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

Web Access: www.isdschools.org
INTRODUCTION
# Table of Contents

## Introduction........................................................................................................................................3

TABLE OF CONTENTS ..........................................................................................................................4
DISTRICT MISSION .................................................................................................................................6
BOARD OF EDUCATION ..........................................................................................................................7
CENTRAL OFFICE ADMINISTRATION .................................................................................................7

## Aquatics Information.........................................................................................................................9

WHAT IS A SUPERVISOR? ....................................................................................................................10
THE ROLE OF THE SUPERVISOR ..........................................................................................................10
QUALIFICATIONS FOR SUPERVISORS ...............................................................................................10
HOURS FOR SUPERVISORS ..................................................................................................................10
THE ROLE OF THE LIFEGUARD ...........................................................................................................10
QUALIFICATIONS FOR LIFEGUARDS .................................................................................................11
HOURS FOR LIFEGUARDS ....................................................................................................................11
THE ROLE OF THE WATER SAFETY INSTRUCTOR ...........................................................................11
QUALIFICATIONS FOR WATER SAFETY INSTRUCTORS .................................................................11
HOURS FOR WATER SAFETY INSTRUCTORS ...................................................................................11
THE ROLE OF THE AQUATICS FITNESS INSTRUCTOR .................................................................12
QUALIFICATIONS FOR AQUATICS FITNESS INSTRUCTORS ......................................................12
HOURS FOR AQUATIC FITNESS INSTRUCTORS ..............................................................................12
THE ROLE OF THE FRONT DESK EMPLOYEE .................................................................................12
ATTENDANCE .......................................................................................................................................12
WAGES ................................................................................................................................................13
BENEFITS ............................................................................................................................................13
DAYS OFF SCHEDULE ..........................................................................................................................13
EVALUATIONS ......................................................................................................................................13
EXIT PROCEDURES .............................................................................................................................14
EMERGENCY PREPAREDNESS ............................................................................................................14
DOOR ENTRY PROCEDURES ...............................................................................................................14
A.L.I.C.E. INTRUDER/ACTIVE SHOOTER RESPONSE ....................................................................15
EMERGENCY ACTION PLAN (EAP) ......................................................................................................16
AMERICAN RED CROSS CERTIFICATIONS ......................................................................................17
LIFEGUARDING INFORMATION .........................................................................................................18
WATER SAFETY INSTRUCTOR INFORMATION ...............................................................................18
GENERAL INFORMATION FOR ALL EMPLOYEES .........................................................................18
- Uniforms ...........................................................................................................................................19
- Swim Meets ......................................................................................................................................19
- Concession Stand Information .......................................................................................................20

## Employment......................................................................................................................................21

JOB DESCRIPTION ...............................................................................................................................22
- Aquatics Director ............................................................................................................................22
- Aquatics Supervisor .......................................................................................................................24
- Aqua Fitness Instructor (AFI) .........................................................................................................26
- Aquatics Front Desk .......................................................................................................................27
- Lifeguard .........................................................................................................................................28
- Meet Manager ...............................................................................................................................30
- Water Safety Instructor (WSI) .........................................................................................................31
- Robert H. Henley Aquatic Center Salary Schedule .......................................................................32
- Performance Based Evaluation ......................................................................................................33

## Benefits ............................................................................................................................................35
# Independence School District

## Aquatics Handbook 2017-2018

- **Employee Benefits & Benefits Banking 2017-2018** .......................................................... 36
- **New Directions Employee Assistance Program** ................................................................. 44

**Workers' Compensation** ........................................................................................................ 45

- **Employee Information and Accident/Injury Procedures** ....................................................... 46
- **Employee Accident/Injury Report/Internal Form** ................................................................. 47
- **Workers' Compensation Treatment Authorization** ............................................................. 48

**Policies and Procedures** ........................................................................................................ 50

- POLICY 2130 .......................................................... 51
  - Harassment ...................................................................................................................... 51
- POLICY 2670 .......................................................... 67
  - Corporal Punishment: Prohibited .................................................................................. 67
- POLICY 2770 .......................................................... 68
  - Seclusion and Restraint ................................................................................................. 68
- POLICY 4120 .......................................................... 74
  - Employment Procedures ............................................................................................... 74
- POLICY 4650 .......................................................... 75
  - Communication with Students by Electronic Media ..................................................... 75
- POLICY 4720 .......................................................... 76
  - Suspension or Termination: Non-Certificated Staff .................................................... 76

**Safe Schools Act of 1996** ........................................................................................................ 77

**General District Information** ................................................................................................ 79

- School Information 2017-2018 ............................................................................................. 80
- School Start/Dismissal Times 2017-2018 ............................................................................. 81
- Operation Procedures - Inclement Weather 2017-2018 ..................................................... 82
- Weather Related Schedules 2017-2018 ............................................................................. 83
- 2017-2018 School District Calendar .................................................................................... 84
- Map of the School District of Independence ....................................................................... 85
- Title IX ............................................................................................................................. 86
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

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Mrs. Jill Esry</td>
</tr>
<tr>
<td>Vice President</td>
<td>Mr. Greg Finke</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Mrs. Denise Fears</td>
</tr>
<tr>
<td>Director</td>
<td>Mr. Ken Johnston</td>
</tr>
<tr>
<td>Director</td>
<td>Mrs. Ann Franklin</td>
</tr>
<tr>
<td>Director</td>
<td>Dr. Matt Mallinson</td>
</tr>
<tr>
<td>Director</td>
<td>Mr. Blake Robertson</td>
</tr>
</tbody>
</table>

## Central Office Administration

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superintendent of Schools</td>
<td>Dr. Dale Herl</td>
</tr>
<tr>
<td>Deputy Superintendent-Instruction/Early Education/Student Services</td>
<td>Dr. Dred Scott</td>
</tr>
<tr>
<td>Deputy Superintendent of Operations</td>
<td>Dr. Lance Stout</td>
</tr>
<tr>
<td>Director of Human Resources</td>
<td>Dr. Cindy Grant</td>
</tr>
<tr>
<td>Director of Human Resources</td>
<td>Mr. Dean Katt</td>
</tr>
<tr>
<td>Assistant Superintendent-High Schools/NGL Academies</td>
<td>Dr. Brad MacLaughlin</td>
</tr>
<tr>
<td>Assistant Superintendent-Middle Schools/Curriculum/Instruction/Assessment</td>
<td>Dr. Elizabeth Savidge</td>
</tr>
<tr>
<td>Assistant Superintendent of Elementary Education</td>
<td>Dr. Janet Richards</td>
</tr>
<tr>
<td>Director of Technology</td>
<td>Mr. Brent Catlett</td>
</tr>
<tr>
<td>Director of Special Services</td>
<td>Ms. Sherry Potter</td>
</tr>
<tr>
<td>Director of Community Relations</td>
<td>Mrs. Amy Knipp</td>
</tr>
<tr>
<td>Director of Public Relations</td>
<td>Mrs. Jana Corrie</td>
</tr>
<tr>
<td>Director of Business and Benefits</td>
<td>Mrs. Molly Johnson</td>
</tr>
<tr>
<td>Director of Youth Development and Education</td>
<td>Ms. Jennifer Walker</td>
</tr>
<tr>
<td>Director of Neighborhood Family Services</td>
<td>Mrs. Merideth Parrish</td>
</tr>
<tr>
<td>Director of Facilities Services</td>
<td>Mr. Salum Stutzer</td>
</tr>
<tr>
<td>Director of Nutrition Services</td>
<td>Mr. Brad Kramer</td>
</tr>
<tr>
<td>Director of Transportation Services</td>
<td>Mr. Daryl Huddleston</td>
</tr>
<tr>
<td>Director of Health Services</td>
<td>Mrs. Lori Halsey</td>
</tr>
<tr>
<td>Director of Public Safety</td>
<td>Mr. Dennis Green</td>
</tr>
</tbody>
</table>
Dear Employee:

On behalf of the Board of Education and the Independence School District, we welcome you to the 2017-2018 school year.

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

We hope that you enjoy working with the teachers, students, parents, and administrators. We appreciate you sharing part of your life with our School District and look forward to working with you during the 2017-2018 school year.

Best wishes.

Dale Herl
Superintendent of Schools
AQUATICS INFORMATION
What Is a Supervisor?
A Supervisor is an individual who serves under the direction of the Aquatics Director to actively manage lifeguards at the facility. The Supervisor is the liaison between the Lifeguards and the Aquatics Director. The Supervisor is completely responsible for the operation of the facility when the Aquatics Director is not present.

The Role of the Supervisor
Supervisors play a vital role in the safety of patrons who use the facilities supplied by the Independence School District. Supervisors are expected to ensure that a proper lifeguard to patron ratio is met at all times. Supervisors are expected to be alert and ready to respond to any and all emergencies. Supervisors are expected to maintain all current certifications. Supervisors are expected to run in-service training for Lifeguards. Supervisors are expected to delegate and perform maintenance during down time and are expected to maintain a clean and public friendly appearance at all times.

Qualifications for Supervisors
All Supervisors must be a certified American Red Cross Lifeguard Instructor. In addition, Supervisors must have the American Red Cross Lifeguard Certification, including First Aid, CPR for the Professional Rescuer and AED for the Professional Rescuer. be able to submerge to a depth of 12 feet and retrieve a person weighing 250 pounds, be able to sit and stand for extended periods of time, be able to jump from a 6 foot stand into a depth of 3 and ½ feet of water, and complete other duties as defined and assigned.

Hours for Supervisors
All Supervisors are part-time employees who work less than 20 hours per week. Consult your letter of appointment for the number of hours you are to work. The Henley Aquatic Center is open for business from 6:00 am – 9:30 pm. As a Supervisor, you may be scheduled to work any of these hours. You must fill out a day-off sheet so that we will not schedule you during times you cannot work. The day-off sheet is a request, not a guarantee.

The Role of the Lifeguard
A Lifeguard serves under the direction of the Aquatics Director to ensure the safety of individuals using the Henley Aquatic Center by providing a constant watch over individuals in the pool.

Lifeguards play a vital role in the safety of patrons who use the facilities provided by the Independence School District. They are expected to be alert and ready to respond to any and all emergencies. Lifeguards must maintain all current certifications and attend in-service trainings to maintain their skills. They are expected to perform maintenance duties during down time and maintain a clean and public-friendly appearance at all times. A job description for Lifeguards is found in the “Employment” section of this handbook.
Qualifications for Lifeguards
All lifeguards must have the American Red Cross Lifeguard Certification, including First Aid, CPR for the professional rescuer, and AED for the professional rescuer. They must be able to submerge to a depth of 12 feet and retrieve a person weighing 250 pounds, sit and stand for extended periods of time, jump from a six foot stand into a depth of three and a half feet of water, and complete other duties as defined and assigned.

Hours for Lifeguards
All lifeguards are part-time employees who work less than 20 hours per week. Consult your letter of appointment for the number of hours you are to work. The Henley Aquatic Center is open for business from 6:00 am-9:30 pm. As a Lifeguard, you may be scheduled to work any of these hours. You must fill out a day-off sheet so that we will not schedule you during times you cannot work. The day-off sheet is a request, not a guarantee.

The Role of the Water Safety Instructor
A Water Safety Instructor (WSI) serves under the direction of the Aquatics Director to ensure that quality swimming lessons are being taught at the Henley Aquatic Center. All lessons must be taught in accordance with the guidelines of the American Red Cross “Learn to Swim” program. Water Safety Instructors play a vital role in teaching the youth of the community to swim. It is expected that WSI’s teach to the standard of the American Red Cross “Learn to Swim” program. Deviations from this program will not be permitted! WSI’s will provide their students with a good example in regards to cleanliness, punctuality, and citizen responsibility. They will maintain and update their certifications as mandated by the American Red Cross. The job description for WSI’s is found in the “Employment” section of this handbook.

Qualifications for Water Safety Instructors
All Water Safety Instructors must have the American Red Cross Water Safety Instructor Certification. It is preferred that WSI’s also maintain their Lifeguard certification, including First Aid, CPR for the professional rescuer, and AED for the professional rescuer.

Hours for Water Safety Instructors
All water safety instructors are part-time employees who work less than 20 hours per week. Consult your letter of appointment for the number of hours you are to work. The Henley Aquatic Center offers swimming lessons Monday-Thursday 9:00 am-12:00 pm and Monday-Thursday 6:00 pm-8:00 pm during the summer and Tuesday and Thursday 6:00 pm-8:00 pm in the fall, winter, and spring. As a Water Safety Instructor, you may be scheduled to work any of these hours. It is expected that once you commit to teaching a class, you must be in attendance for all class sessions! If you must miss a class, you are responsible for finding another WSI to cover your class with the approval of the Director.
The Role of the Aquatics Fitness Instructor

An Aquatics Fitness Instructor (AFI) is an individual who serves under the direction of the Aquatics Director to ensure that quality water aerobics classes are being taught at the Henley Aquatic Center. All classes must be taught in accordance with the guidelines of the American Red Cross “Aquatics Fitness” program. Aquatics Fitness Instructors play a vital role in teaching aquatic fitness to the community. It is expected that Aquatic Fitness Instructors teach to the standard of the American Red Cross “Aquatics Fitness Program”. Deviations from this program will not be permitted! AFI’s will provide their students a good example in regards to cleanliness, punctuality, and citizen responsibility to the students that they teach. They will maintain and update their certifications as mandated by the American Red Cross. A job description for AFI’s is found in the “Employment” section of this handbook.

Qualifications for Aquatics Fitness Instructors

All Aquatics Fitness Instructors must have the American Red Cross Aquatic Fitness Instructor Certification. It is preferred that AFI’s also maintain their Lifeguard certification, including First Aid, CPR for the professional rescuer, and AED for the professional rescuer.

Hours for Aquatic Fitness Instructors

All aquatic fitness instructors are part-time employees who work less than 20 hours per week. Consult your letter of appointment for the number of hours you are to work. The Henley Aquatic Center offers aquatic fitness classes Monday-Thursday 8:00 am-10:00 am and Monday-Thursday 6:00 pm-8:00 pm. As an Aquatics Fitness Instructor, you may be scheduled to work any of these hours. It is expected that once you commit to teaching a class, you must be in attendance for all class sessions! If you must miss a class, you are responsible for finding another AFI to cover your class with the approval of the Director.

The Role of the Front Desk Employee

A Front Desk employee serves under the direction of the Aquatics Director to ensure that the customers’ needs are being met at the Henley Aquatic Center. They are expected to perform maintenance duties during down time and to maintain a clean and public-friendly appearance at all times. A job description for front desk employees is found in the “Employment” section of this handbook.

Attendance

Regular attendance is an essential function of the job. If you must be absent, it is your responsibility to report this to your supervisor as soon as possible. You are responsible for covering the shift that you will miss.

Board of Education Policy 4310 states, “When employees are absent more than ten (10) days in any semester or more than fifteen (15) days per school year, their absence is considered excessive. The Superintendent/Designee will review each incident of excessive absence and may require the employee to provide medical documentation or may consider disciplinary actions up to and including termination.
Independence School District  
Aquatics Handbook 2017-2018  

Appropriate documentation may also be requested for unusual patterns of absences, or absences of three or more consecutive days.”

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

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

Wages

All Aquatic Center employees are paid at an hourly rate. Lifeguards, Water Safety Instructors and Aquatic Fitness Instructors are all paid at different rates. Each job assignment has two pay categories – first year employees and returning employees. A copy of the current pay scale is located in the “Employment” section of this handbook.

Aquatic Center Staff should record their working hours using the district’s electronic timekeeping system. The payroll secretary will review your time sheet by verifying the information recorded in the system. The Aquatics Center Director will approve the time sheet at the end of the pay period. The pay period runs from the first (1st) of each month through the end of the month. Payday is on the twentieth (20th) of the following month, or the preceding Friday if the twentieth (20th) is on a weekend.

You will be compensated for additional time worked for in-service training. In-service training will be required a minimum of four hours per month.

Benefits

Employees of the Henley Aquatic Center will receive free access to the facility, outside of their scheduled work time, during open and lap swimming times. Employees’ immediate families are allowed free access to the facility during open and lap swimming times. Employees’ immediate families are entitled to a 25% discount on swimming lessons and birthday parties, as well as a 75% discount on water aerobics classes.

Days Off Schedule

Employees are expected to fill out a “Days Off Request” sheet by the fifteenth of each month. An effort will be made to honor these requests. Changes to this request sheet can be made prior to the posting of the work schedule. Once the schedule is posted you are required to find a suitable substitute.

Evaluations

To help you understand your job responsibilities and assess how well you are fulfilling those responsibilities, you will be evaluated using the performance-based evaluation included in this handbook. Although you may be evaluated at any time during the year, evaluations generally are completed in the Spring. The Director will discuss the evaluation with you and ask that you sign the
Independence School District
Aquatics Handbook 2017-2018

evaluation. Please take time to study this evaluation and discuss any questions with the Director. A copy of the evaluation is included in the “Employment” section of this handbook.

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

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

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

• When a parent or patron approaches the door and pushes the buzzer, welcome them to the building and say, “May I help you?”
• If they are a parent, ask them for their student’s name and ask to see their photo identification.
• If they are a vendor or other visitor, ask the nature of their visit, who they are there to visit, and ask to see their identification.
• If they do not have identification with them, apologize and inform them that for safety reasons, this new district policy requires that they show state or federal photo identification to enter the building.
• Our goal is to keep out unidentified strangers. If the visitor is someone with whom you are familiar, and they have no identification in their vehicle or with them in any way you are allowed the flexibility to buzz them in. Please go the front door and escort them to the main office in order for them to receive a visitor’s pass. Remind them that they will need to bring their identification the next time they come to school.
• If you are not familiar with the visitor and he or she is unable to produce identification, he or she will not be allowed in the building.
• Once a visitor has reported to the office, please follow the building sign in/sign out procedures:
  (Parent) Verify parent is on the student check-out list if they wish to check their student out of school.
Independence School District
Aquatics Handbook 2017-2018

- (Parent) Present parent with a visitor pass labeled with their name, and direct them to the appropriate destination.
- (Volunteer) Present volunteer with an appropriate pass and direct them to appropriate location.
- (Vendor) Present vendor with a visitor pass and contact the person with whom they are wishing to speak.
- (Other) Present visitor with an appropriate pass and direct them to the location that they are seeking.

Early Education and Kids’ Safari programs:

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

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

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

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

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

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

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

**Step 1** - Lifeguard or staff recognizes that an emergency situation exists.

**Step 2** - Staff activates the EAP.
- Lifeguards use a long, loud whistle before leaving their stands.
- Other lifeguard(s) on duty stand up in alert or clear the pool and provides back-up coverage.
- The guard(s) on break needs to make sure the supervisor is notified and then assist the guard who activated the EAP.
- The supervisor will decide if 911 needs to be called.

**Step 3** - The guards will provide the emergency care that is required.
- The first guard will make the save that is needed.
- The second guard will bring the backboard, bag valve and oxygen as needed.
- The down guard will provide additional backup.

**Step 4** - If it is a very serious emergency, call and notify the Director and Assistant Director, if they are not already at the pool.

**Step 5** - Before the pool is reopened, the supervisor will check the reports and have guards check the facility to make sure it is safe to reopen.

**Step 6** - Before the end of the day, the staff involved in the situation should sit down with the supervisor and evaluate the plan.
American Red Cross Certifications

<table>
<thead>
<tr>
<th>Certification</th>
<th>Valid For</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lifeguard Training</td>
<td>2 years</td>
</tr>
<tr>
<td>First Aid for the Professional Rescuer</td>
<td>2 years</td>
</tr>
<tr>
<td>CPR for the Professional Rescuer</td>
<td>2 years</td>
</tr>
<tr>
<td>AED for the Professional Rescuer</td>
<td>2 years</td>
</tr>
<tr>
<td>Water Safety Instructor</td>
<td>Life long with minimum yearly teaching requirements</td>
</tr>
<tr>
<td>Aquatic Fitness Instructor</td>
<td>Life long with minimum yearly teaching requirements</td>
</tr>
</tbody>
</table>

It is the employee’s responsibility to maintain certifications and renew when necessary. Employees may attend recertification classes free of charge if held at the Henley Aquatic Center. Employees are responsible for alerting the Director when they are in need of a recertification class.
Lifeguarding Information

- Lifeguards must be in proper uniform at all times, including a swim suit, whistle and fanny packs.
- Lifeguards should always be punctual for rotations.
- Lifeguards should always maintain proper patron surveillance within their area of responsibility.
- Lifeguards should answer patron questions politely, but briefly, while on the stand.
- Lifeguards should not have a conversation with friends or other lifeguards while on the stand.
- Lifeguards should sit in a “ready” position with no legs crossed so they can quickly enter the water.
- Lifeguards should use whistles to initiate contact with patrons or other staff members.
- Lifeguards should use the following whistle blows:
  - 1 short blast – get the attention of a patron
  - 2 short blasts – get the attention of a staff member
  - 1 long blast – activate the EAP for a water rescue or incident on the pool deck
- Lifeguards should not ask the supervisor, or take it upon themselves, to reduce the number of on-duty lifeguards.
- Lifeguards are required to meet all current in-service expectations.
- No cell phones are allowed on the lifeguard stand.
- No books/magazines are allowed on the lifeguard stand.
- No mp3 players are allowed on the lifeguard stand.
- No whistle twirling is allowed.

Water Safety Instructor Information

- WSI’s will be in the water for each session regardless of level.
- WSI’s will begin class at the scheduled time.
- WSI’s will end class at the scheduled time.
- WSI’s are responsible for getting out all necessary equipment for each class.
- WSI’s are responsible for putting away all equipment after class.
- WSI’s shall assist in moving lane ropes if necessary, both before and after class.
- WSI’s should convey any comments or concerns from class members to the supervisor on duty.

General Information for all Employees

- Parking is available at the back of the building. Do not park in the diagonal spots.
- Locker rooms are available at the facility. This is the only acceptable place for employees to change clothes.
- Shelves and coat hooks are available in the lifeguard area.
- No personal items should be left anywhere but in the lifeguard area.
Independence School District
Aquatics Handbook 2017-2018

- Employees working shifts over 4 hours in length are eligible for a break.
- Eating may take place at the guard table in the office. The employee is responsible for cleaning up the guard table after eating.
- Employees are not allowed behind the desks in the office without a supervisor’s permission.
- Blank Day-Off Request forms are located on the guard table.
- Employees must wear appropriate clothing when entering the attached school.
- Smoking is prohibited on District property.
- Employees who come to work under the influence of drugs or alcohol will be terminated.
- All staff members are expected to assist with swim lessons if the need arises. This may include getting in the water.

**Uniforms**

- Employees will be provided with two staff shirts. Additional shirts are available for purchase.
- Employees must wear:
  - Swim suit
  - Staff shirt
  - Shorts
  - Sandals
  - Whistle
  - Fanny Pack
- Employees will not wear:
  - Long pants
  - Sweat pants
  - Long sleeve shirts
  - Hooded sweat shirts
  - Shoes
  - Hats
- Tattoos deemed not appropriate for a family atmosphere must be covered completely while at work.

**Swim Meets**

- One staff member will be in the cafeteria supervising the area and announcing event numbers. The staff member should have a born horn and walkie-talkie at all times.
- The staff member in the hallway starts the rotations.
- The hallway worker may be asked to assist in other areas as needed.
- One staff member should be in the office at all times. This person is not to rotate until the hallway person arrives.
- Staff members will receive half price concession food and free fountain pop. Do not ask the concession stand employees for exceptions.
- At most swim meets staff members are provided with hospitality by the host team. Ask the supervisor on duty for verification.
At the conclusion of the meet all staff members still on duty are expected to participate in clean-up until they are released by the supervisor.

Radio for assistance if required.

**Concession Stand Information**

- The employee opening the concession stand should perform the following opening duties in the following order:
  - Make sure the concession stand is cleaned, clean if necessary.
  - Stock any food or drink if necessary.
  - Begin appropriate food preparation.
  - Ask supervisor for starting funds.
- The employee shall ensure that the concession stand remains fully stocked during the meet. This includes cheese and hot dogs.
- The employee should clean and stock as needed at the conclusion of the meet.
- The employee should contact supervisor for funds collection.
- The concession stand should never be left unattended.
- The employee should be in a staff uniform with a swim suit available.
- Personal DVD players and laptop computers are **not** to be used in the concession stand.
- The employee closing the concession stand should perform the following closing duties:
  - Clean crock pot.
  - Clean hot dog machine.
  - Empty pop from fountain machine drain.
  - Clean counters.
  - Sweep floor.
  - Empty trash.
  - Restock all food and drink.
  - Count money.
  - Contact supervisor to collect money.
  - Close and lock counter gate.
  - Lock door.
  - Help with the rest of clean up in the facility.
EMPLOYMENT
Independence School District
Aquatics Handbook 2017-2018

Independence School District
Job Description

Aquatics Director

Qualifications:
- Minimum education of a high school diploma or its equivalent is required, with additional preparation and/or experience related to pool management preferred
- Must be trained as a Certified Pool Operator (CPO)
- Must be Red Cross certified as/in Water Safety Instructor, Lifeguard Training, First Aid and CPR
- Experience as a swimming coach preferred
- Computer skills and/or experience required, with knowledge of “Team Manager” and “Meet Manager” preferred
- Experience operating and maintaining a Daktronics or Colorado Timing System preferred
- Working knowledge of standard office machines required
- Effective communication and interpersonal skills required
- Possession of the knowledge, skills, and abilities necessary to perform the essential functions of the position
- Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable

Fair Labor Standards Act Status: Exempt

Reports to:
Activity Directors
Assistant Superintendent

Supervises:
Aquatics Staff

Job Goal:
Provide skillful and productive operation of the Aquatics Center and its programming in order to assure a positive impact on the Independence School District’s educational programming and students’ success.

Performance Responsibilities:
- Perform various pool and office management tasks
- Maintain daily accounting of admissions, fees and programming revenue
- Prepare and deposit revenues, with appropriate accounting reports sent to the business office as needed
- Operates computers, copiers, office machinery and equipment with a high degree of skill
- Maintains files/records, confidential and general correspondence, memos, statistical data, reports and other office forms as assigned
- Answers telephone in a pleasant and respectful manner and routes calls/messages to appropriate personnel
- Deals courteously with patrons, visitors, parents, students and staff
Independence School District
Aquatics Handbook 2017-2018

- Responds in a timely manner to informational requests
- Responsible for scheduling, budgeting, requisitioning, and bookkeeping tasks as necessary, following established District policies and procedures
- Demonstrates good safety practices and adheres to District and Aquatic Center rules, regulations and policies
- Responsible for recruiting, interviewing and recommending for hire all pool staff
- Responsible for supervising aquatic staff, including good, consistent safety practices
- Review on an ongoing basis the Aquatics Center’s maintenance needs and recommend changes/updates as to provide a safe and clean environment for patrons and staff
- Evaluate on an ongoing basis the Aquatics Center’s programming and make changes (if necessary), with supervisor’s approval, to maintain and/or improve current programs
- Report to supervisors any incidents worthy of mention involving the pool and pool area
- Schedule and administer regular in-service trainings for all pool staff
- Access on a regular basis programming needs that are not being met and recommend additional programs to increase participation at the center
- Promote the Aquatic Center in the schools and surrounding community to increase participation at the center
- Perform other duties as assigned in order to carry out functions of the Aquatics Center

Terms of Employment:
The Aquatics Director will be employed for a period of twelve months. The salary and work year will be established annually by the Board of Education.

Evaluation:
Performance of this job will be evaluated by the immediate supervisor, using the Supervisor Evaluation.
Aquatics Supervisor

Qualifications:
- Must hold valid certification as an American Red Cross Lifeguard Instructor
- Must hold valid certification in American Red Cross CPR for the Professional Rescuer, Lifeguarding, and First Aid
- Must be able to stand for long periods of time
- Ability to work in a variety of temperature ranges
- Must be able to demonstrate all American Red Cross certification skills upon request
- At least one or more years working as a lifeguard required

Fair Labor Standards Act Status: Non-Exempt

Reports to:
Aquatics Director

Job Goal:
To properly manage lifeguards and maintain daily operations of the Aquatic Center when the Aquatics Director is not present and to serve as a liaison between the lifeguards and the Aquatics Director.

Performance Responsibilities:
- Respond quickly and properly to all emergency situations according to American Red Cross guidelines
- Ensure proper lifeguard to patron ratio is maintained at all times
- Be a team leader in case of an emergency
- Run staff in-services on a weekly basis
- Ensure all rescue/incident reports are properly completed after an incident
- Inform the Director of all rescues/incidents
- Know and practice the Emergency Action Plan (EAP)
- Report to work in a timely manner and be ready to start the shift on time
- Attend all required staff meetings and full staff in-services
- Must dress appropriately as the supervisor on duty
- Know and enforce all facility rules
- Be aware of the needs of the guard on-duty
- Remain in the building at all times
- Be alert for a whistle call from the guard on duty
- Keep current on all American Red Cross CPR, Lifeguard, and First Aid certifications
- Ensure all employees are diligent in keeping the Aquatics Center and locker rooms clean and orderly at all times
- Perform any extra cleaning duties required by the Director
- Be able to demonstrate all American Red Cross certification skills upon request
- Answer the phone politely
Independence School District
Aquatics Handbook 2017-2018

- Answer any patron questions
- Receive money from patrons wishing to use the facility
- Sign up patrons for swim lessons
- Alert the Director of any concerns
- Complete other duties as defined and assigned

Terms of Employment:
The Aquatics Supervisor will be employed for twelve (12) month positions. The salary and work year will be established annually by the Board of Education.

Evaluation:
Performance of this job will be evaluated by the immediate supervisor, using the Henley Aquatic Center Staff Performance Based Evaluation.
Independence School District

Job Description

Aqua Fitness Instructor (AFI)

Qualifications:
- Must be able to obtain and hold valid certification as an Aqua Fitness Instructor
- Valid certification in American Red Cross Lifeguarding, First Aid, and CPR is preferred
- At least one or more years working as a Water Aerobics Instructor is preferred

Fair Labor Standards Act Status: Non-Exempt

Reports to:
Aquatics Director
Assistant Aquatics Director

Job Goal:
To provide a fun and challenging water aerobics class while maintaining a safe environment.

Performance Responsibilities:
- To provide a useful aerobics class for patrons
- To ensure that class begins and ends on time
- Ensure that the aerobic area is set up for class
- Convey any complaints from patrons to the Director or Assistant Director
- Inform patrons of any change to the class schedule
- Convey class pricing information to patrons
- Ensure adequate equipment is available for class use
- Inform the Director or Assistant Director of any equipment needs
- Put equipment away after class

Terms of Employment:
The Aqua Fitness Instructor will be employed for a twelve (12) month position. The salary and work year will be established annually by the Board of Education.

Evaluation:
Performance of this job will be evaluated by the immediate supervisor, using the Henley Aquatic Center Staff Performance Based Evaluation.
Independence School District
Job Description

Aquatics Front Desk

Qualifications:
- Must be able to communicate well with the public and staff members
- Certification in American Red Cross Life Guarding, First Aid, and CPR preferred
- At least one year of aquatics or clerical experience preferred

Fair Labor Standards Act status: Non-Exempt

Reports To:
Aquatics Director
Assistant Aquatics Director

Job Goal:
To greet patrons and assist them in learning about, and signing up for different programs offered at the Henley Aquatic Center

Performance Responsibilities:
- Know and practice the Emergency Action Plan (EAP)
- Report to work in a timely manner and be ready to start the shift on time
- Attend all required staff meetings
- During “down time” be aware of the needs of the guard on duty
  - Remain in the building at all times
  - Be alert for a whistle call from the guard on duty
  - Be ready to respond to the on-duty lifeguard’s call for assistance
- Perform any extra cleaning duties required by your supervisor while on “down time”
- Remain in office while on “down time”
  - Answer the phone politely
  - Answer any patron questions
  - Receive money from patrons wishing to use the facility
  - Sign up patrons for swim lessons
- Alert the Director/Assistant Director of any concerns
- Complete other duties as defined and assigned

Terms of Employment:
The Aquatics Front Desk Position will be employed for a twelve (12) month position. The salary and work year will be established annually by the Board of Education.

Evaluation:
Performance of this job will be evaluated by the immediate supervisor, using the Henley Aquatic Center Staff Performance Based Evaluation.
HR 09/08
Independence School District
Aquatics Handbook 2017-2018

Independence School District
Job Description

Lifeguard

Qualifications:
• Must be able to obtain and hold valid certification in American Red Cross CPR for the Professional Rescuer, Lifeguarding, and First Aid
• Must be able to stand for long periods of time
• Ability to work in a variety of temperature ranges
• Must be able to demonstrate all American Red Cross certification skills upon request
• At least one or more years working as a lifeguard preferred

Fair Labor Standards Act Status: Non-Exempt

Reports to:
Aquatics Director
Assistant Aquatics Director

Job Goal:
To properly scan for and respond to all types of aquatic emergencies and to provide as safe an environment for patrons and staff as possible

Performance Responsibilities:
Respond quickly and properly to all emergency situations according to American Red Cross guidelines:
• Be able to demonstrate all American Red Cross certification skills upon request
• Ensure all rescue/incident reports are properly completed after an incident
• Inform the Director/Assistant Director of all rescues/incidents
• Know and practice the Emergency Action Plan (EAP)
• Report to work in a timely manner and be ready to start the shift on time
• Attend one hour of in-service training per week
• Attend all required staff meetings and full staff in-services
• Must follow the dress code for a lifeguard
• Know and enforce all facility rules
• Be aware of the needs of the guard on-duty during “down time”
• Remain in the building at all times
• Be alert for a whistle call from the guard on duty
• Be ready to respond to the on-duty lifeguard’s call for assistance
• Keep current on all American Red Cross CPR, Lifeguard, and First Aid certifications
• Perform any extra cleaning duties required by the supervisor while on “down time”
• Remain in the office while on “down time”
• Answer the phone politely
• Answer any patron questions
• Receive money from patrons wishing to use the facility
Independence School District
Aquatics Handbook 2017-2018

- Sign up patrons for swim lessons
- Alert the Director /Assistant Director of any concerns
- Complete other duties as defined and assigned

Terms of Employment:
The Lifeguard will be employed for twelve month positions. The salary and work year will be established annually by the Board of Education.

Evaluation:
Performance of this job will be evaluated by the immediate supervisor, using the Henley Aquatic Center Staff Performance Based Evaluation.

HR 09/08
Independence School District
Job Description

Meet Manager

Qualifications:
- Must be able to run the Daktronics Omnisport 2000 Timing System
- Must be proficient in the Hy-Tek Meet Manager software
- Must be proficient in the Hy-Tek Team Manager software
- A valid certification in American Red Cross CPR for the Professional Rescuer, Lifeguarding, and First Aid is preferred

Fair Labor Standards Act Status: Non-Exempt

Reports to:
Aquatics Director

Job Goal:
To properly run the Daktronics OmniSport 2000 Timing System and associated software during high school and club swim meets.

Performance Responsibilities:
- Must run the Daktronics Omnisport 2000 proficiently during swim meets
- Must run the Hy-Tek Meet Manager and Team Manager proficiently during swim meets
- Respond promptly and politely to requests made by all coaching staff
- Generate appropriate results promptly at the end of the competition
- Know how to set up and tear down all computer equipment necessary to run a swim meet

Terms of Employment:
The Meet Manager will be employed for a twelve (12) month position. The salary and work year will be established annually by the Board of Education.

Evaluation:
Performance of this job will be evaluated by the immediate supervisor, using the Henley Aquatic Center Staff Performance Based Evaluation.
Independence School District
Aquatics Handbook 2017-2018

Independence School District
Job Description

Water Safety Instructor (WSI)

Qualifications:
- Must be able to obtain and hold valid certification as a Water Safety Instructor
- Valid certification in American Red Cross Lifeguarding, First Aid, and CPR is preferred
- At least one or more years working as a swim lesson instructor is preferred

Fair Labor Standards Act Status: Non-Exempt

Reports to:
Aquatics Director
Assistant Aquatics Director

Job Goal:
To help students advance through the American Red Cross Learn To Swim Program while maintaining a
safe and enjoyable environment.

Performance Responsibilities:
- To ensure a quality class for patrons
- To ensure class sessions begin and end on time
- Give each individual the attention needed to meet the American Red Cross standards for the
  Learn To Swim Program
- Convey each student’s accomplishments and areas in need of improvement to the students and
  their parents
- Complete American Red Cross swimming certificates for each individual
- Send proper documentation of each class to the American Red Cross
- Ensure that the lesson area is set up for class
- Convey any complaints from patrons to the Director or Assistant Director
- Inform patrons of any change to the class schedule
- Convey class pricing information to patrons
- Ensure adequate equipment is available for class use
- Inform the Director or Assistant Director of any equipment needs
- Put equipment away after class

Terms of Employment:
The Water Safety Instructor will be employed for a twelve month position. The salary and work year
will be established annually by the Board of Education.

Evaluation:
Performance of this job will be evaluated by the immediate supervisor, using the Henley Aquatic Staff
Performance Based Evaluation.

HR 09/08
# Robert H. Henley Aquatic Center Salary Schedule

## 2017-2018

<table>
<thead>
<tr>
<th>Position</th>
<th>Hourly Wage</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Starting</td>
</tr>
<tr>
<td>Front Desk</td>
<td>8.30</td>
</tr>
<tr>
<td>Lifeguard</td>
<td>9.53</td>
</tr>
<tr>
<td>Water Safety Instructor</td>
<td>11.11</td>
</tr>
<tr>
<td>Aqua Fitness Instructor</td>
<td>11.11</td>
</tr>
<tr>
<td>Meet Manager</td>
<td>11.51</td>
</tr>
<tr>
<td>Supervisor</td>
<td>14.76</td>
</tr>
</tbody>
</table>

HR 6/8/2017
**Performance Based Evaluation**

**Henley Aquatic Center Personnel**

<table>
<thead>
<tr>
<th>NAME:</th>
<th>DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>POSITION TITLE:</td>
<td>DIRECTOR:</td>
</tr>
</tbody>
</table>

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

## EVALUATION CRITERIA

<table>
<thead>
<tr>
<th>1. <strong>PROFESSIONAL PRESENTATION OF SELF:</strong> Appropriate uniform and gear.</th>
<th>5. <strong>ATTITUDE/INTERPERSONAL SKILLS:</strong> Exhibits a positive attitude and works well with patrons, staff, and supervisors.</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Exceeds Standards</td>
<td>☐ Exceeds Standards</td>
</tr>
<tr>
<td>☐ Meets Standards</td>
<td>☐ Meets Standards</td>
</tr>
<tr>
<td>☐ Below Standards</td>
<td>☐ Below Standards</td>
</tr>
<tr>
<td>Comments:</td>
<td>Comments:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. <strong>PREPAREDNESS:</strong> Whistle, fanny pack, rotation schedule, on time to work.</th>
<th>6. <strong>EFFECTIVENESS:</strong> Staff member has a positive impact on aquatic safety and has demonstrated rescues, CPR, and first aid skills in accordance with the emergency action plan.</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Exceeds Standards</td>
<td>☐ Exceeds Standards</td>
</tr>
<tr>
<td>☐ Meets Standards</td>
<td>☐ Meets Standards</td>
</tr>
<tr>
<td>☐ Below Standards</td>
<td>☐ Below Standards</td>
</tr>
<tr>
<td>Comments:</td>
<td>Comments:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. <strong>DEPENDABILITY:</strong> Can be counted on to follow directions, be on the job, and fulfill assigned responsibilities.</th>
<th>7. <strong>RULE ENFORCEMENT:</strong> Acknowledges, adheres to, and enforces the pool rules to minimize injury and ensure public safety; uses whistle effectively.</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Exceeds Standards</td>
<td>☐ Exceeds Standards</td>
</tr>
<tr>
<td>☐ Meets Standards</td>
<td>☐ Meets Standards</td>
</tr>
<tr>
<td>☐ Below Standards</td>
<td>☐ Below Standards</td>
</tr>
<tr>
<td>Comments:</td>
<td>Comments:</td>
</tr>
</tbody>
</table>

| 4. **INITIATIVE:** Is self directing. |  |
8. **JUDGEMENT/DISCRETION:** Decisions and actions are appropriate for working in the aquatic center.

<table>
<thead>
<tr>
<th></th>
<th>Exceeds Standards</th>
<th>Meets Standards</th>
<th>Below Standards</th>
</tr>
</thead>
</table>

Comments:

|       | Exceeds Standards | Meets Standards | Below Standards |


9. **COMMUNICATION SKILLS:** Effectively and appropriately communicates with students, parents, and school personnel, including written and verbal communication.

|       | Exceeds Standards | Meets Standards | Below Standards |

Comments:

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

HR 10/04/2013

10. **PROFESSIONAL IMPROVEMENT:** Participates in in-service training and has maintained certifications.

|       | Exceeds Standards | Meets Standards | Below Standards |

Comments:

If needed, attach an additional page for strengths and areas for continued growth.

**STRENGTHS:**

**AREAS FOR CONTINUED GROWTH:**
BENEFITS
Employee Benefits & Benefits Banking 2017-2018

<table>
<thead>
<tr>
<th>BENEFIT</th>
<th>NOTES</th>
<th>EMPLOYEES AFFECTED</th>
</tr>
</thead>
</table>
| Public School Retirement System (PSRS)                                 | • State mandated deduction (2017-2018) 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) | • State mandated deduction (2017-2018) 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 457                                                           | • Approximately 15 vendors for pre-tax retirement savings  
• Contact The Omni Group at 877-544-6664  
• [www.omni403b.com](http://www.omni403b.com) | All staff                                                                                                                                       |
<p>| MOST                                                                   | • Payroll deduction for Children’s Higher Education | All staff                                                                                                                                 |
| Public Service Forgiveness Program                                      | • Forgiveness of Direct student loans for those qualifying after 120 payments and not in default <a href="http://dhe.mo.gov/resources/Publicserviceemployees.php">http://dhe.mo.gov/resources/Publicserviceemployees.php</a> | Full-time staff                                                                                                                                   |
| General Payroll Deductions                                             | • Professional organization dues, Independence Foundation, United Way, etc.                                                                   | All staff                                                                                                                                       |</p>
<table>
<thead>
<tr>
<th>Benefit</th>
<th>Notes</th>
<th>Employees AFFECTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Deposit</td>
<td>• Available for multiple accounts</td>
<td>Required for all staff</td>
</tr>
<tr>
<td>Direct Check Card</td>
<td>• Available for multiple accounts</td>
<td>Employees who don’t have a bank account</td>
</tr>
<tr>
<td>Credit Union</td>
<td>Located at 201 N. Forest Avenue</td>
<td>All staff who work 25 hours week</td>
</tr>
<tr>
<td>“Benefits Banking”</td>
<td>Additional free, discounted, and premium rate services for customers of Commerce Bank. Services include:</td>
<td>All staff and retirees</td>
</tr>
<tr>
<td></td>
<td>• Free online banking and bill pay</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Free Commerce ATM and debit card</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Discount on loans</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Contact 816-234-8810 or 816-234-2250</td>
<td></td>
</tr>
<tr>
<td>Professional Liability Insurance</td>
<td>• 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.</td>
<td>All staff</td>
</tr>
<tr>
<td>Worker Compensation</td>
<td>• State mandated</td>
<td>All staff with job related injuries</td>
</tr>
<tr>
<td></td>
<td>• Covers medical care and prescriptions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Provides 2/3 of average weekly wage if employee cannot work, effective 3 days after day of injury</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Day of injury paid by District</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Care provided in District’s Employee Health Clinic at 1516 W. Maple Street</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Questions – Contact Employee Workers’ Compensation Office 816-521-5424</td>
<td></td>
</tr>
<tr>
<td>BENEFIT</td>
<td>NOTES</td>
<td>EMPLOYEES AFFECTED</td>
</tr>
<tr>
<td>-------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Health Insurance        | • Board of Education paid for employees @ $553.52 monthly, October 1, 2017 – September 30, 2018  
                        | • Optional coverage available at employee expense for spouse and dependent children  
                        | • Retirees may retain membership by paying premiums  
                        | • Plans choices include QHDHP, PPO, and HMO                                                                                                                                                | All staff who work 25 hours per week  
                        |                                                                                                                                                                                                      | Retirees who elected coverage within one year of their retirement               |
| Dental Insurance        | • Board of Education paid for employees @ $27.46 monthly October 1, 2017 – September 30, 2018  
                        | • Optional coverage available at employee expense $62.40 monthly for family  
                        | • Annual maximum coverage of $1,000.00. Orthodontic benefit $1,000.00.                                                          | All staff who work 25 hours per week  
                        |                                                                                                                                                                                                      | Retirees may extend through COBRA for 18 months                                |
| Voluntary Insurance     | • At employee expense  
                        | • Monthly cost of $13.32 for employee or $36.75 for family                                                                                                                                | All staff who work 25 hours per week                                               |
| Vision                  |                                                                                                                                                                                                      |                                                                                   |
| Long Term Disability Insurance | • 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 | • Board of Education paid benefit  
                        | • 1.5 times salary for qualifying employees  
                        | • Includes AD&D                                                                                                                  | All staff who work 25 hours per week                                               |
| Life Insurance Supplemental | • At employee expense  
                        | • Optional coverage available for employee, spouse and dependents with or without AD&D                                           | All staff who work 25 hours per week                                               |
## Independence School District
### Aquatics Handbook 2017-2018

<table>
<thead>
<tr>
<th><strong>BENEFIT</strong></th>
<th><strong>NOTES</strong></th>
<th><strong>EMPLOYEES AFFECTED</strong></th>
</tr>
</thead>
</table>
| Section 125 – Premiums | - 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 | - Pretax savings account for medical or dependent care  
- Fee $4.67 per month for 9 months | All staff who work 25 hours per week |
| Section 125 - Health Savings Account | - Employee owned pretax savings account for medical expenses  
- District contributes $600/year  
- Fee $2.00 per month balances < $3000 | 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 | - Cost-free Employee Assistance Program  
- Confidential Services, Referrals  
- Counseling and Resources  
- Financial and legal planning  
- Confidential website access [www.ndbh.com](http://www.ndbh.com) (login code IndependenceSD)  
- 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 | - Medical clinic for well exams, disease management, illness care, routine lab tests  
- Cost-free for those on district health insurance and preventive care  
- $25 per visit fee for those on the HSA eligible QHDHP for non-preventive care  
- Call 816-521-5316 or go online to [https://healthstatinc.intelichart.com/patientportal](https://healthstatinc.intelichart.com/patientportal) to make an appointment | All staff, retirees, and dependents (age 2+) enrolled on district health insurance |
| Employee Wellness Center | - Free gym with exercise equipment and classes  
- Enroll - call 816-521-5315 | All regular full and part-time employees, retirees, and their spouses and dependents age 18 and older |
| Aquatics Center | - Free open and lap swimming  
- 25% off swimming lessons, party rentals and private rentals  
- Free aerobics classes  
- Questions – call 816-521-5377 | All staff |
<table>
<thead>
<tr>
<th>BENEFIT</th>
<th>NOTES</th>
<th>EMPLOYEES AFFECTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voluntary Insurance</td>
<td>• Optional at employee expense</td>
<td>All staff who qualify for PSRS or PEERS</td>
</tr>
<tr>
<td>Legal Assistance</td>
<td>• Legal advice, forms, will, document review, traffic issues, IRS, defense, discounts</td>
<td>Retiree insurance and COBRA participants</td>
</tr>
<tr>
<td></td>
<td>• 24/7 emergency access</td>
<td></td>
</tr>
<tr>
<td>Voluntary Insurance</td>
<td>• Optional at employee expense:</td>
<td>All staff who qualify for PSRS or PEERS</td>
</tr>
<tr>
<td>Identity Theft</td>
<td>• employee or family options</td>
<td>Retiree insurance and COBRA participants</td>
</tr>
<tr>
<td></td>
<td>• Insurance policy $1,000,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Monitoring includes: credit, internet, digital, social, bank</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Privacy advocate remediation</td>
<td></td>
</tr>
<tr>
<td>Voluntary Insurance</td>
<td>• Optional at employee expense:</td>
<td>All staff who qualify for PSRS or PEERS</td>
</tr>
<tr>
<td>Accident</td>
<td>• employee, spouse, dependents</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Includes Wellness Benefit</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Includes Accidental Death or Dismemberment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Includes Hospital Benefit</td>
<td></td>
</tr>
<tr>
<td>Voluntary Insurance</td>
<td>• Optional at employee expense:</td>
<td>All staff who qualify for PSRS or PEERS</td>
</tr>
<tr>
<td>Critical Illness</td>
<td>• employee, spouse, dependents</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Includes Wellness Benefit</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Includes heart attack, stroke, cancer, renal failure, organ transplant, coma, severe burns, loss sight-hearing-or-speech, and paralysis.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Monthly cost age banded on selected employee benefit of $10,000, $20,000, or $30,000</td>
<td></td>
</tr>
<tr>
<td>Voluntary Insurance</td>
<td>• Optional at employee expense:</td>
<td>All staff who qualify for PSRS or PEERS</td>
</tr>
<tr>
<td>Cancer</td>
<td>• employee, spouse, dependents</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Includes Wellness, First Occurrence, and specific cost Benefits</td>
<td></td>
</tr>
<tr>
<td>Voluntary Insurance</td>
<td>• Optional at employee expense:</td>
<td>All staff who qualify for PSRS or PEERS</td>
</tr>
<tr>
<td>Hospital Indemnity</td>
<td>• employee, spouse, dependents</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Includes annual admission and daily benefits</td>
<td></td>
</tr>
<tr>
<td>Voluntary Insurance</td>
<td>• Optional at employee expense</td>
<td>All staff who qualify for PSRS or PEERS</td>
</tr>
<tr>
<td>Short Term Disability</td>
<td>• Elect coverage $100-1500/wk</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Elect elimination period of 7, 14, or 30 days</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Monthly cost coverage based and age banded</td>
<td></td>
</tr>
<tr>
<td>BENEFIT</td>
<td>NOTES</td>
<td>EMPLOYEES AFFECTED</td>
</tr>
<tr>
<td>-----------------------</td>
<td>------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| **Family Medical Leave** | - 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 | o 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  
o Contact Human Resources to see if you qualify for FML  
o Employees must request FML in writing through the Human Resources Office 521-5300 |
| **Sick Leave**        | - 10 days per school year for illness as outlined in Board of Education Policy/Regulation 4320  
- Plus one (1) day for each additional full contract month beyond the nine month calendar  
- Paid at daily rate | All staff who work 37.5 hours per week                                             |
| **Personal Leave**    | - 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**   | - 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** | - 3 days for death in the immediate family as outlined in Policy/Regulation 4320  
- Paid at daily rate | All staff                                                                           |
**Independence School District**
**Aquatics Handbook 2017-2018**

<table>
<thead>
<tr>
<th><strong>BENEFIT</strong></th>
<th><strong>NOTES</strong></th>
<th><strong>EMPLOYEES AFFECTED</strong></th>
</tr>
</thead>
</table>
| Part-Time Sick Leave| • 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| • 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           | • Paid at employee’s daily rate                                           | All staff                                                 |
| Vacation            | • 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 costs⁵⁶
- 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 reordered checks 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.
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](http://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
Employee Information and Accident/Injury Procedures

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

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

1. Report to the school nurse’s office at the injury site for an initial medical evaluation, first aid treatment and referral for treatment with the completion of the Workers’ Compensation Treatment Authorization form. Outside of the nurse hours or if employed in an area without nursing staff, the supervisor will complete the referral. Building administrator’s may also complete the Workers’ Compensation Treatment Authorization and sign the Employee Accident/Injury Report.

2. Work-related injuries must be reported immediately to your supervisor or as soon as possible but in no more than 24 hours.

3. An Employee Accident/Injury Report form must be completed and signed by the employee and the school nurse or supervisor at the time the incident is reported even if no medical treatment is needed. This will be completed in the school nurse office during initial evaluation. If a nurse is not available, the supervisor or building administrator will assist.

4. All work-related injuries must be treated by ISD Employee Health Clinic and be referred by the school nurse or supervisor. The Employee must be given a signed copy of the completed Employee Accident/Injury Report form as well as a signed copy of the Workers’ Compensation Treatment Authorization form. The Employee must present both forms for treatment at the Clinic. The Clinic can triage, treat or refer most care levels of injuries. The ISD Employee Health Clinic location and hours are as follows:

**ISD Employee Health Clinic**

- **1516 W. Maple Ave.**
- Independence, MO 64050
- Telephone (866) 959-9355

**Clinic Hours:**

- Monday-Friday: 7:00 am – 12:00 Noon
- 1:00 pm – 6:00 pm
- Saturday: 8:00 am – Noon

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

**U.S. Healthworks, Inc.**

- **19000 E. Eastland Center Ct.**
- Independence, MO 64055
- Telephone (816) 478-9299

**Hours:**

- Monday-Friday: 8:00 am – 5:00 pm

**Urgent Care of Kansas City**

- **4741 S. Arrowhead Drive, Suite B**
- Independence, MO 64055
- Telephone (816) 795-6000

**Hours:**

- Monday-Friday: 8:30 am – 9:00 pm
- Saturday: 8:30 am – 6:00 pm
- Sunday: 8:30 am – 5:30 pm
- Holidays: 8:30 am – 3:30 pm

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

5. Following each treatment, the doctor’s release to work, restrictions or emergency room After Care Instructions must be submitted immediately to your supervisor and to the ISD Work Comp Office.

6. Treatment appointments and leave information:

   a. Treatment time within work hours on the day of injury only are paid as work hours.

   b. All appointments (including follow-ups) for Work Comp after day of injury are treated the same as personal doctor appointments for purposes of leave. For that reason, it is best to get immediate evaluation and to make all other appointments before or after work hours as much as possible.

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

Policy coverage provisions include a stipulated death benefit, blanket medical expense coverage, and weekly disability income reimbursement should the employee be unable to work upon doctor’s orders. There is a waiting period of three (5) 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

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

Outside medical attention: Immediately fax this completed form to (816) 521-5877 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) 521-5877 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)

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. #939910 ___________

Phone: 1-888-476-2669
Independence School District
Aquatics Handbook 2017-2018

Workers’ Compensation Treatment Authorization

School District: Independence School District
School Name: 
Address: 
School District Contact: Debby Aeuff 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):

_____ 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
Aquatics Handbook 2017-2018

MAPS
2017-18

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) 785-6000

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

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, welcomeless 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.

RETAILATION

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.
Seclusion and Restraint

Purpose

It is the purpose of this policy to:

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

Definitions:

“Authorized School Personnel” means school personnel who have received annual training in:
- De-escalation practices,
- Appropriate use of physical restraint,
- Professionally-accepted practices in physical management and use of restraints,
- Methods to explain the use of restraint to the student who is to be restrained and to the individual’s family,
- Appropriate use of isolation,
- Appropriate use of seclusion, and
- Information on the policy and appropriate documentation and notification procedures.

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

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

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

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

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

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

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

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

“Locking hardware” means mechanical, electrical or other material devices used to lock a door or to prevent egress from a confined area.
Independence School District
Aquatics Handbook 2017-2018

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

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

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

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

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

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

“Time out” means brief removal from sources of reinforcement within instructional contexts that does not meet the definition of seclusion or isolation. Time out includes both of the following:
  a) Non-exclusionary time out: removal of reinforcers from the student without changing the physical location of the student (e.g., asking the student to put his/her head down on the desk); and
  b) Exclusionary time-out: removal of the student from participation in an activity or removal from the instructional area.

Use of Restrictive Behavioral Interventions:

- **Time-Out**
  Nothing in this policy is intended to prohibit the use of time-out as defined in this section.

- **Seclusion**
  Seclusion as defined in this policy is prohibited except for an emergency situation while awaiting the arrival of law enforcement personnel as provided for in RSMo 160.263.

- **Isolation**
Isolation, as defined in this policy, may only be used by authorized school personnel, as defined in this policy:
  o After de-escalating procedures have failed;
  o In an emergency situation as defined in this section; or
  o As specified in a student’s Individualized Education Program (IEP), Section 504 plan, or other parentally agreed-upon plan to address a student behavior.

Use of isolation requires all of the following:
  o 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.
  o The total time in isolation is to be reasonably calculated by District personnel on a case-by-case basis based on the age of the child and circumstances, and is not to exceed 40 minutes without a reassessment of the situation and consultation with parents and/or administrative staff, unless otherwise specified in an IEP or Section 504 Plan or other parentally agreed-upon plan to address a student’s behavior.
  o The space in which the student is placed should be a normal-sized meeting or classroom commonly found in a school setting.
  o The space in which the student is confined is comparable in lighting, ventilation, heating, cooling, and ceiling height to those systems that are in use in other places in the school.
  o The space in which the student is placed must be free of objects that could cause harm.

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

- **Physical Restraint**

  Physical restraint shall only be used in one of the three circumstances below:
  o In an emergency situation as defined in this policy;
  o When less restrictive measures have not effectively de-escalated the situation; or
  o When otherwise specified in an IEP, Section 504 Plan or other parentally agreed-upon plan to address a student’s behavior.

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

  Any school personnel using physical restraint shall:
  o Use only methods of restraint in which the person has received district
Independence School District  
Aquatics Handbook 2017-2018

approved training.
  
  o Conduct restraint with at least one additional adult present and in line of sight, unless other school personnel are not immediately available due to the unforeseeable nature of an emergency situation.

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

- **Mechanical Restraint**
  Mechanical restraint shall only be used as specified in a student’s IEP, Section 504 plan, or other parentally agreed-upon plan to address a student’s behavior with two exceptions:
    
    o Vehicle safety restraints shall be used according to state and federal regulations.
    o Mechanical restraints employed by law enforcement officers in school settings should be used in accordance with law enforcement policies and procedures and appropriate professional standards.

- **Chemical Restraint**
  Chemical restraints shall never be used by school personnel.

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

Communication and Training

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

- **Parental Notification**
  Except as otherwise specified in a student’s IEP, Section 504 plan or other parentally agreed-upon plan to address the student’s behaviors:
    
    o Following a situation involving the use of seclusion, isolation or restraint, the parent or guardian of the student shall be notified through verbal or electronic means of the incident as soon as possible, but no later than the end of the day of the incident, unless circumstances render it unreasonable or impossible to notify the parent or guardian by the end of the day in which case the parent or guardian shall be notified through verbal or electronic means of the incident no later than noon of the next day.
    o 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.
Independence School District
Aquatics Handbook 2017-2018

- Event(s) that led up to the incident.
- Nature and extent of any injury to the student.
- Name of a school employee the parent or guardian can contact regarding the incident, and contact information for that employee.

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

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

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

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

REV. 3/15
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
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 2017-2018

### ELEMENTARY SCHOOLS

<table>
<thead>
<tr>
<th>SCHOOL</th>
<th>PRINCIPAL</th>
<th>SECRETARY</th>
<th>ADDRESS</th>
<th>CITY</th>
<th>ST</th>
<th>ZIP</th>
<th>PHN#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benton</td>
<td>Leslie Hochsprung</td>
<td>Karen Wilson</td>
<td>429 S Leslie St</td>
<td>Indep</td>
<td>MO</td>
<td>64050</td>
<td>521.5390</td>
</tr>
<tr>
<td>Blackburn</td>
<td>Christine Lamb</td>
<td>Kris McNeill</td>
<td>17302 R.D. Mize Rd</td>
<td>Indep</td>
<td>MO</td>
<td>64057</td>
<td>521.5395</td>
</tr>
<tr>
<td>Bryant</td>
<td>Jon Pye</td>
<td>Patty Baker</td>
<td>827 W College St</td>
<td>Indep</td>
<td>MO</td>
<td>64050</td>
<td>521.5400</td>
</tr>
<tr>
<td>Fairmount</td>
<td>Jeff Anger</td>
<td>Darlene McDaniel</td>
<td>120 N Cedar Ave</td>
<td>Indep</td>
<td>MO</td>
<td>64053</td>
<td>521.5405</td>
</tr>
<tr>
<td>Glendale</td>
<td>Todd Siebert</td>
<td>Brooke Masters</td>
<td>2611 Lees Summit Rd</td>
<td>Indep</td>
<td>MO</td>
<td>64055</td>
<td>521.5510</td>
</tr>
<tr>
<td>Korte</td>
<td>Ron Alburtus</td>
<td>Tabitha Mabie</td>
<td>2437-2731 S Hardy Ave</td>
<td>Indep</td>
<td>MO</td>
<td>64052</td>
<td>521.5430</td>
</tr>
<tr>
<td>Little Blue</td>
<td>Joe Armin</td>
<td>Jennifer Lane</td>
<td>2020 Quail Drive</td>
<td>Indep</td>
<td>MO</td>
<td>64057</td>
<td>521.5480</td>
</tr>
<tr>
<td>Luff</td>
<td>Melissa Carver</td>
<td>Dawn Howe</td>
<td>3703 S Delaware Ave</td>
<td>Indep</td>
<td>MO</td>
<td>64055</td>
<td>521.5415</td>
</tr>
<tr>
<td>Mallinon</td>
<td>Sarah Brown</td>
<td>Tina Giammalva</td>
<td>709 N Forest Ave</td>
<td>Sugar Creek</td>
<td>MO</td>
<td>64054</td>
<td>521.5530</td>
</tr>
<tr>
<td>Mill Creek</td>
<td>Lindsey Miller</td>
<td>Betty Maday</td>
<td>2601 N Liberty St</td>
<td>Indep</td>
<td>MO</td>
<td>64050</td>
<td>521.5420</td>
</tr>
<tr>
<td>Ott</td>
<td>Ronnee Laughlin</td>
<td>Pam Keister</td>
<td>1525 N Noland Rd</td>
<td>Indep</td>
<td>MO</td>
<td>64050</td>
<td>521.5435</td>
</tr>
<tr>
<td>Procter</td>
<td>Amy Hawley</td>
<td>Paula McKinney</td>
<td>1403 W Linden Ave</td>
<td>Indep</td>
<td>MO</td>
<td>64052</td>
<td>521.5440</td>
</tr>
<tr>
<td>Randall</td>
<td>Bobby McCutcheon</td>
<td>Debbie Bryant</td>
<td>509 Jennings Rd</td>
<td>Indep</td>
<td>MO</td>
<td>64056</td>
<td>521.5445</td>
</tr>
<tr>
<td>Santa Fe Trail</td>
<td>Gib Rito</td>
<td>Angela Ordean</td>
<td>1301 S Windsor St</td>
<td>Indep</td>
<td>MO</td>
<td>64055</td>
<td>521.5450</td>
</tr>
<tr>
<td>Southern</td>
<td>Gwenn Tauveli</td>
<td>Michelle Polston</td>
<td>4300 S Phelps Rd</td>
<td>Indep</td>
<td>MO</td>
<td>64055</td>
<td>521.5475</td>
</tr>
<tr>
<td>Spring Branch</td>
<td>Aaron Kirchhoff</td>
<td>Sheree Etzenhouser</td>
<td>20404 E Truman Rd</td>
<td>Indep</td>
<td>MO</td>
<td>64056</td>
<td>521.5455</td>
</tr>
<tr>
<td>Sugar Creek</td>
<td>Shellie Dumas</td>
<td>Sam Soendker</td>
<td>11424 Gill St</td>
<td>Sugar Creek</td>
<td>MO</td>
<td>64054</td>
<td>521.5460</td>
</tr>
<tr>
<td>Sycamore Hills</td>
<td>Amber Miller</td>
<td>Connie Daoust</td>
<td>15208 E 39th St</td>
<td>Indep</td>
<td>MO</td>
<td>64055</td>
<td>521.5465</td>
</tr>
<tr>
<td>Three Trails</td>
<td>Kevin Latham</td>
<td>Angie Zaner</td>
<td>11801 E 32nd St S</td>
<td>Indep</td>
<td>MO</td>
<td>64052</td>
<td>521.5470</td>
</tr>
<tr>
<td>Hanthorn</td>
<td>Amy Cox</td>
<td>Susan Hunter</td>
<td>1511 S Kings Hwy</td>
<td>Indep</td>
<td>MO</td>
<td>64055</td>
<td>521.5485</td>
</tr>
<tr>
<td>Sunshine Center</td>
<td>Patti White</td>
<td>Wendi Jones</td>
<td>18400 E Salisbury</td>
<td>Indep</td>
<td>MO</td>
<td>64056</td>
<td>521.5526</td>
</tr>
</tbody>
</table>

### MIDDLE SCHOOLS

<table>
<thead>
<tr>
<th>SCHOOL</th>
<th>PRINCIPAL</th>
<th>SECRETARY</th>
<th>ADDRESS</th>
<th>CITY</th>
<th>ST</th>
<th>ZIP</th>
<th>PHN#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bingham</td>
<td>Brett Player</td>
<td>Teresa Roberts</td>
<td>1716 S Speck Rd</td>
<td>Indep</td>
<td>MO</td>
<td>64057</td>
<td>521.5490</td>
</tr>
<tr>
<td>Bridger</td>
<td>Jeff Williams</td>
<td>Marla Tralhern</td>
<td>18200 E M-78 Highway</td>
<td>Indep</td>
<td>MO</td>
<td>64057</td>
<td>521.5375</td>
</tr>
<tr>
<td>Nowlin</td>
<td>Cristin Nowak</td>
<td>Susan Still</td>
<td>2800 Hardy Ave</td>
<td>Indep</td>
<td>MO</td>
<td>64052</td>
<td>521.5380</td>
</tr>
<tr>
<td>Pioneer Ridge</td>
<td>Michael Estes</td>
<td>Eliana Baker</td>
<td>1656 S Speck Rd</td>
<td>Indep</td>
<td>MO</td>
<td>64057</td>
<td>521.5385</td>
</tr>
</tbody>
</table>

### HIGH SCHOOLS

<table>
<thead>
<tr>
<th>SCHOOL</th>
<th>PRINCIPAL</th>
<th>SECRETARY</th>
<th>ADDRESS</th>
<th>CITY</th>
<th>ST</th>
<th>ZIP</th>
<th>PHN#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chrisman</td>
<td>Michael Becker</td>
<td>Monica Sullivan</td>
<td>1223 N Noland Rd</td>
<td>Indep</td>
<td>MO</td>
<td>64050</td>
<td>521.5355</td>
</tr>
<tr>
<td>Indep Academy</td>
<td>Rebecca Bressman</td>
<td>Lisa Coll</td>
<td>606 W Mechanic Ave</td>
<td>Indep</td>
<td>MO</td>
<td>64055</td>
<td>521.5505</td>
</tr>
<tr>
<td>Truman</td>
<td>Pam Boatright</td>
<td>April Claphan</td>
<td>3301 S Noland Rd</td>
<td>Indep</td>
<td>MO</td>
<td>64055</td>
<td>521.5350</td>
</tr>
<tr>
<td>Van Horn</td>
<td>Randy Maglinger</td>
<td>Lori Jonas</td>
<td>1109 S Arlington Ave</td>
<td>Indep</td>
<td>MO</td>
<td>64053</td>
<td>521.5360</td>
</tr>
<tr>
<td>Technology</td>
<td>Brent Catlett</td>
<td>Sara Williams</td>
<td>201 N Forest Ave</td>
<td>Indep</td>
<td>MO</td>
<td>64050</td>
<td>521.5320</td>
</tr>
</tbody>
</table>
## School Start/Dismissal Times 2017-2018

<table>
<thead>
<tr>
<th>Tier 1 Routes</th>
<th>Unload</th>
<th>Starting</th>
<th>Dismissal Wed</th>
<th>Leave Wed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Truman, Van Horn, William Chrisman</td>
<td>6:50/7:00 AM</td>
<td>7:20 AM</td>
<td>2:23 PM</td>
<td>2:29 PM</td>
</tr>
<tr>
<td>Bridger</td>
<td>7:00 AM</td>
<td>7:20 AM</td>
<td>2:23 PM</td>
<td>2:29 PM</td>
</tr>
<tr>
<td>Independence Academy HS</td>
<td>7:15 AM</td>
<td>7:20 AM</td>
<td>2:04 PM</td>
<td>2:09 PM</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tier 2 Routes</th>
<th>Unload</th>
<th>Starting</th>
<th>Dismissal</th>
<th>Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bingham, Nowlin, Pioneer, Benton, Procter, Randall, Santa Fe</td>
<td>7:55 AM</td>
<td>8:15 AM</td>
<td>3:18 PM</td>
<td>3:24 PM</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tier 3 Routes</th>
<th>Unload</th>
<th>Starting</th>
<th>Dismissal</th>
<th>Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blackburn, Bryant, Fairmount, Glendale, Korte, Little Blue, Luff, Mallinson, Mill Creek, Ott, Southern, Spring Branch, Sycamore, Three Trails</td>
<td>8:40 AM</td>
<td>9:00 AM</td>
<td>4:03 PM</td>
<td>4:09 PM</td>
</tr>
<tr>
<td>Sugar Creek</td>
<td>8:45 AM</td>
<td>9:05 AM</td>
<td>4:08 PM</td>
<td>4:14 PM</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Day Treatment, LTS</th>
<th>Unload</th>
<th>Starting</th>
<th>Dismissal</th>
<th>Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Ed</td>
<td>7:30 AM</td>
<td>11:00 AM</td>
<td>4:00 PM</td>
<td></td>
</tr>
<tr>
<td></td>
<td>12:30 PM</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Operation Procedures - Inclement Weather 2017-2018

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

Phase I: Delayed Start
1. Classroom teachers, certificated staff on the teacher’s salary schedule and calendar, and classified staff employed on a work schedule that coincides with the classroom teacher calendar, will report for duty on a 2 hour delayed schedule.

2. All ten, eleven, and twelve month certificated and classified employees will report to duty as soon as traffic and street conditions are passable.

3. Unless notified, the Child and Family Learning Centers (Kid’s Safari and Early Education) will operate on the regular schedule 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 (Kid’s Safari and Early Education) will be open, but at Full Day Combined Site Locations. Latitude Middle School After School Program will be closed.

Phase 3: Extreme Weather Conditions
1. During extreme weather conditions, when street crews are unable to open streets, all employees other than emergency staff will be notified to remain at home. The Director of Facilities will contact the head custodians, who will be responsible for contacting other custodians in his/her building.

2. Unless notified, the Child and Family Learning Centers (Kid’s Safari and Early Education) will be open, but at 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. Latitude Middle School After School Program will be closed.

Absences due to weather will not qualify for any authorized leave provisions currently in effect.
## Weather Related Schedules 2017-2018

<table>
<thead>
<tr>
<th>Schedule Type</th>
<th>Location(s)</th>
<th>Start Time</th>
<th>Dismissal Time</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LATE START</strong></td>
<td>Truman, Van Horn, Chrisman, Bridger</td>
<td>9:20 AM</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Independence Academy</td>
<td>9:25 AM</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Day Treatment, LTS</td>
<td>9:25 AM</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bingham, Nowlin, Pioneer</td>
<td>10:15 AM</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Benton, Procter, Randall, Santa Fe</td>
<td>10:15 AM</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Blackburn, Bryant, Fairmount, Glendale,</td>
<td>11:00 AM</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Korte, Little Blue, Luff, Mallinson, Mill Creek,</td>
<td>11:00 AM</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ott, Southern, Spring Branch, Sycamore,</td>
<td>11:05 AM</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Three Trails</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sugar Creek</td>
<td>11:05 AM</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ECSE AM – Canceled</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PM – Canceled</td>
<td>12:30 PM</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VoTech PM VoTech - Regular Schedule</td>
<td>11:30 AM</td>
<td></td>
</tr>
<tr>
<td></td>
<td>AM VoTech – Canceled</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Head Start – Canceled</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>EARLY DISMISSAL</strong></td>
<td>Day Treatment, LTS</td>
<td></td>
<td>12:00 PM</td>
</tr>
<tr>
<td></td>
<td>Independence Academy</td>
<td>12:04 PM</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Truman, Van Horn, Chrisman, Bridger</td>
<td>12:23 PM</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bingham, Nowlin, Pioneer</td>
<td>1:18 PM</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Benton, Procter, Randall, Santa Fe</td>
<td>1:18 PM</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Blackburn, Bryant, Fairmount, Glendale,</td>
<td>2:03 PM</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Korte, Little Blue, Luff, Mallinson, Mill Creek,</td>
<td>2:03 PM</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ott, Southern, Spring Branch, Sycamore,</td>
<td>2:08 PM</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sycamore, Three Trails</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sugar Creek</td>
<td>2:08 PM</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ECSE AM</td>
<td></td>
<td>11:00 AM</td>
</tr>
<tr>
<td></td>
<td>PM – Canceled</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>VoTech AM - Regular Schedule</td>
<td>11:09 AM</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PM - Canceled</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### 2017-2018 School District Calendar

<table>
<thead>
<tr>
<th>JULY 2017</th>
<th>AUGUST 2017</th>
<th>SEPTEMBER 2017</th>
<th>OCTOBER 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>M T W T F</td>
<td>M T W T F</td>
<td>M T W T F</td>
<td>M T W T F</td>
</tr>
<tr>
<td>3  4  5  6  7</td>
<td>1  2  3  4  8</td>
<td>7  8  9  10  11</td>
<td>1  2  3  4  5  6</td>
</tr>
<tr>
<td>10 11 12 13 14</td>
<td>7  8  9  10  11</td>
<td>17 18 19 20 21</td>
<td>9  10 11 12 13</td>
</tr>
<tr>
<td>24 25 26 27 28</td>
<td>21 22 23 24 25</td>
<td>11 12 13 14 15</td>
<td>16 17 18 19 20</td>
</tr>
<tr>
<td>31</td>
<td>28 29 30 31</td>
<td>18 19 20 21 22</td>
<td>23 24 25 26 27</td>
</tr>
</tbody>
</table>

**Student Attendance** 11 20 31 18 **Teacher Contract** 15 20 21 19 **End of 1st Qt Oct 13**

<table>
<thead>
<tr>
<th>NOVEMBER 2017</th>
<th>DECEMBER 2017</th>
<th>JANUARY 2018</th>
<th>FEBRUARY 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>M T W T F</td>
<td>M T W T F</td>
<td>M T W T F</td>
<td>M T W T F</td>
</tr>
<tr>
<td>1  2  3</td>
<td>11 12 13 14</td>
<td>22 23 24 25</td>
<td>1  2</td>
</tr>
<tr>
<td>7  8  9  10</td>
<td>17 18 19 20</td>
<td>22 23 24 25</td>
<td>5  6  7  8</td>
</tr>
<tr>
<td>13 14 15 16 17</td>
<td>11 12 13 14 15</td>
<td>18 19 20 21 22</td>
<td>12 13 14 15 16</td>
</tr>
<tr>
<td>20 21</td>
<td>22 23 24 25</td>
<td>22 23 24 25</td>
<td>14 15 16 17 18</td>
</tr>
<tr>
<td>27 28 29 30</td>
<td>21 22 23 24 25 26</td>
<td>29 30 31</td>
<td>26 27 28</td>
</tr>
</tbody>
</table>

**Student Attendance** 18 **Teacher Contract** 19 21 **End of First Semester Dec 20**

<table>
<thead>
<tr>
<th>MARCH 2018</th>
<th>APRIL 2018</th>
<th>MAY 2018</th>
<th>JUNE 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>M T W T F</td>
<td>M T W T F</td>
<td>M T W T F</td>
<td>M T W T F</td>
</tr>
<tr>
<td>1  2</td>
<td>11 12 13 14</td>
<td>22 23 24 25</td>
<td>1** 2  3  4</td>
</tr>
<tr>
<td>5  6  7  8  9</td>
<td>7  8  9  10  11</td>
<td>14 15 16 17 18</td>
<td>4  5  6  7  8</td>
</tr>
<tr>
<td>12 13 14 15 16</td>
<td>16 17 18 19 20</td>
<td>21 22 23** 24** 25**</td>
<td>11 12 13 14 15</td>
</tr>
<tr>
<td>30</td>
<td>31</td>
<td>28 29** 30** 31**</td>
<td>25 26 27 28 29</td>
</tr>
</tbody>
</table>

**Student Attendance** 16 **Teacher Contract** 17 21 19 **End of 3rd Qtr March 9**

**Non-Student Attendance/Non-Contract** **Non-Student Attendance/Contract Day** **First/Last Day of School**

**Elementary/Secondary**

<table>
<thead>
<tr>
<th>First Quarter</th>
<th>First Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>40</td>
<td>45</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Quarter</th>
<th>Second Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>43</td>
<td>46</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Quarter</th>
<th>Third Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>45</td>
<td>47</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fourth Quarter</th>
<th>Fourth Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>45</td>
<td>47</td>
</tr>
</tbody>
</table>

173 185

**Summer School**

**End of First Semester December 20**

**First/Last Day of School**

**TEACHER CONTRACT DAYS**

*All Attendance and contract days that are postponed due to inclement weather will be added to the calendar.

(** are protected as potential attendance and contract days and will be used first as makeup days in the case of adverse weather)

(**** are protected as potential attendance and contract days and will be used after ** days)

### Student Evaluation Schedule

**First Quarter (Grades K-8)**  
August 17, 2017 through October 13, 2017

**End of First Semester**  
December 20, 2017

**Third Quarter (Grades K-8)**  
January 3, 2018-March 09, 2018

**End of Second Semester**  
May 22, 2018
# Map of the School District of Independence

## Elementary Schools
<table>
<thead>
<tr>
<th>MAP#</th>
<th>SCHOOL</th>
<th>ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Benton</td>
<td>429 S Leslie St</td>
</tr>
<tr>
<td>2</td>
<td>Blackburn</td>
<td>17302 R.D. Mize Rd</td>
</tr>
<tr>
<td>3</td>
<td>Bryant</td>
<td>827 W College St</td>
</tr>
<tr>
<td>4</td>
<td>Fairmont</td>
<td>120 N Cedar Ave</td>
</tr>
<tr>
<td>5</td>
<td>Glendale</td>
<td>2611 Lees Summit Rd</td>
</tr>
<tr>
<td>6</td>
<td>Luff</td>
<td>3700 S Delaware Ave</td>
</tr>
<tr>
<td>7</td>
<td>Mill Creek</td>
<td>2601 N Liberty St</td>
</tr>
<tr>
<td>8</td>
<td>Korte</td>
<td>2437-2731 S Hardy Ave</td>
</tr>
<tr>
<td>9</td>
<td>Ott</td>
<td>1525 N Noland Rd</td>
</tr>
<tr>
<td>10</td>
<td>Procter</td>
<td>1403 W Linden Ave</td>
</tr>
<tr>
<td>11</td>
<td>Randall</td>
<td>509 Jennings Rd</td>
</tr>
<tr>
<td>12</td>
<td>Santa Fe Trail</td>
<td>1301 S Windsor St</td>
</tr>
<tr>
<td>13</td>
<td>Southern</td>
<td>4300 S Phelps Rd</td>
</tr>
<tr>
<td>14</td>
<td>Spring Branch</td>
<td>20404 E Truman Rd</td>
</tr>
<tr>
<td>15</td>
<td>Sugar Creek</td>
<td>11424 Gill St</td>
</tr>
<tr>
<td>16</td>
<td>Sycamore Hills</td>
<td>15208 E 39th St</td>
</tr>
<tr>
<td>17</td>
<td>Three Trails</td>
<td>11801 E 32nd St S</td>
</tr>
<tr>
<td>18</td>
<td>Hanthorn</td>
<td>1511 S Kings Hwy</td>
</tr>
<tr>
<td>19</td>
<td>Sunshine</td>
<td>18400 E Salisbury Rd</td>
</tr>
<tr>
<td>20</td>
<td>Little Blue</td>
<td>2020 Quail Dr</td>
</tr>
<tr>
<td>21</td>
<td>Mallinson</td>
<td>709 N Forest Ave</td>
</tr>
</tbody>
</table>

## Middle Schools
<table>
<thead>
<tr>
<th>MAP#</th>
<th>SCHOOL</th>
<th>ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>19</td>
<td>Bingham</td>
<td>1716 S Speck Rd</td>
</tr>
<tr>
<td>20</td>
<td>Bridger</td>
<td>18200 E M-78 Highway</td>
</tr>
<tr>
<td>21</td>
<td>Nowlin</td>
<td>2800 Hardy Ave</td>
</tr>
<tr>
<td>22</td>
<td>Pioneer Ridge</td>
<td>1656 S Speck Rd</td>
</tr>
</tbody>
</table>

## High Schools
<table>
<thead>
<tr>
<th>MAP#</th>
<th>SCHOOL</th>
<th>ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>23</td>
<td>Chrisman</td>
<td>1223 N Noland Rd</td>
</tr>
<tr>
<td>24</td>
<td>Truman</td>
<td>3310 S Noland Rd</td>
</tr>
<tr>
<td>25</td>
<td>Van Horn</td>
<td>1109 S Arlington Ave</td>
</tr>
</tbody>
</table>

## Alternative Schools
<table>
<thead>
<tr>
<th>MAP#</th>
<th>SCHOOL</th>
<th>ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>27</td>
<td>Indep. Aca. Day Trmt.</td>
<td>606 W Mechanic Ave</td>
</tr>
<tr>
<td>28</td>
<td>Indep Safe Ctr</td>
<td>606 W Mechanic Ave</td>
</tr>
<tr>
<td>29</td>
<td>Indep Academy</td>
<td>606 W Mechanic Ave</td>
</tr>
</tbody>
</table>

## Support Services
<table>
<thead>
<tr>
<th>MAP#</th>
<th>SCHOOL</th>
<th>ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
<td>Central Office/REC</td>
<td>201 N Forest Ave</td>
</tr>
<tr>
<td>30</td>
<td>Facilities</td>
<td>201 N Forest Ave</td>
</tr>
<tr>
<td>30</td>
<td>Technology</td>
<td>201 N Forest Ave</td>
</tr>
<tr>
<td>31</td>
<td>Nutrition Services</td>
<td>1400 W Geo Space Dr</td>
</tr>
</tbody>
</table>
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