



Handbook for Nutrition Services



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



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Web Access: www.isdschools.org

INTRODUCTION

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Independence School District

Nutrition Services Handbook 2018-2019

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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

Mr. Greg Finke
Mrs. Denise Fears
Dr. Matt Mallinson
Mrs. Jill Esry
Mr. Blake Roberson
Mrs. Carrie Dixon
Mr. Eric Knipp

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 Youth Development and Education
Director of Neighborhood Family Services
Director of Facilities Services
Director of Nutrition Services
Director of Transportation Services
Director of Health Services
Director of Public Safety
Director of Head Start

Dr. Dale Herl
Dr. Cindy Grant
Dr. Lance Stout
Dr. Pamela Boatright
Mr. Dean Katt
Mr. Randy Maglinger
Ms. Prissy LeMay
Dr. Janet Richards
Mr. Todd Theen
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Mrs. Jana Corrie
Mrs. Molly Johnson
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Mr. Salum Stutzer
Mr. Brad Kramer
Mr. Daryl Huddleston
Mrs. Lori Halsey
Mr. Dennis Green
Dr. Patti White



*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 2018-2019 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. Pam Boatright or Mr. Dean Katt.

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 2018-2019 school year.

Best wishes,

Dale Herl
Superintendent of Schools

An Equal Opportunity Employer

STAFF INFORMATION

W E L C O M E

We are glad to have you as a part of this team! For those of you who have worked for the Independence School District Nutrition Services Department in the past- Thank you for your years of service. For those of you who are new to the department- Welcome to the challenging role of feeding and influencing today's youth of America.

This resource is intended to provide you with a basic reference guide as to how the Nutrition Services Department operates within the boundaries of the school district as set forth by the School Board, Superintendent, Assistant Superintendents, and Director of Nutrition Services. Prior to setting foot in the Nutrition Services Department (FSD) you will have received a District Handbook outlining general policies and procedures. It is highly recommended that this Nutrition Services Handbook be used in conjunction with the District Handbook. It is also recommended that you review all Board policies, which can be found on line at: <https://www.isdschools.org/board-policies/>

If there any further questions, please contact our Human Resources Department at 521-5300.

Here in the Nutrition Services Department we do more than just provide healthy and nutritious meals. Information contained within this resource guide will illustrate this. It is expected that by the time you have finished reading this guide you will have a more in-depth, working knowledge of how this great and dynamic department meets the needs of the school district. Remember that the youths of today will be the leaders of tomorrow.

"If there's hope in the future there is power in the present." - Dr. John Maxwell

"Adversity does not build character, it reveals it." - James Lane Allen

"Quality is not an act, it is a habit." - Aristotle

"Believe you can and you're halfway there." - Theodore Roosevelt

"It's the final moments that define a journey, and it's the first moments that make it possible." - Mike Dooley

Thank you,

Brad Kramer, Director of Nutrition Services
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816-352-6239-cl
brad_kramer@idschools.org

Profile of Nutrition Services

The role and purpose of the Nutrition Services Department is to provide fresh, delicious, and nutritious foods that are prepared in a safe manner and serviced in a friendly, professional environment to the students and faculty of the Independence School District.

The Nutrition Services Department is comprised of a team of food and nutrition professionals that are dedicated to students' health, well-being and their ability to learn. We support learning by promoting healthy habits for lifelong nutrition and fitness practices. Well-nourished students have higher test scores, increased school attendance, improved concentration, and positive classroom behavior.

The breakfast, lunch and snacks served in our school Nutrition Centers meet the guidelines set forth by the following programs: National School Lunch Program, School Breakfast Program, Fresh Fruit and Vegetable Program, and the Child and Adult Care Food Program. All of these programs are based on the [USDA Dietary Guidelines](#).

The Nutrition Services business operations include, student and faculty vending machines and special event catering. The ala carte and vended snack products meet the most recent requirements of the USDA Smart Snacks.

The Nutrition Services program operates in conjunction with the Health and Wellness Policies of the Independence School District.

Goals Of Nutrition Services Department

The most effective means of promoting school lunches is to have satisfied customers. This is accomplished by preparing and serving quality meals in an attractive manner; keeping the facilities clean and orderly; and for the staff to be pleasant and cheerful. These criteria are directly dependent on the concern and efforts of the Nutrition Services Director, Managers, and Kitchen Staff.

The Independence School District's goals are to:

- Provide a menu full of options and a variety of choices that will allow students to establish dietary habits that will continue beyond their Independence School District academic careers.
- Maintain nutritional integrity for student growth through food choices and combinations that meet and/or exceed guidelines as set forth by the Healthy, Hunger-Free Kids Act.
- Maintain district food preparation and serving areas that are operated in a safe, sanitary, and efficient manner.
- Work with parents and the Wellness Committee to promote healthy choices that fall in line with district wellness policies.
- Provide nutrition education where and when possible- in the classroom as well as in the serving area.
- Maintain a fiscally responsible Nutrition Service program.
- Provide catering services to district and non-district personnel.

Qualifications for Nutrition Services Staff

All staff members must have a high school diploma or GED. Previous food service experience or production service is preferred. Staff members must also be willing to learn new technology skills. Different Nutrition Services positions require specialized training or certifications. Please refer to the job descriptions in the “Employment” section of this handbook for your necessary job qualifications and position responsibilities.

Food Handler’s Permit

Nutrition Services workers must obtain a Food Handler’s Permit prior to beginning work. You may register for a Food Handler’s class on the City of Independence website:

<https://www.ci.independence.mo.us/Health/RegClassInfo>

Food Nutrition Managers are required to obtain a Food Manager Permit. However, if you hold a valid ServeSafe certificate, it is not necessary to attend either permit class even if you are a Manager. Present a copy of your ServeSafe certificate along with a photo ID and payment to the Health Department located at 515 South Liberty, Independence, MO. This location is open M-F from 8:00 a.m.- 5:00 p.m. The permit fee is \$15.00 for a Food Handler permit and \$30.00 for a Manager permit. There is no charge for Food Handler classes for volunteers or those over age 65.

Pre-registration and pre-payment to attend the Food Handler’s classes is required. Pre-paid registration fees are non-refundable. If you cannot attend the class for which you pre-paid and you re-schedule by noon the day before the scheduled class, the pre-payment can be re-applied to a later class. Please note that classes may be cancelled if the Independence School District is closed due to inclement weather.

Nutrition Services Employees Annual Mandatory Continuing Education

USDA Professional Standards Final Rule

The USDA final rule establishes minimum professional standards for school nutrition personnel who manage and operate the National School Lunch and School Breakfast Programs.

Independence School District Professional Standards Compliance

Summary of Continuing Education Unit Requirements for ALL School Nutrition Employees

Director- Supervisors	12 hours of annual continuing education/training.
Managers & Cook II	10 hours of annual continuing education/training.
Cook, Food Prep, Sanitation, Warehouse & Department Secretaries	6 hours of annual continuing education/training.
Part-Time Staff (less than 20 hours per week) Sanitation/Cashier, 50/50, Food Prep	4 hours of annual continuing education/training (regardless of number of part-time hours).

The Nutrition Services Department will provide all employee's with continuing education classes during the scheduled calendar work hours. It is the responsibility of the employee to attend these compensated classes. In the event of absence the employee should speak with their supervisor to learn how to make up the missed training session. Successful completion of the mandatory annual continuing education units is required and important for continued employment.

Professional Development - Nutrition Services Salary Scale with Training

The Nutrition Services Department requires that employees on the Nutrition Services Salary Scale with Training complete ten (10) hours of approved Continuing Education Unit (CEU) training each year. The completion of the USDA professional standards annual mandatory CEU's, does not apply towards the Salary Scale with Training CEU's requirement. This training needs to be pre-approved by the Nutrition Services Director or designee.

Initial Qualifications

- Current Nutrition Services Employee
- Serve Safe Certified
- Completed 5 Continuing Education Units outside of the workplace from a program recognized authority within 6 months prior to application
- Provide copy of Serve Safe Certification & CEU certificates to the Nutrition Services Department Secretary prior to June 15 annually

Annual completion of 10 CEU (July-June)

CEU options

- Join the National School Nutrition Association –5-CEU www.schoolnutrition.org
- Attend Eastern Jackson County Nutrition Association Meetings (CEU as program awards)
- Attend MSNA state conferences and seminars (CEU as program awards) www.mosna.org
- Register and complete on-line training -ICN www.nfsmi.org
- Register and complete on-line training USDA website
- Register and complete on-line SNA training www.schoolnutrition.org
- *Other trainings as submitted and approved by the Operations Supervisor or Director*

Employees should submit CEU certificates for on-line seminar participation, meeting attendance and/or proof of membership to the Nutrition Services Department Payroll Clerk prior to June 15 of the current year. Annual training is non-compensated. Failure to submit CEU information prior to the designated dates will result in the movement to the regular Nutrition Services pay scale.*

*To requalify the employee must be Serve Safe Certified and have completed 5 CEU units within 6 months prior to reapplication.

Hours

Consult your letter of appointment for the number of hours you are to work each day and your work start time. The increase or decrease in appointment hours or start times are approved by the Nutrition Services Operation Supervisor or Director. The district's Human Resources Office will issue revised letter of agreements reflecting hour increases or decreases. Employees do need to sign and return all letters of agreement to the Human Resources Office in a timely manner

If you work at least six (6) hours a day you are required to take a 30 minute duty-free break. Staff appointments for less than six (6) hours per day do not receive a scheduled lunch break as part of their daily work schedule. Employees are required to use the time clock to time in and out for the duty-free breaks.

Additional hours outside of your letter of appointment hours need to be pre-approved by the employee's immediate supervisor. Additional hours are paid as extra hours.

Time Clock and Exception Sheets

All hourly employees are required to use the Time Clock in accordance with District Policy.

- Time punches need to match the employee's scheduled work hours unless otherwise approved
- Missed punches need to be recorded on the district exception form and approved by the site manager, Operations Supervisor or Director
- Excessive missed punches could result in disciplinary action up to and including termination
- Excessive tardiness may result in disciplinary action up to and including termination
- Employees are responsible for reviewing their time clock punches on a weekly basis to assure the accurate reporting of time worked

Attendance

Regular attendance is an essential function of the job. If you must be absent, it is your responsibility to report this to your supervisor as soon as possible so that arrangements can be made to cover your responsibilities for the day.

If you must be absent from work due to an illness or other emergency, you must report your absence no less than two (2) hours before your scheduled start time. To report an absence:

- You must report your absence unless you are physically unable to do so
- You must talk to a person
- DO NOT leave a message on voicemail that you will be absent
- You must call personally (it is not acceptable to have someone call for you)
- Absences should be reported to your immediate supervisor, i.e. Nutrition Center Staff should contact their Site Manager, Nutrition Center Managers should contact the Site Supervisor and their designated Nutrition Center Staff employee.

Absence Request Forms – Must be turned into the Nutrition Services Office either in advance or within 24 hours of returning to work after your absence.

Non-Reported Absences – Instance of 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 the Operations Supervisor or Director to forward to the Human Resources office.

Excessive Tardiness

Being on-time for your shift is also essential. It is expected that you arrive to work a few minutes earlier than your start time in order to prepare yourself for your shift and assure that you don’t clock in late. If you clock in later than your appointed start time you will be considered tardy for the day. If you are going to be late for your shift, you should contact your supervisor to let them know. This will not excuse the tardy. While some tardies are understandable, no tardies are excusable.

Sick/Personal Days

Employees should treat their sick days like insurance, only using when absolutely necessary to avoid running out. Sick leave days will accumulate.

Accumulated sick time can only be used during the normal school year. Time/days missed during summer school, extended school year operations and other times will be docked.

Exceptions to the district's leave policies should be directed to the Operations Supervisor or Director to forward to the Human Resources Office.

Employee Uniform

Nutrition Services has a mandatory, monitored uniform policy. You will be provided five (5) uniform tops, three (3) pairs of pants, and Shoes for Crews slip resistant shoes.

Staff should arrive on the job each day in the required freshly laundered professional work attire.

Appropriate uniform and personal appearance includes:

- Department-provided uniform top (5) and pant (3)**
 - Uniform is to be freshly washed and odor free
- Department-provided non-skid sole shoes and/or slip resistant shoe covers
 - Shoes should be kept clean and in good repair
- Hose or socks
- Protective cover for hair (hairnet, bonnet or department approved ball cap)
 - Bangs should be contained in bonnet or hairnet
 - Ball cap – hair pulled back and up off shoulders/neck line – no bangs or loose hair on face or shoulder
- No excessive jewelry or visible body piercing
 - Nose ring, tongue rings, or eyebrow studs or hoop earrings are not allowed
- Clean, well-manicured finger nails; clear polish; no artificial nails
- Friendly smile!

**Maintaining a professional image is important. Replacement of tattered worn uniform tops or pants is available through the Nutrition Center Manager and Nutrition Service Office.

Employees are encouraged to wear aprons over their uniform during food preparation to help assure a clean appearance during serving times. Aprons should be changed before/during meal service if necessary. Soiled aprons should be changed as necessary. Aprons are available at the school nutrition centers.

Return of Property

Employees are responsible for all property, materials or written information issued to them or in their possession or control. Employees must return all Independence School District property immediately upon request or upon termination of employment including all district provide work uniforms. Where permitted by applicable laws, Independence School District may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. Independence School District may also take all action deemed appropriate to recover or protect such property.

Telephone Calls

Personal calls should not come to the Nutrition Center except in an emergency. Except for such emergencies, Nutrition Center staff should use their break time for personal calls, checking cell phone messages and text messages. The use of personal cell phones during work time is prohibited.

Employee Standards of Conduct

To ensure orderly operations and provide the best possible work environment, Independence School District expects employees to follow standards of conduct that will protect the interests and safety of all employees and the District.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of standards of conduct that may result in disciplinary actions, up to and including termination of employment:

- Theft, inappropriate removal or possession of property;
- Working under the influence or in possession of alcohol or illegal drugs;
- Insubordination or other disrespectful conduct;
- Sexual or other unlawful or unwelcome harassment;
- Unauthorized use of telephones, mail system or other District-owned equipment;
- Commission of an unsafe act or failure to report accidents and unsafe acts;
- Exhibition of abusive language, physical threats, violence, or fighting;
- Failure to display a clean, neat and orderly appearance while on duty;
- Gambling illegally while on duty or on District premises;
- Dishonesty, including falsifying time records, employment application or District reports;
- Possessing or using guns, explosives, or weapons while on duty
- Incompetence;
- Inappropriate use of department equipment;
- Violation of food safety and sanitation policies;
- Failure to adhere to serving requirement and following appropriate meal accountability practices;
- Violation of personnel policies.

Payroll

Nutrition Services staff are paid according to the scale approved by the Independence Board of Education. If district finances allow, employees are advanced one step on the scale at the beginning of the fiscal year (July 1). This movement does not apply to new employees who are hired after April 1. These employees will remain on their step until the following year. A copy of the current scale is located in the “Employment” section of this handbook.

Nutrition Services workers 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 twenty-four (24) equal

payments, no matter how many days are worked in the month. Overtime, extra hours, or docks are adjusted on the paycheck following the pay period 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.

Overtime

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

Overtime is paid when your supervisor requests you to do tasks that cannot be completed during the forty (40) hour work week.

Benefits

Staff who are hired to work a minimum of twenty-five (25) hours a week may participate in the Board of Education paid health, dental, and life insurance programs. They are also eligible for long term disability insurance. Detailed information concerning benefits may be obtained by contacting the Benefits Office (521-5300) at the Board of Education Building. A summary of employee benefits can also be found in the “Benefits” section of this handbook.

Confidentiality

Federal and state laws, as well as Board of Education Policy, prohibit staff members from sharing any information about students. Information about students’ behavior, medical conditions, and educational progress are confidential and you cannot share anything that you see or hear with others. Please see your school administrator if you have any questions about this.

Open Door

Employees are encouraged to bring questions, concerns, ideas and complaints to the attention of their Manager, Supervisor or the Director. Our doors are open to all employees. To insure that both parties can get together with time to fully discuss the issues at hand, the employee is encouraged to schedule an appointment with their Manager, Supervisor or the Director. The District strongly encourages all employees to handle matters at the lowest possible levels whenever possible.

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 this handbook. Although you may be evaluated at any time during the year, evaluations generally are completed in the Spring. Your supervisor 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 supervisor. A copy of the evaluation is included in the “Employment” section of this handbook.

Performance Improvement

The performance improvement process is developed to help the staff member be successful in their job and encourage positive behaviors that support the policies and procedures of the Nutrition Services Department. The process can include, but is not limited to: verbal conversations, coaching sessions, written warnings, and letters of reprimand.

In the instance of a serious infraction such as employee safety, food safety, harassment, theft and/or others may warrant an immediate letter of reprimand and/or employee termination may be warranted.

Questions regarding these matters should be brought to a Nutrition Services Manager, Supervisor or the Director.

Important Policies

It is essential that you understand and follow policies when you work in the Independence School District. These include the Board of Education policies on corporal punishment and sexual harassment and the state mandated Safe Schools Act. Please review these carefully and address any questions to the building administrators. These policies are included in the “Policies” section of this handbook.

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 duffle 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 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 Nutrition Services

Qualifications:

- Bachelor's degree, or equivalent education experience, with academic major in specific areas (specific majors/areas of concentration: food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field); Or
- Bachelor's degree in any academic major, and State-recognized certificate for school nutrition directors; Or
- Bachelor's degree in any academic major and at least five years experience in management of school nutrition programs.

Fair Labor Standards Act Status: Exempt

Reports to:

Deputy Superintendent of Operations

Supervises:

Nutrition Services Site Supervisor

All Nutrition Services Staff Members

Job Goal:

- To supervise, direct, and oversee the procedures for carrying out the established philosophy and policies of the child nutrition program
- To provide each school child with food of high nutritious quality in an atmosphere of cleanliness, cheerfulness, and personal caring
- To provide assistance to teachers, parent-groups, and other community members in teaching children healthy nutrition habits

Performance Responsibilities:

- Determines and evaluates human, fiscal, and technical resources available to meet goals and objectives
- Identifies program needs and sets priorities
- Establishes program goals based on the philosophy, procedures, and needs of the Nutrition Services Department
- Recommends necessary changes to meet the needs of the Nutrition Services Department
- Communicates procedures and their purpose to school food service personnel
- Evaluates the effectiveness of defined procedures
- Relates departmental goals to the Superintendent
- Assists staff in establishing individual program goals
- Collaborates in facilities planning for Nutrition Centers and related building needs
- Implements a plan for regular evaluation and update of the organizational structure

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- Administers and directs the implementation of school nutrition programs within the school district in compliance with federal, state, and local regulations
- Identifies, evaluates, and interprets management data with computer applications
- Ensures program standards and directs the implementation of a nutritionally sound program
- Works with instructional staff in the development of nutrition education curriculum
- Implements and prepares a budget and financial management plan consistent with local, state, and federal requirements
- Implements a comprehensive program for personnel management
- Implements a system for the procurement of food and supplies in accordance with regulations. Recommends and implements a system for purchase, receiving, storage, and allocation of foods and non-food items necessary for the program
- Monitors food production and service
- Monitors/evaluates sanitation standards and a system for control of microbiological infection among personnel, for quality food preparation and facility maintenance
- Works with the District's Director of Public Relations marketing the school district's nutritional programs and services
- Belongs to and supports local, state, and national associations in relation to school food service
- Reviews and evaluates current research and technical and professional journals
- Other duties assigned by the Superintendent

Terms of Employment:

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

Evaluation:

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

HR 02/16/2017

INDEPENDENCE SCHOOL DISTRICT JOB DESCRIPTION

Nutrition Services Bookkeeper

Qualifications:

- Minimum education of a high school diploma or equivalent is required, with additional college education and accounting experience. Knowledge of accounting principles and best practices for business operations, inventory, account reconciliations, journal entries, invoicing, cash accounts, cost accounting, access data base and excel
- Experience in accounts receivable, accounts payable, payroll, inventory, account reconciliations, journal entries, invoicing, cash accounts, cost accounting, excel worksheets, account budget analysis and federal program compliance and reporting. Computer accounting software experience
- Working knowledge of standard office machines required
- Effective communication and interpersonal skills required
- Knowledge, skills, and abilities necessary to perform the essential functions of the position
- Such alternatives to the above qualifications as the Director finds appropriate and acceptable

Fair Labor Standards Act Status: Non-Exempt

Reports to:

Director of Nutrition Services

Job Goal:

Maintain the Nutrition Services Department accounting records, payroll, accounts payable, accounts receivable, cash handling, customer accounts, bank reconciliation, One Source data base accuracy and communications, state reporting and compliance, Communicates and works with the ISD Business office, Nutrition Center managers and the Nutrition Services staff to assure procedure and information accuracy.

Performance Responsibilities:

- Maintains the OneSource data base system as it pertains to student accounts, meal accountability, meal prices, ala carte prices, meal tracking and communication updates between sites and SIS system
- Know how to process Free and Reduced applications, updates, and correspondence
- Audits data entry and meal accountability accuracy Nutrition Centers and Central Office
- Trained in Time Keeping, new hire processes, payroll time exceptions, payroll completing and monthly JE to allocate labor cost
- Confirms site deposits and accuracy
- Completes functions for accounts payable, internal and external accounts receivables invoicing and past due accounts, purchase orders, petty cash reconciliation, human resources processes, SFSP & CACFP applications/audits and meal claims, DESE applications/audits and monthly meal claims, FFVP cost monitor and claim reporting reconciles state reimbursements- bank deposits- MyPayments Plus and requested financial reports

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- Provides monthly student account balance audit and end of the year charge back to schools
- Attends and completes the mandatory continuing education training as assigned
- Provides training and support to the Nutrition Center Managers and Nutrition Services offices on procedures as they relate to financial accountability (deposits), human resources, and accounts payable and receivable
- Participates in training from the Independence School District human resources and business departments
- Operates computers, copiers, office machinery, and equipment with a high degree of skill
- Maintains files/records, confidential and general correspondence, memos, statistical data, reports, month end reports, and other office forms as assigned
- Performs and assists with other duties as assigned by the Director

Terms of Employment:

The Nutrition Services Bookkeeper is employed for a twelve-month position. The salary and work calendar will be established annually by the Board of Education.

Evaluation:

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

INDEPENDENCE SCHOOL DISTRICT JOB DESCRIPTION

Nutrition Services Receptionist / Secretary

Qualifications:

- Minimum education of a high school diploma or equivalent is required, with additional preparation and training in nutrition center management preferred
- Experience in accounts receivable, accounts payable, payroll, federal program compliance and reporting, human resources and Workers Compensations preferred
- Ability to operate phone system, computers, copiers, office machinery, and equipment with a high degree of skill
- Effective communication and interpersonal skills required
- Knowledge, skills, and abilities necessary to perform the essential functions of the position
- Such alternatives to the above qualifications as the Director finds appropriate and acceptable

Fair Labor Standards Act Status: Non-Exempt

Reports to:

Director of Nutrition Services

Job Goal:

Provide skillful and productive operation of the Nutrition Services Office in order to assure a positive impact on the nutritional program of the Independence School District.

Performance Responsibilities:

- Secretary to Department Director
- Take Incoming Phone Calls
- I.T. troubleshooting and work-orders
- Website updates
 - School Menus Designs and monthly updates
 - Nutrition Facts
 - Education Facts
 - Website material
 - Meal Pay Plus
- Meal Pay site updates
- Incoming and outgoing-date stamp and distribution of mail
- Office Supplies order and distribution to sites
- Copy Machine troubleshooting and stocking
- Staff Meeting Scheduling and Notification
- FFVP Monthly Newsletter
 - Designed and updated and sent to Nutrition Centers
- Monthly School Menus
 - Designed and formatted
 - Printed and distributed to appropriate personnel
- Meeting Scheduler

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- Training Materials
- Student allergies, data entry and filing
- Managers Notebook data updates and maintenance
- Department SOP Data file maintenance and updates
- Various management reports as scheduled and requested
- Attends and completes the mandatory continuing education training as assigned
- Employee Handbook updates
- Assist with Free and Reduced applications and phone calls
- Assist with Float Staff placement
- Assist with entering daily absence and leave request in Sub-Finder
- Any and all other duties or projects as assigned

Terms of Employment:

The Receptionist/Secretary is employed for a twelve-month position. The salary and work calendar will be established annually by the Board of Education.

Evaluation:

Performance of this job will be evaluated by the Director of Nutrition Services and the Bookkeeper, using the Independence School District Performance Based Evaluation-Office Personnel.

INDEPENDENCE SCHOOL DISTRICT JOB DESCRIPTION

Café Cashier

Qualifications:

- High School Diploma or equivalent
- Previous food service/production experience preferred
- Valid Jackson County/Independence Food Handler's permit
- Ability to speak, read, and write fluently in English
- Ability to perform basic math
- Ability to follow recipes
- Basic computer skills required and willing to learn new technology as needed
- Ability to interact with customers in a friendly manner
- Ability to lift 50 lbs.
- Ability to lift, squat, stoop, reach, push, and/or pull
- Ability to stand for extended periods of time
- Ability to withstand a variety of temperature ranges
- Ability to work as part of a team
- Ability to follow district requirements for professional food service dress code

Fair Labor Standards Act Status: Non-Exempt

Reports to:

Café Manager

Job goal:

To support the daily participation, accountability, and sanitation of the Café while adhering to the policies and procedures as set forth by the Nutrition Services Department.

General Responsibilities:

- Complete daily sanitation duties for the purpose of maintaining a clean/healthy environment for food preparation and serving of meals that are in compliance with District standards.
- Assures that the meal participation components in the Café are in compliance with District standards.
- Assures accurate participation accountability records by accurately ringing up sales and accurately charging customers.
- Prepares/records bank deposits and other reports deemed necessary on a daily basis.
- Reliable and arrives to work on time.
- Assist with product inventory
- Maintain positive attitude.
- Reports any problems or issues to the Manager.
- Accepts suggestions for improvement in a professional manner.

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- Attends and completes trainings as assigned.
- Follows safety protocols and guidelines.
- Uses good time management without constant need of supervision.
- Assists with catering jobs when needed
- Performs other duties as assigned.

Terms of Employment:

Café Cashier will be employed for twelve (12) months. The salary will be established annually by the Board of Education.

Required Testing:

Pre-employment medical physical exam and essential functions test (EFT) required.

Work Environment/conditions:

While performing the duties of this job, the employee regularly works indoors with minimal temperature variations and under conditions with exposure to hot and cold environments, risk of injury and/or illness. The employee will work near, or with, moving mechanical equipment. The employee may also occasionally work with cleaning chemicals. The noise level of the work environment is usually moderate, but occasionally can be loud. Generally the job requires 5 % sitting, 50% standing, and 45% walking.

Physical Demands:

- The employee is frequently required to stand, walk, use hands and fingers, and talk and hear.
- The employee is frequently required to reach, bend, squat, stoop, and kneel.
- The employee must frequently lift, carry, push, or move up to 50 pounds.
- The employee will frequently push or pull items such as, but not limited to, carts with food items and/or equipment that can weigh up to 50 pounds total.

Evaluation:

Performance of this job will be evaluated by the Manager using the Independence School District Performance Based Evaluation- Nutrition Services.

HR 7/17/17

INDEPENDENCE SCHOOL DISTRICT JOB DESCRIPTION

Café Cook 1

Qualifications:

- High School Diploma or equivalent
- Previous food service/production experience preferred
- Valid Jackson County/Independence Food Handler's permit
- Ability to speak, read, and write fluently in English
- Ability to perform basic math
- Ability to follow recipes
- Basic computer skills required and willing to learn new technology as needed
- Ability to interact with customers in a friendly manner
- Ability to lift 50 lbs.
- Ability to lift, squat, stoop, reach, push, and/or pull
- Ability to stand for extended periods of time
- Ability to withstand a variety of temperature ranges
- Ability to work as part of a team
- Ability to follow district requirements for professional food service dress code

Fair Labor Standards Act Status: Non-Exempt

Reports to:

Café Manager and/or Cook 2

Job goal:

Support the daily food preparation, cashier, sanitation, and serving needs of the Café while adhering to the policies and procedures as set forth by the Nutrition Services Department.

General Responsibilities:

- Complete daily sanitation duties for the purpose of maintaining a clean/healthy environment for food preparation and serving of meals that are in compliance with District standards.
- Proficiently prepares food according to daily production needs in accordance to the daily menu and daily catering.
- Maintains food inventory guidelines as set by HACCP by monitoring/inventorying incoming food/non-food supplies for quality and quantity.
- Follow FIFO principles when it comes to rotation of inventory items.
- Complete daily sanitation duties for the purpose of maintaining a clean/healthy environment for food preparation and serving of meals that are in compliance with District standards.
- Assures that the meal participation components in the Café are in compliance with District standards.

- Assures accurate participation accountability records by accurately ringing up sales and accurately charging customers.
- Follows the standard recipe in the preparation of meals to assure quality and taste.
- Handles special meal or menu requests for the school. Coordinates with the Café Manager or Site Supervisor.
- Reliable and arrives to work on time.
- Maintain positive attitude.
- Reports any problems or issues to the Manager.
- Accepts suggestions for improvement in a professional manner.
- Attends and completes trainings as assigned.
- Follows safety protocols and guidelines.
- Uses good time management without constant need of supervision.
- Assists with catering jobs when needed
- Performs other duties as assigned.

Terms of Employment:

Café Cook 1 will be employed for twelve (12) months. The salary will be established annually by the Board of Education.

Required Testing:

Pre-employment medical physical exam and essential functions test (EFT) required.

Work Environment/conditions:

While performing the duties of this job, the employee regularly works indoors with minimal temperature variations and under conditions with exposure to hot and cold environments, risk of injury and/or illness. The employee will work near, or with, moving mechanical equipment. The employee may also occasionally work with cleaning chemicals. The noise level of the work environment is usually moderate, but occasionally can be loud. Generally the job requires 5 % sitting, 50% standing, and 45% walking.

Physical Demands:

- The employee is frequently required to stand, walk, use hands and fingers, and talk and hear.
- The employee is frequently required to reach, bend, squat, stoop, and kneel.
- The employee must frequently lift, carry, push, or move up to 50 pounds.
- The employee will frequently push or pull items such as, but not limited to, carts with food items and/or equipment that can weigh up to 50 pounds total.

Evaluation:

Performance of this job will be evaluated by the Manager using the Independence School District Performance Based Evaluation- Nutrition Services.

INDEPENDENCE SCHOOL DISTRICT JOB DESCRIPTION

Café Cook 2

Qualifications:

- High School Diploma or equivalent
- Previous food service/production experience preferred
- Valid Jackson County/Independence Food Handler's permit
- Ability to speak, read, and write fluently in English
- Ability to perform basic math
- Ability to follow recipes
- Basic computer skills required and willing to learn new technology as needed
- Ability to interact with customers in a friendly manner
- Ability to lift 50 lbs.
- Ability to lift, squat, stoop, reach, push, and/or pull
- Ability to stand for extended periods of time
- Ability to withstand a variety of temperature ranges
- Ability to work as part of a team
- Ability to follow district requirements for professional food service dress code

Fair Labor Standards Act Status: Non-Exempt

Reports to:

Café Manager

Job goal:

Support the daily food preparation, cashier, sanitation, and serving needs of the Café while adhering to the policies and procedures as set forth by the Nutrition Services Department. Knowledgeable in the processing of ordering, receiving, production management and computerized daily accounting processes. Be able to manage the establishment in the Café Manager's absence.

General Responsibilities:

- Complete daily sanitation duties for the purpose of maintaining a clean/healthy environment for food preparation and serving of meals that are in compliance with District standards.
- Proficiently prepares food according to daily production needs in accordance to the daily menu and daily catering.
- Maintains food inventory guidelines as set by HACCP by monitoring/inventorying incoming food/non-food supplies for quality and quantity.
- Assures accurate participation accountability records by accurately ringing up sales and accurately charging customers.
- Follows the standard recipe in the preparation of meals to assure quality and taste.

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- Follow FIFO principles when it comes to rotation of inventory items.
- Handles special meal or menu requests for the school. Coordinates with the Café Manager or Site Supervisor.
- Complete daily sanitation duties for the purpose of maintaining a clean/healthy environment for food preparation and serving of meals that are in compliance with District standards.
- Assures that the meal participation components in the Café are in compliance with District standards.
- Assures accurate participation accountability records by accurately ringing up sales and accurately charging customers.
- Maintain accuracy of staff hours in the Work Force Timekeeping system.
- Attend manager's meeting in place of Café Manager as needed.
- Reliable and arrives to work on time.
- Maintain positive attitude.
- Reports any problems or issues to the Manager.
- Accepts suggestions for improvement in a professional manner.
- Attends and completes trainings as assigned.
- Follows safety protocols and guidelines.
- Uses good time management without constant need of supervision.
- Assists with catering jobs when needed
- Performs other duties as assigned.

Terms of Employment:

Café Cook 2 will be employed for twelve (12) months. The salary will be established annually by the Board of Education.

Required Testing:

Pre-employment medical physical exam and essential functions test (EFT) required.

Work Environment/conditions:

While performing the duties of this job, the employee regularly works indoors with minimal temperature variations and under conditions with exposure to hot and cold environments, risk of injury and/or illness. The employee will work near, or with, moving mechanical equipment. The employee may also occasionally work with cleaning chemicals. The noise level of the work environment is usually moderate, but occasionally can be loud. Generally the job requires 5 % sitting, 50% standing, and 45% walking.

Physical Demands:

- The employee is frequently required to stand, walk, use hands and fingers, and talk and hear.
- The employee is frequently required to reach, bend, squat, stoop, and kneel.
- The employee must frequently lift, carry, push, or move up to 50 pounds.
- The employee will frequently push or pull items such as, but not limited to, carts with food items and/or equipment that can weigh up to 50 pounds total.

Evaluation:

Performance of this job will be evaluated by the Manager using the Independence School District Performance Based Evaluation- Nutrition Services.

HR 7/17/17

**INDEPENDENCE SCHOOL DISTRICT
JOB DESCRIPTION**

Café Manager

Qualifications:

- High School Diploma or equivalent required, with additional training in nutrition center management preferred
- Five (5) years of supervisory experience in commercial food service operations/production experience preferred
- Experience in food service menu planning, ordering, production, inventory and sanitation preferred
- Knowledgeable in the processing of ordering, receiving, production management and computerized daily accounting processes.

- ServeSafe certified preferred
- Ability to speak, read, and write fluently in English
- Proficient in Microsoft Word, Excel, PowerPoint, Google Docs and e-mail.
- Ability to perform basic math
- Good organization, communication, and interpersonal skills
- Basic computer skills required and willing to learn new technology as needed
- Ability to interact with customers in a friendly manner
- Possession of knowledge, skills, and abilities necessary to perform the essential functions of the position
- Ability to work as part of a team
- Ability to follow district requirements for professional food service dress code

Fair Labor Standards Act Status: Exempt

Reports to:

Director

Supervises:

Cafe Staff

Job goal:

To plan, administer, and supervise the West Side Cafe's day-to-day operations in the areas of walk-in sales and catering while adhering to the policies and procedures as set forth by the Nutrition Services Department.

General Responsibilities:

- Maintain a strong current knowledge of department operation processes and standards.
- Responsible for supervision, training, motivation, and management of staff members.
- Give recommendation regarding the hiring, placement, and termination of staff members.

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- Complete daily sanitation duties for the purpose of maintaining a clean/healthy environment for food preparation and serving of meals that are in compliance with District standards.
- Ability to evaluate product pricing and determine proper vendor to purchase supplies from.
- Ability to recognize profitability when creating menus.
- Assumes financial accountability of cashiering activities involving the collection of money, daily deposits, and perform related cashiering tasks as required.
- Proficiently prepares menus for walk-in sales and for catered events.
- Proficiently prepares food according to daily production needs in accordance to the daily menu and daily catering as required.
- Maintains daily operational records and assures financial accountability of production and meal activity.
- Maintains food inventory guidelines as set by HACCP by monitoring/inventorying incoming food/non-food supplies for quality and quantity.
- Assures accurate participation accountability records by accurately ringing up sales and accurately charging customers.
- Follows the standard recipe in the preparation of meals to assure quality and taste.
- Follow FIFO principles when it comes to rotation of inventory items.
- Handles special meal or menu requests for the site. Coordinates with Director.
- Complete daily sanitation duties for the purpose of maintaining a clean/healthy environment for food preparation and serving of meals that are in compliance with District standards.
- Maintain accuracy of staff hours in the Work Force Timekeeping system.
- Reliable and arrives to work on time.
- Maintain positive attitude.
- Reports any problems or issues to the Site Supervisor or Director.
- Attends and completes trainings as assigned.
- Follows safety protocols and guidelines.
- Uses good time management without constant need of supervision.
- Performs other duties as assigned.

Terms of Employment:

The Cafe Manager will be employed for a twelve-month position. The salary and work calendar will be established annually by the Board of Education.

Required Testing:

Pre-employment medical physical exam and essential functions test (EFT) required.

Work Environment/conditions:

While performing the duties of this job, the employee regularly works indoors with minimal temperature variations and under conditions with exposure to hot and cold environments, risk of injury and/or illness. The employee will work near, or with, moving mechanical equipment. The employee may also occasionally work with cleaning chemicals. The noise level of the work environment is usually moderate, but occasionally can be loud. Generally the job requires 5 % sitting, 50% standing, and 45% walking.

Physical Demands:

- The employee is frequently required to stand, walk, use hands and fingers, and talk and hear.
- The employee is frequently required to reach, bend, squat, stoop, and kneel.
- The employee must frequently lift, carry, push, or move up to 50 pounds.
- The employee will frequently push or pull items such as, but not limited to, carts with food items and/or equipment that can weigh up to 50 pounds total.

Evaluation:

Performance of this job will be evaluated by the Director using the Independence School District Supervisor Evaluation.

HR 10.24.17

INDEPENDENCE SCHOOL DISTRICT JOB DESCRIPTION

Cashier and Sanitation

Qualifications:

- High School Diploma or general education degree (GED).
- Valid Jackson County/Independence Food Handler's Permit
- Previous food service/production experience preferred
- Ability to speak, read and write English
- Ability to perform basic math
- Basic computer skills required/willingness to learn new technology
- Ability to interact positively with students and adult customers
- Ability to lift 50 lbs
- Ability to lift, squat, stoop, reach, pushing and/or pulling.
- Ability to stand for extended periods of time
- Ability to withstand a variety of temperature ranges
- Ability to work as part of a team
- Ability to follow district requirements for professional food service dress code

Fair Labor Standards Act Status: Non-Exempt

Reports to:

Nutrition Center Manager

Job Goal:

Support the daily participation, accountability, and sanitation of the Nutrition Center while adhering to the policies and guidelines as set forth by the Nutrition Service Department

General Responsibilities:

- Completes daily sanitation duties for the purpose of maintaining a clean/healthy environment for food preparation and serving of meals that are in compliance with District, State and Federal standards.
- Assures that the participation meal components are in accordance to the requirements of the NSLP and meet the standards of the Independence School District's Nutrition Services Department
- Assures accurate meal participation accountability by accurately posting sales and payments to student accounts
- Records deposits/prepares bank deposits and other reports on a daily basis
- Reliable and on time to work
- Assist with product inventory
- Positive attitude that reflects on the Nutrition Center and the program
- Forwards Free and Reduced applications to the manager daily
- Reports any problems to the Manager

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- Accepts suggestions for improvement in a professional manner
- Attends and completes the mandatory continuing education training as assigned
- Follows ALL safety protocols and guidelines
- Uses good time management without constant supervision
- Performs other duties as assigned

Terms of Employment:

Cashier/ Sanitation positions will be employed for nine (9) months. The salary and work calendar will be established annually by the Board of Education.

Required Testing:

Pre-employment medical physical exam and essential functions test (EFT) required.

Work Environment/conditions:

While performing the duties of this job, the employee regularly works indoors with minimal temperature variations and under conditions with exposure to hot and cold environments, risk of injury and/or illness. The employee will work near, or with, moving mechanical equipment. The employee may also occasionally work with cleaning chemicals. The noise level of the work environment is usually moderate, but occasionally can be loud. Generally the job requires 5 % sitting, 50% standing, and 45% walking.

Physical Demands:

- The employee is frequently required to stand, walk, use hands and fingers, and talk and hear.
- The employee is frequently required to reach, bend, squat, stoop, and kneel.
- The employee must frequently lift, carry, push, or move up to 50 pounds.
- The employee will frequently push or pull items such as, but not limited to, carts with food items and/or equipment that can weigh up to 50 pounds total.

Evaluation:

Performance of this job will be evaluated by the Manager using the Independence School District Performance Based Evaluation- Nutrition Services.

INDEPENDENCE SCHOOL DISTRICT JOB DESCRIPTION

Cook 2 / Assistant Manager

Qualifications:

- High School Diploma or general education degree (GED)
- Previous food service/production experience preferred
- Valid Jackson County/Independence Food Handler's Permit
- Serve Safe Certified
- Ability to speak, read and write English
- Ability to perform basic math
- Basic computer skills required/Willingness to learn new technology
- Ability to interact positively with students and adult customers
- Ability to lift 50 lbs.
- Ability to lift, squat, stoop, reach, pushing and/or pulling.
- Ability to stand for extended periods of time
- Ability to withstand a variety of temperature ranges
- Ability to work as part of a team
- Ability to follow district requirements for professional food service dress code
- Knowledgeable in the use of equipment and their safety protocols

Fair Labor Standards Act Status: Non-Exempt

Reports to:

Nutrition Center Manager

Supervises:

Nutrition Center Staff

Job Goal:

Able to manage the food preparation of the daily menu, cashier, sanitation and serving needs of the Nutrition Center while adhering to the policies and guidelines as set forth by the Nutrition Services Department. Knowledgeable in the processing of ordering, receiving, production management and computerized daily accounting processes

Performance Responsibilities:

- Responsible for the supervision, training, and management of daily operations
- Completes daily sanitation duties for the purpose of maintaining a clean/healthy environment for food preparation and serving of meals that are in compliance with District, State and Federal standards.
- Assumes responsibility to assure that the portions, meal components, and participation are in accordance to the requirements of the NSLP and meet the standards of the Independence School District's Nutrition Services Department

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- Assumes financial accountability of cashiering activities involving the collection of money and posting to student accounts, daily deposits and perform related cashiering tasks, as required.
- Maintains daily operational records and assures financial accountability of production and meal activity.
 - i. Follows the standard recipe in the preparation of meals to assure quality and taste
 - ii. Maintains food inventory guidelines as set by HACCP and approved meal plans by ordering/monitoring/inventorying incoming food and supplies for quality and quantity and insures stock rotations
- iii. Uses the established computerized programs to maintain a perpetual inventory systems using FIFO
 - Handles special meal or menu requests for the school (Coordinates with the Manager/Site Supervisor)
 - Receives suggestions from students and adults regarding food preferences and shares them with the Manager
 - Assumes responsibility for assuring that all equipment is safe and in good working condition
 - Maintain accuracy of staff hours in the Work Force Timekeeping System.
 - Reports to the Manager any potential problems or concerns
 - Follows all safety protocol and guidelines
 - Attends managers' meetings
 - Attends and completes the mandatory continuing education training as assigned
 - Positive attitude that reflects on the Nutrition Center and the program
 - Reliable and on time to work
 - Use good time management without constant supervision
 - Accepts suggestions for improvement in a professional manner
 - Performs other duties as assigned

Terms of Employment:

The Cook 2/Assistant Manager position will be employed for nine (9) months. The salary and work calendar will be established annually by the Board of Education.

Required Testing:

Pre-employment medical physical exam and essential functions test (EFT) required.

Work Environment/conditions:

While performing the duties of this job, the employee regularly works indoors with minimal temperature variations and under conditions with exposure to hot and cold environments, risk of injury and/or illness. The employee will work near, or with, moving mechanical equipment. The employee may also occasionally work with cleaning chemicals. The noise level of the work environment is usually moderate, but occasionally can be loud. Generally the job requires 5 % sitting, 50% standing, and 45% walking.

Physical Demands:

- The employee is frequently required to stand, walk, use hands and fingers, and talk and hear.
- The employee is frequently required to reach, bend, squat, stoop, and kneel.

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- The employee must frequently lift, carry, push, or move up to 50 pounds.
- The employee will frequently push or pull items such as, but not limited to, carts with food items and/or equipment that can weigh up to 50 pounds total.

Evaluation:

Performance of this job will be evaluated by the Manager and Site Supervisor using the Independence School District Performance Based Evaluation- Nutrition Services.

HR 7/17/17

INDEPENDENCE SCHOOL DISTRICT JOB DESCRIPTION

Cook 1

Qualifications:

- High School Diploma or general education degree (GED)
- Previous food service/production experience preferred
- Valid Jackson County/Independence Food Handler's Permit
- Ability to speak, read and write English
- Ability to perform basic math
- Basic computer skills required/Willingness to learn new technology
- Ability to interact positively with students and adult customers
- Ability to lift 50 lbs
- Ability to lift, squat, stoop, reach, pushing and/or pulling.
- Ability to stand for extended periods of time
- Ability to withstand a variety of temperature ranges
- Ability to work as part of a team
- Ability to follow district requirements for professional food service dress code
- Knowledgeable in the use of equipment and their safety protocols

Fair Labor Standards Act Status: Non-Exempt

Reports to:

Nutrition Center Manager

Job Goal:

Support the daily hot/cold preparation of the daily menu, participation, accountability, and sanitation of the Nutrition Center while adhering to the policies and guidelines as set forth by the Nutrition Service Department

General Responsibilities:

- Proficiently prepares hot and cold food according to production and the daily menu
- Maintains food inventory guidelines as set by HACCP by monitoring/inventorying incoming food supplies for quality and quantity and insures stock rotations
- Completes daily sanitation duties for the purpose of maintaining a clean/healthy environment for food preparation and serving of meals that are in compliance with District, State and Federal standards.
- Assures that the participation meal components are in accordance to the requirements of the NSLP and meet the standards of the Independence School District's Nutrition Services Department
- Assures accurate meal participation accountability by accurately posting sales and payments to student accounts
- Records deposits/prepares bank deposits and other reports on a daily basis

- Accurately receives products and assures inventory for daily production
- Maintains a high level of food quality-visual and taste
- Forwards Free and Reduced applications to the manager daily
- Positive attitude that reflects on the Nutrition Center and the program
- Follows all Safety Protocol and Guidelines
- Reports any problems to the Manager
- Reliable and on time to work
- Attends and completes the mandatory continuing education training as assigned
- Uses good time management without constant supervision
- Accepts suggestions for improvement in a professional manner
- Performs other duties as assigned

Terms of Employment:

Cook 1 positions will be employed for nine (9) months. The salary and work calendar will be established annually by the Board of Education.

Required Testing:

Pre-employment medical physical exam and essential functions test (EFT) required.

Work Environment/conditions:

While performing the duties of this job, the employee regularly works indoors with minimal temperature variations and under conditions with exposure to hot and cold environments, risk of injury and/or illness. The employee will work near, or with, moving mechanical equipment. The employee may also occasionally work with cleaning chemicals. The noise level of the work environment is usually moderate, but occasionally can be loud. Generally the job requires 5 % sitting, 50% standing, and 45% walking.

Physical Demands:

- The employee is frequently required to stand, walk, use hands and fingers, and talk and hear.
- The employee is frequently required to reach, bend, squat, stoop, and kneel.
- The employee must frequently lift, carry, push, or move up to 50 pounds.
- The employee will frequently push or pull items such as, but not limited to, carts with food items and/or equipment that can weigh up to 50 pounds total.

Evaluation:

Performance of this job will be evaluated by the Manager using the Independence School District Performance Based Evaluation- Nutrition Services.

INDEPENDENCE SCHOOL DISTRICT JOB DESCRIPTION

Dietetic Specialist

Qualifications:

- Bachelor's Degree in Nutrition, Food Service Management, Dietetics or a related field
- Good computer skills and knowledge of Microsoft Excel, Microsoft Word, and Microsoft Power Point
- Knowledge and experience with food service computer software preferred
- Experience in menu planning, recipe creation and conversion preferred
- ServSafe Certification
- Valid Jackson County/Independence Food Handler's Permit
- Physical ability to walk, stoop, stand, twist and squat on an occasional basis
- Lift a minimum of 50 pounds
- Ability to manage multiple tasks simultaneously
- Ability to work independently, identify priorities and plan strategies
- Good communication skills and interpersonal skills
- Ability to work within assigned time frames
- Ability to follow instructions and take initiative in performance of assigned tasks

Fair Labor Standards Act Status: Non-exempt

Reports to:

Director of Food Service

Job Goal:

Develops cost-effective menus that maintain nutrition integrity and meets all local, state and federal guidelines and regulations. Assess customer preferences, industry trends, and current research to plan menus that encourage participant in the Child Nutrition Program. Work with school staff, teachers, parents, and physicians to plan menus for children with special nutrition needs.

Performance Responsibilities:

- Learn, implement and maintain all facts of district menu planning, recipe and nutrition analysis software.
- Assist in developing menus and production sheets for all grade levels that are in accordance with USDA regulations.
- Possess understanding of food service software and work with the software provider and the Independence School District to coordinate problem resolution at the school sites and the Food Service Office.
- Complete nutritional analysis on all menus and implement modifications to meet USDA compliance.

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- Develop, test and nutritionally analyze new recipes.
- Utilize commodity products in the menu planning and recipe creation.
- Complete cost analysis of the menu.
- Assist with creation of food specification and Prime Vendor procurement.
- Conduct student Food Advisory Panels to evaluate food quality and acceptance, and incorporate feedback into menu modification.
- Maintain and update allergy data for all food products and recipes.
- Work with parents, students and nursing staff to identify and address physician diet needs and create special menus as indicated.
- Promote and market the food service program and healthy eating to students, parents and community stakeholders.
- Provide nutrition education to students, parents and community stakeholders.
- Assist in menu planning and event development for monthly specials, the birthday program and annual celebrations, including holidays, National School Lunch and Breakfast Weeks and other occasions as directed.
- Assist in training material development, and USDA Professional Standard Nutrition Services employee trainings
- Develops and provides nutrition education session for adult employee wellness
- Assist with meal compliance State and Federal
- Communicate regularly with Director of Food Service.

Other Performance Responsibilities:

- Attend meetings as required by the Director of Food Service.
- Completes other duties as assigned

Terms of Employment:

The Dietetic Specialist will be employed for a twelve-month position. The salary and work year will be established annually by the Board of Education.

Required Testing:

Pre-employment medical physical exam and essential functions test (EFT) required.

Work Environment/conditions:

While performing the duties of this job, the employee regularly works indoors with minimal temperature variations and under conditions with exposure to hot and cold environments, risk of injury and/or illness. The employee will work near, or with, moving mechanical equipment. The employee may also occasionally work with cleaning chemicals. The noise level of the work environment is usually moderate, but occasionally can be loud. Generally the job requires 5 % sitting, 50% standing, and 45% walking.

Physical Demands:

- The employee is frequently required to stand, walk, use hands and fingers, and talk and hear.
- The employee is frequently required to reach, bend, squat, stoop, and kneel.
- The employee must frequently lift, carry, push, or move up to 50 pounds.

- The employee will frequently push or pull items such as, but not limited to, carts with food items and/or equipment that can weigh up to 50 pounds total.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Supervisor Evaluation.

HR 7/17/17

INDEPENDENCE SCHOOL DISTRICT JOB DESCRIPTION

Food Prep 1

Qualifications:

- High School Diploma or general education degree (GED)
- Previous food service/production experience preferred
- Valid Jackson County/Independence Food Handler's Permit
- Ability to speak, read and write English
- Ability to perform basic math
- Basic computer skills required/Willingness to learn new technology
- Ability to interact positively with students and adult customers
- Ability to lift 50 lbs.
- Ability to lift, squat, stoop, reach, pushing and/or pulling
- Ability to stand for extended periods of time
- Ability to withstand a variety of temperature ranges
- Ability to work as part of a team
- Ability to follow district requirements for professional food service dress code

Fair Labor Standards Act Status: Non-Exempt

Reports to:

The Nutrition Center Manager

Job Goal:

Support the daily food preparation, cashier, sanitation, and serving needs of the Nutrition Center while adhering to the policies and guidelines as set by the Nutrition Service Department

Performance Responsibilities:

- Proficiently prepares the cold food according to production and the daily menu
- Maintains food inventory guidelines as set by HACCP by monitoring/inventorying incoming food supplies for quality and quantity and insures stock rotations
- Completes daily sanitation duties for the purpose of maintaining a clean/healthy environment for food preparation and serving of meals that are in compliance with District, State and Federal standards.
- Assures that the participation meal components are in accordance to the requirements of the NSLP and meet the standards of the Independence School District's Nutrition Services Department
- Assures accurate meal participation accountability by accurately posting sales and payments to student accounts
- Records deposits/prepares bank deposits and reports on a daily basis
- Forwards Free and Reduced applications to the manager daily
- Reports any problems to the Manager

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- Attends and completes the mandatory continuing education training as assigned
- Uses good time management without constant supervision
- Accepts suggestions for improvements in a professional manner
- Follows all Safety protocols and guidelines
- Assist with product Inventory
- Positive attitude that reflects on the Nutrition Center and the program
- Reliable and on time to work
- Performs other duties as assigned

Terms of Employment:

Food Prep 1 positions will be employed for nine (9) months. The salary and work calendar will be established annually by the Board of Education.

Required Testing:

Pre-employment medical physical exam and essential functions test (EFT) required.

Work Environment/conditions:

While performing the duties of this job, the employee regularly works indoors with minimal temperature variations and under conditions with exposure to hot and cold environments, risk of injury and/or illness. The employee will work near, or with, moving mechanical equipment. The employee may also occasionally work with cleaning chemicals. The noise level of the work environment is usually moderate, but occasionally can be loud. Generally the job requires 5 % sitting, 50% standing, and 45% walking.

Physical Demands:

- The employee is frequently required to stand, walk, use hands and fingers, and talk and hear.
- The employee is frequently required to reach, bend, squat, stoop, and kneel.
- The employee must frequently lift, carry, push, or move up to 50 pounds.
- The employee will frequently push or pull items such as, but not limited to, carts with food items and/or equipment that can weigh up to 50 pounds total.

Evaluation:

Performance of this job will be evaluated by the Manager using the Independence School District Performance Based Evaluation- Nutrition Services.

HR 7/17/17

INDEPENDENCE SCHOOL DISTRICT JOB DESCRIPTION

Nutrition Center Manager

Qualifications:

- High School Diploma or general education degree (GED)
- Previous food service/production experience preferred
- Valid Jackson County/Independence Food Handler's Permit
- Serve Safe Certification
- Ability to speak, read and write English
- Ability to perform basic math
- Basic computer skills required/Willingness to learn new technology
- Ability to interact positively with students and adult customers
- Ability to lift 50 lbs.
- Ability to lift, squat, stoop, reach, pushing and/or pulling.
- Ability to stand for extended periods of time
- Ability to withstand a variety of temperature ranges
- Ability to work as part of a team
- Ability to follow district requirements for professional food service dress code
- Knowledgeable in the use of equipment and their safety protocols

Fair Labor Standards Act Status: Non-Exempt

Reports to:

Director of Nutrition Services
Nutrition Services Site Supervisor
Building Principal

Supervises:

Nutrition Center Staff

Job Goal:

The professional management of the daily operations of the Nutrition Center while adhering to the policies and guidelines as set forth by the Nutrition Service Department.

Performance Responsibilities:

- Responsible for the supervision, training, and management of daily operations and reports
- Follows all safety protocol and guidelines
- Completes daily sanitation duties for the purpose of maintaining a clean/healthy environment for food preparation and serving of meals that are in compliance with District, State and Federal standards.
- Assumes responsibility to assure that the portions, meal components, and participation are in accordance to the requirements of the NSLP and meet the standards of the Independence School District's Nutrition Services Department

- Assumes financial accountability of cashiering activities involving the collection of money and posting to student accounts, daily deposits and perform related cashiering tasks, as required.
- Maintains daily operational records and assures financial accountability of production and meal activity.
 - i. Follows the standard recipe in the preparation of meals to assure quality and taste
 - ii. Maintains food inventory guidelines as set by HACCP and approved meal plans by ordering/monitoring/inventorying incoming food and supplies for quality and quantity and insures stock rotations
- iii. Uses the established computerized programs to maintain a perpetual inventory systems using FIFO
 - Handles special meal or menu requests for the school (Coordinates with the Site Supervisor)
 - Receives suggestions from students and adults regarding food preferences and shares them with the Site Supervisor and Director Nutrition Services
 - Assumes responsibility for assuring that all equipment is safe and in good working condition. Reports to the Nutrition Services office any potential problems or concerns.
 - Maintain accuracy of staff hours in the Work Force Timekeeping System.
 - Reports to the Site Supervisor and Director Nutrition Services any potential problems or concerns
 - Positive attitude that reflects on the Nutrition Center and the program
 - Uses good time management without constant supervision
 - Accepts suggestions for improvement in a professional manner
 - Reliable and on time to work
 - Attends managers' meetings
 - Attends and completes the annual mandatory training as assigned
 - Performs other duties as assigned

Terms of Employment:

Nutrition Center Managers positions will be employed for nine (9) or ten (10) months. The salary and work calendar will be established annually by the Board of Education.

Required Testing:

Pre-employment medical physical exam and essential functions test (EFT) required.

Work Environment/conditions:

While performing the duties of this job, the employee regularly works indoors with minimal temperature variations and under conditions with exposure to hot and cold environments, risk of injury and/or illness. The employee will work near, or with, moving mechanical equipment. The employee may also occasionally work with cleaning chemicals. The noise level of the work environment is usually moderate, but occasionally can be loud. Generally the job requires 5 % sitting, 50% standing, and 45% walking.

Physical Demands:

- The employee is frequently required to stand, walk, use hands and fingers, and talk and hear.
- The employee is frequently required to reach, bend, squat, stoop, and kneel.
- The employee must frequently lift, carry, push, or move up to 50 pounds.

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- The employee will frequently push or pull items such as, but not limited to, carts with food items and/or equipment that can weigh up to 50 pounds total.

Evaluation:

Performance of this job will be evaluated by the Site Supervisor and Director using the Independence School District Performance Based Evaluation Standards for Nutrition Services.

HR 7/17/17

**INDEPENDENCE SCHOOL DISTRICT
JOB DESCRIPTION**

Nutrition Services Operations Supervisor

Qualifications:

- Bachelor's degree, or equivalent educational experience, with academic major in food service management, business or related field preferred. Minimum education of high school diploma and five years of relevant experience in school nutrition programs; or equivalent alternatives to the qualifications as the Board of Education may find appropriate and acceptable
- Previous supervisory and managerial experience preferred
- Preferred Serve Safe Certified
- Valid Jackson County/Independence Food Handler's Permit
- Five (5) years' experience in commercial food service operations management ; purchasing, production, inventory, HAACP, menu planning, sanitation
- Ability to learn new technology
- Proficient in Microsoft Word, Excel, PowerPoint, google docs and e-mail
- Good organization, communication and interpersonal skills
- Physical ability to walk, stoop, stand, twist and squat on an occasional basis
- Life a minimum of 50 pounds
- Such alternatives to the above as the Director finds appropriate and acceptable

Fair Labor Standards Act Status: Exempt

Reports to:

Director of Nutrition Services

Supervises:

Site Supervisors, Department Managers & Nutrition Center Employees; others as assigned

Job Goal:

Assist in the coordination of the Nutrition Services operations; provide skillful supervision and training that upholds governmental regulations and the policies and procedures of the Nutrition Services Department.

Performance Responsibilities:

- Maintains a strong current knowledge of governmental program regulations and department operation processes and standards
- Assists in the coordination of the School Nutrition Program; serves as a resource to manager(s) in problem-solving and providing feedback to the Director regarding potential problem situations
- Reviews and monitors the operations and activities of school nutrition center(s) as assigned

- Assesses and identifies areas in need of training in the nutrition centers; coordinates instruction/demonstration in food preparation, proper use of equipment, health and safety requirements and required department software processes
- Conducts routine site evaluations as assigned
- Evaluates the safety standards of the nutrition services operations; access areas of potential risk and recommends/ implements necessary corrective actions
- Inventory oversight; schedules physical inventory's, data analysis, disposition & security of purchased / commodity food and small ware items; commodity
- Evaluates and updates department SOP's and HACCP documents; works with site Supervisor(s) & Director to develop pertinent training for department personnel
- Participates in the development of meeting agenda's, professional development training itineraries and educational materials; leads and presents training materials as designated; attends other meetings as assigned
- Reviews SFSPac site evaluations; implements corrective actions; makes recommend and assigns specific on-line monthly trainings; evaluates program
- Coordinates equipment repair, new equipment purchase / replacement, asset tracking and disposition under the direction of the Director
- Assist in the hiring and evaluation of department personnel as assigned
- Maintains a high level of accuracy; completes and submits paperwork in a timely manner; is responsive to e-mail, calendar invites and phone calls
- Assist in the development of employee work schedules/ plans as requested
- Assist the Director with the accurate and timely approval of timesheets as assigned
- Assist the Director in the approval of the weekly accounts payable as assigned
- Participates in professional development and completes USDA regulatory annual CEU's for administrative reviews
- Reports any operation problems or concerns to the Nutrition Services Director
- Performs and assists with other duties as assigned by the Director

Terms of Employment:

The Operations Supervisor will be employed for a twelve-month position. The salary and work calendar will be established annually by the Board of Education.

Required Testing:

Pre-employment medical physical exam and essential functions test (EFT) required.

Work Environment/conditions:

While performing the duties of this job, the employee regularly works indoors with minimal temperature variations and under conditions with exposure to hot and cold environments, risk of injury and/or illness. The employee will work near, or with, moving mechanical equipment. The employee may also occasionally work with cleaning chemicals. The noise level of the work environment is usually moderate, but occasionally can be loud. Generally the job requires 5 % sitting, 50% standing, and 45% walking.

Physical Demands:

- The employee is frequently required to stand, walk, use hands and fingers, and talk and hear.
- The employee is frequently required to reach, bend, squat, stoop, and kneel.
- The employee must frequently lift, carry, push, or move up to 50 pounds.

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- The employee will frequently push or pull items such as, but not limited to, carts with food items and/or equipment that can weigh up to 50 pounds total.

Evaluation:

Performance of this job will be evaluated by the Director of Nutrition Services, using the Independence School District Performance Based Evaluation- Nutrition Services.

HR 7/17/17

INDEPENDENCE SCHOOL DISTRICT JOB DESCRIPTION

Nutrition Services Purchasing Clerk

Qualifications:

- Minimum education of a high school diploma or equivalent is required, with additional preparation and training in nutrition center management preferred
- Minimum of five (5) years of corporate purchasing experience required
- Experienced in the grocery bid processes, cost, ordering, inventory management, perpetual inventory, and FIFO preferred
- Knowledge in menu planning and compliance preferred
- Knowledge of kitchen equipment and repair and maintenance procedures preferred
- Computer skills and/or experience required
- Working knowledge of standard office machines required
- Effective communication and interpersonal skills required
- Knowledge, skills, and abilities necessary to perform the essential functions of the position
- Such alternatives to the above qualifications as the Director finds appropriate and acceptable

Fair Labor Standards Act Status: Non-Exempt

Reports to:

Inventory/Warehouse Supervisor

Job Goal:

To oversee the purchase and timely delivery of groceries and smallwares to the Nutrition Centers based on policy and the approved menu plan. To oversee and assure the accuracy of the inventory and the site set ups in Purchasing Software System. To receive and respond to the equipment and maintenance needs of the Nutrition Centers. To coordinate the requests for bid, bid review, and bid awards with the Director and Warehouse Supervisor.

Performance Responsibilities:

- Set up and maintain accurate inventory data in the Horizon software system
 - Price
 - Pack size
 - Nutritional data

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- Supplier/Mfg. Data
- Set-up and maintain site inventory set-ups as per designated site type
- Maintain current product nutritional data per department policy and procedure
- Order processing food products & supplies
 - Check all school orders for accuracy
 - Process all orders for delivery to the schools & warehouse
 - Back up to Supervisor for weekly vendor order submission
 - Process all hot shots
 - Work with vendors to assure product availability
 - Process all concessions orders
- RFP new food products, small wares & new equipment
 - Obtain bid pricing for all new products needed throughout the year
- Annual RFP processing food, small wares & supplies
 - Prepare data for bid submission
 - Send out bid sheets to all eligible vendors
 - Compile all bid data for analysis
 - Secure necessary nutrition facts sheets
 - Prepare bid award letters & mail
 - Update all information in Horizon software system
- Commodity Processing
 - Back up warehouse supervisor for processing monthly open order for state items
 - Participate in commodity product comparisons
- Weekly/ Monthly/ Quarterly product projected usage and availability analysis reports
- Communicate with sales representatives
- Participates in monthly menu planning meeting
- Work Orders – Repairs & Maintenance
 - Assist with tracking and processing of NC work orders as per department policy and procedures.
- Nutrition centers and warehouse receiving reports audit
- Inventory Reconciliation Processes Food & Supplies
- Invoice Processing accounts payable
 - Review all invoices for accuracy- contact vendor on discrepancies
 - Compile & process milk invoices weekly
 - Back up bookkeeper for checking all invoices & receiving tickets for accuracy
 - Back up to bookkeeper for invoice approval and submittal to ISD CO
- NuVal
 - Submit all new items to NuVal for scoring
 - Provides updated NuVal scoring labels to HS/MS nutrition centers
- FFVP Menu
 - Submit FFVP menu to director for approval
 - Post menu to production

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- Make copies of monthly menu for bookkeeper & secretary
- Vending equipment asset tracking
- Attends and completes the mandatory continuing education training as assigned
- Take incoming phone calls
- Other duties as assigned by Purchasing/Warehouse Supervisor or Director

Terms of Employment:

Nutrition Services Purchasing Clerk will be employed for twelve (12) 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.

4/13/2015

INDEPENDENCE SCHOOL DISTRICT JOB DESCRIPTION

Nutrition Services Secretary

Qualifications:

- Minimum education of a high school diploma or equivalent is required, with additional preparation and training in nutrition center management preferred
- Experience in accounts receivable, accounts payable, payroll, federal program compliance and reporting, human resources and Workers Compensations preferred
- Ability to operate phone system, computers, copiers, office machinery, and equipment with a high degree of skill
- Effective communication and interpersonal skills required
- Knowledge, skills, and abilities necessary to perform the essential functions of the position
- Such alternatives to the above qualifications as the Director finds appropriate and acceptable

Fair Labor Standards Act Status: Non-Exempt

Reports to:

Director of Nutrition Services

Job Goal:

Provide skillful and productive operation of the Nutrition Services Office in order to assure a positive impact on the nutritional program of the Independence School District.

Performance Responsibilities:

- Free and Reduced Lunch Applications
 - Regulations
 - Applications Processing
 - Trains F & R processors
 - Direct Certification-monthly
 - Organized and accurate record keeping
 - Family notifications of status
 - Data/Materials Updates
 - Spanish Translation-Letters/Applications/Website
 - Annual Free and Reduced Mailing
 - Webpage Free & Reduced Information
 - Compliance Processes/Reporting
 - Missouri Health Net Tracking
- Monitors accuracy between SIS Enrollment, ADA and OneSource Data
- Provides department bookkeeper with monthly SIS/ADA
- Handles department H.R. functions as per district & department procedures
 - New hire process and employee exits
 - Tracks new hires and open positions
 - Intent to Return
 - Letters of Agreement

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- Time Clock
- Sub-finder –Request for time off
- Excessive absence letters as instructed
- FMLA tracking
- Work Comp tracking
- Tracks employee CEU and training opportunities
- Updates and maintains accurate department employee information spreadsheets
- Maintains site placement spreadsheets
- Tracks employee uniforms/replacements & shoes for crews
- Managers Keys tracking
- Monitor One Source Communications on a daily basis
- One Source Vending Data updates as outlined
- Monthly vending journal entries
- Cross-training duties (back-up to Receptionist/Secretary and Bookkeeper)
 - Take incoming phone calls
 - Assist with student meal account balance questions
 - Assist with MyPayment questions
 - Assist with processing accounts payable
 - Assist with NS Department Bank Deposits
- Attends and completes the mandatory continuing education training as assigned
- Any and all other duties or projects as assigned

Terms of Employment:

The Nutrition Services Secretary is employed for a twelve-month position. The salary and work calendar will be established annually by the Board of Education.

Evaluation:

Performance of this job will be evaluated by the Director of Nutrition Services and the Bookkeeper, using the Independence School District Performance Based Evaluation-Office Personnel.

INDEPENDENCE SCHOOL DISTRICT JOB DESCRIPTION

Nutrition Services Site Supervisor

Qualifications:

- Five (5) years of supervisory experience in commercial food service operations management, preferred
- Minimum education of a high school diploma or equivalent is required, with additional preparation and training in nutrition center management preferred.
- Experience in food service menu plan ordering, nutrient based meal preparation, production, inventory and sanitation, preferred
- Serve Safe Certified, preferred
- Valid Jackson County/Independence Food Handler's Permit
- Proficient in Microsoft Word, Excel, PowerPoint, Google docs and e-mail
- Ability to learn new technology
- Good organization, communication and interpersonal skills
- Possession of knowledge, skills, and abilities necessary to perform the essential functions of the position
- Physical ability to walk, stoop, stand, twist and squat on an occasional basis
- Lift a minimum of 50 pounds
- Such alternatives to the above qualifications as the Director finds appropriate and acceptable

Fair Labor Standards Act Status: Exempt

Reports to:

Operations Supervisor

Supervises:

Nutrition Center Managers

Nutrition Center Staff

Job Goal:

Provide skillful supervision and training in the nutrition centers that upholds the policies and procedures of the Nutrition Services Department.

Performance Responsibilities:

- Maintains a strong current knowledge of USDA/ DESE regulations for the NSLP & NSB Program, CACFP, SFSP and department operation processes and standards
- Assist in the coordination of the School Nutrition Program; serves as a resource to manager(s) in problem-solving and providing feedback to the Operations Supervisor regarding potential problem situations

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- Provides training and support to the Nutrition Center Managers and staff in areas of menu forecast, ordering processes, receiving, inventory management, inventory organization and safe storage, food production, product quality, serving, customer service, meal POS processing, timeclock, kitchen equipment usage, SFSPac, OneSource operation processes, student meal account balances
- Completes routine onsite evaluations of the Nutrition Centers and reviews HACCP, daily Nutrition Center operations to assure that department operating procedures and standards (SOP's) are being followed; implements and reports corrective action and retraining as necessary
- Completes site visits and inspection reports in a timely manner
- Provides culinary training to managers and staff as scheduled
- Coordinates district catering and special events
- Maintains records according to department procedures, responds to e-mail and meeting request in a timely manner
- Makes recommendations to the Operations Supervisor for special training sessions and updates to SOP documents
- Assist with Nutrition Center hiring, staff placement, float coverage as assigned
- Works with the Operations Supervisor and Director on the development of employee training programs, training materials, monthly managers meetings, and USDA required annual CEU trainings
- Makes recommendations for the employment and termination of nutrition center employees
- Completes site manager annual evaluations as assigned
- Maintains accurate records, confidential and general correspondence, memos, statistical data, reports, month end reports, and other office forms as assigned
- Attends and completes the mandatory USDA CEU's and other trainings as assigned
- Performs and assists with other duties as assigned by the Operations Supervisor and/or Director

Terms of Employment:

The Nutrition Services Supervisor will be employed for a twelve-month position. The salary and work calendar will be established annually by the Board of Education.

Required Testing:

Pre-employment medical physical exam and essential functions test (EFT) required.

Work Environment/conditions:

While performing the duties of this job, the employee regularly works indoors with minimal temperature variations and under conditions with exposure to hot and cold environments, risk of injury and/or illness. The employee will work near, or with, moving mechanical equipment. The employee may also occasionally work with cleaning chemicals. The noise level of the work environment is usually moderate, but occasionally can be loud. Generally the job requires 5 % sitting, 50% standing, and 45% walking.

Physical Demands:

- The employee is frequently required to stand, walk, use hands and fingers, and talk and hear.

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- The employee is frequently required to reach, bend, squat, stoop, and kneel.
- The employee must frequently lift, carry, push, or move up to 50 pounds.
- The employee will frequently push or pull items such as, but not limited to, carts with food items and/or equipment that can weigh up to 50 pounds total.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Supervisor Evaluation.

HR 7/17/17

INDEPENDENCE SCHOOL DISTRICT JOB DESCRIPTION

Warehouse and Delivery

Qualifications:

- High School Diploma or equivalent alternatives to the qualifications as the Board of Education may find appropriate and acceptable
- Previous warehouse handling experience preferred
- Valid CDL license
- Previous experience with fork lift, stick shift truck, and box van preferred
- Equipment repair and maintenance experience
- Ability to lift at least 70 pounds unassisted
- Ability to reach, bend, stoop, and push frequently. All duties require moderate to, at times, heavy physical exercise and exertion
- Ability to withstand a variety of temperature ranges
- Able to read and write English and calculate simple mathematics
- Willing to learn new technology
- Neat and clean in appearance
- Willing to work in a team environment
- Valid Jackson County/Independence Food Handler's Permit

Fair Labor Standards Act Status: Non-Exempt

Reports to:

Warehouse Manager and/ or Supervisor

Job Goal:

Support the operations of the warehouse, delivery, and general maintenance of the Nutrition Service Department as determined by the Warehouse Manager and/or Supervisor.

Performance Responsibilities:

- Receives grocery orders to the warehouse
- Follows the FIFO inventory system
- Fills grocery orders for school Nutrition Center operations
- Delivers grocery orders in a timely and professional manner
- Handles deliveries from Nutrition Centers as instructed
- Assumes responsibility for assuring that all equipment is safe and in good working condition. Reports malfunctions and initiates repairs as instructed
- Picks up and receives commodity product into inventory
- Follows the food inventory guidelines as set by HACCP
- Assumes responsibility for the security of food and supplies
- Attends and completes mandatory continuing education as assigned
- Performs general small equipment repair & maintenance functions as required
- Reports any operation problems to the Warehouse Manager and/or Supervisor

- Will perform work of equal or lower classification, as required or directed, and perform work of a higher classification for training purposes, or as warranted by emergency circumstances as directed by the Warehouse Supervisor or Director
- Other duties as assigned by the Warehouse Manager and/or Warehouse Supervisor or Director

Terms of Employment:

The Warehouse and Delivery position will be employed for a twelvemonth position. The salary and work calendar will be established annually by the Board of Education.

Required Testing:

Pre-employment medical physical exam and essential functions test (EFT) required.

Work Environment/conditions:

While performing the duties of this job, the employee regularly works indoors with minimal temperature variations and under conditions with exposure to hot and cold environments, risk of injury and/or illness. The employee will work near, or with, moving mechanical equipment. The employee may also occasionally work with cleaning chemicals. The noise level of the work environment is usually moderate, but occasionally can be loud. Generally the job requires 5 % sitting, 50% standing, and 45% walking.

Physical Demands:

- The employee is frequently required to stand, walk, use hands and fingers, and talk and hear.
- The employee is frequently required to reach, bend, squat, stoop, and kneel.
- The employee must frequently lift, carry, push, or move up to 70 pounds.
- The employee will frequently push or pull items such as, but not limited to, carts with food items and/or equipment that can weigh up to 70 pounds total.

Evaluation:

Performance of this job will be evaluated by the Warehouse Manager and/or Supervisor, using the Independence School District Performance Based Evaluation- Nutrition Services.

INDEPENDENCE SCHOOL DISTRICT JOB DESCRIPTION

Warehouse and Delivery Manager

Qualifications:

- High School Diploma or equivalent alternatives to the qualifications as the Board of Education may find appropriate and acceptable
- Previous warehouse handling experience preferred
- Valid CDL license
- Previous experience with fork lift, stick shift truck, and box van preferred
- Ability to lift at least 70 pounds unassisted
- Ability to reach, bend, stoop, and push frequently. All duties require moderate to, at times, heavy physical exercise and exertion
- Ability to withstand a variety of temperature ranges
- Able to read and write English and calculate simple mathematics
- Operate a computer terminal and willing to learn new technology
- Experienced record-keeping techniques
- Warehouse health and safety regulations
- Neat and clean in appearance
- Willing to work in a team environment
- Valid Jackson County/Independence Food Handler's Permit

Fair Labor Standards Act Status: Non-Exempt

Reports to:

Warehouse and Distribution Supervisor

Job Goal:

Support the operations of the warehouse, delivery, and general maintenance of the Nutrition Service Department as determined by the Warehouse Supervisor.

Performance Responsibilities:

- Places warehouse orders and receives products via department software system
- Maintains an accurate warehouse inventory
- Processes weekly site orders
- Manages site hotshots
- Maintains a par level inventory
- Processes the monthly warehouse inventories
- Assures that orders are pulled and prepared in a timely manner
- Receives grocery orders to the warehouse
- Follows the FIFO inventory system
- Fills grocery orders for school Nutrition Center operations
- Delivers grocery orders in a timely and professional manner
- Processes return deliveries from Nutrition Centers as instructed

- Assumes responsibility for assuring that all equipment is safe and in good working condition. Reports malfunctions and initiates repairs as instructed
- Picks up and receives commodity product into inventory
- Follows the food inventory guidelines as set by HACCP
- Assumes responsibility for the security of food and supplies
- Attends professional development as directed
- Reports any operation problems to the Warehouse Purchasing Supervisor
- Completes annual continuing education training as assigned
- Will perform work of equal or lower classification, as required or directed, and perform work of a higher classification for training purposes, or as warranted by emergency circumstances as directed by the Warehouse Purchasing Supervisor or Director
- Other duties as assigned by the Warehouse Purchasing Supervisor or Director

Terms of Employment:

The Warehouse and Delivery position will be employed for a twelve-month position. The salary and work calendar will be established annually by the Board of Education.

Required Testing:

Pre-employment medical physical exam and essential functions test (EFT) required.

Work Environment/conditions:

While performing the duties of this job, the employee regularly works indoors with minimal temperature variations and under conditions with exposure to hot and cold environments, risk of injury and/or illness. The employee will work near, or with, moving mechanical equipment. The employee may also occasionally work with cleaning chemicals. The noise level of the work environment is usually moderate, but occasionally can be loud. Generally the job requires 5 % sitting, 50% standing, and 45% walking.

Physical Demands:

- The employee is frequently required to stand, walk, use hands and fingers, and talk and hear.
- The employee is frequently required to reach, bend, squat, stoop, and kneel.
- The employee must frequently lift, carry, push, or move up to 70 pounds.
- The employee will frequently push or pull items such as, but not limited to, carts with food items and/or equipment that can weigh up to 70 pounds total.

Evaluation:

Performance of this job will be evaluated by the Warehouse Purchasing Supervisor, using the Independence School District Performance Based Evaluation- Nutrition Services.

Nutrition Services Salary Schedule 2018-2019

	Cashier, Sanitation, Part-time	Food Prep 1	Cook 1	Asst-Mgr Cook 2	Mgr - 1 Satellite 1 - 400	Mgr - II 400 - 800	Mgr - III 800 - 1200	Mgr - IIII 1200 - Up	Wrhse/ Del	Wrhse/ Del Mgr	Dietician
1	10.69	10.75	11.75	12.82	13.99	15.02	15.88	17.06	15.49	17.06	20.11
2	10.99	11.07	12.11	13.18	14.37	15.45	16.35	17.54	16.03	17.54	20.60
3	11.30	11.39	12.44	13.57	14.76	15.88	16.80	18.04	16.55	18.04	21.08
4	11.58	11.70	12.80	13.93	15.14	16.33	17.24	18.53	17.10	18.53	21.56
5	11.89	12.00	13.13	14.29	15.55	16.75	17.69	19.03	17.62	19.03	22.05
6	12.21	12.32	13.45	14.68	15.91	17.18	18.15	19.53	18.15	19.53	22.53
7	12.51	12.64	13.81	15.03	16.30	17.61	18.60	20.02	18.67	20.02	23.01
8	12.83	12.97	14.13	15.41	16.68	18.04	19.05	20.53	19.19	20.53	23.51
9	13.12	13.29	14.50	15.78	17.06	18.46	19.51	21.03	19.75	21.03	23.99
10	13.43	13.61	14.82	16.16	17.45	18.90	19.95	21.51	20.27	21.51	24.47
11	13.74	13.93	15.14	16.53	17.83	19.32	20.41	22.02	20.79	22.02	24.96
12	14.05	14.25	15.46	16.89	18.21	19.74	20.86	22.52	21.30	22.52	25.44

Cashier/ Sanitation - cashier responsibilities w/ sanitation duties

Food Prep 1 - cashier and sanitation training, cold food prep, and additional duties as directed by the Manager

Cook 1 - cashier, sanitation, and cold food prep training, w/ Cook 1 responsibilities, and additional duties as directed by the Manager

Assistant Manager/ Cook 2 - cashier, sanitation, cold food prep, and Cook 1 knowledge, w/ Cook II responsibilities; assist Manager as directed; w/ experience eligible for Mgr. I-III positions

Manager I-III - includes cashier, sanitation, cold food prep, Cook I and II, with Manager responsibilities and additional duties as directed by Food Service Director

*** Career Path Advancement:**

Employees are encouraged to follow a career path. Qualified internal candidates are given equal opportunity for career advancement based on job description.

New employees may enter the scale from step 1 to 7 based on previous experience or specialized skills.

NS Sub Warehouse \$ 15.49
NS Sub Workers \$ 10.69

****All training by July 1st to move scales and re-cert by June 15th.**

Nutrition Services Salary Scale With Training 2018-2019

	Cashier, Sanitation, Part-time	Food Prep 1	Cook 1	Asst-Mgr Cook 2	Mgr - 1 Satellite 1 - 400	Mgr - II 400 - 800	Mgr - III 800 - 1200	Mgr - IIII 1200 - Up	Wrhse/ Del	Wrhse/ Del Mgr	Dietician
1	10.99	11.05	12.05	13.12	14.29	15.32	16.18	17.36	15.79	17.36	20.41
2	11.29	11.37	12.41	13.48	14.67	15.75	16.65	17.84	16.33	17.84	20.90
3	11.60	11.69	12.74	13.87	15.06	16.18	17.10	18.34	16.85	18.34	21.38
4	11.88	12.00	13.10	14.23	15.44	16.63	17.54	18.83	17.40	18.83	21.86
5	12.19	12.30	13.43	14.59	15.85	17.05	17.99	19.33	17.92	19.33	22.35
6	12.51	12.62	13.75	14.98	16.21	17.48	18.45	19.83	18.45	19.83	22.83
7	12.81	12.94	14.11	15.33	16.60	17.91	18.90	20.32	18.97	20.32	23.31
8	13.13	13.27	14.43	15.71	16.98	18.34	19.35	20.83	19.49	20.83	23.81
9	13.42	13.59	14.80	16.08	17.36	18.76	19.81	21.33	20.05	21.33	24.29
10	13.73	13.91	15.12	16.46	17.75	19.20	20.25	21.81	20.57	21.81	24.77
11	14.04	14.23	15.44	16.83	18.13	19.62	20.71	22.32	21.09	22.32	25.26
12	14.35	14.55	15.76	17.19	18.51	20.04	21.16	22.82	21.60	22.82	25.74

Cashier/ Sanitation - cashier responsibilities w/ sanitation duties

Food Prep 1 - cashier and sanitation training, cold food prep, and additional duties as directed by the Manager

Cook 1 - cashier, sanitation, and cold food prep training, w/ Cook 1 responsibilities, and additional duties as directed by the Manager

Assistant Manager/ Cook 2 - cashier, sanitation, cold food prep, and Cook 1 knowledge, w/ Cook II responsibilities; assist Manager as directed; w/ experience eligible for Mgr. I-III positions

Manager I-III - includes cashier, sanitation, cold food prep, Cook I and II, with Manager responsibilities and additional duties as directed by Food Service Director

*** Career Path Advancement:**

Employees are encouraged to follow a career path. Qualified internal candidates are given equal opportunity for career advancement based on job description.

New employees may enter the scale from step 1 to 7 based on previous experience or specialized skills.

NS Sub Warehouse \$ 15.49
NS Sub Workers \$ 10.69

****All training by July 1st to move scales and re-cert by June 15th.**

Performance Based Evaluation Cashier/Sanitation

NAME: _____

SITE: _____

IMMEDIATE SUPERVISOR: _____

STANDARD #1: General Job Responsibilities		Applicable Criteria	Does Not Meet Expectations	Meets Expectations	Comments
1	Processes school meals in accordance to Federal NSB/NSLP Regulations				
2	Accurately posts payments to customer meal accounts				
3	Uses appropriate meal periods and meal types to process sales				
4	Accurately counts down drawer and records deposit amount in One Source				
5	Processes sales in a timely manner				
6	Prints reports: customer roster, negative balance, customer alerts, meal count reports				
7	Reviews accuracy of data entry with ability to identify second meals				
8	Views journal and knows how to edit sales errors				

STANDARD #2: Sanitation		Applicable Criteria	Does Not Meet Expectations	Meets Expectations	Comments
1	Completes daily sanitation processes in accordance to department policies and procedures				
2	Understanding of and able to operate the dishroom				
3	Maintains sanitation buckets at appropriate PPM				

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4	Ability to determine correct serving portions and select appropriate serving utensil				
5	Checks and documents food temperatures to assure safety and food quality				
6	Follows department policies and procedures				
7	Completes daily assignments in a timely manner				
8	Assists with product inventory, Ala carte sales items and vending operations as assigned				
9	Completes other jobs as requested by the supervisor				

STANDARD #3: Attitude/Interpersonal Skills		Applicable Criteria	Does Not Meet Expectations	Meets Expectations	Comments
1	Demonstrates a friendly and courteous attitude with all customers				
2	Is respectful and cooperative towards supervisors				
3	Maintains a professional attitude with staff and co-workers				
4	Maintains friendly, respectful relationship with all school district employees				
5	Accepts suggestions for improvement in a professional manner				
6	Staff member has a positive impact on the Nutrition Center and is a positive advocate for the program				
7	Refrains from gossiping in the workplace				

STANDARD #4: Initiative		Applicable Criteria	Does Not Meet Expectations	Meets Expectations	Comments
1	Responds promptly to job related concerns				

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2	Uses good time management to assure all tasks are completed daily				
3	Completes job responsibilities without consistent supervision				
4	Looks for opportunities to assist other team members				

STANDARD #5: Professional Presentation of Self		Applicable Criteria	Does Not Meet Expectations	Meets Expectations	Comments
1	Wears the required uniform to work each day				
2	Keeps self neat and clean				
3	Communicates appropriately in the school/kitchen setting				

STANDARD #6: Dependability		Applicable Criteria	Does Not Meet Expectations	Meets Expectations	Comments
1	Arrives to work on time				
2	Follows instructions				
3	Has good attendance				
4	Understands and follows safety rules and guidelines				
5	Uses appropriate sanitation and food handling practices				
6	Completes job assignments				

Administrator's Signature: _____

Employee's Signature: _____

This signature verifies that the evaluation has been discussed with the employee and does not indicate agreement with contents. The employee will be provided a copy of the evaluation.

Employee Comments:

Performance Based Evaluation Cook I

NAME: _____

SITE: _____

IMMEDIATE SUPERVISOR: _____

STANDARD #1: General Job Responsibilities		Applicable Criteria	Does Not Meet Expectations	Meets Expectations	Comments
1	Follows daily production records for food preparation				
2	Appropriately documents inventory usage				
3	Follows daily production to determine correct serving portions and select appropriate serving utensil				
4	Follows the standard recipe in the preparation of meals				
5	Checks and documents food temperatures to assure safety and food quality				
6	Assures on hand inventories for daily production				
7	Maintains a high level of food quality: visual and taste				
8	Completes manual production records and updates to One Source				
9	Accurately receives products into One Source				
10	Prepares foods according to food safety and standard operating procedures				
11	Maintains appropriate food preparation records as assigned by supervisor				
12	Follows HACCP while preparing and serving all food products				

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13	Demonstrates safe equipment operation and sanitize skills: Robo coupe, meat slicer, blender, knife sharpener and other equipment as assigned				
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STANDARD #2: Sanitation		Applicable Criteria	Does Not Meet Expectations	Meets Expectations	Comments
1	Completes daily sanitation processes in accordance to department policies and procedures				
2	Able to operate the dishroom				
3	Maintains sanitation buckets at appropriate PPM				
4	Follows department policies and procedures				
5	Completes daily assignments in a timely manner				
6	Completes other jobs as requested by the supervisor				

STANDARD #3: Cashier		Applicable Criteria	Does Not Meet Expectations	Meets Expectations	Comments
1	Processes school meals in accordance to Federal NSB/NSLP Regulations				
2	Accurately posts payments to customer meal accounts				
3	Uses appropriate meal periods and meal types to process sales				
4	Accurately counts down drawer and records deposit amount in One Source				
5	Processes sales in a timely manner				
6	Prints reports: customer roster, negative balance, customer alerts, meal count reports				
7	Review accuracy of data entry with ability to identify second meals				

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8	Views journal and knows how to edit sales errors				
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STANDARD #4: Attitude/Interpersonal Skills		Applicable Criteria	Does Not Meet Expectations	Meets Expectations	Comments
1	Demonstrates a friendly and courteous attitude with all customers				
2	Is respectful and cooperative towards supervisors				
3	Maintains a professional attitude with staff and co-workers				
4	Maintains friendly, respectful relationship with all school district employees				
5	Accepts suggestions for improvement in a professional manner				
6	Staff member has a positive impact on the Nutrition Center and is a positive advocate for the program				
7	Refrains from gossiping in the workplace				

STANDARD #5: Initiative		Applicable Criteria	Does Not Meet Expectations	Meets Expectations	Comments
1	Responds promptly to job related concerns				
2	Uses good time management to assure all tasks are completed daily				
3	Completes job responsibilities without consistent supervision				
4	Looks for opportunities to assist other team members				

STANDARD #6: Professional Presentation of Self		Applicable Criteria	Does Not Meet Expectations	Meets Expectations	Comments
1	Wears the required uniform to work each day				
2	Keeps self neat and clean				

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3	Communicates appropriately in the school/kitchen setting				
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STANDARD #7: Dependability		Applicable Criteria	Does Not Meet Expectations	Meets Expectations	Comments
1	Arrives to work on time				
2	Follows instructions				
3	Has good attendance				
4	Understands and follows safety rules and guidelines				
5	Uses appropriate sanitation and food handling practices				
6	Completes job assignments				

Administrator's Signature: _____

Employee's Signature: _____

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Employee Comments:

Performance Based Evaluation Cook II/Nutrition Center Assistant Manager

NAME: _____

SITE: _____

IMMEDIATE SUPERVISOR: _____

STANDARD #1: General Job Responsibilities		Applicable Criteria	Does Not Meet Expectations	Meets Expectations	Comments
1	Effectively assigns, trains, supervises Nutrition Center staff in all areas of food preparation and meal service				
2	Maintains appropriate food service records in One Source				
3	Orders and receives products in accordance to department procedures				
4	Appropriately documents inventory usage				
5	Follows daily production to determine correct serving portions and select appropriate serving utensil				
6	Follows the standard recipe in the preparation of meals				
7	Checks and documents food temperatures to assure safety and food quality				
8	Assures on hand inventories for daily production				
9	Maintains a high level of food quality: visual and taste				
10	Completes manual production records and updates to One Source				
11	Accurately receives products into One Source				
12	Prepares foods according to food safety and standard operating procedures				
13	Maintains appropriate food preparation records as				

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	assigned by supervisor				
14	Follows HACCP while preparing and serving all food products				
15	Demonstrates safe equipment operation and sanitize skills: Robo coupe, meat slicer, blender, knife sharpener and other equipment as assigned				

STANDARD #2: Sanitation		Applicable Criteria	Does Not Meet Expectations	Meets Expectations	Comments
1	Completes daily sanitation processes in accordance to department policies and procedures				
2	Able to operate the dishroom				
3	Maintains sanitation buckets at appropriate PPM				
4	Follows department policies and procedures				
5	Completes daily assignments in a timely manner				
6	Completes other jobs as requested by the supervisor				
7	Practices and enforces the standards of cleanliness, health and safety				
8	Assures that all equipment is in good working order				

STANDARD #3: Cashier		Applicable Criteria	Does Not Meet Expectations	Meets Expectations	Comments
1	Processes school meals in accordance to Federal NSB/NSLP Regulations				
2	Accurately posts payments to customer meal accounts				
3	Uses appropriate meal periods and meal types to process sales				
4	Accurately counts down drawer and records deposit				

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	amount in One Source				
5	Processes sales in a timely manner				
6	Prints reports: customer roster, negative balance, customer alerts, meal count reports				
7	Review accuracy of data entry with ability to identify second meals				
8	Views journal and knows how to edit sales errors				
9	Assures that the Nutrition Center Funds are handled in accordance to department policy				
10	Completes daily deposits and day end accountability reports as required				

STANDARD #4: Management		Applicable Criteria	Does Not Meet Expectations	Meets Expectations	Comments
1	Effectively evaluates staff performance following department procedures				
2	Addresses operational and management issues in a timely manner				
3	Completes time clock/exceptions in a timely manner				
4	Maintains a high level of ordering and inventory accuracy				
5	Meets ordering deadlines				

STANDARD #5: Attitude/Interpersonal Skills		Applicable Criteria	Does Not Meet Expectations	Meets Expectations	Comments
1	Demonstrates a friendly and courteous attitude with all customers				
2	Is respectful and cooperative towards supervisors				
3	Maintains a professional attitude with staff and co-				

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	workers				
4	Maintains friendly, respectful relationship with all school district employees				
5	Accepts suggestions for improvement in a professional manner				
6	Staff member has a positive impact on the Nutrition Center and is a positive advocate for the program				
7	Refrains from gossiping in the workplace				

STANDARD #6: Initiative		Applicable Criteria	Does Not Meet Expectations	Meets Expectations	Comments
1	Responds promptly to job related concerns				
2	Uses good time management to assure all tasks are completed daily				
3	Completes job responsibilities without consistent supervision				
4	Looks for opportunities to assist other team members				

STANDARD #7: Professional Presentation of Self		Applicable Criteria	Does Not Meet Expectations	Meets Expectations	Comments
1	Wears the required uniform to work each day				
2	Keeps self neat and clean				
3	Communicates appropriately in the school/kitchen setting				

STANDARD #8: Dependability		Applicable Criteria	Does Not Meet Expectations	Meets Expectations	Comments
1	Arrives to work on time				
2	Follows instructions				
3	Has good attendance				
4	Understands and follows safety rules and guidelines				

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5	Uses appropriate sanitation and food handling practices				
6	Completes job assignments				

Administrator's Signature: _____

Employee's Signature: _____

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Employee Comments:

HR 08/07/2013

Performance Based Evaluation Food Prep

NAME: _____

SITE: _____

IMMEDIATE SUPERVISOR: _____

STANDARD #1: General Job Responsibilities		Applicable Criteria	Does Not Meet Expectations	Meets Expectations	Comments
1	Follows daily production records for food preparation				
2	Appropriately documents inventory usage				
3	Follows daily production to determine correct serving portions and select appropriate serving utensil				
4	Follows the standard recipe in the preparation of meals				
5	Checks and documents food temperatures to assure safety and food quality				
6	Prepares foods according to food safety and standard operating procedures				
7	Maintains appropriate food preparation records as assigned by supervisor				
8	Follows HACCP while preparing and serving all food products				
9	Demonstrates safe equipment operation and sanitize skills: Robo coupe, meat slicer, blender, knife sharpener and other equipment as assigned				

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STANDARD #2: Sanitation		Applicable Criteria	Does Not Meet Expectations	Meets Expectations	Comments
1	Completes daily sanitation processes in accordance to department policies and procedures				
2	Able to operate the dishroom				
3	Maintains sanitation buckets at appropriate PPM				
4	Follows department policies and procedures				
5	Completes daily assignments in a timely manner				
6	Completes other jobs as requested by the supervisor				

STANDARD #3: Cashier		Applicable Criteria	Does Not Meet Expectations	Meets Expectations	Comments
1	Processes school meals in accordance to Federal NSB/NSLP Regulations				
2	Accurately posts payments to customer meal accounts				
3	Uses appropriate meal periods and meal types to process sales				
4	Accurately counts down drawer and records deposit amount in One Source				
5	Processes sales in a timely manner				
6	Prints reports: customer roster, negative balance, customer alerts, meal count reports				
7	Review accuracy of data entry with ability to identify second meals				
8	Views journal and knows how to edit sales errors				

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STANDARD #4: Attitude/Interpersonal Skills		Applicable Criteria	Does Not Meet Expectations	Meets Expectations	Comments
1	Demonstrates a friendly and courteous attitude with all customers				
2	Is respectful and cooperative towards supervisors				
3	Maintains a professional attitude with staff and co-workers				
4	Maintains friendly, respectful relationship with all school district employees				
5	Accepts suggestions for improvement in a professional manner				
6	Staff member has a positive impact on the Nutrition Center and is a positive advocate for the program				
7	Refrains from gossiping in the workplace				

STANDARD #5: Initiative		Applicable Criteria	Does Not Meet Expectations	Meets Expectations	Comments
1	Responds promptly to job related concerns				
2	Uses good time management to assure all tasks are completed daily				
3	Completes job responsibilities without consistent supervision				
4	Looks for opportunities to assist other team members				

STANDARD #6: Professional Presentation of Self		Applicable Criteria	Does Not Meet Expectations	Meets Expectations	Comments
1	Wears the required uniform to work each day				
2	Keeps self neat and clean				
3	Communicates appropriately in the school/kitchen setting				

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STANDARD #7: Dependability		Applicable Criteria	Does Not Meet Expectations	Meets Expectations	Comments
1	Arrives to work on time				
2	Follows instructions				
3	Has good attendance				
4	Understands and follows safety rules and guidelines				
5	Uses appropriate sanitation and food handling practices				
6	Completes job assignments				

**Administrator's
Signature:**

**Employee's
Signature:**

This signature verifies that the evaluation has been discussed with the employee and does not indicate agreement with contents. The employee will be provided a copy of the evaluation.

**Employee
Comments:**

Performance Based Evaluation Nutrition Center Manager

NAME: _____

SITE: _____

IMMEDIATE

SUPERVISOR: _____

STANDARD #1: General Job Responsibilities		Applicable Criteria	Does Not Meet Expectations	Meets Expectations	Comments
1	Effectively assigns, trains, supervises Nutrition Center staff in all areas of food preparation and meal service				
2	Maintains appropriate food service records in One Source				
3	Orders and receives products in accordance to department procedures				
4	Appropriately documents inventory usage				
5	Follows daily production records for food preparation				
6	Follows daily production to determine correct serving portions and select appropriate serving utensil				
7	Follows the standard recipe in the preparation of meals				
8	Checks and documents food temperatures to assure safety and food quality				
9	Assures on hand inventories for daily production				
10	Maintains a high level of food quality: visual and taste				
11	Completes manual production records and updates to One Source				
12	Accurately receives products into One Source				
13	Prepares foods according to food safety and standard operating procedures				

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14	Maintains appropriate food preparation records as assigned by supervisor				
15	Follows HACCP while preparing and serving all food products				
16	Demonstrates safe equipment operation and sanitize skills: Robo coupe, meat slicer, blender, knife sharpener and other equipment as assigned				

STANDARD #2: Sanitation		Applicable Criteria	Does Not Meet Expectations	Meets Expectations	Comments
1	Completes daily sanitation processes in accordance to department policies and procedures				
2	Able to operate the dishroom				
3	Maintains sanitation buckets at appropriate PPM				
4	Follows department policies and procedures				
5	Completes daily assignments in a timely manner				
6	Completes other jobs as requested by the supervisor				
7	Practices and enforces the standards of cleanliness, health and safety				
8	Assures that all equipment is in good working order				

STANDARD #3: Cashier		Applicable Criteria	Does Not Meet Expectations	Meets Expectations	Comments
1	Processes school meals in accordance to Federal NSB/NSLP Regulations				
2	Accurately posts payments to customer meal accounts				
3	Uses appropriate meal periods and meal types to process sales				

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4	Accurately counts down drawer and records deposit amount in One Source				
5	Processes sales in a timely manner				
6	Prints reports: customer roster, negative balance, customer alerts, meal count reports				
7	Review accuracy of data entry with ability to identify second meals				
8	Views journal and knows how to edit sales errors				
9	Assures that the Nutrition Center Funds are handled in accordance to department policy				
10	Completes daily deposits and day end accountability reports as required				
11	Monitors charge reports, manages accounts and actively advocates for the customer				

STANDARD #4: Management		Applicable Criteria	Does Not Meet Expectations	Meets Expectations	Comments
1	Effectively evaluates staff performance following department procedures				
2	Addresses operational and management issues in a timely manner				
3	Completes time clock/exceptions in a timely manner				
4	Maintains a high level of ordering and inventory accuracy				
5	Meets ordering deadlines				

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STANDARD #5: Attitude/Interpersonal Skills		Applicable Criteria	Does Not Meet Expectations	Meets Expectations	Comments
1	Demonstrates a friendly and courteous attitude with all customers				
2	Is respectful and cooperative towards supervisors				
3	Maintains a professional attitude with staff and co-workers				
4	Maintains friendly, respectful relationship with all school district employees				
5	Accepts suggestions for improvement in a professional manner				
6	Staff member has a positive impact on the Nutrition Center and is a positive advocate for the program				
7	Refrains from gossiping in the workplace				

STANDARD #6: Initiative		Applicable Criteria	Does Not Meet Expectations	Meets Expectations	Comments
1	Responds promptly to job related concerns				
2	Uses good time management to assure all tasks are completed daily				
3	Completes job responsibilities without consistent supervision				
4	Looks for opportunities to assist other team members				

STANDARD #7: Professional Presentation of Self		Applicable Criteria	Does Not Meet Expectations	Meets Expectations	Comments
1	Wears the required uniform to work each day				
2	Keeps self neat and clean				
3	Communicates appropriately in the school/kitchen setting				

STANDARD #8: Dependability		Applicable Criteria	Does Not Meet Expectations	Meets Expectations	Comments
1	Arrives to work on time				
2	Follows instructions				
3	Has good attendance				
4	Understands and follows safety rules and guidelines				
5	Uses appropriate sanitation and food handling practices				
6	Completes job assignments				

Administrator's Signature: _____

Employee's Signature: _____

This signature verifies that the evaluation has been discussed with the employee and does not indicate agreement with contents. The employee will be provided a copy of the evaluation.

Employee Comments:

Employment Calendars

Hanthorn Staff 9 Month 4 days per week (156 days)

Nutrition Service Staff 2018-2019

JULY 2018					AUGUST 2018					SEPTEMBER 2018					OCTOBER 2018				
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	3	4	5	6	7	1	2	3	4	5
9	10	11	12	13	6	7	8	9	10	10	11	12	13	14	8	9	10	11	12
16	17	18	19	20	13	14	15	16	17	17	18	19	20	21	15	16	17	18	19
23	24	25	26	27	20	21	22	23	24	24	25	26	27	28	22	23	24	25	26
30	31				27	28	29	30	31						29	30	31		
Work days 0					Work days 13					Work days 16					Work days 19				
Non-work days 22					Non-work days 10					Non-work days 4					Non-work days 4				
NOVEMBER 2018					DECEMBER 2018					JANUARY 2019					FEBRUARY 2019				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
			1	2	3	4	5	6	7		1	2	3	4					1
5	6	7	8	9	10	11	12	13	14	7	8	9	10	11	4	5	6	7	8
12	13	14	15	16	17	18	19	20	21	14	15	16	17	18	11	12	13	14	15
19	20	21	22	23	24	25	26	27	28	21	22	23	24	25	18	19	20	21	22
26	27	28	29	30	31					28	29	30	31	25	26	27	28		
Work days 15					Work days 12					Work days 18					Work days 16				
Non-work days 7					Non-work days 9					Non-work days 5					Non-work days 4				
MARCH 2019					APRIL 2019					MAY 2019					JUNE 2019				
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	3**	4**	5**	6	7
4	5	6	7	8	8	9	10	11	12	6	7	8	9	10	10	11	12	13	14
11	12	13	14	15	15	16	17	18	19	13	14	15	16	17	17	18	19	20	21
18	19	20	21	22	22	23	24	25	26	20	21	22	23	24	24	25	26	27	28
25	26	27**	28**	29**	29	30				27	28**	29**	30**	31**					
Work days 15					Work days 17					Work days 15					Work Days 0				
Non-work days 6					Non-work days 5					Non-work days 8					Non-work days 20				
										Summer School - TBD									
										Anticipated Final Student Attendance Day, May 22, 2019									

A. Workdays

July	0	Jan	18		Combined Sites
Aug	13	Feb	16		Non-Student Attendance/Professional Development
Sept	16	March	15		Non-Student Attendance/Non-Workday
Oct	19	April	17		First/Last Day of School
Nov	15	May	15		
Dec	12	June	0		

156

Nutrition Services Employees - 156 First Day August 13, 2018

All Attendance and contract days that are postponed due to inclement weather will be added at the discretion of the Board of Education.

Hanthorn Manager 9 Month (161 day) Calendar Nutrition Service Staff Calendar 2018-2019

JULY 2018					AUGUST 2018					SEPTEMBER 2018					OCTOBER 2018					
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	3	4	5	6	7	1	2	3	4	5	
9	10	11	12	13	6	7	8	9	10	10	11	12	13	14	8	9	10	11	12	
16	17	18	19	20	13	14	15	16	17	17	18	19	20	21	15	16	17	18	19	
23	24	25	26	27	20	21	22	23	24	24	25	26	27	28	22	23	24	25	26	
30	31				27	28	29	30	31						29	30	31			
Work days 0					Work days 15					Work days 16					Work days 19					
Non-w ork days 22					Non-w ork days 8					Non-w ork days 4					Non-w ork days 4					
NOVEMBER 2018					DECEMBER 2018					JANUARY 2019					FEBRUARY 2019					
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
			1	2	3	4	5	6	7		1	2	3	4					1	
5	6	7	8	9	10	11	12	13	14	7	8	9	10	11	4	5	6	7	8	
12	13	14	15	16	17	18	19	20	21	14	15	16	17	18	11	12	13	14	15	
19	20	21	22	23	24	25	26	27	28	18	22	23	24	25	18	19	20	21	22	
26	27	28	29	30	31					28	29	30	31	25	26	27	28			
Work days 15					Work days 12					Work days 18					Work days 16					
Non-w ork days 7					Non-w ork days 9					Non-w ork days 5					Non-w ork days 4					
MARCH 2019					APRIL 2019					MAY 2019					JUNE 2019					
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
				1			2	3	4	5			1	2	3	3	4	5	6	7
4	5	6	7	8	8	9	10	11	12	6	7	8	9	10	10	11	12	13	14	
11	12	13	14	15	15	16	17	18	19	13	14	15	16	17	17	18	19	20	21	
18	19	20	21	22	22	23	24	25	26	20	21	22	23	24	24	25	26	27	28	
25	26	27	28	29	29	30				27	28	29	30	31						
Work days 18					Work days 17					Work days 15					Work Days 0					
Non-w ork days 3					Non-w ork days 5					Non-w ork days 8					Non-w ork days 20					
										Summer School - TBD										
										Anticipated Final Student Attendance Day, May 22, 2019										

A. Workdays

July	0	Jan	18		Combined Sites
Aug	15	Feb	16		Non-Student Attendance/Professional Development
Sept	16	March	18		Non-Student Attendance/Non-Workday
Oct	19	April	17		First/Last Day of School
Nov	15	May	15		
Dec	12	June	0		

161

Nutrition Services Employees - 161 First Day August 8, 2018

All Attendance and contract days that are postponed due to inclement weather will be added at the discretion of the Board of Education.

Manager 10 Month A (217 day) Nutrition Service Staff Calendar 2018-2019

JULY 2018					AUGUST 2018					SEPTEMBER 2018					OCTOBER 2018					
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	3	4	5	6	7	1	2	3	4	5	
9	10	11	12	13	6	7	8	9	10	10	11	12	13	14	8	9	10	11	12	
16	17	18	19	20	13	14	15	16	17	17	18	19	20	21	15	16	17	18	19	
23	24	25	26	27	20	21	22	23	24	24	25	26	27	28	22	23	24	25	26	
30	31				27	28	29	30	31						29	30	31			
Work days 0					Work days 17					Work days 19					Work days 23					
Non-w ork days 22					Non-w ork days 6					Non-w ork days 1					Non-w ork days 0					
NOVEMBER 2018					DECEMBER 2018					JANUARY 2019					FEBRUARY 2019					
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
			1	2	3	4	5	6	7		1	2	3	4					1	
5	6	7	8	9	10	11	12	13	14	7	8	9	10	11	4	5	6	7	8	
12	13	14	15	16	17	18	19	20	21	14	15	16	17	18	11	12	13	14	15	
19	20	21	22	23	24	25	26	27	28	21	22	23	24	25	18	19	20	21	22	
26	27	28	29	30	31					28	29	30	31		25	26	27	28		
Work days 19					Work days 15					Work days 21					Work days 19					
Non-w ork days 2					Non-w ork days 5					Non-w ork days 2					Non-w ork days 0					
Holiday 1					Holiday 1										Holiday 1					
MARCH 2019					APRIL 2019					MAY 2019					JUNE 2019					
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
				1			2	3	4	5			1	2	3	3	4	5	6	7
4	5	6	7	8	8	9	10	11	12	6	7	8	9	10	10	11	12	13	14	
11	12	13	14	15	15	16	17	18	19	13	14	15	16	17	17	18	19	20	21	
18	19	20	21	22**	22	23	24	25	26	20	21	22	23	24	24	25	26	27	28	
25**	26**	27	28	29	29	30				27	28	29	30	31						
Work days 18					Work days 21					Work days 22					Work Days 20					
Non-w ork days 3					Non-w ork days 1					Non-w ork days 1					Non-w ork days 0					
										Summer School - TBD										
										Anticipated Final Student Attendance Day, May 22, 2019										

A. Workdays

July	0	Jan	21		Combined Sites
Aug	17	Feb	19		Non-Student Attendance/Professional Development
Sept	19	March	18		Non-Student Attendance/Non-Workday
Oct	23	April	21		Holiday
Nov	19	May	22		First/Last Day of School
Dec	15	June	20		

B. Holidays

Thanksgiving	1
December 25	1
Presidents' Day	1
	3

C. Appointment Days

Workdays	214
Holidays	3
	217

Nutrition Services Employees - 217 First Day August 8, 2018

All Attendance and contract days that are postponed due to inclement weather will be added at the discretion of the Board of Education.

Manager 10 Month B (217 day) Nutrition Service Staff Calendar 2018-2019

JULY 2018					AUGUST 2018					SEPTEMBER 2018					OCTOBER 2018					
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	3	4	5	6	7	1	2	3	4	5	
9	10	11	12	13	6	7	8	9	10	10	11	12	13	14	8	9	10	11	12	
16	17	18	19	20	13	14	15	16	17	17	18	19	20	21	15	16	17	18	19	
23	24	25	26	27	20	21	22	23	24	24	25	26	27	28	22	23	24	25	26	
30	31				27	28	29	30	31						29	30	31			
Work days 0					Work days 17					Work days 19					Work days 23					
Non-w work days 22					Non-w work days 6					Non-w work days 1					Non-w work days 0					
NOVEMBER 2018					DECEMBER 2018					JANUARY 2019					FEBRUARY 2019					
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
			1	2	3	4	5	6	7		1	2	3	4					1	
5	6	7	8	9	10	11	12	13	14	7	8	9	10	11	4	5	6	7	8	
12	13	14	15	16	17	18	19	20	21	14	15	16	17	18	11	12	13	14	15	
19	20	21	22	23	24	25	26	27	28	21	22	23	24	25	18	19	20	21	22	
26	27	28	29	30	31					28	29	30	31		25	26	27	28		
Work days 19					Work days 15					Work days 21					Work days 19					
Non-w work days 2					Non-w work days 5					Non-w work days 2					Non-w work days 0					
Holiday 1					Holiday 1										Holiday 1					
MARCH 2019					APRIL 2019					MAY 2019					JUNE 2019					
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
				1			2	3	4	5			1	2	3	3	4	5	6	7
4	5	6	7	8	8	9	10	11	12	6	7	8	9	10	10	11	12	13	14	
11	12	13	14	15	15	16	17	18	19	13	14	15	16	17	17	18	19	20	21	
18	19	20	21	22	22	23	24	25	26	20	21	22	9	24	24	25	26	27	28	
25	26	27**	28**	29**	29	30				27	28	29	30	31						
Work days 18					Work days 21					Work days 22					Work Days 20					
Non-w work days 3					Non-w work days 1					Non-w work days 1					Non-w work days 0					
										Summer School - TBD										
										Anticipated Final Student Attendance Day, May 22, 2019										

A. Workdays

July	0	Jan	21		Combined Sites
Aug	17	Feb	19		Non-Student Attendance/Professional Development
Sept	19	March	18		Non-Student Attendance/Non-Workday
Oct	23	April	21		Holiday
Nov	19	May	22		First/Last Day of School
Dec	15	June	20		

B. Holidays

Thanksgiving	1
December 25	1
Presidents' Day	1
	3

C. Appointment Days

Workdays	214
Holidays	3
	217

Nutrition Services Employees - 217 First Day August 8, 2018

All Attendance and contract days that are postponed due to inclement weather will be added at the discretion of the Board of Education.

Manager 9 Month (183 day) Nutrition Service Staff Calendar 2018-2019

JULY 2018					AUGUST 2018					SEPTEMBER 2018					OCTOBER 2018				
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	3	4	5	6	7	1	2	3	4	5
9	10	11	12	13	6	7	8	9	10	10	11	12	13	14	8	9	10	11	12
16	17	18	19	20	13	14	15	16	17	17	18	19	20	21	15	16	17	18	19
23	24	25	26	27	20	21	22	23	24	24	25	26	27	28	22	23	24	25	26
30	31				27	28	29	30	31						29	30	31		
Work days 0					Work days 17					Work days 18					Work days 22				
Non-work days 22					Non-work days 6					Non-work days 2					Non-work days 1				
NOVEMBER 2018					DECEMBER 2018					JANUARY 2019					FEBRUARY 2019				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
			1	2	3	4	5	6	7		1	2	3	4					1
5	6	7	8	9	10	11	12	13	14	7	8	9	10	11	4	5	6	7	8
12	13	14	15	16	17	18	19	20	21	14	15	16	17	18	11	12	13	14	15
19	20	21	22	23	24	25	26	27	28	21	22	23	24	25	18	19	20	21	22
26	27	28	29	30	31					28	29	30	31		25	26	27	28	
Work days 19					Work days 15					Work days 21					Work days 18				
Non-work days 3					Non-work days 6					Non-work days 2					Non-work days 2				
MARCH 2019					APRIL 2019					MAY 2019					JUNE 2019				
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	3	4	5	6	7
4	5	6	7	8	8	9	10	11	12	6	7	8	9	10	10	11	12	13	14
11	12	13	14	15	15	16	17	18	19	13	14	15	16	17	17	18	19	20	21
18	19	20	21	22	22	23	24	25	26	20	21	22	23	24**	24	25	26	27	28
25***	26**	27**	28**	29**	29	30				27	28**	29**	30**	31**					
Work days 15					Work days 21					Work days 17					Work Days 0				
Non-work days 6					Non-work days 1					Non-work days 6					Non-work days 20				
										Summer School - TBD									
										Anticipated Final Student Attendance Day, May 22, 2019									

A. Workdays

July	0
Aug	17
Sept	18
Oct	22
Nov	19
Dec	15

Jan	21
Feb	18
March	15
April	21
May	17
June	0

- Non-Student Attendance/Professional Development
- Non-Student Attendance/Non-Workday
- First/Last Day of School

183

Nutrition Services Employees - 183 First Day August 8, 2018

All Attendance and contract days that are postponed due to inclement weather will be added at the discretion of the Board of Education.

Staff 9 Month (179 day)

Nutrition Service Staff Calendar 2018-2019

JULY 2018					AUGUST 2018					SEPTEMBER 2018					OCTOBER 2018				
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	3	4	5	6	7	1	2	3	4	5
9	10	11	12	13	6	7	8	9	10	10	11	12	13	14	8	9	10	11	12
16	17	18	19	20	13	14	15	16	17	17	18	19	20	21	15	16	17	18	19
23	24	25	26	27	20	21	22	23	24	24	25	26	27	28	22	23	24	25	26
30	31				27	28	29	30	31						29	30	31		
Work days 0					Work days 15					Work days 18					Work days 21				
Non-work days 22					Non-work days 8					Non-work days 2					Non-work days 2				
NOVEMBER 2018					DECEMBER 2018					JANUARY 2019					FEBRUARY 2019				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
			1	2	3	4	5	6	7		1	2	3	4					1
5	6	7	8	9	10	11	12	13	14	7	8	9	10	11	4	5	6	7	8
12	13	14	15	16	17	18	19	20	21	14	15	16	17	18	11	12	13	14	15
19	20	21	22	23	24	25	26	27	28	21	22	23	24	25	18	19	20	21	22
26	27	28	29	30	31					28	29	30	31	25	26	27	28		
Work days 19					Work days 15					Work days 21					Work days 18				
Non-work days 3					Non-work days 6					Non-work days 2					Non-work days 2				
MARCH 2019					APRIL 2019					MAY 2019					JUNE 2019				
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	3	4	5	6	7
4	5	6	7	8	8	9	10	11	12	6	7	8	9	10	10	11	12	13	14
11	12	13	14	15	15	16	17	18	19	13	14	15	16	17	17	18	19	20	21
18	19	20	21	22***	22	23	24	25	26	20	21	22	23	24**	24	25	26	27	28
25***	26***	27***	28***	29***	29	30				27	28**	29**	30**	31**					
Work days 15					Work days 20					Work days 17					Work Days 0				
Non-work days 6					Non-work days 2					Non-work days 6					Non-work days 20				
										Summer School - TBD									
										Anticipated Final Student Attendance Day, May 22, 2019									

A. Workdays

July	0	Jan	21		Non-Student Attendance/Workday
Aug	15	Feb	18		Non-Student Attendance/Professional Development
Sept	18	March	15		Non-Student Attendance/Non-Workday
Oct	21	April	20		First/Last Day of School
Nov	19	May	17		
Dec	15	June	0		

179

Nutrition Services Employees - 179 First Day August 13, 2018

All Attendance and contract days that are postponed due to inclement weather will be added at the discretion of the Board of Education.

Sunshine Manager 10 Month (217 day) Nutrition Service Staff Calendar 2018-2019

JULY 2018					AUGUST 2018					SEPTEMBER 2018					OCTOBER 2018				
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	3	4	5	6	7	1	2	3	4	5
9	10	11	12	13	6	7	8	9	10	10	11	12	13	14	8	9	10	11	12
16	17	18	19	20	13	14	15	16	17	17	18	19	20	21	15	16	17	18	19
23	24	25	26	27	20	21	22	23	24	24	25	26	27	28	22	23	24	25	26
30	31				27	28	29	30	31						29	30	31		
Work days 0					Work days 17					Work days 19					Work days 23				
Non-work days 22					Non-work days 6					Non-work days 1					Non-work days 0				
NOVEMBER 2018					DECEMBER 2018					JANUARY 2019					FEBRUARY 2019				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
			1	2	3	4	5	6	7		1	2	3	4					1
5	6	7	8	9	10	11	12	13	14	7	8	9	10	11	4	5	6	7	8
12	13	14	15	16	17	18	19	20	21	14	15	16	17	18	11	12	13	14	15
19	20	21	22	23	24	25	26	27	28	21	22	23	24	25	18	19	20	21	22
26	27	28	29	30	31					28	29	30	31		25	26	27	28	
Work days 19					Work days 15					Work days 21					Work days 19				
Non-work days 2					Non-work days 5					Non-work days 2					Non-work days 0				
Holiday 1					Holiday 1										Holiday 1				
MARCH 2019					APRIL 2019					MAY 2019					JUNE 2019				
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	3	4	5	6	7
4	5	6	7	8	8	9	10	11	12	6	7	8	9	10	10	11	12	13	14
11	12	13	14	15	15	16	17	18	19	13	14	15	16	17	17	18	19	20	21
18	19	20	21	22**	22	23	24	25	26	20	21	22	23	24	24	25	26	27	28
25**	26**	27	28	29	29	30				27	28	29	30	31					
Work days 18					Work days 21					Work days 22					Work Days 20				
Non-work days 3					Non-work days 1					Non-work days 1					Non-work days 0				
										Summer School - TBD									
										Anticipated Final Student Attendance Day, May 22, 2019									

A. Workdays

July	0	Jan	21		Combined Sites
Aug	17	Feb	19		Non-Student Attendance/Professional Development
Sept	19	March	18		Non-Student Attendance/Non-Workday
Oct	23	April	21		Holiday
Nov	19	May	22		First/Last Day of School
Dec	15	June	20		

B. Holidays

Thanksgiving	1
December 25	1
Presidents' Day	1
	3

C. Appointment Days

Workdays	214
Holidays	3
	217





Nutrition Services Employees - 217 First Day August 8, 2018

All Attendance and contract days that are postponed due to inclement weather will be added at the discretion of the Board of Education.

Sunshine Staff 9 Month (188 day)
Nutrition Service Staff Calendar 2018-2019

JULY 2018					AUGUST 2018					SEPTEMBER 2018					OCTOBER 2018				
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	3	4	5	6	7	1	2	3	4	5
9	10	11	12	13	6	7	8	9	10	10	11	12	13	14	8	9	10	11	12
16	17	18	19	20	13	14	15	16	17	17	18	19	20	21	15	16	17	18	19
23	24	25	26	27	20	21	22	23	24	24	25	26	27	28	22	23	24	25	26
30	31				27	28	29	30	31						29	30	31		
Work days 0					Work days 15					Work days 19					Work days 23				
Non-work days 22					Non-work days 8					Non-work days 1					Non-work days 0				
NOVEMBER 2018					DECEMBER 2018					JANUARY 2019					FEBRUARY 2019				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
			1	2	3	4	5	6	7		1	2	3	4					1
5	6	7	8	9	10	11	12	13	14	7	8	9	10	11	4	5	6	7	8
12	13	14	15	16	17	18	19	20	21	14	15	16	17	18	11	12	13	14	15
19	20	21	22	23	24	25	26	27	28	21	22	23	24	25	18	19	20	21	22
26	27	28	29	30	31					28	29	30	31	25	26	27	28		
Work days 19					Work days 15					Work days 21					Work days 19				
Non-work days 3					Non-work days 6					Non-work days 2					Non-work days 1				
MARCH 2019					APRIL 2019					MAY 2019					JUNE 2019				
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	3***	4***	5***	6	7
4	5	6	7	8	8	9	10	11	12	6	7	8	9	10	10	11	12	13	14
11	12	13	14	15	15	16	17	18	19	13	14	15	16	17	17	18	19	20	21
18	19	20	21	22	22	23	24	25	26	20	21	22	23	24	24	25	26	27	28
25	26	27**	28**	29**	29	30				27	28**	29**	30**	31**					
Work days 18					Work days 21					Work days 18					Work Days 0				
Non-work days 3					Non-work days 1					Non-work days 5					Non-work days 20				
															Summer School - TBD				
															Anticipated Final Student Attendance Day, May 22, 2019				

A. Workdays

July	0	Jan	21		Combined Sites
Aug	15	Feb	19		Non-Student Attendance/Professional Development
Sept	19	March	18		Non-Student Attendance/Non-Workday
Oct	23	April	21		First/Last Day of School
Nov	19	May	18		
Dec	15	June	0		

188

Nutrition Services Employees - 188 First Day August 13, 2018

All Attendance and contract days that are postponed due to inclement weather will be added at the discretion of the Board of Education.

BENEFITS

Employee Benefits & Benefits Banking

<i>BENEFIT</i>	<i>NOTES</i>	<i>EMPLOYEES AFFECTED</i>
Public School Retirement System (PSRS)	<ul style="list-style-type: none"> • State mandated deduction (2018-2019) 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 (2018-2019) 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 10 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
Public Service Forgiveness Program	<ul style="list-style-type: none"> • Forgiveness of Direct student loans for those qualifying after 120 payments and not in default http://dhe.mo.gov/resources/Publicserviceemployees.php 	Full-time 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 who work 25 hours
“Benefits Banking”	<p>Additional free, discounted, and premium rate services for customers of Commerce Bank. Services include:</p> <ul style="list-style-type: none"> • Free online banking and bill pay • Free Commerce ATM and debit card • Discount on loans <p>Contact 816-234-8810 or 816-234-1984</p>	All staff and retirees

<i>BENEFIT</i>	<i>NOTES</i>	<i>EMPLOYEES AFFECTED</i>
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. 	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 @ \$581.20 monthly, October 1, 2018-September 30, 2019 Optional coverage available at employee expense for spouse and dependent children Retirees may retain membership by paying premiums Plan choices include 6 plans: <ul style="list-style-type: none"> Blue Select Plus Core – QHDHP and PPO PPO BuyUP 1 – QHDHP and PPO PPO BuyUP 2 and HMO BuyUP 2 	<p>All staff who work 25 hours per week</p> <p>Retirees who elected coverage within one year of their retirement</p>
Dental Insurance	<ul style="list-style-type: none"> Board of Education paid for employees @ \$29.38 monthly October 1, 2018 – September 30, 2019 Optional coverage available at employee expense \$66.76 monthly for family Annual maximum coverage of \$1000.00 on DPPO Advantage plan with \$250 annual increments when annual cleanings are done 	<p>All staff who work 25 hours per week</p> <p>Retirees may extend through COBRA for 18 months minimum</p>
Voluntary Insurance Vision	<ul style="list-style-type: none"> At employee expense Monthly cost of \$13.32 for employee or \$36.75 for family 	All staff who work 25 hours per week

<i>BENEFIT</i>	<i>NOTES</i>	<i>EMPLOYEES AFFECTED</i>
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 	All staff who work 25 hours per week
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 • Must have a primary beneficiary to enroll 	All staff who work 25 hours per week
Section 125 – Premiums	<ul style="list-style-type: none"> • Premium savings with before tax dollars • No fee 	All staff who work 25 hours per week who have a health care premium, a family dental premium, or voluntary vision premium
Section 125 – Flex Plan Unreimbursed Medical Dependent Care	<ul style="list-style-type: none"> • Pretax savings account for medical or dependent care • Fee \$4.66 per month for 9 months 	All staff who work 25 hours per week
Section 125 - Health Savings Account	<ul style="list-style-type: none"> • Employee owned pretax savings account for medical expenses • District contributes \$600/year • Fee \$2.00 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 Blue Select Plus Core QHDHP and PPO BuyUP 1 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 until they turn 26

<i>BENEFIT</i>	<i>NOTES</i>	<i>EMPLOYEES AFFECTED</i>
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 Legal Assistance	<ul style="list-style-type: none"> • Optional at employee expense • Legal advice, forms, will, document review, traffic issues, IRS, defense, discounts • 24/7 emergency access 	All staff who qualify for PSRS or PEERS Retiree insurance and COBRA participants
Voluntary Insurance Life Insurance	<ul style="list-style-type: none"> • At employee expense • Optional coverage available for employee, spouse and dependents 	All staff who work 25 hours per week
Voluntary Insurance Identity Theft	<ul style="list-style-type: none"> • Optional at employee expense • Insurance policy \$1,000,000 • Monitoring includes: credit, internet, digital, social, bank • Privacy advocate remediation 	All staff who qualify for PSRS or PEERS Retiree insurance and COBRA participants
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 	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 heart attack, stroke, cancer, renal failure, organ transplant, coma, severe burns, loss sight-hearing-or-speech, and paralysis • Monthly cost coverage based and age banded • Includes Wellness Benefit • Monthly cost age banded on selected employee benefit of \$10,000, \$20,000 or \$30,000 	All staff who qualify for PSRS or PEERS
Voluntary Insurance Cancer	<ul style="list-style-type: none"> • Optional at employee expense: Employee, spouse, dependents • Includes Wellness, First Occurrence, and specific cost Benefits 	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 • Includes annual admission and daily benefits 	All staff who qualify for PSRS or PEERS
Voluntary Insurance Short Term Disability	<ul style="list-style-type: none"> • Optional at employee expense • Elect coverage \$100-\$1500/Week • Effective after 7, 14, or 30 days elimination period, • Monthly cost coverage based and age banded • Available sick leave must be used first before eligible for use • Subject to 3/6/9 month look back period for pre-existing conditions 	All staff who qualify for PSRS or PEERS

**Independence School District
Nutrition Services Handbook 2018-2019**

<i>BENEFIT</i>	<i>NOTES</i>	<i>EMPLOYEES AFFECTED</i>
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
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 (9) 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



It's how employees save time and money!

Commerce Bank is pleased to offer you a special 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 access to the best personal banking services that Commerce Bank offers. Because everyone has different financial needs, Benefits Banking offers you three account options: Select, Plus and Premium. You choose the level that's right for you!

All Benefits Banking checking accounts include:

- Free first order of single/wallet-style Commerce Globe checks¹
- Free Commerce Visa[®] Debit Card
- Free Online Banking and Online Bill Pay²
- Free Mobile Banking³ and Alerts
- Free Commerce ATM transactions
- Overdraft protection options
- Low rate credit card with no annual fee⁴
- Free notary services and stop payment

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

- Special deposit rates
- Rate discounts on personal loans and home equity lines of credit⁴
- Credit toward home loan closing costs^{4,5}
- Free checks
- Rewards on your credit card
- Free safe deposit box
- Free financial planning consultation⁶
- Discounts on brokerage services⁶
- 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 Commerce Bank locations in your area, by e-mailing benefitsbanking.kc@commercebank.com or by contacting one of our Commerce bankers assigned to help you:

Gail Cianciolo
Jack Combs

816-234-1984
816-234-8856

gail.cianciolo@commercebank.com
jack.combsjr@commercebank.com

18700 E 39th St
2915 S Noland Rd

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

You chose a great place to work! Now choose the best place to bank.

1 Printing, shipping and handling charges may apply to reorders depending upon the account option selected. 2 One Free Online Bill Pay account per household. 3 Your mobile carrier's text messaging and web access charges may apply. 4 Subject to credit approval. 5 Cannot be combined with any other offer. Applicable on new Home Loan Purchase Loans and Refinances with closing dates of 7/31/16 or later. 6 Benefits from Commerce Brokerage Services, Inc., member FINRA/SIPC, a subsidiary of Commerce Bank.

We ask, listen and solve.



Commerce Bank
Member FDIC



MK1044-2 8/16

commercebank.com

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**

WORKERS' COMPENSATION

Principal/Supervisor/Nurse Procedure for Employee Accident/Injury

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. Instruct the employee to go to the school nurse office at the injury site for an initial evaluation, first aid and treatment referral. The nurse (principal or supervisor if nurse is not available) will assist the employee in completing and signing an **Employee Accident/Injury Report**. This must be completely filled out including level of medical care given and signed by the employee and nurse/supervisor. **These forms are located on the My Benefits page of the District website and can be found in either the Business Office Resources near the top of the page or under the General Plans listed as Workers Compensation near the lower right side of the page.**
2. Give the employee a copy of the **Employee Accident/Injury Procedure** for his/her information and assistance. This form explains the process and answers many of the questions the employee may have at a later time.
3. The nurse (principal or supervisor) will fax the completed **Employee Accident/Injury Report** form along with the **Treatment Authorization Form** (instructions listed below), and notify the **ISD Work Comp Office** via **Phone: (816) 521-5424 Fax: (816) 521-5677 Email: workcomp@idschools.org** in order to meet the Missouri statutory guidelines for filing claims.
4. If first aid treatment is not sufficient or additional medical attention is needed, do the following:
 - 1) If this is a life threatening emergency, call 911 and/or send the employee directly to the **Truman Medical Center Lakewood**, 7900 Lee's Summit Rd., Kansas City, MO 64139 (816) 404-7000 or **Centerpoint Medical Center**, 19600 E. 39th St., Independence, MO 64057 (816) 698-7000 for emergency treatment.
 - 2) For non-emergency medical evaluation and/or treatment, the following options should be utilized in the order listed as feasible due to either medical necessity or hours of operation available. *Note: If treatment is sought on the day of injury, it is mandatory that a notification call be placed to the treating agency prior to the injured worker's arrival. If treatment is sought after the day of injury, an appointment must be obtained for treatment.*
 - 1) **ISD Employee Health Clinic at (866) 959-9355 (preferably) or (816) 521-5316** (to leave message for a return call) for notification of a Workers' Compensation employee injury. The **Employee Accident/Injury Report** and the signed **Treatment Authorization Form** must accompany the employee for treatment.

Location – 1516 W. Maple Ave., Independence, MO 64050
Hours – 7:00 AM-12:00 Noon & 1:00 PM-6:00 PM Monday–Friday; 8:00 AM-12:00 Noon Saturday

Alternatives Treatment Locations – To be used by referral only from ISD Employee Health Clinic, ISD Medical staff, after hours Supervisor or the ISD Work Comp Office. The signed Treatment Authorization Form must accompany the employee for treatment at these locations.
 - 2) **U. S. Healthworks, Inc. at (816) 478-9299** and notify that the injured employee is coming.

Location – 19000 E. Eastland Center Ct., Independence, MO 64055
Hours – 8:00 AM-5:00 PM Monday–Friday (only)
 - 3) **Urgent Care of Kansas City at (816) 795-6000** and notify that the employee is coming.

Location – 4741 S. Arrowhead Drive, Suite B, Independence, Missouri 64055.
Hours – 8:30 AM-9:00 PM Monday-Friday; 8:30-6:00 PM Saturday; 8:30 AM-5:30 PM Sunday;
8:30 AM-3:30 PM Holidays
5. Complete and give the employee a **Treatment Authorization Form** (referral). Encourage the employee to go as soon as possible that same day. They may go later in the day if condition worsens. Inform them they must present the Treatment Authorization Form at the care location designated on the Treatment Authorization Form to receive treatment. *Note: If treating at Urgent Care of Kansas City, the lower portion of the Treatment Authorization is to be completed by the treating physician and must be returned to the Nurse as well as the ISD Work Comp Office after treatment. This Provider Section contains release information and the employee's Return to Work Status.*

6. **Notify the ISD Work Comp Office** immediately that the employee has been injured and to which treatment location the employee was sent.
Phone: (816) 521-5424 **Fax:** (816) 521-5677 **Email:** workcomp@isdschools.org
7. *All employee health records are considered confidential and should be handled in that manner. All employee health records will be maintained separately in a locked file 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 **ISD Work Comp Office**; the nurse will also receive all forms given to the employee concerning his/her treatment. The nurse will fax the forms to, as well as, notify the **ISD Work Comp Office** by phone to confirm receipt and confer regarding restrictions, etc. If the employee was treated and released from a Hospital Emergency Room, the employee must give a copy to the nurse, principal or supervisor of the **After Care Instructions** given to the employee upon release. **Note: A copy of this document must also be given to the ISD Work Comp Office as this is the only proof that the employee can or cannot return to work following treatment.***
8. If an employee is released to work with **restricted duties** given by the treating physician, notify via phone and send a copy of the written restrictions to the **ISD Work Comp Office** as the restrictions may or may not have been sent to the **ISD Work Comp Office** from the treating physician. The **ISD Work Comp Office** will then prepare Modified Duty paperwork according to these restrictions and will forward this paperwork to the Principal/Supervisor/School Nurse/HR for the purpose of official notification of the injured worker's status and to request a formal approval signature that the work restrictions can (or cannot) be accommodated for the injured employee. The Modified Duty approval (or denial) paperwork will then be faxed to (816) 521-5677 by the school nurse, principal or supervisor. 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. Payroll/Timekeeping will monitor all stages of Workers' Compensation time.
9. **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 or if employed in an area without nursing staff, the supervisor will complete the referral. Building administrator's may also complete the **Workers' Compensation Treatment Authorization** and sign the **Employee Accident/Injury Report**.
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 or building administrator 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 Employee must be given a signed copy of the completed **Employee Accident/Injury Report** form as well as a signed copy of the **Workers' Compensation Treatment Authorization** form. The Employee must present both forms for treatment at the Clinic. The Clinic can triage, treat or refer most care levels of injuries. The ISD Employee Health Clinic location and hours are as follows:

ISD Employee Health Clinic	Clinic Hours:	
1516 W. Maple Ave. Independence, MO 64050 Telephone (866) 959-9355	Monday-Friday,	7:00 am – 12:00 Noon 1:00 pm – 6:00 pm
	Saturday,	8:00 am – Noon

Alternative treatment for the injured employee may be by referral only from the ISD Employee Health Clinic, ISD Nursing Staff, after hours Supervisors or the ISD Work Comp Office. Such referrals will be due to medical necessity or for treatment outside of the hours of operation for the ISD Employee Health Clinic. These alternatives are:

U. S. Healthworks, Inc.	Hours:	
19000 E. Eastland Center Ct. Independence, MO 64055 Telephone (816) 478-9299	Monday-Friday,	8:00 am – 5:00 pm
Urgent Care of Kansas City	Hours:	
4741 S. Arrowhead Drive, Suite B Independence, MO 64055 Telephone (816) 795-6000	Monday-Friday,	8:30 am – 9:00 pm
	Saturday,	8:30 am – 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** or **Centerpoint Medical Center**. 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 emergency room After Care Instructions must be submitted immediately to your supervisor and to the ISD Work Comp Office.
6. Treatment appointments and leave information:
 - a. Treatment time within work hours on the 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 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 a 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 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
	Building #

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 Work Comp Office at (816) 521-5424. Send this form and the Treatment Authorization form with the Employee to ISD Employee Health Clinic (or Treatment Authorization form only to Urgent Care of Kansas City, Truman Medical Center ER or Centerpoint ER).

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

EMPLOYEE INFORMATION

Employee ID#: _____ Full Name: _____
 Phone: (Home #) _____ (Work #) _____ Primary Work/Building Site: _____
 Home Address: _____
 City: _____ State: _____ Zip: _____
 Date of Birth: _____ Marital Status: M / S / Sep / D / W Gender (M/F) _____
 Job Title: _____ Work Status: (Full/Part Time/Sub) _____

ACCIDENT/INJURY INFORMATION

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

 Cause of Injury: _____
 Body Part(s) Injured: (Left/Right) _____ Type of Injury: _____
 Witnesses: _____
 Did Injury Occur on Employer Premises: Y/N _____ Inside _____ Outside _____ Vehicle _____
 Injury Location Site: _____ Location at Site: _____

TREATMENT INFORMATION

Is Employee Going to Receive Medical Attention: Y/N _____ On-Site First Aid: Y/N _____
ISD Employee Health Clinic: _____ (7AM – 12:00 Noon & 1PM – 6 PM, M-F; 8AM – 12 Noon, Sat)
 U S Healthworks, Inc.: _____ (8 AM – 5 PM, M-F only)
 Urgent Care of Kansas City: _____ (8:30 AM – 9 PM, M-F; 8:30 AM – 6 PM Sat; 8:30 AM – 5:30 PM, Sun;
 8:30 AM – 3:30 PM, Holidays)
 _____ Other Provider Care Site _____
 Emergency Care: _____ Truman Medical Center Lakewood; _____ Centerpoint; _____ Other _____
Employee Signature: _____ Date: _____
Supervisor/Nurse Signature: _____ Date: _____

OFFICE USE ONLY			
Report #:	SSN#:	Wage:	
Hire Date:	Entered:	PMA Management Corp. #0839910	
		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: _____

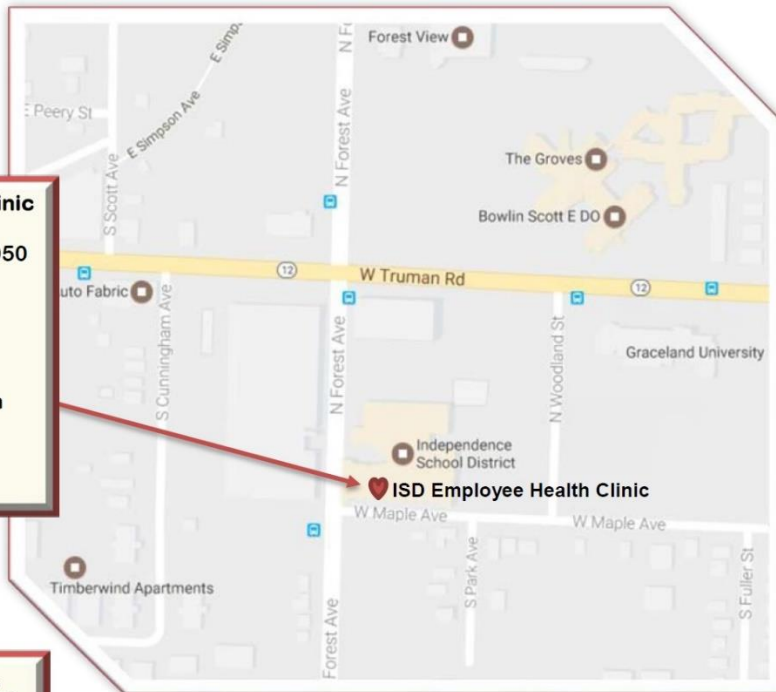
Referrals to Medical Specialists **MUST BE PREAUTHORIZED** by contacting PMA at 1-888-476-2669.

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

MAPS 2018-19

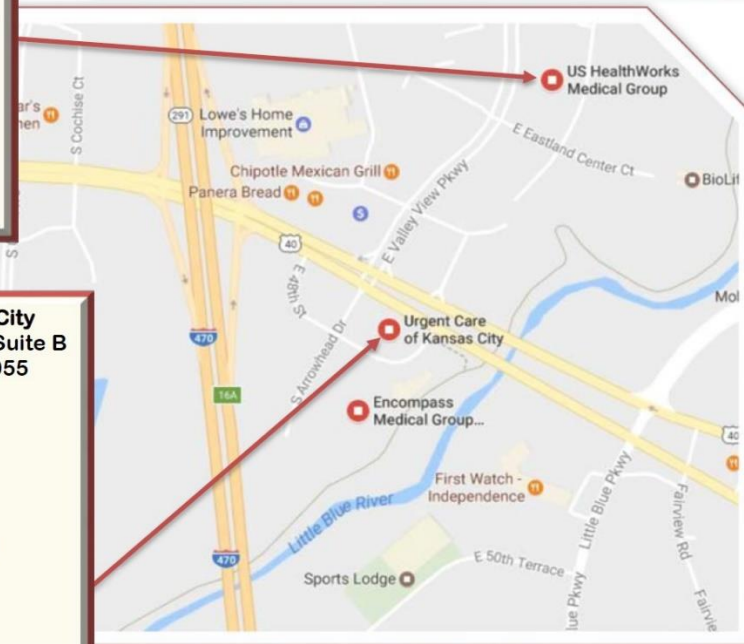
ISD Employee Health Clinic
 1516 W. Maple Ave.
 Independence, MO 64050
 (866) 959-9355
 (816) 521-5316

Hours:
 Monday – Friday
 7:00 AM – 12:00 Noon
 1:00 PM – 6:00 PM
 Saturday
 8:00 AM - Noon



U S Healthworks, Inc.
 19000 E. Eastland Ctr. Ct.
 Independence, MO 64055
 (816) 478-9299

Hours:
 Monday – Friday
 8:00 PM – 5:00 PM
 Saturday and Sunday
 Closed



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

Hours:
 Monday – Friday
 8:30 AM – 9:00 PM
 Saturday
 8:30 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

Centerpoint Medical Center
 19600 E. 39th St.
 Independence, MO 64057
 Phone: (816) 698-7000

POLICIES AND PROCEDURES

STUDENTS

Policy 2130

Nondiscrimination and Student Rights

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

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

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.

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
Student Welfare

Seclusion and Restraint

Purpose

Through the adoption of this policy the Board expects to:

- Promote safety and prevent harm to all students, school personnel and visitors in the school district.
- Foster a climate of dignity and respect in the use of discipline and behavior-management techniques.
- Provide school personnel with clear guidelines about the use of seclusion, Safe Room placement, 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 and positive behavior support techniques.
- Meet the requirements of RSMo 160.263.

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 Safe Room placement,
- 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)**” means a plan developed by an IEP team for a student with a disability who displays need for specific behavior interventions for chronic patterns of problem behavior. If a disabled student’s team develops a BIP in those circumstances, the BIP becomes a part of the IEP.

“**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.

“**Discipline**” means consequences for violating the district’s student code of conduct.

“**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).

“**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: (1) an adaptive or protective device recommended by a physician or therapist when used as recommended; (2) safety equipment used by the general student population as intended (e.g. seat belts, safety harnesses on student transportation; or (3) 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. This would include, for example, the act of preventing a student from leaving an enclosed space for safety purposes. 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, intervening in a fight, or carrying a student when developmentally appropriate to do so.

“**Positive Behavior Supports**” means comprehensive, school-wide procedures applied in a proactive manner that constitute a continuum of strategies and methods to support and/or alter behavior in all students.

“**Safe Room placement**” means the confinement of a student in an enclosed room without the use of locking hardware, with a staff member present in the room with the student. Safe Room placement 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 school personnel through a window or other viewing device. Safe Room placement 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.

“**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 and unattended 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 school personnel 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 policy.

“**Student Support Plan**” sets forth specific behavior interventions and/or supports for a specific student who displays chronic patterns of problem behavior.

“**Time out**” means brief removal from sources of reinforcement within instructional contexts that does not meet the definition of seclusion or Safe Room placement. 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 strictly prohibited.

Use of Aversive Interventions

Aversive interventions will only be used in accordance with this policy. District personnel shall never use aversive interventions that compromise health and safety.

○ Safe Room Placement

Safe Room placement, as defined in this policy, may only be used by authorized school personnel, as defined in this policy.

At the time a student’s Individualized Education Program (IEP), Section 504 plan, BIP, or other parentally agreed-upon plan to address a student’s behavior is developed, the parent/guardian will be provided with a permission form regarding the use of the Safe Room.

If a student’s parent/guardian has not had the opportunity to sign the permission form because no IEP, Section 504 Plan, BIP, or other parentally agreed-upon plan to address a student’s behavior is in place for the student, the following procedure will take place if deemed necessary by school personnel:

- The classroom will be cleared of all other students and the student's behavior will be managed in that room, if appropriate;
- The student will be disciplined in accordance with the student discipline code;
- A parent/guardian will be notified of the need to clear the classroom due to the student's behavior and of the discipline imposed;
- A behavior team meeting will take place within five (5) school days following the incident and a BIP or other parentally agreed upon plan will be developed for the student, if necessary.

If a student's parent/guardian has signed the permission form, the Safe Room will be utilized for that student if necessary and a staff member will be present in the room with the student at all times unless one of the following escalations in conduct occurs: (1) the student becomes physically violent; (2) the student expels bodily fluids; or (3) the student begins disrobing. If any of these escalated behaviors occurs, the staff member will leave the room, utilize the staff-engaged locking system, and supervise the student through a window or other viewing device.

If a parent chooses not to give permission for his/her student to be placed in the Safe Room, the following procedure will take place if deemed necessary by school personnel:

- The student will be taken to the Recovery Room;
- The Recovery Room will be cleared of all other students;
- The student's parent/guardian will be notified of the behavior issue and will be required to pick-up the student from school;
- Law enforcement officials will be notified if an assault or other crime has occurred and charges may be pressed against the student; and
- If the parent/guardian of the student fails to pick-up the student within thirty (30) minutes of receiving notification of the behavior issue (or if the parent/guardian cannot be reached upon reasonable attempts by school personnel) and it is determined that an emergency situation exists, the student will be placed in the Safe Room.
- The parent/guardian will be responsible for any and all damage to property caused by their student during the incident.

Use of Safe Room placement 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 Safe Room placement 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 placed 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.

Safe Room placement 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 the physical restraint;
 - Use no more than the degree of force necessary to protect the student or other persons from imminent physical harm [or harm to 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,

BIP, or other parentally agreed-upon plan to address a student's behavior with the exception of mechanical restraints employed by law enforcement officers in school settings used in accordance with law enforcement policies, procedures, and appropriate professional standards.

- **Chemical Restraint**

Chemical restraints shall never be used by school personnel.

Communication and Training

- **School Personnel Meeting**

Following any situation involving the use of Safe Room placement 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, BIP, or other parentally agreed-upon plan to address a student's behaviors:

Following a situation involving the use of restraint or use of the Safe Room where the staff member was required to leave the room due to escalated behaviors, 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, Safe Room placement 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, Safe Room placement, 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, Safe Room placement, 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, Safe Room placement, or aversive behavior interventions to an IEP or Section 504 plan, the student must have undergone appropriate assessments which may include, but are not limited to, a functional behavior assessment, a review of existing data, and formal assessment observations. The plan must outline preventative techniques, de-escalation strategies, and the development of coping strategies, and the preventative techniques should support the elimination of the use of restraint, Safe Room placement, or aversive behavior intervention over time.

Reports on Use of Safe Room Placement, Restraint or Aversive Behavior Interventions

The District will maintain records documenting the use of Safe Room placement 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. 9/16

PERSONNEL SERVICES

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.”

PERSONNEL SERVICES

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

Personnel Services

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 2018-2019

ELEMENTARY SCHOOLS

SCHOOL	PRINCIPAL	SECRETARY	ADDRESS	CITY	ST	ZIP	PHN#
Benton	Leslie Hochsprung	Karen Wilson	429 S Leslie St	Indep	MO	64050	521.5390
Blackburn	Christine Lamb	Kris McNeill	17302 R.D. Mize Rd	Indep	MO	64057	521.5395
Bryant	Brian Duffie	Heather Nordsieck	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 Giammalva	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	Deb Koepke	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	Angela Ordean	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	Stephanie Spiers	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	Susan Hunter	1511 S Kings Hwy	Indep	MO	64055	521.5485
Sunshine Center	Amanda Spight	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	Ronda Scott	April Claphan	3301 S Noland Rd	Indep	MO	64055	521.5350
Van Horn	Justin Woods	Lori Jonas	1109 S Arlington Ave	Indep	MO	64053	521.5360
Technology	Todd Theen	Sara Williams	201 N Forest Ave	Indep	MO	64050	521.5320

School Start/Dismissal Times 2018-2019

	<u>Unload</u>	<u>Starting</u>	<u>Dismissal</u>	<u>Leave</u>
<u>Tier 1 Routes</u>			Wed	Wed
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 HS	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 2018-2019

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 (Kids' Safari and Early Education) will operate on the regular schedule at their Home School Locations.**
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 (Kids' Safari, Latitude and Early Education) will be open, but at Full Day Combined Site Locations.**

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 (Kids' Safari, Latitude and Early Education) will be open, but at Full Day Combined Site Locations.** The Child and Family Learning Centers will close if conditions warrant. The public will be notified through regular media channels.

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

2018-2019 School Calendar

JULY 2018					AUGUST 2018					SEPTEMBER 2018					OCTOBER 2018				
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	3	4	5	6	7	1	2	3	4	5
9	10	11	12	13	6	7	8	9	10	10	11	12	13	14	8	9	10	11	12
16	17	18	19	20	13	14	15	16	17	17	18	19	20	21	15	16	17	18	19
23	24	25	26	27	20	21	22	23	24	24	25	26	27	28	22	23	24	25	26
30	31				27	28	29	30	31						29	30	31		
Student Attendance 12					Student Attendance 18					Student Attendance 21									
Teacher Contract 16					Teacher Contract 19					Teacher Contract 23									
										end of 1st qtr Oct 12									
NOVEMBER 2018					DECEMBER 2018					JANUARY 2019					FEBRUARY 2019				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
			1	2	3	4	5	6	7	1	2	3	4						1
5	6	7	8	9	10	11	12	13	14	7	8	9	10	11	4	5	6	7	8
12	13	14	15	16	17	18	19	20	21	14	15	16	17	18	11	12	13	14	15
19	20	21	22	23	24	25	26	27	28	21	22	23	24	25	18	19	20	21	22
26	27	28	29	30	31					28	29	30	31		25	26	27	28	
Student Attendance 19					Student Attendance 15					Student Attendance 19					Student Attendance 18				
Teacher Contract 19					Teacher Contract 15					Teacher Contract 21					Teacher Contract 19				
					end of 1st semester Dec 21														
MARCH 2019					APRIL 2019					MAY 2019					JUNE 2019				
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	3	4	5	6	7
4	5	6	7	8	8	9	10	11	12	6	7	8	9	10	10	11	12	13	14
11	12	13	14	15	15	16	17	18	19	13	14	15	16	17	17	18	19	20	21
18	19	20	21	22	22	23	24	25	26	20	21	22	23	24	24	25	26	27	28
25	26	27	28	29	29	30				27	28	29	30	31					
Student Attendance 15					Student Attendance 20					Student Attendance 16									
Teacher Contract 16					Teacher Contract 21					Teacher Contract 16									
end of 3rd qtr March 8										Anticipated Final Student attend May 22									

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	45
Third Quarter	43
Fourth Quarter	45
	173

TEACHER CONTRACT DAYS

First Quarter	45
Second Quarter	47
Third Quarter	46
Fourth Quarter	47
	185

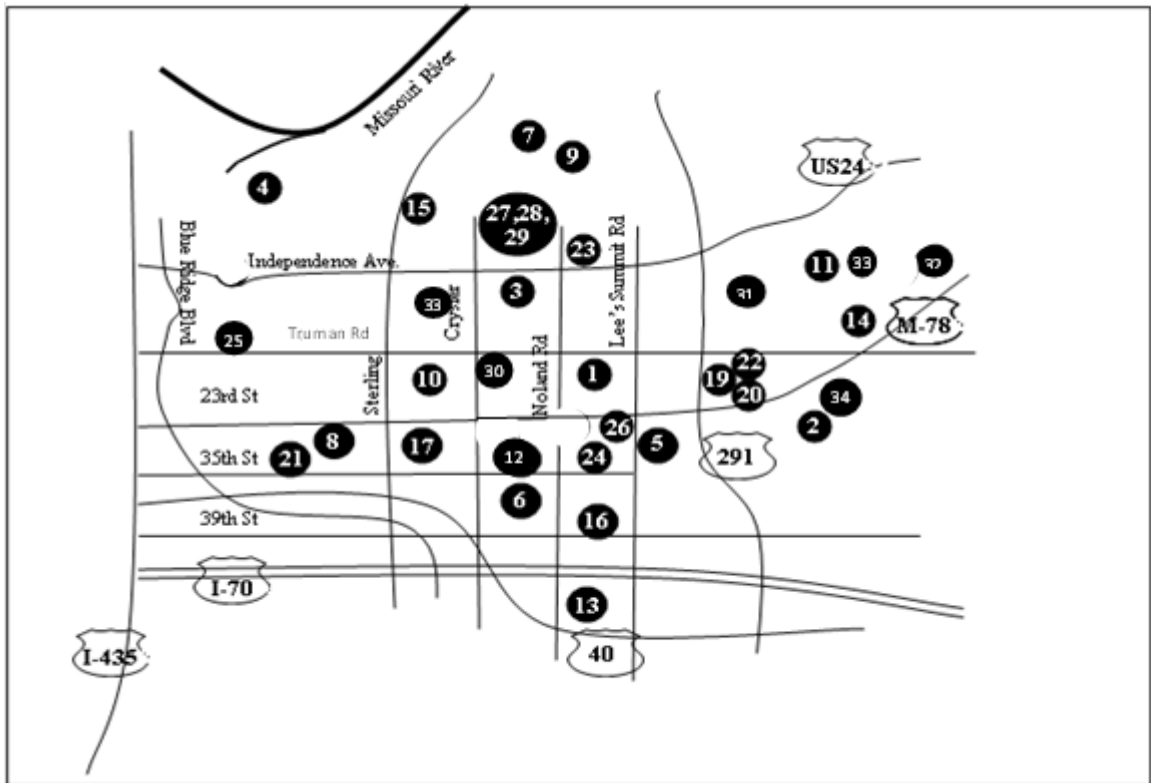
All Attendance and contract days that are postponed due to inclement weather will be added at the discretion of the Board of Education.

Student Evaluation Schedule

First Quarter (Grades K-8)	August 16, 2018 through October 12, 2018
End of First Semester	December 21, 2018
Third Quarter (Grades K-8)	January 3, 2019 through March 08, 2019
End of Second Semester	May 22, 2019

HR 04/23/2018

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/IROC	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