



Agenda
Regular Work Session Meeting
Sedalia School District #200
Monday, March 25, 2019 6:30 p.m.
Washington Elementary
Gymnasium
610 South Engineer

Call to Order

1.1 Call to Order Info

Recognitions and Presentations

2.1 Public and Staff Comment Info

2.2 Sedalia School District Foundation Info

2.3 Sedalia Community Educators Association Info

2.4 DOJO Presentation Washington Elementary Info

2.5 Approval of Agenda March 25, 2019 **Action**

Consent Agenda

3.1 Minutes for Capital Facilities Lease Financing Hearing February 25, 2019 **Action**

3.2 Minutes for Monthly Business Meeting February 25, 2019 **Action**

3.3 Treasurer's Report **Action**

3.4 Payment of Bills **Action**

Decision Unfinished Business

4.1 University of Missouri Affiliation Agreement **Action**

Decision

5.1 JROTC Instructor School Year 2019-20 **Action**

Discussion

6.1 Salary Schedules School Year 2019-20 Info

6.2 Health and Life Insurance Bid Info

6.3 Missouri Valley Community Action Agency Head Start MOU Info

6.4 MVCAA Head Start MOU Info

6.5 Safety Report Info

6.6 Policy Amendment 1432 Info

6.7 Security System Upgrade All Buildings Info

6.8 Intercom Systems Heber Hunt, Parkview, Skyline Info

6.9 Technology – District Update 5 Year Plan Info

6.10 Instructional Technology Specialists Request for Additional Personnel Info

6.11 Generator for SCJHS Tech Center Info

6.12 District Van Purchase Info

6.13 Policy Updates Info

Information

7.1 First United Methodist Church Donation Info

7.2 Dugan Paints Donation Info

7.3 Attendance 90/90 Report Info

Adjournment

8.1 Adjournment to Closed Session **Action**



Minutes

3.1

Capital Facilities Lease Financing Hearing
Sedalia School District #200
Monday, February 25, 2019 6:28 p.m.
Whittier High School
907 East 16th Street

- Call to Order Mr. Wolf Vice President, called the meeting to order at 6:28 p.m.
- Quorum Board Members present: David Wolf, Vice President; Scott Gardner, Secretary; Kenny Coffelt, Treasurer; Diana Nichols, and Michael Stees. Absent: Dr. Jeffery Sharp, President and Steve Schilb.
- Present Dr. Todd Fraley, Assistant Superintendent; Chris Pyle, Assistant Superintendent; Dr. Nancy Scott, Assistant Superintendent; Kali Butts, Student Advisor to the Board; Dr. Harriet Wolfe, CFO; Lisa Hammerly, Recording Secretary; Larry Hart, Principal L. J. Hart & Company; Courtney Wegman, Vice President, L. J. Hart & Company.
- Approval of Agenda Kenny Coffelt moved, seconded by Diana Nichols, that the Board approve February 25, 2019 Capital Facilities Lease Financing Hearing as presented. Affirmative: 5
- Lease Financing The Vice President declared that the hearing was open to consider approval of the issuance of Lease Certificates of Participation in the amount of \$6,640,000 to fund the site development, construction, equipping and furnishing of an Early Childhood Center and administrative office space (the "Project") on certain property owned by the District and leased to the Association pursuant to Section 177.088 of the Revised Statutes of Missouri, as amended. The Project and proposed financing were discussed and the public was invited to comment on the same. All members of the public hearing desiring to comment were afforded the opportunity to do so.
- Public Comments None.
- Adjournment Kenny Coffelt moved, seconded by Diana Nichols, to adjourn to regular session at 6:57 p.m. Affirmative: 5
- Approved this 25th day of March 2019, by order of the Board of Education, Sedalia School District #200, Pettis County, Sedalia, MO.

Scott Gardner, Secretary

David Wolf, Vice President



Minutes
Regular Meeting
Sedalia School District #200
Monday, February 25, 2019 6:30 p.m.
Whittier High School
907 East 16th Street

- Call to Order Mr. Wolf Vice President, called the meeting to order at 6:58 p.m.
- Quorum Board Members present: David Wolf, Vice President; Scott Gardner, Secretary; Kenny Coffelt, Treasurer; Diana Nichols, and Michael Stees. Absent: Dr. Jeffrey Sharp, President and Steve Schilb.
- Present Dr. Todd Fraley, Assistant Superintendent; Chris Pyle, Assistant Superintendent; Dr. Nancy Scott, Assistant Superintendent; Kali Butts, Student Advisor to the Board; Dr. Harriet Wolfe, CFO; Lisa Hammerly, Recording Secretary.
- Public Comments None.
- Recognitions & Pres. Sedalia School District Foundation
Sedalia Community Educators Association
Kali Butts, Student Advisor to the Board, placed 6th in the state for wrestling.
Mr. Wolf recognized board candidate Matthew Herren was present at the board meeting.
Whittier High School Presentation – Tiger Pride Play Unified
- Approval of Agenda Kenny Coffelt moved, seconded by Diana Nichols, that the Board amend the February 25, 2019 Agenda, and move item 7.1 CTE Student Survey, to item 5.6 on the February 25, 2019 Agenda. Affirmative: 5
- Consent Agenda Scott Gardner moved, seconded by Kenny Coffelt, that the Board approve the Minutes for Monthly Business Meeting January 28, 2019, Minutes for Work Session Board Meeting February 11, 2019, Personnel, Treasurer's Report which includes the allowable transfers: Fund Transfer \$492,305.70 from General fund 001, to the Capital Projects Fund (004), for DNR loan NPDEL82 (Geo-Thermal); Fund Transfer \$5,057.60 from General fund 001, to the Capital Projects Fund (004), for Food Service Equipment Cafeteria Tables at Parkview; Fund Transfer \$2,286,967 from General fund 001, to the Capital Projects Fund (004), for Greater of \$162,326 or 7% \times SATx Prior Year WADA to replace parking lot lights with LED at SCHS, reseal asphalt and repair parking lot at Central Office, replace doors at Washington, Early Childhood Building Construction. Affirmative: 5
- Calendar 2019-20 Scott Gardner moved, seconded by Kenny Coffelt, that the Board approve the School Calendar 2019-20 Draft 1 as presented. Affirmative: 5



Minutes
Regular Meeting
Sedalia School District #200
Monday, February 25, 2019 6:30 p.m.
Whittier High School
907 East 16th Street

- Early Child Construction Kenny Coffelt moved, seconded by Scott Gardner, that the Board approve the Gram Engineering + Design, LLC bid in the amount of \$8,400 for both Area 1 and Area 2 as presented. Affirmative: 5
- Lease Certificates 2019 Scott Gardner moved, seconded by Kenny Coffelt, that the Board approve the issuance of Lease Certificates of Participation in the Aggregate Stated Principal Amount of \$6,640,000, plus a Net Reoffering Premium in the Amount of \$118,364.75 in order to provide funds to pay the costs of such project as presented. Affirmative: 5
- Budget Amendment Kenny Coffelt moved, seconded by Scott Gardner, that the Board approve the 2018-19 Budget Amendments for Projected Revenue \$54,199,524.82, and Projected Expenses \$56,233,235.45 as presented. Affirmative: 5
- CTE Student Survey Kenny Coffelt moved, seconded by Diana Nichols, that the Board approve the CTE Student Survey as part of the Career and Technology Education Department Program Evaluation as presented. Affirmative: 5
- Business Marketing Eval. Scott Gardner moved, seconded by Diana Nichols that the Board approve the Business and Marketing Education Assessment and Evaluation as presented. Affirmative: 5
- Engineering PLTW Eval. Kenny Coffelt moved, seconded by Diana Nichols that the Board approve the Engineering and Technology Education Project Lead the Way Assessment and Evaluation as presented. Affirmative: 5
- Family Consumer Eval. Kenny Coffelt moved, seconded by Diana Nichols that the Board approve the Family and Consumer Sciences Assessment and Evaluation as presented. Affirmative: 5
- Activities Programs Mr. Davis further discussed the request for additional programs/personnel for the Athletic Department. The request for additional programs/personnel will be brought back for discussion at a later date.
- University MO Agreement Mr. Pyle presented the University of Missouri Affiliation Agreement. The University of Missouri Affiliation Agreement will be brought back under Decision Unfinished Business March 25, 2019.
- 2018-19 Free Reduced Lunch Dr. Wolfe presented the 2018-19 Free and Reduced Lunch Program percentages.
- Membership Enrollment Dr. Scott presented the Membership and Enrollment Count by School.
- Attendance 90/90 Report Dr. Scott presented the 90/90 Attendance Report.



Minutes
Regular Meeting
Sedalia School District #200
Monday, February 25, 2019 6:30 p.m.
Whittier High School
907 East 16th Street

Adjournment

Kenny Coffelt moved, seconded by Michael Stees, to adjourn to closed session for purposes listed in sections RSMo. 610.021 (3) Personnel, (6) Scholastic Probation, and (13) Protected Records at 8:07 p.m. Affirmative: 7

Approved this 25th day of March 2019, by order of the Board of Education, Sedalia School District #200, Pettis County, Sedalia, MO.

Scott Gardner, Secretary

David Wolf, Vice President

Bank & Cash Reconciliation

Fund Cash Balance by Fund

Fund Number and Description	Cash Balance	Comments
001 - General Fund	30,147,918.97	
002 - Special Revenue Fund	4,192,516.46	
003 - Debt Service Fund	.00	
004 - Capital Projects Fund	12,554,071.46	
Adjustment 1 :	.00	
Adjustment 2 :	.00	
Adjustment 3 :	.00	
Adjustment 4 :	.00	
TOTAL :	46,894,506.89	

Bank Cash and Reconciled Balances:

Account Code & Bank	Cash Balance	Reconciled Balance	Comments
xxxx41.1 - Series 2015B - UMB BANK	.00	.00	
xxxx1387 - Chris E Egdorf - US Bank	8,508.99	8,508.99	
xxxx1251 - General Funds - MOSIP	3,955,373.68	3,955,373.68	
xxxx1252 - Capital Funds - MOSIP	2,793,250.83	2,793,250.83	
xxxx57.3 - Series 2016 - UMB BANK	.00	.00	
xxxx0278 - - Equity Bank	25,205,903.87	25,707,450.19	
xxxx0294 - - Equity Bank Activity Gate	14,623,296.86	14,623,296.86	
xxxx0213 - Portfolio Cash - MOSIP	301,706.61	301,706.61	
xxxx0213 - US Bank - MOSIP	6,466.05	6,466.05	
Outstanding Amount: xxxx0278 - - Equity Bank	.00	-501,546.32	
Adjustment 1 :	.00	.00	
Adjustment 2 :	.00	.00	
Adjustment 3 :	.00	.00	
Adjustment 4 :	.00	.00	
TOTAL :	46,894,506.89	46,894,506.89	

Bank Cash and Fund Cash are in Balance

Cash Flow Summary For month of Feb

	Fund - 001	Fund - 002	Fund - 003	Fund - 004	All Funds
A. Cash Balance as of 02/01/19	30,698,294.80	3,337,874.81	0.00	12,364,827.99	46,400,997.60
B. Revenues (5XXX) :	921,463.16	2,789,841.89	0.00	237,948.11	3,949,253.16
C. Expenses (6XXX) :	1,559,814.97	2,514,633.37	0.00	48,704.64	4,123,152.98
D. Excess Revenue (B - C) :	(638,351.81)	275,208.52	0.00	189,243.47	(173,899.82)
E. New Cash Balance (A + D) :	30,059,942.99	3,613,083.33	0.00	12,554,071.46	46,227,097.78
F. Net Change in Fund Balance (3XXX) :	0.07	0.00	0.00	0.00	0.07
G. Net Change in Other Assets & Liabilities (1200 - 2999) :	87,975.91	579,433.13	0.00	0.00	667,409.04
H. Final Balance as of 02/28/19	30,147,918.97	4,192,516.46	0.00	12,554,071.46	46,894,506.89

Fund Balance Report

for the period ending February, 2019

Fund	General Fund 1	Teachers Fund 2	Debt Service Fund 3	Capital Projects Fund 4	Total
Beginning Fund Balance	26,863,609.94	-0.00	0.00	9,443,096.74	36,306,706.68
Revenues	16,898,723.54	19,580,822.78	0.00	3,240,149.64	39,719,695.96
Transfer To	0.00	0.00	0.00	2,893,552.61	2,893,552.61
Transfer From	2,893,552.61	0.00	0.00	0.00	2,893,552.61
Expenses	10,854,344.65	15,805,057.19	0.00	3,022,727.53	29,682,129.37
Ending Fund Balance	30,014,436.22	3,775,765.59	0.00	12,554,071.46	46,344,273.27
From General Fund to Debt Service Fund	0.00				
From General Fund to Capital Projects Fund	2,893,552.61				

ASSETS		
Cash & Investments		\$46,894,506.89
TOTAL ASSETS		<u><u>\$46,894,506.89</u></u>
LIABILITIES		
Flexible Spending Account		\$1,032.93
Escrowed - Group Health Insurance/Life Insurance/ Retirement/Dues/Garnishments		(\$542,757.56)
TOTAL LIABILITIES		<u><u>(\$541,724.63)</u></u>
NET ASSETS		
Restricted For:		
US Bank Egdorf Scholarship Fund		(\$8,508.99)
TOTAL NET ASSETS		<u><u>\$46,344,273.27</u></u>

Current Month Budget Report

Account Code	Account Description	Budget/ (Open Bal)	MTD Activity	YTD Activity	Current Balance	Encumbrance	Next MTD Activity	Projected Balance	% of Budget
Fund 001 Totals	Total Assets (1xxx)	26,906,196.35	-550,385.83	3,242,272.49	30,148,468.84		-922,639.52	29,225,829.32	
	Total Liabilities (2xxx)	-34,633.96	-87,965.91	-90,889.67	-125,523.63		-202,288.04	-327,811.67	
	Fund Balance (3xxx)	-26,871,562.39	-0.07	2,892,996.07	-23,978,566.32	0.00	0.00	-23,978,566.32	
	Total Revenues (5xxx)	20,224,558.33	921,463.16	16,898,723.54	3,325,834.79	0.00	31,484.59	3,294,350.20	83.71
	Total Expenditures (6xxx)	18,566,626.39	1,559,814.97	10,854,344.65	7,712,281.74	381,687.41	1,156,412.15	6,174,182.18	66.75
	Expenditures - Revenues	-1,657,931.94	638,351.81	-6,044,378.89		381,687.41	1,124,927.56	2,879,831.98	
	Ending Fund Balance	-28,529,494.33			-30,022,945.21			-28,516,330.24	99.95
	Ledger Balance	0.00	0.00	0.00	0.00		0.00	0.00	
Fund 002 Totals	Total Assets (1xxx)	1,810.05	854,641.65	4,190,706.41	4,192,516.46		-1,561,774.43	2,630,742.03	
	Total Liabilities (2xxx)	-1,810.05	-579,433.13	-414,940.82	-416,750.87		-855,459.26	-1,272,210.13	
	Fund Balance (3xxx)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Total Revenues (5xxx)	30,426,148.26	2,789,841.89	19,580,822.78	10,845,325.48	0.00	4,435.81	10,840,889.67	64.37
	Total Expenditures (6xxx)	30,510,531.63	2,514,633.37	15,805,057.19	14,705,474.44	16,605.08	2,421,669.50	12,267,199.86	59.79
	Expenditures - Revenues	84,383.37	-275,208.52	-3,775,765.59		16,605.08	2,417,233.69	1,426,310.19	
	Ending Fund Balance	84,383.37			-3,775,765.59			-1,341,926.82	-1,590.27
	Ledger Balance	0.00	0.00	0.00	0.00		0.00	0.00	
Fund 003 Totals	Total Assets (1xxx)	0.00	0.00	0.00	0.00		0.00	0.00	
	Total Liabilities (2xxx)	0.00	0.00	0.00	0.00		0.00	0.00	
	Fund Balance (3xxx)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Total Revenues (5xxx)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Total Expenditures (6xxx)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Expenditures - Revenues	0.00	0.00	0.00		0.00	0.00	0.00	
	Ending Fund Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Ledger Balance				0.00			0.00	
Fund 004 Totals	Total Assets (1xxx)	9,443,096.74	189,243.47	3,110,974.72	12,554,071.46		-76,877.33	12,477,194.13	
	Total Liabilities (2xxx)	0.00	0.00	0.00	0.00		0.00	0.00	
	Fund Balance (3xxx)	-9,443,096.74	0.00	-2,893,552.61	-12,336,649.35	0.00	0.00	-12,336,649.35	
	Total Revenues (5xxx)	3,554,423.63	237,948.11	3,240,149.64	314,273.99	0.00	253.10	314,020.89	91.17
	Total Expenditures (6xxx)	7,148,547.19	48,704.64	3,022,727.53	4,125,819.66	2,918,859.57	77,130.43	1,129,829.66	84.19
	Expenditures - Revenues	3,594,123.56	-189,243.47	-217,422.11		2,918,859.57	76,877.33	815,808.77	
	Ending Fund Balance	-5,848,973.18			-12,554,071.46			-9,558,334.56	163.42
	Ledger Balance	0.00	0.00	0.00	0.00		0.00	0.00	
Grand Total	Total Assets (1xxx)	36,351,103.14	493,499.29	10,543,953.62	46,895,056.76		-2,561,291.28	44,333,765.48	
	Total Liabilities (2xxx)	-36,444.01	-667,399.04	-505,830.49	-542,274.50		-1,057,747.30	-1,600,021.80	
	Fund Balance (3xxx)	-36,314,659.13	-0.07	-556.54	-36,315,215.67	0.00	0.00	-36,315,215.67	
	Total Revenues (5xxx)	54,205,130.22	3,949,253.16	39,719,695.96	14,485,434.26	0.00	36,173.50	14,449,260.76	73.34
	Total Expenditures (6xxx)	56,225,705.21	4,123,152.98	29,682,129.37	26,543,575.84	3,317,152.06	3,655,212.08	19,571,211.70	65.19
	Expenditures - Revenues	2,020,574.99	173,899.82	-10,037,566.59		3,317,152.06	3,619,038.58	5,121,950.94	
	Ending Fund Balance	0.00			-46,352,782.26			-39,416,591.62	0.00
	Ledger Balance (1xxx + 2xxx + 3xxx)	0.00	0.00	0.00	0.00		0.00	0.00	

% of Budget for Expenditures, Revenues and Expenses - Revenues = (YTD Activity + Encumbrance + Next MTD Activity)/Budget(Open Bal)

Memorandum

To: Director – Board of Education

CC: Steve Triplett/Nancy Scott/Todd Fraley/Chris Pyle

From: Harriet Wolfe

Date: March 25, 2019

Re: Payment of Bills

**Attached are the payment of bills from February 15 – March 19, 2019.
Total Amount of \$1,850,796.11**

BOE AP Check Register Report Feb 15 - Mar 19 2019

Selection Criteria : Check # Range From ACH011727 To ACH011865 | Check # Range From ACH011706 To ACH011711 | Check # Range From ACH011691 To ACH011705 |
Check # Range From 115669 To 115955 | Check # Range From 115654 To 115667 |

Vendor Name	Amount
Total Ag-Power Inc	839.36
Total American Legion Post 642	600.00
Total Amos, Brian C	20.00
Total Andymark Inc	540.34
Total Apple Inc	3,994.00
Total Archibeque, Adam B	20.00
Total Arias, Paul M	128.13
Total AT&T Mobility	875.88
Total B&H Photo & Video	350.94
Total Bales, Julie L	147.37
Total Bandanas Bar-B-Q	167.88
Total Barnes, Timothy Robert	59.95
Total Bartz, Jeremy S	93.96
Total Battle High School	500.00
Total Beaufort County Family Court	480.90
Total Beckman, Jonathan E	20.00
Total Bernard Food Industries Inc	3,706.20
Total Bird, Anna M	421.74
Total Black Dawn Armory	22,545.00
Total Blackaby Holly R	3.00
Total Blick Art Materials	595.19
Total Blue Cross Blue Shield of KC	400,092.17
Total Border States Industries Inc	789.59
Total Bouslaugh, James A	145.80
Total BrainPOP LLC	2,550.00
Total Brant, Kyra S	27.99
Total Brodart Co	459.95
Total Brownfield, Rebecca L	368.72
Total Broyles, Lori M	133.70
Total Bruce, Andrew T	36.98
Total Bryan, Kelly M	91.88
Total BSN Sports	1,479.34
Total Cake Lady	100.00
Total Camden on the Lake	256.40
Total Campe, Marsha K	74.09
Total Cardmember Service	414.77
Total Carolina Biological Supply Co	764.27
Total Cash	500.00
Total Cash, Marcy L	205.20
Total Casto, Kelley W	20.00
Total Cave, Ann M	190.00
Total CBS Manhattan LLC	5,360.00
Total CenterPoint Energy Services	9,355.49
Total Central MO Food Equipment	449.71
Total Charter Communications	75.73
Total City of Sedalia Mo	2,257.00
Total City Safe and Lock Service	29.50
Total Claim Care Inc	8,549.48
Total Clark, Deanna L	20.00
Total Clark, Dilbert G	30.27
Total Clinton School District #124	100.00
Total Collins, John R	20.00
Total Comfort Inn Sedalia	7,263.51
Total Cook Law Office PLLC	40.05
Total Country Meats.com	445.00
Total Crescent Parts and Equipment	9,922.52
Total Crestline Specialties Inc	513.76
Total Crow Burlingame Co	150.27
Total Curry, Jason G	20.00
Total Curry, Robert J	217.00
Total Curry, Stacy L	20.00
Total Customink LLC	750.86

BOE AP Check Register Report Feb 15 - Mar 19 2019

Vendor Name	Amount
Total Davis, Robert P	40.00
Total Dean, Susan J	86.40
Total DECA Inc	650.00
Total Demco Inc	832.79
Total DEPCO LLC	539.22
Total Dickman, Keri M	47.52
Total Different Roads to Learning Inc	135.80
Total Discount School Supply	133.23
Total DISH	50.03
Total Ditzfeld & Weaver Charter Service	2,850.00
Total Ditzfeld Container Service LLC	1,903.90
Total Ditzfeld Transfer Inc	230.00
Total Dons Truck Twng and Truck Wash Inc	125.00
Total Doyle, Joseph G	552.54
Total Dude Solutions Inc	3,467.36
Total DuenasPerez, Milton	20.00
Total Dugan Glass Inc	2,672.86
Total Dugan Paints Inc	181.58
Total Dunkin, Amy J	50.00
Total Ecolab	512.94
Total Elevator Safety Services Inc	1,240.00
Total Elite Linen Service	343.09
Total Ellis, Katie M	184.13
Total Extempore	210.00
Total Fagg, Jerry L	41.75
Total Fastenal Company	720.92
Total Federal Program Consulting Inc	3,426.04
Total First Student Inc	124,488.53
Total Fisher, Wendy S	224.79
Total Flandermeyer, Chris A	128.20
Total Focus On Learning Center Inc	8,550.00
Total Fraley, Eric T	238.04
Total Fromuth Tennis	423.82
Total Fun and Function LLC	28.94
Total Gilmore, Devon R	314.72
Total Global Equipment Company	180.98
Total Grable, Kristal	2.75
Total Grain Valley South Middle School	87.00
Total Great Circle	6,670.00
Total Guardian Life Insurance Co.	29,956.68
Total Hagedorn William	225.00
Total Harris, Monica L	208.35
Total Harrison, Joshua W	20.00
Total Hawkins, Keith D	20.00
Total Hawkins, Michael C	110.00
Total Heartland Coca-Cola Bottling Co LLC	510.99
Total Heartland Vision Consultants Inc	4,200.00
Total Helias Catholic High School	270.00
Total Herrick, Timothy C	20.00
Total Hieronymus, Brett R	134.80
Total Hiland Dairy Foods	19,091.11
Total Hillyard Columbia	4,736.00
Total Homan, Ashley R	373.92
Total Home Heating and Air Co Inc	34,354.00
Total Hoover John R	125.00
Total Houghton Mifflin Harcourt	5,210.15
Total Howieson, Carrie L	65.52
Total Hunsaker, Shawn C	60.00
Total Husong, Marcinda M	65.36
Total Ice Masters	130.00
Total Impact Signs Awnings Wraps Inc	3,223.63
Total Insurance and Benefits Group	70.00
Total Internal Revenue Service	274,525.44
Total Isayko, Marina V	176.26

BOE AP Check Register Report Feb 15 - Mar 19 2019

Vendor Name	Amount
Total Jackson Stephanie E	155.02
Total Jaco, Kyla M	1,010.88
Total Jefferson City High School	175.00
Total Johnson Chase A	60.00
Total Johnston, Chris D	20.00
Total Jones, Deanna R	34.45
Total Joplin High School	20.00
Total JTM Provisions Co Inc	2,343.90
Total JW Pepper and Son Inc	649.82
Total Kagan Publishing Inc	249.00
Total KCP&L	53,029.93
Total Kempton, Madeline R	115.66
Total Kendrick, Grace A	243.78
Total Kennedy, Steve A	20.00
Total Kesphol Gregory	180.00
Total Key Hydraulics and Truck Equipment	117.47
Total Kindle, Jason P	40.52
Total Kresse, Anthony M	20.00
Total Kuka, Corina	20.00
Total L & R Specialties	800.00
Total Lakeland Regional Hospital	20.00
Total Lane, Steven D	20.00
Total Learning A-Z	109.95
Total Liberty Utilities	341.71
Total Library Store Inc	857.52
Total Long, Kayla	84.24
Total Lowes Companies Inc	1,776.03
Total MAEA	650.00
Total MAESP	349.00
Total Magana, Melissa P	272.45
Total Main Street Inc	654.00
Total Marnholtz, Chad M	174.00
Total Marshall High School	125.00
Total MartinezFlores Maria G	20.00
Total MASL	417.00
Total Mathieu, Gerard J	20.00
Total McClard Bros Piano Tuning	255.00
Total McKague Jeremy	0.00
Total McKague, Vernon	206.00
Total McMaster-Carr Supply Company	3,522.23
Total McNeal, Eric K	75.00
Total MDHE Collections Custodial Account	95.54
Total MedinaFlores, Rosario	20.00
Total MEI Total Elevator Solutions	1,449.76
Total Menard Inc	1,006.56
Total Menjivar, Ana G	20.00
Total Meyer Laboratory Inc	655.00
Total Mid Atlantic Trust Company	32,218.32
Total Midland Printing Co Inc	672.00
Total Midwest CompuTech	52,510.97
Total Mighty Melt Sandwich and Spud Shop	114.87
Total Miller, Jacqueline M	164.25
Total Missouri DECA	6,384.00
Total Missouri Department of Revenue	51,222.00
Total Missouri FBLA	715.00
Total Missouri NEA	454.15
Total Missouri Sports Hall of Fame	6,000.00
Total MO Council of Teachers of	225.00
Total Mo Dept of Natural Resources	200.00
Total Mo Dept of Public Safety	200.00
Total MO Family Support Payment Center	3,003.40
Total Mo Rural Services WC Ins Trust	232,715.00
Total Mo Vocational Enterprise	2,400.00
Total MOAQUA Ltd	620.00

BOE AP Check Register Report Feb 15 - Mar 19 2019

Vendor Name	Amount
Total Moon, Cindy G	3.67
Total Moores Flower Shop & Greenhouse	125.00
Total MSBA	75.00
Total MSHSAA	741.00
Total MST A	85.75
Total Music Theatre International	963.50
Total Myers, Linda S	68.92
Total Nathan, Tonya N	40.50
Total National Business Furniture LLC	1,014.00
Total NCS Pearson Inc	1,385.15
Total Newton, Cheridan R	6.75
Total Nichols, Sara J	50.00
Total Nightwatch Security & Telephone	2,190.14
Total North Kansas City School Dist	200.00
Total Norton, Patrick W	1,063.43
Total NSPRA	150.00
Total O Dell, Kathy S	44.00
Total O'Reilly Auto Parts	476.04
Total Otten Small Engine LLC	318.99
Total Panera LLC	85.45
Total Pannier, Sara J	564.16
Total Patrick, Logan A	125.30
Total Pearson Education	1,557.96
Total Perma Bound	2,451.26
Total Petterson, Roxanne N	20.00
Total Pettis County Circuit Clerk	257.58
Total Phi Delta Kappa Internaional Inc	220.00
Total Phillips and Company-Sedalia	6,157.83
Total Phillips Media Group LLC	280.20
Total Pitney Bowes	739.50
Total Poe, Cassandra L	188.42
Total Polk, Jordan K	20.00
Total PrairieFire Coffee Roasters	237.40
Total Praxair Distribution Inc	168.25
Total Premier Climate Control	22,690.00
Total ProCare Therapy Inc	17,700.00
Total Prom Nite	110.85
Total PSAT/NMSQT	800.00
Total Pummills Sporting Goods	2,100.00
Total Purchase Power	1,028.84
Total Pyle, Christopher L	170.00
Total RAC-JAC Properties Inc	85.90
Total Readers World	425.20
Total Rebecca Speier, Berman & Rabin	318.95
Total Reedy, Lesther M	20.00
Total Rehmer Malinda K	77.38
Total Renaissance Learning Inc	3,285.50
Total Resources for Educators	374.00
Total Ricoh USA Inc	20,476.90
Total RightResponse Fundraising	145.00
Total Rochester 100 Inc	998.75
Total Royal Papers	490.80
Total Sacred Heart High School	150.00
Total Saint Joe Distributing	1,590.93
Total Saltsgaver, Shelbi D	20.00
Total Satnan, Robert H	60.00
Total Sator Sports Inc	372.36
Total Schlup Jr, Kenneth F	130.81
Total Scholastic Inc	9,581.93
Total School Lunch Solutions	3,835.40
Total School Specialty Inc	3,197.39
Total Scott Joplin International	75.00
Total Scott, Nancy L	378.44
Total Scott, Tara D	107.43

BOE AP Check Register Report Feb 15 - Mar 19 2019

Vendor Name	Amount
Total Sedalia Heritage Foundation	500.00
Total Sedalia Rental and Supply	150.00
Total Sedalia School District 200	913.62
Total Sedalia School District 200	70.00
Total Sedalia School District 200	3,690.94
Total Sedalia School District 200	910.00
Total Sedalia School District Foundation	3,859.67
Total Sedalia Water Department	6,907.06
Total Seyer Kenneth J	149.00
Total Shiffler Equipment Sales Inc	197.57
Total Silvey, Nicole L	20.00
Total Simoncic, Amy L	151.54
Total Simons Jr, Richard D	20.00
Total Smith, Casey D	93.44
Total Smith-Cotton Choral Society	125.00
Total Soccer Master	480.18
Total Socket Telecom LLC	5,108.10
Total SonEquity Pest Management	477.00
Total Specialty Sportswear	1,917.00
Total Spratley, Brooke A	20.00
Total Spratley, Tammy L	469.00
Total Springfield Grocer Company Inc	55,105.81
Total Springfield Paper Company	3,258.50
Total Springfield Public Schools	6,270.00
Total Staples Business Advantage	516.46
Total Starfall Education	270.00
Total Stark, Ashley R	41.01
Total State Fair Community College	69,046.00
Total State Fair Quick Lube	255.25
Total Stone Laser Imaging	2,234.25
Total Stratton, Nicole A	60.00
Total Super Duper Publications	110.75
Total Synchrony Bank/Amazon	8,838.13
Total T Mobile	262.78
Total Tallman Company	537.78
Total Tan Tar A Resort	2,666.46
Total Tankersley, Jerry D	126.45
Total Teachers Discovery	59.35
Total Tech Electronics Inc	4,866.23
Total Technology Student Association	560.50
Total Therapy Shoppe Inc	89.97
Total Thomas, Kevin S	20.00
Total Thorni Ridge Exotics LLC	250.00
Total ToderescuStavila Stela	102.02
Total Touchtone Communications Inc	5.97
Total Treasurer State of Missouri	300.00
Total Triplett, Steven G	320.00
Total TRXC Timing LLC	300.00
Total Tueth Keeney Cooper Mohan &	2,195.15
Total UCM Childrens Literature Festival	30.00
Total UMB Bank NA	1,908.00
Total UMB Healthcare Services	20,540.41
Total United Way	1,864.17
Total University of MO	4,656.00
Total UPS Store	24.64
Total US Department of Education AWG	145.40
Total US Postal Service Sedalia	55.00
Total USi Inc	381.88
Total Valesa, Yelena M	20.00
Total Verizon Wireless	153.18
Total Vex Robotics Inc	1,804.58
Total Volk, Lisa L	20.00
Total W & M Welding Inc	1,824.57
Total W Schiller and Company Inc	2,775.55

BOE AP Check Register Report Feb 15 - Mar 19 2019

Vendor Name	Amount
Total WageWorks	2,220.76
Total Walker, Sarah R	113.96
Total Walmart Community/RFCSLLC	5,110.80
Total Walters, Rush E	333.82
Total Warehouse Tire and Muffler	1,327.88
Total Wells Kimberly C	239.22
Total WestCoast Products & Design LLC	813.74
Total Western Psychological Services	233.20
Total Westlake Hardware	586.63
Total WEX BANK	11,769.34
Total Wilken Music	120.00
Total Winnetonka High School	109.00
Total Woods Super Markets Inc	166.50
Total Woolery, Denise R	82.04
Total Wyatt, Robin C	20.00
Total Young, Andrea Louise	146.27
Total Zayats, Yekaterina	240.42
Grand Total	1,850,796.11

Memorandum

To: Director – Board of Education

CC: Steve Triplett/Nancy Scott/Todd Fraley/Chris Pyle

From: Harriet Wolfe

Date: March 25, 2019

Re: Payment of Bills with P-Card

**Attached are the payment of bills using the P-Card from February 15 – March 19, 2019
Total Amount of \$35,382.97**

BOE AP P-Card Report Feb 15 - Mar 19 2019

Selection Criteria : Check Date Range From 03/08/2019 To 03/08/2019 | Invoice Number = Card |

Vendor Name	Amount
Total 9/11 Memorial & Museum	564.00
Total Advance Auto Parts	3.99
Total AG Coop Services Inc	66.60
Total ALDI	147.55
Total Andymark Inc	70.17
Total Auditorium Plaza Garage	24.00
Total Banebots.com	105.60
Total Bath and Body Works	63.13
Total Benjamin B Nelson OD	140.00
Total Best Western	95.16
Total Big Lots Stores	20.00
Total Big Onion Walking Tours	291.50
Total Blue Chip Athletics Inc	479.67
Total Buffalo Wild Wings	112.59
Total Button Makers	103.05
Total Caseys General Stores Inc	92.36
Total Cheddars	52.40
Total Chick Fil A	34.03
Total City of Jefferson City Pkg Garage	5.25
Total Comfort Inn Kearney	364.95
Total Crowne Plaza Kansas City	86.86
Total CTR Electronics	101.59
Total Dairy Queen	20.99
Total Decker Equipment	181.89
Total Dollar General	96.45
Total Dollar Tree	29.00
Total Dominos Pizza	152.84
Total Don Johnston Inc	4.99
Total Drury Kansas City	409.26
Total Empire State Observatory	521.95
Total Fan Cloth Products	2,119.00
Total G & D Pizzeria	80.47
Total Get Your Guide	364.52
Total Harbor Freight	52.99
Total Holiday Inn Executive Center	1,359.20
Total Holiday Inn Express Osage	818.12
Total House of Vacuums	52.50
Total JCPenney	80.33
Total John Henry Foster Co of St Louis	354.54
Total Kauffman Center	90.00
Total Little Caesars Pizza	478.00
Total Lowes Companies Inc	316.56
Total MAESP	349.00
Total Markforged	211.49
Total MASL	640.00
Total MaxBotix Inc	128.34
Total McDonalds	51.70
Total Menard Inc	916.83
Total Missouri NEA	600.00
Total Mizzou Ticket Office	18.00
Total Mo State Highway Patrol	43.25
Total NASSP/NJHS	520.00
Total Noland Pizza	56.86
Total Oriental Trading Co Inc	260.27
Total Payless Shoes	35.99
Total Pololu	67.89
Total Quality Inn Ozark	497.24
Total Register.com	196.00
Total Rubber Flooring Inc	1,684.08
Total Scholastic Reading Club	259.25
Total Southwest Airlines	4,209.48
Total Splashtop	183.80
Total Staples Business Advantage	78.45

BOE AP P-Card Report Feb 15 - Mar 19 2019

Vendor Name	Amount
Total State Fair Quick Lube	45.95
Total Subway	133.62
Total Sutherland Lumber Company	118.20
Total Tan Tar A Resort	1,464.96
Total Teachers Pay Teachers	198.49
Total The Breathing Room	500.00
Total The Yoga Warehouse	259.00
Total Tractor Supply	8.96
Total Tueth Keeney Cooper Mohan &	200.00
Total US Postal Service Sedalia	16.05
Total Vaughan Pools of Sedalia	804.85
Total Vex Robotics Inc	885.14
Total Viewu	5,024.00
Total Walgreen Drug Stores	2.64
Total Walmart Community/RFCSLLC	1,916.48
Total Walt Disney World Resorts	1,804.68
Total Westlake Hardware	7.99
Total Woods Super Markets Inc	375.99
Grand Total	35,382.97

AFFILIATION AGREEMENT

School of Health Professions University of Missouri

Department of Occupational Therapy

THIS AGREEMENT, made and entered into this ____ day of _____ by and between THE CURATORS OF THE UNIVERSITY OF MISSOURI, a public corporation, hereinafter referred to as "University" and _____, hereinafter referred to as "Clinical Center."

WITNESSETH:

WHEREAS, University has a program in Occupational Therapy on its campus of the University of Missouri-Columbia and is desirous of cooperating with Clinical education program for the benefit of University students as well as the benefit of the Clinical Center, and,

WHEREAS, Clinical Center is desirous of establishing a clinical educational program and of obtaining the educational and practical benefits to be derived from the carrying out of such a program and desires to cooperate with the University in this respect.

NOW THEREFORE, in consideration of the mutual benefits to be derived by University and Clinical Center, the parties do hereby agree as follows:

1. University shall designate a fully qualified University faculty member in the appropriate discipline who will be charged with the responsibility of coordinating and establishing an educational program for the Clinical Center including coordinating all activities between University and Clinical Center, and rendering all necessary assistance to Clinical Center in respect to any problems arising in the area of the educational program.
2. Clinical Center shall appoint one of its employees, with the concurrence of the University, as director of each of Clinical Center's Instructional programs, which employee of the Clinical Center shall be eligible, at the discretion of the University to receive a University non-regular, non-compensation appointment as a preceptor or clinical instructor. The preceptor or clinical instructor so appointed by the Clinical Center shall be responsible for the planning and supervision of all experiences of the University students taking part in the educational program at the Clinical Center. The preceptor or clinical instructor or their designee will be available for meetings with the University's coordinator of clinical education concerning the planning, implementation and carrying out of the student educational program as shall be necessary.
3. University, through its coordinator of clinical education, shall designate students to participate in the educational program at Clinical Center. The time periods and the number of students assigned during any one training period will be mutually agreed upon by University and Clinical Center. University will provide the Clinical Center's preceptor or clinical instructor with previous academic and clinical experiences of students so participating in the program, which information shall be utilized solely by the preceptor or clinical instructor for the purpose of planning and implementing the educational program. The student's activities at the Clinical Center will be planned, implemented and supervised by the Center's preceptor or clinical instructor during the student's participation in the program and the student will abide by the rules and regulations of the Clinical Center.
4. Clinical Center may request the removal of or remove any student from its facility who, in its opinion, is not acting in the best interest of patient care. This will be done by the following process:
 - a. If Clinical Center deems a student's performance to be unsatisfactory and detrimental to Clinical Center's health care responsibilities, Clinical Center may temporarily suspend the student from their program by written notice to the student and the University.
 - b. Clinical Center, University and Student will confer as soon as feasible following such temporary suspension to discuss reasons for the suspension and the possibility of student's continuation in the program.
 - c. If Clinical Center determines that the continuation of the student in the program would be detrimental to the Clinical Center's health care responsibilities, the University will withdraw the student from the Clinical Center upon receiving written reasons from the Clinical Center for such determination.
 - d. If Clinical Center determines the student can continue in their program, then the Clinical Center will provide makeup time for the student equal to the period the student was suspended.

5. The student will participate in providing, but shall not be solely responsible for, patient services rendered at Clinical Center as part of the student's experiences, including that students will also have the opportunity to participate in conferences and programs of interest which are related to their discipline. It is understood, however, that Clinical Center and its preceptor(s) or clinical instructor(s) has sole primary responsibility for patient care and treatment.
6. University agrees to provide evaluating forms to Clinical Center to be utilized in rating student performance and Clinical Center agrees to provide such evaluations at such times the same are called for by the University. It is further understood that the student will be given the opportunity to discuss such evaluation with the Center's preceptor or clinical instructor.
7. Clinical Center will conduct a complete orientation for each student in respect to the policies of the Clinical Center and the facilities of the Clinical Center, and will provide each student with the necessary instructional materials to be utilized during the educational program.
8. University will obtain and provide to the Clinical Center the following records for students assigned to the Clinical Center:
 - Immunization Record
 - TB – Tuberculin PPD Test
 - Annual flu vaccine (during flu season)
 - Criminal Background Check for Missouri & Illinois
 - Urine Drug Screen
 - Verification of health insurance to cover injuries that students may incur while engaged in the Clinical Education Program at the Clinical Center.
9. The student, while at the Clinical Center under this agreement, is covered for professional liability under The University of Missouri professional and patient general liability as set forth in Section 490.020 of the Collected Rules and Regulations of The University of Missouri. A copy of the plan to be provided upon request.
10. University will not discriminate against any student in its assignments to this program because of race, color, religion, sex, or national origin. Clinical Center will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin.
11. Whenever deemed appropriate, University and Clinical Center may confer, clarify and commit to writing any additional specific details relating to this agreement. Any such modification shall then be submitted as an addendum for review, signature, and incorporation as addendum to this primary agreement.
12. The term of this agreement shall begin on the date first above specified and shall continue until such time as either party hereto has terminated such agreement by advising the other party of its intent to terminate in writing at least four months prior to the desired termination date.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be duly executed

Center,

University,
THE CURATORS OF THE UNIVERSITY
OF MISSOURI

Signature

Signature

Printed Name

Printed Name

Title

Title

Date

Date

Informational Review by the
School of Health Professions

Date

**SMITH-COTTON
HIGH SCHOOL**
ADMINISTRATION



2010 TIGER PRIDE BLVD
SEDALIA, MISSOURI 65301
PHONE: 660-851-5300
FAX: 660-851-5393

HOME OF THE **TIGERS**

Wade Norton, Ed. S.
Principal

3/25/19

MEMO

Robin Wyatte, MSE
Assistant Principal

To: Board of Education/Mr. Triplett

Joseph Doyle, MSE
Assistant Principal

From: Mr. Norton

Stacy Curry, MSE
Assistant Principal

Re: 4th JROTC Instructor 19-20 school year.

Smith-Cotton recommends the district approve hiring a 4th JROTC instructor, initially in a non-cost share agreement. We will work with Cadet Command to get approval for a cost-share for the 4th instructor, but this is contingent upon cadet enrollment at Smith-Cotton High School and funding availability within Cadet Command.

This is the proposed costs before cost sharing:

Army reimburses district \$3,000 per national bus and all local buses:	Cost to District (w/o Cost Share)	\$19,496.17
	Cost to District (with Cost Share)	(\$5,446.97) (\$5,446.97 to Sedalia200)

Our Mission is to provide a challenging education in a safe environment for all students so they will become productive, responsible, and successful members of our diverse society.

Enrollment to start the 2019-20 school year is at 255 cadets. The Corp needs to have a starting enrollment of 251 or more cadets for the next two school years to be eligible for the cost share savings mentioned above.



DISTRICT OFFICE MEMO

To: Board of Education
From: Steve Triplett
CC: Pam Moon
Date: 03/25/19
Re: 2019-2020 Salary Schedules

Attached you will find the salary schedules for 2019-2020. These schedules reflect the following:

- Certified Staff Salary Schedule
 - ✓ added \$650 to the base Column A
 - ✓ adjusted the horizontal & vertical increments to improve longevity and additional education
- Support Staff Salary Schedule
 - ✓ added \$.15 to the base
- Extra Duty Salary Schedule – added one step
- Director/Coordinator/Licensed Staff Salary Schedule – added one step

I will request Board approval at the April Board meeting.

SEDALIA SCHOOL DISTRICT #200

2019-2020 Certified Staff Salary Schedule - 186 days

<u>STEP</u>	<u>A (BS)</u>	<u>B (BS+10)</u>	<u>C (BS+20)</u>	<u>D (MS)</u>	<u>E (MS+15)</u>	<u>F (MS+30)</u>
1	36000	36500	37000	39000	39500	40000
2	36500	37100	37600	39700	40200	40800
3	37000	37700	38200	40400	40900	41600
4	37500	38300	38800	41100	41600	42400
5	38000	38900	39400	41800	42300	43200
6	38500	39500	40000	42500	43000	44000
7	39000	40100	40600	43200	43700	44800
8	39500	40700	41200	43900	44400	45600
9	40000	41300	41800	44600	45100	46400
10	40500	41900	42400	45300	45800	47200
11	40750	42200	43000	46000	46600	48000
12	41000	42500	43600	46700	47400	49000
13	41250	42800	44200	47400	48200	50000
14	41500	43100	44500	48100	49000	51000
15	41750	43400	44800	48800	49800	52000
16	42000	43700	45100	49500	50600	53000
17	42250	44000	45400	50200	51400	54000
18	42500	44300	45700	50900	52200	55000
19	42500	44600	46000	51600	53000	56000
20	42500	44900	46300	52300	53800	57000
21	42500	45200	46600	53000	54600	58000
22	42500	45500	46900	53700	55400	59000
23	42500	45800	47200	54400	56200	60000
24	42500	46100	47500	55100	57000	61000
25	42500	46100	47800	55800	57800	62000
26	42500	46100	47800	56500	58600	63000
27	42500	46100	47800	57200	59400	64000
28	42500	46100	47800	57900	60200	65000
29	42500	46100	47800	58600	61000	66000
30	42500	46100	47800	59300	61800	67000

The Board of Education reserves the right to deviate from this schedule at it deems necessary.

Initial Placement on Schedule:

A candidate will be placed on the horizontal column as indicated by his/her official transcript.

A candidate will be placed on the vertical step corresponding with his/her years of current experience plus one more for initial employment.

Certified staff member returning to the district within one (1) fiscal year will be placed on the salary step on which they were at the time of departure

Movement on Schedule:

Vertical: Maximum annual vertical movement is one step.

Horizontal: Maximum horizontal annual movement determined by transcript on file in the Central Office and is made September 1, annually

Once you receive a degree, counting of graduate hours begins again for the next movement horizontally.

Extra Duty Scheduled Amount:

Certain extra duties are paid additional amounts as determined by assignment and the extra duty salary schedule.

Fringe Benefits:

Additionally, the Board of Education provides a health insurance package & \$20,000 in term life insurance coverage for each full time certified member

SEDALIA SCHOOL DISTRICT #200
2019-2020 Administrative Salary Schedule

<u>Base</u> 68,320	Teacher Step F-19 x 1.22% 56,000	122.00%						
Base x	148%	132%	120%	129%	116%	119%	105%	105%
	1500	1400	1350	1400	1350	1400	1200	1200
	Asst Supt	Principal High School	Principal Asst HS 11 month	Principal Jr High	Princ Asst Jr High 11 month	Principal Elem / 5th & 6th Grade	Principal Asst Elem / 5th & 6th Grade 11 month	Director: Curr/Instr/Asmnt K-5 & 6-12 11 month
	<u>250/8</u>	<u>250/8</u>	<u>230/8 (.92)</u>	<u>250/8</u>	<u>230/8 (.92)</u>	<u>250/8</u>	<u>230/8 (.92)</u>	<u>230/8 (.92)</u>
Step 1	101,114	90,182	75,425	88,133	72,911	81,301	65,997	65,997
Step 2	102,614	91,632	76,825	89,483	74,311	82,651	67,397	67,197
Step 3	104,114	93,082	78,225	90,833	75,711	84,001	68,797	68,397
Step 4	105,614	94,532	79,625	92,183	77,111	85,351	70,197	69,597
Step 5	107,114	95,982	81,025	93,533	78,511	86,701	71,597	70,797
Step 6	108,614	97,432	82,425	94,883	79,911	88,051	72,997	71,997
Step 7	110,114	98,882	83,825	96,233	81,311	89,401	74,397	73,197
Step 8	111,614	100,332	85,225	97,583	82,711	90,751	75,797	74,397
Step 9	113,114	101,782	86,625	98,933	84,111	92,101	77,197	75,597
Step 10	114,614	103,232	88,025	100,283	85,511	93,451	78,597	76,797
Step 11	116,114	104,682	89,425	101,633	86,911	94,801	79,997	77,997
Step 12	117,614	106,132	90,825	102,983	88,311	96,151	81,397	79,197
Step 13	119,114	107,582	92,225	104,333	89,711	97,501	82,797	80,397
Step 14	120,614	109,032	93,625	105,683	91,111	98,851	84,197	81,597
Step 15	122,114	110,482	95,025	107,033	92,511	100,201	85,597	82,797
Step 16	123,614	111,932	96,425	108,383	93,911	101,551	86,997	83,997
Step 17	125,114	113,382	97,825	109,733	95,311	102,901	88,397	85,197
Step 18	126,614	114,832	99,225	111,083	96,711	104,251	89,797	86,397
Step 19	128,114	116,282	100,625	112,433	98,111	105,601	91,197	87,597

SEDALIA SCHOOL DISTRICT #200

2019-2020 Director/Coordinator/Licensed Staff Salary Schedule

	Director: Business/Core Data Services	Maintenance Director	Food Service Director	Health Coordinator	RN/OTA 181/184 days	Occupational & Physical Therapist	Activities Director / Communi- cations Dir	Mental Health Services Supervisor	Sp Ed Coord	Psych Exam/Spch Lang Path
	<u>250 days</u>	<u>250 days</u>	<u>203 days</u>	<u>195 days</u>		<u>184 days</u>	<u>250 days</u>	<u>188 days</u>	<u>184 days</u>	<u>184 days</u>
Step 1	39,815	47,934	36,463	41,025	29,117	58,096	61,425	49,971	49,117	44,487
Step 2	40,455	48,694	37,194	41,825	29,773	59,096	62,703	51,249	50,270	45,487
Step 3	41,095	49,454	37,925	42,625	30,429	60,096	63,981	52,527	51,423	46,487
Step 4	41,735	50,214	38,656	43,425	31,085	61,096	65,259	53,805	52,576	47,487
Step 5	42,375	50,974	39,387	44,225	31,741	62,096	66,537	55,083	53,729	48,487
Step 6	43,015	51,734	40,118	45,025	32,397	63,096	67,815	56,361	54,882	49,487
Step 7	43,655	52,494	40,849	45,825	33,053	64,096	69,093	57,639	56,035	50,487
Step 8	44,295	53,254	41,580	46,625	33,709	65,096	70,371	58,917	57,188	51,487
Step 9	44,935	54,014	42,311	47,425	34,365	66,096	71,649	60,195	58,341	52,487
Step 10	45,575	54,774	43,042	48,225	35,021	67,096	72,927	61,473	59,494	53,487
Step 11	46,215	55,534	43,773	49,025	35,677	68,096	74,205	62,751	60,647	54,487
Step 12	46,855	56,294	44,504	49,825	36,333	69,096	75,483	64,029	61,800	55,487
Step 13	47,495	57,054	45,235	50,625	36,989	70,096	76,761	65,307	62,953	56,487
Step 14	48,135	57,814	45,966	51,425	37,645	71,096	78,039	66,585	64,106	57,487
Step 15	48,775	58,574	46,697	52,225	38,301	72,096	79,317	67,863	65,259	58,487
Step 16	49,415	59,334	47,428	53,025	38,551	73,096	80,595	69,141	66,412	59,487
Step 17	50,055	60,094	48,159	53,825	38,801	74,096	81,873	70,419	67,565	60,487
Step 18	50,695	60,854	48,890	54,625	39,051	75,096	83,151	71,697	68,718	61,487
Step 19	51,335	61,614	49,621	54,875	39,301	76,096	84,429	72,975	69,871	62,487
Step 20	51,975	62,374	50,352	55,125	39,551	77,096	85,707	74,253	71,024	63,487
Step 21	52,615	63,134	51,083	55,375	39,801	78,096	86,985	75,531	72,177	64,487
Step 22	53,255	63,894	51,814	55,625	40,051	79,096	88,263	76,809	73,330	65,487
Step 23	53,895	64,654	52,545	55,875	40,301	80,096	89,541	78,087	74,483	66,487
Step 24	54,535	65,414	53,276	56,125	40,551	81,096	90,819	79,365	75,636	67,487

SEDALIA SCHOOL DISTRICT #200

2019-2020 Extra Duty Salary Schedule

<u>Base</u>	<u>36,000</u>											
Percent	18.00%	15.50%	11.00%	9.50%	8.00%	7.00%	5.50%	4.00%	3.50%	3.00%	2.00%	1.38%
Step 1	6480	5580	3960	3420	2880	2520	1980	1440	1260	1080	720	497
Increment	210	190	170	150	130	110	100	90	80	70	60	50

	<u>Cat. I</u>	<u>Cat. II</u>	<u>Cat. III</u>	<u>Cat. IV</u>	<u>Cat. V</u>	<u>Cat. VI</u>	<u>Cat. VII</u>	<u>Cat. VIII</u>	<u>Cat. IX</u>	<u>Cat. X</u>	<u>Cat. XI</u>	<u>Cat. XII</u>
Step 1	6,480	5,580	3,960	3,420	2,880	2,520	1,980	1,440	1,260	1,080	720	497
Step 2	6,690	5,770	4,130	3,570	3,010	2,630	2,080	1,530	1,340	1,150	780	547
Step 3	6,900	5,960	4,300	3,720	3,140	2,740	2,180	1,620	1,420	1,220	840	597
Step 4	7,110	6,150	4,470	3,870	3,270	2,850	2,280	1,710	1,500	1,290	900	647
Step 5	7,320	6,340	4,640	4,020	3,400	2,960	2,380	1,800	1,580	1,360	960	697
Step 6	7,530	6,530	4,810	4,170	3,530	3,070	2,480	1,890	1,660	1,430	1,020	747
Step 7	7,740	6,720	4,980	4,320	3,660	3,180	2,580	1,980	1,740	1,500	1,080	797
Step 8	7,950	6,910	5,150	4,470	3,790	3,290	2,680	2,070	1,820	1,570	1,140	847
Step 9	8,160	7,100	5,320	4,620	3,920	3,400	2,780	2,160	1,900	1,640	1,200	897
Step 10	8,370	7,290	5,490	4,770	4,050	3,510	2,880	2,250	1,980	1,710	1,260	947
Step 11	8,580	7,480	5,660	4,920	4,180	3,620	2,980	2,340	2,060	1,780	1,320	997
Step 12	8,790	7,670	5,830	5,070	4,310	3,730	3,080	2,430	2,140	1,850	1,380	1,047
Step 13	9,000	7,860	6,000	5,220	4,440	3,840	3,180	2,520	2,220	1,920	1,440	1,097
Step 14	9,210	8,050	6,170	5,370	4,570	3,950	3,280	2,610	2,300	1,990	1,500	1,147
Step 15	9,420	8,240	6,340	5,520	4,700	4,060	3,380	2,700	2,380	2,060	1,560	1,197
Step 16	9,630	8,430	6,510	5,670	4,830	4,170	3,480	2,790	2,460	2,130	1,620	1,247
Step 17	9,840	8,620	6,680	5,820	4,960	4,280	3,580	2,880	2,540	2,200	1,680	1,297
Step 18	10,050	8,810	6,850	5,970	5,090	4,390	3,680	2,970	2,620	2,270	1,740	1,347
Step 19	10,260	9,000	7,020	6,120	5,220	4,500	3,780	3,060	2,700	2,340	1,800	1,397
Step 20	10,470	9,190	7,190	6,270	5,350	4,610	3,880	3,150	2,780	2,410	1,860	1,447
Step 21	10,680	9,380	7,360	6,420	5,480	4,720	3,980	3,240	2,860	2,480	1,920	1,497
Step 22	10,890	9,570	7,530	6,570	5,610	4,830	4,080	3,330	2,940	2,550	1,980	1,547
Step 23	10,890	9,570	7,530	6,570	5,610	4,830	4,080	3,330	2,940	2,550	1,980	1,547

SEDALIA SCHOOL DISTRICT #200
2019-2020 Extra Duty Salary Schedule Category of Activities

Category I - 18%

Basketball Boys Head Coach HS
Basketball Girls Head Coach HS
Football Head Coach HS
Robotics Teams Sponsor HS

Category II - 15.5%

Band Director HS
Baseball Head Coach HS
JROTC Teams Sponsor HS
Soccer Head Coach HS
Track Boys/Girls Head Coach HS
Vocal Music Director HS
Volleyball Head Coach HS
Wrestling Head Coach HS

Category III - 11%

Softball Head Coach HS

Category IV - 9.5%

Cross Country Head Coach HS
Football Coordinator Coach HS
Golf Boys Head Coach HS
Golf Girls Head Coach HS
High Voltage Dancers Sponsor HS
Swim Boys Head Coach HS
Swim Girls Head Coach HS
Tennis Boys Head Coach HS
Tennis Girls Head Coach HS

Category V - 8%

Baseball Asst Coach HS
Basketball Boys Asst Coach HS
Basketball Girls Asst Coach HS
Football Asst Coach HS
Football Head Coach JH
Soccer Asst Coach HS
Student Council Sponsor HS
Track Boys/Girls Asst Coach HS
Volleyball Asst Coach HS
Wrestling Asst Coach HS

Category VI - 7%

Band Director Asst HS
Basketball 7th Boys Head Coach JH
Basketball 7th Girls Head Coach JH
Basketball 8th Boys Head Coach JH
Basketball 8th Girls Head Coach JH
Board Recording Secretary
Cheerleader Sponsor Bsktball HS
DECA Sponsor HS
EdRising Sponsor HS
FBLA Soonsor HS
FCCLA Soonsor HS
HOSA Sponsor HS
JAG Sponsor HS
Multimedia Productions Sponsor HS
Musical Production Sponsor HS
Orchestra Director HS
Softball Asst Coach HS
Speech Sponsor HS
Strength Head Coach HS
Track Boys/Girls Head Coach JH
TSA Sponsor HS
Volleyball Head Coach JH
Yearbook Sponsor HS

Category VII - 5.5%

Cheerleader Sponsor Football HS
Cross Country Asst Coach HS
Football Asst Coach JH
Science/Environ Thon HS
Swim Boys Asst Coach HS
Swim Girls Asst Coach HS

Category VIII - 4%

Detention JH/HS
Flag Corps Sponsor HS
Play Production Director HS
Score Table HS
Strength Asst Coach HS
Track Boys/Girls Asst Coach JH
Treasurer HS

Category IX - 3.5%

Basketball 7th Boys Asst Coach JH
Basketball 7th Girls Asst Coach JH
Basketball 8th Boys Asst Coach JH
Basketball 8th Girls Asst Coach JH
Choral Director JH
Music Director MS
Score Table JH
Speech Sponsor JH
Student Council Sponsor JH
Treasurer JH
Yearbook Sponsor JH

Category X - 3%

Academics Competition HS
Club Sponsor (various) HS
Junior Class Sponsor HS
National Honor Society Sponsor HS
National Junior Honor Society HS
Pep Band HS
Senior Class Sponsor HS
Summer Marching Band HS

Category XI - 2%

Club Sponsor (various) JH
Freshman Class Sponsor HS
Musical Instrumental HS
Musical Theatrical JH
Musical Vocal JH
Musical Vocal HS
Sophomore Class Sponsor HS

Category XII - 1.375%

Student Body Ambassador MS

2019 - 2020 ADDITIONAL STIPENDS

ITEMS PAID ON DEMAND

Rates are for Exempt Staff unless otherwise noted

- * Activity Supervisor - JH ----- \$25.00 per event
- * Activity Supervisor - S/C ----- \$30.00 per event
- Crossing Guard - Non-exempt staff (rate set same as city rate) - \$9.90 per hour
- * Curriculum Facilitator, Prof Dev Preparation ----- \$25.00 per hour
- * Curriculum Writing, Juvenile Detention Instruction ----- \$20.00 per hour
- Tutoring, Homebound, Professional Development,
- Deaf Interpreter Extra Curricular ----- Individual hourly rate
- District ESOL Interpreting ----- Individual hourly rate
- * District PDC Presenter ----- \$50.00 per hour
- Driver's Education - Drive Hours ----- \$25.00 per hour
- * Grant & Program Awards ----- Per grant/program procurement regulations
- * Kindergarten Testing, Student Success Team, ----- \$15.00 per hour
- Detention Elem, AM/PM Duty Elementary
- Block Sub ----- \$15.00 per hour
- New Staff Training ----- \$15.00 per hour
- New Staff Training - Non-exempt staff ----- Individual hourly rate
- Summer School Programs ----- \$30.00 per hour
- Summer School Programs - Non-exempt staff ----- Individual hourly rate
- * Swimming Timers ----- \$35.00 per event
- * Track Timers ----- \$20.00 per event
- * Treasurer (Gate)/Score Table/Clock ----- \$25.00 per event

ITEMS PAID VIA CONTRACT/AGREEMENT

- Building Webmaster ----- \$500
- Dept Chair ----- \$500
- PBS Bldg Coach ----- \$500

RETIRED EMPLOYEES

Retired employees that are employed in a 550 hour position
will be paid the hourly rate earned at time of retirement

Additional events will be prorated

- * outside normal school year contract

SEDALIA SCHOOL DISTRICT #200
2019-2020 SUPPORT STAFF SALARY SCHEDULES

	Para Sub Cert	Para / Driver	Deaf Interpreter	Bilingual Interpreter	Inst Asst/ Interventionist Sub Cert	Tchr Cert	ISS/OSS	Security	Parent Educator			LPN Elem/MS	LPN JH/HS	Health Aide
Step 1	11.29	10.76	13.93	11.95	12.93	13.41	15.23	19.14	15.47	16.80	22.50	15.72	16.91	13.27
Step 2	11.51	10.98	14.39	12.40	13.20	13.68	15.54	19.39	15.77	17.11	22.68	16.04	17.23	13.57
Step 3	11.73	11.20	14.85	12.85	13.47	13.95	15.85	19.64	16.07	17.42	22.86	16.36	17.55	13.87
Step 4	11.95	11.42	15.31	13.30	13.74	14.22	16.16	19.89	16.37	17.73	23.04	16.68	17.87	14.17
Step 5	12.17	11.64	15.77	13.75	14.01	14.49	16.47	20.14	16.67	18.04	23.22	17.00	18.19	14.47
Step 6	12.39	11.86	16.23	14.20	14.28	14.76	16.78	20.39	16.97	18.35	23.40	17.32	18.51	14.77
Step 7	12.61	12.08	16.69	14.65	14.55	15.03	17.09	20.64	17.27	18.66	23.58	17.64	18.83	15.07
Step 8	12.83	12.30	17.15	15.10	14.82	15.30	17.40	20.89	17.57	18.97	23.76	17.96	19.15	15.37
Step 9	13.05	12.52	17.61	15.55	15.09	15.57	17.71	21.14	17.87	19.28	23.94	18.28	19.47	15.67
Step 10	13.27	12.74	18.07	16.00	15.36	15.84	18.02	21.39	18.17	19.59	24.12	18.60	19.79	15.97
Step 11	13.49	12.96	18.53	16.45	15.63	16.11	18.33	21.64	18.47	19.90	24.30	18.92	20.11	16.27
Step 12	13.71	13.18	18.99	16.90	15.90	16.38	18.64	21.89	18.77	20.21	24.48	19.24	20.43	16.57
Step 13	13.93	13.40	19.45	17.35	16.17	16.65	18.95	22.14	19.07	20.52	24.66	19.56	20.75	16.87
Step 14	14.15	13.62	19.91	17.80	16.44	16.92	19.26	22.39	19.37	20.83	24.84	19.88	21.07	17.17
Step 15	14.37	13.84	20.37	18.25	16.71	17.19	19.57	22.64	19.67	21.14	25.02	20.20	21.39	17.47
Step 16	14.59	14.06	20.83	18.70	16.98	17.46	19.88	22.89	19.97	21.45	25.20	20.52	21.71	17.77
Step 17	14.81	14.28	21.29	19.15	17.25	17.73	20.19	23.14	20.27	21.76	25.38	20.84	22.03	18.07
Step 18	15.03	14.50	21.75	19.60	17.52	18.00	20.50	23.39	20.57	22.07	25.56	21.16	22.35	18.37
Step 19	15.25	14.72	22.21	20.05	17.79	18.27	20.81	23.64	20.87	22.38	25.74	21.48	22.67	18.67
Step 20	15.47	14.94	22.67	20.50	18.06	18.54	21.12	23.89	21.17	22.69	25.92	21.80	22.99	18.97
Step 21	15.69	15.16	23.13	20.95	18.33	18.81	21.43	24.14	21.47	23.00	26.10	22.12	23.31	19.27

Non-certified staff returning to the district within one (1) fiscal year to the same position will be placed on the salary step on which they were at the time of their departure.

SEDALIA SCHOOL DISTRICT #200

2019-2020 SUPPORT STAFF SALARY SCHEDULES

	Performing Arts Technician	Asst Maint Director	Janitorial Spvsr	Maint Craftsman	Maint Laborer or Head Custodian	Custodian	Admin Asst Bldg	Admin Asst II	Admin Board Secr	Head Cook	Cook I	Cook II	Cook III Cashier Baker II	Baker I	Baker III	Server Ware Washer
Step 1	14.40	20.73	17.22	15.64	14.40	13.00	13.16	16.60	19.40	11.94	9.34	9.47	9.78	9.35	10.42	9.27
Step 2	14.77	21.11	17.60	16.02	14.78	13.38	13.44	16.92	19.72	12.15	9.55	9.68	9.99	9.56	10.63	9.48
Step 3	15.14	21.49	17.98	16.40	15.16	13.76	13.72	17.24	20.04	12.36	9.76	9.89	10.20	9.77	10.84	9.69
Step 4	15.51	21.87	18.36	16.78	15.54	14.14	14.00	17.56	20.36	12.57	9.97	10.10	10.41	9.98	11.05	9.90
Step 5	15.88	22.25	18.74	17.16	15.92	14.52	14.28	17.88	20.68	12.78	10.18	10.31	10.62	10.19	11.26	10.11
Step 6	16.25	22.63	19.12	17.54	16.30	14.90	14.56	18.20	21.00	12.99	10.39	10.52	10.83	10.40	11.47	10.32
Step 7	16.62	23.01	19.50	17.92	16.68	15.28	14.84	18.52	21.32	13.20	10.60	10.73	11.04	10.61	11.68	10.53
Step 8	16.99	23.39	19.88	18.30	17.06	15.66	15.12	18.84	21.64	13.41	10.81	10.94	11.25	10.82	11.89	10.74
Step 9	17.36	23.77	20.26	18.68	17.44	16.04	15.40	19.16	21.96	13.62	11.02	11.15	11.46	11.03	12.10	10.95
Step 10	17.73	24.15	20.64	19.06	17.82	16.42	15.68	19.48	22.28	13.83	11.23	11.36	11.67	11.24	12.31	11.16
Step 11	18.10	24.53	21.02	19.44	18.20	16.80	15.96	19.80	22.60	14.04	11.44	11.57	11.88	11.45	12.52	11.37
Step 12	18.47	24.91	21.40	19.82	18.58	17.18	16.24	20.12	22.92	14.25	11.65	11.78	12.09	11.66	12.73	11.58
Step 13	18.84	25.29	21.78	20.20	18.96	17.56	16.52	20.44	23.24	14.46	11.86	11.99	12.30	11.87	12.94	11.79
Step 14	19.21	25.67	22.16	20.58	19.34	17.94	16.80	20.76	23.56	14.67	12.07	12.20	12.51	12.08	13.15	12.00
Step 15	19.58	26.05	22.54	20.96	19.72	18.32	17.08	21.08	23.88	14.88	12.28	12.41	12.72	12.29	13.36	12.21
Step 16	19.95	26.43	22.92	21.34	20.10	18.70	17.36	21.40	24.20	15.09	12.49	12.62	12.93	12.50	13.57	12.42
Step 17	20.32	26.81	23.30	21.72	20.48	19.08	17.64	21.72	24.52	15.30	12.70	12.83	13.14	12.71	13.78	12.63
Step 18	20.69	27.19	23.68	22.10	20.86	19.46	17.92	22.04	24.84	15.51	12.91	13.04	13.35	12.92	13.99	12.84
Step 19	21.06	27.57	24.06	22.48	21.24	19.84	18.20	22.36	25.16	15.72	13.12	13.25	13.56	13.13	14.20	13.05
Step 20	21.43	27.95	24.44	22.86	21.62	20.22	18.48	22.68	25.48	15.93	13.33	13.46	13.77	13.34	14.41	13.26
Step 21	21.80	28.33	24.82	23.24	22.00	20.60	18.76	23.00	25.80	16.14	13.54	13.67	13.98	13.55	14.62	13.47
Step 22							19.04	23.32								
Step 23							19.32	23.64								
Step 24							19.60	23.96								

Non-certified staff returning to the district within one (1) fiscal year to the same position will be placed on the salary step on which they were at the time of their departure.



SSD

Sedalia School District #200

District Office
2806 Matthew Drive
Sedalia, Missouri
65301-7981
(660) 829-6450
Fax (660) 827-8938
www.sedalia200.org

Steven G. Triplett, Ed.S
Superintendent

Nancy L. Scott, Ed.D.
Assistant Superintendent
Human Resources
Federal Programs

Todd Fraley, Ed.D.
Assistant Superintendent
Buildings & Grounds
Support Services

Chris Pyle, Ed.S.
Assistant Superintendent
K-12 Special Education

Harriet Wolfe, Ed.D.
Chief Finance Officer

Devon Gilmore, M.E.D.
Director of Curriculum
Instruction & Assessment K-5

Becky Brownfield, Ed.S
Director of Curriculum
Instruction & Assessment 6-12

Bob Satnan, B.A.
Communications Director

**We Live Tiger
Pride Everyday**

Sedalia #200 is an equal
opportunity and affirmative
action employer

MEMO

TO: Board of Education; Steve Triplett
FROM: Dr. Fraley
DATE: September 24, 2018
RE: Health/Life Insurance Bid Notification

As you are aware per Board Policy Regulation 4540 district health and life insurance benefits are to be opened for bid every three years. Enclosed please find the bid analysis report. Below are the comparison rates for Board paid health and life insurance benefits from the current school year and the 2019-20 school year.

The table below reflects the current plan rates and the current low qualifying bid from Blue Cross Blue Shield.

Health Insurance	Standard Plan – Current	Standard Plan – 2019-2020	Increase Percentage
Employee	533.50	589.25	10.45
Spouse	685.84	757.51	10.45
Child	399.41	441.15	10.45
Family	1046.75	1156.14	10.45

Life Insurance (Guardian Life): no change via bid from IBG.

Current Year Life Insurance - \$1.60 per \$1000

New Bid Life Insurance - \$1.60 per \$1000

If you have any questions, please contact me at 660-829-6456. Thank you.

**SEDALIA SCHOOL DISTRICT #200
BID ANALYSIS REPORT**

Commodity: Health Insurance Bid

Bids Obtained by: Dr. Todd Fraley

Date: 3/13/2019

Vendor	Amount of Bid	Contact Person	Phone Number
<u>Blue Cross Blue Shield</u>	<u>\$589.25</u>	<u>Bob Marsch</u>	<u>660-827-2224</u>
<u>Health EZ</u>	<u>\$609.39</u>	<u>Mike Latimer</u>	<u>316-990-5474</u>
<u>United Health Care</u>	<u>\$612.49</u>	<u>Bob Marsch</u>	<u>660-827-2224</u>
<u>Aetna</u>	<u>\$699.22</u>	<u>Bob Marsch</u>	<u>660-827-2224</u>
<u>MEHUP</u>	<u>\$739.07</u>	<u>Anne Slentz</u>	<u>913-353-2251</u>

Recommendation:

- Accept low qualified bid of:** BCBS \$589.25

- Accept local bid of:** _____

- Accept alternate bid of:** _____

Use of commodity: Health Insurance for Sedalia School District #200 Employees

Does this replace an existing district commodity? NO YES (explain)

Final approval _____ **Date** _____

2019-2020 Sedalia School District Employee Benefit Rates

Blue Cross Blue Shield Renewal Rates

H S A deductible remains at \$2700. Base stayed at \$750. Please reference Health Benefit Plan Summary for details.

Employee	Base	H S A*
Board Pays	\$589.25	\$ 492.77
Employee Pays	0	0
Spouse	Base	HSA*
Board Pays	0	0
Employee Pays	\$ 757.51	\$ 624.09
Spouse (+65)	Base	HSA*
Board Pays	0	0
Employee Pays	\$ 599.55	\$ 501.43
Children	Base	HSA*
Board Pays	0	0
Employee Pays	\$ 441.14	\$ 361.60
Entire Family	Base	HSA*
Board Pays	0	0
Employee Pays	\$ 1,156.13	\$ 954.67

* H S A participants will receive a **\$96.58** per month contribution to their H S A account. (For employee only, not dependents)

Guardian Renewal Rates

No rate changes.

Coverage	Cost
Dependent Life \$2,500	\$ 0.65
Optional Life	See Representative During Open Enrollment for Rate
Accidental Death and Dismemberment	See Representative During Open Enrollment for Rate
Short Term Disability	See Representative During Open Enrollment for Rate
Long Term Disability	See Representative During Open Enrollment for Rate
Critical Illness Coverage	See Representative During Open Enrollment for Rate
Accident Coverage	See Representative During Open Enrollment for Rate
Long Term Disability	See Representative During Open Enrollment for Rate
Cancer Plans	See Representative During Open Enrollment for Rate

Guardian Dental Rate	Base	Buy-Up
Employee	\$ 19.42	\$ 27.50
Employee & Spouse	\$ 38.54	\$ 55.35
Employee & Child(ren)	\$ 51.97	\$ 70.56
Entire Family	\$ 70.12	\$ 97.00

Guardian Vision Rate	Base	Buy-Up
Employee	\$ 14.71	n/a
Employee & Spouse	\$ 26.09	n/a
Employee & Child(ren)	\$ 26.60	n/a
Entire Family	\$ 42.10	n/a

Guardian Flexible Spending Account Limits

Health FSA	Daycare FSA	With an H S A
\$2,700	\$5,000.00	\$2,700.00

BCBS H S A Contribution Limits

Individual	Family
\$ 3,500.00	\$ 7,000.00

Sedalia School District

PPO

\$589.25

Employee

\$1346.76

Employee & Spouse

\$1188.80

Employee & Spouse (65+)

\$1030.39

Employee & Children

\$1745.38

Family

HSA

\$492.77

\$1116.86

\$994.20

\$854.37

\$1447.44

Sedalia School District #200

BENEFIT / RATE COMPARISON

COMPANY		Blue Cross - PPO	Blue Cross - HSA	Health EZ	Health EZ
AGENCY		IBG	IBG		
NETWORK		Preferred Care Blue / Blue Card	Preferred Care Blue / Blue Card	Healthlink	Healthlink
POOLING LIMIT		100,000	100,000	100,000	100,000
DEDUCTIBLE					
Individual	Network	750	2,700	750	2,700
	Non-Network	750	2,700	750	2,700
Family	Network	1,500	5,400	1,500	5,400
	Non-Network	1,500	5,400	1,500	5,400
Per Confinement	Network	N/A	N/A	N/A	N/A
	Non-Network	N/A	N/A	N/A	N/A
CO-INSURANCE					
Network		80%	100%	80%	100%
	Non-Network	60%	80%	60%	80%
OUT-OF-POCKET					
Individual	Network	3,000	2,700	3,000	2,700
	Non-Network	9,000	5,400	9,000	5,400
Family	Network	6,000	5,400	6,000	5,400
	Non-Network	18,000	10,800	18,000	10,800
OFFICE VISIT					
Primary Care Network		30	Deductible	30	Deductible
	Primary Care Non-Network	Ded + 40%	Ded + 20%	Ded + 40%	Ded + 20%
Specialist Network		60	Deductible	60	Deductible
	Specialist Non-Network	Ded + 40%	Ded + 20%	Ded + 40%	Ded + 20%
RX CO-PAY					
Deductible		0	Deductible	0	Deductible
Tier 1		10	Deductible	10	Deductible
Tier 2		50	Deductible	50	Deductible
Tier 3		70	Deductible	70	Deductible
Tier 4		N/A	N/A	N/A	N/A
Mail Order		2.5 x Copay	Deductible		
URGENT CARE COPAY					
Network		60	Deductible	60	Deductible
Non-Network		Ded + 40%	Ded + 20%	Ded + 40%	Ded + 20%
EMERGENCY ROOM COPAY					
Network		100 Copay+ Ded +20%	Deductible	100	Deductible
Non-Network		100 Copay+ Ded +20%	Deductible	100	Deductible
MAJOR IMAGING					
Network		Ded + 20%	Deductible	Ded + 20%	Deductible
Non-Network		Ded + 40%	Ded + 20%	Ded + 40%	Ded + 20%
OUTPATIENT SURGERY					
Network		Ded + 20%	Deductible	Ded + 20%	Deductible
Non-Network		Ded + 40%	Ded + 20%	Ded + 40%	Ded + 20%
RATES: EMPLOYEE		589.25	492.77	609.39	502.94
EMPLOYEE & SPOUSE		1,346.76	1,116.86	1,392.80	1,149.50
EMPLOYEE & CHILDREN		1,030.39	854.37	1,065.62	879.47
EMPLOYEE & FAMILY		1,745.38	1,447.44	1,805.05	1,489.73
Value Base Drugs		Retail 0 / 0 / 35 Mail Order 0 / 0 / 105		Health EZ is a self-funded proposal	

*Blue Cross includes 10% maximum refund option
Blue Cross includes 30,000 wellness stipend

Sedalia School District #200

BENEFIT / RATE COMPARISON

COMPANY		United Healthcare	United Healthcare	Aetna	Aetna	
		IBG	IBG	IBG	IBG	
AGENCY		Wallstreet Winter-Dent	Wallstreet Winter-Dent	Winter-Dent	Winter-Dent	
NETWORK		Choice Plus	Choice Plus	Open Choice	Choice Plus	
POOLING LIMIT		200,000	200,000	200,000	200,000	
DEDUCTIBLE	Individual	Network	750	2,700	750	2,700
		Non-Network	750	2,700	750	2,700
	Family	Network	1,500	5,400	1,500	5,400
		Non-Network	1,500	5,400	1,500	5,400
	Per Confinement	Network	N/A	N/A	N/A	N/A
		Non-Network	N/A	N/A	N/A	N/A
CO-INSURANCE	Network	80%	100%	80%	100%	
	Non-Network	60%	80%	60%	80%	
OUT-OF-POCKET	Individual	Network	3,000	2,700	3,000	2,700
		Non-Network	9,000	5,400	9,000	5,500
	Family	Network	6,000	5,400	6,000	5,400
		Non-Network	18,000	10,800	18,000	11,000
OFFICE VISIT	Primary Care Network	30	Deductible	30	Deductible	
	Primary Care Non-Network	Ded + 40%	Ded + 20%	Ded + 40%	Ded + 20%	
	Specialist Network	60	Deductible	60	Deductible	
	Specialist Non-Network	Ded + 40%	Ded + 20%	Ded + 40%	Ded + 20%	
RX CO-PAY	Deductible	0	Deductible	0	Deductible	
	Tier 1	10	Deductible	10	Deductible	
	Tier 2	35	Deductible	50	Deductible	
	Tier 3	60	Deductible	70	Deductible	
	Tier 4	N/A	N/A	N/A	N/A	
	Mail Order	2.5 x Copay	Deductible	3 x Copay	Deductible	
URGENT CARE COPAY	Network	60	Deductible	60	Deductible	
	Non-Network	Ded + 40%	Ded + 20%	Ded + 40%	Ded + 20%	
EMERGENCY ROOM COPAY	Network	100 Copay+ Ded +20%	Deductible	100 Copay+ Ded +20%	Deductible	
	Non-Network	100 Copay+ Ded +20%	Deductible	100 Copay+ Ded +20%	Deductible	
MAJOR IMAGING	Network	Ded + 20%	Deductible	Ded + 20%	Deductible	
	Non-Network	Ded + 40%	Ded + 20%	Ded + 40%	Ded + 40%	
OUTPATIENT SURGERY	Network	Ded + 20%	Deductible	Ded + 20%	Deductible	
	Non-Network	Ded + 40%	Ded + 20%	Ded + 40%	Ded + 40%	
RATES: EMPLOYEE		612.49	493.11	699.22	535.38	
EMPLOYEE & SPOUSE		1,399.88	1,127.03	1,474.26	1,213.41	
EMPLOYEE & CHILDREN		1,071.04	862.28	1,127.95	928.27	
EMPLOYEE & FAMILY		1,814.22	1,460.61	1,910.63	1,572.57	

*Aetna includes \$5,000 wellness stipend

Sedalia School District #200

BENEFIT / RATE COMPARISON

COMPANY		MEUHP	MEUHP
AGENCY		Forrest T. Jones	Forrest T. Jones
NETWORK		Cigna Open Access	Cigna Open Access
POOLING LIMIT			
DEDUCTIBLE			
Individual	Network	1,500	2,700
	Non-Network	4,500	8,100
Family	Network	4,500	5,000
	Non-Network	13,500	15,000
Per Confinement	Network	N/A	N/A
	Non-Network	N/A	N/A
CO-INSURANCE			
	Network	80%	80%
	Non-Network		
OUT-OF-POCKET			
Individual	Network	5,000	5,000
	Non-Network	15,000	15,000
Family	Network	10,000	10,000
	Non-Network	30,000	30,000
OFFICE VISIT			
	Primary Care Network	30	Ded + 20%
	Primary Care Non-Network	Ded + coins	Ded + coins
	Specialist Network	50	Ded + 20%
	Specialist Non-Network	Ded + coins	Ded + coins
RX CO-PAY			
	Deductible	200	Deductible
	Tier 1	10	+ 20%
	Tier 2	35	+ 20%
	Tier 3	75	+ 20%
	Tier 4	25% to 150	+ 20%
	Mail Order		+ 20%
URGENT CARE COPAY			
	Network		Ded + 20%
	Non-Network	Ded + coins	Ded + coins
EMERGENCY ROOM COPAY			
	Network	250	Ded + 20%
	Non-Network	250	Ded + coins
MAJOR IMAGING			
	Network	Ded + 20%	Ded + 20%
	Non-Network	Ded + coins	Ded + coins
OUTPATIENT SURGERY			
	Network	Ded + 20%	Ded + 20%
	Non-Network	Ded + coins	Ded + 20%
RATES: EMPLOYEE		739.07	551.00
EMPLOYEE & SPOUSE		1,626.00	1,212.00
EMPLOYEE & CHILDREN		1,441.00	1,074.00
EMPLOYEE & FAMILY		2,143.00	1,735.00

MEUHP- Rate structure includes rate for employee + 1 child and employee + spouse + 1 child.
Includes district wellness program - \$20 per employee payable to District upon completion.

AFFIDAVIT OF PUBLICATION

(Space above for recording information)

STATE OF MISSOURI) ss.
COUNTY OF PETTIS)

I, William D. Weibert, being duly sworn according to law, state that I am the Publisher of the Sedalia Democrat a daily newspaper of general circulation in the County of Pettis, State of Missouri, where located; which newspaper has been admitted to the Post Office as periodical class matter in the City of Sedalia, Missouri, the city of publication, which newspaper has been published regularly and consecutively for a period of three years and has a list of bona fide subscribers, voluntarily engaged as such who have paid or agreed to pay a stated price for a subscription for a definite period of time, and that such newspaper has complied with the provision of Section 493.050, Revised Statutes of Missouri 2000, and Section 59.310, Revised Statutes of Missouri 2000.

The affixed notice appeared in said newspaper for two times as follows:

1st Insertion: Vol.	<u>151</u>	No. <u>46</u>	<u>23rd</u> day of <u>February</u>	<u>20</u>	<u>19</u>
2nd Insertion: Vol.	<u>151</u>	No. <u>49</u>	<u>27th</u> day of <u>February</u>	<u>20</u>	<u>19</u>
3rd Insertion: Vol.	_____	No. _____	_____ day of _____	<u>20</u>	_____
4th Insertion: Vol.	_____	No. _____	_____ day of _____	<u>20</u>	_____
5th Insertion: Vol.	_____	No. _____	_____ day of _____	<u>20</u>	_____
6th Insertion: Vol.	_____	No. _____	_____ day of _____	<u>20</u>	_____
7th Insertion: Vol.	_____	No. _____	_____ day of _____	<u>20</u>	_____

Signed [Signature]

Subscribed and sworn to before me this 28th day of February 19

[Signature]
Eddie E. Crouch, Notary Public

My commission expires 12-09-2021

NOTICE TO BIDDERS
The Sedalia School District #200 is accepting proposals for life and health insurance. Proposal requirements and informational packets can be picked up at the Sedalia School District #200 district office, 2806 Matthew Drive, Sedalia MO 65301, or by calling 660-829-6450. Bids must be submitted in a sealed envelope marked "District Life and Health Insurance" and returned to the district office by 10:00 a.m., Wednesday, March 13, 2019. The Sedalia School District #200 reserves the right to refuse and/or reject any or all bids
2x-2/23, 27, 2019

EDDIE E CROUCH
Notary Public - Notary Seal
State of Missouri, Pettis County
Commission # 13904170
My Commission Expires Dec. 09, 2021



PETTIS COUNTY EARLY CHILDHOOD COOPERATIVE

2255 S. Ingram Sedalia, MO. 65301 Phone: 660-827-8955 Fax: 660-827-8957

GRACE KENDRICK
Principal

MEMBER DISTRICTS

Pettis Co. R-V
Hughesville, MO

LaMonte R-IV
LaMonte, MO

Smithton R-VI
Smithton, MO

Green Ridge R-VIII
Green Ridge, MO

Pettis Co. R-XII
Sedalia, MO

Sedalia #200
Sedalia, MO

PROVIDING SERVICES FOR

Early Childhood
Special Education

Title One Preschool

Parents As Teachers

MEMO

TO: Steve Triplett
FROM: Grace Kendrick
DATE: April 22, 2019
RE: Memorandum of Understanding

Attached for Board approval are the Memorandum of Understandings between the Sedalia School District and Missouri Valley Community Action Agency for Disabilities Services and Preschool/School Readiness.

Please contact me if you have any questions.

Thank You.

Proud to be a Tiger
An Equal Opportunity Affirmative Action Employer
Sedalia School District #200 Central Office
2806 Matthew Drive
Sedalia, MO 65301

**Memorandum of Understanding-Disabilities Services
Between
Missouri Valley Community Action Agency Head Start
And
Sedalia 200 School District**

Vision

As stated in the Early Childhood Comprehensive State Plan, "*Children are Missouri's most valuable resource. Caring for children and helping them grow into healthy and productive members of society is a significant shared responsibility. From birth to age five, children rapidly develop foundational capacities on which subsequent development and well-being depend. It is Missouri's vision that all young children in Missouri are safe, healthy} and capable of reaching their full potential.*"

Purpose:

The purpose of this Memorandum of Understanding (MOU) is to facilitate an alliance between the MVCAA Head Start and the local school district. Described are the collaborative efforts of the local agencies that are implementing collaborative services supporting all children, including children with disabilities. This agreement is guided by the Head Start Program Performance Standards, Regulations: 45 CFR Parts 1302, 1303 state and federal regulations implementing Part B and Part C of the Individuals with Disabilities Act (IDEA), Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). The MOU is based upon the MOU developed by the Missouri Department of Elementary and Secondary Education, the Missouri Department of Social Services, the Region VII Office of Head Start, in cooperation with the Missouri Head Start Association and the Missouri Head Start-State Collaboration Office.

The document reflects current legislative and regulatory requirements as well as recommended practice. Head Start is a nation-wide Federal grant program funded by the U.S. Department of Health and Human Services. Head Start is a comprehensive child development program for families with young children in the areas of education, social services, health, and family involvement. Head Start preschool programs are for children from 3 to 5 years of age and their families. MVCAA Head Start serves children aged 3-5 years of age in Carroll, Chariton, Johnson, Pettis, Lafayette, Ray, and Saline Counties.

Head Start is mandated to assume a leadership role in the development of partnerships with community agencies and service providers. Each Head Start program must have a written agreement with the local school systems (LSS) or local education agency (LEA) to coordinate and collaborate to best meet the needs of children and their families. While this document addresses issues related to children with disabilities and their families, the parties of this agreement are committed to promoting integration of all early childhood programs through enhancing awareness of and coordination with programs and resources that address needs of all very young children in Missouri.

Objectives:

- To provide a framework for cooperative efforts between Head Start and LEA.
- To maximize the use of local resources and reduce duplication in providing appropriate intervention and special education services to children birth-5 and their families.
- To improve availability and quality of services for children age three to five, including young children with disabilities and their families.
- To ensure coordination of services for:
 - Children 3-5 with disabilities and their families enrolled in Head Start or Early Childhood Special Education (ECSE) and their Local Education Agency (LEA)
 - To clarify roles and responsibilities to enhance linkages and relationships of providers serving children 3-5, including HS, LEAs and other community based providers.

- To provide opportunities for early childhood staff to discuss mutual accomplishments and concerns.
- To encourage delivery of services to children with disabilities in inclusive settings in the natural environment/least restrictive environment.
- To encourage and support collaboration among local and state agencies in the further development of high quality early care and education and family education services statewide.
- To address the unique strengths and needs of the local population, such as homeless, migrant, or non-English speaking families
- To support children's optimal development and readiness for school entry and success.

Guiding Principles:

- Head Start has a responsibility for coordination and collaboration with the appropriate local entity responsible for managing publically funded preschool programs in the service area of the Head Start agency is mandated in the Head Start Act: Public Law 110-134 "Improving Head Start for School Readiness Act of 2007."
- To serve children with disabilities:
 - ✓ MVCAA Head Start: to recruit and enroll children with disabilities in accordance with Head Start Performance Standard 1302.14 (b) (1) which states "a program must ensure at least 10 percent of its total funded enrollment is filled by children eligible for services under IDEA, unless the responsible HHS official grants a waiver."
 - ✓ *Local Education Agency (LEA)*- To identify children with disabilities age birth to twenty-one and provide special education and related services to all children with disabilities ages 3-21 in compliance with IDEA, the Missouri State Plan for Special Education, and the LEA Compliance Plan.
- Promote the involvement of members of the early care and education communities
- Share commitment, cooperation, and collaboration for a coordinated service delivery system.

Sharing of Agency Information and Resources

It is the expressed desire and commitment of the cooperating agencies to share resources to avoid duplication of services and provide access to appropriate services. Utilization of the resources of all partners as well as other programs existing in the community will ensure that services are seamless, friendly to families, and support each child's progress.

MVCAA Head Start-

1. Will invite, via e-mail, Early Childhood process coordinators to be part of a multi-disciplinary team to discuss the screening results and any follow-up that may be needed.
2. With parental release of information provide needed information to the LEA to help them make their decisions regarding follow-up. These may include but not limited to: copy of developmental, social-emotional, hearing, vision screenings, physical and any anecdotal notes from the teacher. This information will be delivered by the classroom teacher to the LEA.
3. Following the state timelines will coordinate with the LEA the best way to make referrals for observations, evaluations and service delivery.
4. Will report to the Administration for Children, Youth and Families (ACYF) the number of children with disabilities served on the annual Program Information Report (PIR).
5. Will provide additional appropriate information when requested to assist the LEA in their planning.

LEA-

1. Will attend multi-disciplinary team of screening results when possible.
2. Will communicate their observation results to Head Start teacher and/or Disabilities manager either through e-mail or personal contact.
3. Will keep Head Start informed as to the progress of any referrals (request of observations) made by Head Start at least monthly. This may be through: local team meeting between Head Start teachers and LEA staff,

informal discussions between the LEA staff and Head Start teachers, e-mail correspondence, copy of the assessment, copy of the notice of action.

4. Will complete required state and federal reports.

Training

Understanding the need to maintain consistent practices, shared values and to maximize resources, the partners will encourage and support shared training activities that involve all collaborating agencies that include, but are not limited to:

1. Sharing training opportunities and required training schedules between agencies.
2. Ongoing training for the purpose of clarification of terms, state and local resources, and best practices.
3. Assessment of training needs based on the needs of the children and the community.
4. Parents are invited and included in training opportunities as participants and presenters as appropriate.

Fiscal

MVCAA Head Start-

1. May serve as the least restrictive environment for children identified as needing Early Childhood services.
2. May be able to assist with paraprofessional support in some cases.
3. Will provide transportation for children and families to evaluation appointments, meetings, and therapies as necessary.

LEA-

1. Will provide a free and appropriate public education for all children within the district.
2. Will provide or pay for transportation of children (that are outside of transportation area) that Head Start is serving as the least restrictive environment per child's IEP.
3. Responsible for ensuring that these services are provided, in accordance with the provisions of the IEP but may not be required to pay for these services in every situation
4. Will complete all required paperwork related to the LEA ECSE budget and other data reports to obtain funding for appropriate special education and related services for children eligible for ECSE.

Identification of Children with Disabilities

Understanding that early identification of children who have disabilities is a shared value, both agencies will use their current policies and procedures to facilitate the identification of children that may have disabilities.

MVCAA Head Start-

1. Will screen all enrolled children within 45 calendar days after the start of Head Start services. Screening will provide information in the following areas: vision, hearing, visual/motor, gross motor, language, cognition, social/emotional/behavioral as well as a complete physical and dental.
2. Will invite the LEA to be part of the staffing that occurs after the screenings have been completed.
3. Will review all previous screening and evaluation data when receiving referrals from LEAs.
4. Will give priority points to those children that have an IEP or those identified as "at risk" by the LEA and referred to Head Start.
5. Will share the screening results with the parent and discuss the options available if screenings indicate the need for further observations, follow-up screenings or assessments.
6. Will share screening information (with parental permission) with LEA staff for those children referred by Head Start to LEA for observation or possible further assessment.

LEA-

1. Offer Parents as Teachers services, with one function being conducting screenings for children ages one to five.
2. With parent's permission, provide to MVCAA Head Start any available screening results for children referred to or enrolled in MVCAA Head Start program.

Collaboration: Screening tools used will be standardized, valid and reliable. When other screening tools are utilized by either entity information will be shared on how to interpret the tool and how the tool can be used for

individualized planning. Each agency will meet their responsibility for screening through a collaborative effort, not duplicating services, and sharing information with the parent/guardian written permission.

Referral For Evaluation

MVCAA Head Start -

1. Will refer, based on parental request, for consideration for observation and possible evaluation for a child who fails the DIAL-IV screening (1.5 sd- in two areas or 2 sd- in one area or overall below 10 percentile).
2. Will invite the LEA Process Coordinator to be part of the multi-disciplinary team staffing.
3. Will refer a child for a speech screening, when staff and/or parents speech concerns and/or DIAL-III articulation section indicates several errors.
4. Will refer a child with behavior and/or emotional problems observed to interrupt the child's learning process or when staff, Head Start psychological consultant, and parents have concern.
5. Will provide a copy of the health history and teacher/home visitor observations of a child and family upon request.
6. Will help the parent understand the special education process.

LEA-

1. Will review screening information from Head Start to determine if an observation and/or evaluation is warranted.
2. May develop a Problem Solving Team to observe the child that may need further evaluation or strategies for success. This team may staff the child for up to six weeks to make a decision regarding need for evaluation.
3. Will inform families of children to be evaluated for ECSE of their rights under IDEA.
4. Coordinate evaluations, select the evaluation instruments and convene the IEP team.
5. During the evaluation process, the child's teacher and parents are invited and respected as full members of the team, along with any other professionals or family members that may be appropriate or invited by the family.

Both Head Start and LEA:

1. Share an understanding of the criteria that merits a request for observation or a referral.
2. When an evaluation is warranted the process is facilitated in a timely manner to ensure services begin at the earliest possible time.

Collaboration: Data on instructional strategies and teacher's observation of the child's performance while in Head Start can be used by the LEA to assist with decisions related to evaluation. MVCAA release of information is designed to allow for sharing of information both directions between MVCAA and LEA. Assist families in understanding IDEA Procedural Safeguards.

IEP Development

It is a shared value of the MVCAA Head Start and the LEA. As well as a regulation, that the family is a full partner and educational decision maker throughout the process of screening, evaluation, and development of the IEP, if determined by the multidisciplinary evaluation.

MVCAA Head Start-

1. Will participate with parents in the IEP process.
2. Will implement appropriate goals and objectives in Head Start daily activities and will document progress and share this information with the LEA.
3. Will discuss IEP goals and objectives with parent monthly, encouraging family participation in reaching goals.
4. Will provide transportation to therapy sessions as necessary.
5. Will serve as a least restrictive environment as determined appropriate by the IEP.

6. Under certain circumstances and to the extent that federal regulations permit may develop a health and/or education services plan. Circumstances include but not limited to: LEA evaluation is very lengthy and child needs immediate interventions or therapies, child is perceived to need services by parent and Head Start but does not qualify for ECSE.

LEA-

1. Will ensure that the process of evaluation and determination of the need for eligibility and services is completed in a timely manner.
2. Will when appropriate utilize Head Start as the natural setting. With the understanding that settings are selected in partnership with the family and in the best interest of the child.
3. Will invite Head Start staff, as the regular education teacher, to participate in the IEP meeting for ECSE eligible children who are enrolled in Head Start.(with parental consent)
4. Will provide a copy of the IEP and Diagnostic Summary to Head Start provided that written permission has been obtained from the parent/guardian.
5. Will document and share progress on goals and objectives/benchmarks with HS on children dually enrolled.

Collaboration:

The child's family is required as a member of IEP team under IDEA and HS standards.

The IEP will be aligned with legislation, IDEA, the Head Start Act, Head Start Performance standards, quality indicators, and best practices that are evidenced-based whenever possible.

Head Start and LEA will collaborate so that duplication of services does not exist. Avoid asking families and staff to provide duplicate information to multiple agencies. The LEA and HS will work collaboratively implementing the IEP and documenting the progress on goals/objectives/benchmark of the IEP. The HS teacher may fulfill the required role of regular education teacher in the child's IEP.

Placement

MVCAA Head Start-

1. Will actively seek children with disabilities to enroll in the program. Children must be age and income eligible. Priority is given to children with diagnosed and suspected disabilities. Age, income, and family problems/situations will be considered in the selection process.
2. Will be open to several placement options including but not limited dual placement where the child is in Head Start part of the day and ECSE center based services part of the day, inclusion at the Head Start center, where the child attends LEA center base some days and Head Start some day, itinerate services at Head Start. The best interest of the child according to the IEP designed least restrictive environment will be taken into consideration.

LEA-

1. Will provide special education and related services based on the IEP goals and objectives/benchmarks in the LRE to children who meet the ECSE eligibility criteria.
2. Will consider Head Start as a possible least restrictive environment and serve children, for which it is appropriate placement, itinerantly.
3. Will obtain written consent of the parent prior to initial placement and provision of service.

Collaboration:

Head Start and LEA will consider if Head Start is an appropriate placement and if Head Start has an available funded slot. Special education and related services provided by the LEA should be delivered at the Head Start site whenever appropriate.

Family Involvement

MVCAA Head Start-

1. Will make sure family is present at IEP meetings or LEA is notified as far in advance as possible that the family is unable to attend.

2. Head Start will provide transportation for families to attend the IEP meeting as necessary.
3. Head Start education staff and Family Development Specialist (FDS) make home visits and have monthly contact with the family. Education staff is required to discuss IEP progress and document this on the Family Visit Reports/Family Contact Record. These reports are available from the education staff as requested for families who have signed a release of information.

LEA-

1. Will provide parent involvement activities to help parent enhance their child's development as appropriate.
2. Will report to parents on the child's progress toward achieving annual goals, including children with disabilities.

Collaboration:

Encourage parents and support them in their advocacy efforts. Collaborate to make certain that the family is involved in IEP process and share information regarding parent education opportunities their families could participate in. Parents will be encouraged to share ideas and suggestions to coordinate the services for the child between home and early childhood settings.

Transition

MVCAA Head Start and the LEA will partner to ensure seamless services and avoid lapses in services or confusion for children and families, including children with disabilities.

1. Family will be included in the planning
2. The transition will be supported by a written plan.
3. Records will be offered from Head Start to the LEA or other community based providers.
4. Provide for ongoing communication to facilitate coordination of programs (including teachers, family service workers, McKinney Vento liaisons, etc)

Confidentiality, FERPA and HIPPA

School Districts and Head Start programs shall obtain written consent of the family before disclosing personally identifiable information from the education records of a child. The written consent must be signed and dated by the family and shall include the following: (a) a specification of the records to be disclosed, (b) the purpose of the disclosure, and (c) the party or parties to whom the disclosure may be made and the right for parent's to revoke consent at any time. Confidentiality will include following Health Insurance and Portability and Accountability Act (HIPPA), Family Educational Rights & Privacy Act (FERPA) and IDEA procedural Safeguards.

Dispute Resolution

Parties will first attempt to resolve the dispute between or among themselves. All local agencies will ensure that a system is in place to resolve disputes and solve problems. The system should include:

- a. Timelines for regular meetings to review local agreements, plan collaborative activities, and resolve issues; and
- b. The identification of a liaison from each agency.

Review of Agreement

The agreement will be reviewed annually with a new signature page completed if no changes are warranted. The agreement can be revised if laws and regulations are amended that will significantly impact this agreement, or when a party requests a formal change

Sedalia 200 School District

Memorandum of Understanding-Disabilities Services

SIGNATURES

DATE: _____

MVCAA HEAD START DIRECTOR

LEA REPRESENTATIVE

MVCAA DISABILITIES MANAGER

EARLY CHILDHOOD SPECIAL EDUCATION

6.4

**Memorandum of Understanding-Preschool/School Readiness
Between
MVCAA Head Start
And
Sedalia 200 School District**

Purpose:

The following Memorandum of Understanding (MOU) should in no way be considered a legal, binding document; rather it is a plan of communication and coordination agreed upon by both parties. This MOU is based on the State Memorandum of Agreement involving the Department of Elementary and Secondary Education, Region VII Department of Health and Human Services Administration for Children and Families Office of Community Operations, the Missouri Head Start Directors Association, and Region VII Resource Access Project. This agreement is guided by the Head Start Act: Public Law 110-134 "Improving Head Start for School Readiness Act of 2007" Performance Standards (45-CFR 1301, 1306, 1308), Individuals with Disabilities Education Act (IDEA), State Regulations implementing Part B of IDEA, Section 504 of the Rehabilitation Act of 1973, and ADA. This document reflects current legislative and regulatory requirements as well as recommended practices.

The participants in this agreement are committed to promoting integration of all early childhood programs through enhancing awareness of the coordination with programs and resources that address needs of all young children in Missouri. Examples include but are not limited to: Missouri Preschool Project programs, Title Preschool, Parents As Teachers, Even Start, Child Care Block Grant programs, Migrant and Homeless programs, etc.

Head Start is a nation-wide Federal grant program funded by the U.S. Department of Health and Human Services. It is a comprehensive child development program for families with young children in the areas of education, social services, health, and family involvement. MVCAA Head Start serves prenatal to Kindergarten eligible children and their families. Carroll, Chariton, Johnson, Pettis, Lafayette, Ray, and Saline Counties.

Head Start is mandated to assume a leadership role in the development of partnerships with community agencies and service providers. Each Head Start program must have a written agreement with the local school systems (LSS) or local education agency (LEA) to coordinate and collaborate to best meet the needs of children and their families.

Authority

Head Start's responsibility for coordination and collaboration with the appropriate local entity responsible for managing publically funded preschool programs in the service area of the Head Start agency is mandated in the Head Start Act: Public Law 110-134 "Improving Head Start for School Readiness Act of 2007."

Objectives:

- To provide a framework for cooperative efforts between Head Start and LEA.
- To improve availability and quality of services for children age three to five, including young children with disabilities and their families.
- To support children's optimal development and readiness for school entry and success.
- To address the unique strengths and needs of the local population, such as homeless, migrant, or non-English speaking families
- To promote collaboration regarding shared use of transportation, facilities, and other resources, as appropriate
- To encourage and support collaboration among Head Start programs, LEAs, and state agencies to reduce duplication and enhance efficiency of services as we work together to further develop high quality early childhood and family education services.

- To clarify the roles and responsibilities of the named parties toward coordination and greater collaboration; enhance linkages and relationships; and exchange information on the provision of educational and non-educational services
- Coordinate a comprehensive system of activities, policies, and procedures among the named parties which guide and support their delivery of services to children and their families
- To provide opportunities for local Head Start programs and LEA staff to discuss mutual accomplishments and concerns.

Guiding Principles:

- Create and maintain a meaningful partnership to promote school readiness so that children from low-income families in Head Start programs, or who are preschool age, may receive comprehensive services to prepare them for elementary school and to address any potential "achievement gap"
- Develop successful linkages within the context of No Child Left Behind Act of 2001, the Head Start Act (2007), and State and local legislation, policies, and procedures
- Plan and implement strategies based on practice and research that have proven to support children's school success
- Promote the involvement of members of the early care and education communities
- Share commitment, cooperation, and collaboration for a coordinated service delivery system

Kindergarten Readiness

All Head Start agencies are required to establish school readiness goals which are defined as "the expectations of children's status and progress across domains of language and literacy development, cognition and general knowledge, approaches to learning, physical health and well-being and motor development, and social and emotional development that will improve readiness for kindergarten goals" and that "appropriately reflect the ages of children, birth to five, participating in the program" (45 CFR Chapter XIII Head Start Regulation Part 1307.2 and 1307.3 (b)(1)(i), as amended)

MVCAA uses Creative Curriculum and the child assessment system that is now called GOLD. This assessment information is collected three times a year and can be shared with LEA with parental permission. Attached is a list of the goals from that system we track to help us determine if children are ready for Kindergarten.

The GOLD system has been aligned with the Missouri Early Learning Standards as well as the Office of Head Starts Child Outcomes Guidelines. To ensure physical health, well-being and motor development the Head Start program has a comprehensive health, nutrition, mental wellness and physical activity program. Emphases include but not limited to: Physical exam/follow-up , dental prevention/care/treatment, Deveraux Early Childhood Assessment program, Eat Smart nutrition program, I am Moving-I am Learning obesity prevention nutrition program.

The following Kindergarten Readiness Skills are the top priority as expressed by parents and partners.

- Follows limits and expectations
- Control large muscles for movement and navigation (walking, running, climbing, ride tricycle, gallop, jump, skip)
- Demonstrate fine-motor strength and coordination, using fingers and hands (hold drawing tool correctly)
- Follows directions (follows simple requests all the way to follows detailed multistep directions)
- Attends and engages (stays on task or projects over time)
- Problem solves
- Identify and name letters in the alphabet
- Writes name
- Counts
- Identify numerals
- Shapes

Joint Roles in System Review, Coordination, Collaboration, Alignment, and Implementation

Educational activities, curricular objectives, and instruction

Both parties agree that the preschool curriculum used will meet Missouri State approval. Planning and implementation in the Head Start classroom will provide developmentally appropriate learning experiences as described by the Head Start Child Outcomes Framework and Missouri Early Learning Standards. The goal for educational activities is to prepare children for successful transition to kindergarten.

- To maintain ongoing communication we will utilize email, telephone, mail, and staff meetings as appropriate. There will be a shared release of information signed by parents/guardians for coordination or collaboration of services.

Public information dissemination and access to programs for families contacting the Head Start program or any of the preschool programs

- Both parties agree to inform parents of available programs and resources, including giving families with younger siblings information on the PAT program.
- We agree to share school calendars, information about special programs and/or parent educational opportunities in the community.
- We will provide families with information, training and support in advocating successfully for their child, and
- Will provide parent involvement activities to help parents enhance their child's development as appropriate.
- Will report to parents on the child's progress toward achieving annual goals, including children with disabilities.

Selection priorities for eligible children to be served by the programs:

- Head Start selects children based on a point system based on income, family issues, and disabilities. The application process identifies home language and English proficiency in order to adapt the program services to the family's linguistic needs.
- Both parties agree to work together to serve the maximum number of preschool children in the shared service area, to avoid duplication and gaps in services to children to the greatest extent possible. This includes discussion of program options available to all children in the community, including Title 1, Missouri Preschool Project programs, Even Start, and local private preschool if applicable.
- If children qualify for both Head Start and LEA preschool or Title programs options of placement will be discussed with parents with parents having the option to choose which program their child will attend.
- Both parties will seek out local resources to enhance preschool services, including local libraries or other literacy providers and will share information about those successful collaborations with each other.

Definition of Service Area:

- Head Start centers are not limited to the school district service area in which they are located. Any eligible child and family may be served if family is willing to transport or if the child is in a care setting within the Head Start Center's transportation route.
- The LEA serves a specific geographical service area, with some exceptions made based on local school policy. This may include contracted services for children with disabilities who live within another school district's geographical area. The LEA may serve parentally placed children whose family lives outside the geographical area if the student attends a local private preschool or care setting outside of the public school.

Staff training, including opportunities for joint staff training on topics such as academic content standards, instructional methods, curricula, and social and emotional development. This will include training for effective transition of children moving from Head Start to LEA services and/or Kindergarten.

- Discussion between the parties will include ways to effectively draw on Head Start and LEA training and technical assistance resources in order to use available funding in a way that will benefit both parties, as appropriate.

Provision of services to meet the needs of working parents, as applicable

- The LEA and MVCAA Head Start agree to work together to identify resources for working parents and provide that information to them. When applicable, the parties will discuss ways to adapt their services to better serve working parents, including scheduling of IEP and other meetings.

Communication and parent outreach for smooth transitions to kindergarten.

The parties agree to develop and implement a system to ensure smooth transitions from Head Start to LEA services and to facilitate a transfer of information between agencies about children who will be leaving Head Start. The LEA and Head Start will work together for the purpose of transition planning for all children, including those with disabilities, and establishment of policies and procedures.

1. When requested by the LEA, and with written consent from the parent/guardians, Head Start will provide immunization records, results and dates of all screenings including the DIAL-4 on all Head Start children residing in the district each April.
2. Both agencies will participate in transition meetings. Which may include but not limited to: Parents, Kindergarten teacher(s), Special Education Coordinator, and Head Start Staff
3. Head Start will work with families with limited English proficiency to help them understand the instructional and other services provided by the LEA, and will help to facilitate their transition to the extent possible.
4. MVCAA Family Development Specialists will collaborate with the LEA social workers or counselors to identify children who are homeless or otherwise at risk and to encourage parent involvement and support their transition into the LEA.
5. MVCAA staff will provide information and training to parents, grandparents and other family members on the importance of continuing their active involvement in their child's education during and after the transition to public school

Provision and use of facilities, transportation, and other program elements

School District and Head Start will collaborate on the shared use of transportation and facilities in appropriate cases.

Family Involvement

MVCAA Head Start-

1. Head Start education staff and Family Support Assistants make home visits and have monthly contact with the family. Education staff is required to discuss child progress and document this on the Family Visit Reports/Family Contact Record. These reports are available from the education staff as requested for families who have signed a release of information.

LEA-

1. Will provide parent involvement activities to help parent enhance their child's development as appropriate (for example, as part of PAT services).
2. Will report to parents on the child's progress toward achieving annual goals, including children with disabilities.

Confidentiality-Family Education Rights and Privacy Act of 1974 (FERPA)

School Districts and Head Start programs shall obtain written consent of the family before disclosing personally identifiable information from the education records of a child. The written consent must be signed and dated by the family and shall include the following: (a) a specification of the records to be disclosed, (b) the purpose of the disclosure, and (c) the party or parties to whom the disclosure may be made and the right for parent's to revoke consent at any time.

Dispute Resolution

Parties will first attempt to resolve the dispute between or among themselves. Local agencies will work together to ensure that a system is in place to resolve disputes and solve problems. The system should include:

- a. Timelines for regular meetings to review local agreements, plan collaborative activities, and resolve issues; and
- b. The identification of a liaison from each agency.

Review of Agreement

The agreement and kindergarten readiness goals will be jointly reviewed by all parties regularly and more frequently if laws and regulations are amended that will significantly impact this agreement, or when a party requests a formal change. At this time transition procedures and curriculum alignment will be reviewed and clarified.

Memorandum of Understanding-Preschool/School Readiness

SIGNATURES

MVCAA HEAD START DIRECTOR

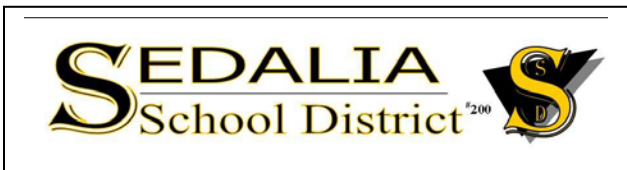
DATE: _____

MVCAA HEAD START MENTAL HEALTH DISABILITIES MANAGER

DATE: _____

LEA REPRESENTATIVE

DATE: _____



Crisis Response

Crisis Response



MANUAL



MANUAL

*Revised April 2015^{slb}
BOE approved 07/13/15*

*Revised April 2015 ^{slb}
BOE approved 07/13/15*

EMERGENCY AND NON-EMERGENCY PHONE NUMBERS

EMERGENCY

FIRE 9-1-1
POLICE..... 9-1-1
AMBULANCE 9-1-1
SHERIFF 9-1-1
MO STATE HIGHWAY PATROL 1-800-525-5555
TOXIC CHEMICAL SPILLS, TERRORIST THREATS 1-800-424-8802

NON-EMERGENCY

FIRE 826-8044
POLICE..... 826-8100
AMBULANCE 826-7400
SHERIFF 827-0052
BUREAU OF ALCOHOL, TOBACCO, FIREARMS, 1-800-800-3855
AND EXPLOSIVES
EMERGENCY MANAGEMENT AGENCY... 827-4800
MO STATE HIGHWAY PATROL 1-816-622-0800

COMMUNITY HOT LINES

CHILD ABUSE 1-800-392-3738
MISSING, ABUSED, AND EXPLOITED CHILDREN 1-888-442-4673
NATIONAL RUNAWAY SWITCHBOARD .. 1-800-786-2929

EMERGENCY AND NON-EMERGENCY PHONE NUMBERS

EMERGENCY

FIRE..... 9-1-1
POLICE 9-1-1
AMBULANCE..... 9-1-1
SHERIFF..... 9-1-1
MO STATE HIGHWAY PATROL..... 1-800-525-5555
TOXIC CHEMICAL SPILLS, TERRORIST THREATS 1-800-424-8802

NON-EMERGENCY

FIRE..... 826-8044
POLICE 826-8100
AMBULANCE..... 826-7400
SHERIFF..... 827-0052
BUREAU OF ALCOHOL, TOBACCO, FIREARMS, 1-800-800-3855
AND EXPLOSIVES
EMERGENCY MANAGEMENT AGENCY ... 827-4800
MO STATE HIGHWAY PATROL..... 1-816-622-0800

COMMUNITY HOT LINES

CHILD ABUSE 1-800-392-3738
MISSING, ABUSED, AND EXPLOITED CHILDREN 1-888-442-4673
NATIONAL RUNAWAY SWITCHBOARD ... 1-800-786-2929

Preface

In a perfect school setting, a principal and staff would concentrate on helping students master skills important for their future. However, other events may occur that will infringe upon the school day.

Natural disasters, student, and faculty deaths, and other types of disruptions are facts of life. How these events are managed becomes the responsibility of the school administrator and staff. This handbook outlines procedures to help a school prepare for such emergencies.

Mass panic can be one of the greatest dangers to students and staff in the event of an emergency. A purpose of this plan is to reduce the probability of panic and long term emotional trauma through the establishment of predetermined actions and assigned responsibilities. The sensitivity level of the staff when dealing with situations which might create a school disruption, and the ability to deal with the disruption, are the keys to good building management. Too many times we are lulled into the belief that it couldn't happen here.

The procedures presented in this handbook have been developed by a cross section of school district employees. It is not meant to be all inclusive. Based on this handbook, each school staff member is expected to develop procedures to cope with emergencies that may arise.

No plan can be specific enough to address all circumstances which might arise during an emergency. Flexibility and common sense must prevail during a state of emergency. It is essential that the response to a crisis be done quickly and efficiently to minimize the effects.

Correctly used, this handbook will help the school principal and staff plan for and defuse potentially dangerous disruptions to the school routine. Good planning will make the school a safer, more secure place for both students and staff.

PROCEDURES

CRISIS TEAMS

Every school in the Sedalia School District #200 shall establish Crisis Response Teams (CRT) to plan strategies to handle various emergencies, including those outlined in this handbook. The crisis plan that is established to cover each emergency situation must be filed with the Superintendent of Schools or his/her designee.

ON-SITE/INCIDENT COMMAND CENTER

In order to coordinate and support efforts of the schools in the event of a large scale emergency, the Sedalia #200 School District will establish an On-Site Command Center. The On-Site Command Center will be activated by the Superintendent of Schools, the On-Site Administrator, or the Local Emergency Preparedness Officials. Members may include the Superintendent of Schools or designee(s), the Director of Buildings and Grounds/Transportation, the On-Site Administrator, CRT Coordinator, and Building Security Coordinator. In the event of wide spread damage, a member of the Command Center may be asked to become a part of the County's Command Center.

The On-Site Command Center will have three main functions:

1. To coordinate with public safety officials
2. To receive and disseminate information
3. To receive and issue instructions

In the absence of orders from the Command Center, each On-Site Administrator is authorized to implement actions as necessary to save lives and lessen the effects of the disaster.

NOTIFICATION

The final decisions for determining the nature of the emergency and requesting assistance at the building level is the responsibility of the school principal. Any problem will be relayed immediately to the Superintendent of Schools. Frequent updates should be made to the Superintendent's office as the situation warrants. Good communication and the benefit of involving key decision makers will insure that the crisis is handled the best way possible.

The Superintendent of Schools shall inform the Assistant Superintendents and other officials as deemed necessary. The School Board Secretary will notify the School Board. The building administrative assistants will direct "crisis" calls to designated administrators.

REACTION REVIEW

As soon as possible after the crisis, a comprehensive review of the situation needs to be made by the key persons involved. Weaknesses in the response need to be identified and recommendations for changes made to aid in the handling of future crises.

PROCEDURES

FIRE

PROCEDURES

1. **CLOSE THE DOOR TO THE ROOM WHERE THE FIRE IS LOCATED AND IMMEDIATELY SOUND THE FIRE ALARM.**
2. **CALL 911 AND REPORT THE FIRE.**
3. **CONTACT THE PRINCIPAL**
4. At the sound of the fire alarm, **ALL OCCUPANTS MUST WALK AS RAPIDLY AS POSSIBLE** to their designated exits, without crowding or running. **THE TEACHER WILL CHECK TO SEE THAT ALL STUDENTS ARE OUT OF THE ROOM AND CLOSE THE DOOR.** (See evacuation of Disabled)
5. **TEACHERS ARE RESPONSIBLE TO SEE THAT STUDENTS MOVE AWAY FROM THE BUILDING,** so not to block the exit for those who follow.
6. The principal will be responsible for preparing an evacuation diagram for each floor of the building under his/her supervision as well as identify the tones of specific warning alarms to staff and students. **THE EVACUATION DIAGRAM SHOULD BE POSTED IN EACH ROOM AND FOLLOWED AT THE SOUND OF THE FIRE ALARMS.**
7. Teachers should take roll once they are outside the building and report any unexplained absences immediately.
8. **DO NOT RETURN TO THE BUILDING UNTIL INSTRUCTED TO DO SO** by the principal or designee.

FIRE

TORNADO/SEVERE WEATHER

When the area is under a severe thunderstorm or tornado watch, the building administrator or his/her designee should unobtrusively advise staff members through a personal note or visit. All volume controls on classroom phones should remain on high in an effort to better hear emergency notifications. Upon receiving a local **TORNADO WARNING**, the **ALARM** should be sounded.

1. Upon hearing the **ALARM**, teachers should direct building occupants/students to **MOVE TO A DESIGNATED SHELTER AREA VIA THE DIRECT ROUTE, SHUT WINDOWS AND DOORS.**
2. **WALK RAPIDLY, BUT QUIETLY** in an orderly line to the shelter area.
3. **TEACHERS** should **TAKE ROLL** and report any unexplained absences immediately; keep students quiet and calm.
4. As the storm approaches, instruct **OCCUPANTS** to:
 - a. **ASSUME A PROTECTIVE SQUATTING POSITION WITH HANDS LOCKED AT BACK OF THE NECK.**
 - b. Remain in this position until further word.
5. After the storm passes:
 - a. **CHECK** shelter **OCCUPANTS FOR INJURIES.**
 - b. **REPORT TO THE BUILDING ADMINISTRATOR** in a predetermined manner.
 - c. Monitor crisis response channel on base radio.
 - d. Email and cell phone must be monitored closely during any power outages.
6. **IF A TORNADO STRIKES** the building, **FOLLOW THE PROCEDURES OUTLINED IN NATURAL DISASTERS.**

TORNADO/WEATHER

PERSONAL SAFETY

DEFINITION

A staff member or student who has been **ROBBED, ASSAULTED AND/OR KIDNAPPED** on the school grounds, in the school building, or at a school event; a **TRESPASSER** has been reported on campus.

RESPONSE PROCEDURES

1. When an incident occurs, the **PRINCIPAL** or his/her designee will **NOTIFY:**
 - **POLICE DEPARTMENT (911)**
 - **SCHOOL SECURITY/SRO(s) (IF AVAILABLE)**
 - **SUPERINTENDENT'S OFFICE (829-6450)**
2. In the event of an **INJURY, CALL THE NURSE/HEALTH ROOM SUPERVISOR, OR 911.** First aid procedures should begin as quickly as possible. Each school will maintain a list of all employees trained in first aid procedures (i.e., CPR, Red Cross, etc.).
3. **GATHER INFORMATION** from those who may have witnessed the incident. Witnesses must be kept separated until their statements have been taken.
4. Forward all media calls to the Superintendent's office.
5. **PREPARE A BRIEF FACTUAL STATEMENT** to inform staff members of the incident.
6. **NOTIFY PARENTS**

PERSONAL SAFETY

PREVENTION STRATEGIES

Because of the concern for personal safety issues, the CRT at each building should develop plans to reduce the potential for injury, theft, or robbery of staff members and students. The plan must strive to make each building as secure as possible within the constraints of the building structure and staff limitations. The plan may include but should not be limited to the following suggestions:

1. Each school building should keep all exterior doors locked at all times during the school day with a single entry point at the front entrance.
2. Be aware of surroundings when arriving and leaving the building. Observe if suspicious cars or persons are present. Report suspicious persons to the principal immediately.
3. Use the “buddy” system. Arrange to enter or leave the building accompanied by another person.
4. The last person to leave the building should ask the custodian or security officer to accompany him/her to the car.
5. When going to your locked car, observe shrubbery, trees, and nearby cars which may conceal someone hiding. Have your key ready to unlock the car and also observe the back seat and floor to be sure that no one is hiding inside.
6. Valuables, including purses, should not be left in unlocked classrooms, closets, or desks.

7.

7. Valuable items in your car should be out of sight and, preferably, locked in the trunk.
8. Purses should be carried close to the body. Shoulder bags should be carried over one shoulder across the body.
9. Curriculum and activities promoting cultural sensitivity should be taught.
10. Curriculum and activities addressing the safe schools act should be taught.

When the CRT has developed strategies to be used in a building,
**THESE PERSONAL SAFETY PRECAUTIONS MUST BE SHARED
ANNUALLY** with, and followed by, all staff members.

WEAPONS

DEFINITION

ANY OBJECT THAT CAN REASONABLY BE USED TO INFLICT BODILY INJURY.

Subcategories: gun, knife, club, other

- Used in a threatening manner
- Used to cause bodily harm
- Concealed

RESPONSE PROCEDURE

A. Weapon **ON SCHOOL PROPERTY**

1. If a student or adult displays or threatens immediate use of a weapon, assume an emergency situation is in effect.

THE PRINCIPAL, OR HIS OR HER DESIGNEE, CALL 911 IMMEDIATELY AND CALL SCHOOL SECURITY/SRO(s) PERSONNEL (IF AVAILABLE).

- **DO NOT ATTEMPT TO DISARM THE PERSON PHYSICALLY.**
- **SECURE THE AREA AS MUCH AS POSSIBLE.**
- **TRY TO MAINTAIN A CALM SITUATION AND CALM DEMEANOR.**
- **MAKE USE OF THE SCHOOL INTERCOM SYSTEM TO GET A NON-THREATENING MESSAGE TO STAFF TO SECURE THEIR AREAS. HOLD ALL BELLS AND CLASSES.**

2. In the event of **INJURY** to any individual, **CALL THE NURSE/HEALTH ROOM SUPERVISOR**. First aid measures should be employed as quickly as possible.
3. **NOTIFY THE SUPERINTENDENT OF SCHOOLS**.
4. Convene the **CRT** to assess the situation and implement the appropriate plan of action.
5. Assign staff to locations during passing/lunch periods which will **PROVIDE HIGH VISIBILITY OF AUTHORITY FIGURES** to create the impression that adults are everywhere.

B. RUMOR OR KNOWLEDGE OF A WEAPON on School Property

1. **NOTIFY ADMINISTRATION**
2. **START TALKING**. Interview everyone who might have information about the weapon. The primary concern is to locate and secure the weapon, not to prosecute someone for possession of a weapon.
3. **IF IT BECOMES NECESSARY TO SEARCH LOCKERS** or personal storage spaces, administration and security do it. Be reasonable in the manner in which the search is conducted.

4. If it is believed that the **SUSPECT HAS A WEAPON HIDDEN ON HIS/HER BODY, CALL THE PARENTS AND LAW ENFORCEMENT/SRO(s).**
 5. If information leads to one suspect and the subject is now being questioned, don't hesitate to do a "pat down" **SEARCH** of the individual **WITH ANOTHER ADULT PRESENT.** This type of search involves the external feeling of clothing and the inspection of purses or other hand-held carried objects. Do not, under any circumstances, conduct a search that requires the removal of clothing other than outer wear such as coats, hats, gloves, etc.
- C. Other Considerations
1. Don't deny the presence of a weapon if one is in fact recovered in the school. Answer any inquiry honestly and include in the answer what actions were taken concerning the offense. **REFER INQUIRIES FROM OUTSIDE THE SCHOOL TO THE SUPERINTENDENT'S OFFICE.**
 2. Don't keep recovered weapons in the school. Call the police and turn the item(s) over to them.
 3. Try to establish why a weapon was brought to school. By establishing the possible motive for bringing the weapon(s) to school, a logical list of suspects will have been developed.

SHOOTING

DEFINITION

AN INDIVIDUAL(S) DISCHARGES WEAPON ON A GROUP OR INDIVIDUAL INSIDE OR OUTSIDE OF A SCHOOL BUILDING.

Because it is impossible to provide specific guidelines, common sense and decisive thinking will need to prevail on the part of the adult supervisor(s) at the time of the incident.

RESPONSE PROCEDURES

A. OUTSIDE BUILDING

1. **STUDENTS** should be instructed **TO GET BEHIND ANY COVER AVAILABLE AND REMAIN OUT OF SIGHT** until law enforcement officials arrive.
2. **IF COVER IS NOT AVAILABLE**, students should be instructed to run and continue to run until cover is reached.
3. **CALL 911/SRO(s).**
4. **ADMINISTER FIRST AID**, if necessary.
5. **CALL THE SUPERINTENDENT OF SCHOOLS.**
6. Efforts should be made to **KEEP STUDENTS AS CALM AS POSSIBLE.**

SHOOTING

B. **WITHIN A BUILDING**

1. **STUDENTS** should be instructed to **MOVE TO THE NEAREST AREA OF SECURE COVER AS QUICKLY AS POSSIBLE.**
2. **LOCK DOOR** to room with cable lock.
3. **CALL 911/SRO(s).**
4. **ADMINISTER FIRST AID**, if necessary.
5. **CALL THE SUPERINTENDENT OF SCHOOLS.**
6. Efforts should be made to **KEEP STUDENTS AS CALM AS POSSIBLE.**

13.

C. **CONVENE THE CRT** to assess the situation and implement the appropriate plan of action.

D. **ADMINISTRATORS NOTIFY PARENTS/GUARDIANS**

E. Assign staff to locations during passing/lunch periods which will **PROVIDE HIGH VISIBILITY OF AUTHORITY FIGURES** to create the impression that adults are everywhere.

BOMB THREATS AND BOMBS

DEFINITION

THE THREAT OF A BOMB made in person, by recording, by letter, or over the phone.

RESPONSE PROCEDURES

1. **PERSON TAKING CALL SHOULD REMAIN CALM, ALERT OTHERS TO LISTEN IN ON THE CALL, and attempt to OBTAIN AS MUCH INFORMATION AS POSSIBLE FROM THE CALLER** using the following checklist.
2. **NOTIFY ADMINISTRATION.**
3. The Principal or designee will determine if the building needs to be evacuated.
4. Principal or designee **MUST CALL THE POLICE DEPARTMENT AT 911/SRO(s).**
5. The Principal or designee **NOTIFIES THE SUPERINTENDENT OF SCHOOLS.**
6. Principal or his/her designee will announce over the intercom, **“The evacuation of the building and turn off your cell phones walkie-talkies, 2-way radios, etc.” or “We are going into lockdown and turn off your cell phones, walkie-talkies, 2-way radios, etc.”.**

IN CASE OF EVACUATION:

- a. **EVACUATE STUDENTS** to a safe designated area **500 FEET** from the building. (If inclement weather conditions exist, you may move to another predetermined building a safe distance away.)
 - b. **TEACHERS** are to **STAY WITH STUDENTS** at all times unless instructed by the Principal or designee to do otherwise.
 - c. **DO NOT PERMIT** any individual(s) **TO RE-ENTER** the school until instructed by the Principal or designee that it is safe to do so.
7. Set into motion an organized, planned **SEARCH OF BUILDING.** (See Search Strategies – pg. 15)

SEARCH STRATEGIES

A school facility should be divided into four areas of searching needs. These areas should be assigned to those most familiar with the area as they are more likely to identify an item which does not belong.

- The Exterior of the Building – This includes parking lots, playgrounds, ball fields, trash dumpsters and foliage around the perimeter of the building. This area is best searched by campus security and/or custodians and ground crews.
- Areas Accessible to the Public – This includes foyers, office waiting rooms, hallways, bathrooms, trash cans, fire extinguishers, water fountains, paper towel dispensers, and so forth. Searching of these areas is best conducted by custodians, office staff, building CRT, or campus security.
- Student Areas – This includes classrooms, library, cafeteria, locker-rooms, gymnasium, and so on. These rooms should be searched by teachers, librarians, cooks, and coaches.
- Nonpublic or Nonstudent Access Areas – This includes furnace rooms, public utility areas, custodian closets and other rooms which are secured. Searching of these areas is best conducted by custodians and maintenance personnel.

A well-organized search can be completed by an informed and trained staff in a matter of minutes with minimal disruption of the classroom routine. This will assist a building administrator in making an informed decision to evacuate or not to evacuate. The search procedures will be reviewed annually.

BOMB THREAT CHECKLIST

When is the bomb going to explode? _____

Where is the bomb right now? _____

What does the bomb look like? _____

What kind of bomb is it? _____

What will cause the bomb to explode? _____

Did you place the bomb? _____

Why? _____

What is your address? _____

What is your name? _____

Any relevant background noise? _____

Sex of caller: ___ Race: ___ Age: ___ Length of call: _____

Telephone number at which call was received: _____

Time call received: _____ Date call received ___/___/_____

CALLER'S VOICE: (check appropriate boxes):

_____ Calm _____ Nasal _____ Soft

_____ Angry _____ Stutter _____ Loud

_____ Excited _____ Lisp _____ Laughter

_____ Slow _____ Rasp _____ Crying

_____ Rapid _____ Deep _____ Normal

DRUGS

DEFINITION

THE UNLAWFUL ATTEMPT/INTENT TO SELL, TRADE, OR DISTRIBUTE DRUGS/CONTRABAND TO ANOTHER INDIVIDUAL.

Subcategories: illegal drugs, prescription drugs, over-the-counter drugs, any item not intended for casual consumption, or that could produce an altered state of being.

RESPONSE PROCEDURES/INVESTIGATIVE TECHNIQUES

1. **NOTIFY ADMINISTRATION.**
2. **CALL THE POLICE/SRO(s) FOR ALL DRUG ACTIVITY.**
3. **CALL THE PARENTS/GUARDIANS.**
4. For **SUSPENSION** Policy refer to School Board Policy.
5. Assign staff to locations during passing periods/lunch period which will provide **HIGH VISIBILITY OF AUTHORITY FIGURES**. Until the suspected transactions cease, it is important to create the impression that adults are everywhere.
6. **START TALKING.** Interview everyone who might have information about drug sales. Keep in mind that the primary concern is to get a handle on drug sale activity.
7. **IF** it becomes **NECESSARY TO SEARCH LOCKERS** or personal storage space, do it. Be reasonable in the manner in which the search is conducted.

DRUGS

8. If information leads to one suspect and that student is now being questioned, don't hesitate to do a "pat down" **SEARCH OF THE INDIVIDUAL WITH ANOTHER ADULT PRESENT**. This type of search involves the **EXTERNAL** feeling of clothing and the inspection of purses or other hand-held carried objects. Administrators should be trained to conduct the search in such a manner that it is visible to both the suspect and witnesses, in discreet location.
9. **DO NOT**, under any circumstances, **CONDUCT A SEARCH THAT REQUIRES THE REMOVAL OF CLOTHING** other than outer wear such as coats, hats (caps), gloves, etc. If it is believed that the suspect has drug/drug paraphernalia hidden on his/her body, make every attempt to contact parents/guardians and contact law enforcement office.
10. **REFER MEDIA INQUIRY TO THE SUPERINTENDENT OF SCHOOLS.**
11. **DON'T DENY** the presence of drugs if they are, in fact, recovered in the school. **ANSWER ANY INQUIRY HONESTLY** and include in the answer what actions were taken concerning the offense. (Confidentiality of student names must be protected.)
12. **DON'T KEEP RECOVERED DRUGS IN THE SCHOOL. CALL THE POLICE** and turn the item(s) over to them.

PREVENTION STRATEGIES

1. Communicate to students the school's position that the possession, selling, or attempted sale of any type of drug on school property or at any school sponsored event will be treated as a serious offense. Any person found in violation of this district/school policy will be subjected to one or all of the following response actions (consult code of Conduct and Parent/Student Handbook):
 - a. Contacting parent/guardian
 - b. Suspension
 - c. Arrest (contacting law enforcement agencies)
 - d. Expulsion
 - e. Detention
 - f. Contacting juvenile authorities
2. Establish a routine with security personnel, bus drivers, custodial staff, and faculty members to communicate their knowledge of the presence or sale of drug items.
3. Keep lines of communication open with students. If drug items have been brought to school, they will probably talk about it. It is important to have access to students who will be willing to share this information with staff.

NATURAL DISASTERS AND PHYSICAL PLANT FAILURES

DEFINITION

A NATURAL DISASTER IS A CALAMITY OR CATASTROPHE brought about by a natural occurrence such as a thunderstorm, tornado, earthquake, etc., which results in disruption of the normal functioning of the facility. On the serious end of the continuum, there could be destruction of life. Related to natural disasters could be unforeseen occurrences such as **WATER LINE BREAKS, BOILER EXPLOSIONS, GAS LINE LEAKS, POWER FAILURES, FIRES**, etc., which may have the same effects as a natural disaster.

RESPONSE PROCEDURES

1. **CONTACT HELP, 911** should be the first number called in the **EVENT OF A FIRE OR AN INCIDENT THAT HAS RESULTED IN INJURIES**. If there are injuries, be prepared to **PROVIDE EMERGENCY FIRST AID** until emergency medical help arrives. Locate all phones in the building and outside phones that can be used in case the building system is inoperable. **A PERSON SHOULD BE STATIONED AT AN OPERABLE PHONE CONTINUALLY DURING THE CRISIS**. Establish communication through Channel 1 on hand-held radios.
2. **EVACUATE** the building, **IF NECESSARY**.
3. When a crisis occurs, the **CRT** should assemble immediately to **ASSESS THE SITUATION**. Certain questions must be answered before appropriate plans can be implemented. Are there injuries? Extent of physical damage? Are there dangerous situations that require immediate action?
4. **NOTIFY THE SUPERINTENDENT'S OFFICE OF THE CRISIS**. Be prepared to provide an accurate assessment of the situation. Administrative decisions will be made based on the information provided.

5. **NOTIFY THE DIRECTOR OF BUILDINGS AND GROUNDS OF THE CRISIS.** Maintenance and operations will then be mobilized to address the situation. Be prepared to provide detailed information about the situation so that proper action can be taken. **BUILDINGS AND GROUNDS WILL NOTIFY UTILITY COMPANIES, EMERGENCY MANAGEMENT AGENCY, ETC., AS NEEDED.**
6. **DISABLE UTILITIES IN THE EVENT OF STRUCTURAL DAMAGE.** Before a disaster strikes, locate main gas and water shut off valves and the main electrical disconnect. Also, if occupants are in danger of further harm with the utilities functioning, then they should be disabled. For example, a tornado strikes causing a gas line to rupture; the main gas valve should be turned off to prevent the possibility of fire.
7. **PROVIDE PROTECTION AND CARE FOR THE OCCUPANTS.** Care for the injured until help arrives. Evacuation may be necessary. Take all necessary steps to insure the health and safety of the building occupants.
8. **EACH CRT WILL ESTABLISH PARENTAL CONTACT TEAM.** Parents **WILL** come to the site to determine the welfare of their children. Be prepared to direct vehicle traffic and to receive parents or relatives. A processing procedure should be established to document which children have been picked up and by whom. If there are injuries or deaths, be prepared to give the needed support and comfort. The police and emergency medical staff should be available to assist.

DISRUPTIONS

DEFINITION

The Board of Education recognizes the right of peaceful demonstrations providing that demonstrations do not infringe on the rights of others. The Board will, to the full extent of its legal power, insure that every student has an opportunity to attend school and receive an education without fear of harm or injury to person or property. If disruptions do occur, measures will be taken to safeguard students, school personnel and school facilities. Persons causing disruptions in or on school property will be prosecuted to the full extent of the law. **DISRUPTIONS** may be, but are not limited to, the following subcategories:

- **UNAUTHORIZED ENTRY** – persons, either juveniles or adults, including former school district employees, who are disturbing the orderly process of the school.
- **RIOTS**
- **PROTESTS**
- **WALKOUTS**
- **UNLAWFUL ASSEMBLIES**
- **RACIAL/ETHNIC DISTURBANCE**

RESPONSE PROCEDURES

1. **BUILDING ADMINISTRATORS AND SCHOOL SECURITY SHOULD BE NOTIFIED IMMEDIATELY WHEN AN INCIDENT OCCURS, CUSTODIANS WILL BE DIRECTED TO SECURE ALL EXTERIOR DOORS.**
2. **NOTIFY THE POLICE (911)/SRO(s).**
3. **ISOLATE AFFECTED STUDENTS FROM THE DISRUPTION** and direct them to cafeteria or classroom settings to provide them a safe place.

DISRUPTIONS

4. The principal or a designee should **NOTIFY** the following people:
 - a. **SUPERINTENDENT OF SCHOOLS**
 - b. **DIRECTOR OF BUILDINGS AND GROUNDS** who will then notify the following staff:
 - a. Assistant Superintendents
 - b. Additional Security Officers (if needed)
 - c. **PARENTS OF STUDENTS** who are directly impacted by the disruption.
5. **CONVENE THE CRT** to evaluate the situation and implement the appropriate plan of action. In an emergency, the final decision for determining the nature of assistance needed at a disturbance is the responsibility of the school principal.
6. **“IMPLEMENT THE BUILDING EMERGENCY PLAN.”** Each school **ADMINISTRATOR** will **PREPARE A BUILDING EMERGENCY PLAN** that will be shared with all staff. It should include, but is not limited to, the following assignments:
 - Person who will give permission to those legitimately entering the campus.
 - Person to keep staff/faculty informed by memos, direct contact, or emergency signals.
 - An assigned person will talk to news media, parents, and others who are in the building.
 - A room where discussions between school officials and a small group of representatives from dissident groups may take place.
7. **MAINTAIN A LOG** in which are listed the date, time, and nature of each incident, names of the persons involved, and descriptions of the action taken.
8. **IF RUMOR OR KNOWLEDGE OF A DISTURBANCE IS HEARD**, principal and his/her designees will interview **EVERYONE** who might have information about the disturbance, to access and initiate appropriate **PREVENTION STRATEGIES**.

9. **If racial/ethnic disturbance occurs:**

- A. Identify all students affected, provide a safe place and respond to their needs.
- B. Contact the parents of affected students.
- C. Every effort will be made to contact counselors who specialize in racial/ethnic relations to counsel those students who are negatively impacted.
- D. Submit appropriate forms and reports.

POST RESPONSE PROCEDURES

- 1. Make plans for the school to **SCHEDULE A MEETING** on the following day with persons and agencies involved.
- 2. **PREPARE LETTERS** to all parents explaining what has happened and why the appropriate response was taken.
- 3. **SUBMIT** appropriate reports to superintendent.
- 4. If **GRAFFITI** is found, remove as soon as possible following police and staff investigation.
- 5. Each **CRT** will identify appropriate resources and follow-up activities to provide immediate assistance to an individual or group involved in the crisis, with the purpose of minimizing the negative effect of the disruption.

PREVENTION STRATEGIES

- 1. Staff and security officers should be on the alert before, during, and after school for unauthorized persons in the building.
- 2. The main entrance to the campus and school should be supervised.
- 3. Teachers should be advised to keep classroom doors locked.
- 4. Student/staff identification cards are strongly recommended for all secondary students in the school district.
- 5. School personnel should work closely with community representatives or resource groups, such as the PTA, to reduce the likelihood of disruptions or disorders at the school.
- 6. District administrators, staff and school personnel should be proactive in becoming aware and sensitive to cultural diversity in all schools.

INTERNAL OR IMAGE CRISIS

DEFINITION

An internal or image crisis is not a threat to the physical safety of Sedalia #200 students or employees, or the physical condition of Sedalia #200 facilities. It is **DAMAGE TO THE IMAGE AND CREDIBILITY OF THE SCHOOL DISTRICT THROUGH ACTIONS OF EMPLOYEES, MEMBERS OF THE BOARD OF EDUCATION, OTHERS IN KEY LEADERSHIP POSITIONS OR STUDENTS**. Examples are an arrest for drug use, mismanagement of funds, ethics violations, etc. The long-term consequence of such situations is decreased public support and respect for the ability of the school district to provide for the well being of students.

RESPONSE PROCEDURES

1. **THE SUPERINTENDENT AND/OR APPROPRIATE ADMINISTRATORS SHOULD CONVENE TO ASSESS THE SITUATION.**
2. **IDENTIFY THE FACTS** of the situation as they are known.
3. **IDENTIFY DISTRICT POLICIES**, if any, which apply to this situation.
4. **COMMUNICATE WITH LAW ENFORCEMENT OFFICIALS OR LEGAL COUNSEL** as the situation warrants.
5. **PREPARE STATEMENT OF FACT** to be distributed to employees.
6. Prepare statement to the **MEDIA**.
7. **EVALUATE** long-term impact on the district and determine plans of action/communication to reassure public confidence in district leadership. This may include the implementation of new policies, security checks, and other safeguards.

EVACUATION OF THE DISABLED

DEFINITION

In the event of an emergency, occupants of wheelchairs and other disabled persons should observe the following evacuation procedures:

1. All persons shall move toward the nearest marked exit. As a first choice, the wheelchair occupant or person with mobility impairment may use the building elevators, but **NEVER** in case of fire.
2. As a second choice, when a wheelchair occupant or other person with mobility impairment reaches an obstruction, such as a staircase, he/she should request assistance from others in the area.

NOTE: It is suggested that the wheelchair occupant or person with mobility impairment prepare for emergency ahead of time by instructing a classmate, teacher, or fellow worker on how to assist him/her in case of emergency.

3. If assistance is not immediately available, the wheelchair occupant or person with mobility impairment should stay in the exit corridor, on the stairway, or landing. He/she should continue to call for help until rescued. Persons who cannot speak loudly should carry a whistle, or have some means of attracting attention to others.

RESCUE PERSONNEL, FIRE, AND SECURITY, WILL FIRST CHECK ALL EXIT STAIRWELLS FOR TRAPPED PERSONS.

All schools and district facilities maintain an emergency status plan on all disabled/mobility impaired persons. This card should list all special needs that need to be met in the work or study areas in an emergency.

SUICIDE

DEFINITION

A student or staff member is **REPORTED TO HAVE COMMITTED SUICIDE**.

RESPONSE PROCEDURES

A. **SUICIDE** or Suicide Attempt ON CAMPUS

1. **CALL 911 AND ADMINISTER FIRST AID.**
2. **SECURE AREA.**
3. **CONTACT THE PRINCIPAL.**
4. Principal or designee to **CONTACT THE SUPERINTENDENT OF SCHOOLS.**
5. Principal or designee to **CONTACT THE PARENTS/GUARDIANS/FAMILY OF VICTIM.**
6. **CONVENE THE CRT** to assess the situation and implement the appropriate plan of action.
7. **OBTAIN A LIST OF POSSIBLE WITNESSES** for law enforcement officials.
8. **(Go to C)**

B. **SUICIDE** or Suicide Attempt OFF CAMPUS

1. **CONTAIN THE STORY AND PROTECT THE PRIVACY OF THE FAMILY.**

Do not refer to the death as a “suicide” and move to contain the story until it has been verified.

SUICIDE

2. DIRECT THE PERSON WHO BRINGS THE MESSAGE NOT TO REPEAT IT TO ANYONE.

Explain that the information has not been verified. Even if it is correct, it is important the announcement come from the principal in an appropriate and official manner.

3. Instruct secretaries and others in the office not to repeat anything that has been said or to give out any information until the report has been verified.

4. **VERIFY THE FACT THAT THE REPORTED DEATH DID OCCUR.** Do everything possible to verify the facts of the case. Principal makes the calls, to the police or coroner, if necessary. Hospitals usually will not give out information. Do not call the home.

5. If the death is verified, **NOTIFY THE SUPERINTENDENT.**

6. **Convene the CRT** to assess the situation and implement the appropriate plan of action.

7. (Go to C)

C. When a **SUICIDE** has been **VERIFIED**

1. **HOLD A FACULTY MEETING** as soon as possible. If it has to wait until the end of the day, give notice of the meeting early. As soon as the facts are known, the principal prepares a brief written announcement to be distributed to teachers which they can read to students simultaneously throughout the school.

2. **REFER ALL INQUIRIES FOR INFORMATION FROM OUTSIDE THE SCHOOL TO THE PRINCIPAL OR SUPERINTENDENT OF SCHOOLS.** One person from that office will serve as spokesperson for the district. Do not allow reporters to interview any students or staff members in or on school ground.

3. **CONTACT RESOURCES** (school counselors and/or social workers) **TO ASSIST** students, parents, and staff.

4. Try to get things **BACK TO NORMAL AS SOON AS POSSIBLE.** Be sensitive to the fact that certain students may have been profoundly affected by the death. These students still need special help, but don't let it become a "contagious action". Minimize the possibility that other students may imitate behavior and take their own lives.

DEATH OF STUDENT, EMPLOYEE OR PROMINENT PUBLIC FIGURE

DEFINITION

The death of a student, staff member or prominent public figure has been reported.

Consideration: Following are items to be addressed by the building level administrator.

- Is the report of the death accurate?
- Determine the location of the incident (at the school, a school-related event, a non-school related location)
- To what extent is information of the death known by students and staff? The time frame of the death in relation to the current time will be of importance. Did the death occur within the last few hours and is unknown by students and staff, or did the death occur one or two days earlier and is a widely known fact?

RESPONSE PROCEDURES

A. Death Attempt **ON CAMPUS**

1. **CALL 911 AND ADMINISTER FIRST AID.**
 2. **SECURE AREA.**
 3. **CONTACT THE PRINCIPAL.**
 4. Principal or designee to **CONTACT THE SUPERINTENDENT OF SCHOOLS.**
 5. Principal or designee to **CONTACT THE PARENTS/GUARDIANS/FAMILY OF VICTIM.**
 6. **CONVENE THE CRT** to assess the situation and implement the appropriate plan of action.
 7. **OBTAIN A LIST OF POSSIBLE WITNESSES for law enforcement officials.**
1. **LOCATE INFORMATION** that is as accurate as possible. The need here is for basic facts.
 - Has a death occurred?
 - Personal data: For an employee; age, number of children, name of spouse and children. For a student, age, name of parents and siblings (this should come from school files). **DO NOT REQUEST THIS INFORMATION FROM THE FAMILY.**

2. **CONVENE THE CRT TO ASSESS THE SITUATION** and implement the appropriate plan of action.
3. **PREPARE A BRIEF STATEMENT** to be used later to inform staff members. This statement should be factual, presenting only the basic facts of the incident.
Example: *Please take a few moments to prepare yourself and your students and then share this information with your classes at 8:25 a.m. Some students may need assistance. If you or any of your students need assistance, please contact the office. "Last night, Mr. John Doe passed away. Mr. Doe leaves a wife, Jane, and two children, Jim and Joe. Currently the family is making arrangements for services. Information will be given to staff members as it becomes available."*
This statement should be prepared and ready for distribution as soon as possible. Do not distribute the statement at this time. It will be distributed as Step 10.
4. **NOTIFY OTHER KEY INDIVIDUALS IN THE OFFICE STAFF**; i.e. assistant principals, counselors, and administrative assistants. However, this information should be maintained as privileged until a statement is made to the entire staff.
5. In the case of the **DEATH OF A STUDENT, SECURE ALL PERSONAL ITEMS** that may be in the individual's locker. This may be done by removal of items, or may be accomplished by changing the combination to the locker. (Parents may wish to visit the school later and remove the items themselves.) The building level administrator and an assistant should review with discretion the contents of the locker. Delete the student's name from mailing lists so that correspondence is not sent to the home of the deceased.
6. In the case of a **DEATH OF A STAFF MEMBER, ALL PERSONAL ITEMS SHOULD BE QUIETLY COLLECTED AND PREPARED FOR THE FAMILY**. These items may be placed in the school vault, or a closed container in the principal's office. The building level administrator and an assistant should collect and review these items with discretion.
7. The Principal or his/her designee shall **CONTACT CENTRAL OFFICE PERSONNEL**.
 - a. **SUPERINTENDENT** – The Superintendent will be provided with a review of the incident and general information. The Superintendent may ask for information concerning family members and length of employment and job duties, or schools attended by a student. Refer media contacts to the Superintendent.
 - b. **ASSISTANT SUPERINTENDENT OF HUMAN RESOURCES/BUILDINGS & GROUNDS**– The Assistant Superintendent should be provided with information concerning family members, length of employment and job duties, or, for a student, the schools attended. In addition, review the method being planned to inform students and staff of the death. The statement should be written exactly as it will be presented.
8. **MAKE ARRANGEMENTS TO HANDLE STUDENT AND STAFF NEEDS**. Be prepared for a large number of students who will need assistance for emotional difficulty. Some students may need to contact parents to be dismissed from school. Some staff members may need to have classes covered for a short time, or the remainder of the day. Contact and have additional individuals available:
 - Counselors
 - Social workers
 - School nurses
 - Security

9. **ALL MEMBERS OF THE ADMINISTRATIVE STAFF, COUNSELORS, AND SECURITY NEED TO MAINTAIN A HIGH LEVEL OF VISIBILITY.** Everything else becomes secondary; the needs of students and staff become the only concerns of these individuals. Their visible presence will help students deal with the insecurity of the moment.
10. **THE WRITTEN STATEMENT SHOULD BE HAND DELIVERED TO ALL STAFF MEMBERS BY ADMINISTRATORS AND COUNSELORS.** Remember to include custodians, kitchen staff, secretaries, lunchroom and playground supervisors. Do not place the statement in mailboxes and do not use the intercom system to make this statement.
11. In the case of the **DEATH OF AN EMPLOYEE, THE PRINCIPAL WILL CONTACT THE SUPERINTENDENT AND DISCUSS THE INCIDENT.** The Assistant Superintendent of Personnel will be the individual who will assist the family with Board of Education policies and benefits provided by the school district.
12. As information pertaining to **FUNERAL ARRANGEMENTS** becomes available, make plans for the need to dismiss students and provide class coverage for staff members who will choose to attend the services. These plans should be reviewed with the Assistant Superintendent of Business & Finance/Federal Programs. This information should be shared with staff members. Possibly a short faculty meeting at the end of the day will allow time for this.
13. As is appropriate, make **CONTACT WITH THE FAMILY TO OFFER ASSISTANCE** and prepare for any arrangements that will involve the school.
14. The CRT decides if a **LETTER** should go **HOME** to parents that day, explaining what happened and what the school is doing. A parent information night might be scheduled.
15. In accordance with the Federal Flag Code, the flag will be flown at half mast **ONLY** for the death of specific persons listed in the FFC (principal figures of government).

SAFE SCHOOL SELF ASSESSMENT CHECKLIST

CRITERION	YES	NO	NOT ✓	N/A	FURTHER STUDY	COMMENTS
THE EMERGENCY PLAN						
1. Multi-hazard in nature within the emergency management model of <i>Prevention, Preparedness, Response and Recovery</i> .						
2. District articulates a strategic vision, mission and methodology for response agencies.						
3. District's plan is then developed in collaboration with community stakeholders and response agencies.						
4. Plan identifies designees (ideally three) who will direct emergency response in the absence of the administrator.						
5. Plan is reviewed and updated on a regular basis.						
6. Plan includes specific procedures and accommodations for students with special needs and/or English Language Learners (ELLs).						
7. Plan uses common vocabulary for all school stakeholders and emergency responders.						
8. Plan includes after-school activities.						
9. Plan includes an Incident Command System (ICS) and describes school emergency response teams.						
10. Plan includes a threat assessment process.						
11. Plan includes the following required universal procedures:						
a. lockdown						
b. evacuation						
c. severe weather shelter						
12. Plan includes the following suggested universal procedures:						
a. shelter-in-place						
b. reunification						
13. Plan includes emergency procedures specific to a variety of potential incidents, e.g. bomb threats, fights, intruders, hazardous materials.						

SAFE SCHOOL SELF ASSESSMENT CHECKLIST

CRITERION	YES	NO	NOT ✓	N/A	FURTHER STUDY	COMMENTS
THE EMERGENCY PLAN con't						
14. The school/district has communicated their crisis plan to community response agencies and included them in planning/training.						
15. Drills and exercises make use of:						
a. emergency go kits						
b. accountability systems (e.g. attendance)						
c. after action reports						
16. Maps of facilities are updated and communicated to all community stakeholders and emergency responders.						
17. Plan includes a recovery module for post-crisis response, e.g. access to mental health services.						
Comments:						
POLICY						
1. Required policies are in place:						
a. bullying						
b. harassment and violence						
c. crisis management						
d. hazing						
e. student discipline						
2. The school has a student assistance team for assessing students who are demonstrating at risk behaviors.						
Comments:						
DRILLS						
1. Required drills take place in each school building throughout each school year:						
a. 5 lockdown						
b. 5 fire (First fire drill of each school year must be within first ten days of beginning of classes).						

SAFE SCHOOL SELF ASSESSMENT CHECKLIST

CRITERION	YES	NO	NOT ✓	N/A	FURTHER STUDY	COMMENTS
DRILLS con't						
c. 1 severe weather						
Comments:						
BUILDING ACCESS						
1. There is a policy, system, and practice for ensuring secure entry/exit.						
2. There is a single point of public entry/exit to each building.						
3. Designated points of entry are monitored to control building access.						
4. School staff monitors all entrances and exits during <i>arrival</i> and <i>departure</i> of students.						
5. Main entrance is observable from main office.						
6. Students have written permission to leave school grounds.						
7. Signs are visibly posted listing items not allowed in the school e.g. weapons, drugs.						
8. Staff have written procedures to guide access to the building before and after school hours.						
9. Staff members present in the building after school hours are required to sign in and out.						
Comments:						
KEYS AND IDENTIFICATION						
1. There is a master key control system to monitor keys, entry cards, and their duplicates.						
2. Keys and entry cards are audited annually.						
3. The school has a Knox box or other system to provide quick access to keys by law enforcement and fire department.						

SAFE SCHOOL SELF ASSESSMENT CHECKLIST

CRITERION	YES	NO	NOT ✓	N/A	FURTHER STUDY	COMMENTS
KEYS AND IDENTIFICATION con't						
4. All staff members are required to wear photo ID.						
5. Staff members are required to turn in photo IDs, keys, and entry cards upon termination of employment.						
Comments:						
VISITOR PROCEDURES						
1. Policy/Procedures signs are posted at all entrances.						
2. Visitors are required to:						
a. show picture ID and wear visible identification						
b. sign in AND out						
3. Sign-in stations/desks are identified, staffed and properly equipped (e.g. phone, radio, etc.)						
4. Supply of visitor IDs are out of reach of visitors						
5. Visitors are escorted, when deemed necessary, within the school						
6. Contractors and vendors are required to check in AND out and display visible identification						
Comments:						
STAFF TRAINING						
1. Staff receive training in:						
a. threat assessment						
b. all required drills/evacuation routes						
c. awareness of any suspicious or unusual activity						

SAFE SCHOOL SELF ASSESSMENT CHECKLIST

CRITERION	YES	NO	NOT ✓	N/A	FURTHER STUDY	COMMENTS
STAFF TRAINING con't						
d. awareness of irregularities in the surroundings (e.g. suspicious vehicles containers, broken air vents, etc.)						
e. proper procedures for checking suspicious packages and deliveries						
f. proper response to bomb threats or other threatening/suspicious phone calls						
2. Emergency medical response team members have been trained and certified in CPR and First Aid.						
3. If AEDs exist, building emergency response team members have been trained and drilled in their use and know their location.						
4. School emergency response teams practice regularly scheduled and unscheduled drills and exercises to ensure competency.						
COMMENTS:						
PHYSICAL CLIMATE						
1. School demonstrates a welcoming environment.						
2. Student work is displayed to show pride and ownership by students (needs to be less than 20% of corridor wall).						
3. Environment displays student activities and opportunities for involvement.						
4. Posters are displayed encouraging positive behavior choices and well being.						
5. Staff members are visible in hallways, supervising/interacting with students.						
6. Things work and/or get fixed immediately.						
7. There is a school discipline plan that is communicated to staff, students and parents.						
8. Teachers are required to submit a classroom management plan to their administrator.						

SAFE SCHOOL SELF ASSESSMENT CHECKLIST

CRITERION	YES	NO	NOT ✓	N/A	FURTHER STUDY	COMMENTS
PHYSICAL CLIMATE con't						
9. The school provides conflict resolution training for staff and/or students.						
10. There is an anti-bullying program.						
11. Mentoring programs are in place.						
12. The school student services team includes a mental health specialist (e.g. social worker, counselor, psychologist).						
Comments:						
COMMUNICATIONS						
<i>School communications systems:</i>						
1. There is a 2-way communication modality between the main office and the:						
a. classrooms						
b. school-based security staff						
c. playground staff						
d. portable classrooms/buildings						
e. ball fields						
f. health services						
g. custodial staff						
h. transportation dispatcher						
i. other student services personnel (counselors, social workers, assistance principals, etc)						
2. All classrooms are equipped with a system to communicate in an emergency that is clearly marked with the appropriate "911" designation to get an outside line.						
3. A process is in place to communicate security instructions to staff in a timely and understandable manner.						
4. Filters or other such mechanisms are in place to routinely monitor suspicious internet activity on school computers.						

SAFE SCHOOL SELF ASSESSMENT CHECKLIST

CRITERION	YES	NO	NOT ✓	N/A	FURTHER STUDY	COMMENTS
COMMUNICATIONS con't						
5. A reporting system is in place in the event of discovering suspicious internet activity.						
6. An anonymous tip line is in place and is used for incident or suspicious activity reporting.						
7. All safety related parent or media inquiries are directed to a designated spokesperson.						
District/Media Emergency Communications:						
8. The school/district communicates with parents throughout the year about emergency procedures via newsletters, emails, website, etc.						
9. The district has a protocol for working with the media in the event of any emergency.						
10. In the event of an emergency during school hours, a system is in place to contact parents with alerts and/or instructions.						
Comments:						
GENERAL EXTERIOR						
1. School has marquee, visible from road.						
2. School reflects use of school colors/symbols.						
3. Grounds are fenced in appropriate areas.						
4. Gates if present are secured when not in use (if allowed by the fire code).						
5. Perimeter of school building is clear of safety hazards, debris and obstructions.						
6. Mechanical, electrical and other such equipment on ground level is surrounded by a protective enclosure.						
7. Shrubs and foliage are trimmed low to allow for good sightlines.						
8. Building(s) are free of graffiti.						
9. Posted signs indicate restricted areas.						
10. Ground floor windows have functional locks and unbroken panes.						
11. Roof access is restricted.						

SAFE SCHOOL SELF ASSESSMENT CHECKLIST

CRITERION	YES	NO	NOT ✓	N/A	FURTHER STUDY	COMMENTS
GENERAL EXTERIOR con't						
12. All trailers/outbuildings are secured to their location and labeled.						
13. Areas around buildings are adequately lit.						
14. Exterior doors:						
a. have a sturdy center mullion and/or are equipped with appropriate security.						
b. have non-removable hinge pins						
c. unless designated for entry, lack exterior hardware						
d. allow for keyed re-entry						
e. are coded on the outside and clearly visible						
f. are coded on the inside matching exterior numbers						
Comments:						
BUSES AND PARKING						
1. Bus loading zone is visible from main office or monitored by staff.						
2. Buses are prevented from creating a visual obstacle where crime may occur.						
3. Bus loading and drop off zones are clearly marked.						
4. Parking areas are lit.						
5. Parent drop off and pick up areas are clearly marked.						
6. Fire zones are maintained free of cars and buses at all times.						
7. Parking lot has signs to direct staff, students and visitors to designated parking areas.						
8. Staff cars are properly marked through the use of some form of identification.						
9. Student cars are properly marked through the use of identification.						
10. Campus supervision/security includes regular parking lot monitoring.						
11. Bicycle or motorcycle parking is in view of the building or monitored by security.						

SAFE SCHOOL SELF ASSESSMENT CHECKLIST

CRITERION	YES	NO	NOT ✓	N/A	FURTHER STUDY	COMMENTS
BUSES AND PARKING con't						
Comments:						
PLAYGROUND / RECREATION AREAS						
1. Play and recreation areas are protected by fencing.						
2. Vehicular access is restricted around play areas.						
3. Emergency vehicles can access play and recreation areas easily.						
4. Bleachers are well maintained.						
5. Risers between bleacher seats are protected to prevent entrapment.						
6. An adequate number of recess monitors are appropriately positioned around the play area perimeter.						
7. Recess monitors have equipment to warn children in case of emergency.						
8. Play areas and equipment comply with Consumer Product Safety Commission guidelines (CPSC):						
a. surfaces are free from holes and other blemishes that could cause injury						
b. surfacing extends at least 6' in all directions from play equipment						
c. play structures more than 30" high are spaced at least 9' apart						
d. posts are secure and free from sharp points or edges						
e. hardware is secure (e.g. no open "S" hooks)						
f. elevated areas have guardrails						
g. spaces (e.g. openings in guardrails or between ladder rungs) are appropriate in size and free from risk of entrapment						
Comments:						

SAFE SCHOOL SELF ASSESSMENT CHECKLIST

CRITERION	YES	NO	NOT ✓	N/A	FURTHER STUDY	COMMENTS
DELIVERIES						
1. Deliveries are accepted only at designated receiving areas.						
2. Deliveries are documented using delivery logs.						
3. There is a system for inspecting and approving items delivered to the building.						
Comments:						
GENERAL INTERIOR						
1. Stairwells are uniformly and adequately lit.						
2. Hallways are:						
a. uniformly and adequately lit						
b. free of graffiti						
3. Restrooms:						
a. are uniformly and adequately lit						
b. are free of graffiti						
c. have hardware that prevents the main entrance from locking from the inside						
d. have no inlay ceilings						
4. Doors and locks are in good condition.						
5. Classroom doors can be locked from inside.						
6. Classrooms with windows have curtains and/or window shades.						
7. All rooms are locked when not in use.						
8. Controlled access by specialized staff is required for:						
a. electrical panel access doors						
b. boiler and mechanical rooms						
c. custodial closets						
9. Doors opening into interior areas like courtyards are kept locked with limited access.						
10. Unused areas are closed off when not in use after school hours if allowed by the fire code. Gates are not allowed to create dead-end corridors.						
11. Locker bays are well lit.						

SAFE SCHOOL SELF ASSESSMENT CHECKLIST

CRITERION	YES	NO	NOT ✓	N/A	FURTHER STUDY	COMMENTS
GENERAL INTERIOR con't						
12. Locker height allows for clear sightlines.						
13. Emergency lighting is properly installed and functioning.						
14. All interior glass doors are properly installed and repaired.						
15. Floor coverings are properly installed and in good repair.						
16. There is unobstructed access to AEDs and first aid supplies.						
17. Emergency response team staff members are identified by lanyards or some other clear form of designation on a daily basis.						
18. All rooms have emergency procedures posted.						
19. All rooms have evacuation routes and severe weather safe areas posted.						
Comments:						
CAFETERIA						
1. Is uniformly and adequately lit.						
2. The freezer door can be opened from the inside.						
3. Cafeteria is supervised adequately by staff.						
4. Physical layout of cafeteria allows for quick, safe entry AND exit of students.						
5. Physical layout of cafeteria allows for good sightlines.						
Comments:						
GYMNASIUM AREA(s)						
1. Lighting fixtures and windows are protected in gym areas.						
2. AEDs are present in physical education wing.						

SAFE SCHOOL SELF ASSESSMENT CHECKLIST

CRITERION	YES	NO	NOT ✓	N/A	FURTHER STUDY	COMMENTS
GYMNASIUM AREA(s) con't						
3. Safety mats and equipment are maintained.						
4. Equipment is properly stored and secured.						
Comments:						
SPECIALIZED AREAS (reference fire code for other essential safety elements)						
<i>Science, Art, Theater, Shop:</i>						
1. Phones are present in primary work spaces (e.g. scene shop) and office areas.						
2. Emergency procedures are posted and readily available; students are trained in procedures.						
Comments:						
MONITORING AND SURVEILLANCE						
1. Security cameras are stationed outside the school.						
2. Security camera locations provide maximum coverage possible of grounds.						
3. Security cameras are stationed inside the school.						
4. Security cameras are monitored throughout the day by trained staff.						
5. Remote and isolated hallways are monitored by security cameras.						
6. There is a retention period for recorded data. Retention period is _____ days.						
7. There is a central security alarm system which is connected to a monitoring company.						
8. School Resource Officers (SROs) are on site.						
9. School security officers (non-law enforcement) are on site.						

SAFE SCHOOL SELF ASSESSMENT CHECKLIST

CRITERION	YES	NO	NOT ✓	N/A	FURTHER STUDY	COMMENTS
MONITORING AND SURVEILLANCE con't						
10. Staff members monitor: <input type="checkbox"/> hallways <input type="checkbox"/> stairwells <input type="checkbox"/> restrooms						
11. Bus loading area monitored by: <input type="checkbox"/> camera <input type="checkbox"/> direct line of sight <input type="checkbox"/> patrols/staff presence						
12. Parent pick-up/drop-off area monitored by: <input type="checkbox"/> camera <input type="checkbox"/> direct line of sight <input type="checkbox"/> patrols/staff presence						
13. Play/recreation areas are monitored by: <input type="checkbox"/> camera <input type="checkbox"/> direct line of sight <input type="checkbox"/> patrols/staff presence						
14. Formal/informal gathering areas (patios, courtyards, etc.) are monitored by: <input type="checkbox"/> camera <input type="checkbox"/> direct line of sight <input type="checkbox"/> patrols/staff presence						
15. Parking lots are monitored by: <input type="checkbox"/> camera <input type="checkbox"/> direct line of sight <input type="checkbox"/> patrols/staff presence						
16. If the building is used after school or on weekends, supervision is present.						
a. Specific persons are designated to secure buildings after activities.						
b. School staff conducts daily visual inspections of the school for suspicious packages and other items.						
c. A designated staff member is assigned to check the following:						
1) all classrooms are locked						
2) all bathrooms unoccupied and/or locked						
3) all exterior doors locked						
4) all security lights are on						
5) building alarm is activated						

SAFE SCHOOL SELF ASSESSMENT CHECKLIST

CRITERION	YES	NO	NOT ✓	N/A	FURTHER STUDY	COMMENTS
MONITORING AND SURVEILLANCE con't						
17. There are written job descriptions for security personnel and/or monitors.						
18. School requires staff background checks.						
19. Classrooms are equipped with a system to communicate in an emergency.						
20. The school has access to a weather radio, which is monitored by a designated staff member.						
Comments:						

SAFE SCHOOL SELF ASSESSMENT CHECKLIST

OBSERVED STRENGTHS:

- 1.)
- 2.)
- 3.)

AREAS REQUIRING ATTENTION:

- 1.)
- 2.)
- 3.)

OTHER RECOMMENDATIONS:

- 1.)
- 2.)
- 3.)

ASSESSMENT CONDUCTED BY: _____ **TITLE/AFFILIATION:** _____ **DATE** _____



SSD

Sedalia School District #200

District Office
2806 Matthew Drive
Sedalia, Missouri
65301-7981
(660) 829-6450
Fax (660) 827-8938
www.sedalia200.org

Steven G. Triplett, Ed.S
Superintendent

Nancy L. Scott, Ed.D.
Assistant Superintendent
Human Resources
Federal Programs

Todd Fraley, Ed.D.
Assistant Superintendent
Buildings & Grounds
Support Services

Chris Pyle, Ed.S.
Assistant Superintendent
K-12 Special Education

Harriet Wolfe, Ed.D.
Chief Finance Officer

Devon Gilmore, M.E.D.
Director of Curriculum
Instruction & Assessment K-5

Becky Brownfield, Ed.S
Director of Curriculum
Instruction & Assessment 6-12

Bob Satnan, B.A.
Communications Director

**We Live Tiger
Pride Everyday**

Sedalia #200 is an equal
opportunity and affirmative
action employer

MEMO

TO: Board of Education; Mr. Steve Triplett
FROM: Dr. Fraley
DATE: March 25, 2019
RE: Policy Amendment Proposal

Policy 1432

The presence of firearms and weapons poses a substantial risk of serious harm to District students, staff and community members. Therefore, possession of firearms and weapons is prohibited on school premises at all times except for law enforcement officials. As used in this policy, the phrase school premises includes all District buildings, grounds, vehicles and parking areas. This prohibition also extends to the sites of school activities, whether or not those school activities are conducted on School District property.

Amended Policy 1432

The presence of firearms and weapons poses a substantial risk of serious harm to District students, staff and community members. Therefore, possession of firearms and weapons is prohibited on school premises at all times except for law enforcement officials **and security personnel as authorized by the Board of Education**. As used in this policy, the phrase school premises includes all District buildings, grounds, vehicles and parking areas. This prohibition also extends to the sites of school activities, whether or not those school activities are conducted on School District property.

If you have any questions on this matter please contact me at 660-829-6456.

Dr. Todd Fraley



SSD

Sedalia School District #200

District Office
2806 Matthew Drive
Sedalia, Missouri
65301-7981
(660) 829-6450
Fax (660) 827-8938
www.sedalia200.org

Steven G. Triplett, Ed.S
Superintendent

Nancy L. Scott, Ed.D.
Assistant Superintendent
Human Resources
Federal Programs

Todd Fraley, Ed.D.
Assistant Superintendent
Buildings & Grounds
Support Services

Chris Pyle, Ed.S.
Assistant Superintendent
K-12 Special Education

Harriet Wolfe, Ed.D.
Chief Finance Officer

Devon Gilmore, M.E.D.
Director of Curriculum
Instruction & Assessment K-5

Becky Brownfield, Ed.S
Director of Curriculum
Instruction & Assessment 6-12

Bob Satnan, B.A.
Communications Director

MEMO

TO: Board of Education; Mr. Steve Triplett
FROM: Dr. Fraley
DATE: March 25, 2019
RE: SECURITY SYSTEM UPGRADE

Nightwatch Security Inc. has estimated the cost for purchase and installation of security system upgrades at all additional Sedalia School District facilities at \$245,431.92. This quote includes updating all buildings to the same security systems including additional cameras, software, keyless electronic entry, and door sensors.

If you have any questions, please contact me at 660-829-6456. Thank you.

**We Live Tiger
Pride Everyday**

Sedalia #200 is an equal
opportunity and affirmative
action employer



SSD

Sedalia School District #200

District Office
2806 Matthew Drive
Sedalia, Missouri
65301-7981
(660) 829-6450
Fax (660) 827-8938
www.sedalia200.org

Steven G. Triplett, Ed.S
Superintendent

Nancy L. Scott, Ed.D.
Assistant Superintendent
Human Resources
Federal Programs

Todd Fraley, Ed.D.
Assistant Superintendent
Buildings & Grounds
Support Services

Chris Pyle, Ed.S.
Assistant Superintendent
K-12 Special Education

Harriet Wolfe, Ed.D.
Chief Finance Officer

Devon Gilmore, M.E.D.
Director of Curriculum
Instruction & Assessment K-5

Becky Brownfield, Ed.S
Director of Curriculum
Instruction & Assessment 6-12

Bob Satnan, B.A.
Communications Director

MEMO

TO: Board of Education; Steve Triplett
FROM: Dr. Fraley
DATE: March 25, 2019
RE: Intercom Systems

Please be advised of the following:

I would like to request board approval to solicit bids for the purchase and installment of new intercom systems for Heber Hunt, Parkview, and Skyline Elementary Schools.

This would complete the process of updating all antiquated and inadequate intercom systems throughout the Sedalia School District. Loud and reliable intercom systems are an essential component of communication and safety.

Based on previous building upgrades cost will vary accordingly:

2018 – Washington Elementary = \$28,900.00
2018 – Sedalia Middle School = \$37,556.00

If you have any questions, please contact me at 660-829-6456. Thank you.

**We Live Tiger
Pride Everyday**

Sedalia #200 is an equal
opportunity and affirmative
action employer



SSD

Sedalia School District #200

District Office
2806 Matthew Drive
Sedalia, Missouri
65301-7981
(660) 829-6450
Fax (660) 827-8938
www.sedalia200.org

Steven G. Triplett, Ed.S
Superintendent

Nancy L. Scott, Ed.D.
Assistant Superintendent
Human Resources
Federal Programs

Todd Fraley, Ed.D.
Assistant Superintendent
Buildings & Grounds
Support Services

Chris Pyle, Ed.S.
Assistant Superintendent
K-12 Special Education

Harriet Wolfe, Ed.D.
Chief Finance Officer

Devon Gilmore, M.E.D.
Director of Curriculum
Instruction & Assessment K-5

Becky Brownfield, Ed.S
Director of Curriculum
Instruction & Assessment 6-12

Bob Satnan, B.A.
Communications Director

MEMO

TO: Board of Education; Steve Triplett
FROM: Dr. Fraley
DATE: March 25, 2019
RE: Generator Request for SCJHS Tech Center

Technology Update:

1. Status of District Technology March 2019
2. Five Year Plan
3. Five Year Financial Estimate
4. SSD Technology and Data Governance Manual
5. T.R.E.C. One to One Student Handbook
6. Student Usage Agreement
7. Canvas Learning Management System
8. Launch Courses/Springfield School District
9. Badging Professional Development System

See attached documents.

If you have any questions, please contact me at 660-829-6456. Thank you.

**We Live Tiger
Pride Everyday**

Sedalia #200 is an equal
opportunity and affirmative
action employer

Status of District Technology March 2019

We currently manage

1. All 732 staff accounts up 16 from last year and 5,048 student active directory accounts down 21 from last year.
2. Google accounts for all staff and students.
3. 2,600 Desktop/laptop computers. We replaced 400 this year.
4. 2,078 Chromebooks up 811 from last year's 1267 with another 300 on order.
5. 819 iPads up 284 from last year.
6. 215 Interactive projectors/boards/T.V.'s
7. 117 projectors. Cart and ceiling mounted
8. 63 network switches and switch configurations down from 70 because of consolidation. We updated 8 large switches with e-rate money this past summer and removed all of the older 4200 series switches. This was part of the 5-year tech plan.
9. 400 wireless access points and configurations. We replaced 276 old HP M460 access points with new Aerohive access points installed this summer at the high school, junior high, and middle school.
10. 1- Safety-Net backup servers with backup and restore software. Replaced this past summer with an additional cloud backup of the district servers.
11. 9 physical servers down from 18 last year due to consolidation and the addition of 10 new security camera servers brings the total up to 19. Five at the high school, 3 at the junior high, and 2 at the middle school. They replaced 5 old servers security camera servers with a completely updated district wide system. 70 security cameras were replaced at the high school so they would work with the new system.
12. 15 virtual servers up one from last year with the addition being a distribution point for our SCCM server.
13. 170 laser printers down from 200 last year due to consolidation.
14. Phone system management and support for 628 phones. Completed changing out the rest of the old analog phones at the high school which was on the 5 year tech plan.
15. Setup and test our network for tests such as WIDA, MAP, and EOC
16. Logistics with P. O's, e-rate filings, technology plans, and surplus equipment.

Changes made this year

- Installed 811 new Chromebooks.
- Over 400 computers changed out because they were over 6 years old.
- Installed/setup new computers, phones, security cameras, intercom, and access points in the new engineering area at the high school and tied it into our existing system.

- Installed Microsoft Windows 10 and Office 2016 at the Middle school, central office and all five elementary schools.
- The new intercom setup through our switches at the middle school, COOP, Horace Mann, and the new high school engineering area.
- Replaced eight district switches with new Aruba 5412's.
- Replaced 50 old phones and reconfigured the number to new IP phones at the high school. This completed the phone upgrade on the 5-year plan.
- Completed 4,487 service tickets.

New Projects for the upcoming School Year

- Replace a number of switches throughout the district with the approval of our e-rate requests.
- We will be implementing 1 to 1 at the high school.
- Evaluating and making changes to our DHCP scopes.
- Laying out the technology for any new construction.

Technology Upcoming Needs

- Monitor bandwidth to ensure it will support the district's educational network and cloud based applications.
- Generator at the junior high to support the district's core servers during power failures.
- Upgrade the district's intercom system to include all district schools on the same platform. Valcom is the system at the high school and it integrates and works well with our other systems i.e. Phones, clocks. We currently have Valcom systems at the high school, junior high, Washington, Horace Mann, and the Middle school. We still need to get Parkview, Skyline, and Heber Hunt done.

5 Year Technology Plan

2019

2018-2019

- Collaborate with Springfield Public Schools to offer “Launch” courses.
- Initiate Canvas Learning Management System for secondary.
- Analysis of district devices and needs for future rotation schedule.
- Chromebooks purchased for SCHS and SCJHS staff for future implementation of Canvas.
- Professional development initiated for SCHS staff Canvas implementation.
- Begin building Canvas blueprint courses.
- Planning for reduction of CPU’s district-wide.
- Parent and student introduction to Canvas LMS.

2019-2020

- Pilot Canvas courses first semester at SCHS.
- Parent Informational meetings on Canvas implementation at SCHS and SCJHS.
- Student orientation for SCHS on Canvas.
- Rollout student devices December 2019.
- Full One to One at SCHS second semester.
- Year-end evaluation of Canvas and 1:1 (TREC) roll out.
- Consider 1:1 (TREC) be expanded to SCJHS.
- Canvas blueprint courses implementation second semester at SCHS.
- Professional development in Canvas for SCJHS.
- Plan to incorporate new facilities into fiber ring.
- Develop technology plan for new early childhood center.
- Device deployment for 1:2 ratio at Elementary levels, SMS, and SCJHS.
- Chromebooks for grades 2nd – 12th.
- Ipads for grades Pre-K – 1st.
- CPU reductions ongoing.
- Consider combining servers into a SAN system.
- Install generator for technology and server systems at SCJHS including air conditioning back up.

2020-2021

- Continuation of TREC one to one initiative at SCHS.
- Potential 1:1 implementation at SCJHS.
- Implement Canvas Learning Management System at SCJHS.
- Consider Canvas implementation K-12.
- Device deployment for 1:2 ratio at Elementary levels, SMS, and SCJHS.
- Chromebooks for grades 2nd – 12th.
- Ipads for grades Pre-K – 1st.
- Re-evaluate
- CPU reductions ongoing.
- Monitor bandwidth needs and infrastructures.

2021-2022

- Continuation of TREC one to one initiative at SCHS.
- Parent informational communications K-12 on possible Canvas implementation.
- Consider Canvas implementation K-12.
- Professional development in Canvas for K-5.
- Device deployment for 1:2 ratio at Elementary levels, SMS, and SCJHS.
- Chromebooks for grades 2nd – 12th.
- Ipads for grades Pre-K – 1st.
- Reduction of CPU units ongoing.
- Monitor bandwidth needs and infrastructures.

2022-2023

- Continuation of TREC one to one initiative at SCHS/SCJHS.
- Professional development in Canvas for K-5.
- Device deployment for 1:2 ratio at Elementary levels, SMS, and SCJHS.
- Chromebooks for grades 2nd – 12th.
- IPad for grades Pre-K – 1st.
- Reduction of CPU units ongoing.
- Monitor bandwidth needs and infrastructures.

**SEDALIA SCHOOL DISTRICT #200
5-YEAR TECHNOLOGY PLAN**

YEAR	BUILDING	TOTAL	Cost Estimate #REF!	Completed	
2018-19	District wide	Replace 400 computers on rotation	\$210,000.00	Done	
	District wide	Replace 50 LCD Montitors	\$6,000.00		
	District wide	Projector purchases and replacements	Variable		
	District wide	Replace 20 analog phones at the High School	\$8,000.00	Done	
	District wide	Microsoft License Renewal	\$47,000.00		
	District wide	Safety Net District Hardware server replacement	?		
	District wide	Safety Net District Backup Renewal	\$17,760.00		
	District wide	SOFUS Anti Virus	\$3,500.00		
	District wide	Follett Software Renewal Library Software	\$5,974.00		
	District wide	Lightspeed Content Filter Renewal - Rocket Device	\$20,000.00		
	District wide	Metalan Software Renewal	\$750.00		
	District wide	Astaro Firewall Renewal	\$10,000.00		
	District wide	PDQ Deploy Renewal	\$450.00		
	District wide	MoreNet Internet connection and Membership Renewal	\$46,500.00		
	District wide	Unite Private Networks Renewal	\$72,000.00	Before e-rate around \$9,000.00 after e-rate	
	District wide	Blackboard - ALLY - disability access software	\$5,000.00		
	District wide	Web-Site License and Software - Blackboard	\$5,400.00		
	District wide	Parentlink App - Blackboard	\$13,000.00		
	District wide	Midwest Computech Contract	\$275,000.00		
	District wide	Canvas - licensing Learning Management System	\$5,000.00		
	District wide	Frontline - Professional Development Management System	\$9,000.00		
	District wide	TylerSIS - Student Information Systems	\$33,500.00		
	District wide	SISFIN - Financial Software	\$17,000.00		
	District wide	Network for Effective Educators NEE - Evaluation Software	\$15,000.00		
	SMS		Add 1500 watt power supplies to core switch	\$1,500.00	
	SMS		Add power supplies to 5412 in Rm. 133 from the core switch	\$0	
	Skyline		Replace the 4208 and move the 5406 to the JH with a 5412 rack will need changed	\$25,000.00	Done

**SEDALIA SCHOOL DISTRICT #200
5-YEAR TECHNOLOGY PLAN**

YEAR	BUILDING		Cost Estimate	Completed
	Parkview	Replace 4204 and 48 port 2910 with 5412 rack will need changed	\$20,000.00	Done

**SEDALIA SCHOOL DISTRICT #200
5-YEAR TECHNOLOGY PLAN**

YEAR	BUILDING		Cost Estimate	Completed
	Hunt	Replace old 4208 and 48 port 2910 with a 5412 in wades old office rack will need changed	\$25,000.00	Done
	Hunt	Replace 4204 and 2910 in the computer lab with 5406 or 5412 rack will need changed	\$18,000.00	Done
	Horace Mann	Run fiber to computer lab switch, will need gbics	\$600.00	
TOTAL			\$915,934.00	
2019-20	District wide	Replace 400 computers on rotation	\$210,000.00	
	District wide	Replace 50 LCD Monitors	\$6,000.00	
	District wide	Projector purchases and replacements	Variable	
	District wide	Microsoft License Renewal	\$47,000.00	
	District wide	Safety Net District Backup Renewal	\$17,760.00	
	District wide	SOFUS Anti Virus	\$3,500.00	
	District wide	Follett Software Renewal Library Software	\$5,974.00	
	District wide	Lightspeed Content Filter Renewal	\$20,000.00	
	District wide	Metalan Software Renewal	\$750.00	
	District wide	Astaro Firewall Renewal	\$10,000.00	
	District wide	PDQ Deploy Renewal	\$450.00	
	District wide	MoreNet Internet connection and Membership Renewal	\$46,500.00	
	District wide	Unite Private Networks Renewal	\$72,000.00	
	District wide	Web-Site License and Software - Blackboard	\$5,400.00	
	District wide	Parentlink App -Blackboard	\$13,000.00	
	District wide	Blackboard ALLY - disability software for website	\$5,000.00	
	District wide	Midwest Computech Contract	\$281,000.00	
	District wide	Canvas - licensing Learning Management System	\$20,000.00	
	District wide	Frontline - Professional Development Management System	\$9,000.00	
	District wide	TylerSIS - Student Information Systems	\$33,500.00	

Before e-rate
around \$9,000.00
after e-rate

**SEDALIA SCHOOL DISTRICT #200
5-YEAR TECHNOLOGY PLAN**

YEAR	BUILDING		Cost Estimate	Completed
	District wide	SISFIN - Financial Software	\$17,000.00	
	District wide	Splashtop/Mirror 360 Interactive Software for Ipads	\$12,500.00	
	District wide	Nearpod/Peardeck	\$15,000.00	
	District wide	Network for Effective Educators NEE - Evaluation Software	\$15,500.00	
	District wide	Apps for deployment	\$10,000.00	
	District wide	Board Minutes Software (Blackboard)	\$10,000.00	
	District wide	Back Up Generator for Tech Hub at SCJH	\$60,000.00	
	District wide	Data Processing Tech Services	\$25,000.00	
	District wide	Chromebooks	\$250,000.00	
	District wide	Ipads	\$100,000.00	
		TOTAL	\$1,321,834.00	
2020-21	District wide	Replace 400 computers on rotation	\$210,000.00	
	District wide	Replace 50 LCD Monitors	\$6,000.00	
	District wide	Projector purchases and replacements	Variable	
	District wide	Microsoft License Renewal	\$47,000.00	
	District wide	Safety Net District Backup Renewal	\$17,760.00	
	District wide	SOFUS Anti Virus	\$3,500.00	
	District wide	Follett Software Renewal Library Software	\$5,974.00	
	District wide	Lightspeed Content Filter Renewal	\$20,000.00	
	District wide	Metalan Software Renewal	\$750.00	
	District wide	Astaro Firewall Renewal	\$10,000.00	
	District wide	PDQ Deploy Renewal	\$450.00	
	District wide	MoreNet Internet connection and Membership Renewal	\$46,500.00	
	District wide	Unite Private Networks Renewal	\$72,000.00	
	District wide	Web-Site License and Software - Blackboard	\$5,400.00	
	District wide	Parentlink App -Blackboard	\$13,000.00	
	District wide	Blackboard ALLY - disability software for website	\$5,000.00	

**SEDALIA SCHOOL DISTRICT #200
5-YEAR TECHNOLOGY PLAN**

YEAR	BUILDING		Cost Estimate	Completed
	District wide	Midwest Computech Contract	\$281,000.00	
	District wide	Canvas - licensing Learning Management System	\$20,000.00	
	District wide	Frontline - Professional Development Management System	\$9,000.00	
	District wide	TylerSIS - Student Information Systems	\$33,500.00	
	District wide	SISFIN - Financial Software	\$17,000.00	
	District wide	Splashtop/Mirror 360 Interactive Software for Ipads	\$12,500.00	
	District wide	Nearpod/Peardeck	\$15,000.00	
	District wide	Network for Effective Educators NEE - Evaluation Software	\$15,500.00	
	District wide	Apps for deployment	\$10,000.00	
	District wide	Board Minutes Software (Blackboard)	\$10,000.00	
	District wide	Data Processing Tech Services	\$25,000.00	
	District wide	Chromebooks	\$250,000.00	
	District wide	Ipads	\$100,000.00	
		TOTAL	\$1,261,834.00	
2021-22	District wide	Replace 400 computers on rotation	\$210,000.00	
	District wide	Replace 50 LCD Monitors	\$6,000.00	
	District wide	Projector purchases and replacements	Variable	
	District wide	Microsoft License Renewal	\$47,000.00	
	District wide	Safety Net District Backup Renewal	\$17,760.00	
	District wide	SOFUS Anti Virus	\$3,500.00	
	District wide	Follett Software Renewal Library Software	\$5,974.00	
	District wide	Lightspeed Content Filter Renewal	\$20,000.00	
	District wide	Metalan Software Renewal	\$750.00	
	District wide	Astaro Firewall Renewal	\$10,000.00	

**SEDALIA SCHOOL DISTRICT #200
5-YEAR TECHNOLOGY PLAN**

YEAR	BUILDING		Cost Estimate	Completed
	District wide	PDQ Deploy Renewal	\$450.00	
	District wide	MoreNet Internet connection and Membership Renewal	\$46,500.00	
	District wide	Unite Private Networks Renewal	\$72,000.00	
	District wide	Web-Site License and Software - Blackboard	\$5,400.00	
	District wide	Parentlink App -Blackboard	\$13,000.00	
	District wide	Blackboard ALLY - disability software for website	\$5,000.00	
	District wide	Midwest Computech Contract	\$281,000.00	
	District wide	Canvas - licensing Learning Management System	\$20,000.00	
	District wide	Frontline - Professional Development Management System	\$9,000.00	
	District wide	TylerSIS - Student Information Systems	\$33,500.00	
	District wide	SISFIN - Financial Software	\$17,000.00	
	District wide	Splashtop/Mirror 360 Interactive Software for Ipads	\$12,500.00	
	District wide	Nearpod/Peardeck	\$15,000.00	
	District wide	Network for Effective Educators NEE - Evaluation Software	\$15,500.00	
	District wide	Apps for deployment	\$10,000.00	
	District wide	Board Minutes Software (Blackboard)	\$10,000.00	
	District wide	Data Processing Tech Services	\$25,000.00	
	District wide	Chromebooks	\$250,000.00	
	District wide	Ipads	\$100,000.00	
		TOTAL	\$1,261,834.00	
2022-23	District wide	Replace 400 computers on rotation	\$210,000.00	
	District wide	Replace 50 LCD Monitors	\$6,000.00	
	District wide	Projector purchases and replacements	Variable	
	District wide	Microsoft License Renewal	\$47,000.00	
	District wide	Safety Net District Backup Renewal	\$17,760.00	
	District wide	SOFUS Anti Virus	\$3,500.00	
	District wide	Follett Software Renewal Library Software	\$5,974.00	
	District wide	Lightspeed Content Filter Renewal	\$20,000.00	

**SEDALIA SCHOOL DISTRICT #200
5-YEAR TECHNOLOGY PLAN**

YEAR	BUILDING		Cost Estimate	Completed
	District wide	Metalan Software Renewal	\$750.00	
	District wide	Astaro Firewall Renewal	\$10,000.00	
	District wide	PDQ Deploy Renewal	\$450.00	
	District wide	MoreNet Internet connection and Membership Renewal	\$46,500.00	
	District wide	Unite Private Networks Renewal	\$72,000.00	
	District wide	Web-Site License and Software - Blackboard	\$5,400.00	
	District wide	Parentlink App -Blackboard	\$13,000.00	
	District wide	Blackboard ALLY - disability software for website	\$5,000.00	
	District wide	Midwest Computech Contract	\$281,000.00	
	District wide	Canvas - licensing Learning Management System	\$20,000.00	
	District wide	Frontline - Professional Development Management System	\$9,000.00	
	District wide	TylerSIS - Student Information Systems	\$33,500.00	
	District wide	SISFIN - Financial Software	\$17,000.00	
	District wide	Splashtop/Mirror 360 Interactive Software for Ipads	\$12,500.00	
	District wide	Nearpod/Peardeck	\$15,000.00	
	District wide	Network for Effective Educators NEE - Evaluation Software	\$15,500.00	
	District wide	Apps for deployment	\$10,000.00	
	District wide	Board Minutes Software (Blackboard)	\$10,000.00	
	District wide	Data Processing Tech Services	\$25,000.00	
	District wide	Chromebooks	\$250,000.00	
	District wide	Ipads	\$100,000.00	
		TOTAL	\$1,261,834.00	
2023-24	District wide	Replace 400 computers on rotation	\$210,000.00	
	District wide	Replace 50 LCD Monitors	\$6,000.00	
	District wide	Projector purchases and replacements	Variable	
	District wide	Microsoft License Renewal	\$47,000.00	
	District wide	Safety Net District Backup Renewal	\$17,760.00	
	District wide	SOFUS Anti Virus	\$3,500.00	

**SEDALIA SCHOOL DISTRICT #200
5-YEAR TECHNOLOGY PLAN**

YEAR	BUILDING		Cost Estimate	Completed
	District wide	Follett Software Renewal Library Software	\$5,974.00	
	District wide	Lightspeed Content Filter Renewal	\$20,000.00	
	District wide	Metalan Software Renewal	\$750.00	
	District wide	Astaro Firewall Renewal	\$10,000.00	
	District wide	PDQ Deploy Renewal	\$450.00	
	District wide	MoreNet Internet connection and Membership Renewal	\$46,500.00	
	District wide	Unite Private Networks Renewal	\$72,000.00	
	District wide	Web-Site License and Software - Blackboard	\$5,400.00	
	District wide	Parentlink App -Blackboard	\$13,000.00	
	District wide	Blackboard ALLY - disability software for website	\$5,000.00	
	District wide	Midwest Computech Contract	\$281,000.00	
	District wide	Canvas - licensing Learning Management System	\$20,000.00	
	District wide	Frontline - Professional Development Management System	\$9,000.00	
	District wide	TylerSIS - Student Information Systems	\$33,500.00	
	District wide	SISFIN - Financial Software	\$17,000.00	
	District wide	Splashtop/Mirror 360 Interactive Software for Ipads	\$12,500.00	
	District wide	Nearpod/Peardeck	\$15,000.00	
	District wide	Network for Effective Educators NEE - Evaluation Software	\$15,500.00	
	District wide	Apps for deployment	\$10,000.00	
	District wide	Board Minutes Software (Blackboard)	\$10,000.00	
	District wide	Data Processing Tech Services	\$25,000.00	
	District wide	Chromebooks	\$250,000.00	
	District wide	Ipads	\$100,000.00	
		TOTAL	\$1,261,834.00	

Sedalia #200 School District



Technology/Data Governance Manual

Contents

Introduction	3
Regulatory Compliance	4
Data User Compliance	5
Data Lifecycle	6
Management and Storage	6
Security/Protection	6
Usage and Dissemination	8
Archival and Destruction	10
Critical Incident Response	10
Appendix A Definitions	12
Appendix B Laws, Statutory, and Regulatory Security Requirements	14
Appendix C Digital Resource Acquisition and Use	16
Appendix D Data Classification Levels	17
Appendix E Securing Data at Rest and Transit	19
Appendix F Physical Security Controls	21
Appendix G Asset Management	22
Appendix H Virus, Malware, Spyware, Phishing and SPAM Protection	23
Appendix I Account Management	24
Appendix J Data Access Roles and Permissions	26
Appendix K Password Security	29
Appendix L Technology Disaster Response Plan	30
Appendix M Data Breach Response Plan	33

Introduction

The District is committed to protecting our students' and staffs' privacy through maintaining strong privacy and security protections. The privacy and security of this information is a significant responsibility and we value the trust of our students, parents, and staff.

The SSD Data Governance Manual includes information regarding the data governance team, data and Information governance, applicable Board of Education policies, procedures and forms, as well as applicable appendices and referenced supplemental resources.

This manual outlines how operational and instructional activity shall be carried out to ensure the District's data is accurate, accessible, consistent, and protected. The document establishes who is responsible for information under various circumstances and specifies what procedures shall be used to manage and protect it.

Definitions of terminology can be found in Appendix A: Definitions.

The Sedalia School District Data Governance Manual shall be a living document. To make the document flexible details are outlined in the appendices and referenced supplemental resources. All modifications will be posted on the District's website under the district tab.

Data Governance Team

The SSD Data Governance team consists of the superintendent and/or designees. Members of the Data Governance Team will act as data stewards for all data under their direction. The Superintendent or designee will act as the Information Security Officer (ISO), with assistance from the Director of Technology. All members of the district administrative team will serve in an advisory capacity as needed.

Purpose

Sedalia 200 Schools' technology exists for the purpose of enhancing the educational opportunities and achievement of district students.

Technology assists with the professional enrichment of the staff and increases engagement of students' families and other patrons of the district, all of which may positively impact student achievement.

To accomplish the district's mission and to comply with the law, the district may need to collect, create and store confidential information, including information regarding students, parents/guardians, employees, applicants for employment and others. The district will only do so when necessary and will take measures to keep this information confidential as required by law.

It is the policy of Sedalia 200 Schools that data or information in all its forms--written, electronic, or printed--is protected from accidental or intentional unauthorized modification, destruction or disclosure throughout its life cycle. This protection includes an appropriate level of security over the equipment, software, and practices used to process, store, and transmit data or information.

Per Board of Education Policy 2400 the superintendent or designee is directed to create and review district procedures on securely maintaining confidential information and to provide adequate training to employees and others with access to the information. In addition, all employees and authorized district contractors or agents using personal information will strictly observe protections put into place by the district.

Scope

The data security policy, standards, processes, and procedures apply to all students and employees of the district, contractual third parties and agents of the district, and volunteers who have access to district data systems or data. This policy applies to all forms of Sedalia 200 Schools' data and information, including but not limited to:

- Speech, spoken face to face, or communicated by phone or any current and future technologies
- Hard copy data printed or written
- Communications sent by post/courier, fax, electronic mail, text, chat and or any form of social media
- Data stored and/or processed by any electronic device, including servers, computers, tablets, mobile devices
- Data stored on any type of internal, external, or removable media or cloud based services
- The terms data and information are used separately, together, and interchangeably throughout the policy, the intent is the same
- Any computer, laptop, mobile device, printing and/or scanning device, network appliance/equipment, AV equipment, server, internal or external storage, communication device or any other current or future electronic or technological device may be referred to as systems, assets or resources
- All involved systems and information are assets of Sedalia Schools shall be
- protected from misuse, unauthorized manipulation, and destruction

Regulatory Compliance

The district will abide by any law, statutory, regulatory, or contractual obligations affecting its data systems (see Appendix B: Laws, Statutory, and Regulatory Security Requirements). Sedalia Schools complies with all applicable regulatory acts including but not limited to the following:

- Children's Internet Protection Act (CIPA)
- Children's Online Privacy Protection Act (COPPA)
- Family Educational Rights and Privacy Act (FERPA)
- Health Insurance Portability and Accountability Act (HIPAA)
- Protection of Pupil Rights Amendment (PPRA)
- Missouri State Statutes: §407.1500 (Breach of Security); §109.200, §109.210, §109.310 (Records)

Data User Compliance

The Data Governance Manual applies to all users of Sedalia 200 Schools' information including: employees, staff, students, volunteers, and authorized district contractors or agents. All data users are to maintain compliance with Board of Education Policies 2400 (Privacy Protection), 6320 (Technology Usage) and all policies, procedures, and resources as outlined within this Data Governance Manual and Board of Education Policy.

A consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Any violation of district policies or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges.

User privileges may be suspended pending investigation into the use of the district's technology resources.

Employees may be disciplined or terminated, and students suspended or expelled, for violating the district's technology policies and procedures. Any attempted violation of the district's technology policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation. The district will cooperate with law enforcement in investigating any unlawful use of the district's technology resources.

Furthermore, the district may seek all legal recourse against any person who accesses confidential information without authorization or who fails to maintain the confidentiality of confidential information.

District employees who violate district policies or procedures regarding the confidentiality of information may be disciplined and/or terminated.

Possible disciplinary/corrective action may be instituted for, but is not limited to, the following:

- Unauthorized disclosure of PII or Confidential Information
- Sharing your user IDs or passwords with others or using another person's ID or password (exception for authorized technology staff for the purpose of support)
- Unauthorized use of credentials to access student or employee privacy
- The unauthorized copying of system files
- Attempting to secure a higher level of privilege without authorization
- The intentional unauthorized altering, destruction, or disposal of district information, data and/or systems. This includes the unauthorized removal of technological systems such as but not limited to: mobile devices, internal or external storage, computers, servers, backups or other media, that may contain PII or confidential information
- The introduction of computer viruses, hacking tools or other disruptive or destructive programs

Data Lifecycle

Data Governance is necessary at each phase in the data lifecycle. This lifecycle starts at evaluating the need for data collection and ends when the data is destroyed. It is important that appropriate safeguards, policies, procedures and practices are in place for each phase of the data lifecycle.

Identifying Need & Assessing Systems for District Requirements

To accomplish the district's mission and to comply with the law, the district may need to collect, create and store confidential information, including information regarding students, parents/guardians, employees, applicants for employment and others. The district will only do so when necessary and will take measures to keep this information confidential as required by law.

Management and Storage

Systems Security

District employees will only access personally identifiable confidential information if necessary to perform their duties. The district will only disclose this information to authorized district contractors or agents who need access to the information to provide services to the district and who agree not to disclose the information to any other party except as allowed by law (BOE Policy 2400). Therefore, systems access will only be given on an as needed basis as determined by the data manager and ISO. Further information regarding Electronic Access Security Controls is contained in the Security/Protection section of this manual.

Security/Protection

Risk Management

A risk analysis of all Sedalia School District data networks, systems, policies, and procedures shall be an ongoing process or as requested by the Superintendent, ISO or Director of Technology. The product of the risk analysis will be referred to as the risk assessment. The risk assessment shall be an ongoing process to mitigate identified threats and risk.

Logon Banners

The district will ensure that staff, students and parents using district systems are aware of the district data security policies. When possible, district systems users will acknowledge the full technology usage agreement prior to accessing all district technical systems.

Physical Security Controls

Access to areas in which information processing is carried out shall be restricted to only authorized individuals (see appendix F: Physical Security Controls). No technological systems shall be disposed of or moved without adhering to the appropriate procedures (see Appendix G: Asset Management).

Inventory Management

The district shall maintain a process for inventory control in accordance to federal and state requirements and Board policy. All district assets will be maintained in inventory and verified through the regular inventory verification process (see Appendix G: Asset Management).

Virus, Malware, Spyware, Phishing and SPAM Protection

The District uses a multi-layered approach to ensure that all electronic files are appropriately scanned for viruses, malware, spyware, phishing and SPAM. These include, but are not limited to, enterprise virus/malware/ spyware software, group policy, gateways, firewalls, and content filter.

Users shall not turn off or disable district protection systems or to install other systems (see Appendix I: Virus, Malware, Spyware, Phishing and SPAM Protection).

Electronic Access Security Controls

District employees will only access personally identifiable and/or confidential information if necessary to perform their duties.

The district will only disclose this information to authorized district contractors or agents who need access to the information to provide services to the district and who agree not to disclose the information to any other party except as allowed by law (BOE Policy 2400).

All staff acknowledge district policies, including Technology Usage and Data Privacy during orientation as well as annually.

Mechanisms to control access to PII, confidential information, internal information and computing resources include, but are not limited to, the following methods:

- Identification/Authentication: Unique user identification (user ID) and authentication are required for all systems that maintain or access PII, confidential information, and/or internal information.
- Users will be held accountable for all actions performed on the system with their User ID. User accounts and passwords shall not be shared.
- Authorization: Access controls are maintained through a partnership between the technology department, human resources (HR) and data managers.

Employee Users

All new employee accounts are authorized through an HR hiring process (see Appendix J: Account Management). Role-based permissions are used to establish access to all systems (see Appendix J: Data Access Roles and Permissions).

If an employee requires additional access, permission must be given and approved by the appropriate data manager.

Contractors/Vendors

All contractor/vendor access must be approved in accordance to district policy.

All contractors/vendors accessing district data will be considered on premise users. Once the approval has been obtained, the technology department will create the account, only granting access to the server/application that the contractor/vendor supports.

Password Security

The District will enforce secure passwords for all systems within their control.

At a minimum, staff passwords shall be changed each semester (see Appendix K: Password Security). When possible, the district will utilize Active Directory Integration to maintain optimal account security controls. District computers will auto lock after being idle for 10 minutes and require the user to re-enter their password.

Remote Access

Access into the District's network from outside is strictly prohibited without explicit authorization from the ISO. PII, confidential information and/or Internal Information that is stored or accessed remotely shall maintain the same level of protections as information stored and accessed within District's network. In the event that remote access is needed by a contractor/vendor, access must be approved by the ISO. The Director of Technology or the Network Administrator will establish the contractor account, only granting access to the server/application that the contractor/vendor supports.

Securing Data at Rest and Transit

District data security applies to all forms of data, including data stored on devices, data in transit and data stored on additional resources. Regular transmission of student data to services such as a learning management system is managed by the technology department using a secure data transfer protocol. Users must ensure that they are securely storing their data. Guidelines have been established for Cloud Storage and File Sharing, External Storage Devices, File Transmission Practices. These guidelines can be found in the Usage and Dissemination section below (see Appendix E: Securing Data at Rest and Transit).

Usage and Dissemination

A consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. All employees and authorized district contractors or agents using personal information will strictly observe protections put into place by the district including, but not limited to, maintaining information in locked rooms or drawers, limiting access to electronic files, updating and maintaining the confidentiality of password protections, encrypting and censoring information, and disposing of information in a confidential and secure manner (BOE Policy 2400).

All users are responsible for the security and integrity of the data they create, store or access. Users are expected to act as good stewards of data and treat data security and integrity with a high degree of responsibility and priority. Users must follow all guidelines outlined with Board policies, specifically Technology Usage (6320, 6530, and 6531), Data Privacy (6320), Staff Conduct (4630, 6320), and Student Record (2831). District employees, contractors and agents will notify the superintendent or designee immediately if there is reason to believe confidential information has been disclosed to an unauthorized person or to an authorized person in an unauthorized manner, whether intentionally or otherwise.

Securing Data at Rest and Transit

All staff and students that log into a district issued computer will be provided with several options for data storage and transmission.

Staff and students will need to ensure that they are securely storing their data.

Staff and students will be able to store data on their local device. It is important to note that this data is not a part of the district's continuity plan, and thus will not be backed up by the district's backup solution. Staff and students may also have a mapped folder. These folders allow storage of documents to district file servers and cloud-based resources. Access to these files is restricted to the staff and students assigned membership to the folder and district enterprise administrator accounts.

Cloud Storage and File Sharing

The term "Cloud Storage" is used to define all types of remote server storages accessed by users through the internet. All staff and students are provided with a Google Apps for Education account that provides unlimited storage.

Users are responsible for all digital content on their district provided Google Apps for Education Drive (see Appendix E: Securing Data at Rest and Transit).

File Transmission Practices

Staff are responsible for securing sensitive data for transmission through email or other channels with encryption or a password.

Staff should never transmit files labeled classified, confidential, or restricted through email or third party file transfer services without district approval.

When possible, staff should de-identify or censor any PII or confidential information prior to transmission.

Regular transmission of student data to services such as a learning management system is managed by the technology department using a secure data transfer protocol (see Appendix E: Securing Data at Rest and Transit).

Mass Data Transfers

Downloading, uploading or transferring PII, confidential information, and internal information between systems shall be strictly controlled.

Requests for mass download of, or individual requests for, information for research or any other purposes that include PII shall be in accordance with Board policy 6530, and 6531. All other mass downloads of information shall be approved by the ISO and include only the minimum amount of information necessary to fulfill the request.

Printing

When possible, staff should de-identify or censor any PII or confidential information prior to printing. PII and confidential information shall not be downloaded, copied or printed indiscriminately or left unattended and open to compromise.

Oral Communications

Staff shall be aware of their surroundings when discussing PII and confidential information. This includes, but is not limited to, the use of cellular telephones in public areas. Staff shall not discuss PII or Confidential Information in public areas if the information can be overheard.

Caution shall be used when conducting conversations in: semi-private rooms, waiting rooms, corridors, elevators, stairwells, cafeterias, restaurants, or public areas.

Training

The district shall maintain a data security training program that will include training for all staff on technology policies and procedures, including confidentiality and data privacy.

Archival and Destruction

District Data Destruction Processes

The district will regularly review all existing data stored on district provided storage for the purposes of ensuring data identification and appropriate destruction.

Data destruction processes will align with Policy 6531.

Data Retention: District data managers will regularly review systems and data to ensure that data that is no longer needed is destroyed. The following exceptions will be made:

- Data in an active litigation hold will be maintained until the conclusion of the hold.
- Employee home folder data will be maintained for 1 year after the final work day, unless HR approves for a district administrator to maintain access. Staff will be denied access the day after their last contract day. Staff and student Google drives will be retained for one year after they leave the district. Access will be denied by June 30th of the current school year.

Asset Disposal

The district will maintain a process for physical asset disposal in accordance to Board policy.

The district will dispose of all assets containing PII, confidential, or internal information are disposed in a manner that ensures that this information is destroyed (see Appendix G: Asset Management).

Critical Incident Response

Controls shall ensure that the District can recover from any damage to or breach of critical systems, data, or information within a reasonable period of time.

Each school, department, or individual is required to report any instances immediately to the Superintendent, Director of Technology and/or Information Security Officer for response to a system emergency or other occurrence (for example, fire, vandalism, system failure, data breach and natural disaster) that damages/breaches data or systems.

Document Retention

The District's administrative procedure policies 6530 & 6531 Document Retention delineates the process for data retention for all district data including backup requirements. The District will maintain systems that provide near-line backup. These systems shall allow for the full recovery of critical systems in the event of a disaster. The district will test near-line backups quarterly.

Disaster Response

The District's Technology Disaster Recovery Plan outlines critical staff, responsibilities, and processes in the event of a disaster or critical data loss. District servers are backed up daily. (see Appendix L: Disaster Response Plan).

Data Breach Response

The Data Breach Response Plan enables the District to respond effectively and efficiently to a data breach involving personally identifiable information (PII), confidential or protected information, district identifiable information and other significant cybersecurity incident. The Data Breach Response Plan shall include processes to validate and contain the security breach, analyze the breach to determine scope and composition, minimize impact to the users, and provide notification (see Appendix M: Data Breach Response Plan).

Appendix A

Definitions

Confidentiality: Data or information is not made available or disclosed to unauthorized persons or processes.

Data: Facts or information. Data can be in any form; oral, written, or electronic.

Data Integrity: Data is current, accurate and has not been altered or destroyed in an unauthorized manner.

Data Management: The development and execution of policies, practices, and procedures in order to manage the accuracy and security of district instructional and operational data in an effective manner.

Data Owner: User responsible for the creation of data. The owner may be the primary user of that information or the person responsible for the accurate collection/recording of data.

Ownership does not signify proprietary interest, and ownership may be shared. The owner of information has the responsibility for:

- knowing the information for which she/he is responsible
- determining a data retention period for the information in according to Board policy and state statute
- ensuring appropriate procedures are in effect to protect the integrity, confidentiality, and availability of the data used or created
- reporting promptly to the ISO the loss or misuse of data
- initiating and/or implementing corrective actions when problems are identified.
- following existing approval processes for the selection, budgeting, purchase, and implementation of any digital resource

Information Security Officer: The Information Security Officer (ISO) is responsible for working with the superintendent, Data Governance Team, data managers, data owners, and users to develop and implement prudent security policies, procedures, and controls. The Information Security Officer will oversee all security audits and will act as an advisor to:

- data owners for the purpose of identification and classification of technology and data related resources.

Systems: Any computer, laptop, mobile device, printing and/or scanning device, network appliance/equipment, AV equipment, server, internal or external storage, communication device or any other current or future electronic or technological device, whether hosted by the district or provider.

Personally Identifiable Information (PII): Any information about an individual maintained by an agency, including (1) any information that can be used to distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden name, or biometric records and (2) any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information.

Risk: The probability of a loss of confidentiality, integrity, or availability of information resources.

User: The user is any person who has been authorized to read, enter, print or update information. A user of data is expected to:

- access information only in support of their authorized job responsibilities.
- comply with all data security procedures and guidelines.
- keep personal authentication confidential (user IDs, passwords, secure cards, PINs, access codes).

- report promptly to the Information Security Officer the loss or misuse of data.
- follow corrective actions when problems are identified.

Appendix B

Laws, Statutory, and Regulatory Security Requirements

CIPA: The Children's Internet Protection Act was enacted by Congress in 2000 to address concerns about children's access to obscene or harmful content over the Internet. CIPA imposes certain requirements on schools or libraries that receive discounts for Internet access or internal connections through the E-rate program.

Schools subject to CIPA have two additional certification requirements: 1) their Internet safety policies shall include monitoring the online activities of minors; and 2) as required by the Protecting Children in the 21st Century Act, they shall provide for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyber bullying awareness and response. <http://www.fcc.gov/guides/childrens-internet-protection-act>

COPPA: The Children's Online Privacy Protection Act regulates operators of commercial websites or online services directed to children under 13 that collect or store information about children. Parental permission is required to gather certain information. www.coppa.org

FERPA: The Family Educational Rights and Privacy Act applies to all institutions that are recipients of federal aid administered by the Secretary of Education. This regulation protects student information and accords student's specific rights with respect to their data. <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

HIPAA: The Health Insurance Portability and Accountability Act applies to organizations that transmit or store Protected Health Information (PHI). It is a broad standard that was originally intended to combat waste, fraud, and abuse in health care delivery and health insurance, but is now used to measure and improve the security of health information as well. <http://www.hhs.gov/ocr/privacy/hipaa/understanding>

PCI DSS: The Payment Card Industry Data Security Standard was created by a consortium of payment brands including American Express, Discover, MasterCard, and Visa. It covers the management of payment card data and is relevant for any organization that accepts credit card payments. www.pcisecuritystandards.org

PPRA: The Protection of Pupil Rights Amendment affords parents and minor students' rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. <http://www2.ed.gov/policy/gen/guid/fpco/ppra/index.html>. These include the right to the following:

- Consent before students are required to submit to a survey funded in whole or in part by a program of the U.S. Department of Education that concerns one or more of the following protected areas:
 - Political affiliations or beliefs of the student or student's parent
 - Mental or psychological problems of the student or student's family
 - Sex behavior or attitudes
 - Illegal, anti-social, self-incriminating, or demeaning behavior

- Critical appraisals of others with whom respondents have close family relationships
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
- Religious practices, affiliations, or beliefs of the student or parents
- Income, other than as required by law to determine program eligibility
- Inspect protected information surveys, instruments used to collect personal information for marketing or sales purpose, and instructional materials used as part of the educational curriculum. Missouri State Statutes:
 - §407.1500 applies to a breach in security that results in the release of PII or otherwise protected information. This statute details expectations for investigation and notification.
 - §109.210, §109.200, and §109.310 defines a record and addresses record retention and destruction.

Appendix C

Digital Resource Licensing/Use

All computer software developed by district employees or contract personnel on behalf of the District, licensed or purchased for district use is the property of the District and shall not be copied for use at home or any other location, unless otherwise specified by the license agreement.

- All staff must adhere to the following guidelines regarding digital resource licensing/use:
- Only approved district resources are to be used.
- District software licenses will be:
 - kept on file in the technology office.
 - accurate, up to date, and adequate.
 - in compliance with all copyright laws and regulations.
 - in compliance with district, state and federal guidelines for data security.
- Software installed on Sedalia School District systems and other electronic devices will have a current license on file or will be removed from the system or device.
- Resources with or without physical media (e.g. downloaded from the Internet, apps, or online) shall still be properly evaluated and licensed, if necessary, and is applicable to this procedure.
- Under no circumstances can staff act as a parental agent when creating student accounts for online resources; resources requiring this permission must be approved at district level.

Appendix D

Data Classification Levels

Personally Identifiable Information (PII)

PII is information about an individual maintained by an agency, including:

- Any information that can be used to distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden name, or biometric records.
- Any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information.

Unauthorized or improper disclosure, modification, or destruction of this information could violate state and federal laws, result in civil and criminal penalties, and cause serious legal implications.

Confidential Information

Confidential Information is very important and highly sensitive material that is not classified as PII. This information is private or otherwise sensitive in nature and shall be restricted to those with a legitimate business need for access. Examples of confidential information may include: student records, personnel information, key financial information, proprietary information, system access passwords and encryption keys. Unauthorized disclosure of this information to individuals without a business need for access may violate laws and regulations, or may cause significant consequences for district, its staff, parents, students or other stakeholders.

Internal Information

Internal Information is intended for unrestricted use within the district and in some cases within affiliated stakeholders. This type of information is already widely-distributed within the district, or it could be distributed within the organization without advance permission from the information owner. Examples of Internal Information include internal policies and procedures and handbooks. Unauthorized disclosure of this information to outsiders may not be appropriate due to copyright, legal or contractual provisions.

Directory Information

Directory Information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The school district designates the following items as directory information:

- General Directory Information
 - Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the district;

schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy

- Limited Directory Information
 - Student's address, telephone number and e-mail address and the parents' addresses, telephone numbers and e-mail addresses
 - This information may only be disclosed as permitted in Board Policy 2400.

Public Information

Public Information has been specifically approved for public release by the Director of Communications or appropriate district administrator. Examples of public information may include patron mailings and materials posted to the district's website.

This information may be disclosed outside of the district.

Appendix E

Securing Data at Rest and Transit

All staff and students that log into a district provided computer will be provided with several options for data storage and transmission. Staff and students will need to ensure that they are securely storing their data. Staff and students will be able to store data on their local device. It is important to note that this data is not a part of the district's continuity plan, and thus will not be backed up by the district's backup solution. Staff and students may also have a mapped folder. These folders act as folders to district file servers. Access to these files is restricted to the folder's owner (staff or student who is assigned) and district enterprise administrator accounts.

Cloud Storage and File Sharing

The term "Cloud Storage" is used to define all types of remote server storages accessed by users through the internet. All staff and students are provided with a G Suite for Education account that provides unlimited storage. Users are responsible for all digital content on their district provided G Suite for Education Drive.

When using cloud storage, staff must adhere to the following guidelines:

- Staff and students may not access cloud storage through third party applications outside of approved internet browsers and Google Drive App on Android & iOS. This will ensure that native operating systems do not replace cloud sharing security.
- When exiting the district, students should responsibly copy their content to their own personal storage solution.
- When exiting the district, staff should ensure that they are only copying personal content that they created.
- Staff are prohibited from copying content that contains confidential information, student records, files, or data.
- Data with personally identifiable information of staff or students may be posted to users' district provided Google Drive with appropriate security settings. Users may not post this data to other cloud sharing platforms without consent of district administration.
- All users shall immediately report any cloud storage security problems of the district's technology resources to a teacher or administrator.
- Attempting to gain or gaining unauthorized access to cloud storage or the files of another is prohibited.
- As with other forms of district technology, district employees, students, and other Google Apps for Education drive users have no expectation of privacy on data stored on this platform.

The term "File Sharing" is used to define all activities sharing access to digital information whether on the cloud or district administered mapped drives. When file sharing, staff must adhere to the following guidelines:

- Users must abide by all policies and procedures regarding professional conduct and communication when sharing, reviewing, updating, commenting and re-sharing.
- When sharing content, users must ensure that other users accessing the information in the files have appropriate access to the information based on job function.

- All users shall immediately report any inappropriate sharing of the district's technology resources to an administrator.

External Storage Devices

The term "External Storage Devices" is used to define all portable storage devices (including USB drives, rewritable CD/DVD, memory cards, and external hard drives) used by staff and students. While the district recognizes the advantages for staff and students to maintain information on these devices, users are strongly encouraged to rely on their district provided Google Apps for Education Drive account for all storage needs.

When using external storage devices, staff must adhere to the following guidelines:

- Users are responsible for all content on external storage devices that have been connected to district technology resources.
- Users must ensure that they will not introduce harmful software including computer viruses, malware, non-district approved software, or hacking tools to district technology resources.
- Users must ensure that the data will remain secure through appropriate encryption or password protection when transferring files containing PII or protected information to an external storage device.

Appendix F

Physical Security Controls

The following physical security controls shall be adhered to:

- Monitor and maintain data centers' temperature and humidity levels. The American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) recommends an inlet temperature range of 68 to 77 degrees and relative humidity of 40% to 55%.
- File servers and/or storage containing PII, Confidential and/or Internal Information shall be installed in a secure area to prevent theft, destruction, or access by unauthorized individuals.
- Ensure network systems and network equipment are properly secured to prevent unauthorized physical access and data is properly safeguarded to protect from loss.
- Computers and other systems shall be secured against use by unauthorized individuals. It is the responsibility of the user to not leave these devices logged in, unattended, and open to unauthorized use.
- Monitor and control the delivery and removal of all asset-tagged and/or data-storing technological equipment or systems.
- When staff leave the district, they must ensure that they delete any district files, or data from their personal external storage devices.

File Transmission Practices

- Staff are responsible for securing sensitive data for transmission through email or other channels with encryption or a password.
- Staff should never include a password in any communication with the actual file attached that is being protected by the password.
- Staff should never transmit files labeled classified, confidential, or restricted through email or third party file transfer services without district approval.
- Regular transmission of student data to services such as a learning management system is managed by the technology department using a secure data transfer protocol.

All such services are approved by a district/building administrator and the Director of Instructional Technology.

Appendix G

Asset Management

Data security must be maintained through the life of an asset, including the destruction of data and disposal of assets. Any computer, laptop, mobile device, printing and/or scanning device, network appliance/equipment, AV equipment, server, internal or external storage, communication device or any other current or future electronic or technological device may be referred to as a system, asset or device.

All involved systems and information are assets of the district and are expected to be protected from misuse, unauthorized manipulation, and destruction.

Inventory

All devices or systems considered an asset are inventoried. This includes, but is not limited to, network appliances, servers, computers, laptops, mobile devices, and external hard drives.

Disposal Guidelines

Assets shall be considered for disposal in accordance to state/federal regulations and Board policy.

The following considerations are used when assessing an asset for disposal:

- End of useful life
- Lack of continued need
- Obsolescence
- Wear, damage, or deterioration
- Excessive cost of maintenance or repair

The Director of Instructional Technology shall approve disposals of any district technology asset.

Methods of Disposal

Once equipment has been designated and approved for disposal, it shall be handled according to the following methods.

Salvage

All technology assets shall be salvaged in a manner consistent with applicable environmental regulations. Electronic equipment may contain hazardous materials such as mercury, lead, and hexavalent chromium. In addition, systems may contain Personally Identifiable Information (PII), Confidential, or Internal Information. A district-approved vendor shall be contracted for the disposal of all technological systems/equipment. The vendor shall provide written documentation verifying the method used for disposal and a certificate stating that no data of any kind can be retrieved from the hard drive or any other component capable of storing data. Under no circumstances should any technological systems/equipment be placed in the trash.

Appendix H

Virus, Malware, Spyware, Phishing and SPAM Protection

Virus, Malware, and Spyware Protection

SSD desktops, laptops, and file servers are protected using enterprise virus/malware/spyware software. Definitions are updated weekly and an on-access scan is performed on all “read” files continuously. A full scheduled scan runs weekly. A full scheduled scan is performed on all servers weekly during non-peak hours. All files and systems are scanned.

Internet Filtering

Student learning using online content and social collaboration continues to increase. Sedalia Schools views Internet filtering as a way to balance safety with learning—letting good content, resources, and connections in while blocking the bad. To balance educational Internet resource and application use with student safety and network security, the Internet traffic from all devices on the district network is routed through the district firewall and content filter.

All personal devices are required to authenticate prior to gaining access to the district network. This process sets the filtering level appropriately based on the role of the guest user. All sites that are known for malicious software, phishing, spyware, etc. are blocked.

Phishing and SPAM Protection

Email is filtered for viruses, phishing, spam, and spoofing using Google services.

Security Patches

Servers patch management is performed at regular intervals. Security patches are applied on an as needed basis, but at least quarterly.

Appendix I

Account Management

Access controls are essential for data security and integrity. Sedalia Schools maintains a strict process for the creation and termination of district accounts. All new employee accounts are authorized through an HR hiring process prior to creation. Role-based permissions are used to establish access to all systems. Access security is audited at least annually or whenever access permission requirements are changed for a particular application/software or when an application/software is no longer necessary.

Employee Accounts

When an employee is hired by the Sedalia 200 School District, the following process ensures that each staff member has the correct access and permissions to the resources that are required for their position.

- Notification of new employee is sent from Human Resources to the Technology Department. This notification includes position, building assignment(s), and start date.
- Only after notification has been received from Human Resources, the Technology Department creates user accounts. The user is given access and permissions to the necessary resources based on their position and building assignment(s) (see Appendix J: Data Access Roles and Permissions).

When a staff member's employment is ended, either by termination or resignation, account permissions are revoked in one of two ways.

- In the event of termination, HR will send immediate notification via email or phone call to Technology leadership requiring the account to be disabled at once, preventing any further access to district resources. HR will also send a Suspension of Service showing the termination date.
- In the event of resignation, HR sends a Suspension of Service to Technology, indicating the termination date. The account is disabled at the end of business on the termination date, preventing further access to district resources.
- In the event that a user having elevated permissions to any system separates from the district, additional measures are taken to ensure that all elevated accounts to those systems are secure.

Local/Domain Administrator Access

PII, confidential information and/or Internal Information that is stored or accessed remotely shall maintain the same level of protections as information stored and accessed within District's network. In the event that remote access is needed by a contractor/vendor, access must be approved by the Director of Technology. The Assistant Director of Technology Operations or the Network System Administrator will establish the contractor account, only granting access to the server/application that the contractor/vendor supports.

Contractors/Vendors

All contractor/vendor access must be approved by the superintendent of technology. All contractors doing business on district premise must also pass a background check unless other security measures are addressed in a vendor contract. All contractors/vendors accessing district

data will be considered on premise users. Once the approval has been obtained, the technology department will create the account.

Appendix J

Data Access Roles and Permissions

Student Information System (SIS)

All staff members are entered into the SIS system. However, only staff requiring access are provided accounts for the system.

The following information is entered for each staff member:

- Start Date
- Building/Site location
- End Date (if applicable)
- Position(s)/Job Duty
- Active
- Separation of Service (SOS)

After basic information and user ID are created then site(s) are applied to account and permissions are given.

Employee permissions are only extended to the site(s) that are assigned to the account.

Permissions (unless employee needs additional permissions) are based on job title and lines up with the names of permissions and are distinguished between Site and District.

Permissions are based on Past, Current, and Future years per individual permission.

- Teacher > Teacher
- Principal > Site Administrator
- SpEd> SpEd Teacher or SpEd case manager or SpEd Director
- Nurse > Site Nurse

Permissions are preset configured by the system, but permissions may be extended per individual basis based on special needs and/or multiple positions being covered by a single account. These changes must be approved by site administrator and/or HR.

Student Information Access

- Attendance being type of attendance and in/out time to the minute
 - View: Site Administrators, Counselors, Teachers, Secretaries, Nurses, and Social Workers.
 - Maintain: Site Secretary, and SIS administrator.
- Grades/Assessments including everything in the gradebook Assignments, Tests, Finals, etc.
 - View: Counselors, Site Administrators
 - Maintain: Site Secretaries, Teachers, SIS administrator.
- Programs and Services tracks many items including Waivers, 504s, SpEd (notes for SpEd track), ELL, ESL, etc.
 - View: Anyone with access to search for student can see the icons at the top
 - Maintain: Specific to department_ SpEd > SpEd track import Building administrators
- Discipline
 - View: Counselors, SPED
 - Maintain: Site Administrators, Secretaries, SIS administrator
- Parent Communication (Email, Phone numbers, addresses)
 - View: Teachers, Site Administrators, Counselors, Librarian, Nurses, and Social Workers.

- Maintain: Secretaries
- Family Demographics
 - View: Secretaries, Site Administrators, Teachers, Nurses, Social Workers, and Counselors.
 - Maintain: District Administrators, Secretaries.
- Fees
 - View: Site Administrators, Counselors, Librarians, and Social Workers.
 - Maintain: Secretaries
- Medical Information
 - Medical data includes Immunizations, Conditions, Medications, and Clinic Logs (Time in/out of clinic and action taken).
 - Site Administrators and Site nurses and Secretaries are the only accounts that can VIEW ALL medical information.
 - Site Nurses are the ONLY accounts that can MAINTAIN medical information.
 - Accounts that can view medications, conditions, immunizations are District SpEd Director, Site Administrator, Site Nurse, Site SpEd Case manager.
 - Site Secretaries can view conditions and immunizations.
 - Counselors view clinic logs and immunizations.

SIS Permission Groups

- B&G Club
- Coaches
- District Administrator
- District Food Service Director
- District Secretary
- District SISK12 Administrator
- District SPED Director
- Juvenile
- Site Administrator
- Site Counselor
- Site Food Service POS Cashier
- Site Librarian
- Site Nurse
- Site Secretary
- Site SpEd Coordinator
- Site SpEd Case Manager/Service Provider
- Site Sub Teacher (Long Term)
- Teacher
- Upward Bound
- View Only

Financial System

All staff members are entered into the financial system for the purpose of employee payroll and HR tracking. Employee access to their individual payroll information is granted through the employee portal. Only staff requiring access are provided accounts for the financial/personnel application. After basic information and user ID are created then permissions are given according to position.

Special Education System

Our special education system houses student IEP information. New accounts are imported at the beginning of the school year and added and adjusted manually throughout the year by the SIS administrator.

Information of staff member including:

Start Date

- Building/Site location
- End Date (if applicable)
- Position(s)/Job Duty
- Work status: Active, Transfer, Separation of Service (SOS)

After basic information and user ID are created then permissions are given according to position:

- SpEd District Administrator
- SpEd Building Coordinator
- SpEd Teacher
- Principal- view only for building

Special Education Administrators have access to all students in the district.

Appendix K

Password Security

The District requires the use of strictly controlled passwords for network access and for access to secure sites and information.

All passwords to district systems shall meet or exceed the below requirements.

- Passwords shall never be shared with another person.
- Every password shall, where possible, be changed at least once per semester.
- When possible, user created passwords should adhere to the same criteria as required for district network access as outlined below.
- Passwords shall not be recorded anywhere that someone may find and use them.

District network access to resources managed through Active Directory/SSO:

Passwords must meet the following complexity requirements:

- At least eight (8) characters in length
- You will not be allowed to use your previous password.
- Passwords must be reset at least once per semester

Where possible, system software should enforce the following password standards:

- Passwords shall be entered in a non-display field.
- System software shall disable the user password when more than five consecutive invalid passwords are given. Lockout time shall be set at a minimum of 10 minutes.

Appendix L

Technology Disaster Response Plan

Objectives

The primary purpose of the Technology Disaster Recovery Plan is to enable Sedalia Schools to respond effectively and efficiently to a natural disaster or critical failure of the district's data center and/or core systems. The objectives during a natural disaster or critical failure are the following:

- Minimize the loss or downtime of core systems and access to business critical data.
- Recover and restore the district's critical systems and data.
- Maintain essential technology resources critical to the day to day operations of the district.
- Minimize the impact to the staff and students during or after a critical failure.

Planning Assumptions

The following planning assumptions were used in the development of Sedalia School District Technology Data Breach Plan:

- There may be natural disasters that will have greater impact than others.
- There will be factors that are beyond the department's control or ability to predict during a disaster.
- There is the possibility of complete loss of the current data center.
- We will have adequate storage to recover systems.
- District data is housed at district data center and backed up off-site
- District data is hosted by 3rd party providers.
- In the event of a critical failure to network infrastructure in the datacenter, District networking may be significantly impacted.

Disaster Recovery/Critical Failure Team

Sedalia School District has appointed the following people to the disaster recovery/critical failure team: Superintendent over Technology and designees.

In the event the Technology Disaster Recovery Plan is activated, overall management of the response is delegated to this team.

Their primary responsibilities include:

- Determining the impact of the natural disaster/critical failure.
- Communication of impact and or loss, and updates of progress to the District Superintendent.
- Communication of outages and updates to district staff.
- Oversight of the Technology Disaster Recovery Plan implementation and restoration of critical systems and data.
- Allocation and management of technology staff during the event.
- Working with manufacturers and/or vendors during the recovery and restoration of critical systems and data.
- Oversight of Technology Disaster Recovery Plan implementation debrief.

Activation

The Technology Disaster Recovery Plan will be activated in the event of the following:

- A natural disaster has occurred and affects the operation of the District's data center. A natural disaster includes but is not limited to the following: tornado, earthquake, lightning, and flood.
- A fire has impacted the data center.
- Water or flooding has impacted the data center.
- Critical system failure.

The Director of Technology will act as the incident response manager. If the Information Security Officer is not able to act as the incident response manager, a member of the Superintendent's Leadership Team will assume the role of incident response manager, with assistance from the Incident Response Team.

Notification

The following groups will be notified as needed in the event the plan has been activated:

- Superintendent
- Superintendent's Leadership Team (SLT)
- Technology Staff
- District Employees
- Parents and Students
- Vendors

Information will be disseminated to the above groups through whichever means of communication is available at the time.

This could include any one or combination of the following:

- Phone
- Email
- Social Media
- Radio or Television

The Technology Disaster Recovery Plan team will work with district leadership, including the Director of Communications, on which information will be conveyed to each above group and what means will be used.

Implementation

The Technology Disaster Recovery Plan team has the following in place to bring the District back online in the least of amount of time possible:

Maintained spreadsheet listing all server names (servers.xlsx), physical and virtual, and their function.

- A copy of this document will be secured on a district server. An electronic version will be housed on Google Drive.
- Maintained spreadsheet of, needed passwords and vendor contact information.
- A copy of this document will be secured on a district server. An electronic version will be housed on Google Drive.
- The District's data backup solution includes the use of a third-party vendor, which backs up data locally in the datacenter.
- In the event of a critical system failure, the District can restore that server back to our current environment from the backup solution.

Evaluation

An internal evaluation of Sedalia School District Technology Disaster Recovery Plan response will be conducted. This will entail gathering documentation from the response and feedback from all stakeholders and incorporate into an after action report and corrective action plan. The result will be an update to the Technology Disaster Recovery Plan and other emergency response plans as appropriate.

Appendix M

Data Breach Response Plan

Objectives

The purpose of the Technology Data Breach Plan is to enable the Sedalia School District to respond effectively and efficiently to an actual or suspected data breach involving personally identifiable information (PII), confidential or protected information, district identifiable information and other significant cybersecurity incident.

The objectives of the Technology Data Breach Plan are:

- Convene the Incident Response Team as necessary.
- Validate and contain the data security breach.
- Analyze the breach to determine scope and composition.
- Minimize impact to the staff and students after a data breach has occurred.
- Notification of data owners, state/federal agencies and law enforcement as deemed necessary.

Planning Assumptions

The following planning assumptions were used in the development of Sedalia School District Technology Data Breach Plan:

- There may be data breaches that will have greater impact than others.
- There will be factors that are beyond the department's control or ability to predict during a data breach.
- District data is backed up off site.
- District data is hosted by 3rd party providers.

Data Breach/Incident Response Team

Sedalia School District has appointed the following people to the data breach/incident response team: Superintendent of Technology, Director of Technology, Network Administrator, and 3rd party hosting vendors as needed.

In the event the Technology Data Breach Plan is activated, overall management of the response is delegated to this team. Their primary responsibilities include:

- Determine the nature of the data compromised and its impact to staff, students and the district itself.
- Communicate impact, the number of affected individuals, the likelihood information will be or has been used by unauthorized individuals and updates of progress to the District Superintendent and Superintendent of Technology.
- Coordinate with Director of Communications to ensure communication with district staff and or parents as deemed appropriate.
- Oversight of the Technology Data Breach Plan implementation and data breach resolution.
- Allocate and manage technology staff resources during the event.
- Work with vendors, 3rd party providers, manufacturers, state/federal agencies and law enforcement while correcting the data breach and its repercussions.
- Oversight of Technology Data Breach Plan implementation debrief.

Activation

The Technology Data Breach Plan will be activated in the event of the following:

- A data breach has occurred and affects the district itself.
- A data breach includes but is not limited to an incident in which sensitive, protected or confidential data has potentially been viewed, stolen or used by an individual unauthorized to do so.
- Personal Health Information (PHI) has been compromised.
- Personally Identifiable Information (PII) has been compromised.
- Confidential or sensitive data has been compromised.
- Network hack/intrusion has occurred.

The Information Security Officer will act as the incident response manager. If the Incident Security Officer is not able to act as the incident response manager, a member of the Superintendent's Leadership Team will assume the role of incident response manager, with assistance from the Incident Response Team. The breach response and reporting process will be documented. The Superintendent of Technology will work with the Director of Communications to dispense and coordinate the notification and public message of the breach.

Notification

The following groups will be notified as needed in the event the plan has been activated:

- Superintendent
- Superintendent's Leadership Team
- Technology Staff
- District Employees
- Parents and Students
- Vendors

Information will be disseminated to the above groups through whichever means of communication deemed appropriate.

This could include any one or combination of the following:

- Email
- Social Media
- Radio or Television
- First Class Mail
- Phone

The Technology Data Breach Plan team will work with district leadership on which information will be conveyed to each above group, timing of that communication and what means will be used.

Implementation

The Technology Data Breach Plan team has the following in processes in place to contain the data breach in the least amount of time possible:

- Data inventory of all systems containing sensitive data. A copy of this document will be secured on a district server. An electronic version will be housed on Google Drive.
- Maintained spreadsheet listing all server names (servers.xlsx), physical and virtual, and their function. A copy of this document will be secured on a district server. An electronic version will be housed on Google Drive.
- The District's data backup solution includes the use of a third-party vendor which backs up data locally in the datacenter.

- The following will take place during the incident response:
- The members of the Incident Response Team will be assembled once a breach has been validated. The Incident Response Team will be comprised of the Director of Technology, Information Security Officer, Network Administrator. Additional members of the Sedalia School District administrative team and technology department may be designated to assist on the Incident Response Team.
- The Incident Response Team will determine the status of the breach, on-going, active, or post-breach.
- For an active and ongoing breach, the Incident Response Team will initiate appropriate measures to prevent further data loss.
- These measures include, but are not limited to, securing and blocking unauthorized access to systems/data and preserving any and all evidence for investigation.

- The Incident Response Team will work with the data managers and data owners to determine the scope and composition of the breach, secure sensitive data, mitigate the damage that may arise from the breach and determine the root cause(s) of the breach to devise mitigating strategies and prevent future occurrences.
- The incident response manager will work with legal counsel and the Superintendent of Technology to determine appropriate course of action pursuant to state statute. This includes notification of the authorities, local law enforcement, and the Missouri State Attorney General.
- Collaboration between the authorities and the Incident Response Team will take place with the incident response manager.
- The IRT will work with the proper authorities to make sure any and all evidence is properly handled and preserved.
- On advice from legal counsel, an outside party may be hired to conduct the forensic investigation of the breach.
- When the investigation has concluded, all evidence will be safely stored, recorded or destroyed
- (where appropriate).
- All affected data, machines and devices will be identified and removed from the network as deemed appropriate for the investigation.
- Interviews will be conducted with key personnel and facts of the incident will be documented and the evidence preserved for later examination.
- The Incident Response Team will work with the Sedalia School District Communications department to outline the notification of the data owners and those affected.
- Communication will be sent out as directed by legal counsel and advised by the district communications team. The types of communication will include, but not limited to, email, text message, postal mail, substitute notice and/or phone call.
- Once the incident response team has determined the severity of the breach, the team will notify the Incident Response Manager to determine whether or not the Family Policy Compliance Office (FPCO) or PTAC needs to be notified.
- The Incident Response Manager, in conjunction with the Incident Response Team, legal counsel and the Superintendent's Leadership Team will determine if the notification of affected individuals is necessary. Once the determination is made to notify affected individuals, a letter will be written in accordance with all federal and state statutes.

Evaluation

Once the breach has been mitigated an internal evaluation of SSD Technology Data Breach Plan response will be conducted. The IRT, in conjunction with the incident response manager and others that were involved, will review the breach and all mitigation steps to determine the probable cause(s) and minimize the risk of a future occurrence. Feedback from the responders and affected entities will be incorporated into an after action report and corrective action plan. The result will be an update to the Technology Data Breach Plan and other emergency response plans as appropriate. Information security training programs will be modified to include countermeasures to mitigate and remediate previous breaches so that past breaches do not recur. The reports and incident review will be filed with all evidence of the breach.



Sedalia School District 200

Our process to **TRANSFORM** and **REACH** every student to
ELEVATE and **CONNECT** their learning.

TREC Student Handbook 2019-2020

Sedalia School District 200 is proud to provide our students the very best in 1:1 technology environments, or what we brand as TREC. Sedalia School District 200 has chosen to call this program TREC because TREC indicates our process to Transform and Reach every student to Elevate and Connect their learning. TREC is an in-depth personalized learning with equitable and innovative learning experiences. Students focus on autonomous learning experiences and not teacher centered instruction.

This handbook will outline the student responsibilities with these devices Sedalia School District 200 is providing and all the supplemental equipment, Apps, and tools.

By using or taking possession of a Chromebook owned by Sedalia School District 200, a user and their parents/guardians are agreeing to comply with the Sedalia School District 200 Technology Usage Policy the Secondary Student Handbook.

Student Expectations

By taking possession of the District-owned Chromebook, the Sedalia School District 200 expects students to adhere to the following 4 guidelines;

1. **Be empowered.** Do awesome things with this technology. Share with us your ideas and what you can do.
2. **Be nice.** Help foster a school community that is respectful and kind.
3. **Be smart and safe.** If you are uncertain, talk with us.
4. **Be careful and gentle.** Our resources are limited. Help us take care of our devices and network.

Parent/Guardian Expectations

By your student taking possession of the District-owned Chromebook, the Sedalia School District 200 expects parents/guardians to adhere to the following responsibilities;

1. Must agree to monitor student use at home and away from school. It will be your responsibility to keep your student safe and on-task.
2. The parents/guardians are responsible for the cost of repair or replacement at the date of loss if the property is:
 - a. Not returned
 - b. Intentionally damaged
 - c. Lost
 - d. Stolen, but not reported to school and/or police in a timely manner
3. Must complete the online and in-person TREC Orientations prior to the delivery of the device to the student.
4. Parent/Guardian must purchase the Sedalia School District 200 Insurance Plan before their child can take their issued Chromebooks out of the school. If the Sedalia School District 200 Insurance Plan is not purchased, the students will have to check out their Chromebook before school starts each morning and check it back in before they leave school for the day.

1. Issuing of Chromebooks

1.1 Receiving a Chromebook

- a. Qualifications: A student who is actively enrolled in grades 9th-12th in Sedalia School District 200 qualifies for use of a District–owned Chromebook tablet (dependent upon the class grade of the student). In order to possess and use the borrowed device, one must comply at all times with Sedalia School District 200 Technology Usage Policy. There is a financial obligation to the student due to loss or damage of the borrowed device if it occurs as the result of handling, storage, transport, use, or reporting of loss / damage that is not in complete compliance with Sedalia School District 200 procedures. The purchase of Sedalia School District 200 sponsored Chromebook Insurance will help mitigate these potential costs (see the Sedalia School District 200 Insurance Plan section for more details).
- b. Students will be expected to attend an orientation session to receive their equipment. Each student will receive a Chromebook, AC charger, and case/bag.
- c. Parents/guardians and students must acknowledge the Sedalia School District 200 Acceptable Use Policy (AUP).
- d. Students must electronically complete the Chromebook User Agreement before a Chromebook is issued to the student.
- e. Chromebooks will be checked out to the student through the Library Media Center circulation system.
- f. The Chromebook is the property of the Sedalia School District 200 and as a result may be subject to inspection at any time. The student should have NO expectation of privacy of materials found on a Chromebook or a school supplied or supported email service.

1.2 Returning a Chromebook

- a. Chromebooks must be returned immediately when a student transfers out of Sedalia School District 200, is expelled, no longer qualifies for the program, or terminates enrollment for any reason. The Chromebook is property of Sedalia School District 200, even if the student graduates.
- b. Students are expected to return the following items with the Chromebook:
 - AC charger.
 - bag/case.

1.3 Fines related to a Chromebook

- a. By taking possession of a borrowed device, the borrower agrees to assume full responsibility for the safety, security, care and proper use of the borrowed property. Chromebooks, & AC adapter will be turned in to the Library Media Center (LMC) when requested in satisfactory condition. Chromebooks will be inspected for damage. In the case of abuse, neglect, or intentional damage, the student/parent/guardian will be charged a fee for needed repairs, not to exceed the replacement cost of the Chromebook. Sedalia School District 200 Administration will make the final determination of any fees assessed
- b. If a student fails to return the Chromebook, the student/parent/guardian will pay the replacement cost of the Chromebook
- c. Fines will be charged at the following amounts:

Chromebook tablet Replacement	\$300.00
AC Charger	\$19.00
Damaged Screen	Up to \$165.00

1.4 Loss or Theft of a Chromebook

- a. In the case of loss or theft occurring at school, the borrower must report the incident to a school resource officer, administrator or the Library Media Specialist within one day of the occurrence.
- b. In the case of loss or theft occurring away from school, the borrower must report the incident to law enforcement officials of jurisdiction within 24 hours of the occurrence and then provide documentation of the aforementioned law enforcement report to the Library Media Specialist or School Administration within one day of the occurrence. Failing to report loss or theft in the manner described here will result in the missing property being categorized as lost rather than stolen and the student / parent / guardian will assume full responsibility for the loss of the device and the corresponding financial obligation for the replacement costs of the lost property.

2. Taking Care of a Chromebook

Students are responsible for the general care of the Chromebook they have been issued by Sedalia School District 200. Chromebooks that are broken or fail to work properly must be given to the Library Media Specialist for an evaluation of the equipment. Care must be taken to protect the screen. Students are responsible for anything done using their assigned Chromebook or their login. Chromebooks are the property of Sedalia School District 200 and all users will follow these procedures and the Sedalia School District 200 Acceptable Use Policy.

2.1 General Precautions

- a. While the Chromebook is considered scratch resistant, the Chromebook will scratch. Avoid using any sharp object(s) on the Chromebook.
- b. Chromebooks do not respond well to liquids. Avoid applying liquids to the Chromebook. The Chromebook can be cleaned with a soft, slightly water-dampened, lint-free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook. Use of unapproved cleaners may remove the protective film covering the face of the Chromebook.
- c. Do not attempt to gain access to the internal electronics or repair a Chromebook. If a Chromebook fails to work or is damaged, report the problem to a Library Media Specialist
- d. Cords and cables must be inserted carefully into the Chromebook to prevent damage
- e. Chromebooks must remain free of any writing and/or drawing on the device.
- f. Students may not purchase their own cover or case for the Chromebook, unless pre-approved by the building Library Media Specialist, and building administrator.
- g. Chromebooks have the ability to be remotely located. Modifying, disabling or attempting to disable the tracking service is a violation of the Acceptable Use Policy (AUP) and grounds for disciplinary action.
- h. Chromebooks have a unique identification number and at no time should the numbers or labels be modified or removed.
- i. Chromebooks must never be left in an unlocked locker, on top of a locker, in an unlocked car, or in any unsupervised area.
- j. Chromebooks must not be left in a vehicle or a location that is not temperature controlled.
- k. Chromebooks must be charged for school each day. This is the student's responsibility.
- l. There is no "jail breaking" of this device.
- m. Chromebooks are assigned to individual students and the responsibility for the care of the Chromebook solely rests with that individual. Students should not lend their Chromebook to another person. The Chromebook should be kept out of reach of younger siblings, family pets, or anyone else capable of careless handling or inadvertent damage of the property.
- n. Please do not attempt to contact the Chromebook Manufacturer or other service facility directly for repair questions. Please contact a Library Media Specialist.

3. Using a Chromebook at School

Chromebooks are intended for use at school each day. In addition to teacher expectations for the Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Printing from a Chromebook to Sedalia School District 200 printers is not allowed. Any files needing to be printed should be coordinated through the proper Sedalia School District 200 faculty member. Students are responsible for bringing their Chromebook to all classes unless specifically instructed not to do so by a teacher.

3.1 Chromebooks Left at Home

If a student leaves the Chromebook at home, the student is responsible for getting the coursework completed by alternate means and will be required to checkout/rent a Chromebook from the Library Media Center. The Chromebook is similar to any instructional material necessary for daily classwork. If leaving the Chromebook at home is a frequent occurrence, the student may be subject to disciplinary action.

3.2 Chromebook Undergoing Repair

Loaner Chromebooks may be issued to students when their Chromebooks are being repaired by the school. A limited number of “loaner” Chromebooks are available and is not guaranteed. These “loaners” are available through the Library Media Center.

3.3 Charging a Chromebook Battery

- a. Chromebooks must be brought to school each day in a fully charged condition. A sync cable/AC charger will be issued to the student for charging at home.
- b. In cases where the battery does “run out,” students may be able to connect their Chromebook to a power outlet in class or at designated charging stations in the building.

3.4 Home Internet Access

Sedalia School District 200 provides internet filtering on the District’s internal network. These filters do not apply in any other location. Sedalia School District 200 TREC Chromebooks do not have a filter for outside Sedalia School District 200 access. Parents/guardians, please take the necessary precautions for internet safety with your student.

- a. Students are allowed to set up wireless networks on their Chromebooks. This will assist them with Chromebook use while at home. Printing at home will require an appropriately configured printer, proper settings on the Chromebook and the correct app.
- b. All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.

3.5 Using the Chromebook Camera

The Chromebook comes equipped with both camera and video capacities. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group and notifying the individual or group if the image will be posted online. Chromebook cameras may never be used in a locker room or restrooms.

4. Managing files and saving work

4.1 Saving to the Chromebook/Home Directory

- a. The Chromebook affords limited electronic storage space. As with all electronic files, it is good practice to back up, duplicate, or archive files to an independent storage space.
- b. Storage space will be available on the Chromebook—BUT will NOT be backed up in case of re-imaging. Chromebooks will save to Google Drive.

5. Software/apps on the Chromebooks

5.1 Originally Installed Software/apps

- a. The software/apps originally installed by the Sedalia School District 200 must remain on the Chromebook in usable condition and be easily accessible at all times.
- b. From time to time the school may add software/apps for use in a particular course.

5.2 Additional Software/apps

Students are allowed to load extra apps on their Chromebooks insofar as they do not interfere with academic need.

5.4 Procedure for Reloading Software/apps

If technical difficulties occur or illegal software/apps are discovered, the Chromebook will be restored to factory settings. Sedalia School District 200 does not accept responsibility for the loss of any software/apps or documents deleted due to a re-format or re-image.

5.5. Software/app upgrades

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their Chromebook for periodic updates and synching.

5.6. Sedalia School District 200 Chromebook Insurance Plan

Students will be responsible for protecting their assigned device from loss or damage. If an accident or loss should occur, school district will waive your responsibility for the financial loss subject to a deductible as outlined below. In exchange for this damage waiver, Sedalia School District 200 requires an annual fee of \$25.00 (\$15.00 for students in the reduced lunch program, \$10.00 for students in the free lunch program).

Payment of the \$25.00 (\$15.00 or \$10.00 if applicable) damage waiver fee may be made with a debit card, major credit card, or ACH using your bank routing and account numbers. After payment is authorized, you will receive confirmation of your payment and you will be allowed to use the device at home. Payment via cash or check may be made in person during parent orientation or student Chromebook distribution.

If a student has a covered claim, they must pay a deductible according to the table below. Students will not be allowed take their device home while there is an unpaid deductible on their account.

Incident	Deductible
1st Occurrence	\$25
2nd Occurrence	\$50
3rd Occurrence	\$100

The Chromebook Insurance program only covers the Chromebook. It does not cover replacement of the Chromebook charging adapter or cable.

Certain conditions not covered by this damage waiver include: 1) any dishonest, fraudulent, malicious or criminal acts, 2) any loss to software, data, documents, music, videos, recordings or other personal information that had been placed on the device, 3) additional loss caused by the failure to use all reasonable means to protect the device after it has been damaged, 4) disappearance of the device not reported to local law enforcement, and 5) any use not in accordance with District policies and procedures.



Sedalia School District Technology Responsible Use Agreement

Students

Students in the Sedalia School District will be provided access to technology for educational purposes. Students must follow the established guidelines for responsible use of technology in order to maintain the privilege of access to technology.

The following responsible use guidelines have been established for all middle school/high students in the Sedalia School District.

Digital Citizenship

Good digital citizenship is good citizenship. Good behavior and citizenship are expected of all students and staff whether activity is in person or online, whether in the hallway or in a digital learning environment (Google Drive, iCloud, Moodle, etc.). The following rules of citizenship should guide all use of technology and connectivity in and out of the Sedalia School:

Secondary Expectations	
	Digital Citizenship
Safe	<ul style="list-style-type: none">• Demonstrate online safety• Demonstrate cyber security• Immediately report cyber predators and cyber bullying to an adult• Keep personal information confidential
Respectful	<ul style="list-style-type: none">• Use proper netiquette• Follow copyright guidelines• Cite sources to identify ownership of intellectual property
Responsible	<ul style="list-style-type: none">• Demonstrate appropriate care and use of materials and equipment• Charge device(s) daily• Use device for educational and school purposes only• Evaluate databases, apps, and websites for content, credibility, relevance, validity, and bias

Equipment Use

Students will be expected to follow all directions given concerning the appropriate use of technology. Students should review the appropriate technology usage policies and sections of the student handbook related to technology usage. The equipment must be used carefully to ensure that it continues to function properly. Any student guilty of abusing the equipment or taking any action that would alter the proper functioning of the equipment will be disciplined and charged with the cost of repairing or replacing the equipment.

Internet Use

Students will be given access to the Internet and will be expected to access sites that are appropriate for the educational assignments given pursuant to the acceptable usage policy and student handbook. Students who access or attempt to access pornography, obscene materials, or other sites not related to an educational assignment will be disciplined and denied Internet access for a specified period of time.

Security

All students will be given a username and a password. Passwords must be kept confidential at all times. District security will allow for the tracking of all computer activity by username and password. Therefore, students are not allowed to log in using another person's username and password. A student who uses another person's username and password or allows someone to use his/her username and password will be disciplined and denied computer access for a specified period of time.

File Sharing

Copyright laws protect various forms of software, music, and video files. Students are not allowed to download software, music, or video files at school, unless appropriate fees have been paid and the downloading process is supervised by a teacher or administrator. Files not protected by copyright laws may be shared provided the information is for educational purpose and contains appropriate material. Any student guilty of downloading or sharing copyright protected files or attempting to download or share such files or install inappropriate software will be disciplined and denied access to district provided digital devices for a specified period of time.

Consequences of Misuse

Students guilty of misusing the school's technology will receive consequences according to the nature and severity of the misuse. Consequences will be similar to the consequences for violating other school rules and may include being given limited or no access to technology for a specified amount of time.

Signature of Acceptance

Parent/Guardian and student signature will be required for technology usage throughout the district. By signing and accepting this Technology Responsible Use Form, the parent and student acknowledge and agree to follow and abide by the District's and School's acceptable technology use policies. Copies of the technology policies are available upon request.

Signature of Parent: _____ Date: _____

Signature of Student: _____ Date: _____

(Board of Education Policy References 6320 and 2654)

Sedalia School District

Technology and Internet Usage - Policy 6320

The Sedalia 200 School District's technology exists for the purpose of enhancing the educational opportunities and achievement of district students. Research shows that students who have access to technology improve achievement. In addition, technology assists with the professional enrichment of the staff and increases engagement of students' families and other patrons of the district, all of which positively impact student achievement. The district will periodically conduct a technology census to ensure that instructional resources and equipment that support and extend the curriculum are readily available to teachers and students. The existing rules found in the District's Behavioral Expectations policy (Board Policy/Regulation 2610) as well as employee handbooks clearly apply to students and employees conducting electronic research or communication.

The purpose of this policy is to facilitate access to district technology and to create a safe environment in which to use that technology. Because technology changes rapidly and employees and students need immediate guidance, the superintendent or designee is directed to create procedures to implement this policy and to regularly review those procedures to ensure they are current.

Sedalia School District #200

Acceptable Use Policy (AUP)

For the use of Computers, Mobile Devices, Cell Phones, Internet Access, and Internet Applications

Definitions

User includes anyone, including employees, students, and guests, using Sedalia School District technology, including, but not limited to, computers, networks, Internet, email, chat rooms and other forms of technology services and products.

Network is wired and wireless technology networks including school and district networks, cellular networks, commercial, community or home-based wireless networks accessible to students.

Equipment are cellular phones, 'Blackberry' [smartphone] type devices, PDAs, MP3 players, iPod type devices, and portable computers such as laptops, iPads, desktops, tablets and netbooks, as well as portable storage devices.

Acceptable Use

Technology provides students with unique and powerful ways to enhance their learning. The Sedalia 200 School District supports the use of technology for the purpose of enhancing and supporting learning and is pleased to offer Users access to computer networks so that they can access district-supplied technology to enhance learning any time of day.

It is one of the technology goals of the district to ensure that each User's interactions with technology contribute positively to the learning environment both at school and in the community. Negative use of technology through the Sedalia School District-owned devices inside or outside of our schools that degrades or defames other Users, or members of our community is unacceptable. The Sedalia School District also recognizes that Users have widespread access to both technology and the Internet; therefore, use of personal devices and connectivity is considered to be included in this Acceptable Use Policy (AUP)

Access to Sedalia School's network is a privilege, not a right. The use of technology whether owned by the Sedalia School District or devices supplied by the Users entails personal responsibility. It is expected that Users will comply with Sedalia School District rules, act in a responsible manner, and will honor the terms and conditions set by the classroom teacher, the school, and District. Failure to comply with such terms and conditions may result in temporary or permanent loss of access as well as other disciplinary or legal action as necessary. In particular, students will be held accountable for their actions and are encouraged to report any accidental use immediately to their teacher or school administration.

With the increased usage of free educational applications on the Internet, digital storage areas, containing less sensitive User information, may or may not be located on property of the school, district, or county. In some cases, data will not be stored on local servers. Therefore, Users should not expect that files and communication are private. The Sedalia School District

reserves the right to monitor Users' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. **Users should have no expectation of privacy regarding their use of school district property, network and/or Internet access or files, including email.**

The Sedalia School District has a private and secure system for sensitive school records, which will be managed by school district Technology Staff.

Terms and Conditions

These are examples of inappropriate activity on the Sedalia school district network, but the district reserves the right to take immediate action regarding activities 1) that create security and/or safety issues for the district's network, Users, schools, network or computer resources; 2) that expend district resources on content it determines lacks legitimate educational content/purpose; or 3) other activities as determined by the school district as inappropriate.

Violating any state or federal law or municipal ordinance, such as: Accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials.

Criminal activities that can be punished under law.

Selling or purchasing illegal items or substances.

Obtaining and/or using anonymous email sites, spamming, spreading viruses.

Causing harm to others or damage to their property.

Using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials. Deleting, copying, modifying, or forging other Users' names, emails, files or data, disguising one's identity, impersonating other users, or sending anonymous email.

Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance.

Using any district computer/mobile devices to pursue "hacking," internal or external to the Sedalia School District, or attempting to access information protected by privacy laws.

Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes."

Using web sites, email, networks, or other technology for political uses or personal gain.

The Sedalia School District's internet and intranet property must not be used for personal benefit.

Users must not intentionally access, create, store or transmit material that may be deemed to be offensive, indecent, obscene, intimidating, or hostile; or that harasses, insults or attacks others.

Advertising, promoting non-school district sites or commercial efforts and events

Users must adhere to all copyright laws.

Users are not permitted to use the network for non-academic related bandwidth intensive activities such as network games or transmission of large audio/video files or serving as a host for such activities.

To the maximum extent permitted by law, students and employees are not permitted to obtain, download, view or otherwise gain access to "inappropriate matter," which includes materials that may be deemed inappropriate to minors, unlawful,

abusive, obscene, pornographic, descriptive of destructive devices, or otherwise objectionable under current District policy or legal definitions. **Similarly, the use of any District computer to access sites which allow the user to conceal their objective of accessing inappropriate material is not permitted. This includes the use of proxy sites used to bypass the school district's filter**

The District and school administration reserve the right to remove files, limit or deny access, and refer staff or students violating the Board policy to appropriate authorities or for other disciplinary action.

Internet Access

In compliance with the Children's Internet Protection Act ("CIPA"), 47 U.S.C. § 254, the District uses technological devices designed to filter and block the use of any District computer with Internet access to retrieve or transmit any visual depictions that are obscene, child pornography, or "harmful to minors" as defined by CIPA and material which is otherwise inappropriate for District students.

Due to the dynamic nature of the Internet, sometimes Internet websites and web material that do not fall into these categories are blocked by the filter. In the event that a District student or employee feels that a website or web content has been improperly blocked by the District's filter and this website or web content is appropriate for access by District students, the process described below should be followed:

1. Follow the process prompted by the District's filtering software (or to remain anonymous, log in under log in name: 123anonymous) and submit an electronic request for access to a website, or:
2. Submit a request, whether anonymous or otherwise, to the District's Superintendent/the Superintendent's designee.
3. Requests for access shall be granted or denied within three days. If a request was submitted anonymously, persons should either attempt to access the website requested after three days or log back in at 123anonymous to see the status of the request.
4. Appeal of the decision to grant or deny access to a website may be made in writing to the Board of Education. Persons who wish to remain anonymous may mail an anonymous request for review to the Board of Education at the School District's Central Office, stating the website that they would like to access and providing any additional detail the person wishes to disclose.
5. In case of an appeal, the Board of Education will review the contested material and make a determination.
6. Material subject to the complaint will not be unblocked pending this review process.

In the event that a District student or employee feels that a website or web content that is available to District students through District Internet access is obscene, child pornography, or "harmful to minors" as defined by CIPA or material which is otherwise inappropriate for District students, the process described set forth in Regulation 6241 should be followed.

Adult users of a District computer with Internet access may request that the "technology protection measures" be temporarily disabled by the chief building administrator of the building in which the computer is located for lawful purposes not otherwise inconsistent with this Policy.

Cybersafety and Cyberbullying

All Users - Despite every effort for supervision and filtering, all Users and Students' parents/guardians are advised that access to the network may include the potential for access to content inappropriate for school-aged students. Every User must take

responsibility for his or her use of the network and make every effort to avoid those types of content. Every User must report security or network problems to a teacher, administrator, or system administrator.

Personal Safety – In using the network and Internet, Users should not reveal personal information such as home address or telephone number.

Confidentiality of User Information – Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian. Users should never give out private or confidential information about themselves or others on the Internet.

Active Restriction Measures – Sedalia School District will utilize filtering software or other technologies to prevent Users from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. Attempts to circumvent or ‘get around’ the content filter are strictly prohibited, and will be considered a violation of this policy. The Sedalia School District will also monitor the online activities of Users through direct observation and/or other technological means.

Interactive Web 2.0 Tools

Technology provides an abundance of opportunities for Users to utilize interactive tools and sites on public websites that benefit learning, communication, and social interaction.

Users may be held accountable for the use of and information posted on these sites if it detrimentally affects the welfare of individual users or the governance, climate, or effectiveness of the school(s). From time to time, teachers may recommend and use public interactive sites that, to the best of their knowledge are legitimate and safe. As the site is “public” and the teacher, school, and district is not in control of it, all Users must use their discretion when accessing information, storing, and displaying work on the site. All terms and conditions provisions in this AUP also apply to User-owned devices utilizing the Sedalia schools network.

Student Use of Interactive Web 2.0 Tools

Online communication is critical to the students’ learning of 21st Century skills, and tools such as blogging, podcasting, and chatting offer an authentic, real-world vehicle for student expression. Student safety is the primary responsibility of teachers.

Therefore, teachers need to ensure the use of classroom blogs, student e-mail, podcast projects, email chat features, or other Web interactive tools follow all established Internet safety guidelines including:

The use of blogs, podcasts or other web 2.0 tools is considered an extension of the classroom. Therefore, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts, or other web 2.0 tools. This includes—but is not limited to—profanity, racist, sexist, or discriminatory remarks.

Students using blogs, podcasts or other web tools are expected to act safely by keeping ALL personal information out of their posts.

Students should NEVER post personal information on the web (including, but not limited to, last names, personal details such as address or phone numbers, or photographs).

Students should NEVER, under any circumstances, agree to meet someone they have met over the Internet.

Any personal blog a student creates in class is directly linked to the class blog which is typically linked to the student profile and therefore must follow these blogging guidelines. In addition to following the information above about not sharing too much personal information (in the profile or in any posts/comments made), students need to realize that anywhere they use the blog login it links back to the class blog. Therefore, anywhere that login is used (posting to

a separate personal blog, commenting on someone else's blog, etc.), the account should be treated the same as a school blog and should follow these guidelines.

Students should never link to web sites from their blog or blog comments without reading the entire article to make sure it is appropriate for a school setting.

Students using such tools agree to not share their user name or password with anyone besides their teachers and parents and treat Web posting spaces as classroom spaces. Speech that is inappropriate for class is also inappropriate for a blog.

Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or be subject to consequences appropriate to misuse.

Student Use of Mobile Devices

When the Sedalia School District provides students with mobile devices such as iPads for use both in school as well as away from school. The District-owned devices follow the stipulations outlined in this AUP.

School Administration and District Technology staff may search the student's memory device if they feel school rules have been violated, which may include, but are not limited to, audio and video recording, photographs taken on school property that violate the privacy of others, or other issues regarding bullying, etc.

Students may not use an audio recording device, video camera, or camera (or any device with one of these, e.g. cell phone, laptop, tablet, etc.) to record media or take photos during school unless they have permission from both a staff member and those whom they are recording.

These rules apply to student-owned devices as well. A student-owned mobile device is a non-district supplied device used while at school or during school or district-sponsored activities. The students may use the student-owned mobile devices in class only with the teacher's expressed permission.

Student Supervision and Security

The Sedalia School District does provide content filtering controls for student access to the Internet using the district's network as well as reasonable adult supervision, but at times inappropriate, objectionable, and/or offensive material may circumvent the filter as well as the supervision and be viewed by students. Students are to report the occurrence to their teacher or the nearest supervisor. Students will be held accountable for any deliberate attempt to circumvent Sedalia School District's technology security and supervision.

Students using mobile and cellular devices while at school, during school or district-sponsored activities are subject to the terms and conditions outlined in this document and are accountable for their use.

Privileges

The use of District technology and electronic resources is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. All staff members and students who receive a password/account code will participate in an orientation or training course regarding proper behavior and use of the network.

The password/account code may be suspended or closed upon the finding of user misuse of the technology system or its resources.

Network Etiquette and Privacy

Students and employees are expected to abide by the generally accepted rules of electronic network etiquette. These include, but are not limited to, the following:

1. System users are expected to be polite. They may not send abusive, insulting, harassing, or threatening messages to others.

2. System users are expected to use appropriate language; language that uses vulgarities or obscenities, libels others, or uses other inappropriate references is prohibited.
3. System users may not reveal their personal addresses, their telephone numbers or the addresses or telephone numbers of students, employees, or other individuals during E-mail transmissions.
4. System users may not use the District's electronic network in such a manner that would damage, disrupt, or prohibit the use of the network by other users.
5. System users should assume that all communications and information is public when transmitted via the network and may be viewed by other users. The system administrators may access and read E-mail on a random basis.
6. Use of the District's electronic network for unlawful purposes will not be tolerated and is prohibited.

Services

While the District is providing access to electronic resources, it makes no warranties, whether expressed or implied, for these services. The District may not be held responsible for any damages including loss of data as a result of delays, non-delivery or service interruptions caused by the information system or the user's errors or omissions. The use or distribution of any information that is obtained through the information system is at the user's own risk. The District specifically denies any responsibility for the accuracy of information obtained through Internet services.

Security

The Board recognizes that security on the District's electronic network is an extremely high priority. Security poses challenges for collective and individual users. Any intrusion into secure areas by those not permitted such privileges creates a risk for all users of the information system.

The account codes/passwords provided to each user are intended for the exclusive use of that person. Any problems, which arise from the user sharing his/her account code/password, are the responsibility of the account holder. Any misuse may result in the termination of user privilege.

The District shall use filtering, blocking or other technology to protect students and staff from accessing internet sites that contain visual depictions that are obscene, child pornography or harmful to minors. The District shall comply with the applicable provisions of the Children's Internet Protection Act (CIPA), and the Neighborhood Internet Protection Act (NCIPA).

Vandalism of the Electronic Network or Technology System

Vandalism is defined as any malicious attempt to alter, harm, or destroy equipment or data of another user, the District information service, or the other networks that are connected to the Internet. This includes, but is not limited to the uploading or the creation of computer viruses, the alteration of data, or the theft of restricted information. Any vandalism of the District electronic network or technology system will result in the immediate loss of computer service, disciplinary action and, if appropriate, referral to law enforcement officials.

Consequences

The consequences for violating the District's Acceptable Use Policy include, but are not limited to, one or more of the following:

1. Suspension of District Network privileges;
2. Revocation of Network privileges;
3. Suspension of Internet access;

4. Revocation of Internet access;
5. Suspension of computer access;
6. Revocation of computer access;
7. School suspension;
8. Expulsion; or
9. Employee disciplinary action up to and including termination

July 2013



SSD

Sedalia School District #200

*District Office
2806 Matthew Drive
Sedalia, Missouri
65301-7981
(660) 829-6450
Fax (660) 827-8938
www.sedalia200.org*

Steven G. Triplett, Ed.S
Superintendent

Nancy L. Scott, Ed.D.
Assistant Superintendent
Human Resources
Federal Programs

Todd Fraley, Ed.D.
Assistant Superintendent
Buildings & Grounds
Support Services

Chris Pyle, Ed.S.
Assistant Superintendent
K-12 Special Education

Harriet Wolfe, Ed.D.
Chief Finance Officer

Devon Gilmore, M.E.D.
Director of Curriculum
Instruction & Assessment K-5

Becky Brownfield, Ed.S
Director of Curriculum
Instruction & Assessment 6-12

Bob Satnan, B.A.
Communications Director

**We Live Tiger
Pride Everyday**

Sedalia #200 is an equal
opportunity and affirmative
action employer

MEMO

TO: Board of Education; Steve Triplett
FROM: Dr. Fraley
DATE: March 25, 2019
RE: Instructional Technology Specialist

Please be advised of the following:

The District needs to continue to be proactive in the building of the 1:1 incentive, Canvas as a LMS (learning management system), continued STEAM practices, online staff development practices, and blended learning environments. At this time, we have only one district Instructional Technology Specialist and one position at SCHS that has been rededicated primarily to technology education.

I am requesting an additional two Instructional Technology Specialists. I am estimating the total cost, salary and benefits to be \$97,000. These two positions will help in the continuation of best technology integration practices at the elementary levels while existing personnel may continue to guide, train, and troubleshoot 1:1 and Canvas at the secondary level. Based on district enrollment the ratio of students to Instructional Technology Specialists is 2500:1. The additional staff would decrease that to approximately 1250:1. This would also reduce the current ratio of specialist to teachers from roughly 2:400 down to 1:100.

Thank you for your consideration in approving this request.

If you have any questions, please contact me at 660-829-6456. Thank you.



SSD

Sedalia School District #200

District Office
2806 Matthew Drive
Sedalia, Missouri
65301-7981
(660) 829-6450
Fax (660) 827-8938
www.sedalia200.org

Steven G. Triplett, Ed.S
Superintendent

Nancy L. Scott, Ed.D.
Assistant Superintendent
Human Resources
Federal Programs

Todd Fraley, Ed.D.
Assistant Superintendent
Buildings & Grounds
Support Services

Chris Pyle, Ed.S.
Assistant Superintendent
K-12 Special Education

Harriet Wolfe, Ed.D.
Chief Finance Officer

Devon Gilmore, M.E.D.
Director of Curriculum
Instruction & Assessment K-5

Becky Brownfield, Ed.S
Director of Curriculum
Instruction & Assessment 6-12

Bob Satnan, B.A.
Communications Director

MEMO

TO: Board of Education; Steve Triplett
FROM: Dr. Fraley
DATE: March 25, 2019
RE: Generator Request for SCJHS Tech Center

Please be advised of the following:

I am seeking the approval of the Board of Education to purchase and install a natural gas generator on the site of Smith-Cotton Junior High School. The generator will serve as backup power for the technology department and the servers that run our network including air conditioning to protect those components. Early estimates by Richie Simons, Director of Maintenance, indicate total cost being under \$40,000.00.

If you have any questions, please contact me at 660-829-6456. Thank you.

**We Live Tiger
Pride Everyday**

Sedalia #200 is an equal
opportunity and affirmative
action employer



SSD

Sedalia School District #200

District Office
2806 Matthew Drive
Sedalia, Missouri
65301-7981
(660) 829-6450
Fax (660) 827-8938
www.sedalia200.org

Steven G. Triplett, Ed.S
Superintendent

Nancy L. Scott, Ed.D.
Assistant Superintendent
Human Resources
Federal Programs

Todd Fraley, Ed.D.
Assistant Superintendent
Buildings & Grounds
Support Services

Chris Pyle, Ed.S.
Assistant Superintendent
K-12 Special Education

Harriet Wolfe, Ed.D.
Chief Finance Officer

Devon Gilmore, M.E.D.
Director of Curriculum
Instruction & Assessment K-5

Becky Brownfield, Ed.S
Director of Curriculum
Instruction & Assessment 6-12

Bob Satnan, B.A.
Communications Director

**We Live Tiger
Pride Everyday**

Sedalia #200 is an equal
opportunity and affirmative
action employer

MEMO

TO: Board of Education
FROM: Dr. Fraley
DATE: September 24, 2018
RE: District Van Purchasing

Please be advised of the following:

I would like to request that the Board of Education approve the purchase of an additional 10 passenger van and routes are needed to accommodate the growing needs of our early childhood program. The approximate cost for a new van is \$30,000.00.

- ECSE will be reimbursed the costs associated to hire an additional driver.
- ECSE Medicaid billing reimbursements will cover the cost of the van purchase.
- District obligation would be for Special Education K – 12 alternative routes and fuel costs.

First Student Option per Day = \$429.04 + \$60(approx.) in fuel = \$489.04
First Student Option per Year = \$83,625.84/year (171 days)
District Obligation on 50% = \$41,812.92

District Purchase Option per Day Cost = \$82.08 wages + \$25 fuel cost = \$107.08
District Purchase Option per Year = \$18,310.68 (171 days)
District Obligation Based on 50% = \$9,155.34

If you have any questions, please contact me at 660-829-6456. Thank you.

Missouri Consultants for Education, LLC

803 West Lockwood Avenue
Glendale, Missouri 63122

Phone: (314) 878-5600
Fax: (314) 878-5607
tmickes@mickesotoole.com
www.moconed.com

March 1, 2019

Re: February 2019 MCE Updates

Dear Superintendent:

The February updates are not as numerous as last September. We have a few regulatory changes, plus two state statutes that will go into effect for next school year.

If you have any questions concerning the new updates, please call me at my office number (314) 878-5600 or on my cell (314) 330-8903. As you know, there is no charge for policy questions. The February 2019 updates are as follows:

Policy 0320 – School Board Elections

This year we have had several districts that have an equal number of Board vacancies and candidates. Normally, there would be no need for an election. However, if a bond issue/tax levy is also on the ballot, the ballot must include the Board candidates. We have modified existing policy to reflect the need to hold an April election regardless of the number of vacancies/candidates when a ballot proposition is also to be voted. Adoption is Mandatory.

Policy 1210 – School Year and School Day

With the beginning of the 2019-20 school year, the minimum attendance requirements will be expressed in hours, 1044 hours, rather than days. This has necessitated similar changes to make up days for inclement days. The change should provide greater flexibility. Adoption is Mandatory.

Policy 2640 – Student Use of Tobacco, Vaping, Alcohol and Drugs

Increased research into the adverse effects of vaping and vaping relating usage has determined that there are significant potential health risks associated with vaping. We have therefore strengthened the policy and have provided greater flexibility in enforcement. Adoption is Recommended.

March 1, 2019

Page 2

Regulation 3165 – Procurement Standards – Federal Contracts

Federal regulations have been changed to provide for greater usage of “micro purchases.” Adoption is Mandatory.

Policy 3425 – Accountability Portal - New

Effective September 1, 2019, Districts will be required to develop, maintain and make publicly available an accountability portal containing an expenditure revenue document. Adoption is Mandatory.

Regulation 6190 – Virtual Education

The change here is simply to correct a typographical error. The phrase “good faith” is changed to “good cause”. Adoption is Mandatory.

Forms 4130 and 4130.1 Permanent and Probationary Teacher Contracts

We have updated our sample teacher contracts incorporating our presentation at MUSIC’s Fall Law Seminars. Individual districts are welcome to delete provisions, i.e. penalties for abandonment of contract, to be consistent with the Board’s preference. Forms do not require Board action.

Forms 6190 and 6190.1 – Virtual Education

We have also created two forms to facilitate virtual education denial and appeal procedures, Forms 6190 and 6190.1. Forms do not require Board action.

BOARD ACTION

All three policies may be considered in one vote as follows. I move to adopt the following policies and regulations:

Policies

P0320

P1210

P2640

P3425

Regulations

R3165

R6190

March 1, 2019

Page 3

If you have any questions concerning these updates or their implementation, please feel free to call. For more information about MCE's Policy Service, visit our website at <http://www.moconed.com>.

Sincerely,

MISSOURI CONSULTANTS FOR EDUCATION, LLC



Thomas A. Mickes

TAM/ndb
Enclosures

ORGANIZATION, PHILOSOPHY AND GOALS

**Policy 0320
(Regulation 0320)
(Form 0320)**

School Board Organization

School Board Elections

The qualified voters of the School District shall annually on the first Tuesday after the first Monday of April, elect two directors for terms of three years, except, effective for Board elections beginning in April of 1993, and each three years thereafter, when three directors shall be elected in compliance with regulations specified in state law.

An election shall not be held if the number of candidates who have filed for the Board is equal to the number of positions available. However, regardless of the number of Board vacancies and Board candidates, if a ballot proposition (i.e. tax levy, bond issue) is on the ballot, an election of Board members must be held. If no election would be held due to the number of candidates equaling the number of vacancies, the District will publish a notice containing the names of the candidates who will assume a Board directorship absent an election. This notice will be published in a newspaper of general circulation in the District on or by March 1 prior to the scheduled election.

Qualified Voters in the School District

An individual must be a registered voter in order to vote in a school election. In order to vote, a person must be eighteen (18) years of age or older, must be a citizen of the United States, and must reside in the School District thirty (30) days.

Candidate Qualification - Method of Filing

Qualified applicants for the Board may file for office beginning at 8:00 a.m. in the Superintendent's office commencing on the sixteenth (16th) Tuesday prior to the election and ending at 5:00 p.m. on the eleventh (11th) Tuesday before the election. The candidate shall declare his/her intent to become a candidate, in person and in writing to the secretary of the Board of Education. The names of qualified candidates shall be placed on the ballot in the order of filing. The notice of election and certification of candidates must be submitted to the county clerk by the tenth Tuesday prior to the election. Candidates must comply with all of the prevailing laws concerning eligibility and campaign financing.

A candidate who files for one vacancy and later decides to run for another shall be positioned on the ballot according to the time when his/her change of declaration is received by the secretary of the Board, not on the basis of when the first petition was filed.

Candidates must be citizens of the United States and resident taxpayers of the District, reside in his/her state for one year next preceding their election or appointment, and be at least twenty-four (24) years of age. Candidates will be disqualified from participation in a Board election if, the candidate is delinquent in the payment of any state income taxes, personal property taxes, municipal taxes, real property taxes on the residence of the candidate. Candidates must also

complete a notarized copy of Form 0320 - Candidate's Place of Residence attesting that the candidate is not currently aware of any delinquency in the filing or payment of state income taxes, personal property taxes, municipal taxes or real property taxes on the candidate's place of residence. The candidate must further attest that they are not a past or present corporate officer of the office that owes any taxes to the state, which are not in dispute. Said affidavit (MCE Form 0320) must include a copy of the affidavit with the declaration of candidacy (MCE Form 0320.1). Failure to accurately complete and file Form 5120 with the Department of Revenue may disqualify a candidate from the ballot. Each newly elected or appointed director shall qualify and take his/her oath of office in the manner prescribed by law and according to Policy 0330 - Oath of Office.

No person may be a candidate for a position on the Board if such person is registered as a sex offender, or is required to be registered as a sex offender under state law. Any Board member who is likewise required to register, or who is registered as a sex offender under state law will immediately be requested by the Board to resign from the Board. Should such Board member refuse to resign, the member will be ineligible to serve as a Board member at the end of his/her term.

In addition, no person shall qualify as a candidate for the Board of Education, who has been found guilty of, or has pled guilty to a felony or misdemeanor under federal law, or to a felony under Missouri law, or has been found guilty of an offense in another state, which would be considered to be a felony in the State of Missouri.

It is not the District's responsibility to investigate and determine a candidate's eligibility. That responsibility rests with the Department of Revenue and/or the County Election Authority.

Calendar Requirements

School Year and School Day

Beginning with the 2019-20 school year, the Board will annually adopt a school calendar that will provide for 1,044 hours of pupil attendance with no minimum number of school days. The beginning of the school year will not generally be set more than ten (10) days prior to Labor Day. Should the Board decide to set an earlier start date, the Board will:

- Give public notice of the meeting to discuss an earlier start date
- Conduct a public meeting
- Vote at that meeting to allow an earlier start date

The length of the school day will meet State Department of Elementary and Secondary Education requirements for six (6) clock hours of instruction. A school year and school day in excess of the state required minimum may be recommended by the Superintendent and approved by the Board. The planned calendar adopted prior to the beginning of the school year must be reported to DESE on Core Data Screen 10 by August 15 of each year, and cannot be changed after that date.

The District will only be required to make up the first thirty-six (36) hours of school lost or canceled due to inclement weather and half the number of hours lost or canceled in excess of thirty-six (36) hours up to twenty-four (24) hours of additional lost or canceled hours. Thus, the maximum number of hours that must be made up is sixty (60) hours. For purposes of this Policy, “inclement weather” shall mean ice, snow, extreme cold, flooding or a tornado, but not excessive heat.

February 2019, Copyright © 2019 Missouri Consultants for Education, LLC

Discipline**Student Use of Tobacco, Alcohol and Drugs****Smoking**

The Board of Education believes that smoking; the use of any tobacco products; and substances appearing to be tobacco products are detrimental to the health and well-being of staff and students. This prohibition includes electronic cigarettes, vaping and similar objects used in conjunction with vaping. Therefore the Board prohibits the use, sale, transfer and possession of tobacco products and substances appearing to be tobacco products, i.e. e-cigarettes, vaping paraphernalia, at school and at school activities.

Alcohol and Drug Use

The improper use of controlled substances, alcohol and substances represented to be such is detrimental to the health and welfare of students and is detrimental to discipline in school. Such conduct, as well as the possession of drug paraphernalia, is prohibited and is subject to disciplinary action as set forth in Regulation 2610.

Pursuant to 29 U.S.C. 705(20)(c)(iv), a student with a 504/ADA disability who is currently engaging in the illegal use of alcohol or drugs is not considered a student with a disability under those laws and the District, may take disciplinary action – to the same extent that disciplinary action is taken against nondisabled students – in relation to that use or possession of alcohol or drugs. In such cases, the due process procedures contained in the Section 504 regulations will not apply to protect those students. This provision does not apply to students who are identified as disabled under the Individuals with Disabilities Education Act. However, school personnel may remove an IDEA disabled student to an interim alternative educational setting for not more than 45 school days without regard to whether that student’s behavior is a manifestation of his/her disability where that student knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the District’s jurisdiction. “Illegal drug,” as it pertains to the discipline of IDEA students, means a controlled substance but does not include a controlled substance that is legally possessed or used under the supervision of a licensed health-care professional or under any other authority.

The determination of whether or not a student is under the influence of alcohol or a controlled substance is based upon a variety of information including but not limited to, physical appearances, speech patterns, and witnesses statements. While not required, District administrators may request a student suspected of alcohol use to submit to a Breathalyzer. Conduct that includes possession of or use of alcohol or controlled substances as well as the possession of drug paraphernalia is prohibited and is subject to disciplinary action as set forth in Regulation 2610.

Procurement Standards – Federal Contracts

Procurement Standards – Federal Contracts

Conflict of Interest

The District maintains a written code of standards of conduct which governs the performance of District employees who may be engaged in the award and administration of contracts. These standards will include a prohibition against employees who are involved in the selection, award or administration of a contract supported by Federal funds, if a conflict of interest, real or apparent, would be involved.

A conflict of interest would arise if a District board member or employee, any member of their family, their partner, or an organization which employs or is about to employ any of the parties named in this paragraph, has a financial or other interest in the firm selected for the award.

Neither District board members, nor employees will accept gratuities, favors, or anything of monetary value from contractors, potential contractors or parties to sub-agreements. This rule will not apply to gifts of less than ten dollars (\$10.00), or is an unsolicited item of nominal intrinsic value. Violations of these conflict of interest provisions will result in disciplinary action up to and including termination for employees, and up to and including public sanction of a violating Board member.

Avoidance of Unnecessary/Duplicate Purchase

The District will review proposed procurements to avoid purchases of unnecessary or duplicative items. Consideration will be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. Where appropriate to foster great economy and efficiency, the District will consider entering into state and local intergovernmental agreements for procurement, or lease of common goods and services. Moreover where appropriate, the District will use Federal excess and surplus property in lieu of purchasing new equipment and property.

The District will, when appropriate, consider and utilize value engineering clauses in contracts for construction projects for cost reductions. In making awards, the District will select contractors to successfully perform under the terms of the procurement. In analyzing the suitability of contractors, consideration will be given to contractor integrity, compliance with public policy, past performances, as well as, financial and technical services.

Recordkeeping

The District will maintain records sufficient to detail the significant history of a procurement. These records will include, but not be limited to, the following:

- rationale for the method of procurement;
- selection of contract type;
- contractor selection/rejection; and
- basis for the contract price.

Time and Material Type Contracts

The District will use time and material contracts only after a determination has been made that no other contract is suitable and, if the contract includes a ceiling price, which the contractor may exceed only at its own risk.

Contractor Compliance Resolution

The District is responsible for resolution and settlement of all contractual and administrative issues arising out of Federal related procurements including, but not limited to, source evaluation, protests, disputes and claims. Violations of law will be referred to the local, state or federal authority having jurisdiction.

The District will maintain procedures to handle and resolve procurement disputes, including provisions to share information regarding the protest to the awarding agency.

Competition for Contract Awards

The District will conduct all procurement transactions in a manner providing full and open competition. In doing so, the District will avoid:

- placing unreasonable requirements on firms seeking to qualify to do business;
- requiring unnecessary experience or excessive bonding;
- noncompetitive pricing practices among bidders;
- noncompetitive awards to consultants that are retainer contracts;
- organizational conflicts of interest;
- specifying only a brand name product instead of allowing an equal product to be offered; and
- any arbitrary actions in the procurement process.

The District will avoid in such Federal procurements administratively imposed in – state or local geographical preferences in the evaluation of bids or proposals, except where federal law expressly mandates or encourages such preferences. However, when contracting for architectural and engineering services, geographic locations may be a selection criteria provided that the use of such criteria leaves a sufficient number of qualified firms to compete for the contract.

Procedures for Procurement Transactions

The District will ensure a clear and accurate description of the technical requirements for the material, product or service to be provided under federally related procurements. The description may include a statement of the qualitative nature of the material, product or service to be procured and when appropriate will set forth those minimum essential characteristics and standards to which it need conform in order to satisfy the intended use. Where appropriate, a “brand name or equal” description may be used to define the performance or other requirements of a procurement.

The District will ensure that all prequalified lists of persons, firms, or products are current and include enough qualified sources to ensure maximum open and free competition. Potential bidders will not be precluded from qualifying during the solicitations process.

Methods of Procurement Affecting

Micro Purchases

Where small purchases under **Ten** Thousand Dollars (\$**10,000.00**) price quotations will be obtained from an adequate number of qualified sources. Micro Purchases will be distributed equally among qualified vendors.

Small Purchases

The District will utilize the following procurement procedures for purchases of \$**250,000** or less. The District where feasible will obtain at least three (3) bids or quotes for each such purchase. The District will maintain documentation for all “small purchases” including the small purchase item; identity of quotes/bids; amount of such bid/quotes; and the date of purchase.

Sealed Bids

When procurement is by sealed bid (formal advertising), bids are publically solicited and a firm-fixed price contract is awarded, the award will be made to the responsible bidder whose bid, conforming with all material terms and conditions of the invitation to bid, is the lowest in price. The sealed bid procurement method will be utilized for all purchases in excess of \$**250,000**. The sealed bid method is preferred for construction if the following conditions apply:

- a complete adequate and realistic specification is available;
- two or more responsible bidders are willing and able to compete for the project;
- the procurement lends itself to a firm price contract; and
- selection of the successful bidder can be made principally on the basis of lowest price.

If sealed bids are used, the following requirements apply:

- invitation to bid will be publically advertised and bids will be solicited from an adequate number of known suppliers providing them sufficient time to bid;
- invitation to bid will define the items or services to be bid;
- all bids will be publically opened at a time and place described on the invitation to bid;
- firm fixed-price contract award is made to the lowest responsive and responsible bidder; and
- any and all bids may be rejected when there is a sound documented reason.

Competitive Proposal

The District will utilize a competitive proposal method when conditions are not appropriate for the use of sealed bids. This method will be utilized where either a firm-fixed price is capped or cost reimbursement contract is available. When this method is used, the following requirements will apply:

- requests for proposals will be publicized along with evaluation factors and their relative importance;
- proposals will be solicited from any adequate number of qualified sources;
- a clear method of technical evaluations of the proposals and selective of any awardee will be utilized;
- awards will be made to the firm whose proposal is most advantageous to the program with price and other factors considered; and
- this method may be used for selection of architectural and engineering firms where qualifications are evaluated and the most qualified firm is selected subject to negotiations; and
- more than one contractor/vendor is submitted an offer.

Noncompetitive Sole Source

Where appropriate, procurement may be made by a proposal from any one source or after solicitation, competition is deemed inadequate. This method will be used when small purchase procedures, sealed bid, or competitive proposals are not feasible and one of the following applies:

- item is available from only one source, or there is an emergency situation;
- using the services of the Small Business Administration and the Minority Business Development Agency;
- requiring the prime contractor, where subcontracts are to be left to utilize the steps set out above sole source purchases will be well documented concerning the necessity for all sole source purchases.

Contract Cost and Price

The District will perform a cost or price analysis in connection with every procurement action. At a minimum, the District will make independent estimates before receiving bids or proposals. A cost analysis will be required when adequate price competition is lacking and for sole source procurements, unless price reasonableness can be established on the basis of catalog or mailed price. The District will negotiate profit as a separate element of the process for each contract.

- public emergency will not permit a delay in competitive solicitation; and
- the awarding Federal agency authorizes this method.

Contracting with Small and Minority Firms, Women's Business Enterprise and Labor Surplus Area Firms

The District will take all necessary steps to assure participation of such firms. Affirmative steps will include:

- placing such firm on a solicitation list;
- assuring that such firms are solicited whenever possible;
- when economically feasible dividing total requirements into smaller contracts or quantities; and
- when economically feasible establishing delivery requests which encourage participation for such firms in which there is no price competition and small cases where cost analysis is performed. Consideration will be given to the complexity of the work, the risk to be borne, contractor's investment, the amount of subcontracting, quality of contractors' work on similar work.

Costs or prices on estimated costs will be allowable only to the extent that costs incurred or cost estimates are consistent with Federal cost principals. The District will not use a cost plus a percentage of cost and a percentage of construction cost method.

Agency Review

The District will make available, upon request of the Federal agency, all documents, including but not limited to, procurement specifications; invitations to bid; procurement procedures; pre-award documents.

Biding Requirements

The District will require bonding for all construction or facility improvements ensuring that the awarding Federal agency's interests are adequately protected as provided in federal regulations.

Contract Provisions

The District's contracts under the Regulation will include:

- administrative, contractual or legal remedies for contractor breaches and provide appropriate remedies for such breaches;
- compliance with Executive Order (EO 11246);
- compliance with Copeland Anti-Kickback Act;
- compliance with Davis Bacon Act;
- compliance with § 103 and 107 of the Contract Work Hours and Safety Standards Act;
- notice of awarding agency's requirements and regulations pertaining to reporting;
- notice of awarding agency's requirements and regulations pertaining to patent rights;
- notice of awarding agency's requirements and regulations relating to copyrights and rights in data;
- access to contractor's book documents, papers and records which are pertinent to the contract;
- compliance with all applicable standards, order or requirements under §306 of the Clean Air Act, §508 of the Clean Water Act (EO 11738) and Environmental Protection Act Regulations; and
- mandatory standards and policies relating to emergency efficiency contained in the state emergency conversation plan.

Background Checks

All District vendors shall conduct criminal record and sexual offender background checks on each of its employees who, under a procurement contract, may provide services on District property or at District events. Copies of such record requests will be provided to the District upon request.

Faith Based Organizations

Faith based organizations are eligible to contract with those Districts on federally related contracts on the same basis as any other private organization. In such contracting, the District will not discriminate for or against an organization based on the organization's religious character or affiliation. However, private organizations that engage in inherently religious activities, such as religious workshops, instruction or proselytization must offer these services separately in a time or location separate from any programs or services supported by a federally related District contract.

A faith based organization that contracts with the District on a federally related contract may retain its independence, autonomy, right of expression, religious character and authority over its governance.

Accounting and Reporting

Accountability Portal

By September 1, 2019, the District will develop, maintain and make publically available, on its website, a researchable accountability portal containing an expenditure and revenue document. The document will detail actual income, expenditures and disbursements for the current calendar or fiscal year. The District's financial accounting software will detail actual year-to-date income; actual year-to-date and expenditures; and detail the year-to-date check register. The data may be in the form of a searchable Word, Excel or PDF document or provide a link to a database the District may have. Alternatively, the District may provide on its website a direct link to the Department of Elementary and Secondary Education's (DESE) website which has detailed financial and budgetary information about the District.

The District's accountability portal will contain only information that is a public record and not confidential or otherwise protected by state or federal law. The District will not post online any personal information relating to payroll including but not limited to payroll deductions, payroll contributions, or any other information that is confidential or statutorily protected. As provided elsewhere, employee contracts are public documents and are subject to Sunshine Law requests.

The financial data contained in the District's accountability portal will be updated at least quarterly. The District will archive the financial data for a minimum of ten (10) years. The archived financial data will remain accessible and searchable during this period.

Curriculum Services

Virtual Education

The District will annually permit any eligible student, under the age of twenty-one (21) who resides in the District, to enroll in Missouri Course Access and Virtual School Program (“Program”) courses as part of the student’s annual course load. Course costs will be paid by the District provided that the student:

1. Is enrolled full-time and has attended a public school, including a charter school, for at least one (1) semester immediately prior to enrolling in the Program. However, if the reason for a student’s non-attendance in the prior semester is a documented medical or psychological diagnosis or condition which prevented attendance, such non-attendance will be excused; and
2. Prior to enrolling in the Program course has received District approval through the procedure set out in this Regulation 6190(A).

Each Program course successfully completed will count as one class and will receive that portion of a full-time equivalent that a comparable course offered by the District generates.

A. Enrollment

The enrollment process for participation in the Program will be substantially similar to the enrollment process for participation in District courses. The process may include consultation with a school counselor. However, consultation does not include the counselor’s approval or disapproval of enrollment in the Program.

When a District school denies a student’s enrollment in a Program course or enrollment as a full-time Program student, the District will provide in writing a “good **cause** faith” reason for the denial. Such good faith determination will be based upon a reasonable determination that the enrollment is not in the student’s best educational interest. Where enrollment is denied, the following process will be utilized:

1. The District will notify the student and the student’s family in writing of the right to appeal denial of Program enrollment to the Board of Education; and
2. The family will be given an opportunity to present the reasons for their appeal to the Board at an official Board meeting; and
3. The District, at such Board meeting, will provide the basis for its determination that Program enrollment was not in the student’s best educational interest; and

4. The written submissions by the family and the District will be incorporated into Board minutes; and
5. The Board's written decision and the reason for that decision will be provided to the family within thirty (30) days of such Board meeting; and
6. The family may appeal the Board's determination to the Department of Elementary and Secondary Education. The Department shall provide their decision within seven (7) calendar days.

Program credits previously earned by a student transferring into the District will be accepted by the District. Students who are participating in a Program course at the time of transfer shall continue in the course with the District assessing future monthly payments.

Home school and private students wishing to take additional courses beyond their school's regular course load will be permitted to enroll in Program courses under an agreement, including the student's payment of tuition or course fees.

B. Payment for Program Courses

Cost associated with Program courses shall be paid by the District for students satisfying subsection (1) of this Regulation 6190. Payments will be made on a monthly cost basis prorated over the semester enrolled. Payments will be made directly to the Program contract provider. Such payments per semester will not exceed the market cost, but in no case more than 7% of the state adequacy target per semester. In the event a Program participant discontinues their enrollment, the District will discontinue monthly payments made on the student's behalf.

In the case of a student who is a candidate for A+ tuition reimbursement and who is enrolled in a Program course, the District will attribute no less than ninety-five (95%) percent attendance to any such student who has successfully completed such Program course. K-8 Districts will be required to pay the District for Program attendees residing in the K-8 District.

C. Program Course Evaluation

The District will consider recommendations made by DESE relative to a student's continued Program enrollment. Based in part on DESE's recommendations, the District may terminate or alter a course offering if the District, in its reasonable discretion, determines that the Program course(s) is not meeting the student's educational needs.

Independently, the District will monitor student progress and success in Program courses. The District will annually provide DESE with feedback regarding Program course quality.

The District is not obligated to provide computers, equipment or internet access except for eligible students with a disability in compliance with federal and state law.

The District will include students' enrollment in the Program in determining the District's average daily attendance (ADA). For students enrolled in the Program on a part-time basis, ADA will be calculated as a percentage of the total number of Program courses in which the student is enrolled by the number of courses required for full-time students.

D. Notice

The District will inform District parents of their child's right to participate in the Program. Opportunity to participate in the Program will be provided in parent handbooks, registration documents and on the homepage of the District's website.

| February August 20182019, Copyright © 2018 2019 Missouri Consultants for Education, LLC



Whittier High School

Sedalia School District #200

907 East 16th Street
Sedalia, MO 65301
(P) 660-829-4764
(F) 660-827-8909
www.sedalia200.org

Martin White, Ed. S.
Director

B.J. Curry, M.S.E.
Assistant Director

Kelly Birdsong
Social Studies

Shawn Cairer, M.A.T.
Science/Service Learning

Jennie Guerrini, M.S.E.
Electives/Service Learning

Mary Jo Kientzy, M. S
Mathematics

Mark Johnson, M. Ed.
PE/Health/Foods

Renee Pinkelton, M.S.E.
English/Art

Chris Johnston, L.P.C.
School Psychologist

Melissa Magaña
Bilingual
School-Home Liaison

Ashley Stark
School Security Officer

Date: November 28, 2019
To: Sedalia #200 Board of Education
From: Mr. White and Mr. Curry
Re: Donation from First United Methodist Church

Dear Sedalia #200 Board of Education,

On behalf of Whittier High School, we would like to extend our sincere appreciation to First United Methodist Church for their generous monetary donation in support of our Whittier High School students .

Their donation was in the amount of \$1627. This donation will be used to purchase hoodies for all of our Whittier students.

Their continued generosity and support of Whittier High School is greatly appreciated.

Sincerely,

Martin White
B.J. Curry
Whittier High School

**Proud to be a
Tiger!**

Sedalia #200 is an equal
opportunity and
affirmative action
employer



SEDALIA SCHOOL DISTRICT #200

2806 Matthew Drive, Sedalia, MO 65301-7981 p:660.829.6450 f:660-827-8938

Steven G. Triplett, Ed.S
Superintendent

Nancy L. Scott, Ed.D.
Assistant Superintendent

Todd Fraley, Ed.D.
Assistant Superintendent

Chris Pyle, Ed.S.
Assistant Superintendent

Harriet Wolfe, Ed.D.
Chief Finance Officer

Devon Gilmore, M.E.D.
Director of K-5 Curriculum
Instruction & Assessment

Becky Brownfield, Ed.S
Director of 6-12 Curriculum
Instruction & Assessment

Bob Satnan, B.A.
Communications Director

Missouri Model District
www.sedalia200.org

**We Live Tiger
Pride Everyday**

Sedalia #200 is an equal
opportunity and affirmative
action employer

March 25, 2019

To: Board of Education

From: Mr. Triplett

Re: Dugan's donation

Dear Mr. Chuck Kempton,

On behalf of Sedalia School District #200, I take this opportunity to express our appreciation for your incredible generosity. Your gift of \$500 will be beneficial in helping players, friends and family members attend the Missouri Sports Hall of Fame induction ceremony on March 27 in Springfield.

Through the support of individuals like you, we are able to strengthen our schools and support our programs to better serve the children of this community. The contributions that you and the entire Dugan's family have made to our school district over the years have been invaluable.

Again, we thank you for your kindness and generosity.

Sincerely,

Steve Triplett
Superintendent
Sedalia School District #200

SEDALIA SCHOOL DISTRICT #200

7.3

PROPORTIONAL ATTENDANCE RATE - 2018-2019

Standard 4 - 90% of the students will attend 90% of the time

School	Date	A	Proportional Attendance Rate	B	%	C	%	D	%	Adjusted Enrollment < 85.0%	%
		Total Adjusted Enrollment		(1 point) Adjusted Enrollment at 90-100%		(.5 point) Adjusted Enrollment at 87.5-89.9%		(.25 point) Adjusted Enrollment at 85-87.4%			
Heber Hunt Elem	9/10/2018	442.00	93.90	408.36	92.39	10.82	2.45	5.00	1.13	17.82	4.03
	10/8/2018	442.91	94.50	405.33	91.52	22.39	5.06	8.00	1.81	7.19	1.62
	11/7/2018	442.56	94.95	410.46	92.75	15.04	3.40	8.86	2.00	8.20	1.85
	12/7/2018	443.46	94.76	407.80	91.96	20.47	4.62	8.70	1.96	6.49	1.47
	1/9/2019	445.16	94.18	403.79	90.71	27.02	6.07	7.77	1.75	6.58	1.48
	2/8/2019	446.08	94.65	408.62	91.60	21.97	4.93	10.39	2.33	5.10	1.14
	3/8/2019	447.06	94.75	411.37	92.02	20.75	4.64	7.30	1.63	7.64	1.70
Horace Mann Elem	9/10/2018	259.75	89.20	228.11	87.82	6.18	2.38	2.00	0.77	23.46	9.03
	10/8/2018	261.57	94.83	244.04	93.30	6.00	2.29	4.00	1.53	7.53	2.88
	11/7/2018	262.08	92.47	235.79	89.97	8.77	3.35	8.69	3.32	8.83	3.37
	12/7/2018	260.09	92.53	233.44	89.75	10.50	4.04	7.84	3.01	8.31	3.19
	1/9/2019	260.59	93.55	237.16	91.01	10.22	3.92	6.02	2.31	7.19	2.75
	2/8/2019	260.35	92.79	234.98	90.26	9.68	3.72	7.00	2.69	8.69	3.34
	3/8/2019	262.20	92.69	235.94	89.98	10.33	3.94	7.67	2.93	8.26	3.15
Parkview Elem	9/10/2018	489.52	93.31	453.52	92.65	5.00	1.02	3.00	0.61	28.00	5.72
	10/8/2018	491.13	94.00	451.65	91.96	18.00	3.67	4.00	0.81	17.48	3.56
	11/7/2018	489.68	93.40	443.81	90.63	23.85	4.87	6.40	1.31	15.62	3.19
	12/7/2018	488.43	93.18	440.33	90.15	24.80	5.08	9.50	1.95	13.80	2.82
	1/9/2019	487.76	93.71	445.94	91.43	17.31	3.55	9.90	2.03	14.61	3.00
	2/8/2019	485.55	93.49	441.89	91.01	20.55	4.23	7.11	1.46	16.00	3.29
	3/8/2019	485.05	94.16	446.37	92.03	17.74	3.66	6.00	1.24	14.94	3.08

CALCULATION: Sum of columns B = .5C = .25D divided by column A = Proportional Attendance Rate

SEDALIA SCHOOL DISTRICT #200
PROPORTIONAL ATTENDANCE RATE - 2018-2019

Standard 4 - 90% of the students will attend 90% of the time

School	Date	A	Proportional Attendance Rate	B	%	C	%	D	%	Adjusted Enrollment < 85.0%	%
		Total Adjusted Enrollment	(1 point) Adjusted Enrollment at 90-100%	(.5 point) Adjusted Enrollment at 87.5-89.9%		(.25 point) Adjusted Enrollment at 85-87.4%					
Skyline Elem	9/10/2018	485.54	94.29	453.90	93.48	6.00	1.24	3.64	0.75	22.00	4.53
	10/8/2018	488.14	94.43	450.88	92.37	16.10	3.30	8.00	1.64	13.16	2.70
	11/7/2018	491.11	94.15	450.19	91.67	17.75	3.61	13.22	2.69	9.95	2.03
	12/7/2018	491.50	94.28	449.42	91.44	21.51	4.38	12.80	2.60	7.77	1.58
	1/9/2019	492.42	94.80	453.92	92.18	21.00	4.26	9.47	1.92	8.03	1.63
	2/8/2019	493.33	95.73	461.44	93.54	17.52	3.55	8.28	1.68	6.09	1.23
	3/8/2019	493.93	96.39	465.84	94.31	15.61	3.16	9.89	2.00	2.59	0.52
Washington Elem	9/10/2018	233.82	95.30	220.82	94.44	4.00	1.71	0.00	0.00	9.00	3.85
	10/8/2018	233.47	93.79	213.48	91.44	8.00	3.43	6.00	2.57	5.99	2.57
	11/7/2018	234.00	95.07	217.85	93.10	7.00	2.99	4.42	1.89	4.73	2.02
	12/7/2018	235.15	96.13	222.77	94.74	5.83	2.48	1.43	0.61	5.12	2.17
	1/9/2019	235.85	96.17	223.10	94.59	5.92	2.51	3.05	1.29	3.78	1.61
	2/8/2019	237.43	95.82	221.50	93.29	11.05	4.65	1.91	0.80	2.97	1.25
	3/8/2019	238.47	94.46	217.33	91.14	13.39	5.61	4.95	2.08	2.80	1.17
SMS	9/10/2018	386.11	94.13	361.29	93.57	3.82	0.99	1.00	0.26	20.00	5.18
	10/8/2018	385.17	94.18	359.33	93.29	4.84	1.26	4.00	1.04	17.00	4.42
	11/7/2018	384.63	95.38	361.09	93.88	8.06	2.10	6.90	1.79	8.58	2.23
	12/7/2018	382.02	95.45	356.48	93.31	13.52	3.54	5.59	1.46	6.43	1.68
	1/9/2019	382.70	95.53	357.53	93.42	13.03	3.40	6.20	1.62	5.94	1.55
	2/8/2019	383.29	95.56	357.71	93.33	15.63	4.08	3.00	0.78	6.95	1.82
	3/8/2019	383.69	96.03	362.06	94.36	10.79	2.81	3.96	1.03	6.88	1.80

CALCULATION: Sum of columns B = .5C = .25D divided by column A = Proportional Attendance Rate

SEDALIA SCHOOL DISTRICT #200
PROPORTIONAL ATTENDANCE RATE - 2018-2019

Standard 4 - 90% of the students will attend 90% of the time

School	Date	A	Proportional Attendance Rate	B	%	C	%	D	%	Adjusted Enrollment < 85.0%	%
		Total Adjusted Enrollment		(1 point) Adjusted Enrollment at 90-100%		(.5 point) Adjusted Enrollment at 87.5-89.9%		(.25 point) Adjusted Enrollment at 85-87.4%			
Smith-Cotton Jr High	9/10/2018	1156.08	91.91	1045.98	90.48	26.82	2.32	12.82	1.11	70.46	6.09
	10/8/2018	1157.45	92.38	1046.66	90.43	32.41	2.80	25.45	2.20	52.93	4.57
	11/7/2018	1157.99	93.27	1056.32	91.22	37.70	3.26	19.51	1.68	44.46	3.84
	12/7/2018	1148.83	93.63	1045.51	91.01	51.25	4.46	18.02	1.57	34.05	2.96
	1/9/2019	1149.20	94.37	1058.89	92.14	42.79	3.72	16.96	1.48	30.56	2.66
	2/8/2019	1145.40	94.03	1051.49	91.80	40.80	3.56	20.72	1.81	32.39	2.83
	3/8/2019	1147.82	93.11	1041.72	90.76	44.62	3.89	18.94	1.65	42.54	3.71
Smith-Cotton HS	9/10/2018	1399.93	88.63	1220.48	87.18	32.09	2.29	17.00	1.21	130.36	9.31
	10/8/2018	1413.97	89.50	1222.43	86.45	65.96	4.66	40.15	2.84	85.43	6.04
	11/7/2018	1412.34	89.84	1219.00	86.31	79.84	5.65	39.66	2.81	73.84	5.23
	12/7/2018	1397.79	89.59	1198.66	85.75	88.79	6.35	36.88	2.64	73.46	5.25
	1/9/2019	1394.40	90.64	1220.02	87.49	72.43	5.19	30.58	2.19	71.37	5.12
	2/8/2019	1382.19	89.99	1198.88	86.74	75.04	5.43	29.47	2.13	78.80	5.70
	3/8/2019	1377.32	89.95	1195.48	86.80	70.72	5.13	32.16	2.33	78.96	5.73
District Wide	9/10/2018	4852.75	91.72	4392.46	90.51	94.73	1.95	44.46	0.92	321.10	6.61
	10/8/2018	4873.81	92.44	4393.80	90.15	173.70	3.56	99.60	2.04	206.71	4.24
	11/7/2018	4874.39	92.74	4394.51	90.16	198.01	4.06	107.66	2.21	174.21	3.57
	12/7/2018	4847.27	92.79	4354.41	89.83	236.67	4.88	100.76	2.08	155.43	3.21
	1/9/2019	4848.08	93.39	4400.35	90.76	209.72	4.33	89.95	1.86	148.06	3.05
	2/8/2019	4833.62	93.19	4376.51	90.54	212.24	4.39	87.88	1.82	156.99	3.25
	3/8/2019	4835.54	93.08	4376.11	90.50	203.95	4.22	90.87	1.88	164.61	3.40

CALCULATION: Sum of columns B = .5C = .25D divided by column A = Proportional Attendance Rate