



Handbook for the Wellness Center



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



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Independence, Missouri 64050
(816) 521-5300**

Web Access: www.isdschools.org

INTRODUCTION

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District Mission

District Vision Statement:

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

District Mission Statement:

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

District Values Statements:

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

District Level Goals

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

Board of Education

| | |
|----------------|--------------------|
| President | Mr. Greg Finke |
| Vice President | Mrs. Denise Fears |
| Treasurer | Dr. Matt Mallinson |
| Director | Mrs. Jill Esry |
| Director | Mr. Blake Roberson |
| Director | Mrs. Carrie Dixon |
| Director | Mr. Eric Knipp |

Central Office Administration

| | |
|---|----------------------|
| Superintendent of Schools | Dr. Dale Herl |
| Deputy Superintendent-Instruction/Early Education/Student Services | Dr. Cindy Grant |
| Deputy Superintendent of Operations | Dr. Lance Stout |
| Director of Human Resources | Dr. Pamela Boatright |
| Director of Human Resources | Mr. Dean Katt |
| Assistant Superintendent-High Schools/NGL Academies | Mr. Randy Maglinger |
| Assistant Superintendent-Middle Schools/Curriculum/Instruction/Assessment | Ms. Prissy LeMay |
| Assistant Superintendent of Elementary Education | Dr. Janet Richards |
| Director of Technology | Mr. Todd Theen |
| Director of Special Services | Ms. Sherry Potter |
| Director of Community Relations | Mrs. Amy Knipp |
| Director of Public Relations | Mrs. Jana Corrie |
| Director of Business and Benefits | Mrs. Molly Johnson |
| Director of Youth Development and Education | Ms. Jennifer Walker |
| Director of Neighborhood Family Services | Ms. Merideth Parrish |
| Director of Facilities Services | Mr. Salum Stutzer |
| Director of Nutrition Services | Mr. Brad Kramer |
| Director of Transportation Services | Mr. Daryl Huddleston |
| Director of Health Services | Mrs. Lori Halsey |
| Director of Public Safety | Mr. Dennis Green |
| Director of Head Start | 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

WELLNESS CENTER INFORMATION

General Information

Wellness Center

The Wellness Center proudly welcomes you as an employee of the Independence School District! The services you provide are crucial to the health and well-being of the ISD, and we want you to have enjoyable and successful experiences in your role in the Wellness Center. Your work assignments will be made through phone call or email, but you may occasionally have a question for our staff. Please feel free to e-mail levi_hinson@idschools.org or call 521-5315.

Accepting Assignments

Take care that you DO NOT accept an assignment from a friend, a regular employee, or anyone other than the Wellness Coordinator. The Wellness Coordinator is the only one who can officially authorize your being placed on the payroll. To help us keep in contact with you, please notify the Wellness Coordinator of any change of address, telephone number, or availability for work.

Job Descriptions

Job descriptions for Wellness Center Attendants and Group Fitness Instructors are included in the "Employment" section of this handbook.

Professional Presentation Of Self

Much of your success in the Wellness Center depends upon appearing prepared and professional. Your appearance will make the first impression, and professional dress, speech, and manners will help you gain the respect of administrators, students, and staff. While clothing need not be expensive, you should arrive for work looking neat, clean, and well groomed. Jeans are not appropriate dress.

Hours

Staff should be in their work area and ready to work by their scheduled work time. Staff will be informed of their working hours when they receive assignments.

Parking

Woodland Ave- Marked Wellness Center parking is available off of Woodland Ave.

Maple Ave- There is a small covered garage on the corner of Maple and Woodland. Employee key cards will work on the door into the facility from this garage.

Graceland University- Graceland University does allow Wellness Center participants and staff to park at the far south end of their lot.

Wear Your Id Badge

The first step in identifying yourself to staff and members as a district employee is to wear your photo ID badge at all times. You will be issued a new photo ID badge each year you work in the district.

Payroll Information

Staff are automatically enrolled for direct deposit of funds into their personal bank accounts. Please contact the HR Office should you need to update your information. For information regarding payroll periods and pay dates,

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please refer to the Payroll Cut-Off Dates page in the Employment section of this handbook or the Payroll button on the Substitute page of the district website. As of July, 2011, all staff will access payroll check information via My Benefits on the district website. Please refer to the Technology button on the Substitute page of the website for information regarding My Benefits.

Responsibilities

Staff are responsible for knowing the policies and procedures in the Wellness Center, and the rules and regulations of the Independence School District. The two latter responsibilities can be fulfilled by familiarizing yourself with the information in this handbook and any other materials that are given to you by the Human Resources Office and the individual schools.

Technology Use

Access to technology will be provided to all district staff. For information on how to use your district email account, please refer to the Technology button on the Substitute page of the district website. From the district home page, go to Careers, then Substitute, and then click on Technology.

Cell Phone Use

Staff must not make or accept cell phone calls when they are on duty. Staff may make personal telephone calls on break times when they are not supervising members. Cell phones should be placed on a silent or vibrating tone.

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 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 buildings.
- 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:

If you have any questions regarding these procedures, please contact Dennis Green at ext. 10035 or 816-286-3995.

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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.

Emergency Procedures

Staff should make themselves aware of the location of evacuation plans should an emergency arise. Evacuation plans are posted near the door in each room and other common areas. These plans will include both fire and tornado routes. One office 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, Staff should also note the location of the fire alarm activation switch closest. Each office has a complete Emergency Preparedness Plan notebook that each Staff should take time to review.

Emergency Preparedness at a Glance Where is...

- The Wellness Center “Emergency Preparedness Plan of the Independence School District?”
- The nearest exit?
- The intercom button?

If the fire alarm sounds...

Get radio out of Wellness Coordinator’s office and get members out of the building in an orderly fashion following the fire exit evacuation plan which should be posted near the door. Take the attendance book or list with you so that you can assure that all members are safe.

If a tornado warning is announced...

Get radio out of Wellness Coordinator’s office and move members to the shelter area as shown on the room exit plan in an orderly fashion. This movement could be into the hall. Take the attendance book or list with you so that you can assure that all members are safe.

You Are Accountable

As an ISD employee, you are accountable for the job you do!

- Personal appearance and attitude should be professional.
- Be on time.
- DO NOT put your feet on the desk.

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- DO NOT read the newspaper.
- DO NOT take unscheduled breaks; members must always be supervised.
- DO NOT take your children, pet, or parent with you to work.
- DO NOT leave the building to attend to personal business.

TWO IMPORTANT POLICIES

It is essential that you understand and follow two policies when you substitute in the Independence School District. These are:

1. The Board of Education's policy on sexual harassment
2. The State mandated Safe Schools Act Copies of these are included in the "Policies" section of this handbook. Please read these policies carefully, and address any questions to the Substitute Services Office or the building administrator.

EMPLOYMENT

Independence School District Job Description

Wellness Coordinator

Qualifications:

- Bachelor's Degree in Exercise Science, Health Promotion, Wellness required
- Master's Degree in related field preferred
- Minimum of three (3) years in a health related field, health and wellness management, or fitness/corporate facility management
- Personal fitness trainer certification preferred
- Group exercise certification preferred

Fair Labor Standards Act Status: Exempt

Reports To:

Deputy Superintendent of Operations

Job Goal:

This position will be the driving force to achieve a "culture of wellness" among all employees, students and families at Independence School District.

Performance Responsibilities:

Employee Wellness

- Ability to develop and execute annual Wellness Strategic Plans and Calendar of Events
- Ability to develop and report quarterly/annually on participation, outcomes, and health improvements
- Ability to develop wellness initiatives/challenges/classes/events for district based on needs/data
- Ability to implement and evaluate wellness programming offered to the district
- Ability to develop and execute a plan to promote, communicate, and engage employees to participate in the wellness program
- Ability to direct and manage all activities associated with annual screenings (to include planning, budgeting, promotion, communication, execution of events, follow-up)
- Develop and maintain method for tracking employee participation with initiatives/challenges
- Evaluate participant satisfaction for overall program, each wellness initiative, and wellness center
- Interact, collaborate, communicate, and partner with internal and external stakeholders, departments, businesses, and vendors
- Plan, manage, evaluate budget
- Attend all district meetings as required
- Maintain wellness website for both Employee and Student
- Other duties as assigned

Wellness Center

- Manage district wellness center and staff
- Assist staff with health or fitness related inquiries and personal wellness goals

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- Plan and manage budget
- Ability to work with employees on fitness goals and develop exercise programs
- Ability to teach group exercise classes
- Ability to manage and complete day to day operations
- Other duties as assigned

Student Wellness

- Facilitate the implementation of the student wellness programming/events as determined by the Student Wellness Advisory Committee
- Facilitate the Student Wellness Advisory Committee
 - Coordinate these members to assist in designated tasks associated with the program
- Coordinate employee, student and family wellness events
- Evaluate satisfaction for overall program success as well as each student wellness activity
- Other duties as assigned

Terms of Employment:

The Wellness Coordinator 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 employee Performance Based Summative Appraisal.

HR 5.1.14

INDEPENDENCE SCHOOL DISTRICT JOB DESCRIPTION

Group Exercise Instructor

Qualifications:

- Certified Primary Group Exercise Instructor through ACE, AFAA, ACSM or comparable certification
- CPR and First Aid Certification
- Has taught classes before and looking for more classes to teach
- Positive interpersonal and communication skills

Fair Labor Standards Act Status: Non-Exempt

Reports To:

Wellness Coordinator

Job Goal:

This position will provide group exercise classes for Independence School District employees to help achieve the “culture of wellness.”

Performance Responsibilities:

- Arrive prior to class start time and be prepared
- Be energetic and encouraging to participants
- Offer modifications to suit all fitness levels
- Keep all certifications current
- Ensure all doors and cabinets are locked/unlocked
- Maintain a positive demeanor and use appropriate language
- Maintain a professional relationship with ISD employees, spouses and retirees
- Follow Wellness Center policies
- Attend meetings/trainings as requested
- Other duties as assigned

Terms of Employment:

The Group Exercise Instructor 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 Wellness Performance Based Summative Appraisal.

INDEPENDENCE SCHOOL DISTRICT JOB DESCRIPTION

Wellness Center Attendant (Part-Time/Substitute)

Qualifications:

- Degree in fitness, wellness, physical education, or exercise science preferred
- Personal Training/Group Exercise Certifications preferred
- CPR, First Aid, and AED Certification preferred
- Positive interpersonal and communication skills
- Ability to communicate and demonstrate proper use and techniques of exercise equipment
- Ability to lift up to 50+ pounds occasionally

Fair Labor Standards Act Status: Non-Exempt

Reports To:

Wellness Coordinator

Job Goal:

This position will assist both Wellness Coordinator and Wellness Specialist in achieving a “culture of wellness” while working in the Employee Wellness Center.

Performance Responsibilities:

- Supervising and monitoring exercise participants
- Providing one-on-one motivation
- Performing administrative tasks associated with facility operations
- Perform necessary opening and closing duties of the center according to shift (turning equipment on/off, organizing Wellness Center and other duties as assigned)
- Monitor member check-in
- Offer basic guidance and assistance with exercise equipment
- Clean exercise equipment each shift (requires kneeling and bending)
- Ensure all doors and cabinets are locked/unlocked
- Maintain a positive demeanor and use of appropriate language
- Maintain a professional relationship with ISD employees, spouses and retirees
- Follow Wellness Center policies and attend required meetings/trainings
- Other duties as assigned

Terms of Employment:

The Wellness Center Attendant (Part-Time) 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 Wellness Performance Based Summative Appraisal.

Extra Work Salary Schedule 2018-2019

| Position | Hourly Wage |
|--|--------------------|
| Professional Work Rate * <i>(Current Teaching Certificate Required for Certificated Work)</i> | 22.29 |
| Curriculum Work Rate <i>(Minimum Substitute Certificate Required)</i> | 16.67 |
| Homebound Instruction <i>(Minimum Substitute Certificate Required)</i> | 21.92 |
| Inspiring Greatness Club | 18.00 |
| Credit Recovery <i>(Minimum Substitute Certificate Required)</i> | 26.00 |
| Seasonal General Work | 9.00 |
| Seasonal Technical Work <i>(Lighting/Sound Technician, Technology Intern, Academy Entrepreneurship)</i> | 9.50 |
| Language Translation | 21.92 |
| Accompanist | 23.00 |
| Classified Work Rate ** | 12.50 |
| Athletic / Activities <i>(Minimum of two (2) hours for athletic games)</i> | 12.50 |
| Crossing Guard <i>(primary position)</i> | 11.00 per crossing |
| Wellness Center Attendant or Champion | 15.00 |
| Group Instructor / Supervisor <i>(Group Exercise, Professional Development, Facility Rental, Athletics, Activities)</i> | 25.00 |
| Special Education Tester | 35.00 |
| Hearing Officer / Certified Administrative Assistant | 40.00 |

*** Certificated Work Includes:**

- Tutoring / Instruction
- Grant-Related Duties
- Miscellaneous Professional Duties
- Substitute Teaching in Planning Period

**** Classified Work Includes:**

- After School / Club
- Grant-Related Duties
- Tutoring / Instruction (Substitute Certificate preferred)
- Optional Professional Development
- Safety Officer

Performance Based Evaluation-Wellness Specialist

Name:

Date:

Position Title:

Supervisor:

| Rating System | | | | |
|--|---|---------|----------|-------------|
| 4 | Exceeds normal expectations (Consistently surpasses requirements) | | | |
| 3 | Meets normal expectations (Consistently meets requirements - Solid performance) | | | |
| 2 | Below normal expectations (Expectations met inconsistently) | | | |
| 1 | Unsatisfactory (Expectations not met) | | | |
| N/A | Not applicable to employee | | | |
| Health Promotion/Programming | | Rating: | Well.Sp. | Well.Coord. |
| Includes: Special events, health fairs, screenings, bulletin boards, flyers, lectures, incentives, and motivational programs | | | | |
| Programs and events reflect an understanding of the ISD culture and needs | | | | |
| Uses appropriate and available methods for marketing and promotion (ex. Email, flyers, etc.) | | | | |
| Completes tasks on time | | | | |
| Follows up with members participating in programs to increase completion rates. | | | | |
| Communicates and provides Wellness Coordinator status and outcomes to programs and events. | | | | |
| Supervisor Comments: | | | | |
| Staff Services | | Rating: | Well.Sp. | Well.Coord. |
| Includes: Testing, Group Exercise, Personal training, exercise programming | | | | |
| Conducts membership appointments according to the assessment and orientation process. | | | | |
| Administers, recognizes, and evaluates participants while completing the assessment process. | | | | |
| Communicates membership policies and procedures during appointments and when needed on the floor. | | | | |
| Complies with ACSM guidelines for exercise prescription. Provides safe and effective exercise programs. | | | | |
| Displays exceptional customer services while on duty in the wellness center. | | | | |
| Group exercise classes are taught to the skill and fitness level of the participants taking the class. | | | | |
| Shows enthusiasm and monitors exercise participants for safety while teaching group exercise. | | | | |

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|----------------------|
| Supervisor Comments: |
|----------------------|

| Management of Tasks | Rating: | Well.Sp. | Well.Coord. |
|---|---------|----------|-------------|
| Includes: Organization of tasks, employee development | | | |
| Consistently on time for workday | | | |
| Effectively organizes and prioritizes tasks, projects and responsibilities. | | | |
| Maintains current CPR/First Aid/AED Certifications | | | |
| Participates in webinars, seminars, conferences that related to the wellness position. | | | |
| Effectively communicates and cooperates with other staff, wellness center members, and ISD personnel. | | | |
| Identifies tasks, programs, projects to be completed. Is a "self-starter". | | | |
| Provides a positive presentation of self inside and outside the district. | | | |
| Supervisor Comment: | | | |
| Employee Comments (strengths, areas of interest): | | | |

Supervisor's Signature:

Date:

Wellness Specialist's Signature:

Date:

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

JM
4/16/12

Performance Based Evaluation-Group Exercise Instructor

| Name: | | Date: | | |
|---|---|--------------------|-------------|-------------|
| Position Title: | | Supervisor: | | |
| Rating System | | | | |
| 4 | Exceeds normal expectations (Consistently surpasses requirements) | | | |
| 3 | Meets normal expectations (Consistently meets requirements - Solid performance) | | | |
| 2 | Below normal expectations (Expectations met inconsistently) | | | |
| 1 | Unsatisfactory (Expectations not met) | | | |
| N/A | Not applicable to employee | | | |
| Class Format | | Rating: | Gr. X Inst. | Well.Coord. |
| Includes: Structure of class, safety of class, exercises for populations. | | | | |
| Class has appropriate warm-up, cool down, and stretch segments. | | | | |
| Movements and exercises are demonstrated properly and modifications are given when necessary. | | | | |
| Exercises are appropriate for population in class. | | | | |
| Movements and exercises are safe and tips to stay safe are given throughout the class. | | | | |
| Class intensity is checked throughout the class through verbal questions, heart rate checks. | | | | |
| Supervisor Comments: | | | | |
| Class Essentials | | Rating: | Gr. X Inst. | Well.Coord. |
| Includes: Cueing and Voice, music, eye contact | | | | |
| Cues are given verbally and also with arm movements. | | | | |
| Verbal cues are given loudly and clearly. | | | | |
| Cueing is well-timed with the movements and music. | | | | |
| The music is appropriate for the population of the class. | | | | |
| The music is played at a safe speed. | | | | |
| Eye contact is made with all participants throughout the class. | | | | |
| Supervisor Comments: | | | | |
| Customer Service | | Rating: | Gr.X Inst. | Well.Coord. |
| Includes: class environment, attitude, knowledge | | | | |
| The class environment is energetic and exciting. | | | | |
| Classes start and end on time. | | | | |
| Friendly attitude and willingness to talk with participants. | | | | |

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| | | | |
|--|--|-------|--|
| Knowledge of class that is being taught. (Knows modifications, correct intensity, appropriate moves) | | | |
| Willingness to break down or change class structure to help participants learn moves. | | | |
| Supervisor Comment: | | | |
| | | | |
| Employee Comments (strengths, areas of interest): | | | |
| | | | |
| Supervisor's Signature: | | Date: | |
| | | | |
| Group Exercise Instructor's Signature: | | Date: | |
| | | | |
| This signature verifies that this evaluations has been discussed with you and does not indicate agreement with contents. | | | |
| | | | |
| JM 4/16/12 | | | |

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 |

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| <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 |

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| <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 |

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Wellness Center Handbook 2018-2019

| <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 |

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| <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 | 816-234-1984 | gail.cianciolo@commercebank.com | 18700 E 39th St |
| Jack Combs | 816-234-8856 | jack.combsjr@commercebank.com | 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.



commercebank.com



MK1044-2 8/16

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@isdschools.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.*

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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:

| <u>ISD Employee Health Clinic</u> | <u>Clinic Hours:</u> | |
|-----------------------------------|----------------------|----------------------|
| 1516 W. Maple Ave. | Monday-Friday, | 7:00 am – 12:00 Noon |
| Independence, MO 64050 | | 1:00 pm – 6:00 pm |
| Telephone (866) 959-9355 | 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>U. S. Healthworks, Inc.</u> | <u>Hours:</u> | |
|--------------------------------|----------------|-------------------|
| 19000 E. Eastland Center Ct. | Monday-Friday, | 8:00 am – 5:00 pm |
| Independence, MO 64055 | | |
| Telephone (816) 478-9299 | | |

| <u>Urgent Care of Kansas City</u> | <u>Hours:</u> | |
|-----------------------------------|----------------|-------------------|
| 4741 S. Arrowhead Drive, Suite B | Monday-Friday, | 8:30 am – 9:00 pm |
| Independence, MO 64055 | Saturday, | 8:30 am – 6:00 pm |
| Telephone (816) 795-6000 | 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.

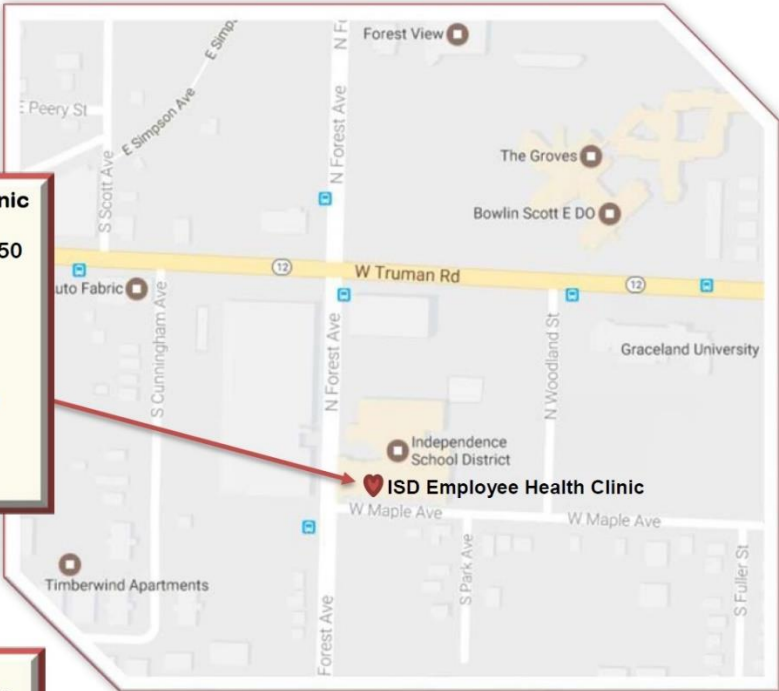
Send medical bills to: PMA Customer Service Center
P. O. Box 5231
Janesville, WI 53547-5231

**Independence School District
Wellness Center Handbook 2018-2019**

**MAPS
2018-19**

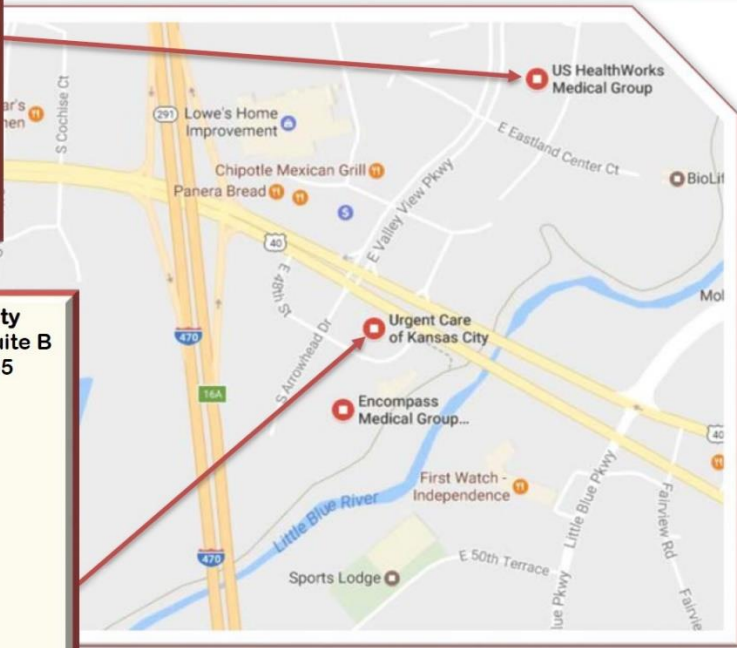
ISD Employee Health Clinic
1516 W. Maple Ave.
Independence, MO 64050
(866) 959-9355
(816) 521-5316

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

STUDENTS

Regulation 2130
(Form 2130)

Nondiscrimination and Student Rights

Harassment

DEFINITIONS AND EXAMPLES

Sexual Harassment

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

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

Examples of conduct which may constitute sexual harassment include:

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

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

Harassment Because of Race or Color

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

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

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

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

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

Harassment Based Upon National Origin or Ethnicity

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

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

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

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

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

Harassment Because of Disability

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

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

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

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

Harassment Because of Gender

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

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

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

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

Harassment Because of Sexual Orientation or Perceived Sexual Orientation

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

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

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

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

REPORTING PROCEDURES

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

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

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

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

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

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

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

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

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

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

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

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:

Greg Gilliam, Human Resources Supervisor
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

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

Independence School District

Wellness Center Handbook 2018-2019

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 District 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 | | | | | | | | | |

| |
|--|
| <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p> Non-Student Attendance/Non-Contract</p> <p> Non-Student Attendance/Professional Development</p> <p> First/Last Day of School</p> </div> <div style="width: 45%;"> <p> Non-Student Attendance/Contract Day</p> <p> Parent Conference Week</p> </div> </div> |
|--|

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 |

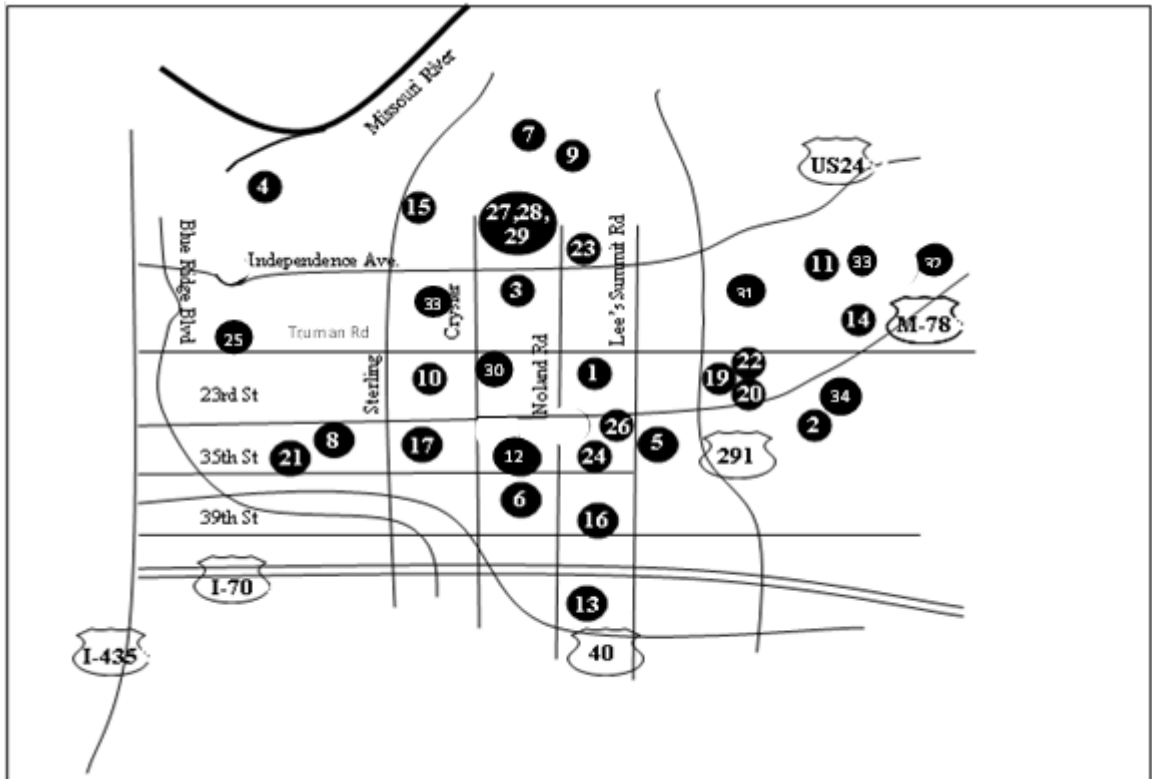
All Attendance and contract days that are postponed due to inclement weather will be added at the discretion of the Board of Education.

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/IREC | 201 N Forest Ave |
| 30 | Facilities | 201 N Forest Ave |
| 30 | Technology | 201 N Forest Ave |
| 31 | Nutrition Services | 1400 W Geo Space Dr |
| 32 | Transportation | 900 S Powell Rd |

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

Title IX

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

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

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

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

- John Dewey