

# Employee Manual 2023-24



Adopted June, 2023

Welcome to Marshall Public Schools. This manual has been prepared to assist you in your work with the District. In order to obtain a total perspective of the District, you need to review District Policies, Rules, and Regulations (<https://simbli.eboardsolutions.com/Policy/PolicyListing.aspx?S=457>) along with this handbook and any building- or department-specific guidelines which may apply to you. This handbook is not a comprehensive recitation of all policies and procedures that are required to be reviewed. The intent of this manual is to provide an outline of general information. Please also review the Student/Parent Handbook for your building to obtain additional important information.

### ***Mission***

We educate and empower every student, every chance, every day.

#### ***School Board Members***

Mr. Bryon Jacques, President  
Mr. Matt Smith, Vice President  
Jack Lenz Jr., Treasurer  
Dr. Erin W.M. Meyer, MSBA Delegate  
Ms. Amy Green, Member  
Mr. Brad Shepard, Member  
Mr. Harry Carrell, Member

Ms. Denise Reno, Secretary to the Board

The role of the District's Board is to govern the community's public schools by making the major decisions for the District as a whole. The Board collectively makes these decisions and individual Board members do not have the power to speak or act for the Board. The Board as a whole, by working with the Superintendent to make decisions that will best serve the District's students, will govern the community's schools. Accordingly, complaints or concerns made to Board members will be referred to the appropriate District point of contact for resolution.

*Contact information for staff members is located on each building's website linked below:*

Tom Butterfield Early Childhood Center and Administrative Offices

<https://www.marshallschools.com/staff>

Spainhower Primary School

<https://www.marshallschools.com/o/sps/staff>

Benton Elementary

<https://www.marshallschools.com/o/bes/staff>

Eastwood Elementary

<https://www.marshallschools.com/o/ewe/staff>

Northwest Fifth Grade Center

<https://www.marshallschools.com/o/nws/staff>

Bueker Middle School

<https://www.marshallschools.com/o/bms/staff>

Marshall High School

<https://www.marshallschools.com/o/mhs/staff>

SCCC

<https://www.marshallschools.com/o/career-center/staff>

### ***Superintendent Information***

Caleb Petet  
Superintendent of Schools  
660-886-7414

David Reinke  
Assistant Superintendent  
660-886-7414

# Academic Calendar

[https://core-docs.s3.amazonaws.com/documents/asset/uploaded\\_file/48/District/2839444/2023-24 MPS School Calendar-Board Approved 02-27-2023.pdf](https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/48/District/2839444/2023-24_MPS_School_Calendar-Board_Approved_02-27-2023.pdf)

July 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
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23	24	25	26	27	28	29
30	31					

12- Staff8-Student

August 2023						
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20- Staff19-Student

September 2023						
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20- Staff19-Student

October 2023						
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21- Staff20-Student

November 2023						
S	M	T	W	T	F	S
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12	13	14	15	16	17	18
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19- Staff17-Student

December 2023						
S	M	T	W	T	F	S
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31						

14- Staff14-Student

SEMESTER 1 78 Days						
August 1	Principals, Counselors, Nurses, Secs Return					
August 7	Library/Media Return					
August 7,8,9,10	New Teacher Orientation					
August 11	On-Site Registration Day					
August 15,16,17,18	Teacher Professional Development					
August 17	Open House					
August 22	First Day of School					
August 28	Early Childhood First Day of School					
September 4	Labor Day-No School					
September 15	Homecoming, Early Dismissal-12:30 pm					
September 25	No School-Teacher PD Day					
October 13	End of 1<sup>st</sup> Quarter					
Oct 23,24,25	Parent Teacher Conf. After Hours					
October 26	Early Dismissal-12:30 pm/Evening PT Conferences					
October 27	No School					
October 30	No School-Teacher PD day					
November 13	No School-Teacher PD day					
November 22-24	Thanksgiving Break-No School					
November 27	No School-Teacher PD day					
December 20	Early Dismissal-12:30 pm					
December 20	End of 2<sup>nd</sup> Quarter/1<sup>st</sup> Semester					
December 21-Jan 2	Christmas Break					
SEMESTER 2 82 Days						
January 3	No School-Teacher PD day					
January 4	First Day of 2<sup>nd</sup> Semester					
January 15	No School-M.L. King Day					
January 29	No School-Teacher PD day					
February 12	No School-Teacher PD day					
February 19	No School-Presidents Day					
March 1	End of 3<sup>rd</sup> Quarter					
March 4	No School-Teacher PD day					
March 11,12,13	Parent Teacher Conf. After Hours					
March 14	Early Dismissal-12:30 pm/Evening PT Conferences					
March 15	No School					
March 25-April 1	No School-Spring/Easter Break					
April 22	No School-Teacher PD day					
May 10	Seniors Last day					
May 12	Graduation 2:00 pm					
May 15	Last Day of School-Early Dismissal-12:30 pm					
May 15	End of 4<sup>th</sup> Quarter/2<sup>nd</sup> Semester					
May 16	Teacher Contracted Day					
Inclement Weather Make-Up Plan AMI (36 hours AMI)						
Student Hours		Color Key		Student Days		
Elem-1093.33 BMS-1085.42 MHS-1087.41		End of Quarter  First Day of Semester  New Teacher Days  No School  Parent-Teacher Conferences  School In Session  Teacher Work / PD Day  12:30 Early Dismissal		160		
Start/End Times				Staff Days		
Elem-7:40-3:00 BMS-7:45-3:05 MHS-7:50-3:10				Returning Teacher Contract Days 174 New Teacher Contract Days 178		
All District Offices will be closed on July 4, Sept 4, October 27, Nov 22-24, Dec 21-Jan 2, Jan 15, Feb 19, March 15, Mar 25-April 1						
Possible Snow Make-Up Days 3/25, 3/26, 5/16, 5/17, 5/20, 5/21						
January 2024						
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20- Staff18-Student

February 2024						
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20- Staff19-Student

March 2024						
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15- Staff14-Student

April 2024						
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21- Staff20-Student

May 2024						
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12- Staff11-Student

June 2024						
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23	24	25	26	27	28	29
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## 2023-24 Staff Appreciation Days

Substitute Appreciation Day	September 8
National IT Appreciation Day	September 19
School Custodian and Maintenance Appreciation Day	October 2
National Coaches Day	October 5
National Boss Day (Principals, Assistant Principals, Superintendents, and Directors)	October 16
Occupational and Physical Therapy Appreciation Day	October 27
Veterans Day	November 10
School Resource Officer Appreciation	January 9
School Board Appreciation	January 23
National School Counseling Day	February 9
School Bus Driver Appreciation Day	February 22
National School Social Worker Day	March 8
Paraprofessional Appreciation Day	April 3
School Librarian Appreciation Day	April 4
National Administrative Assistants Day	April 24
School Lunch Hero Day	May 3
Teacher Appreciation Week	May 6 - May 10
School Nurse Appreciation Day	May 8
Speech Language Pathologist Appreciation Day	May 18

### **Staff Member Schedules**

Staff members must report to work at the time designated by the building administrator and/or department supervisor and in accordance with applicable job descriptions and in accordance with the Board-adopted calendar. If it is necessary to depart from these times, staff members must comply with District policies regarding notices of/requests for absences and work through their designated supervisors to ensure appropriate coverage. **Teachers and other staff members whose job descriptions include student supervision are not to leave children unsupervised in a classroom except in an emergency.**

In addition to the classroom instructional time there are meetings which teachers are expected to attend. In most instances, these meetings are scheduled at least one week in advance. Please plan your calendar so you can be present.

### **Securing Substitute Teachers and Paraprofessionals**

If you are ill and will not be able to report for duty, please utilize Frontline. Frontline will not allow you to enter an absence for that day after 6:15 a.m. so, **please enter your absence before 6:15 a.m., or contact your building administrator if you miss the cutoff time. Teachers are required to have at least 2 school days of lesson plans located in their classroom in order to facilitate continued, meaningful learning for students in the absence of the teacher.**

The lesson plan folder should contain the following:

- Lesson Plans – The assignments should take the full hour to complete. Also, include any information necessary such as where the textbooks are located, grade books, etc.
- Seating Chart – Be sure this is up-to-date and available for the substitute.
- Emergency preparedness plans and student rosters must be available within lesson plan documents.

### **Daily Schedule**

Each classroom must have a daily schedule in order to facilitate organization, aid substitute teachers, and for emergency purposes. A daily schedule should be in plain view in the room at all times. This may be taped to the desktop. It should always be kept current to reflect any changes that occur throughout the year.

### **Protection of Learning Time**

All school personnel should be aware of the importance of protecting classroom learning time. Using common sense and careful planning by all will help reduce the incidence of classroom interruptions and cause less confusion with the total building schedule.

Keep the following procedures and practices in mind when planning your classroom activities, particularly when these activities will have an effect on other class schedules.

1. We will attempt to make morning announcements at the time of the Pledge of Allegiance and reserve remaining announcements for the end of the school day. If it is necessary for an announcement to be made otherwise, it will be made at the end of a period, to the extent applicable in your building. Notes will also be sent to teachers and students at the end of the period. Notes and flyers that are to be sent home will be placed in your mailboxes for you to distribute to students.
2. Assemblies, activities, field trips, etc. will be posted on the weekly and monthly building calendars. An effort will be made to schedule assemblies and other all-school activities at different times of the day, so one class period is not affected more than another. Prior to the start of each semester (August 1 for fall semester and January 1 for spring semester) all events will be submitted for approval and to be included on relevant calendars. The submission form can be located here:  
[https://docs.google.com/document/d/1R\\_pVnugJ8ptiIg LX7qAwWjAo4YjCZsWF6N946kb6ifU/edit](https://docs.google.com/document/d/1R_pVnugJ8ptiIg LX7qAwWjAo4YjCZsWF6N946kb6ifU/edit)
3. When planning activities that require a change in schedule, it is imperative to work with staff such as Special Services teachers to ensure that all students' learning needs are being met.

4. Birthday celebrations and snacks should be planned for the last 2 periods of the day if possible. Class parties for elementary student classrooms should be similarly scheduled. Additional information regarding guidelines for parties/celebrations can be located in the Student-Parent Handbook.

### **Hospitality Committee**

This committee recognizes staff members on their special days, and gives gifts, memorials, etc., as needed. Each building has designated committee members. Each staff member is asked to donate **\$15.00** to the hospitality chair to provide for these courtesies. If you are aware of an illness, etc., please let the appropriate hospitality person know as soon as possible.

### **Parent-Teacher Associations**

Buildings which have Parent-Teacher Associations will have information regarding those specific associations available in the building office. Typically, the P.T.O. will have meetings at designated times, consistent each month. Your attendance at these meetings indicates appreciation and support for P.T.O. Please follow their Facebook pages: *marshallmoelementaryPTO* and *BuekermiddleschoolPTO*

### **Communication Plan**

#### **(Policy KB: Public Information Program)**

Open communication with the district's students, parents/guardians, employees and the public is essential for the school district to operate effectively. The Marshall School District Board of Education places high importance on conveying information concerning the district's goals, achievements, activities and operations to these groups. The district will make a systematic effort to communicate with the public using a variety of communication channels.

The Marshall Public Schools Communications Plan is split into the following sections

1. Procedures and policy related to media responses for staff
2. District Approved External Communication Tools by organization
3. Communicating during emergency situations/weather situations
4. Additional External communications
5. Internal communication

#### ***Procedures and policy related to media responses for staff***

Media should be directed to the Superintendent, Board President, or designee will serve as official spokespersons for the district. All employees and Board members will direct requests for official statements about district business from the public or members of the media to the district's spokespersons.

#### ***District/Building Press Releases***

All communications with media should be directed through administration or any content sent to the media should be approved by the administration.

#### ***District Approved Communication Tools by Organization***

Communication tools are listed below for each MPS organization.

Phone call communication is available 7:30-4:00 during each day school is in session. Secretaries will have calls sent directly to the voicemail outside of the district business hours. Employees must be BOE approved to receive a stipend for cell phone use.

	Communication Tool	Facebook Page
District	Robocall (accompanied with text or email), Text Alert, Facebook, Website, LED Sign, YouTube	Will post on all Secondary and Elementary pages

Marshall High School	Robocall (accompanied with text or email), Text Alert, Email, Facebook, Website, Google Classroom	Marshall Public Schools-Secondary Division
Bueker Middle School	Robocall (accompanied with text or email), Email, Text Alert, Facebook, Website, Google Classroom	Marshall Public Schools-Secondary Division
TLC/Alternative Education	Text Alert, Email, Facebook, Website, Google Classroom	Will post on all Secondary and Elementary pages
Elementary	ClassDojo, Facebook, Robocall (accompanied with text or email)	Marshall Public Schools-Elementary Division
Saline County Career Center	Robocall (accompanied with text or email), Text Alert, Email, Facebook, Website, Google Classroom	Saline County Career Center and Marshall Public Schools-Secondary Division

MPS Athletics	Text caster, remind app, YouTube, KMMO streaming/radio, GroupMe	Currently individually. Looking to consolidate
SAFE Program/HRC	Phone call or text	Currently individually. Looking to consolidate
Parents As Teachers	Phone call	

### ***District LED Sign Usage***

1. Must be approved or requested by an administrator
2. Content: Cannot be sold
3. Images must be property of the district
4. Please allow two weeks for graphic creation

### ***Website Content***

All website content should be approved by an administrator and posted by a website member or the building administrator. District wide information should be posted by the communications director. All staff should take a school photo for the district directory.

### ***Social Media Pages***

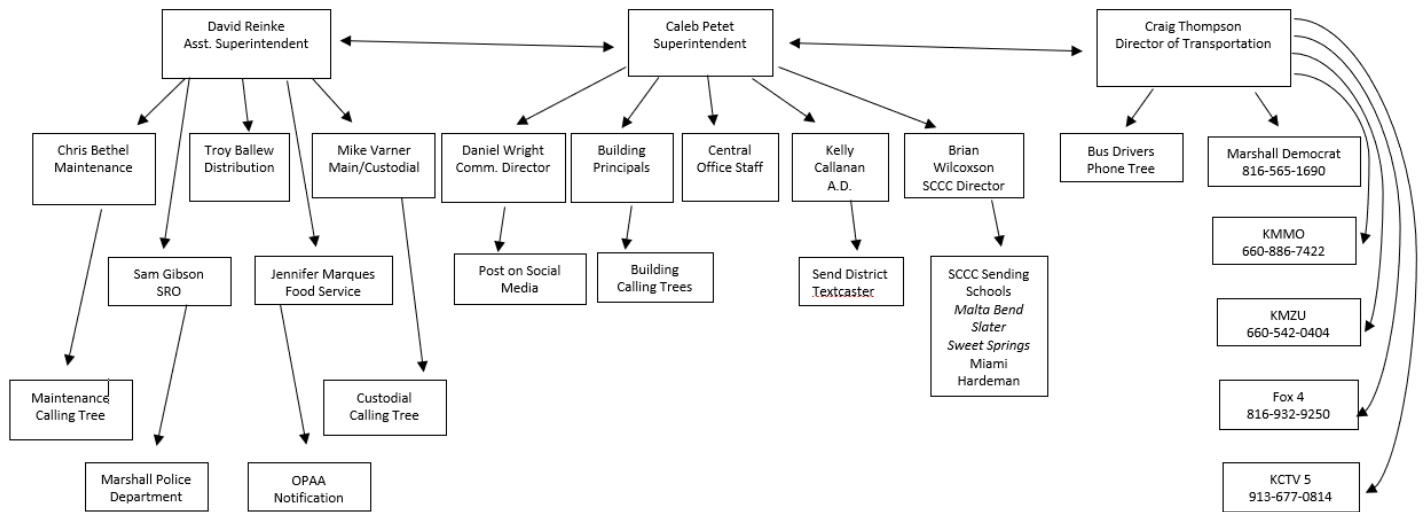
MPS social media have been created to showcase students and staff of the district. All staff should be aware of the building level no picture list and check before forwarding pictures to designated staff members who create posts on social media.

### ***Communicating during emergency/weather situations***

In an event of an emergency all communications should be directed to the superintendent or their designee. Staff should say “No comment” and refer to the administration.

## Marshall Public School Closing Notification Procedure

The decision to cancel school due to inclement weather will be made by 5:20 am



### Additional External Communications

MHS Alumni can follow MPS Secondary Facebook Page.

Future MPS Families--- Parent as Teachers and Marshall Public Schools-Elementary Division

### District Approved Internal Communication

The district's policies, regulations, procedures, and expectations regarding in-person communication at school and during the school day also apply to electronic communications for educational purposes, regardless of when those communications occur. Staff communications must be professional, and student communications must be appropriate.

**Staff members may only respond to or initiate communicate with students electronically for educational purposes between the hours of 6:00 a.m. and 9:00 p.m. ([Policy GBH: Staff/Student Relations](#))**

Communicators	Communication Tool
Staff to Staff	Email, school phone, interschool mail, or verbal, some schools may choose to use GroupMe
Staff to student	Email or Google Classroom GroupMe (SCCC)
Student to individual staff	Email or private message on Google Classroom
Student to student (Secondary)	Email, Google Classroom, verbal, MHS/SCCC bulletin boards



### **Notice of Non-Discrimination**

The Marshall Board of Education is committed to maintaining a workplace and educational environment that is free from illegal discrimination, harassment and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The Marshall School District is an equal opportunity employer.

Board Policy AC and Board Policy ACA, related to the prohibition of harassment, discrimination, Title IX, and retaliation are located at the following link: <https://simbli.eboardsolutions.com/Policy/PolicyListing.aspx?S=457>  
Please review these policies in their entirety.

The board designates the following individual to act as the district's compliance officer:

Human Resources  
School District of Marshall  
1126 East Highway WW, Marshall, MO 65340  
Phone: 660-886-7414; Fax: 660-886-5641

Assistant Superintendent  
School District of Marshall  
1126 East Highway WW, Marshall, MO 65340  
Phone: 660-886-7414; Fax: 660-886-5641

In the event the compliance officer is unavailable or is the subject of a report that would otherwise be made to the compliance officer, reports should instead be directed to the acting compliance officer:

Director of Special Services  
School District of Marshall  
1126 East Highway WW, Marshall, MO 65340  
Phone: 660-886-7414; Fax: 660-886-5641

### **Drugs, Alcohol, Tobacco, and Firearms/Weapons Prohibitions**

To promote the health and safety of all students and staff, set a good example for students and promote the cleanliness of district property, the district prohibits all employees, students and visitors from using, possessing, smoking, vaping, consuming, displaying, promoting or selling any tobacco products, imitation tobacco products, vaping products or tobacco-related devices in all district facilities, on district transportation, on all district grounds at all times and at any district-sponsored event or activity while off campus. This prohibition extends to all facilities the district owns, contracts for or leases to provide educational services, routine healthcare, daycare or early childhood development services to children.

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

When it is evident that an employee has consumed alcoholic beverages or controlled substances off school property before or during a district activity, the staff member will not be allowed on school property or to participate in the activity and will be subject to the same disciplinary measures as for possession or consumption on district property.

Staff members will be tested for alcohol and controlled substances if the district has reasonable suspicion that the staff member has violated this policy. In addition, staff members who operate district transportation must submit to alcohol and drug testing as otherwise required by law. All testing will be conducted in accordance with Board policy, administrative procedures and law.

Any employee who violates this policy will be subject to disciplinary action, which may include suspension, termination and referral for prosecution. Employees may be required to satisfactorily participate in rehabilitation programs.

No person shall carry a firearm, a concealed weapon or any other weapon readily capable of lethal use into any school, onto any school transportation or onto the premises of any function or activity sponsored or sanctioned by the district, except for authorized law enforcement officials. Adults may possess weapons on school property for the limited purpose of facilitating or participating in a school-sanctioned firearm-related event. School officials are prohibited from authorizing any person to bring weapons on school property or to school activities, including concealed weapons, beyond the exceptions stated in this policy. Students may participate in school-sanctioned gun safety courses, student military or ROTC courses, or other school-sponsored or club-sponsored firearm-related events, provided the student does not carry a firearm or other weapon readily capable of lethal use into any school, onto any school bus, or onto the premises of any other function or activity sponsored or sanctioned by school officials or the district School Board.

All staff members must review Board Policies AH, GBEBA, GBEBA-AP(1), (2), (3), and ECA to fully understand the parameters and requirements related to drugs, alcohol, tobacco, and firearms/weapons.

#### **Student Supervision Guidelines and Assignments**

Building administrators will assign morning, recess, lunch, and after school supervision duties, however, all teachers, before, during, and after the end of the school day, while on District property are required to actively supervise students as assigned. Students should not be dismissed to go outside when it is raining, snowing, or when the wind chills are below zero. Building administrators will have discretion on this.

#### **Telephone Calls**

Personal phone calls and cell phone usage while on duty should be kept to a minimum for all staff members. A teacher will not be called from the classroom to take a phone call unless it is of an emergency nature. Staff members should not use a cell phone at any time when students are being supervised, unless any of the following conditions occur:

- The device is being used to instruct the students being supervised at the time;
- The use is necessary to the performance of an employment-related duty;
- The employee has received specific and direct permission from a supervisor; or
- There is an emergency.

These restrictions include when an employee is on duty in a classroom, gym, sports practice, game, District-sponsored activities, etc. For additional information, please review Staff Use of Communication Devices, Board Policy GBCC.

#### **Classroom Safety and Housekeeping**

In order to maintain student and personnel safety, the following items may not be utilized in classroom spaces: Couches/loveseats; miniature/dorm refrigerators; space heaters; microwaves; candles; air fresheners or wax melting devices. If you have a question or concern about an item you wish to utilize in your workspace or classroom, please contact your building administrator or supervisor to discuss.

#### **Staff Conduct (Board Policy GBCB)**

The Board of Education expects every employee to act professionally, ethically and responsibly; use good judgment; and do what is necessary to maintain a safe learning environment and positive relations with students, parents/guardians, coworkers and the public. In addition to expectations in other Board policies and directives from supervisors, district expectations for employees include, but are not limited to, the following:

1. Become familiar with, enforce and follow all applicable Board policies and regulations, administrative procedures, other directions given by district administrators and supervisors, and state and federal laws.

2. Maintain courteous and professional relationships with students, parents/guardians, other district employees and the public. Transmit constructive criticism to the particular school administrator or supervisor who has the administrative responsibility to address the concern. Employees will not be disciplined for speech that is protected by law and are encouraged to share concerns with their supervisors.
3. Actively participate in professional development and obtain information necessary to effectively perform the employee's job duties.
4. Conduct all official business in a professional and timely manner. Meet deadlines set by the district, administrative staff and supervisors. Conduct business with the appropriate designated person or department.
5. Care for, properly use and protect school property. Immediately report all dangerous building conditions to the building supervisor and take action to rectify the situation in order to protect the safety of students and others. Take appropriate action to prevent loss or theft of district property, and immediately report loss or theft of district property.
6. Attend all meetings called by supervisors or the district administration unless excused. Arrive at work and leave work at the time specified by the district or as directed by a supervisor, and follow district policies, procedures and directives regarding absences. All nonexempt employees must receive permission from a supervisor prior to working overtime.
7. Keep all student records, medical information and other legally protected information confidential. Submit all required documents, information, data or reports at the time requested. Employees must not falsify records, create misleading records or compromise the accuracy and security of district data.
8. The Board of Education and members of the staff will cooperate freely with other governmental and community agencies to attempt to reach satisfactory solutions to community problems which particularly affect the schools.
9. Properly supervise all students. The Board expects all students to be under assigned adult supervision at all times during school and during any school activity. Employees must not leave students unsupervised except as necessary to handle an emergency situation.
10. Obey all safety rules, including rules protecting the safety and welfare of students.
11. Communicate clearly and professionally. Employees will not use profanity and will not raise their voices unless necessary. Written communication must be grammatically correct. Employees will not be disciplined for speech that is protected by law and are encouraged to share concerns with their supervisors.
12. Dress in a professional manner that does not interfere with the educational environment and as directed by administrators or supervisors.
13. Other than commissioned law enforcement officers, school employees shall not perform strip searches, as defined in state law, of students except in situations where an employee reasonably believes that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available.
14. School employees shall not direct a student to remove an emblem, insignia or garment, including a religious emblem, insignia or garment, as long as such emblem, insignia or garment is worn in a manner that does not promote disruptive behavior.
15. State law prohibits teachers from participating in the management of a campaign for the election or defeat of a member of the Board of Education that employs such teacher.
16. Unless otherwise allowed by law, employees may not engage in political campaigning during the working day or during times when they are performing their official duties.
17. Employees will not represent their personal opinions as the opinions of the district and, to avoid confusion, are required to clearly indicate when they are speaking or writing as an individual and not a representative of the district.

#### **Staff-Student Relations (Board Policy GBH)**

All staff members are required to review and comply with Board Policy GBH

(<https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=457&revid=Zy94LbIwQCTobW0GVFs62A==&ptid=amIgtZiB9plushNjl6WXhfiOQ==&secid=ruE8yj8gaZHBkLjNHWmKZw==&PG=6&IRP=0&isPndg=false>) which contains in part:

Staff members are expected to maintain courteous and professional relationships with students. All staff members have a responsibility to provide an atmosphere conducive to learning through consistently and fairly applied discipline and the

maintenance of physical and emotional boundaries with students. These boundaries must be maintained regardless of the student's age, the location of the activity, whether the student allegedly consents to the relationship or whether the staff member directly supervises the student. Maintaining these boundaries is an essential requirement for employment in the district.

Any person, including a student, who has concerns about or is uncomfortable with a relationship or activities between a staff member and a student should bring this concern immediately to the attention of the principal, counselor or staff member's supervisor. If illegal discrimination or harassment is suspected, the process in policy AC will be followed.

Any staff member who possesses knowledge or evidence of possible violations of this policy must immediately make a report to the district's administration. All staff members who know or have reasonable cause to suspect child abuse shall immediately report the suspected abuse in accordance with Board policy. Staff members must also immediately report a violation or perceived violation of the district's discrimination and harassment policy (AC) to the district's nondiscrimination compliance officer. Staff members may be disciplined for failing to make such reports.

### **Professional Information**

#### **Pay Periods**

All personnel, certificated and classified, are paid on the 20<sup>th</sup> day of each month. If the 20<sup>th</sup> falls on a weekend or during vacation, an effort will be made to have checks available at an earlier date during that month. Certified staff may receive summer checks for June, July, and August on June 20<sup>th</sup>.

#### **Benefits**

The District provides a number of benefits for different categories of employees. A brief description of these benefits is given below, and additional information is available in Board Policy GCBC and GDBC, or by contacting the District's benefits coordinator.

- *Admission to School Activities:* A staff identification card is given to each staff member at the beginning of each school year. The presentation of this identification card will admit the staff member and any members of the immediate family accompanying him/her to all school activities free of charge. This applies only to school-sponsored activities as opposed to conference or MSHSAA sponsored activities.
- *Health Insurance:* Group coverage is provided at board expense for all full-time employees. Annually, the board of education will approve plans available to employees. Some plans available to employees may result in an employee's entire premium being covered at the District's cost, while other plan selections may not have full premium payment by the District. Full-time employees may purchase coverage for their dependents under the same plan by the way of payroll deduction.
- *Vision Insurance* – Offered at employee's cost.
- *Dental Insurance* – Offered at employee's cost.
- *Cafeteria Plan:* A cafeteria plan is available to all school employees. Information is available at the Central Office.
- *Life Insurance:* The board provides a \$15,000 life insurance policy for all employees.

#### **Absences and Leave**

Consistent contact with students and coworkers is necessary for an optimal learning environment and an effective working environment. Therefore, consistent attendance is an essential duty of any employee's position. While some absences are unavoidable, when an employee is routinely tardy, frequently absent or is absent for an extended period of time, the learning environment and district operations are negatively impacted.

Employees may be disciplined or terminated for excessive absences or tardiness, which includes situations where employees come to work late, leave early or abandon their duties without permission from a supervisor. Unless authorized by the Board or the superintendent or otherwise authorized by law, an employee's absence or tardiness will be considered excessive or unreasonable in any of the following circumstances:

1. The absence is for a reason not granted as paid or protected leave under Board policy or law.
2. The absence results in the employee exceeding the amount of leave granted by the Board.
3. The employee has not otherwise exhausted applicable leave days, but the absence exceeds 5 days a month, 20 days in a semester or 40 days per school year or is otherwise disruptive to district operations, as determined by the district.
4. The employee fails to appropriately notify the district of an absence as soon as possible after the employee knows he or she will be absent (commonly called No-Call, No-Show).
5. The employee does not provide the district complete and accurate information about the absence, does not respond to requests for information, or does not provide documentation related to the absence as requested or required.
6. The employee does not first obtain permission to be absent from the appropriate supervisor when required to do so.
7. The absence is for any reason other than the one given for the absence.

Even if the absence or tardiness is authorized by the Board or the superintendent, if the absence or tardiness occurs for a reason not granted as paid leave under Board policy or if it exceeds the number of days the employee has been granted under a designated leave, the employee's salary will be docked. Violation of this policy constitutes misconduct and may result in the loss of unemployment benefits if a claim is filed.

Employees will not be disciplined or terminated for absences qualifying for protection under the Family and Medical Leave Act (FMLA), the Uniformed Services Employment and Reemployment Rights Act (USERRA) or other applicable law.

## **Resignations**

### ***Employees without Contracts***

Employees without employment contracts are considered at-will employees and may resign at any time by submitting a written resignation to the superintendent or designee. The resignation is considered accepted once it is received by the superintendent or designee. The district requests that employees give notice at least ten business days prior to departure so that a replacement can be found or alternative arrangements can be made.

### ***Employees with Contracts***

In general, professional staff members including, but not limited to, probationary teachers and principals, have a binding contract with the district once the employee and the Board have executed a contract in accordance with law. A tenured teacher has a binding contract with the district for the next school year if the teacher does not notify the district of his or her resignation in writing by June 1.

Employees may notify the district that they will no longer work for the district at the end of the existing contract by submitting a written resignation notice to the superintendent or designee at any time. Tenured teachers who do not want to work for the district in the next school year must submit a written resignation notice to the superintendent or designee no later than June 1. In these situations, the resignation is considered accepted once it is received by the superintendent or designee.

Employees who seek to resign during the course of a contract or after a contract has been executed and is binding, even if performance has not begun, must notify the superintendent or designee in writing of the request to resign. Only the Board has the authority to release an employee from a contract in these situations. The Board considers serious illness, transfer of a spouse and military service legitimate reasons for resignation of professional staff, but the Board will consider each resignation on an individual basis. An employee will not be released from a contract unless a suitable replacement is found.

### ***Liquidated Damages***

Beginning with contracts signed for the 2024-25 school year, if an employee under contract with the district is not released from the contract and chooses to break the contract, the district is entitled to compensation for the costs of finding a suitable replacement, training expenses and other disruptions. Because the actual damages will be difficult, if not impossible, to ascertain, the Board agrees that the following damage amounts are a reasonable estimation of the damages:

<b>Date Resignation Submitted</b>	<b>Amount Assessed</b>
After April 15, prior to the relevant school year (new or probationary teachers)	5% of contracted salary
After June 1, prior to the relevant school year (all teachers and certificated staff)	5% of contracted salary
After July 1 (all teachers and other certificated staff)	7.5% of contracted salary
August 1 or later, before or during the relevant school year (all teachers and other certificated staff)	10% of contracted salary

Liquidated damages will be based on the date the written request is received in the office of the superintendent.

An individual wishing to break the contractual agreement between that individual and the district must submit a check, in the appropriate amount, with the letter of resignation. Upon the Board's approval to break the contractual relationship, the check will be cashed. The Board reserves the right to waive liquidation fees based upon extreme circumstances. Financial hardships does not qualify for extreme circumstances. The Board will take under consideration situations in which a spouse is transferred within their current company for employment purposes or circumstances related to military service. The transfer must exceed a 50-mile radius from central office. Following Board approval of resignation, the employee will still be considered under contract with the district until liquidated damages are paid in full to the district. This policy applies to all certificated staff.

If the employee does not pay liquidated damages as required, the Board reserves the right to pursue all available legal remedies when an employee breaks a contract with the district including, but not limited to, filing charges to have a teaching certificate or professional license revoked or seeking a monetary judgment. In addition, the district may share with potential employers seeking information about the employee the fact that the employee broke a contract with the district.

### **Sick Leave**

District employees receive regular compensation for all days of sick leave for which they have current or accumulated sick leave credit. Those absences which qualify as sick leave, and the limitations in the use of either current or accumulated sick leave, are enumerated below:

1. For personal illness, personal doctor's appointments, and parental leave, all current and accumulated sick leave is available for use. You must fill out a request for a leave form.
2. For illness in the immediate family, only current sick leave is available for use. For a serious illness, it may be necessary to visit with the superintendent about the possibility for special accommodations and/or the availability of FMLA leave.
3. When a death occurs in an employee's immediate family, the employee may take up to three days Bereavement Leave with pay to attend the funeral or make funeral arrangements. The district may require verification of the need for the leave.
4. New employees will earn two days of current sick leave per month until they have reached the maximum number of days for their term of employment. Employees assigned to a 40- week position are entitled to 8 days of current sick leave per year and 2 personal days, with unlimited accumulation. Employees assigned a 44-week position will receive 11 days of current sick leave per year, and two personal days, with unlimited accumulation. Employees assigned a job position ranging from 48-52 weeks will receive 12 days of sick leave per year with unlimited accumulation.
5. For additional information regarding sick leave, personal leave, vacation leave, FMLA leave, and other types of leave, please review the following Board Policies at the link provided in this manual: Board Policies GBBDA, GBBDDA, GBCBC, GBEA, GCBDA, GCBDB, and GDBDA.

#### **Parental Leave**

Child birth, adoption, and foster care leave shall be provided in accordance with Board Policy. Please contact Central Office with questions regarding such leave.

#### **Breaks for Nursing Mothers**

In accordance with law, the district will provide a reasonable break time for an employee to express milk for her nursing child each time the employee has a need to express for one year after the child's birth. The district will provide a location, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public that employees may use to express milk.

#### **Personal Leave and Vacation Leave**

All MPS staff members have 2 personal days. The number of personal days you have will depend on your length of service to the school district. Please see your principal to check your personal leave status. Based on length of employment, you are eligible for another personal day after ten, fifteen, and twenty years of employment, with a maximum of five days. Please try to submit your personal leave request at least 48 hours in advance.

#### **Bereavement Leave**

When a death occurs in an employee's immediate family, the employee may take up to three days off with pay to attend the funeral or make funeral arrangements. The district may require verification of the need for the leave. The board defines "immediate family" to include: The employee's spouse; The following relatives of the employee or the employee's spouse: parents, children, children's spouses, grandparents, grandchildren, siblings and any other family member residing with the employee; Any other person over whom the employee has legal guardianship or for whom the employee has power of attorney and is the primary caregiver.

Employees are limited to three days of bereavement leave per school year. After the exhaustion of the three days of bereavement leave, the employee may use personal leave.

#### **Leave Day Restrictions**

*Planned sick days:* Planned sick days will not be granted during the first or last week of school, the day before or after a holiday/school break, or a day deemed by the board or administration as critical for adult attendance, unless it is an extreme or unusual circumstance and has been approved by the superintendent.

*Personal days:* Employees are encouraged to avoid using personal days during the first and last weeks of school, on professional development days, and on days before or after school breaks (when the break exceeds one day). It is understood that administrators are accountable for approving personal days appropriately.

### **Professional Leave**

Leave for professional meetings are available. Requests for leave must be arranged well in advance and approved by the superintendent or designee.

### **Extra Duty Pay**

If the Board determines that a particular assignment would make a major demand on an employee's time, the Board may decide to create a compensated extra-duty position. An affirmative vote of a majority of the Board is necessary to assign an employee to a compensated extra-duty position. The Board will approve regular extra-duty assignments and compensation for these assignments on an annual basis. Extra-duty positions may be at-will positions, or the Board may enter into an employment contract for them. Employees will be compensated as directed in policies GCBA and GDBA. The District will avoid assigning extra duties to an employee if such assignment would result in payment of overtime compensation, unless the Superintendent or designee determines the assignment is necessary and the additional amount is included in the budget for extra duties. Extra-duty positions are not subject to the provisions of the Teacher Tenure Act.

### **Grievance Procedure**

The Marshall Public School District has a detailed staff grievance procedure outlined under Board Policy GBM, Staff Grievances. For complaints regarding allegations of illegal discrimination, harassment, and/or retaliation, please contact the District's compliance officer:

Superintendent and/or Assistant Superintendent  
School District of Marshall  
1126 Hwy WW, Marshall, MO 65340  
Phone: 660-886-7414; Fax: 660-886-5641

### **Contracts**

- *Teacher's Probationary Contract:* At the time of initial employment certificated personnel will receive an annual probationary teacher's contract. Salary, years of service, and professional preparation information will be updated annually by means of a new contract, if approved by the Board, until the probationary teacher achieves tenure with the District.
- *Teacher's Permanent Contract:* Probationary teachers will be awarded permanent (tenure) contracts upon the first day of the sixth school year at Marshall Public School District. Teachers coming to this district with two or more years of teaching experience will be eligible for tenure and a permanent contract upon the first day of the fifth school year in the Marshall Public School District. Updated salary and calendar information will be provided annually via written notice.

### **Evaluations**

Teacher evaluations are based on the Network for Educator Effectiveness. Administrators and supervisors will evaluate staff members other than teachers by setting performance goals in consultation with the employee, conducting continuous performance evaluations, and completing a written summative evaluation on an annual basis.

### **Faculty Meetings, Department Heads**

Faculty meetings will be held as necessary at the discretion of District administration.

### **PST (Problem Solving Team)**



The PST is a collection of educators including administrators, teachers, and specialists who meet regularly as a means to collaborate on interventions to best meet individual student needs. Students are referred to the PST process by teachers, and parents are notified when a teacher refers a student to PST.

### **Workers' Compensation**

Workers' Compensation is provided for all school employees at board expense. This protects employees against accidental injury while on duty. Workers' Compensation will not pay on a claim when other coverage is applied to the same claim.

### **Public Service Loan Forgiveness**

If you are a teacher, you may be eligible for certain public service loan forgiveness programs offered by the federal government. For the most up-to-date information regarding such programs, please go to:

<https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/teacher>

## **Student Information**

### **Student Disciplinary Philosophy and Resources**

Board Policy and Regulation JG and JG-R can be located on the District's policy page, linked above.

***BIST Philosophy:*** As a school community, our staff is deeply committed to the success of every student. Academic success is certainly a part of that, but as a staff we also feel a sense of obligation to help prepare students for success beyond the classroom. We want to ensure that when students leave our school system, they are equipped with the skills that will allow them to be successful, contributing members of our society. This commitment to student success is put into action through our use of the BIST (Behavior Intervention Support Team) model, whose philosophy is grounded in Grace and Accountability. We want all students to know that we care too much about them to let them do the wrong things, and that our commitment will always be to problem-solve with them and their families so that students can learn and grow. It is our honor and privilege to support students in this way, as every student is worthy of success at the highest levels.

Please refer to your building's Student-Parent Handbook for information related to student-specific issues including but not limited to attendance, make-up work, grading, and discipline. Some pertinent information is included below.

***Discipline Data Entry:*** Teachers will document discipline incidents in the Student Information System(SIS) for record of events.

***Parent Contact Logs:*** Teachers will keep electronic logs of contact made by phone, email or other communication.

***Mandatory Reporting Requirements:*** Please review Board Policy JGH and JGH-AP(1) for complete information regarding mandatory reporting of child abuse and neglect.

### **Bullying (Board Policy JFCF)**

In order to promote a safe learning environment for all students, the Marshall School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

**Board Policy JFCF is located here:**

<https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=457&revid=xMbflJLvnZYySIppmP3Vkg==&ptid=amIgTZiB9plushNjI6WXhfiOQ==&secid=p6v70fD4K8ukRv6vtplusTtSg==&PG=6&IRP=0&isPndg=false>

The principal of each building is hereby designated as the individual to receive and investigate reports of bullying. Each building principal shall designate at least two teachers or administrators in the building who are authorized to receive and investigate reports of bullying in the principal's absence or at the principal's discretion.

The district compliance officer appointed in policy AC will serve as the districtwide antibullying coordinator. The antibullying coordinator will receive all completed investigative reports from all buildings and analyze the reports to identify any information that would inform the district's antidiscrimination and antibullying education and training programs. In addition, the antibullying coordinator will assist in making any relevant reports as required by state and federal law.

### ***Reporting Bullying***

School employees, substitutes or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident to the building principal or designee for further investigation and action. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building principal or designee as soon as possible, but no later than two school days after the incident. The Bullying Reporting Form can be located here:

[https://docs.google.com/document/d/1qT6fqaIshDiD8VUdJf\\_R6RGAUvZrB-Ng/edit](https://docs.google.com/document/d/1qT6fqaIshDiD8VUdJf_R6RGAUvZrB-Ng/edit)

Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee.

If the bullying incident involves students from more than one district building, the report should be made to the principal or designee of the building in which the incident took place or, if more appropriate, to the principal or designee of the building attended by the majority of the participants in the incident.

### ***Student Attendance***

Attendance is essential for learning. By law, all children must attend school from the age of 7 until the age of 17. Parents/guardians are accountable for the attendance of their child. The State of Missouri sets a standard that all students will attend school no less than 90% of the time. Students who wish to participate in school-sponsored activities must attend school the day on which the activity occurs, unless the Principal has preapproved the absence based upon special circumstances. The administration makes the final determination regarding whether an absence is verified or unverified.

### ***Excessive absences***

Whether verified or unverified, all will count against attendance. The principal may request a parent/guardian conference to discuss attendance concerns and a collaborative plan may be developed to remove barriers to attendance. When attendance remains problematic, the school may contact the appropriate agencies and/or authorities, such as Children's Division and the local Juvenile Office, for assistance. Any student who is suspended from school for a disciplinary problem for any number of days will be marked absent. Students who have been placed on OSS will be expected/required to complete work during the period of their suspension. In addition, those days will be counted against attendance.

Parents or students must provide proper notification and documentation to the school showing the absence was unavoidable for an absence to be verified. It is the responsibility of the student to get and make up work when a student is absent. The timelines for turning in make-up work will be determined with the teacher. Parents must report a student's absence by 9:00 a.m. on the day of the absence. The school will contact parents who do not report a student's absence by the time. When a student is released early from school to a parent or guardian, it constitutes an absence. In general, prior notification is required when a student is dismissed early and the student must be checked out through the office.

### ***Verified Absences***

Parents or students must provide proper notification and documentation to the school showing the absence was unavoidable for an absence to be verified. The administration may request documentation to determine whether an absence is verified. **All verified absences count against attendance.**

### ***Unverified Absences***

Any absence where the school does not receive verification from a parent/guardian; Excessive, unverified absences will result in written notice from the Principal to the parents/guardians. The Principal may request a parent/guardian conference to discuss attendance concerns and a collaborative plan may be developed to remove barriers to attendance.

### ***Late Arrival/Tardiness***

A late arrival or tardy occurs when a student arrives after the expected class period has begun, as determined by the District. The District will count tardiness as an absence. If a student arrives at school late, then he/she shall report to the office. Students must be in the assigned area when the school day begins.

### ***Truancy***

Truancy is when the student is absent from school without permission of the parents/guardians or school official. Truancy includes, but is not limited to, skipped classes, falsely informing the school about the reason(s) for the absence, or absences that have not been pre-arranged and pre-approved as verified. The District may assign disciplinary measures for truancy. Students who are truant are required to make-up any work they miss, but grades on missed assignments may be affected.



### **Student Attendance Reporting Protocol**

**5 days absent** (no matter the reason for the absences): When a student has missed 5 days (Step 1), an informational letter is mailed to the parent/legal guardian. This letter should include a print out of the student's absences/tardies from SIS. A designated school employee (designated by the building administrator) will then call the parent/legal guardian to determine why the student is not attending school regularly; to examine the student's academic performance; to communicate the district's attendance expectations; to provide information about compulsory attendance laws and educational neglect; and to elicit suggestions from the parent/legal guardian about increasing the student's attendance. Once the robo service is enabled the designated school employee will send an automated phone call to the parent/guardian notifying them of their student's attendance concerns, the district's attendance expectations, information about compulsory attendance laws and educational neglect, and contact information on who the parent/guardian can contact to discuss ways of increasing their student's attendance. The designated school employee will document in the SIS Parent Contact Log that attendance Step 1 was completed (5-day letter mailed and phone call made), along with date/time.

**10 days absent** (no matter the reason for the absences): When a student has missed 10 days (Step 2), a warning letter will be hand delivered to the student's home/legal guardian by a principal, counselor, School Resource Officer (SRO) or SWT (Social Work Team) member. This letter should include a print out of the student's absences/tardies from SIS. If personal contact is not made, the district employee attempting contact will tape the attendance letter to the door of the residence. The district employee responsible for delivering the attendance letter will document in the SIS Parent Contact Log that

Step 2 was completed, along with the method of delivery (in person/taped to door) and date/time of delivery. If the district employee was successful in making contact with a parent/legal guardian, they will also note that in the Parent Contact Log. Once the 10-day letter has been delivered, the designated school employee will send an email to the Parent School Coordinator advising them of the student's name and date that the 10 day letter was delivered (if delivered by someone other than the Parent School Coordinator). The Parent School Coordinator will then review the student's absences/documentation in SIS (i.e., unexcused absences, medical excuses, college visits, quarantine, etc.) and discuss any concerns with the building administrator prior to 12 days (Step 3).

**12 days absent** (a review of the student's attendance): When a student has missed 12 days (Step 3), the building administrator and the Parent School Coordinator will review the student's attendance to ensure it rises to the level of educational neglect. Should it be determined that the student's attendance does rise to the level of educational neglect, the designated school employee will call the Children's Division (CD) Child Abuse/Neglect hotline to report the student's attendance. When making this call, it is important to specifically outline how the student's attendance is affecting their education and the attempts the district has made to resolve the student's attendance concerns (this information should be available in the SIS Parent Contact Log). If the call is not accepted as a report by the CD and the student continues to miss school, the designated school employee will continue to call the Child Abuse/Neglect hotline to report the student's attendance daily until either the report is accepted by the CD or the designated employee is informed by the SRO, Marshall Police Department (MPD), or CD that an investigation has been initiated. The designated school employee will briefly document in the SIS Parent Contact Log that Step 3 was completed, along with what outside agency they had contact with (i.e., MPD, CD, etc.) This can be as simple as what agency was contacted, the name of the person they had contact with, and the date/time. Once a report has been accepted by the CD for educational neglect, the designated school employee will email the Parent School Coordinator with the student's name and date/time the report was accepted.

**18 days absent** (a review of the student's attendance): When a student has missed 18 days (Step 4), the building administrator will contact the Parent School Coordinator and together they will review the student's attendance and SIS documentation to ensure there is proper documentation to support educational neglect. Should that be determined, the appropriate SRO will gather the documentation and present it to the Saline County Prosecuting Attorney for review of educational neglect. The appropriate SRO will then document in the SIS Parent Contact Log that Step 4 was completed, along with the date/time.

It is imperative that **ALL** attendance steps (Steps 1-4) are accurately and timely documented in the student's SIS Parent Contact Log. The building administrator, SWT, and SRO should be able to review the student's SIS Parent Contact Log at any time and see what attendance steps have been taken. This will help to quickly address any attendance concerns early in an attempt to avoid the later steps. **Document ALL attempts.**

Each building will have the designated school employee run an Attendance Report for their specified building at a **minimum** each Wednesday. Letters will be generated in accordance with the attendance rate guidelines noted above. Mailed letters will be sent out no later than the following business day (i.e., Step 1). Letters that require delivery (i.e., Step 2) will be given to the Parent School Coordinator (or other district employee) by Thursday of the week the letter is generated to ensure timely delivery to the parent/legal guardian. Those students that need to be reviewed (i.e., Step 2) will be emailed to the Parent School Coordinator at a **minimum** each Friday to ensure a timely review of their attendance can occur within the designated timeline.

All attendance letters that are mailed/delivered need to be double checked for accuracy. This includes ensuring that the correct address and parent/legal guardian name(s) are noted on the letters. Letters can be mailed through regular mail to PO Box numbers; however, they cannot be hand delivered. It is imperative that addresses are correct to ensure that parents/legal guardians are adequately informed of their student's attendance concerns. Attendance letters should not be duplicated (i.e., only one 5 day/10 day letter should be mailed/hand delivered).

#### ***No Parent/Legal Guardian Contact***

When a student is absent from school for more than 2 days in a row and the designated school employee is unable to make contact with the student/parent/legal guardian, the designated school employee will contact the SWT and ask them to visit the student's home. If the SWT is unable to make physical contact with the student/parent/legal guardian, the SWT will notify the appropriate SRO. The SRO will then attempt to make physical contact with the student/parent/legal guardian. If

the SRO is unable to make physical contact with the student/parent/legal guardian, the SRO will contact the MPD and together they will attempt to make physical contact with the student/parent/legal guardian. All information gathered by the SRO/MPD will be shared with the SWT and designated school employee.

### **Seclusion and Restraint (Board Policy JGGA)**

The district will treat all students with dignity and provide a safe learning environment for students and a safe working environment for district personnel. Seclusion and restraint interventions will be used only when necessary and in accordance with this policy, and they will never be used as a form of punishment or for the convenience of district personnel. The restrictions in this policy apply to the district and any other provider of educational or related services to the student on behalf of the district.

The board directs the superintendent or designee to train and direct district personnel to use with fidelity measures to proactively address student behaviors, such as positive behavior support techniques, and to identify students with disabilities who may need behavior intervention plans.

Please see Board Policy JGGA for all requirements related to seclusion and restraint:

<https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=457&revid=46J1lcIZtdold2zHZOWlMA==&ptid=amIgTZiB9plushNjl6WXhfiOQ==&secid=p6v70fD4K8ukRv6vtplusTtSg==&PG=6&IRP=0&isPndg=false>

### **Corporal Punishment (Board Policy JGA-2)**

For the purposes of this policy, corporal punishment is the use of physical force as a method of correcting student behavior. No person employed by or volunteering on behalf of the district shall administer corporal punishment or cause corporal punishment to be administered upon a student attending district schools.

A staff member may, however, use reasonable physical force against a student for the protection of the student or other persons or to protect property. Restraint of students in accordance with the district's policy on student seclusion and restraint is not a violation of this policy.

### **Grading and Reporting System**

<b><u>Term or Qtr.</u></b>	<b><u>Grades Due</u></b>	<b><u>Grades Go Home</u></b>	<b><u>Notes</u></b>
Midterm 1 (9/8/23)	9/15/23	9/18/23	Teachers call all D, F parents. Elementary all levels 1 and 2 on standards.
Qtr. 1 Ends (10/13/23)	10/18/23	10/23/23 - 10/25/23 Fall Conferences	Teachers call all D, F parents. Elementary all levels 1 and 2 on standards. Coordinate with counselors for juniors and seniors off track.
Midterm 2 (11/10/23)	11/15/23	11/17/23	Teachers call all D, F parents. Elementary all levels 1 and 2 on standards.
Qtr. 2 Ends (12/20/23)	12/20/23	01/04/24	Teachers call all D, F parents. Elementary all levels 1 and 2 on standards. Coordinate with counselors for juniors and seniors off track.

Midterm 3 (2/2/24)	2/7/24	2/9/24	Teachers call all D, F parents. Elementary all levels 1 and 2 on standards.
Qtr. 3 Ends (3/1/24)	3/6/24	3/11/24 - 3/13/24 Spring Conferences	Teachers call all D, F parents. Elementary all levels 1 and 2 on standards. Coordinate with counselors for juniors and seniors off track.
Midterm 4 (4/5/24)	4/10/24	4/12/24	Teachers call all D, F parents. Elementary all levels 1 and 2 on standards.
Qtr 4 Ends (5/15/24)	Seniors: 5/08/24 K-11 5/16/24	5/15/24: K-8 Goes Home 5/20/24: 9-12 Grades Available	Teachers call all D, F parents. Elementary all levels 1 and 2 on standards.

### **Online Access to Grades**

Grades are continually available through the SIS Parent Portal, which is available through the district website.

Passwords for this service are emailed, automatically, to parents upon completion of the school registration process. If you are in need of assistance accessing this service, please contact the building secretary. Parents and students are always welcome to call/email the building and talk with teachers regarding the student's grade(s).

### **Elementary Grading**

Marshall Public Elementary Schools commit to all stakeholders to provide fair, accurate, specific, and timely information regarding student progress toward agreed-upon common standards. Grades communicate what students know and can do. Grade reports are based solely on achievement, which means other factors, like behavior and attendance are not used to calculate a grade.

### **Grading Practices**

1.	A consistent 4-point grading scale is used
2.	Academic achievement is reported separately from behaviors
3.	Scores are based on a body of evidence for each standard
4.	Students have multiple opportunities to demonstrate proficiency
5.	Accommodations and modifications are provided for exceptional learners

### **Grade Proficiency Scale:**

Grade Scale Score	Academic Descriptor
4.0	Advanced: Exceeding the Standard

	In addition to score 3.0 performance, the student demonstrates in-depth inferences and applications that go beyond what was taught.
3.0	Proficient: At Standard  The student independently and consistently demonstrates skills/knowledge necessary to show mastery of the learning goal for grade level.
2.0	Basic: Approaching Standard  The student can independently demonstrate some of the skills/knowledge necessary to reach the learning goal, but has not yet reached grade level expectations in this standard.
1.0	Below Basic: Beginning Understanding of Standard/Below Learning Expectations  The student cannot independently demonstrate the skills/knowledge necessary to reach the learning goal and is two or more grade levels below learning expectations.
IE	Insufficient Evidence Toward Standard

**Character/Citizenship Codes:**

"O" = Outstanding	An outstanding citizen follows all school and class rules. The student is respectful at all times and is an active participant in class. In addition, students who receive an "O" in citizenship demonstrate kindness and respect for fellow classmates, not just adults on campus, on a daily basis.
"S" = Satisfactory	A citizen who is satisfactory is either active in class, but may have minor issues with classroom behavior OR is well-behaved, but does not participate in class. Students who receive an "S" in this area may need to have behavior redirected from time to time.
"N" = Needs Improvement	A student who needs improvement is one who has been disruptive or disrespectful on more than one occasion. Academic dishonesty can also earn an "N."
"U" = Unsatisfactory	A student may earn a "U" if the student is continually disruptive, disrespectful, or dishonest despite having served consequences for misbehavior.

**Middle School Grading:**

Grading Scale:

A	95%-100%
A-	90%-94%
B+	87%-89%
B	83%-86%
B-	80%-82%

C+	77%-79%
C	73%-76%
C-	70%-72%
D+	67%-69%
D	63%-66%
D-	60%-62%
F	59% and below

### **Finals**

These tests are administered the last two days of each semester in grades 8-12. All students will take finals during the designated times. Finals will account for 5% of the semester grade. EOCs may serve as the final. Teachers have discretion in deciding the format and weight of the final. In order for a student to make up a final exam, see the administration.

Parent/Teacher Conferences are held twice per year. Parents/guardians are encouraged to take advantage of this opportunity to communicate with their child's teacher. If further conferences are desired, parents/guardians should make an appointment with the teacher. Appointments can be made by contacting the school or teacher.

Honor Roll: To recognize outstanding academic achievement, an honor roll has been established. A list of students achieving either the A or B honor roll is sent to the local media, as well as displayed at BMS at the end of each semester. A= 4.00 to 3.55 (w/ no C's or below), B= 3.54 to 2.55 (w/ no D's or below).

### **High School Grading:**

Grading Scale:

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

### **Finals**

These tests are administered the last two days of each semester in grades 8-12. All students will take finals during the designated times. Finals will account for 5% of the semester grade. EOCs may serve as the final. Teachers have discretion in deciding the format and weight of the final. In order for a student to make up a final exam, see the administration.

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Honor Roll: To recognize outstanding academic achievement, an honor roll has been established. A list of students achieving either the A or B honor roll is sent to the local media, as well as displayed at the High School at the end of each semester. A= 4.00 to 3.55 (w/ no C's or below), B= 3.54 to 2.55 (w/ no D's or below).



### **Procedures for Controversial Learning Materials**

If you have **ANY** questions about the materials you have for instruction, please direct those questions to your building leader. Teachers are required to review and comply with Board Policies related to teaching about religion, human sexuality, and drugs, alcohol, and tobacco. Please refer to the District's Board Policy Manual for specific guidelines and parameters.

### **Field Trips**

Field trips that relate directly to the instructional program are recognized as a valuable teaching tool, whereas field trips purely for entertainment purposes are not considered an appropriate school function. The following field trip guidelines should be followed:

- **All** field trips must be approved by the principal by August 1 for the fall semester and December 1 for the spring semester.
- After receiving administrative approval, the trip must be scheduled with the Director of Transportation at least two weeks in advance. Bus request forms can be located here:  
<https://mail.google.com/mail/u/0/#search/tthomas%40marshallowls.com?projector=1>
- The cafeteria staff and school nurse should be notified at least two weeks in advance if this affects them.
- If you require volunteers or chaperones for a field trip, please ensure that all individuals meet requirements per Board Policy to attend.

### **Student Records**

Student records are protected under the Family Education Rights and Privacy Act and must be kept in a manner that will ensure confidentiality. Staff members may have access to student records when there is an educational purpose for the review of such records. Please review Board Policy and Administrative Procedure **JO and JO-AP** for complete information and guidelines regarding student record privacy and information release. Please note that only parents/legal guardians and eligible students are authorized to receive information regarding student records and have the authority to make educational decisions unless the District/building has a specific exception regarding a student's educational decision-maker documented and on-file. If you have questions about whether an individual is entitled to receive student information or make educational decisions for a student, contact the building principal before proceeding.

### **School Nurse**

A school nurse is present in each building.

- ***Accidents***

**NOTE:** In case of an injury to a student occurring during school hours, the teacher who first helps the child should fill out a copy of the incident report form. This may be obtained in the nurse's office or here:  
<https://mail.google.com/mail/u/0/#inbox?projector=1>

Any accident which requires as much as a band aid or the application of a heat or cold pack should be reported.

Teachers who come upon the scene of an accident where the injured individual was unsupervised (passing in the halls, coming in or going out of the building, etc.) should accept the responsibility of reporting the accident and complete an Incident Report. The student may be given first aid by a subsequent staff member, but the member first aware of the incident should gather whatever information possible so the report will be as specific as possible. This information should be given to the principal. In case of possible serious injury, the following procedures are to be used:

1. Notify the Administrative office.
2. Call the school nurse.
3. Notify the parents or guardian.
4. Call an ambulance.

5. Call the hospital, summarize the injury, and tell them to have a doctor there when the ambulance arrives.
6. Complete an Incident Report.

- ***Illness***

If a student becomes ill, he/she should be sent to the Nurse's Office. If the nurse is not in the building, students who become ill should be sent to the assistant-principal's office.

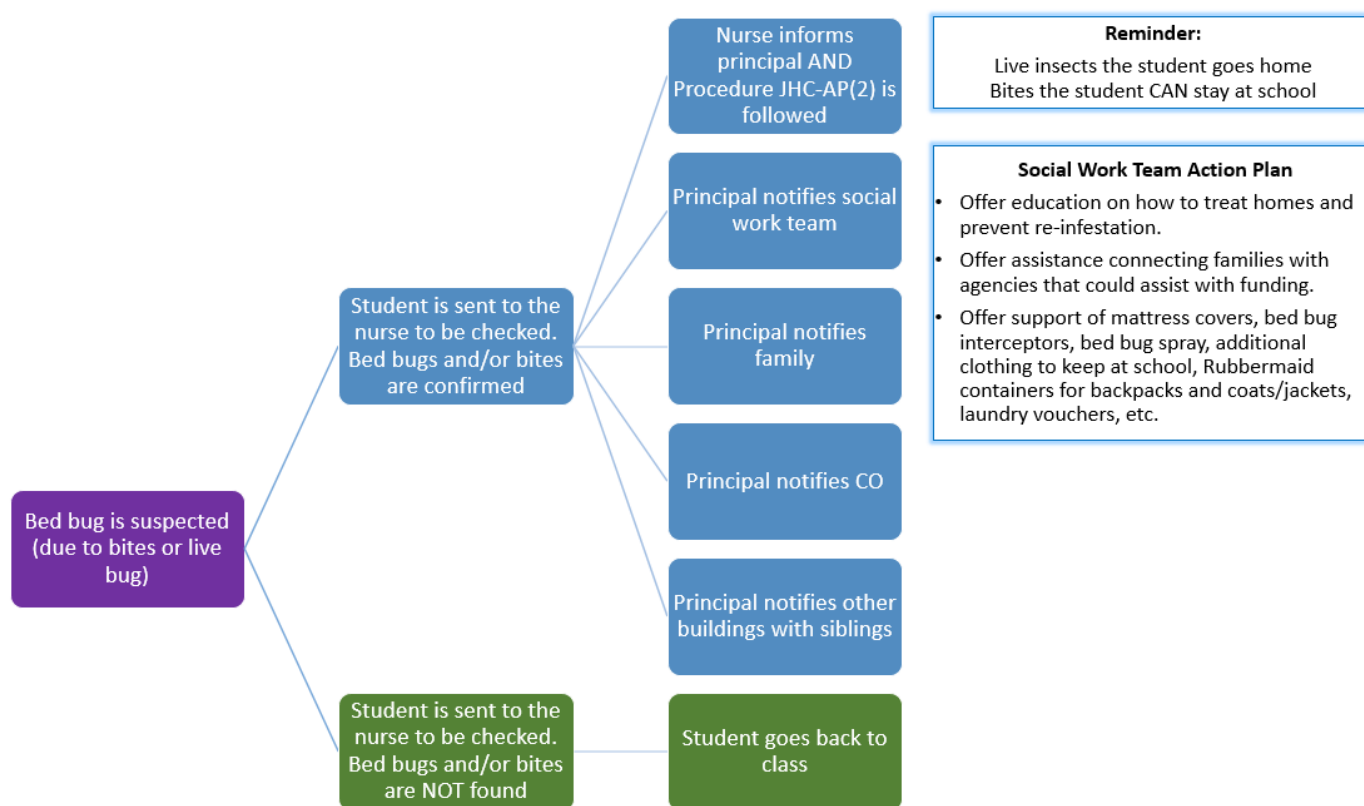
- ***Medication***

If the family physician feels it is necessary for a student to receive medication during school hours, the parents must sign a permission slip as to the amount and duration of time the medication is to be taken. The student is responsible for going to the nurse's office and receiving the medication. Medications will be administered at school only when it is not possible or effective for the student to receive the medication at home.

**NO** medication or Tylenol for students will be dispensed at school unless **provided by parent/guardian** and written permission from the parents is on file.

For complete information regarding the administration of medication to students and required protocol, please review Board Policy JHCD.

### **Bed Bug Protocol**



### **Disaster Preparedness**

- Disaster procedures will be posted in each teacher's room are directions and a map to follow to proceed to a safe place based on the nature of the emergency (If directions are not posted, see building administration).
- Annually, each building will review and receive updated training regarding the District and individual building disaster plans.

- Each teacher is required to have an updated student roster in their classroom for each class period in order to facilitate effective disaster response.

### ***Employee Manual Acknowledgment***

*This Employee Manual does not constitute a contract between the District and any employee of the District. An employee's signature on the included Employee Manual Acknowledgment Form does not create a contract between any Employee and the District or create any employment rights or guarantees beyond what is specifically granted by law.*

I acknowledge that I have received and reviewed the 2023-24 Employee Manual. I understand the policies and guidelines of the Marshall Public School District and that violations of these policies and guidelines may result in disciplinary action up to and including termination of employment. I acknowledge that I have access to, have read, and agree to comply with all Board Policies of the District, linked on the District's website and available via the link provided herein, and that I am required to comply with those policies regardless of whether they are cited or included herein.

Employee Signature:

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Employee Name (please print):

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