed during the lunch hour. Nurses will be paid during their lunch break and will be expected to be on duty during that time.

Attendance

Regular attendance is an essential function of the job. If you must be absent, it is your responsibility to contact your appropriate building supervisor and the Director of Health Services as soon as possible so that arrangements can be made to cover your health clinic for the day.

Failure to report for duty or neglect to report absences for three (3) consecutive days will be considered by the employer as employee job abandonment.

Board of Education Policy 4310 states, “When employees are absent more than ten (10) days in any semester or more than fifteen (15) days per school year, their absence is considered excessive. The Superintendent/Designee will review each incident of excessive absence and may require the employee to provide medical documentation or may consider disciplinary actions up to and including termination. Appropriate documentation may also be requested for unusual patterns of absences, or absences of three or more consecutive days.”

Exceptions to the district’s leave policies should be directed to your supervisor to forward to the Human Resources Office.

Work Calendars

All full-time nursing personnel are appointed for one hundred eighty-five (185) days. Nurses are to be on duty when students are in attendance and on other days when they are needed to assist with health information, such as student enrollment days. Nurses should discuss the needs of the school with school administrators, and work days should be scheduled accordingly. Any changes to the established calendar must be presented to the Director of Health Services within the first month of school, and any changes in this schedule must be approved by the building supervisor and the director.

A copy of the Health Services Calendar is included in the “Employment” section of this handbook. It notes scheduled professional development days.

Trade Time

Nursing personnel are allowed to trade time within the work week with the approval of their building principal and Director of Health Services.

Salary and Benefits

Nurses are paid according to salary scales adopted by the Board of Education. A copy of the current scale is included in the “Employment” section of this handbook.

New employees will be placed on Step 1-5 of the scale, depending on previous experience. If District finances allow, nurses are advanced one step on the scale at the beginning of each fiscal year (July 1). This movement does not apply to new employees who are hired after April 1; they will remain on their step until the following year.

Nurses who are scheduled to work at least twenty-five (25) hours a week are paid on an “even pay” basis. This means that their annual salary is divided into equal payments, no matter how many days are worked in the month. Overtime, extra hours, or docks are adjusted on the paycheck following the month in which these events occur. If an employee exits from the district before the end of their work year, the final paycheck is adjusted to pay them for the actual days worked and any vacation days accrued at the time of exit.

Recording Work Time

LPNs and Health Secretaries are employed on an hourly basis in accordance with the provisions of the Fair Labor Standards Act. They should record their working hours using the district’s electronic timekeeping system. The payroll secretary will review your timesheet by verifying the information recorded in the system. The building principal will approve the timesheet at the end of the pay period.

Overtime is paid in accordance with the Fair Labor Standards Act. Time that an LPN/LVN or Health Secretary is required to work beyond forty (40) hours in a seven day period (Monday – Sunday), will be compensated at time and half (1.5) of the regular hourly rate of pay.

Overtime is paid when an administrator requests LPNs/LVNs or Health Secretaries to do tasks that cannot be completed during the forty (40) hour work week. Overtime must be approved by the Director of Health Services and the Human Resources Office.

Professional Ethics and Confidentiality

The Federal Education Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), and the Safe Schools Act require school districts to maintain confidentiality of students' records and progress, including students' health records. Nurses must maintain confidentiality and protect and promote the rights of students. Ensuring the security and privacy of both electronic and paper student health records is of utmost importance. By respecting and maintaining the student's right to privacy as part of the school nurse's moral and legal obligation, the school nurse can obtain essential information necessary in the care of the student as part of the nursing assessment. With informed verbal and written consent of the student (if appropriate) or parent/guardian, the school nurse may share this information with other multidisciplinary team members, concerned school personnel, and other health care providers or agencies for the benefit of the student. Only under extreme conditions may the duty of confidentiality be disregarded. Examples include the greater duty to protect life and prevent harm (e.g., suicide threat/attempt; homicide threat/attempt) and willful acts of spreading a contagious disease to others (Stanhope & Lancaster, 1992).

Chain of Command

All time off requests, or in the event you are required to stay before or after your normal hours, you are to contact the Director of Health Services for approval.

Questions and concerns related to clinic operations such as medications, illness, injuries, supplies and any other areas outlined in the Health Services Manual that the nurse is responsible for are to be directed to the Director of Health Services.

Confidentiality

Exchange of information to others is considered on a need to know basis and should not be shared with other departments or other staff members, including other department staff members, unless directed to do so by the Director of Health Services.

Immunizations

The school nurse will be responsible for entering all immunizations into SNAP by the first week in October of each school year to ensure compliance of the Independence School District with State immunization requirements.

Emergency Action Plans

The school nurse will be responsible for completing all Emergency Action Plans by the second week in September and have them distributed to all staff that need to know how to care for the student in an emergency situation. All requests for Emergency Action Plans for specific conditions will be directed to the Director of Health Services.

Evaluations

To help you understand your job responsibilities and assess how well you are fulfilling those responsibilities, you will be evaluated using the performance-based evaluation included in the “Employment” section of this handbook. Although you may be evaluated at any time during the year, evaluations generally are completed in the spring. The building principal and Director of Health Services will discuss the evaluation with you and ask that you sign the evaluation. Please take time to study this evaluation and discuss any questions with your principal and Director of Health Services.

Policy 4720 Suspension or Termination: Non-Certificated Staff may be accessed on the district website.

Harassment Policy

It is essential that you understand and follow policies when you work in the Independence School District. One important policy pertains to sexual harassment. Please review the included policy in the “Policies” section of this handbook carefully and address any questions to the building administrator.

Professional Development for Nurses

The Independence School District values on-going professional development for all employees. Nursing professional development is the lifelong process of active participation by nurses in learning activities that assist in developing and maintaining continuing competence (NASN 2003).

Professional development opportunities for district nurses will be designed to provide current evidence-based information that impacts the health and academic achievement of all students and to enhance the professional practice of school nursing. Professional development opportunities will be provided by the district on an annual basis and additional resources for continuing education will also be promoted. The work calendar in the “Employment” section of this handbook lists the professional development activities for 2015-2016.

Substitutes

Substitutes may be requested through your building secretary. It is the responsibility of each nurse to update the substitute handbook on a yearly basis and as needed for their clinic. The handbook should include the school schedule, building contact persons and phone numbers, a confidential list of students with special health care concerns/needs, Emergency Action Plans and emergency procedures, a list of daily responsibilities, and any other information pertinent to the functioning of your clinic. The Substitute Nurse Handbook will be kept in a locked cabinet or file drawer due to the confidentiality of information included. The designated location will be specified by the clinic nurse.

Exit Procedures

In the event an employee exits from the district, the employee will need to submit a resignation letter to Human Resources. The employee will then need to schedule a time to meet with their supervisor to complete Stage 1 of an Exit Form and then call Human Resources to schedule a time to complete Stages 2 and 3. Stage 2 will be completed in Human Resources and Stage 3 will be completed in the Benefits Office.

Emergency Preparedness

Employees should make themselves aware of the location of evacuation plans should an emergency arise. Evacuation plans are posted near the door in each classroom and other common areas. These plans will include both fire and tornado routes. Some classrooms will have a red duffel bag containing first aid items. These bags should be taken with you in the case of a drill or real evacuation. In case of an emergency, employees should also note the location of the closest fire alarm activation switch. Each office has a complete Emergency Preparedness Plan notebook that each employee should take time to review.

Door Entry Procedures

The Independence School District has a School Safety regulation that requires all school doors to be locked during the school day. The goal is to ensure the safety of students and staff, while keeping unidentified strangers from gaining access to our schools. For parents, patrons, and other guests who have legitimate business in the schools, we want to be sure this process remains consistent. Staff will make visitors feel as welcome as possible by following the steps below.

- When a parent or patron approaches the door and pushes the buzzer, welcome them to the building and say, “May I help you?”
- If they are a parent, ask them for their student’s name and ask to see their photo identification.
- If they are a vendor or other visitor, ask the nature of their visit, who they are there to visit, and ask to see their identification.
- If they do not have identification with them, apologize and inform them that for safety reasons, this new district policy requires that they show state or federal photo identification to enter the building.
- Our goal is to keep out unidentified strangers. If the visitor is someone with whom you are familiar, and they have no identification in their vehicle or with them in any way you are allowed the flexibility to buzz them in. **Please go the front door and escort them to the main office in order for them to receive a visitor’s pass.** Remind them that they will need to bring their identification the next time they come to school.
- If you are not familiar with the visitor and he or she is unable to produce identification, he or she will not be allowed in the building.
- Once a visitor has reported to the office, please follow the building sign in/sign out procedures:

- (Parent) Verify parent is on the student check-out list if they wish to check their student out of school.
- (Parent) Present parent with a visitor pass labeled with their name, and direct them to the appropriate destination.
- (Volunteer) Present volunteer with an appropriate pass and direct them to appropriate location.
- (Vendor) Present vendor with a visitor pass and contact the person with whom they are wishing to speak.
- (Other) Present visitor with an appropriate pass and direct them to the location that they are seeking.

Early Education and Kids' Safari programs:

- Parents of students enrolled in Early Education and Kids' Safari programs can drop off and pick up their student at designated doors beginning at 6:30am until the start of the school day and then again when school is dismissed until 6:00pm. At the time school begins parents will be required to use the main school doors.
- Staff in Early Education and Kids' Safari programs will be responsible for checking state or federal photo identification and buzzing parents in during the designated times above.

Keep in mind that some visitors will not be aware of these new procedures. Please be professional if visitors voice a concern, take the time to listen to their concern and remind them that we are taking these precautions to provide added security for our students. If you have any questions regarding these procedures, please contact David Lamken / Dennis Green at ext. 10035 or 816-286-3995.

A.L.I.C.E. Intruder/Active Shooter Response

In the Spring of 2014 the Independence School District adopted the A.L.I.C.E. model to an intruder/Active Shooter event. From August of 2014 to the present time, all staff in the Independence School District received training from certified instructors from the Independence Police Department. The intent of the A.L.I.C.E. model and training is to increase the survivability of staff and students should an event occur.

All staff receives annual training in A.L.I.C.E. in compliance with Senate Bill 75. This training is in the form of either a two-hour classroom/scenario training or an electronic refresher course.

Staff are encouraged to recall the training and apply it to their specific building so they will be prepared should an event occur. Staff is also encouraged to discuss the A.L.I.C.E. principles with their students and other staff members to maintain the edge and situational awareness.

Staff is also encouraged to reach out to any of the law enforcement instructors (SROs, Truancy and DARE Officers in the district) should they need assistance in setting up their classroom, encounter an unsafe condition, to practice this model or if they should have any questions regarding an intruder/active shooter event.

EMPLOYMENT

INDEPENDENCE SCHOOL DISTRICT JOB DESCRIPTION

Director of Health Services

Qualifications:

- Registered Nurse, licensed in Missouri required, BSN preferred
- Five (5) years nursing experience preferred
- School nursing or pediatrics experience preferred
- Management and supervisory experience required

Fair Labor Standards Act Status: Exempt

Reports to:

Superintendent

Supervises:

All ISD and Early Education Health Services Staff Members

Job Goal:

The Director of Health Services will work in cooperation with the Educational Programs Team and the Assistant Superintendent of Financial/Support Services to develop and implement comprehensive school health programs for all students of the Independence School District

Performance Responsibilities:

- Serves as a medical resource professional to administration, staff, students, and families
- Assists the Assistant Superintendent in the development and direction of the comprehensive school health program
- Coordinates with Nutrition Services, Social Services, Early Education, Kids' Safari, Special Education, and Technology to provide comprehensive health services to district students, families, and staff
- Coordinates nursing services for summer school
- Assists in the development and implementation of district health policies and procedures
- Assists in selection and performance appraisal of health service personnel
- Assists building administrators in the supervision of school nurses
- Assists with the orientation for new nurses and substitute nurses
- Cooperates with the appropriate administrators to provide professional development opportunities for health services personnel
- Serves as a community contact for health services/Medicaid
- Manages Health, Nutrition and Safety components of Early Education Standards
- Collaborates with the Director of Early Education to ensure compliance with Early Education Standards
- Monitors and develops health policy and procedures for Early Education
- Assists in the development/procurement of resources for supplemental funding for health and related programs

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- Assists in the implementation and administration of supplemental funding sources, such as health grants
- Participates in district-wide emergency/crisis plans
- Promotes integration of health concepts into the regular school curriculum
- Promotes application of health principles in all areas of the school/workplace
- Monitors accident reports of students and staff
- Assists in planning/implementing a district wellness program
- Assists in planning an annual budget for health service programs
- Provides guidance in selection of supplies, equipment, and resources used by staff
- Assists with Medicaid programs as needed
- Complies with Missouri state laws and required state reports pertaining to health, safety, nursing, and Medicaid issues
- Supports interagency collaboration within and outside of the medical/educational community
- Participates in continuing education programs to update skills, knowledge, and maintain certifications, if applicable
- Contributes to professional growth of others by presenting programs and sharing current research in professional journal articles with health service personnel, health educators, and other district staff
- Promotes professional responsibility and accountability
- Assists in the evaluation of the health service programs
- Obtains expert medical consultation as needed
- Assists with assigning substitute nurses throughout the district
- Chairs the district Wellness Committee
- Performs other duties as assigned

Terms of Employment:

Director of Health Services will be employed for a twelve month position. The salary and work year will be established annually by the Board of Education.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor, using the Administrator Performance Based Summative Appraisal.

INDEPENDENCE SCHOOL DISTRICT JOB DESCRIPTION

Registered Professional Nurse

Qualifications:

- Registered Professional Nurse, licensed in Missouri
- CPR certified (instructor certification preferred)
- Three to five years of experience working with children/adolescents preferred
- Individual who can provide leadership and supervision to staff
- Understands and respects confidentiality of information
- Displays the ability to multi-task
- Is physically capable of assisting student with health care needs that may require lifting, positioning, transferring, restraining or transporting within the school environment and during school events
- Able to comfortably lift twenty (20) to thirty (30) pounds and reposition weight up to one hundred and fifty (150) pounds

Fair Labor Standards Act Status: Exempt

Reports to:

Director of Health Services
Building Principal

Job Goal:

The school nurse strengthens and facilitates the educational process by protecting the health status of children and by identifying and assisting in the removal or modification of health related barriers to the learning process. The major focus of school nursing services is the prevention of illness and disability, health promotion, and the early detection and correction of health problems. The school nurse is prepared and uniquely qualified in preventative health, health assessment, and referral procedures.

Performance Responsibilities:

A. Functions of the school nurse include but are not limited to:

- Promotes and protects the optimal health status of children
- Provides health assessments and documents appropriately
- Develops and implements Individualized Health Plan(s) as directed
- Develops and implements Emergency Action Plan(s) as directed
- Collects, maintains, evaluates, and interprets health data of children
- Participates as the health team specialist on the SAT team to develop the Individual Education Plan and 504 Plans
- Promotes and assists in the control of communicable diseases
- Administers medications according to district guidelines, providing medication delegation trainings to staff
- Maintains confidentiality under HIPAA and FERPA guidelines
- Recommends provisions for a safe school environment

- Maintains clean, organized health clinic
- Provides health education and coordinates school and community health activities
- Maintains data/reports outlined in the Health Services Manual
- Acts as a role model and resource person for staff
- Provides professional, respectful, and compassionate care to students, parents, staff and community; demonstrate flexibility in meeting challenging needs
- Provides health counseling for staff and supports employee wellness programs
- Supports and follows district policies, procedures, and guidelines
- Attend health services professional development meetings
- Screens students according to screening guidelines, enters data and follows referral/case management protocols
- Performs other duties as assigned by Director of Health Services

B. Direct Education and Assistive Activities:

- Participates in educational health programs/presentations/screenings
- Provides escorts and assistance to students as necessary
- Alerts teachers/staff to special needs of individual students
- Collaborates with FSL's, counselors, and building principals to identify and solve problems
- Collaborates with Nutrition Services for special nutritional needs of students
- Collaborates with Transportation for the safe transportation of students

Terms of Employment:

The Registered Professional Nurse will be employed for a nine (9), eleven (11), or twelve (12) month position. The salary and work year will be established annually by the Board of Education.

Evaluation:

Performance of this job will be evaluated by the Director of Health Services and the Principal, using the Independence School District School Nurse Performance Evaluation form.

INDEPENDENCE SCHOOL DISTRICT JOB DESCRIPTION

Registered Professional Nurse Float

Qualifications:

- Registered Professional Nurse, licensed in Missouri
- CPR certified (instructor certification preferred)
- Three to five years of experience working with children/adolescents preferred
- Individual who can provide leadership and supervision to staff
- Understands and respects confidentiality of information
- Displays the ability to multi-task
- Is physically capable of assisting student with health care needs that may require lifting, positioning, transferring, restraining or transporting within the school environment and during school events
- Able to comfortably lift twenty (20) to thirty (30) pounds and reposition weight up to one hundred and fifty (150) pounds

Fair Labor Standards Act Status: Exempt

Reports to:

Director of Health Services
Building Principal

Job Goal:

The school nurse strengthens and facilitates the educational process by protecting the health status of children and by identifying and assisting in the removal or modification of health related barriers to the learning process. The major focus of school nursing services is the prevention of illness and disability, health promotion, and the early detection and correction of health problems. The school nurse is prepared and uniquely qualified in preventative health, health assessment, and referral procedures.

Performance Responsibilities:

- A. Functions of the School Nurse include but are not limited to:
- Promotes and protects the optimal health status of children
 - Provides health assessments and documents appropriately
 - Develops and implements Individualized Health Plan (s) as directed
 - Develops and implements Emergency Action Plan (s) as directed
 - Collects, maintains, evaluates, and interprets health data of children
 - Participates as the health team specialist on the SAT team to develop the Individual Education Plan and 504 Plans
 - Promotes and assists in the control of communicable diseases
 - Administers medications according to district guidelines, providing medication delegation training to staff
 - Maintains confidentiality under HIPAA and FERPA guidelines
 - Recommends provisions for a safe school environment
 - Maintains clean, organized health clinic

- Provides health education and Coordinates school and community health activities
- Maintains data/reports outlined in the Health Services Manual
- Coordinates school and community health activities
- Acts as a role model and resource person for staff
- Provides professional, respectful, and compassionate care to students, parents, staff and community; demonstrate flexibility in meeting challenging needs
- Provides health counseling for staff and supports employee wellness programs
- Supports and follows district policies, procedures, and guidelines
- Attend health services professional development meetings
- Screens students according to screening guidelines, enters data and follows referral/case management protocols
- Performs other duties as assigned by Director of Health Services
- Position requires daily traveling between school district buildings to assist as directed by the Director of Health Services.

B. Direct Education and Assistive Activities:

- Participates in educational health programs/presentations/screenings
- Provides escorts and assistance to students as necessary
- Alerts teachers/staff to special needs of individual students
- Collaborates with FSL's, counselors and building principals to identify and solve problems
- Collaborates with Nutrition Services for special nutritional needs of students
- Collaborates with transportation for the safe transportation of students

Terms of Employment:

The Registered Professional Nurse will be employed for a nine (9), eleven (11), or twelve (12) month position. The salary and work year will be established annually by the Board of Education.

Evaluation:

Performance of this job will be evaluated by the Director of Health Services and the Principal, using the Independence School District School Nurse Performance Evaluation form.

INDEPENDENCE SCHOOL DISTRICT JOB DESCRIPTION

Licensed Practical Nurse

Qualifications:

- Currently licensed to practice in Missouri as an LPN
- CPR certified
- Demonstrates ability to work effectively under the direction of an RN
- Demonstrates ability to work and communicate cooperatively with others
- Displays the ability to multi task
- Is physically capable of assisting student with health care needs that may require lifting, positioning, transferring, restraining or transporting within the school environment and during school events
- Able to comfortably lift twenty (20) pounds and reposition weight up to one hundred and fifty (150) pounds

Fair Labor Standards Act Status: Non-Exempt

Reports To: Director of Health Services

Job Goal:

The school nurse strengthens and facilitates the educational process by protecting the health status of children by identifying and assisting in the removal or modification of health related barrier to the learning process. The major focus of school health services is the prevention of illness and disability, health promotion, and the early detection and correction of health problems. The school nurse is prepared and uniquely qualified in preventative health, health assessment and referral procedures.

Performance Responsibilities:

- A. Direct Nursing Care Activities as delegated by Director of Health Services or RN:
- Promotes and protects the optimal health status of children
 - Provides health assessments and documents appropriately
 - Develops and implements Individualized Health Plans (IHP) as directed
 - Develops and implements Emergency Action Plans (EAP) as directed
 - Collects, maintains, evaluates and interprets health data of children
 - Participates as the health team specialist on the SAT team to develop the Individual Education Plan and 504 Plans
 - Promotes and assists in the control of communicable diseases
 - Administers medications according to district guidelines, providing medication delegation training to staff
 - Maintains confidentiality under HIPAA and FERPA guidelines
 - Recommends provisions for a safe school environment
 - Maintains clean, organized health clinic
 - Maintains data/reports outlined in Health Services Manual
 - Acts as a role model and resource person for staff

- Provides professional, respectful, and compassionate care to students, parents, staff and community; demonstrate flexibility in meeting challenging needs
 - Provides health counseling for staff and support employee wellness programs
 - Supports and follows district policies, procedures and guidelines
 - Attend health services professional development meetings
 - Screens students according to screening guidelines, enters data and follows referral/case management protocols
 - Performs other duties as assigned by Director of Health Services
- B. Direct Educational and Assistive Activities:**
- Participates in educational programs/presentations/screenings
 - Provides escorts and assistance to students as necessary
 - Alerts teachers/staff to special needs of individual students
 - Collaborates with FSL's, counselors, and building principles to identify and solve problems
 - Collaborates with Nutrition Services for special nutritional needs of students
 - Collaborates with Transportation for the safe transportation of students.

Terms of Employment:

The Licensed Practical Nurse will be employed for a nine (9), eleven (11), or (12) twelve month position. The salary and work year will be established annually by the Board of Education.

Evaluation:

Performance of this job will be evaluated by the Director of Health Services and the Principal, using the Independence School District School Nurse Performance Evaluation form.

INDEPENDENCE SCHOOL DISTRICT JOB DESCRIPTION

Licensed Practical Nurse Float

Qualifications:

- Registered Professional Nurse, licensed in Missouri
- CPR certified (instructor certification preferred)
- Three to five years of experience working with children/adolescents preferred
- Individual who can provide leadership and supervision to staff
- Understands and respects confidentiality of information
- Displays the ability to multi-task
- Is physically capable of assisting student with health care needs that may require lifting, positioning, transferring, restraining or transporting within the school environment and during school events
- Able to comfortably lift twenty (20) to thirty (30) pounds and reposition weight up to one hundred and fifty (150) pounds

Fair Labor Standards Act Status: Exempt

Reports to:

Director of Health Services
Building Principal

Job Goal:

The school nurse strengthens and facilitates the educational process by protecting the health status of children and by identifying and assisting in the removal or modification of health related barriers to the learning process. The major focus of school nursing services is the prevention of illness and disability, health promotion, and the early detection and correction of health problems. The school nurse is prepared and uniquely qualified in preventative health, health assessment, and referral procedures.

Performance Responsibilities:

A. Functions of the school nurse include but are not limited to:

- Promotes and protects the optimal health status of children
- Provides health assessments and documents appropriately
- Develops and implements Individualized Health Plan(s) as directed
- Develops and implements Emergency Action Plan(s) as directed
- Collects, maintains, evaluates, and interprets health data of children
- Participates as the health team specialist on the SAT team to develop the Individual Education Plan and 504 Plans
- Promotes and assists in the control of communicable diseases
- Administers medications according to district guidelines, providing medication delegation training to staff
- Maintains confidentiality under HIPAA and FERPA guidelines
- Recommends provisions for a safe school environment
- Maintains clean, organized health clinic

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- Provides health education, and coordinates school and community health activities
- Maintains data/reports outlined in the Health Services Manual
- Acts as a role model and resource person to staff
- Provides professional, respectful, and compassionate care to students, parents, staff, and community; demonstrate flexibility in meeting challenging needs
- Provides health counseling for staff and support employee wellness programs
- Supports and follows district policies, procedures, and guidelines
- Attend health services professional development meetings
- Screens students according to screening guidelines, enters data and follows referral/case management protocols
- Performs other duties as assigned by Director of Health Services
- Position requires daily traveling between school district buildings to assist as directed by the Director of Health Services

B. Direct Education and Assistive Activities:

- Participates in educational health programs/presentations/screenings
- Provides escorts and assistance to students as necessary
- Alerts teachers/staff to special needs of individual students
- Collaborates with FSL's, counselors, and building principals to identify and solve problems
- Collaborates with Nutrition Services for special nutritional needs of students
- Collaborates with Transportation for the safe transportation of students

Terms of Employment:

The Registered Professional Nurse will be employed for a nine (9), eleven (11), or twelve (12) month position. The salary and work year will be established annually by the Board of Education.

Evaluation:

Performance of this job will be evaluated by the Director of Health Services and the Principal, using the Independence School District School Nurse Performance Evaluation form.

INDEPENDENCE SCHOOL DISTRICT JOB DESCRIPTION

Clinical Nurse/Staff Support

Qualifications:

- Registered Nurse, licensed in Missouri required, BSN preferred
- Three (3) years nursing experience required
- School nursing or pediatrics experience preferred
- CPR certified (instructor certification preferred)
- Individual who can provide leadership and supervision to staff
- Understands and respects confidentiality of information
- Displays the ability to multi-task
- Is physically capable of assisting student with health care needs that may require lifting, positioning, transferring, restraining, or transporting within the school environment and during school events
- Able to comfortably lift twenty (20) to thirty (30) pounds and reposition weight up to one hundred fifty (150) pounds

Fair Labor Standards Act Status: Exempt

Reports to:

Director of Health Services

Job Goal:

The Clinic Nurse/Staff Support will work in cooperation with Director of Health Services and any staff appointed by the Director to provide support in developing and implementing comprehensive school health programs for all students of the Independence School District.

Performance Responsibilities:

- Serves as a medical resource professional under the direction of the Director of Health Services to administration, staff, students, and families
- Works with Director of Health Services in development and implementation of the comprehensive school health program
- Works with Director of Health Services in development and implementation of district health policies and procedures
- Assists in completing clinic audits to maintain compliance with state laws and health guidelines
- Promotes and protects the optimal health status of children
- Assists in planning and implementing school health management protocols
- Assists in developing procedures and provides for crisis intervention
- Promotes and assists in the control of communicable diseases (Collaborating with Director of Health Services and Health Services staff)
- Develops and implements Individualized Health Plan(s)
- Develops and implements Emergency Action Plans(s)
- Assists Director of Health Services and Early Education Specialist in ensuring compliance with Early Education Standards

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- Assists Director of Health Services and Early Education Specialist in monitoring Health, Nutrition and Safety components of Early Education Standards
- Assists Director of Health Services in orientation for new nurses and substitute nurses
- Assists Director of Health Services in the implementation and administration of supplemental funding sources, such as health grants
- Assists with providing health education to students, families, and staff
- Assists Director of Health Services in maintaining data/reports outlined in the Health Services Manual and State Contract
- Assists Director of Health Services in coordinating school and community health activities
- Supports and follows district policies, procedures, and guidelines
- Provides direction (under the supervision of Director of Health Services) when Director is unavailable
- Assists with assigning substitute nurses throughout the district when Director of Health Services is unavailable
- Assists Director of Health Services in the evaluation of the health service programs
- Promotes professionalism, responsibility and accountability
- Participates in continuing education programs to update skills, knowledge, and maintain certifications, if applicable
- Assists in the formation of health policies, goals, and objectives
- Provides direction of other health personnel
- Performs other duties as assigned by Director of Health Services
- Will assist with duties in health clinics as assigned by Director of Health Services

Terms of Employment:

The Clinic Nurse/Support Staff will be employed for twelve (12) month position. The salary and work year will be established annually by the Board of Education.

Evaluation:

Performance of this job will be evaluated in accordance with Board of Education policy by the Director of Health Services, utilizing the Independence School District School Nurse Performance Based Evaluation.

INDEPENDENCE SCHOOL DISTRICT JOB DESCRIPTION

Health Services Secretary

Qualifications:

- Minimum education of a high school diploma or its equivalent is required, with additional preparation and/or college work related to secretarial training preferred
- Experience as a receptionist or secretary preferred
- Computer skills and/or experience required: Microsoft Office
- Typing and/or keyboarding skills required
- Excellent communication and interpersonal skills
- Possession of the knowledge, skills, and abilities necessary to perform the essential functions of the position
- CPR and First Aid certification, required
- Experience in school or public health, preferred
- Ability to comfortably lift a minimum of thirty (30) pounds

Fair Labor Standards Act Status: Non-Exempt

Reports to:

Director of Health Services

Job Goal:

Provide skillful and productive operation of the office in order to assure a positive impact on the Independence School District's Health Services Programs. Ensure completion of health screenings, wellness policies, and activities

Performance Responsibilities for Health Services Office Personnel:

- Performs various office management tasks
- Operates computers, copiers, office machinery and equipment with a high degree of skill
- Performs duties to achieve high levels of customer service
 - a. Answers telephone in a pleasant and respectful manner and routes calls to appropriate personnel
 - b. Deals courteously with visitors, parents, students, and staff
 - c. Cooperative, flexible and shows good judgement/discretion in interpersonal interactions
 - d. Represents self, school and District positively
- Responds in a timely manner to informational requests
- Assists Director of Health Services with tasks associated with budgeting, requisition and bookkeeping tasks
- Assists Health Services in maintaining records and reports necessary to document achievement in Health Service goals and objectives
- Orders materials and supplies as requested by Director of Health Services
- Assists in clinics during times of short staffing
- Maintains accurate daily clinic logs of visits to health clinic by student or staff

- Compiles and submits weekly/monthly reports as determined necessary by the Director of Health Services
- Available for all clinics in time of need or disease outbreak situations
- Assists in organizing and implementing health fairs and educational events
- Maintains confidentiality according to HIPAA and FERPA guidelines
- Performs other duties as assigned

Terms of Employment:

Health Services Secretaries will be employed for ten, eleven, or twelve month positions. The salary and work year will be established annually by the Board of Education.

Evaluation:

Performance of this job will be evaluated by the Director of Health Services, using the Independence School District Performance Based Evaluation – Office Personnel.

INDEPENDENCE SCHOOL DISTRICT JOB DESCRIPTION

Early Education Nurse/Health Program Support Specialist

Qualifications:

- Currently licensed to practice in Missouri as an LPN or RN
- CPR certified
- Demonstrates ability to work effectively under the direction of an RN
- Demonstrates ability to work and communicate cooperatively with others
- Displays the ability to multi task
- Represents the District in a professional manner
- Is capable of traveling to various work sites
- Is physically capable of assisting student with health care needs that may require lifting, positioning, transferring, restraining or transporting within the school environment and during school events
- Understands and respects confidentiality of information
- Individual who can provide leadership and supervision of staff
- Supervisory experience preferred
- Three to five years of experience working with children/adolescents preferred

Fair Labor Standards Act Status: RN: Exempt LPN: Non-Exempt

Reports To:

Director of Health Services
Assistant Director of Early Education

Job Goal:

The Early Education Nurse/Health Program Support Specialist strengthens and facilitates the educational process by protecting the health status of children by identifying and assisting in the removal or modification of health related barriers to the learning process. The major focus of school health services is the prevention of illness and disability, health promotion, and the early detection and correction of health problems. The Early Education Health Program Support Specialist is prepared and uniquely qualified in preventative health, health assessment and referral procedures.

Performance Responsibilities:

- Provide and/or assist with staff professional development through planned training opportunities, following State Regulation and Head Start Performance Standards
- Submit verbal/written reports to Early Education Coordinators and Assistant Director of Early Education on the status of centers under their scope of responsibility a minimum of twice per month
- Collaborate as a member of the Early Education Support Team, to include staff working in the areas of mental health, disabilities and family and community partnerships
- Develop and maintain positive working relationships with key building and Head Start Early Education personnel

- Work with Head Start Early Education programs to ensure all programs are braided to facilitate quality assurance and required program components
- A. Functions of the school nurse include, but are not limited to:
- Promotes and protects optimal health status of children
 - Administers medication according to district guidelines
 - Provides health assessments and documents appropriately
 - Develops and implements Individualized Health Plan(s) as well as Emergency Action Plan(s) as directed
 - Participates as health team specialist on the child evaluation team to develop Individualized Education Plan(s) and 504 Plan(s)
 - Collects, maintains, evaluates and interprets health data of children
 - Maintains data/reports outlined in the Health Services Manual and State Contract
 - Maintains confidentiality under HIPAA and FERPA guidelines
 - Provides health counseling for staff and support employee wellness programs
- B. Direct Nursing Care Activities as delegated by Director of Health Services or Assistant Director of Early Education:
- Alerts teachers/staff to individual student needs
 - Lead and Hemoglobin testing, per parent consent, as needed to meet requirement for ISD and Partnerships
 - Monitor immunization compliancy
 - Work with screeners, Family Service Specialist/Early Education Specialist and parents to see referral process through to completion as well as to enter related data
 - Monitors Individualized Health Care Plans to ensure completion of required forms and to determine if more information is needed for child safety
 - MAHS Monthly Monitoring Meetings in review of Health, Nutrition and Safe Environments with MARC Health Specialist and QA Specialist
 - Provide First Aid Training for staff and provide certificate of completion and information of training to data entry, Human Resources, participant and employee site file, as needed
 - Ensure compliancy of Teen Mom Program requirements by visiting new moms with newborns at home within two (2) weeks of delivery
 - Monitors communicable disease control and prevention
 - Monitors supplies and requests replacements as needed
 - Monitors site reports and compliance for Head Start guidelines and district guidelines
 - Supports and follows district policies, procedures and guidelines
 - Provides monthly report to Director of Health Services
 - Performs other duties as assigned by Director of Health Services and/or Assistant Director of Early Education
- C. Direct Educational and Assistive Activities:
- Coordinates and/or participates in educational events/programs/presentations/screenings for staff, schools and/or the community
 - Acts as a nurse case manager to follow up on completion of referrals
 - Provides nursing and health education and medication administration training to childcare providers/staff
 - Collaborate with Nutrition Services for special health care needs of students

- Provides escorts and assistance to students as necessary

Terms of Employment:

The Early Education Nurse/Program Support Specialist will be employed for a twelve (12) month position. The salary and work year will be established annually by the Board of Education.

Evaluation:

Performance of this job will be evaluated by the Director of Early Education or designee and Director of Health Services, using the Independence School District School Nurse and Early Education Program Support Specialist Performance Evaluation forms.

INDEPENDENCE SCHOOL DISTRICT JOB DESCRIPTION

Health Education/Screenener

Qualifications:

- High School Diploma required, Associates Degree or 60 college hours, preferred
- CPR and First Aid Certification required
- Health related training, preferred
- Two years experience working with young children within the health care field, preferred
- The ability to establish priorities, implement goals, and multi task
- The ability to communicate clearly and concisely, both orally and in writing
- The ability to learn and follow screening protocols
- Computer skills and willingness to learn new software
- Ability to comfortably lift a minimum of thirty (30) pounds

Fair Labor Standards Act Status: Non-Exempt

Reports to:

Director of Health Services

Job Goal:

Works as part of a multidisciplinary team to ensure completion of health (height, weight, vision, hearing, dental, blood pressures, et.al) and developmental screenings as required by Independence School District protocols and Head Start Performance Standards.

Performance Responsibilities:

- Works with Director of Health Services in collaboration with nurses and content area specialists to coordinate administration of screenings
- Assists nursing staff in maintaining records and reports related to screenings
- Inputs student outcomes related to screening in designated data system
- Collaborates with nursing staff and content area specialists to report results of screenings
- Schedules and coordinates screening dates and times with program staff
- Maintains appropriate documentation for screenings and follow up
- Communicates with parents/guardians regarding the results of health screenings and follow up
- Maintains client confidentiality under HIPAA and FERPA
- Follows District policies and procedures
- Submits physical examination and tuberculin screening annually
- Assists in clinics during times of short staffing as directed by Director of Health Services
- Performs other duties as assigned by Director of Health Services

Terms of Employment:

The Health Education/Screeners will be employed for eleven month positions. The salary and work year will be established annually by the Board of Education.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Performance Based Evaluation – Office Personnel.

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 Salary Scale

Steps	LPN Hourly	RN Hourly	BSN Hourly
1	16.80	20.40	22.45
2	17.23	20.91	22.99
3	17.69	21.43	23.52
4	18.13	21.98	24.05
5	18.57	22.51	24.59
6	19.01	23.04	25.11
7	19.46	23.57	25.63
8	19.89	24.10	26.18
9	20.34	24.63	26.71
10	20.78	25.15	27.24
11	21.23	25.68	27.77
12	21.67	26.22	28.31
13	22.11	26.75	28.83
14	22.54	27.28	29.36
15	22.99	27.81	29.88
16	23.44	28.35	30.42

New employees may be placed on the schedule from Step 1-5 based on previous experience.

	<u>Daily Rate</u>
LPN Substitute	126.00
RN/BSN Substitute	153.00

HR 06/17/2015

Performance Based Evaluation

School Nurse

NAME: _____ DATE: _____

Position Title: _____ Supervisor: _____

STANDARD #1: Quality		Below Standard	Meets Standard	Exceeds Standard	Comments
1	Provides safe individualized nursing care through implementation of the Nursing process				
2	Assesses health and development status of all students; identifies students with special health care needs and develops IHPs as necessary. Provides a system of care for illness and injury.				
3	Developes EAPs for students following ISD regulation/policies and HS procedures.				
4	Assesses, evaluates and cares for injuries (providing basic first aid until parent arrives, if necessary), contact parents and/or doctor according to health policies.				
5	Maintains skill level needed to keep up with changes in technologies (equipment, computer)				
6	Demonstrates critical thinking to make safe clinical decisions				
7	Attends HS Professional Development				
8	Professional development minutes read, acknowledgement signed and submitted in a timely manner.				
9	Sets high goals/standards for self and others in providing nursing care. Demonstrates professional behavior, accountability and sets a positive example.				
10	Follows ISD dress code				
11	Promotes patient confidentiality and integrity				
12	Rescreens students who do not pass initial screening.				

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13	Health Clinic is clean, neat, organized and free of clutter				
14	Meets ISD attendance requirements.				
15	Maintains, administers and secures all student medications according to the HS procedures manuals for medication administration.				
16	Maintains accurate weekly medication counts per HS procedures manual.				
17	All medication labels current per policy guidelines				

STANDARD #2: Documentation		Below Standard	Meets Standard	Exceeds Standard	Comments
1	Maintains current conditions and alerts for building				
2	Maintains school health records, documents screening results, referral status, immunizations record and health assessment to ensure all activities conform to state and district guidelines.				
3	Audits immunization records and notifies parents of need to update immunizations. Assists with annual state report and maintains health records for the purpose of ensuring the accuracy and compliance with regulations set by the state.				
4	Assists with monitoring of communicable diseases, completing CD-7 in a timely manner.				
5	Assists the screeners with the screening programs and makes appropriate referrals and follow-up.				
6	Maintains an accurate, up to date screening referral records.				
7	Documents all actions taken in health clinic and makes appropriate reports as directed by the Director of Health Services.				
8	Ensures documentation of medication in daily log and medication log.				

STANDARD #3: Regulations, Policies & Procedures		Below Standard s	Meets Standard s	Exceeds Standard s	Comments
1	Complies with HS Manual and HS procedures manual and incorporates changes into practice.				
2	Implements ISD regulations and policies. Adheres to authorized HS procedures; selects appropriate channels for resolving concerns/problems.				
3	Manages clinic under HS guidelines and works to improve clinic setting.				
4	HS Manual, procedure notebook and substitute nurse manual are kept up to date and stored appropriately.				
5	Emergency guidelines and standing orders are posted.				

STANDARD #4: Resources		Below Standard s	Meets Standard s	Exceeds Standard s	Comments
1	Networks and collaborates with community agencies to identify physical and mental health needs of students and families.				
2	Utilizes Health and Senior Services Website, Poison Control, Procter and Gamble websites for information and products for students, parents and clinic.				
3	Works cooperatively with Independence Health Department to coordinate scheduling of Open Airways Classes.				
4	Acts as a resource for employees medical conditions and identifies potential emergency situations.				
5	Properly refers employees to ISD Employee Wellness Clinic for workman's compensation, accurately completes required paperwork.				
6	Acts as a resource for staff for the District Wellness Program.				

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7	Provides information to Nutrition Services for students with health care needs and monitors carbohydrate counts from Nutrition Services menus for diabetic students.				
8	Compares Nutrition Services food allergy list to SNAP conditions and alerts.				
9	Maintains current Doctors orders for diabetic care, proper forms completed for tube feedings and catheterizations procedures.				

STANDARD #5: Customer Focus-Communicates effectively with all staff		Below Standard	Meets Standard	Exceeds Standard	Comments
1	Develops respectful relationships with students, parents, community and community agencies.				
2	Provides education for school personnel on health issues, communicable disease and infection control.				
3	Provides Medication Delegation training to appropriate staff.				
4	Identifies and communicates learning needs of students/parents and presents information to meet their needs.				

STANDARD #6: Teamwork - Supports group decisions		Below Standard	Meets Standard	Exceeds Standard	Comments
1	Demonstrates flexibility to meet challenging student needs.				
2	Provides information regarding physical activity and chronic disease conditions to appropriate staff.				
3	SAT team screening form completed in a timely manner.				
4	Provides necessary medical information to Transportation Services to allow for safe transport of students, reviews and submits field trip requests in a timely manner.				

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5	Collaborates with FSL, counselor, and building principal to identify and resolve student concerns.				
6	Works cooperatively with others, supporting relationships for team building, asks for help and encourages involvement from others, volunteers ideas and builds on others' ideas. Is respectful of others thoughts and ideas.				
7	Acts as a role model and resource for other nurses.				
8	Provides compassionate care when working with students and staff.				
9	Shares information and resources appropriately. Expresses ideas effectively through verbal, technical and written communication.				
10	Communicates honestly and confronts issues and problem as soon as they arise.				
11	Performs other duties as assigned for the purpose of ensuring the efficient and effective functioning of the HS department and/or building.				

Director's Signature: _____

Employee's Signature: _____

Comments: _____

Performance Based Evaluation

Office Personnel

NAME:

DATE:

POSITION TITLE:

SCHOOL/DEPT:

SUPERVISOR:

The evaluation process will allow staff members to explore strengths and weaknesses in their job skills and performance. The process will also encourage open communication between the staff member and supervisor, thus promoting the best possible working environment.

Evaluation Scale: 4=Exceeds normal expectations, 3=Meets normal expectations, 2=Below normal expectations, 1=Unsatisfactory

EVALUATION CRITERIA

1. EFFECTIVENESS IN WORKING WITH OTHERS:

Extent to which staff member cooperates with and effectively influences those with whom she/he has contact. (This item includes showing respect and communicating effectively with clients, staff, and others.)

- Exceeds Standards
 Meets Standards
 Below Standards

Comments:

2. JOB KNOWLEDGE: Extent of information and understanding possessed by staff member, relative to position duties. (This item includes acquiring necessary new information.)

- Exceeds Standards
 Meets Standards
 Below Standards

Comments:

3. ACCURACY: Correctness in performance of position duties and responsibilities.

- Exceeds Standards
 Meets Standards
 Below Standards

Comments:

4. EFFECTIVENESS in carrying out goals and attaining position objectives.

- Exceeds Standards
 Meets Standards
 Below Standards

Comments:

5. EFFICIENCY in completing normal amount of work in a timely manner.

- Exceeds Standards
 Meets Standards
 Below Standards

Comments:

6. JUDGMENT/DISCRETION: Extent to which decisions and actions are appropriate based on sound reasoning, and considers possible outcomes.

- Exceeds Standards
 Meets Standards
 Below Standards

Comments:

7. INITIATIVE: Extent to which staff member is a “self-starter” in attaining position objectives and program goals.

- Exceeds Standards
- Meets Standards
- Below Standards

Comments:

8. ATTITUDE: Amount of interest, enthusiasm, and positive intent shown toward the position.

- Exceeds Standards
- Meets Standards
- Below Standards

Comments:

9. FLEXIBILITY: Extent to which staff member is open to accommodating changes in the work situation.

- Exceeds Standards
- Meets Standards
- Below Standards

Comments:

10. PRESENTATION OF SELF: General physical and verbal appearance put forth to persons inside and outside District.

- Exceeds Standards
- Meets Standards
- Below Standards

Comments:

11. DEPENDABILITY: Extent to which staff member can be counted upon to carry out instructions, be on the job, and fulfill responsibilities.

- Exceeds Standards
- Meets Standards
- Below Standards

Comments:

12. OVERALL EVALUATION OF STAFF MEMBER’S PERFORMANCE. (Average of 11 preceding ratings.)

- Exceeds Standards
- Meets Standards
- Below Standards

Comments:

If needed, attach an additional page for strengths to build on and areas to work on.

STRENGTHS TO BUILD ON:

AREAS TO WORK ON:

Supervisor’s Signature:

Date

Staff Member’s Signature:

Date

This signature verifies that this evaluation has been discussed with you and does not indicate agreement with contents.

HR 09/11/2013

Clinic Audit

School: _____	Date: _____	
Auditor: _____		
Medication:	Yes	No
Properly signed Medication/asthma consent complete	<input type="radio"/>	<input type="radio"/>
Medication container properly labeled, current RX	<input type="radio"/>	<input type="radio"/>
Medication entered, administration through SNAP	<input type="radio"/>	<input type="radio"/>
Current Dr. orders on file for diabetic and all procedures	<input type="radio"/>	<input type="radio"/>
Medication properly stored in locked cabinet, at all times	<input type="radio"/>	<input type="radio"/>
Weekly medication count, in SNAP daily log & medication log	<input type="radio"/>	<input type="radio"/>
Clinic keys secured at all times	<input type="radio"/>	<input type="radio"/>
Manuals:		
Health Services Manual & HS procedures manual organized, displayed in sight	<input type="radio"/>	<input type="radio"/>
Substitute Nursing Handbook updated and organized, in locked cabinet/drawer	<input type="radio"/>	<input type="radio"/>
Clinic:		
Organized, free of clutter	<input type="radio"/>	<input type="radio"/>
Nothing stored on the floor	<input type="radio"/>	<input type="radio"/>
Nothing stored 18" from the ceiling	<input type="radio"/>	<input type="radio"/>
Documentation:		
Logging in all students/visits/calls/conversations/screenings in SNAP	<input type="radio"/>	<input type="radio"/>
Utilizing SNAP for letters and correspondence	<input type="radio"/>	<input type="radio"/>
Closing all entries in SNAP within 30 minutes of log (unless student reminds in clinic)	<input type="radio"/>	<input type="radio"/>
Emergency Action Plans complete as outlined by the guidelines in the HS Handbook	<input type="radio"/>	<input type="radio"/>
Hard copy of updated medical concerns list on file	<input type="radio"/>	<input type="radio"/>
Referrals being case managed	<input type="radio"/>	<input type="radio"/>
Student Injury Report-Notice procedure followed per handbook	<input type="radio"/>	<input type="radio"/>
Following work comp cases protocol	<input type="radio"/>	<input type="radio"/>
Medical concerns given to Transportation Dept	<input type="radio"/>	<input type="radio"/>
Nutrition Services allergies list compared to SNAP condition/alerts	<input type="radio"/>	<input type="radio"/>
Professionalism:		
Health Clinic sign in view	<input type="radio"/>	<input type="radio"/>
Staff wearing District lab coat, following dress code	<input type="radio"/>	<input type="radio"/>
Staff presenting in a professional manner to students, parents, staff	<input type="radio"/>	<input type="radio"/>
Consistently follows HS department Policies and procedures as outlined in the Health Services Handbook & Procedures manual	<input type="radio"/>	<input type="radio"/>
Comments:		

Director Signature	Nurse Signature	

9 Month Calendar Health Services

JULY 2015					AUGUST 2015					SEPTEMBER 2015					OCTOBER 2015					
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
		1	2	3	3	4	5	6	7		1	2	3	4					1	2
6	7	8	9	10	10	11	12	13	14	7	8	9	10	11	5	6	7	8	9	
13	14	15	16	17	17	18	19	20	21	14	15	16	17	18	12	13	14	15	16	
20	21	22	23	24	24	25	26	27	28	21	22	23	24	25	19	20	21	22	23	
27	28	29	30	31	31					28	29	30			26	27	28	29	30	
Work Days	0				Work Days	18				Work Days	21				Work Days	22				
Non-work Days	23				Non-work Days	3				Non-work Days	1				Non-work Days					
NOVEMBER 2015					DECEMBER 2015					JANUARY 2016					FEBRUARY 2016					
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
2	3	4	5	6		1	2	3	4					1	1	2	3	4	5	
9	10	11	12	13	7	8	9	10	11	4	5	6	7	8	8	9	10	11	12	
16	17	18	19	20	14	15	16	17	18	11	12	13	14	15	15	16	17	18	19	
23	24	25	26	27	21	22	23	24	25	18	19	20	21	22	22	23	24	25	26	
30					28	29	30	31		25	26	27	28	29	29					
Work Days	18				Work Days	16				Work Days	19				Work Days	20				
Non-work Days	3				Non-work Days	7				Non-work Days	2				Non-work Days	1				
MARCH 2016					APRIL 2016					MAY 2016					JUNE 2016					
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
	1	2	3	4					***1	2	3	4	5	6			1	2	3	
7	8	9	10	11	4	5	6	7	8	9	10	11	12	13	6	7	8	9	10	
***14	15	16	17	18	11	12	13	14	15	16	17	18**	19**	20**	13	14	15	16	17	
21	22	23	24	25	18	19	20	21	22	23**	24**	25**	26**	27	20	21	22	23	24	
***28	***29	***30	***31		25	26	27	28	29	30	31				27	28	29	30		
Work Days	19				Work Days	20				Work Days	12				Work Days	0				
Non-work Days	4				Non-work Days	1				Non-work Days	10				Non-work Days	22				

Non Student/Non Staff
 Parent/Teacher Conferences
 First student day/proposed last student/staff day
 Health Services Professional Development 8:00 am - 3:30 pm
 Non Student attendance/Staff Contract

A. Workdays

July	0	Jan	19
Aug	18	Feb	20
Sept	21	March	19
Oct	22	April	20
Nov	18	May	12
Dec	16	June	0
<hr style="width: 20%; margin: auto;"/>			
185			

****All Attendance and contract days that are postponed due to inclement weather will be added to the calendar.**
 (** are protected as potential attendance and contract days and will be used first as makeup days in the case of adverse weather)
 (***) are protected as potential attendance and contract days and will be used after ** days)

11 Month A (230 Day) Calendar Health Services

JULY 2015					AUGUST 2015					SEPTEMBER 2015					OCTOBER 2015					
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
		1	2	3	3	4	5	6	7	1	2	3	4						1	2
6	7	8	9	10	10	11	12	13	14	7	8	9	10	11	5	6	7	8	9	
13	14	15	16	17	17	18	19	20	21	14	15	16	17	18	12	13	14	15	16	
20	21	22	23	24	24	25	26	27	28	21	22	23	24	25	19	20	21	22	23	
27	28	29	30	31	31					28	29	30			26	27	28	29	30	
Workdays 20 Non Workdays 3					Workdays 21					Workdays 21 Non Workdays 1					Workdays 22					
NOVEMBER 2015					DECEMBER 2015					JANUARY 2016					FEBRUARY 2016					
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
2	3	4	5	6		1	2	3	4					1	1	2	3	4	5	
9	10	11	12	13	7	8	9	10	11	4	5	6	7	8	8	9	10	11	12	
16	17	18	19	20	14	15	16	17	18	11	12	13	14	15	15	16	17	18	19	
23	24	25	26	27	21	22	23	24	25	18	19	20	21	22	22	23	24	25	26	
30					28	29	30	31		25	26	27	28	29	29					
Workdays 18 Holidays 1 Non Workdays 2					Workdays 16 Holidays 1 Non Workdays 6					Workdays 19 Non Workdays 2					Workdays 20 Holidays 1					
MARCH 2016					APRIL 2016					MAY 2016					JUNE 2016					
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
	1	2	3	4					***1	2	3	4	5	6				1	2	3
7	8	9	10	11	4	5	6	7	8	9	10	11	12	13	6	7	8	9	10	
14	15	16	17	18	11	12	13	14	15	16	17	**18	**19	**20	13	14	15	16	17	
21	22	23	24	25	18	19	20	21	22	**23	**24	**25	**26	27	20	21	22	23	24	
***28	***29	***30	***31		25	26	27	28	29	30	31				27	28	29	30		
Workdays 19 Non Workdays 4					Workdays 20 Non Workdays 1					Workdays 21 Non Workdays 1					Workdays 10 Non Workdays 12					

A. Workdays

July	20	Jan	19
Aug	21	Feb	20
Sept	21	March	19
Oct	22	April	20
Nov	18	May	21
Dec	16	June	10

C. Other Observations

Labor Day	1
Thanksgiving	2
Winter Recess	7
Martin L King	1
Spring Break	5
Memorial Day	1

227

17

*All student attendance days that are postponed due to inclement weather will be added to the calendar.
 (** are protected as potential student attendance days and will be used first as makeup days in the case of adverse weather)
 (***) are protected as potential student attendance and calendar days and will be used after ** days in the case of adverse weather,*

B. Holidays

Thanksgiving	1
Dec. 25	1
Presidents Day	1

D. Appointment Days

Workdays	227
Holidays	3
	230

<div style="display: flex; align-items: center; margin-bottom: 5px;"> <div style="width: 15px; height: 15px; background-color: #cccccc; border: 1px solid black; margin-right: 5px;"></div> Non-Workdays </div> <div style="display: flex; align-items: center; margin-bottom: 5px;"> <div style="width: 15px; height: 15px; border: 1px solid black; margin-right: 5px;"></div> Holidays </div> <div style="display: flex; align-items: center; margin-bottom: 5px;"> <div style="width: 15px; height: 15px; border: 1px solid black; margin-right: 5px;"></div> First/Last day of school </div>	<div style="display: flex; align-items: center; margin-bottom: 5px;"> <div style="width: 15px; height: 15px; background-color: #cccccc; border: 1px solid black; margin-right: 5px;"></div> Health Services Professional Development 8:00am-3:30pm </div>
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BENEFITS

Employee Benefits

<i>BENEFIT</i>	<i>NOTES</i>	<i>EMPLOYEES AFFECTED</i>
Public School Retirement System (PSRS)	<ul style="list-style-type: none"> • State mandated deduction (2016-2017) 14.50% without Social Security or 9.67% with Social Security • Matched by the District • Vested after 5 years • Questions – Contact 800-392-6848 or email member_services@psrsmo.org 	All certificated staff who work 17 hours per week or 600 hours per year
Public Education Employee Retirement System (PEERS) Formerly Non-Teacher Retirement System (NTR)	<ul style="list-style-type: none"> • State mandated deduction (2016-2017) 6.86% • Matched by the District • Vested after 5 years • Questions – Contact 800-392-6848 or email member_services@peersmo.org 	All classified staff who work 20 hours per week or 600 hours per year
403B and 457B	<ul style="list-style-type: none"> • Approximately 15 vendors for pre-tax retirement savings • Contact The Omni Group at 877-544-6664 • www.omni403b.com 	All staff
MOST	<ul style="list-style-type: none"> • Payroll deduction for Children’s Higher Education 	All staff
General Payroll Deductions	<ul style="list-style-type: none"> • Professional organization dues, Independence Foundation, United Way, etc. 	All staff
Direct Deposit	<ul style="list-style-type: none"> • Available for multiple accounts 	Required for all staff
Direct Check Card	<ul style="list-style-type: none"> • Available for multiple accounts 	Employees who don’t have a bank account
Credit Union	Located at 201 N. Forest Avenue	All staff

<i>BENEFIT</i>	<i>NOTES</i>	<i>EMPLOYEES AFFECTED</i>
“Benefits Banking”	Additional free, discounted, and premium rate services for customers of Commerce Bank. Services include: <ul style="list-style-type: none"> • Free online banking and bill pay • Free Commerce ATM and debit card • Discount on loans Contact 816-234-8810 or 816-234-1984	All staff and retirees
Professional Liability Insurance	<ul style="list-style-type: none"> • Protects employees against damage and injury claims while they are acting within the course and scope of their assigned duties as established by the District. • Coverage provides \$2,250,000 limit of liability for each claim 	All staff
Worker Compensation	<ul style="list-style-type: none"> • State mandated • Covers medical care and prescriptions • Provides 2/3 of average weekly wage if employee cannot work, effective 3 days after day of injury • Day of injury paid by District • Care provided in District’s Employee Health Clinic at 1516 W. Maple Street • Questions – Contact Employee Workers’ Compensation Office 816-521-5424 	All staff with job related injuries
Health Insurance	<ul style="list-style-type: none"> • Board of Education paid for employees @ \$553.52 monthly, October 1, 2016 – September 30, 2017 • Optional coverage available at employee expense for spouse and dependent children • Retirees may retain membership by paying premiums • Plans choices include QHDHP, PPO, and HMO 	All staff who work 25 hours per week Retirees who elected coverage within one year of their retirement

<i>BENEFIT</i>	<i>NOTES</i>	<i>EMPLOYEES AFFECTED</i>
Dental Insurance	<ul style="list-style-type: none"> • Board of Education paid for employees @ \$27.46 monthly October 1, 2016 – September 30, 2017 • Optional coverage available at employee expense for family • Annual maximum coverage of \$1000.00 	<p>All staff who work 25 hours per week</p> <p>Retirees may extend through COBRA for 18 months</p>
Voluntary Insurance Vision	<ul style="list-style-type: none"> • At employee expense • Monthly cost of \$12.93 for employee or \$35.67 for family 	<p>All staff who work 25 hours per week</p>
Long Term Disability Insurance	<ul style="list-style-type: none"> • Board of Education paid benefit • 60% of employee salary • Effective after 90 day elimination period or expiration of sick leave 	<p>All staff who work 25 hours per week</p>
Life Insurance Board Paid	<ul style="list-style-type: none"> • Board of Education paid benefit • 1.5 times salary for qualifying employees • Includes AD&D 	<p>All staff who work 25 hours per week</p>
Life Insurance Supplemental	<ul style="list-style-type: none"> • At employee expense • Optional coverage available for employee, spouse and dependents with or without AD&D 	<p>All staff who work 25 hours per week</p>
Section 125 – Premiums	<ul style="list-style-type: none"> • Premium savings with before tax dollars • No fee 	<p>All staff who work 25 hours per week who have a health care premium, a family dental premium, or voluntary vision premium</p>
Section 125 – Flex Plan Unreimbursed Medical Dependent Care	<ul style="list-style-type: none"> • Pretax savings account for medical or dependent care • Fee \$5.00 per month for 9 months 	<p>All staff who work 25 hours per week</p>

<i>BENEFIT</i>	<i>NOTES</i>	<i>EMPLOYEES AFFECTED</i>
Section 125 - Health Savings Account	<ul style="list-style-type: none"> • Employee owned pretax savings account for medical expenses • District contributes \$500/year • Fee \$2.50 per month 	All staff who are enrolled in the high deductible health care plan and meet other IRS requirements for the account
Employee Assistance Program New Directions	<ul style="list-style-type: none"> • Cost-free Employee Assistance Program • Confidential Services, Referrals • Counseling and Resources • Financial and legal planning • Confidential website access www.ndbh.com (login code Independence SD) • Available 24/7 at 800-624-5544 • Call 816-237-2352 to arrange a confidential appointment 	All staff who work 25 hours per week and their household family members
Employee Health Clinic	<ul style="list-style-type: none"> • Medical clinic for well exams, disease management, illness care, routine lab tests • Cost-free for those on district health insurance and preventive • \$25 per visit fee for those on the HSA eligible QHDHP • Call 816-521-5316 or go online to https://healthstatinc.intelichart.com/patientportal to make an appointment 	All staff, retirees, and dependents (age 2+) enrolled on district health insurance
Employee Wellness Center	<ul style="list-style-type: none"> • Free gym with exercise equipment and classes • Enroll - call 816-521-5315 	All regular full and part-time employees, retirees, and their spouses and dependents age 18 and older
Aquatics Center	<ul style="list-style-type: none"> • Free open and lap swimming • 25% off swimming lessons, party rentals and private rentals • Free aerobics classes • Questions-call 816-521-5377 	All staff
Voluntary Insurance Identity Theft	<ul style="list-style-type: none"> • Optional at employee expense • \$12.95 per month, or \$9.95 per month if purchased with the Legal Assistance Plans • \$1.00 per month additional for minors 	All staff who qualify for PSRS or PEERS Retiree insurance and COBRA participants

<i>BENEFIT</i>	<i>NOTES</i>	<i>EMPLOYEES AFFECTED</i>
Voluntary Insurance Accident	<ul style="list-style-type: none"> • Optional at employee expense: employee, spouse, dependents • Includes Wellness Benefit • Includes Accidental Death or Dismemberment • Includes Hospital Benefit • Monthly cost coverage based 	All staff who qualify for PSRS or PEERS
Voluntary Insurance Critical Illness	<ul style="list-style-type: none"> • Optional at employee expense: employee, spouse, dependents • Includes annual admission and daily benefits • Monthly cost coverage based and age banded 	All staff who qualify for PSRS or PEERS
Voluntary Insurance Hospital Indemnity	<ul style="list-style-type: none"> • Optional at employee expense: employee, spouse, dependents Family coverage options assume Employee and spouse are in the same age band tobacco usage. • Includes wellness benefit 	All staff who qualify for PSRS or PEERS
Voluntary Insurance Short Term Disability	<ul style="list-style-type: none"> • Optional at employee expense for employee only • Elect coverage \$100-\$1000/Week • Effective after 14 days elimination period • Monthly cost varies per \$100 elected coverage 	All staff who qualify for PSRS or PEERS
Family Medical Leave	<ul style="list-style-type: none"> • Federally mandated by the Family Medical Leave Act • Up to 12 weeks of unpaid leave allowed for birth/adoption of a child, serious health condition of employee, or serious health condition of member of immediate family who requires care of employee • BOE paid insurance and other benefits continued during leave • Employees required to use any available leave days during leave • No loss of seniority 	<ul style="list-style-type: none"> ○ Employees who have worked 12 months previous to the leave and who have worked at least 1250 hours during the 12 months before the leave ○ Contact Human Resources to see if you qualify for FML ○ Employees must request FML in writing through the Human Resources Office 521-5300

<i>BENEFIT</i>	<i>NOTES</i>	<i>EMPLOYEES AFFECTED</i>
Sick Leave	<ul style="list-style-type: none"> • 10 days per school year for illness as outlined in Board of Education Policy/Regulation 4320 • Plus one (1) day for each additional full contract month beyond the nine month calendar • Paid at daily rate 	All staff who work 37.5 hours per week
Personal Leave	<ul style="list-style-type: none"> • 3 days annually for personal use as outlined in Policy/Regulation 4320 • Deducted from sick leave • Paid at daily rate 	All staff who work 37.5 hours per week
Emergency Leave	<ul style="list-style-type: none"> • Up to 10 days leave for purposes outlined in Policy/Regulation 4320 • Deducted from sick leave • Paid at daily rate 	All staff who work 37.5 hours per week
Bereavement Leave	<ul style="list-style-type: none"> • 3 days for death in the immediate family as outline in Policy/Regulation 4320 • Paid at daily rate 	All staff
Part-Time Sick Leave	<ul style="list-style-type: none"> • 5 days per school year for illness • Plus one (1) day for each additional full contract month beyond the nine (9) month calendar • Paid at daily rate 	All staff who work at least 25 hours a week and less than 37.5 hours a week
Part-Time Personal Leave	<ul style="list-style-type: none"> • 2 days annually for personal use • Deducted from sick leave • Paid at daily rate 	All staff who work at least 25 hours a week and less than 37.5 hours a week
Jury Duty	<ul style="list-style-type: none"> • Paid at employee's daily rate 	All staff
Vacation	<ul style="list-style-type: none"> • Paid at daily rate 	11 and 12 month full-time employees

*This chart is intended as a quick reference summarizing the employee benefits available to employees of the District. A more detailed description of the employee benefits that may be applicable to you is available through the Human Resources Office. This chart is not intended to be an employment agreement and the District, in publishing this chart, is not conveying an offer pursuant to the benefits described in this summary.

BENEFITS BANKING

*Benefits Banking for
the Independence
School District*

Your Employee Benefits Just Got Better!

Commerce Bank is pleased to offer you a special voluntary employee banking benefit that is designed to help you save time and money! **Benefits Banking** is a preferred banking program for all Independence School District employees that gives you preferred access to the best personal banking services that Commerce Bank offers. Because everyone has different financial needs, **Benefits Banking** offers you three levels of free, discounted and premium rate options: **Select**, **Plus** or **Premium**.

You choose the level that is right for you!

Benefits Banking accounts include

- Free checking with no minimum balance requirement
- Ongoing free Commerce wallet checks
- Free Commerce ATM and debit card
- Free Online Banking and Online Bill Pay
- Free Mobile Banking and Alerts¹
- Overdraft protection options
- Special loan rates
- Low rate credit card with no annual fee²
- Free notary services, travelers checks and stop payment
- Special new account opening incentive³



Ask about our special incentive
for opening and using your new
Benefits Banking Account!⁴

You may also enjoy (depending on the level you choose):

- Higher interest rates on savings or money market accounts
- Your choice of miles or cash back rewards on your credit card
- Free safe deposit box
- Discounts on brokerage services⁴
- Free financial planning consultation⁴
- Plus more!

If you are already a Commerce customer, there are additional benefits available to you as an Independence School District employee with **Benefits Banking**. You will not need to change your account numbers or checks, but you will need to contact Commerce to “upgrade” your account.

You may also receive information about **Benefits Banking** by visiting any of the 57 Commerce Bank locations in the Kansas City area, by emailing benefitsbanking.kc@commercebank.com or by contacting a Benefits Banker at one of our four Independence Commerce Banking Centers:

Independence Square , 300 N. Osage	816-234-8810 or 816-234-1984
Independence Center , 18700 E. 39th St.	816-234-1956 or 816-234-1965
Noland Road , 2915 S. Noland Rd.	816-234-1974 or 816-234-8856
24 Highway , 17601 E. 24 Highway	816-234-1987 or 816-234-1986

We also invite you to visit the **Benefits Banking** webpage for Independence School District teachers and staff at: commercebank.com/benefitsbanking/independenceschooldistrict.asp

You chose a great place to work! Now choose the best place to bank.
We hope you'll *call, click or come by* Commerce today.

¹Your mobile carrier's text messaging and web access charges may apply.
²Upon approval.

³Limited time offer. 0% Annual Percentage Yield on the Benefits Banking Select checking account. Rate may vary. Fees could reduce earnings on your account. Higher balances may be required to avoid normal service charges on Benefits Banking Plus and Premium checking accounts.

⁴Incentives greater than \$10 reported as interest to the IRS.

⁵Benefits from Commerce Brokerage Services, Inc.
Not FDIC Insured • May Lose Value • No Bank Guarantee



Commerce Bank

Member FDIC

11376 ISD 7/09

New Directions Employee Assistance Program

EAP Call Center Intake Line: 800-624-5544

The Employee Assistance Program is a counseling assessment benefit that is provided to employees by the **Independence School District**. Did you know that the two primary reasons people use this program are for stress and for relationship difficulties? No matter how hard we try, we cannot avoid the fact that these are two issues that we have to deal with on a daily basis. We may not always need assistance from others to handle stress or relationships, but sometimes it reaches a point where it helps to have some insight from others. The EAP can assist you with dealing with these issues or anything else that may be concerning you.

Some important points to remember:

This is a **free** service. It is separate from your health insurance and it does not cost you anything to use.

It is a **confidential service**. No information, including your name, is released without your written permission. Your employer will not know if you use this program.

It is a service available to the employee and to **immediate family members** that live within our household.

Other services available through the EAP:

- **Legal Referrals**- Contact New Directions for a referral to a local attorney. The initial consultation with the attorney is at no cost.
- **Financial Referrals**- A 30 minute telephone consultation is available through the EAP. After the consultation you can be referred to local resources. The referrals can be made for any financial issue (debt consolidation, budgeting, taxes, investments, etc.)
- **Website Programs**- Log on to www.ndbh.com to access the website programs. Click on EAP Members and use **Independence SD** as your login code to access the dedicated company section. *Personal Directions* is an online work/life program with over 5,000 different articles, calculators, videos, and databases available. Information in Personal Directions includes:
 - **Buying a Car**
 - **Health Assessments**
 - **Investment Calculators**
 - **Child Care Database**
 - **Elder Care Database**
 - **Pregnancy Videos**
 - **Buying a House**

Principal/Supervisor/Nurse procedure for Employee Accident/Injury

Keep in mind that all medical information will be stored in the school nurse office. No medical or work comp information is to be stored in personnel or employment files. When an employee reports an injury, follow the steps listed below:

1. Have the employee go to the school nurse office at the injury site for an initial evaluation, first aid and treatment referral. The nurse (or supervisor if nurse not available) will assist the employee in completing and signing an **Employee Accident/Injury Report**. Be sure it has been completely filled out including level of medical care given and signed by the employee and nurse/supervisor. All questions are required by the State of Missouri.
2. Give the employee a copy of the **Employee Accident/Injury Procedure** for his/her information and assistance.
3. The nurse will scan the completed **Employee Accident/Injury Report** form into SNAP, fax the completed form to (816) 521-5677, and notify the **Employee Worker's Comp Office** of the injury.
4. If first aid treatment is not sufficient or additional medical attention is needed, do the following:
 - a. If this is a life threatening emergency, send the employee directly to the **Truman Medical Center Lakewood**, 7900 Lee's Summit Rd., Kansas City, MO 64139 (816) 404-7000.
 - b. For further medical evaluation and/or urgent care level services, during the hours of:
 - 1) 7:00 am to 12:00 Noon and 1:00 pm to 6:00 pm Monday through Friday, or 8:00 am to noon Saturday, call the **ISD Employee Health Clinic at (816) 521-5316** and inform them the employee is coming. The ISD Employee Health Clinic is located at **1516 W. Maple Ave., Independence, Missouri 64050**.
 - 2) 12:00 Noon to 1:00 pm or 6:00 pm to 9:00 pm Monday through Friday, 12:00 Noon to 6:00 pm Saturday, 8:30 am to 5:30 pm Sunday, and 8:30 am to 3:30 pm on Holidays, call **Urgent Care of Kansas City at (816) 795-6000** and inform them the employee is coming. The Urgent Care Clinic is located at **4741 S. Arrowhead Drive, Suite B, Independence, Missouri 64055**.
 - c. Complete and give the employee a **Treatment Authorization Form** (referral). Encourage the employee to go as soon as possible same day. They may go later in the day if condition worsens. Inform them they must present the Authorization Form at the care location to receive treatment.
 - d. **Notify the Employee Worker's Comp Office** immediately that the employee has been injured and to which location the employee was sent.

Phone: (816) 521-5424 **Fax:** (816) 521-5677 **Email:** debby_acuff@isdschools.org
5. *Remember, employee health records are considered confidential and should be handled in that manner. All employee health records will be maintained in SNAP and not in supervisor files. After each medical visit, the employee is to give the doctor's release/restriction note to their supervisor and to the **Employee Worker's Comp Office**; the nurse should also receive all forms given to the employee concerning his/her treatment. The nurse will scan the forms into SNAP, fax the forms to, as well as, notify the **Employee Worker's Comp Office** by phone to confirm receipt and confer regarding restrictions, etc...*
6. If an employee is returned to work with **restricted duties**, contact the **Employee Worker's Comp Office** immediately. The **Employee Worker's Comp Office** will request written confirmation from the Principal/Supervisor be faxed to (816) 521-5677 by the school nurse whether modified duties can be accommodated. It is important to make this determination as quickly as possible following the employee's treatment. Every day missed affects the employee's leave and pay. The objective of modified duty is to keep the employee on an assignment without loss of pay. The duties will be determined by the restrictions applicable. It is preferred that duties be related to the normal assignment. However, to accommodate the restrictions, duties may be assigned in a different area, at a different location, or on a different time schedule. Employee Benefits must monitor all stages of Workers' Compensation care.
7. **Workers' compensation is not responsible for medical needs occurring at work unless work related.** If an employee becomes ill/injured while at work and it is not the result of an accident or injury that is work related, remind and/or assist the employee to contact his/her own health care provider.

Employee Information and Accident/Injury Procedures

The Independence School District provides Workers' Compensation statutory coverage for all employees of the District for injuries occurring out of and in the course of the employee's employment with the District.

For any claim to be processed, the employee must comply with the following requirements:

1. Report to the school nurse's office at the injury site for an initial medical evaluation, first aid treatment and referral for treatment with the completion of the **Workers' Compensation Treatment Authorization** form. Outside of the nurse hours, the supervisor will complete the referral.
2. Work related injuries must be reported immediately to your supervisor or as soon as possible but in no more than 24 hours.
3. An **Employee Accident/Injury Report** form must be completed and signed by the employee and the school nurse or supervisor at the time the incident is reported even if no medical treatment is needed. This will be completed in the school nurse office during initial evaluation. If a nurse is not available, the supervisor will assist.
4. All work related injuries must be treated by **ISD Employee Health Clinic** and be referred by the school nurse or supervisor. The Clinic can triage, treat or refer most care levels of injuries. The ISD Employee Health Clinic location and hours are as follows:

<u>ISD Employee Health Clinic</u>	<u>Clinic Hours:</u>
1516 W. Maple Ave.	Monday-Friday, 7:00 am – 12:00 Noon
Independence, MO 64050	1:00 pm – 6:00 pm
Telephone (816) 521-5316	Saturday, 8:00 am – Noon

If an injury occurs and urgent care level treatment is needed after Clinic hours, you can be treated until 9:00 pm Monday through Friday, Saturday, Sunday and Holidays as listed at:

<u>Urgent Care of Kansas City</u>	<u>After ISD Clinic Hours:</u>
4741 S. Arrowhead Drive, Suite B	Monday-Friday, 6:00 pm – 9:00 pm
Independence, MO 64055	Monday-Friday, 12:00 Noon – 1:00 pm
Telephone (816) 795-6000	Saturday, 12:00 Noon – 6:00 pm
	Sunday, 8:30 am – 5:30 pm
	Holidays 8:30 am – 3:30 pm

If an injury is a **true emergency**, you can be treated at the **Truman Medical Center Lakewood**. Limit all visits to the Emergency Room to injuries that cannot possibly wait until the next day.

5. **Following each treatment, the doctor's release to work, restrictions or After Care Instructions must be submitted immediately to your supervisor and to the Employee Worker's Comp Office.**
6. Treatment appointments and leave information:
 - a. Treatment time within work hours on day of injury only are paid as work hours.
 - b. All appointments (including follow-ups) for Work Comp after day of injury are treated the same as personal doctor appointments for purposes of leave. For that reason, it is best to get immediate evaluation and to make all other appointments before or after work hours as much as possible.

Your failure to follow these requirements may invalidate any present or future compensation claims that arise as a result of an injury. Eligibility for medical expense and/or disability income reimbursement has relatively strict guidelines and it is important for you that you do not jeopardize your claim.

Policy coverage provisions include a stipulated death benefit, blanket medical expense coverage, and weekly disability income reimbursement should the employee be unable to work upon doctor's orders. There is a waiting period of three (3) work days before work comp weekly disability income reimbursement begins. There is also statutory provision for lump sum payment for injuries that result in permanent or partial disabilities that might occur to employees.

The District will provide Modified Duty when possible and if so prescribed by the physician. Modified Duty allows the employee to receive full wages while recovering rather than reduced Workers' Compensation disability reimbursements.

Employee Accident/Injury Report/Internal Form

OFFICE USE ONLY	
	ID#
	Dept. #
	Months
	Calendar

Attn: Give the employee a copy of the Employee Accident/Injury Procedures.

Outside medical attention: Immediately fax this completed form to (816) 521-5677 and call the ISD Employee Worker's Comp Office at (816) 521-5424. Send this form along with the Treatment Authorization form with the Employee to ISD Employee Health Clinic (or Treatment Authorization form only to Urgent Care of Kansas City or Truman Medical Center ER if after hours).

First aid or no medical attention: Fax this form to (816) 521-5677 and call the ISD Employee Worker's Comp Office at (816) 521-5424.

EMPLOYEE INFORMATION:

SSN/Emp #: _____ Name: _____
 Phone: (Home) _____ (Work) _____ Primary Work Site: _____
 Home Address: _____
 City: _____ State: _____ Zip: _____
 D/Birth: _____ Marital Status: M / S / Sep / D / W Gender (M/F) _____
 Title: _____ Status: (Full/Part Time) _____

ACCIDENT/INIURY INFORMATION:

Time Employee Began Work: _____ AM/PM Date of Injury: _____
 Time of Injury: _____ Check If Time Cannot Be Determined
 Date Employer Notified: _____ Time Notified: _____
 Description of What Happened: _____

 Cause: _____
 Body Part Injured: (Left/Right) _____ Nature of Injury: _____
 Witnesses: _____
 Did Injury Occur on Employer Premises: Y/N _____ Inside _____ Outside _____ Vehicle _____
 Location Site: _____ Location at Site: _____
 Is Employee Going to Receive Medical Attention: Y/N _____ On-Site First Aid: Y/N _____
 ISD EMPLOYEE HEALTH CLINIC: _____ (7:00 AM – 12:00 Noon and 1:00 PM – 6:00 PM, Monday – Friday;
 8:00 AM – Noon, Saturday)
 Urgent Care of Kansas City: _____ (6:00 PM – 9:00 PM and 12:00 Noon – 1:00 PM, Monday – Friday;
 (Independence Location) 12:00 Noon – 6:00 PM, Saturday; 8:30 AM – 5:30 PM, Sunday;
 8:30 AM – 3:30 PM, Holidays)
 _____ Other Provider Care Site _____
 Emergency Care: _____ Truman Medical Center Lakewood _____ Other: _____
Employee Signature: _____ **Date:** _____
Supervisor/Nurse Signature: _____ **Date:** _____

OFFICE USE ONLY		
Report #: _____	SSN#: _____	Wage: _____
Hire Date: _____	Entered: _____	PMA Management Corp. #0476127
		Phone: 1-888-476-2669

Workers' Compensation Treatment Authorization

PMA# 0476127

School District: Independence School District
School Name: _____
Address: _____
School District Contact: Debby Acuff Phone Number: 816-521-5424
Fax Number: 816-521-5677

EMPLOYEE INFORMATION

Employee Name: _____
Employee Address: _____
Employee Phone Number: Home _____ Work _____
Employee SSN: _____ Employee DOB: _____
Date of Injury: _____ Injured Body Part: _____
How Did Injury Occur? _____
Sent to Location (below): _____ Date: _____
_____ ISD Employee Health Clinic: (7:00 AM – 12:00 Noon and 1:00 PM – 6:00 PM, Monday – Friday;
8:00 AM – Noon, Saturday)
_____ Urgent Care of Kansas City (Independence): (6:00 PM – 9:00 PM, Monday – Friday;
12:00 Noon – 1:00 PM, Monday – Friday;
12 Noon – 6:00 PM, Saturday;
8:30 AM – 5:30 PM, Sunday;
8:30 – 3:30 PM, Holidays)
_____ Other Provider Care Clinic Location: _____
_____ Emergency Care: Truman Medical Center Lakewood or Other: _____

Treatment Authorized By: _____ (Print Name) _____ (Signature)

PROVIDER SECTION

Please complete information below and fax to PMA at 1-800-432-9762 and the district contact listed above.

(Note: The medical provider's standard injury status report reflecting the injured worker's return to work status can be substituted to fax the information requested below to both PMA and the district contact listed above.)

Diagnosis: _____
Treatment Recommendations: _____

Return to Work Status: Modified Duty _____ Full Duty _____

Detail Modifications below or: No Restrictions _____

No Lifting Over: _____ lbs. No Pushing/Pulling Over: _____ lbs.

Additional Modifications: _____

Follow-up Appointment: Date/Time: _____ None Needed: _____

Provider Signature: _____

Referrals to Medical Specialists **MUST BE PREAUTHORIZED** by contacting PMA at 1-888-476-2669.

Send medical bills to: PMA Customer Service Center
P. O. Box 5231
Janesville, WI 53547-5231

ISD Employee Health Clinic
 1516 W. Maple Ave.
 Independence, MO 64050
 (816) 521-5316

Hours:
 Monday – Friday
 7:00 AM – 12:00 Noon
 1:00 PM – 6:00 PM

Saturday
 8:00 AM - Noon

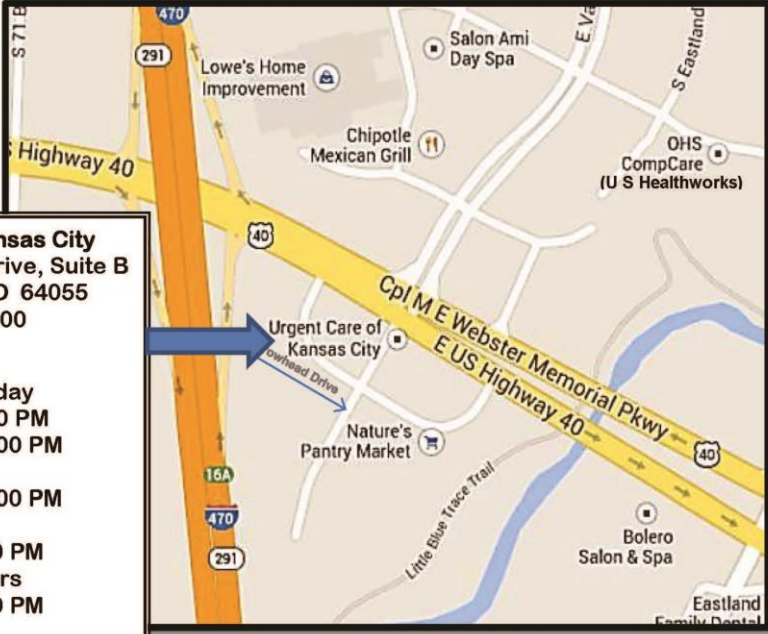


Urgent Care of Kansas City
 4741 S. Arrowhead Drive, Suite B
 Independence, MO 64055
 (816) 795-6000

Hours:
 Monday – Friday
 6:00 PM – 9:00 PM
 12:00 Noon – 1:00 PM

Saturday
 12:00 Noon – 6:00 PM

Sunday
 8:30 AM – 5:30 PM
 Holiday Hours
 8:30 AM – 3:30 PM



Emergency or After Hours:

Truman Medical Center Lakewood
 7900 Lee's Summit Rd.
 Kansas City, MO 64139
 Phone: (816) 404-7000

POLICIES

STUDENTS

Policy 2130

**(Regulation 2130)
(Form 2130)**

Nondiscrimination and Student Rights

Harassment

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

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

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

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

The school system and District officials, including administrators, teachers, and other staff members will act to promptly investigate all complaints, either formal or informal, verbal or written, of unlawful harassment or unlawful discrimination because of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation; to promptly take appropriate action to protect individuals from further harassment or discrimination; and, if it determines that unlawful harassment or discrimination occurred, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this Policy, and/or to take other appropriate action reasonably calculated to end the harassment/discrimination.

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

REV. 6/11

STUDENTS

Regulation 2130
(Form 2130)

Nondiscrimination and Student Rights

Harassment

DEFINITIONS AND EXAMPLES

Sexual Harassment

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

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

Examples of conduct which may constitute sexual harassment include:

- sexual advances;
- touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
- coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
- coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another;
- graffiti of a sexual nature;
- sexual gestures;
- sexual or dirty jokes;
- touching oneself sexually or talking about one's sexual activity in front of others;

- spreading rumors about or rating other students as to sexual activity or performance;
- unwelcome, sexually-motivated or inappropriate patting, pinching, or physical contact. This prohibition does not preclude legitimate, non-sexual physical conduct such as the use of necessary restraints to avoid physical harm to persons or property, or conduct such as a teacher's consoling hug of a young student, or one student's demonstration of a sports move requiring contact with another student. (NOTE: Where the perpetrator is an adult and the victim is a student, welcomeness is generally not relevant.)
- other unwelcome sexual behavior or words, including demands for sexual favors, when accompanied by implied or overt threats concerning an individual's educational status or implied or overt promises of preferential treatment.

Harassment Because of Race or Color

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

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

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

- graffiti containing racially-offensive language;
- name-calling, jokes, or rumors;
- threatening or intimidating conduct directed at another because of the other's race or color;
- notes or cartoons;
- racial slurs, negative stereotypes, and hostile acts which are based upon another's race or color;

- written or graphic material containing racial comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race or color;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by race or color.

Harassment Based Upon National Origin or Ethnicity

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

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

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

- graffiti containing offensive language which is derogatory to others because of their national origin or ethnicity;
- jokes, name-calling, or rumors based upon an individual's national origin or ethnicity;
- ethnic slurs, negative stereotypes, and hostile acts which are based upon another's national origin or ethnicity;
- written or graphic material containing ethnic comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;

- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, ethnicity or national origin;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by national origin or ethnicity.

Harassment Because of Disability

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

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

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

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

Harassment Because of Gender

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

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

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

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

Harassment Because of Sexual Orientation or Perceived Sexual Orientation

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

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

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

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

REPORTING PROCEDURES

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

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

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

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

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

1. In each school building, the building principal is the person responsible for receiving oral or written reports of discrimination, sexual harassment, or harassment based on race, sex, color, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation at the building level. Any adult School District personnel who receives a report of discrimination, sexual harassment, or harassment based on race, sex, color, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation shall inform the building principal immediately.

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

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

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

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

The District shall conspicuously post a notice against unlawful discrimination and harassment in each school in a place accessible to students, faculty, administrators, employees, parents, and members of the public. This notice shall include the name, mailing address, and telephone number of the Compliance Officer; the name, mailing address, and telephone number of the Missouri Commission for Human Rights, the state agency responsible for investigating allegations of discrimination in educational opportunities; and the mailing address and telephone number of the United States Department of Education, Office for Civil Rights, and the United States Department of Justice.

Regulation 2130
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3. A copy of Policy 2130 shall appear in the student handbook, and this Regulation shall be made available upon request of parents, students, and other interested parties.
4. The School Board will develop a method of discussing this Regulation with students and employees. Training on the requirements of nondiscrimination and the appropriate responses to issues of harassment will be provided to all school personnel on an annual basis, and at such other times as the Board in consultation with the District Compliance Officer determines is necessary or appropriate.
5. This Regulation shall be reviewed at least annually for compliance with state and federal law.
6. The District will respect the privacy of the complainant, the individuals against whom the complaint is filed, and the witnesses as much as possible, consistent with the District's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

INVESTIGATION

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

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

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

- the nature of the behavior;
- victim's statements;
- how often the conduct occurred;
- mandatory written witness statements or interview summaries;
- whether there were past incidents or past continuing patterns of behavior;

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

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

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

SCHOOL DISTRICT RESPONSE

1. Upon receipt of a report that a violation has occurred, the District will, within 48 hours, take appropriate formal or informal action to address, and where appropriate, remediate the violation. appropriate actions may include, but are not limited to, counseling,

awareness training, parent-teacher conferences, warning, suspension, exclusion, expulsion, transfer, remediation, or discharge. District action taken for violation of this Regulation shall be consistent with the requirements of applicable collective bargaining agreements, state and federal law, and District policies for violations of a similar nature of similar degree of severity. In determining what is an appropriate response to a finding that harassment in violation of this Regulation has occurred, the District shall consider:

- what response is most likely to end any ongoing harassment;
- whether a particular response is likely to deter similar future conduct by the harasser or others;
- the amount and kind of harm suffered by the victim of the harassment;
- the identity of the party who engaged in the harassing conduct.
- whether the harassment was engaged in by school personnel, and if so, the District will also consider how it can best remediate the effects of the harassment.

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

2. The results of the District's investigation of each complaint filed under these procedures will be reported in writing to the complainant and other parties by the District within 10 days of the Compliance Officer's receipt of the complaint, in accordance with state and federal laws regarding data or records privacy, and consistent with the privacy rights of the alleged harasser.
3. If the District's evaluation of a complaint of harassment results in a conclusion that a school employee has engaged in unlawful discrimination or harassment in violation of this Regulation, or that a school employee(s) has failed to report harassment as required herein, that individual may appeal this determination by presenting a written appeal within 10 school days of receiving notice of the District's conclusion, by use of established School Board procedures for appealing other adverse personnel actions. (See personnel handbooks.)
4. If the District's evaluation of a complaint of harassment results in a conclusion that no unlawful harassment has occurred, an individual who was allegedly subjected to harassment and believes that this conclusion is erroneous may appeal this determination by presenting a written appeal to the Superintendent within 10 school days of receiving notice of the District's conclusion. The grievant may request a meeting with the Superintendent or his/her designee. The Superintendent or his/her designee has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by

the Superintendent or his/her designee within 10 working days after receiving the written appeal.

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

RETALIATION

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

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

REV. 6/11

Nondiscrimination and Student Rights
Harassment Grievance Form

Complainant: _____

Home Address: _____

Work Address: _____

Home Phone: _____

Work Phone: _____

Date of Alleged Incident(s): _____

Did the incident(s) involve: sexual harassment, racial harassment/discrimination, harassment/discrimination because of national origin or ethnicity, harassment/discrimination because of disability, harassment/discrimination because of sexual orientation or perceived sexual orientation (*circle all that apply*).

Name of person you believe harassed or discriminated against you or another person:

If the alleged harassment/discrimination was toward another person, identify that other person:

Describe the incident as clearly as possible, including such things as what force, if any, was used, any verbal statements (i.e. threats, requests, demands, etc.), what, if any physical contact was involved. Attach additional pages as necessary.

When and where did the incident occur? _____

List any witnesses who were present: _____

This complaint is based upon my honest belief that _____
has harassed/discriminated against me or another person. I hereby certify that the information I
have provided in this complaint is true, correct, and complete to the best of my knowledge.

Complainant's Signature

Date

Received By

Date Received

STUDENTS

Nondiscrimination and Student Rights

Sexual Harassment Prohibited Notice

**SEXUAL HARASSMENT PROHIBITED
NOTICE
TO ALL EMPLOYEES AND STUDENTS
REGARDING SEXUAL HARASSMENT**

The Independence School District is committed to an academic and work environment in which all students and employees are treated with dignity and respect. Sexual harassment of students and employees whether committed by supervisors, employees or students and regardless of whether the victim is an employee or student will not be tolerated.

Sexual harassment includes but is not limited to:

1. sexual slurs, threats, verbal abuse and sexually degrading descriptions
2. graphic verbal comments about an individual's body
3. sexual jokes, notes, stories, drawing, pictures or gesture
4. spreading sexual rumors
5. touching an individual's body or clothes in a sexual way
6. displaying sexually suggestive objects
7. covering or blocking of normal movements
8. unwelcome sexual flirtation or propositions
9. acts of retaliation against a person who reports sexual harassment.

Inquiries, complaints or grievances from students and their parents and employees regarding sexual harassment or compliance with Title IX may be directed to the Superintendent of Schools, to the District's Title IX Coordinator or the Director of the Office of Civil Rights, Department of Education, Washington, D.C.

The District's Title IX Coordinator is:

Dr. Linda Gray Smith, Assistant Superintendent of Human Resources
201 N. Forest Avenue
Independence, Missouri 64050
(816) 521-5300

STUDENTS

Policy 2670

Discipline

Corporal Punishment: Prohibited

No person employed by or volunteering for the School District shall administer or cause to be administered corporal punishment upon a student attending District schools.

STUDENTS

Policy 2770

Student Welfare

Seclusion and Restraint

Purpose

It is the purpose of this policy to:

- Meet the requirements of RSMo 160.263.
- Promote safety and prevent harm to all students, school personnel and visitors in the school district.
- Treat all students with dignity and respect in the use of discipline and behavior-management techniques.
- Provide school personnel with clear guidelines about the use of seclusion, isolation and restraint on school district property or at any school district function or event.
- Promote retention of teachers and other school personnel by addressing student behavior in an appropriate and safe manner.
- Promote parent understanding about state guidelines and district policies related to the use of discipline, behavior management, behavior interventions and responses to emergency situations.
- Promote the use of non-aversive behavioral interventions.

Definitions:

“Authorized School Personnel” means school personnel who have received annual training in:

- De-escalation practices,
- Appropriate use of physical restraint,
- Professionally-accepted practices in physical management and use of restraints,
- Methods to explain the use of restraint to the student who is to be restrained and to the individual’s family,
- Appropriate use of isolation,
- Appropriate use of seclusion, and
- Information on the policy and appropriate documentation and notification procedures.

“**Assistive technology device**” means any item, piece of equipment or product system that is used to increase, maintain or improve the functional capacities of a child with a disability.

“**Aversive behavioral interventions**” means an intervention that is intended to induce pain or discomfort to a student for the purpose of eliminating or reducing maladaptive behaviors, including such interventions as: contingent application of noxious, painful, intrusive stimuli or activities; any form of noxious, painful or intrusive spray, inhalant or tastes; or other stimuli or actions similar to the interventions described above. The term does not include such interventions as voice control, limited to loud, firm commands; time-limited ignoring of a specific behavior; token fines as part of a token economy system; brief physical prompts to interrupt or prevent a specific behavior; interventions medically necessary for the treatment or protection of the student. Corporal punishment administered in accordance with state law is not an aversive intervention for the purpose of this policy.

“**Behavior Intervention Plan (BIP)**” sets forth specific behavior interventions for a specific student who displays chronic patterns of problem behavior.

“**Chemical restraint**” means the administration of a drug or medication to manage a student’s behavior that is *not* a standard treatment and dosage for the student’s medical condition.

“**Emergency situation**” is one in which a student’s behavior poses a serious, probable threat of imminent physical harm to self or others or destruction of property.

“**Functional Behavior Assessment**” a formal assessment to identify the function or purpose the behavior serves for the student so that classroom interventions and behavior support plans can be developed to improve behavior. The assessment could include observations and charting of the behavior and interviews with family, teachers, and the student, so as to determine the frequency, antecedent and response of the targeted behavior.

“**IEP**” means a student’s Individualized Education Program as defined by the Individuals with Disabilities Education Act (IDEA).

“**Isolation**” means the confinement of a student alone in an enclosed room without the use of locking hardware. Isolation also includes the confinement of a student alone in a room with a staff engaged locking system where the student is constantly attended and supervised by district employees through a window or other viewing device, but only in accordance with a student’s IEP, Section 504 plan, or other agreed-upon plan to address a student’s behavior. Isolation does not include supervised in-school suspension, detention or timeout/time away used as disciplinary consequences in accordance with the district’s student discipline code.

“**Law enforcement officer**” means any public servant having both the power and duty to make arrests for violations of the laws of this state.

“**Locking hardware**” means mechanical, electrical or other material devices used to lock a door or to prevent egress from a confined area.

“**Mechanical restraint**” means a device or physical object that the student cannot easily remove that restricts a student’s freedom of movement of or normal access to a portion of his or her body. This includes but is not limited to straps, duct tape, cords or garments. The term does not include assistive technology devices.

“**Physical escort**” means the temporary touching or holding of the hand, wrist, arm, shoulder or back for the purpose of inducing a student who is acting out or eloping to walk to a safe location.

“**Physical restraint**” means the use of person-to-person physical contact to restrict the free movement of all or a portion of a student’s body. It does not include briefly holding or hugging a student without undo force for instructional or other purposes, briefly holding a student to calm them, taking a student’s hand to transport them for safety purposes, physical escort or intervening in a fight.

“**School personnel**” means

- Employees of a local board of education.
- Any person, paid or unpaid, working on school grounds in an official capacity.
- Any person working at a school function under a contract or written agreement with the school system to provide educational or related services to students.
- Any person working on school grounds or at a school function for another agency providing educational or related services to students.

“**Seclusion**” means the confinement of a student alone in an enclosed space from which the student is physically prevented from leaving by locking hardware. Seclusion does not include situations where a student is alone in a locked room if the student is constantly attended and supervised by district employees through a window or other viewing device.

“**Section 504 Plan**” means a student’s individualized plan developed by the student’s Section 504 multidisciplinary team after a pre-placement evaluation finding the student is disabled within the meaning of Section 504 and its implementing regulations.

“**Time out**” means brief removal from sources of reinforcement within instructional contexts that does not meet the definition of seclusion or isolation. Time out includes both of the following:

- a) Non-exclusionary time out: removal of reinforcers from the student without changing the physical location of the student (e.g., asking the student to put his/her head down on the desk); and
- b) Exclusionary time-out: removal of the student from participation in an activity or removal from the instructional area.

Use of Restrictive Behavioral Interventions:

- **Time-Out**
Nothing in this policy is intended to prohibit the use of time-out as defined in this section.
- **Seclusion**
Seclusion as defined in this policy is prohibited except for an emergency situation while awaiting the arrival of law enforcement personnel as provided for in RSMo 160.263.

- **Isolation**

Isolation, as defined in this policy, may only be used by authorized school personnel, as defined in this policy:

- After de-escalating procedures have failed;
- In an emergency situation as defined in this section; or
- As specified in a student's Individualized Education Program (IEP), Section 504 plan, or other parentally agreed-upon plan to address a student behavior.

Use of isolation requires all of the following:

- The student to be monitored by an adult in close proximity who is able to see and hear the student at all times. Monitoring shall be face-to-face unless personal safety of the child or staff member is significantly compromised, in which case technology-supported monitoring may be utilized.
- The total time in isolation is to be reasonably calculated by District personnel on a case-by-case basis based on the age of the child and circumstances, and is not to exceed 40 minutes without a reassessment of the situation and consultation with parents and/or administrative staff, unless otherwise specified in an IEP or Section 504 Plan or other parentally agreed-upon plan to address a student's behavior.
- The space in which the student is placed should be a normal-sized meeting or classroom commonly found in a school setting.
- The space in which the student is confined is comparable in lighting, ventilation, heating, cooling, and ceiling height to those systems that are in use in other places in the school.
- The space in which the student is placed must be free of objects that could cause harm.

Isolation shall never be used as a form of punishment or for the convenience of school personnel.

- **Physical Restraint**

Physical restraint shall only be used in one of the three circumstances below:

- In an emergency situation as defined in this policy;
- When less restrictive measures have not effectively de-escalated the situation; or
- When otherwise specified in an IEP, Section 504 Plan or other parentally agreed-upon plan to address a student's behavior.

Physical restraint shall:

- Only be used by authorized school personnel as defined in this policy.
- Only be used for as long as necessary to resolve the actual risk of danger or harm that warranted the use of physical restraint;
- Use no more than the degree of force necessary to protect the student or other persons from imminent physical harm [or to protect property];
- Not place pressure or weight on the chest, lungs, sternum, diaphragm, back, neck or throat of the student which restricts breathing; and
- Only be done by school personnel trained in the proper use of restraint.

Any school personnel using physical restraint shall:

- Use only methods of restraint in which the person has received district approved training.
- Conduct restraint with at least one additional adult present and in line of sight, unless other school personnel are not immediately available due to the unforeseeable nature of an emergency situation.

Physical restraints should never be used as a form of punishment or for the convenience of school personnel.

- **Mechanical Restraint**

Mechanical restraint shall only be used as specified in a student's IEP, Section 504 plan, or other parentally agreed-upon plan to address a student's behavior with two exceptions:

- Vehicle safety restraints shall be used according to state and federal regulations.
- Mechanical restraints employed by law enforcement officers in school settings should be used in accordance with law enforcement policies and procedures and appropriate professional standards.

- **Chemical Restraint**

Chemical restraints shall never be used by school personnel.

Aversive interventions that compromise health and safety shall never be used by school personnel.

Communication and Training

- **School Personnel Meeting**

Following any situation involving the use of seclusion, isolation or restraint, as defined in this policy, a meeting shall occur as soon as possible but no later than two (2) school days after the emergency situation. The meeting shall include, at a minimum, a discussion of the events that led to the emergency and why the de-escalation efforts were not effective; any trauma reactions on the part of the student, other students or school personnel; what, if anything, could have been done differently; and an evaluation of the process.

- **Parental Notification**

Except as otherwise specified in a student's IEP, Section 504 plan or other parentally agreed-upon plan to address the student's behaviors:

- Following a situation involving the use of seclusion, isolation or restraint, the parent or guardian of the student shall be notified through verbal or electronic means of the incident as soon as possible, but no later than the end of the day of the incident, unless circumstances render it unreasonable or impossible to notify the parent or guardian by the end of the day in which case the parent or

guardian shall be notified through verbal or electronic means of the incident no later than noon of the next day.

- The parent or guardian shall receive a written report of the emergency situation within five (5) school days of the incident. The written incident report shall include all of the following:
 - Date, time of day, location, duration, and description of the incident and de-escalation interventions.
 - Event(s) that led up to the incident.
 - Nature and extent of any injury to the student.
 - Name of a school employee the parent or guardian can contact regarding the incident, and contact information for that employee.

- **Staff Training**

School districts shall ensure that all school personnel are trained annually regarding the policy and procedures involving the use of seclusion, isolation and restraint.

Students with Disabilities

The foregoing policy applies to all students. However, if the IEP or multi-disciplinary team determines that a form of restraint or isolation or aversive behavior intervention may be appropriate in certain identified and limited situations, the team may set forth the conditions and procedures in the IEP or Section 504 plan. Any use of restraint, isolation or aversive behavior interventions must be limited to what is set forth in the IEP or Section 504 plan unless otherwise provided for in this policy. Before adding the use of restraint, isolation or aversive behavior interventions to an IEP or Section 504 plan, the student must have undergone appropriate assessments to include, but not limited to, a formal functional behavior assessment and a positive behavior intervention plan must be developed, which indicates a plan to eliminate the use of the restraint, isolation or aversive behavior intervention over time.

Reports on Use of Seclusion, Isolation, Restraint or Aversive Behavior Interventions Districts shall maintain records documenting the use of seclusion, isolation, and restraint showing each of the following: when they were used, reason for use, duration of use, names of school personnel involved, whether students or school personnel were injured, name and age of the student, whether the student has an IEP, Section 504 plan, Behavior Intervention Plan (BIP) or other personal safety plan, when the parents were notified, if the student was disciplined, and any other documentation required by federal or state law.

Applicability of this Policy

This policy applies to all district school personnel. School personnel assigned to programs not located on district premises (hospitals, detention centers, juvenile facilities, and mental health facilities) shall follow the policy and procedure of the facility/program where they work.

REV. 3/15

Policy 4120

Employment

Employment Procedures

Policy 4120 states, “Any requests for information regarding former employees must be addressed to the Human Resources office. The Superintendent or designee is the person who shall respond to requests from potential employers for information regarding a former District employee. The information the District will provide is title, position, length of employment, whether the employee was terminated or resigned, and whether the District would re-hire the employee.”

Policy 4650

(Regulation 4650)

Performance Evaluation

Communication with Students by Electronic Media

Employee personal communication with students in all forms including oral and nonverbal must be professional and respectful and consistent with Board policy. All communications between employees and students must be consistent with a teacher-student relationship. Communication shall be deemed to be inappropriate if such communication is sexual in nature, is sexually suggestive, suggests romantic activity with student or students, occurs at an inappropriate time or place, or is otherwise inconsistent with Board policy. Violation of this provision will result in disciplinary action up to and including dismissal.

Communications between employees and students will be primarily direct, oral or written in nature. Employees are strictly prohibited from engaging in Private Electronic Communications with students, as defined in Regulation 4650. As specified in Regulation 4650, the term “Private Electronic Communications” includes communicating with students on social networks, websites, or webpages that are not accessible to the public, e-mailing with students, and texting students. This prohibition does not preclude Private Electronic Communications between employees and their siblings and children who may be district students.

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

REV. 3/15

Policy 4720

Separation

Suspension or Termination: Non-Certificated Staff

Policy 4720 Suspension or Termination: Non-Certificated Staff may be accessed on the district website.

Safe Schools Act of 1996

(Selected excerpts and summaries)

Several areas have been addressed by the Safe Schools Act of 1996. Amendments were added in 1997 and 2000. Items discussed below pertain to classroom and staff issues, in particular. The full Safe Schools Act is on file at Central Office and in the office of the Director of Emergency Preparedness.

1. School Discipline Policies

- School districts must establish a written discipline policy, including a district statement of district position on corporal punishment.
- Provide copy to parents and students (school handbook, district calendar, etc.).
- All employees will receive instruction in the contents and use.

2. Reporting requirements

Administrators are required to report acts of violence. These include, but are not limited to, felony acts such as murder, kidnapping, assault, forcible rape and sodomy, burglary, robbery, distribution of drugs, arson, manslaughter, felonious restraint, property damage, and possession of a weapon. The administrator must report such infractions to the superintendent and a law enforcement agency if the act, if committed by an adult, would be an assault or possession of a controlled substance or weapon.

A teacher or school employee must immediately report an assault to the principal. The employee must also report the finding of a weapon or controlled substance. (The good faith reporter will not be civilly liable for providing such information to the police.) To not report (willful neglect or refusal to report) is a crime.

3. Definition of a weapon

These items include, but are not limited to, firearms, blackjacks, explosives, firearm silencer, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun and/or switchblade knife.

4. Penalties for possession of a weapon

The discipline policy shall provide for a suspension for a period of not less than one year, or expulsion, for a student who is determined to have brought a weapon to school in violation of district policy, except that: the superintendent may modify each suspension on a case-by-case basis; and this shall not prevent the district from providing educational services in an alternative setting to a student suspended under the provisions of this section.

5. Removal of students

Immediate removal may be taken by principal, superintendent, or school board that the student poses a threat of harm to others as evidenced by poor conduct, past actions, criminal court records, or juvenile records.

6. Miscellaneous

Assault while on school property is defined and classified as a Class D felony. Drug-free school zones are within 2000 feet of public school property. Distribution of drugs near schools is a Class A felony. Crime of making a false bomb threat has been changed to a Class D felony. Crime of Making a Terroristic Threat, 574.150RSMo.2000: A person commits the crime of making a Terroristic Threat if he communicates a threat to commit a felony, makes a knowingly false report concerning the commission of any felony, or knowingly makes a false report concerning the occurrence of any catastrophe to frighten or disturb 10 or more people (Class C felony), to cause the evacuation or closure of any building, inhabitable structure, place of assembly or transportation facility (Class C felony) or with reckless disregard of the risk of causing the evacuation or closure of any building, inhabitable structure, place of assembly or transportation facility (Class D felony).

July 2008

GENERAL DISTRICT INFORMATION

School Information

ELEMENTARY SCHOOLS							
SCHOOL	PRINCIPAL	SECRETARY	ADDRESS	CITY	ST	ZIP	PHN#
Benton	Leslie Hocksprung	Karen Wilson	429 S Leslie St	Indep	MO	64050	521.5390
Blackburn	Sara Terrill	Kris McNeill	17302 R.D. Mize Rd	Indep	MO	64057	521.5395
Bryant	Jon Pye	Patty Baker	827 W College St	Indep	MO	64050	521.5400
Fairmount	Jeff Anger	Darlene McDaniel	120 N Cedar Ave	Indep	MO	64053	521.5405
Glendale	Todd Siebert	Brooke Masters	2611 Lees Summit Rd	Indep	MO	64055	521.5510
Korte	Ron Alburtus	Tabitha Mabie	2437-2731 S Hardy Ave	Indep	MO	64052	521.5430
Little Blue	Joe Armin	Jennifer Lane	2020 Quail Drive	Indep	MO	64057	521.5480
Luff	Melissa Carver	Dawn Howe	3700 S Delaware Ave	Indep	MO	64055	521.5415
Mallinson	Sarah Brown	Tina Gianmalva	709 N Forest Ave	Sugar Creek	MO	64054	521.5530
Mill Creek	Lindsey Miller	Betty Maday	2601 N Liberty St	Indep	MO	64050	521.5420
Ott	Ronnee Laughlin	Pam Keister	1525 N Noland Rd	Indep	MO	64050	521.5435
Procter	Amy Hawley	Paula McKinney	1403 W Linden Ave	Indep	MO	64052	521.5440
Randall	Bobby McCutcheon	Debbie Bryant	509 Jennings Rd	Indep	MO	64056	521.5445
Santa Fe Trail	Gib Rito	Iris Maxwell	1301 S Windsor St	Indep	MO	64055	521.5450
Southern	Gwenn Tauveli	Michelle Polston	4300 S Phelps Rd	Indep	MO	64055	521.5475
Spring Branch	Aaron Kirchhoff	Sheree Etzenhouser	20404 E Truman Rd	Indep	MO	64056	521.5455
Sugar Creek	Shellie Dumas	Sam Soendker	11424 Gill St	Sugar Creek	MO	64054	521.5460
Sycamore Hills	Amber Miller	Connie Daoust	15208 E 39th St	Indep	MO	64055	521.5465
Three Trails	Kevin Lathrom	Angie Zaner	11801 E 32nd St S	Indep	MO	64052	521.5470
Hanthorn	Amy Cox		1511 S Kings Hwy	Indep	MO	64055	521.5485
Sunshine Center	Patti White	Wendi Jones	18400 E Salisbury	Indep	MO	64056	521.5526
MIDDLE SCHOOLS							
SCHOOL	PRINCIPAL	SECRETARY	ADDRESS	CITY	ST	ZIP	PHN#
Bingham	Brett Playter	Teresa Roberts	1716 S Speck Rd	Indep	MO	64057	521.5490
Bridger	Jeff Williams	Marla Trahern	18200 E M-78 Highway	Indep	MO	64057	521.5375
Nowlin	Cristin Nowak	Susan Still	2800 Hardy Ave	Indep	MO	64052	521.5380
Pioneer Ridge	Michael Estes	Elaina Baker	1656 S Speck Rd	Indep	MO	64057	521.5385
HIGH SCHOOLS							
SCHOOL	PRINCIPAL	SECRETARY	ADDRESS	CITY	ST	ZIP	PHN#
Chrisman	Michael Becker	Monica Sullivan	1223 N Noland Rd	Indep	MO	64050	521.5355
Indep Academy	Rebecca Bressman	Lisa Coil	606 W Mechanic Ave	Indep	MO	64055	521.5505
Truman	Pam Boatright	April Claphan	3301 S Noland Rd	Indep	MO	64055	521.5350
Van Horn	Randy Maglinger	Lori Jonas	1109 S Arlington Ave	Indep	MO	64053	521.5360
Technology	Brent Catlett	Sara Williams	201 N Forest Ave	Indep	MO	64050	521.5320

School Start/Dismissal Times 2016-2017

	<u>Unload</u>	<u>Starting</u>	<u>Dismissal</u>	<u>Leave</u>
<u>Tier 1 Routes</u>				
Truman, Van Horn, William Chrisman	6:50/7:00 AM	7:20 AM	2:23 PM 1:50 PM	2:29 PM 1:56 PM
Bridger	7:00 AM	7:20 AM	2:23 PM	2:29 PM
Independence Academy	7:15 AM	7:20 AM	2:04 PM 1:31 PM	2:09 PM 1:36 PM

<u>Tier 2 Routes</u>				
Bingham, Nowlin, Pioneer, Benton, Procter, Randall, Santa Fe	7:55 AM	8:15 AM	3:18 PM	3:24 PM

<u>Tier 3 Routes</u>				
Blackburn, Bryant, Fairmount, Glendale, Korte, Little Blue, Luff, Mallinson, Mill Creek, Ott, Southern, Spring Branch, Sycamore, Three Trails	8:40 AM	9:00 AM	4:03 PM	4:09 PM
Sugar Creek	8:45 AM	9:05 AM	4:08 PM	4:14 PM

Day Treatment, LTS		7:25 AM	2:00 PM	2:05 PM
Early Ed		7:30 AM 12:30 PM	11:00 AM 4:00 PM	

Operation Procedures - Inclement Weather

When it becomes necessary to suspend or delay pupil attendance due to weather conditions, radio and TV stations will be notified. This information may also be obtained by dialing **521-5305** and information will be posted on the District Website – <http://www.isdschools.org>.

Phase I: Delayed Start

1. Classroom teachers, certificated staff on the teacher's salary schedule and calendar, and classified staff employed on a work schedule that coincides with the classroom teacher calendar, will report for duty on a 2 hour delayed schedule.
2. All ten, eleven, and twelve month certificated and classified employees will report to duty as soon as traffic and street conditions are passable.
3. Unless notified, **the Child and Family Learning Centers (Kid's Safari and Early Education) will operate on the regular schedule.**
4. Part day Head Start classes **will not meet** on these days.

Phase 2: Pupil Attendance is Canceled

1. Classroom teachers, certificated staff on the teacher's salary schedule and calendar, and classified staff employed on a work schedule that coincides with the classroom teacher calendar, will not report for duty when pupil attendance is suspended due to weather conditions. (The calendar will be amended and makeup days will be substituted at a later date.) **Early Education staff will follow the calendar provided to them at the beginning of the school year and are expected to report to snow day sites.**
2. All ten (excluding elementary secretaries), eleven, and twelve month certificated and classified employees will report to duty as soon as traffic and street conditions are passable after the morning rush hour.
3. Unless notified, **the Child and Family Learning Centers (Kid's Safari and Early Education) will be open, but at Snow Day Combined Sites.** Latitude Middle School After School Program will be **closed**.

Phase 3: Extreme Weather Conditions

1. During extreme weather conditions, when street crews are unable to open streets, all employees other than emergency staff will be notified to remain at home. The Director of Facilities will contact the head custodians, who will be responsible for contacting other custodians in his/her building.
2. Unless notified, **the Child and Family Learning Centers (Kid's Safari and Early Education) will be open, but at Snow Day Combined Sites.** The Child and Family Learning Centers will close if conditions warrant. The public will be notified through regular media channels. Latitude Middle School After School Program will be **closed**.

Absences due to weather will not qualify for any authorized leave provisions currently in effect.

Weather Related Schedules 2016-2017

LATE START - (Lunch Served)		Start Time
Truman, Van Horn, Chrisman, Bridger Independence Academy		9:20 AM
Day Treatment, LTS		9:25 AM
Bingham, Nowlin, Pioneer Benton, Procter, Randall, Santa Fe		10:15 AM
Blackburn, Bryant, Fairmount, Glendale, Korte, Little Blue, Luff, Mallinson, Mill Creek, Ott, Southern, Spring Branch, Sycamore Three Trails		11:00 AM
Sugar Creek		11:05 AM
ECSE	AM – Canceled PM	12:30 PM
VoTech	PM VoTech - Regular Schedule AM VoTech – Canceled	11:30 AM
Head Start – Canceled		
EARLY DISMISSAL - (Lunch Served)		Dismissal Time
Day Treatment, LTS		12:00 PM
Independence Academy		12:04 PM
Truman, Van Horn, Chrisman, Bridger		12:23 PM
Bingham, Nowlin, Pioneer Benton, Procter, Randall, Santa Fe		1:18 PM
Blackburn, Bryant, Fairmount, Glendale, Korte, Little Blue, Luff, Mallinson, Mill Creek, Ott, Southern, Spring Branch, Sycamore, Sycamore, Three Trails		2:03 PM
Sugar Creek		2:08 PM
ECSE	AM PM – Canceled	11:00 AM
VoTech	AM - Regular Schedule PM - Canceled	11:09 AM

2016-2017 School District Calendar

JULY 2016					AUGUST 2016					SEPTEMBER 2016					OCTOBER 2016					
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
				1	1	2	3	4	5					1	2	3	4	5	6	7
4	5	6	7	8	8	9	10	11	12	5	6	7	8	9	10	11	12	13	14	
11	12	13	14	15	15	16	17	18	19	12	13	14	15	16	17	18	19	20	21	
18	19	20	21	22	22	23	24	25	26	19	20	21	22	23	24	25	26	27	28	
25	26	27	28	29	29	30	31			26	27	28	29	30	31					
Student Attendance - 15 Teacher Contract - 19					Student Attendance - 15 Teacher Contract - 19					Student Attendance - 20 Teacher Contract - 21					Student Attendance - 19 Teacher Contract - 21					
NOVEMBER 2016					DECEMBER 2016					JANUARY 2017					FEBRUARY 2017					
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
	1	2	3	4				1	2	2	3	4	5	6			1	2	3	
7	8	9	10	11	5	6	7	8	9	9	10	11	12	13	6	7	8	9	10	
14	15	16	17	18	12	13	14	15	16	16	17	18	19	20	13	14	15	16	17	
21	22	23	24	25	19	20	21	22	23	23	24	25	26	27	20	21	22	23	24	
28	29	30			26	27	28	29	30	30	31				27	28				
Student Attendance - 19 Teacher Contract - 19					Student Attendance - 14 Teacher Contract - 15 End of First Semester, Dec. 20					Student Attendance - 19 Teacher Contract - 20					Student Attendance - 18 Teacher Contract - 19					
MARCH 2017					APRIL 2017					MAY 2017					JUNE 2017					
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
		1	2	3	3	4	5	6	7	1	2	3	4	5				1	2	
6	7	8	9	10	10	11	12	13	14	8	9	10	11	12	5	6	7	8	9	
13	14	15	16	17	17	18	19	20	21	15	16	17	18	**19	12	13	14	15	16	
20	21	22	23	24	24	25	26	27	28	**22	**23	**24	**25	**26	19	20	21	22	23	
**27	**28	**29	**30	**31						29	**30	31			26	27	28	29	30	
Student Attendance - 17 Teacher Contract - 18					Student Attendance - 18 Teacher Contract - 19					Student Attendance - 14 Teacher Contract - 14					<u>Summer School</u> TBA					
															Anticipated Final Student Attendance Day, May 18, 2017					

Non-Student Attendance/Non-Contract	Non-Student Attendance/Contract Day
Non-Student Attendance/Professional Development	Parent Conference Week
First/Last Day of School	

ELEMENTARY/SECONDARY

First Quarter	40
Second Quarter	47
Third Quarter	45
Fourth Quarter	41
	173

TEACHER CONTRACT DAYS

First Quarter	45
Second Quarter	50
Third Quarter	47
Fourth Quarter	43
	185

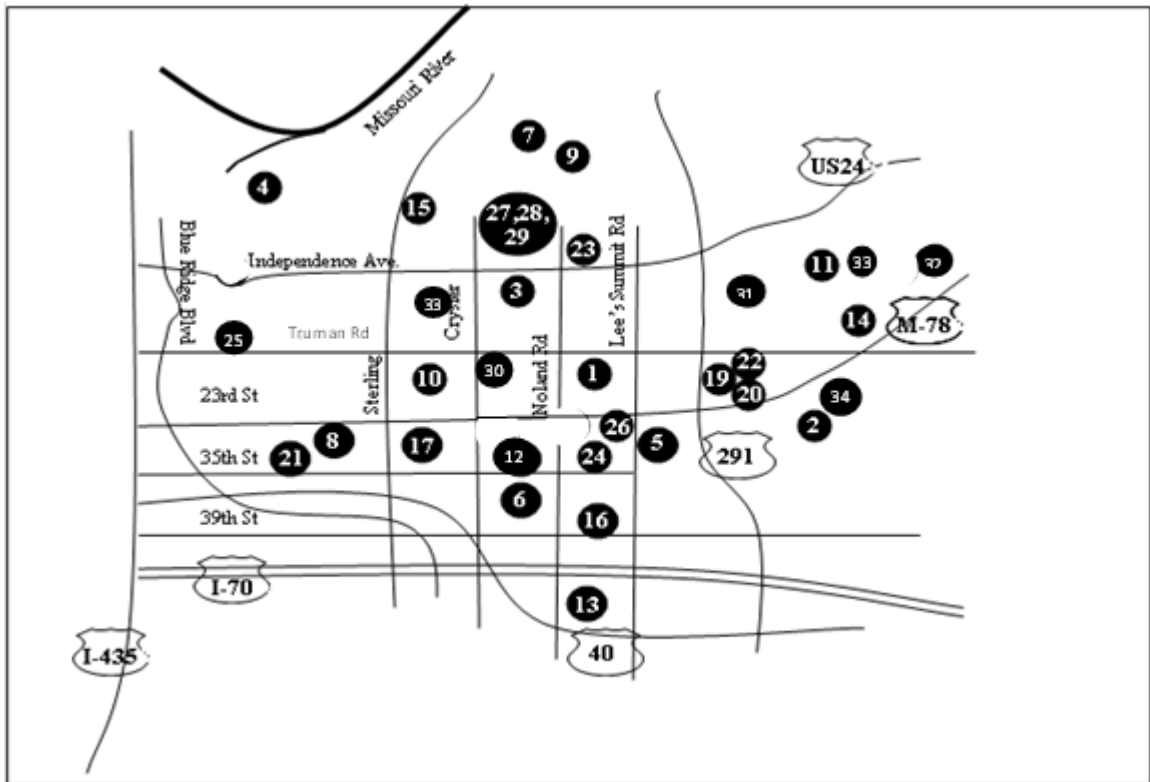
***All Attendance and contract days that are postponed due to inclement weather will be added to the calendar.
 (** are protected as potential attendance and contract days and will be used first as makeup days in the case of adverse weather)
 (***) are protected as potential attendance and contract days and will be used after ** days)*

Student Evaluation Schedule

First Quarter (Grades K-8)	August 11, 2016 through October 7, 2016
End of First Semester	December 20, 2016
Third Quarter (Grades K-8)	January 4, 2017-March 10, 2017
End of Second Semester	May 18, 2017

HR 1/5/2016

Map of the School District of Independence



ELEMENTARY SCHOOLS

MAP#	SCHOOL	ADDRESS
1	Benton	429 S Leslie St
2	Blackburn	17302 R.D. Mize Rd
3	Bryant	827 W College St
4	Fairmont	120 N Cedar Ave
5	Glendale	2611 Lees Summit Rd
6	Luff	3700 S Delaware Ave
7	Mill Creek	2601 N Liberty St
8	Korte	2437-2731 S Hardy Ave
9	Ott	1525 N Noland Rd
10	Procter	1403 W Linden Ave
11	Randall	509 Jennings Rd
12	Santa Fe Trail	1301 S Windsor St
13	Southern	4300 S Phelps Rd
14	Spring Branch	20404 E Truman Rd
15	Sugar Creek	11424 Gill St
16	Sycamore Hills	15208 E 39th St
17	Three Trails	11801 E 32nd St S
26	Hanthorn	1511 S Kings Hwy
33	Sunshine	18400 E Salisbury Rd
34	Little Blue	2020 Quail Dr
35	Mallinson	709 N Forest Ave

MIDDLE SCHOOLS

MAP#	SCHOOL	ADDRESS
19	Bingham	1716 S Speck Rd
20	Bridger	18200 E M-78 Highway
21	Nowlin	2800 Hardy Ave
22	Pioneer Ridge	1656 S Speck Rd

HIGH SCHOOLS

MAP#	SCHOOL	ADDRESS
23	Chrisman	1223 N Noland Rd
24	Truman	3310 S Noland Rd
25	Van Horn	1109 S Arlington Ave

ALTERNATIVE SCHOOLS

MAP#	SCHOOL	ADDRESS
27	Indep. Aca. Day Trmt.	606 W Mechanic Ave
28	Indep Safe Ctr	606 W Mechanic Ave
29	Indep Academy	606 W Mechanic Ave

SUPPORT SERVICES

MAP#	SCHOOL	ADDRESS
30	Central Office/IREC	201 N Forest Ave
30	Facilities	201 N Forest Ave
30	Technology	201 N Forest Ave
31	Nutrition Services	1400 W Geo Space Dr
32	Transportation	900 S Powell Rd

The School District of Independence does not discriminate on the basis of race, creed, sex, origin, or disability

Title IX

As set forth in the Regulations for Title IX of the Education amendments of 1972 and according to the policies of the School District of Independence, Missouri, “No person in the United States shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance.”

Policy 1310 Civil Rights, Title IX, Section 504 and Regulation 1310 may be accessed on the district website.

Inquiries regarding compliance with Civil Rights, Title IX, and Section 504 should be directed to the Human Resources Supervisor, Greg Gilliam, 201 N. Forest Avenue, Independence, Missouri 64050, telephone (816)521-5300, or to the Office for Civil Rights, Department of Education, Washington, D.C.

**“Education is a social process. Education is growth.
Education is not a preparation for life; education is life itself.”**

- John Dewey