

2011 - 2012

PROFESSIONAL
STAFF GUIDE

Board Approved

PREFACE

This professional Staff Guide has been prepared to provide a convenient reference of administrative rules and regulations for certificated school personnel. A copy of the comprehensive booklet of St. James educational policies is available in each building principal's office, on the district website and a hard copy may be requested by contacting the office of the superintendent.

ANTI-DISCRIMINATION POLICY

It is the policy of the Board of Education to accord equal consideration and impartial treatment regardless of race, color, national origin, ancestry, religion, socioeconomic status, marital status, sex, age, handicapping conditions or organizational memberships. In keeping with the requirements of federal and state law, this school district strives to remove any vestige of discrimination in employment, assignment, and promotion of personnel, and in educational programs offered to students. Inquiries regarding the implementation of this policy should be directed to the building principals or director of special services, contact person for Title IX, Section 504 and ADA. (Grievance procedures are provided in Policy/Regulation 4850 of the Board Policy Manual.)

I. THE BOARD OF EDUCATION

1. Organization

The Board of Education is an agency of the state and is organized and operates under the laws of Missouri which authorized the Board “to make all needful rules and regulations for the organization, grading and government in the school district ...” (Section 17.00, R.S. 1965). The Board of Education is composed of seven members elected by a majority vote of the voters residing within the boundaries of the St. James R-I School District.

The officers of the Board of Education are a president, vice president, secretary and treasurer.

2. Meetings

Regular meetings of the Board of Education are held at 6:30 p.m. in the board room of the Administration Building on the third Thursday of each calendar month, unless another date or time is set by resolution. Special meetings of the Board of Education may be called by the president of the Board according to law and board policy.

3. Functions

The Board of Education performs the following three basic functions necessary to the discharging of its responsibilities: Legislative, Executive and Appraisal.

The legislative function is the policy making aspect of the school system. It is the policy of the Board of Education to retain and exercise full legislative authority and control of schools by adopting general policies and procedures or by acting directly in matters not covered by its policies.

The executive function of the Board is concerned with placing in operation existing Board policy. This function is delegated by the Board of Education to their executive and administrative officer, the Superintendent of Schools.

The appraisal function involves the determination of the efficiency of the school operation and an evaluation of the educational program of the school district.

II. PERSONNEL POLICIES AND PROCEDURES PERTAINING TO THE ADMINISTRATIVE AND INSTRUCTIONAL STAFF

1. Teacher Employment

Teachers seeking employment should file an electronic application at www.applitrack.com, attention St. James R-I Schools. Personal interviews will be scheduled and the Board of Education shall employ candidates upon the recommendation of the Superintendent.

2. Teaching Assignments Within a Building

The assignment of teachers to classes or to grades within a building shall be made by the principal after mutual discussions between department chair or grade level chair and principal. By the end of the school year teachers shall be notified of their teaching assignments for the following year. In the event changes in such assignments become necessary, the teacher affected shall be promptly notified and the teacher and the principal will work out needed changes.

During the development of the master schedule, principals shall communicate with department chair or grade level chair to provide a reasonable distribution of teaching loads, recognizing the talents, experience and preference of the teacher and the needs of the schedule.

3. New Position Placement for Teaching Staff

Recruitment for all available positions will include notification to all staff members via district email. Teachers may then file a "Request for Transfer of Teaching Assignment" if he/she is interested in the available position (form is available on the H drive). Current teaching staff members will be given first consideration based upon their qualifications and seniority. If no current staff is interested and/or qualified for any available positions, the district shall file vacancy notices through SuccessLink and Applitrack.

Reassignment or new positions will be given to present staff members rather than outside applicants if all qualifications are equal. Refer to Board Policy 4210.

4. Credentials on File

Certificated personnel shall have the following credentials on file in the Superintendent's office prior to reporting for duty:

- Teaching Certificate – current and appropriate: It shall be the teacher's responsibility to maintain a current certificate with the appropriate credentials. Central office staff

may assist the teacher to file the appropriate paperwork with DESE in order to maintain the proper certification for **all classes** which are taught by the teacher.

- Official Transcripts of all college courses showing degrees earned.

During the first month of school the following shall be filed:

- Social Security Number (Card)
- Federal and State withholding tax exemption certificates
- Information for Public School Retirement Systems
- Health certificate (TB test – available from school nurse)
- Medical insurance
- Tax shelter annuity
- Fingerprint check (contact the central office to get the appropriate form and information)

2. Supervision and Professional Growth

The Professional Development Committee, as well as the Principals, is primarily responsible for supervision and for stimulating professional growth and development of the staff. All staff members should continue to improve their professional competencies throughout their professional service.

3. Participation in Community Activities

It shall be the policy of the Board of Education to excuse employees from regular duties in order to participate in community events, subject to the approval of the Superintendent of Schools, when such participation is beneficial to the school district. School principals shall be responsible for reporting to the Superintendent cases where such participation impinges too frequently upon the regular school program.

4. Service Clubs

Staff membership in civic and other service clubs will be encouraged as a valuable means of strengthening the ties between the school and community.

5. Parent-Teacher Groups

Teachers shall be encouraged to belong to the parent-teacher organization in the school to which they are assigned and to attend the meetings regularly. The Board of Education endorses and supports the efforts of these organizations as being mutually beneficial to the home and school.

6. Employee Regulations

The Board of Education believes that shared responsibility in policy development is a concept that assures a commonality of goals and interests between school boards and staff members, and with respect for the roles of each.

The Board of Education recognizes the Superintendent of Schools as its chief executive officer and the person to whom it looks for educational leadership.

The Superintendent of Schools is directed to appoint committees or teams as needed for the purpose of discussing with employees matters related to areas of concern. The Superintendent of Schools shall provide guidelines to the committees or teams appointed and liaison between the conferring parties and the Board of Education. The Board of Education does not give up its legal policy making responsibility and may ratify, amend or reject proposals submitted by the discussion group.

7. Requests for Placement on an Advanced Channel of Salary Schedule:

Teachers must notify the Superintendent of Schools in writing by September 1st if they have met qualifications for an advanced channel during the previous years so that contracts may be adjusted by the Board of Education.

Teachers who dual enroll in their senior year and receive some graduate credit prior to receiving their baccalaureate degrees, and teachers who complete work in excess of the requirements for their master's degrees shall have these graduate hours counted toward requirements for the next channels if the courses can be counted toward an advanced degree in the subject matter area to which they are assigned.

8. School Hours

St. James Public Schools are legally bound to a minimum of 174 school days for 1044 hours. Opening, dismissal, and other hourly events may vary from school to school provided they follow the applicable statutes.

School hours for the professional teaching staff will be determined by the building principal(s). A regular 9 month teachers' contract is made up of 174 days of instruction, 2 teacher workshop days, 6 professional development days and 1 parent-teacher conference day, for a total of 183 contract days.

For the 2011/12 School Year, the following beginning and ending times will be utilized:

- High School – 20 minutes before the first bell, 20 minutes after the dismissal bell.
- Middle School – 20 minutes before the first bell, 20 minutes after the dismissal bell.
- Elementary – 25 minutes before the first bell, 15 minutes after the dismissal bell.

9. Tutoring

Instructional employees are not permitted to tutor for pay any pupil enrolled in the St. James Schools without specific permission from the principal.

10. Dress

School personnel should appear well groomed and professionally dressed at all times. Appropriate personal appearance is an asset that cannot be underestimated.

11. No Tobacco on School Property

The St. James R-I School District is a smoke-free campus. All tobacco products are prohibited on school property, both inside and outside the building. Tobacco is prohibited at outdoor events sponsored by the school, including, but not limited to, football games, baseball and softball games, track meets, and other activities. "Tobacco" includes all smoke and smoke-free tobacco products.

12. Free Admissions

Board members, all full-time employees, their spouses, and their school-age children shall be admitted to all St. James R-I School District athletic events free of charge. However, athletic tournaments or activities sponsored by the Missouri State High School Activities Associations will require all persons to pay admission at the rate determined by the activities association.

13. Gifts

Administrators and teachers shall use reasonable tact in discouraging pupils or parents from presenting them with gifts of significant value, either individually or as group projects.

14. Personal Relationships with Students

Teachers should maintain a professional relationship with students on school district property at all times. Students should be encouraged to call the teacher by a salutation and the teacher's last name. Students should not call the teacher by the teacher's first name on school district property.

15. Absence from Duty

When it is necessary for a teacher to be absent due to illness or other cause, he/she shall notify the building secretary/substitute coordinator no later than 6:30 a.m. in order that arrangements may be made for a substitute teacher.

16. Sick Leave

District employees will be provided with one (1) day of sick leave per month of their contract. Sick leave may only be used for illness of the staff member or the staff member's immediate family. Immediate family is defined as spouse, parent, grandparent, child, sibling, daughter or son-in-law, grandchild, or non-family residing within the staff member's home. Unused sick leave may be accumulated to a maximum of 190 days.

Employees accumulating the maximum sick days will be paid for any unused days over 180, at the current rate of \$55 per day, on an annual basis at the close of each school year. Upon termination of 5 continuous years of employment with the district, the employee will be paid \$55 per day for the number of sick days accumulated per Board Policy 4320.

An employee should call in to his/her immediate supervisor as early as possible to report his/her disability. Upon return to work, the employee must complete a sick leave form in order to receive compensation. The employee may be requested to provide a physician's statement indicating the reason for the absence and/or certifying the employee is physically able to resume his/her work duties. If and when an employee exceeds his/her available sick days, a letter will be provided to the employee to notify them of that number of days.

Any employee who anticipates exceeding his/her available sick leave days due to a catastrophic illness (for the employee or immediate family member), may submit a request to the office of the superintendent for "donated days" from fellow employees. Specific rules and regulations concerning this policy may be obtained from the payroll clerk located in the central office.

17. Personal Leave

Paid personal leave days may only be used for personal business that cannot be transacted in non-working hours. The school district can not emphasize too much the importance of having teachers and aides present in the classroom to provide a seamless learning experience for students. Therefore, personal leave days cannot be used for work stoppages, vacation or recreation use. Staff members desiring to use personal days must schedule a request to the faculty principal at least one week in advance. The Superintendent/designee has the right to deny any request for personal leave that does not conform to the policy or would cause a hardship to students or staff. Additionally, staff members may not use personal leave to extend a school holiday. Staff members will be provided with two (2) days of personal leave per contract year. No more than three (3) personal days shall be carried over. A maximum of five (5) days may be used in one (1) calendar year. Unused personal days, not allowed as carry-over, shall be accumulated as sick leave.

18. Bereavement Leave

Employees may be excused from work without loss of pay for a total of two (2) calendar days of Bereavement Leave per occurrence in the case of death in the immediate family

(spouse, child, parent, parent-in-law, grandparent, grandparent-in-law, grandchild, brother, sister or any person wholly dependent upon the employee. In addition, employees may be excused from work without loss of pay for a total of one (1) calendar day of Bereavement Leave per occurrence in the case of death in the extended family (to include other in-laws, aunts, uncles, cousins and/or close friends, etc.). All Bereavement Leave must be approved by the employee's immediate supervisor and the Superintendent. Bereavement leave shall not be cumulative.

19. Leave of Absence

Upon the recommendation of the Superintendent and the approval of the Board of Education, a teacher of the District may be granted a leave of absence for Non-Family and Medical Leave Act (FMLA) child care, education, or other good cause. Such leave is renewable upon written request for one additional year only. Application for leave is to be made in writing to the Superintendent of Schools via Principal and must include the period for which the leave is requested and the reasons for the request. The period should be set to least disrupt the education of students. Requests for leave for an entire school year should normally be made in writing before March I of the preceding year.

If leave is approved by the Board of Education, the teacher is not paid for the period of the leave. Medical, dental, and life insurance benefits may be continued by the teacher by making all payments to the Payroll Office, one month in advance.

Whenever a leave of absence has been granted by the Board to the end of the school year, the teacher must notify the Superintendent in writing by the first day of March of an intention to resume his/her position at the beginning of the next scholastic year. Failure to notify the Superintendent of such intention will be regarded as a resignation.

Upon completion of an approved leave, provided proper notification is given, the teacher will be re-employed by the District unless placed on involuntary leave of absence if tenured; or, if notified of non-renewal of contract by April 15 if a probationary teacher.

If desired, and whenever feasible, the teacher will be placed on the same or equivalent position to the one held prior to the approved leave.

NOTE: Leave of absence without pay under the provisions of this regulation does not apply as service towards tenure for probationary teachers.

20. Health Insurance Provisions:

St. James R-I School District provides health insurance for all full-time regular employees. Additionally, employees may obtain coverage for their families at a cost determined by the insurance provider. A life insurance policy in the amount of \$20,000 is provided to all employees. Dental, vision and additional life insurance are available to employees and their dependents at a reasonable cost. A list of the insurance providers,

costs and other information is available in Administration Office – Human Resources. The district also provides a cafeteria plan/flexible spending account program for employee use. For employees who opt to participate in the flexible spending account program, receipts for reimbursement must be submitted between the dates of July 1 and June 30. Employees may determine the amount that they wish to deduct for the flexible spending account from their monthly payroll. However, the employee should be aware that unused deductions will be forfeited at the end of the fiscal year.

EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy, or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures.



For additional information:
1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
WWW.WAGEHOUR.DOL.GOV



U.S. Department of Labor | Employment Standards Administration | Wage and Hour Division

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21. Leave for Court Duty

Staff members called for jury duty or subpoenaed to testify in a civil or criminal proceeding will be granted leave apart from personal leave. Staff members will receive their normal pay less any jury or witness fees received.

22. Leave for Child Bearing, Rearing, or Adoption

Refer to Family and Medical Leave Act of 1993.

23. Military Leave

A teacher who is a member of the National Guard, or an organized military service of the United States, and who is required by laws of the United States or the State of Missouri to report for a training period, shall be eligible for a grant of military leave for training purposes without loss of time, pay, regular leave, impairment of efficiency rating, or any other rights or benefits, to which otherwise entitled, for all periods of military service during which he is engaged in the performance of duty or training in the service of this state or the United States under competent orders: except that the employee, while on leave, shall be paid his salary for a period not to exceed a total of 15 working days in any one calendar year.

Application for Military Leave for training purposes shall be made in advance, immediately upon receipt by the teacher of official notice to report from the appropriate military authorities. A copy of the official orders must accompany the application for leave which must be approved by the Personnel Administrator and the Superintendent. When possible military leave for teachers shall be arranged during non-duty periods. The Superintendent may request a change in military orders when it seems to be in the best interest of the school system. Emergency mobilization orders shall be dealt with on an individual basis.

24. Tenure

The Seventy-fifth General Assembly of the State of Missouri passed a tenure law which became effective July 1, 1970. The tenure law provides that teachers who have been employed full time by a school district for five (5) or more consecutive years shall be regarded as permanent teachers. The Missouri Tenure Law provides for teachers with two or more years of experience in a previous school district are authorized to claim one year of experience towards tenure in the current school district.

Teachers employed less than five (5) years are regarded as probationary teachers.

In recognition of the tenure law which became effective July 1, 1970, the Board of Education has adopted a policy on teacher tenure which conforms with the provisions of the law and is printed in the Policy Manual of the St. James R-I Board of Education under

Personnel. Copies of the policy manual are available in each building principal's office and in each library.

The period of absence under the leave for child bearing shall not count toward tenure nor shall it impair the tenure status of the probationary teacher.

25. Release of Contract

Request for release of contract shall be in writing and directed to the Superintendent of Schools. The Board of Education will consider release of contract according to Board Policy 4710.

26. Change of Address

Teachers who change their address should communicate their new address and telephone number to the Superintendent's Office at the first opportunity available.

27. Personal Items Lost or Stolen

The Board of Education is not responsible for any personal items lost, damaged, or stolen in any of its facilities unless the administration has requested such articles to be on its premises.

28. Questions Concerning Personal Legal Liability

The Board of Education recognizes that legal actions may be initiated from time to time against the School District as a corporate entity, against the Board of Education as a whole, against board members as individuals, or against District officers, employees or other agents. The Board also recognizes the contribution that is rendered to the students of the School District by volunteers and is mindful that legal actions may be initiated against these individuals as well.

To protect members of the Board of Education, School District officers, employees, other agents and volunteers in the performance of their duties and responsibilities, the Board will defend its Board members, officers, employees, other agents and volunteers against claims for suits arising out of the performance of their duties and responsibilities. The Board shall indemnify its Board members, officers, employees, other agents and volunteers against all financial liability or loss resulting from such claims or suits including judgments for damages, attorney's fees, fines, court costs and amounts paid in settlement of such matters and reasonable and customary ancillary costs. Ancillary costs may include, for example, travel expenses incurred by Board members or others if they must appear for a case that is being tried outside the area.

The protection provided by this policy shall apply on an occurrence basis, which means that an individual will be indemnified even though he/she is no longer a member of the Board of Education or employed by or otherwise associated with the District when the lawsuit is filed.

The Board of Education reserves the right, however, to deny representation and indemnification to any person covered by their Board policy in any instance in which there would be no coverage under the School District applicable liability insurance program in which the claim "results in civil judgment or criminal conviction for" an intentional tort, immoral conduct, violation of any criminal or civil statute or violation of Board policy or regulations or administrative order or directive, whether verbal or written.

As a prerequisite to the right of legal representation and indemnification, any person who is served with legal notice commencing any action or proceeding against him/her for which indemnification is sought is required to immediately notify the Superintendent of the legal action after receipt of such legal notice.

The District shall maintain a program of self-insurance and/or insurance coverages sufficient to provide the legal defense and indemnification described in this policy.

29. Discrimination Based on Sex and Sexual Harassment

Sexual harassment in educational institutions is not simply inappropriate behavior, **IT IS AGAINST THE LAW**. Sexual harassment of students is a violation of Title IX of the 1972 Education Amendment in that it constitutes differential treatment on the basis of sex. Title IX applies to any educational program or activity which receives Federal funds and protects both employees and students.

Sexual harassment constitutes unlawful sex discrimination. It is the policy of the Board of Education to maintain a learning and working environment that is free from sexual harassment.

It shall be a violation for any employee of the School District to harass another staff member or student through conduct or communication of a sexual nature. It shall also be a violation of this policy for students to harass other students through conduct or comments of a sexual nature. Furthermore, it shall be a violation of this policy for any person who is not an employee or student of the District to harass a staff member or student of the District through conduct or comments of a sexual nature while such employee is engaged in the performance of duties for the District or while such student is under District supervision.

The Superintendent of Schools of the St. James R-I School District has been designated by the Board of Education as the Title IX Compliance Officer. Any questions or concerns should be brought to the attention of the Office of the Superintendent.

Any questions concerning what constitutes sexual harassment and the procedures to be followed are in Board policies 1310, 4810, and 2130. Also refer to Board regulations 1310, 4810, and 2130.

30. Confidentiality of Information

Information maintained and used by the district regarding students must be kept confidential. Parents have the right to request a list of the types and locations of their child's educational records and a list of any parties who have accessed information in that record. The district must keep a record of parties obtaining access except access by parents and authorized employees of the district, including the name of the party, the date of access, and the purpose for the access. If any record includes information on more than one child, the parent has the right to be informed of that specific information.

Information will be maintained and released in accordance with the regulations in the Family Education Rights and Privacy Act (FERPA) of 1974. The school district is not required to obtain parental consent before records are released to a school district in which a child transfers, to officials in the local district if they need them for educational reasons, or to officials of the Missouri Department of Elementary and Secondary Education.

If a parent believes that information in their child's records is inaccurate or misleading, or violates the privacy or other rights of their child, they may request that the district amend the information. The district must decide whether to amend the information within a reasonable period of time. The parent will be informed of that decision and the district shall advise the parent of their right to a hearing. The district, upon parental request, will provide educational records. If, as a result of the hearing, the district decides that the information is inaccurate, misleading or otherwise in violation of the privacy or other rights of the child, it will amend the information accordingly and inform the parent in writing.

If the district decides not to amend the information, it will inform the parent of the right to place a statement in the record commenting on the information or giving reasons for disagreeing with the district's decision. This explanation must be maintained by the district and if the information is disclosed to any party, the explanation must be disclosed.

A parent has the right to request that information maintained or used by the district regarding their child be destroyed five years after it is no longer needed to provide educational services. Parents are made aware that the information may be needed at some time for Social Security benefits and other services.

31 Parent or Student Complaints Directed Toward Employees

The following steps are proper procedures to be followed by persons with questions or complaints regarding the operation of the school district.

1. Matters concerning individual students should first be addressed to the teacher. Staff members will be advised of additional (further) steps taken in the process as they occur.
2. Unsettled matters from (1) above or problems and questions concerning the individual schools should be directed to the principal of the school.

3. Unsettled matters from (2) above or problems or questions concerning the school district should be directed to the Superintendent.
4. If the matter cannot be settled satisfactorily by the Superintendent, it may be brought to the Board of Education. Questions and concerns about individual students or employees of the District must be in writing and presenting to the Superintendent. The individual about whom the questions or concerns is received will be provided a copy of the written statement and allowed the opportunity to respond in writing. The Board may then consider these issues in closed session if authorized by law. If necessary, a Board hearing will be scheduled to resolve the complaint. However, the decision of the Board shall be final.

32. Access to Personnel File

Each St. James professional may review the contents of his/her building personnel file by notifying the school principal and may review contents of the central personnel file by notifying the Superintendent.

With the exception of transcripts, health certificates and teaching certificates as required by law, the individual:

- a. shall be notified of all material being placed in his/her file.
- b. shall be given a copy of this material.
- c. shall be given an opportunity to place a written response to materials in the file.

STAFF COMPLAINTS AND GRIEVANCES

It is the intent of the Board of Education that, through this staff complaints and grievances procedure, employee complaints will be identified and corrected at the earliest possible time and at the lowest level of supervision.

Complaint processing should be viewed as a positive and constructive effort to establish the facts upon which the complaint is based and come to a fair conclusion. Employees will not be discriminated against, nor will reprisal be attempted against an employee because a complaint was filed.

Definitions

1. Grievance - A claim by a staff member or members that a written Board policy or administrative regulation has been violated or misapplied. This policy is not applicable to the content of performance evaluations nor to decisions for which states statute provides a means of resolving disputes i.e. non-renewal, termination, reduction in force.
2. Day - When the dispute resolution policy requires certain action to be taken within x days, days means working days and specifically excludes weekends and school holidays. In counting days, the day on which the event initiating the time limit is not counted.

Procedure

Informal Resolution

Staff members who believe that a written Board policy or administrative regulation has been violated, must meet with their immediate supervisor within ten (10) days of the alleged violation. The purpose of this informal conference is to attempt to provide clarification of the issue and, where possible, resolve the dispute.

If the dispute is not resolved within four (4) working days of the informal conference, the staff member may initiate the formal procedure by completing a District dispute form and submitting this form to the staff member's immediate supervisor. A completed grievance form must be submitted to the employee's immediate supervisor within ten (10) days of the informal conference.

Step One: Immediate Supervisor

Within four (4) days of receipt of the completed dispute form, the immediate supervisor will schedule a meeting with the staff member and the staff member's employee representative, if desired. Within ten (10) days of this conference, the immediate supervisor will provide the staff member with a written response to the dispute.

Step Two: Superintendent's Designee

If the staff member is not satisfied with the resolution at Step One, the staff member may refer the dispute in writing to the Superintendent. To proceed to Step Two, the written dispute referral must be submitted to the Superintendent within four (4) days of receipt of the Step One decision. Upon receipt of the referral, the Superintendent shall designate a District employee to hear the Step Two dispute. Within four (4) days of receipt of the Step Two referral, the Superintendent's designee shall schedule a conference with the staff member and the staff member's employee representative if desired. Within ten (10) days of the conference the Superintendent's designee will provide the staff member with a written response to the dispute.

Step Three: Review by the Superintendent

If the staff member is not satisfied with the resolution of Step Two, the staff member may refer the dispute in writing for the Superintendent's direct review. To proceed to Step Three, the written dispute referral must be submitted to the Superintendent within four (4) days of receipt of the Step Two decision. Within four (4) days of receipt of the written referral, the Superintendent shall schedule a conference with the staff member and his/her employee representative, if desired. Within ten (10) days of this conference, the Superintendent will provide the staff member with a written response to the dispute.

Step Four: Board of Education Review

If the staff member is not satisfied with the resolution at Step Three, the staff member may refer the dispute in writing for the Board's consideration. To proceed to Step Four the written dispute referral

must be submitted to the Superintendent within four (4) days of receipt of the Step Three decision. At the next regular Board meeting following submission of the Step Four referral the Board will consider the dispute and determine whether to conduct a formal review of the dispute. If the Board determines that its formal review is not necessary, the decision at Step Three becomes final.

If the Board determines that its formal review is warranted by the dispute, the Board will set a date for formal review. At formal review both parties are entitled to be represented by legal counsel. Procedures for formal presentations of the dispute are determined by the Board in its discretion. Within ten (10) days of the formal review the Board will provide the staff member with its written decision. The decision of the Board is final and binding on all parties.

Miscellaneous Provisions

1. Failure of a staff member to comply with the timelines provided in the procedures above, will result in final rejection of the dispute.
2. Failure of the administrator to comply with the timelines provided in the procedures above, will result in the dispute being advanced to the next step.
3. Neither party to a dispute will be permitted to add witnesses or documentation which were not provided at preceding steps.
4. No staff member will be retaliated against for the good faith submission and processing of a dispute under these regulations.

III. EDUCATIONAL POLICIES AND PROCEDURES

1. School Admissions

Children who will be five (5) years of age before August 1, may be enrolled in kindergarten, and children who will be six (6) years of age before August 1, may be enrolled in first grade.

Kindergarten attendance is not required for enrollment in the first grade.

An official state birth certificate is required for each pupil of the kindergarten or first grade at the time of initial enrollment in the St. James Schools. The principal is authorized to grant a provisional enrollment for thirty (30) days when the birth certificate is not available. If the birth certificate is not submitted during the period of provisional enrollment, the kindergarten or first grade pupil may be excluded from the classroom and not reinstated until the birth certificate is presented. Students will not be permitted to attend school unless they have been immunized as required under the rules and regulations of the Missouri Department of Health.

2. Grade Placement

First grade pupils who have reached the age of six (6) years of age and who present themselves for enrollment on or before August 1 may be enrolled in the first grade if their parents or legal guardians have recently moved into the District and if such pupils have been regularly enrolled in the first grade of an approved school and submit evidence of satisfactory progress.

Kindergarten pupils who have reached the age of five (5) years and who present themselves for enrollment before August 1 may be enrolled in kindergarten if their parents or legal guardians have recently moved into the District and if such pupils have been regularly enrolled in kindergarten of an approved school and submit evidence of satisfactory progress.

All pupils entering the St. James Schools from a school outside the District shall submit evidence of their achievement in the last grade attended. Grade placement of a pupil may be adjusted on the basis of the examination of his/her previous record, achievement tests administered, or other factors which the principal and staff believe make such adjustments desirable. In secondary schools, a transcript of any entering pupil's record is required before the enrollment is considered complete.

3. Collecting Money and Soliciting

Teachers who propose to collect or supervise the collection of money from students for fund drives, purchases of books or supplies, subscriptions to periodicals, or for other purposes except regularly approved fees, book fines, milk and lunch tickets, or contribution for flowers or small gifts are asked to secure approval from the office of the Superintendent. Such requests for approval shall be directed through the office of the principal.

It is the policy of the Board of Education to limit soliciting and selling of merchandise or subscriptions by pupils to activities held at the school. The selling of advertising for the high school paper, high school yearbook and Invitational Tournament are excluded from this regulation.

Outside agencies are not permitted to solicit contributions from pupils within the school without approval of the Superintendent.

4. Cumulative Records

A cumulative record is kept for each pupil enrolled in the St. James Schools. This record includes data pertinent to school achievement, attendance, discipline records and test data. Information contained in the cumulative record shall be released only to authorized persons according to policy and administrative guidelines.

The importance of the cumulative record as a guidance instrument and as a continuing record, makes it imperative that each teacher be especially careful to ensure its accuracy.

The Board of Education policy requires that pupil cumulative records be in a fireproof file cabinet and handled only by authorized personnel.

5. Discipline

Good teaching is undoubtedly the best means of securing proper pupil control. Each teacher is responsible for the discipline and instruction of assigned pupils in the classroom and on the playground. This is consistent with the school discipline policy.

Each year principals shall review the present discipline policy with each staff and suggest policy changes to improve and implement discipline procedures at the building level where needed.

6. Communicable Diseases

A student shall not attend school or school-sponsored activities while afflicted with any contagious or infectious disease, or while liable to transmit such a disease after being exposed, unless the Board or its designee has determined, based on medical evidence, that (1) the student is no longer infected or liable to transmit the disease; or (2) the student is afflicted with a chronic infectious disease which poses little risk of transmission in the school environment with reasonable precautions. School officials may require an employee suspected of having a contagious or infectious disease to be examined by a physician and may exclude the employee from work, in accordance with the procedures authorized by the Board of Education, as long as there is a substantial risk of transmission of the disease in the work environment.

7. Care of Sick and Injured Pupils

When children are ill and it is necessary to send them home, they will be made as comfortable as possible until arrangements for transportation can be made. Parents are to be notified immediately by telephone and instructions requested as to how to proceed with care. When the parent has no telephone, every effort should be made to find a member of the family, a relative, or someone designated by the parents who will assume responsibility for the care of the child.

In cases of extremely serious injury to a pupil, care should be taken not to move the child if it is likely that this would result in further injury. If it is apparent that ambulance service will be required and minutes count, an ambulance should be called immediately whether or not parents can be contacted. All principals shall have another person in the building who is designated and properly instructed to act in such cases in the absence of the principal.

Students who have minor cuts, bruises, or injuries should be given appropriate first aid. Suitable first aid supplies are provided in each building. In all cases of acute illness or serious injury of a student, the building principal should be notified. A report of accident shall be filed in the superintendent's office within twenty-four (24) hours following the

occurrence of the accident. It is not the policy of the Board of Education to pay for medical attention required by pupils.

8. Administration of Medicine to Pupils

It is the policy of the Board of Education that no medicine is to be administered to any student by school personnel other than the school nurse. Medicine which is to be administered must be in a container clearly labeled by a pharmacy and showing the physician's name and accompanied by a parental note requesting the school nurse to administer the medication. Parents who wish to come to school to administer medicine to their child may do so.

9. Homework

Homework may be necessary in order that the full benefits of education may be realized by the student. Assignments when made should be based on the individual needs of the pupil.

Since more time is provided for supervised study in elementary classrooms, there is less need for the formal assignment of homework at this level than at the junior and senior high school levels. Themes or similar assignments shall not be given as punishment for disciplinary infractions.

10. Encroachments on School Time

Because of the great demand by organizations to involve pupils, teachers, and school in activities which require the dismissal of students from school, the Board of Education emphasizes the necessity of preventing encroachment on school time. The principal of each school must evaluate each request in terms of its contributions to the educational program of the school.

11. Controversial Issues

Education for effective citizenship is a major goal of the St. James School District. Therefore, it is the intent of the district to provide for the study of controversial issues to assist students in preparing themselves to be responsible and productive members of a democratic society able to deal intelligently and rationally with problems and issues which confront them.

Staff members have the responsibility to treat controversial topics as impartially and as objectively as possible; to explore the possibility of alternative and/or divergent positions and opinions; to determine the degree and extent of consideration given to a specific issue based on knowledge, maturity, and competence of the student and class; to ensure that an accurate factual and balanced presentation of materials is readily available for the student; to help students to be tolerant of arguments in opposition of each individual's own prejudices and biases and to cultivate a habits of delaying decisions until all available facts have been considered.

From time to time, questions or concerns of a controversial nature may arise from district patrons. The Board encourages patrons to explore with members of the professional staff alternate and/or divergent opinions, seek knowledge and facts from all possible sources, and delay arriving at a conclusion until all available facts have been considered. After this process has been exhausted and the specific concern still exists, the patron is encouraged to appeal to the Board of Education.

12. Parent Conferences

Teachers should arrange conferences with the parents of pupils as often as advisable. Such conferences serve to supplement regular school reports to the home and facilitate both the school and parents' efforts to understand and educate the child. Parents should be encouraged to visit the school.

13. Sex Discrimination Prohibited

St. James School District does not discriminate in its educational program, activities and employment practices and is prohibited by law from doing so. (See Policy/Regulation 1310, 1320, 4810, and 2130).

14. Fire Drills, Storm and Earthquake Emergencies

The principal is responsible for preparing a fire drill and emergency exit plan for his/her buildings. The plan should permit pupils to leave the building safely and without delay. Fire drills shall be held the first full week of school and quarterly thereafter.

The principal shall determine shelter areas in each building which, in his/her opinion, are best suited for the protection of pupils from storms or civil defense emergencies. School will not be dismissed in case of tornado warnings.

Employees should refer to the "Emergency/Crisis Manual" available in each classroom/office for additional information.

15. Playground Safety Practices and Supervision

The philosophy of the St. James Schools make it imperative that the development of good citizenship, within the school, be further developed while the pupils are on the playground.

It is the responsibility of the principal to organize adequate supervision and the duty of the teachers to perform the supervision as organized. Any time pupils are on the playground during the regular school hours, supervision is to be provided.

School principals and teachers are expected to exercise constant vigilance so that playground equipment is kept in safe condition. Administration of the playground program give due consideration to the safety factor by scheduling pupils in appropriate numbers, and

by allocating space for varied activities so that pupils may participate with a maximum of safety.

16. Poster and Other Displays

The general appearance of a building and its impact on students can be greatly affected both in the corridors and in the classrooms by displaying various kinds of posters and other materials. Any display of posters or other materials not related to the instructional program shall be approved by the principal before being displayed in the classroom or hall.

17. Reporting Pupil Progress to Parents

Reports to parents are issued on a scheduled basis. The reporting of pupil progress shall be accomplished previously by scheduling and conducting parent-teacher conferences in the late fall. A written evaluation shall be provided to the parent at each formal conference. Informal reports will be sent home, or other conferences scheduled as the need exists. Parents may also access student information via the Parent Portal on the district's website. To subscribe to the Parent Portal, parents/guardians shall contact the school secretary.

18. Use of Telephone and Electronic Media

Long distance calls of a personal nature should not be placed on school telephones. Staff members should use the telephone for school business only. E-mail is provided for staff use. Wide distribution of non-school related e-mail (forwards) are prohibited. Personal use of cell phones (texting), computer contact sites (i.e. Facebook, MySpace, UTube, etc.) and twittering are prohibited while students are present in the classroom. Teachers should restrict their personal cell phone, computer and all social-networking use to classroom management purposes during classroom time.

19. Surveillance Cameras

The St. James R-I School District has installed a comprehensive video surveillance system throughout the district and district buildings, both inside and outside, for the protection of the district, its staff and students. Employees, students and visitors to the schools may be recorded on the surveillance system at any time. Use of this system and the data it provides will not be provided to any agency except for the sole purpose of protection of the district (including students and staff).

ADMINISTRATIVE GUIDELINES – FIELD TRIPS AND EXCURSIONS

1. Educational in Nature

Teachers are encouraged to take field trips which are educational in nature and which shall be planned far enough in advance so as to become an integral part of the educational program.

2. Application

The teacher who is planning a field trip shall secure the approval of the building principal.

3. Scheduling

Schools are encouraged to schedule field trips throughout the year rather than permit the field trip schedule to accumulate at the end of the year.

4. Destination

While no specific limitations are placed on distances, it is expected that field trips outside the St. James area will be few and will receive previous approval from the Office of the Superintendent.

5. Parental Approval

Written approval from a parent shall be obtained for pupils making the trip. Parent's approval forms (available in the student handbook) shall be filed in the principal's office before departure.

6. Vehicles Used

School buses or district-owned/leased vehicles will be used for field trips. Private automobiles may not be used for school trips except in unusual cases, and then only as approved by the Superintendent.

7. Supervision of Students

There shall be adequate supervision of students at all times by teachers. At least one teacher shall be assigned to each school bus. Parents are not to be made responsible for supervision while students are on a field trip. When numbers allow, no students will be placed in the back row of bus seats.

8. Responsibility of the Teacher

The teacher is responsible for the following items:

- Behavior of the pupils during the trip

- Complying with the time schedule as stated on the transportation request
 - Keeping the bus/**vehicle** clean and free of litter
 - Notifying the principal of any unusual circumstance which develops in the course of the field trip.
9. Parents going on field trips need to fill out a form two (2) days prior to the trip and have background check completed and turned into principal's office.

Curriculum Development and Implementation

The Board of Education, as the body responsible for all matters relating to the school district including curriculum development and implementation, authorized the Superintendent of Schools to continuously carry out this development and implementation process and directs that new programs be brought to the Board of Education for approval prior to implementation. Improvement or modifications within established programs shall be reported to the Board.

The responsibility of the St. James School District for the development and implementation of curriculum is described in the following statement:

- a. Curriculum is defined as all the experiences which pupils have while under the direction of the school. All such activities shall be designed to meet the needs and promote the welfare of the individual and of society.
- b. Curriculum development is most effective when it evolves out of the needs of the community which it serves and reflects the philosophy of the school district.
- c. Curriculum programs should be products of the most enlightened thinking of the professional staff incorporating recommendations from students and adult citizens.
- d. By involving students and adult citizens of the community with the professional staff with development of curriculum assumes a dynamic aspect which makes the school district a vital part of their lives.
- e. The curriculum shall include a wide variety of meaningful learning activities designed to meet the individual needs of each student. Requirements of the Missouri State Department of Education for accreditation in the Missouri School Improvement Program shall be considered merely as minimum standards.
- f. Evaluation of the curriculum shall be continuous.

Selection of Materials

The responsibility of the St. James School District for selection of appropriate instructional materials is outlined in the following terms:

- a. To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the pupils served.
- b. To provide materials that will encourage growth in knowledge and that will develop literacy, cultural and aesthetic appreciation.

- c. To provide materials on opposing sides of controversial issues so that pupils may develop the practice of critical reading and thinking.
- d. To provide a background of information which will enable pupils to make intelligent judgments in their daily life.
- e. To provide materials which reflect a representative sampling of the ideas and beliefs of religious, social, political, historical, and ethnic groups and their contribution to the American and world heritage and culture, thereby enabling students to develop an intellectual integrity in forming judgments.
- f. To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection of sources of information, both in the library and in the classroom.

The Board of Education, as the body responsible for all matter relating to the school including selection of materials used in classrooms and libraries, delegates the selection of instructional and library materials to the Superintendent of Schools.

Criteria for Selection Shall Include the Following:

- a. Needs of the individual school based on the curriculum and on requests from administrators and teachers.
- b. Needs of the individual student based on knowledge of children and youth and on requests from parents and students.
- c. Provisions for a wide range of materials encompassing all levels of learning difficulty, incorporating diversity of appeal and presenting different points of view.
- d. Provisions for materials that are technically correct.
- e. Provisions for materials of high artistic quality.
- f. Provisions for materials with superior format.
- g. Utilization of materials for assertive discipline plan shall follow selection procedures included above.

ADMINISTRATIVE GUIDELINES FOR SELECTION OF INSTRUCTIONAL MATERIALS

Classroom and Supplementary Materials

1. Principals, consultants, and grade level or course level teachers initiate a list of materials for specific classes and/or library.
2. After the review of materials and the ensuing discussion of the grade and course level, the entire department and principal evaluates the appropriateness of the selections.
3. Final decision is made by the Superintendent in consultation with the building principals and departmental chairman.

Use of Films and Videos (Board of Education Policy 6330)

1. Materials should be instructional and educational in focus. An educational relationship to the curriculum must be established.
2. The following list establishes the ratings for each school to use in determining whether a film or video can be shown.

Ratings:	Elementary	G or PG rated films/videos
	Middle School	G through PG rated films/videos
	High School	G through R rated films/videos

3. Procedure:
 - A. All films/videos will be reviewed by the teacher using the film/video.
 - B. Teachers will identify what may make any part of the film questionable and relay that information to the building principal.
 - C. Before any film that contains a PG13 rating is shown at the middle school, a permission slip must be sent home. Before any film that contains an R rating is shown at the high school, a permission slip must be sent home.
 - D. The principal, after discussion with the teacher, will give permission or deny the request for the showing of the film/video. The procedure for submitting a video/film shall be that the teacher shall submit a written request listing the title of the video/film, a date and time that the video/film will be presented to students and the rating of the film/video. Forms may be available for this purpose.
 - E. The film will be made available for viewing by parents/guardians if the parent/guardian makes the request in writing.
 - F. If a parent/guardian does not want their student to view the film/video they may notify the school and the student will be given an alternative assignment.

IV. BUSINESS SERVICES

Payroll Periods

- a. Salaries of teachers will be paid in ten or twelve monthly installments on the sixth day of each calendar month. Succeeding pay dates will fall on the sixth day of each month. Whenever school is not in session on the sixth day, every effort will be made to present paychecks on the last in-session school day prior to the sixth day of the month.
- b. Salaries for June, July, and August will be paid on the sixth day of each month unless application for payment of the balance of salary at the close of school is filed with the Superintendent prior to June 1. When the sixth falls on a holiday or weekend, salaries will be paid on the last weekday preceding the sixth day of the month.

Salary Deductions

Retirement

All full-time certificated employees participate in the Missouri Public School Retirement System, in accordance with the retirement law. Teachers who have not previously taught in public schools in Missouri are required to complete a Public School Retirement System of Missouri form. The amount remitted for the teacher is matched by an equal amount contributed by the Board of Education.

Withholding Tax

All employees are required to have on file in the business office, federal and state withholding tax exemption certificates. Any change in dependency status must be reported to the business office in advance of preparation of the monthly payroll.

Group Insurance Program

All full-time professional staff members of the St. James School District area provided district-paid medical and life insurance. The employee may authorize deductions from salary for dependents who are included in the insurance plan.

Tax-Sheltered Investments

It shall be the policy of the Board of Education to permit employees to modify contracts and have salary withheld for payment to the Public Schools Retirement System. In addition, employees may have salary withheld for payment to any private insurance company which presents a minimum of ten signed contracts, is recommended by the A.M. Best Company, and which in a satisfactory form indemnifies the Board against all liability.

The above insurance company qualifications do not apply to new employees who wish to continue tax-sheltered annuity plans started prior to employment in St. James.

1. Employees who wish to have salary withheld for payment to a tax-sheltered annuity plan must file an amendment of contract. Standard salary reduction forms submitted in triplicate for each employee requesting enrollment shall be used by all participating companies. A sample form will be provided by the school.
2. New employees who wish to continue tax-sheltered annuity plans started prior to employment in St. James may do so by contacting the business office. Appropriate forms will be provided and the new employee shall be permitted enrollment as of the first payroll drafted after employment. If the employee's company does not maintain an area office, a company providing local service may be assigned by the business office to assist in completing those transfers.
3. Enrollment periods for increase in the amount of an existing contract or for new entries into the tax-sheltered annuity program shall be limited to the months of July, September, January and April.

4. All contracts, requests for new enrollments, changes and termination must be dated as of the first day of the month in which they are to become effective and must be received from the participating company in business office no later than the 5th day of the enrollment month in order for the request to be honored during that month.

Absence from Duty

Deductions for absences from teaching duties or approved professional meetings will be determined by dividing the teacher's annual salary by the number of days covered by the teacher's contract and multiplying the quotient by the number of days absent.

Exceptions are absences covered by the sick leave or excused absence policy or as approved on an individual basis.

Dues Deduction

Payroll deduction for professional dues for the MSTA and MNEA shall be provided by the business office. This deduction must be authorized in writing by the teacher. This authorization terminates July 30 annually. The dues, as established by the St. James Teachers' Association shall be deducted in monthly installments commencing in October and will continue monthly thereafter until the total amount has been deducted, until the employee withdraws the authorization by notifying the business office in writing, or until the contract is terminated, whichever occurs first. P.T.O. dues are also deducted.

A member may choose to withdraw payroll deduction authorization at any time. The Association will provide dues deduction authorization forms as jointly developed and agreed to by representatives of the Association and representatives of the Board of Education.

Procurement of Supplies

All requisitions for books, instructional supplies or equipment shall be prepared and submitted to building principal/building finance office and shall include full information including quantity, description of items, source of supply, date needed, and price. After approval by the administrator responsible for the program area, two copies shall be forwarded to the Superintendent's Office. The administrator is responsible for notifying the originator of the requisitions of actions taken on the requisition by the Superintendent's Office.

Staff may make approved purchases using a school issued credit card with prior approval by the staff's administrator/principal. The staff member must maintain and submit all receipts for any purchases made by credit card at the time the credit card is returned to the administrator.

The purchase order system must be fully operative in order to serve as a means of budgetary control. Standardization of material and supplies, insofar as practicable, is indispensable to budgetary procedure.

Activity Fund Purchase

Purchase for items to be paid from school activity funds shall be processed in accordance with accounting procedures established by the business office. It is the responsibility of the principal to administer requisition and purchase orders.

Financial Accounting for Intra-School Funds

The business office shall serve as a depository for the banking of all school activity funds. Deposits are to be made by the principal in accordance with the procedures of the business office.

All disbursements shall be by check drawn on the activity account of the respective school. The principal and activity sponsor shall be responsible for initiating the request for disbursement of all monies from activity accounts. It shall be the responsibility of the school principal, or someone designated by him, to make all necessary reports required monthly by the business office.

PLEASE NOTE: BOARD POLICIES AND REGULATIONS WILL TAKE PRECEDENCE OVER THIS HANDBOOK.