Marshfield R-1 School District

Board Manual

170 State Highway DD
Marshfield, MO 65706

(417) 859-2120

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Official District Name
C-100-B

The official name of the District shall be Marshfield R-1 School District.

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District Rules and Guides
C-105-B

The District rules will consist of the District Policies, the Board Manual, the Administrative Manual, the Employee Manual and the Student/Parent Handbook. These documents will provide the rules for an effective and efficient school system. All Board members, employees, students and patrons are required to follow the District's rules. The Superintendent, administrators and District supervisors are required to implement and enforce District policies, the Administrative Manual, the Employee Manual, and the Student/Parent Handbook. Questions regarding the interpretation of any District rule will be directed to the Superintendent or designee.

The Board Manual will be reviewed and approved annually by the Board. The Board Manual will include the procedures for Board operations and expectations for Board and individual Board member conduct. It will include basic commitments, Board norms, and expectations for the partnership between the Superintendent and the Board. The Superintendent will assist the Board in review and revision of the Board Manual periodically.

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District Mission and Planning
C-110-B

The mission of the Marshfield R-1 School District is: To prepare each child for a successful future. The Board has a long-range plan for the governance of the District that is guided by the District's mission, priorities, goals and objectives. The strategic plan will be developed and amended under the direction of the Board and with input from key District stakeholders.

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Community Engagement and Communications
C-115-B

The District will develop systems and processes using a variety of communication channels to effectively communicate with the public and key stakeholder groups. District communications will come primarily from the District's spokesperson. If employees or Board members provide communications during their contact with parents or patrons, such individuals will follow all confidentiality and other restrictions imposed by law or District rules, and ensure all communications are accurate.

Superintendent as Spokesperson

The Superintendent will serve as official spokesperson for the District unless otherwise directed by the Board. All employees and Board members will direct requests for statements about District business from the public or members of the media to the Superintendent or designee. If a Board member chooses to make a statement about District business, the Board member will emphasize that he or she may only speak as an individual Board member, not on behalf of the Board or the District.

Communications Plan

The Superintendent or designee will develop a District communications plan that at a minimum, establishes:

1. District channels of communications.
2. Methods of sharing information with the public.
3. Methods of sharing information with internal District stakeholders.
4. A plan for District communications during emergencies.
5. Information to be provided to parents/guardians and members of the public as required by law.

Community Engagement

District patrons should be encouraged to provide ideas, concerns and comments about District programs. The Superintendent will create opportunities for engaging patrons including through written submissions, participation on committees, stakeholder focus groups, and survey responses.

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Concerns or Complaints
C-120-B

Effective communication helps avoid and resolve many complaints, concerns, misunderstandings and disagreements. Individuals who have a complaint or concern should discuss their concerns with the school personnel involved in the issue at hand in an effort to resolve problems. This step will usually involve communicating directly with the person or persons with whom the complainant has a concern. This step may be skipped when the complainant in good faith believes that speaking directly to the person would subject the complainant to discrimination, harassment or retaliation.

This step may also be skipped if the complainant in good faith believes that any law or a District policy or written rule has been violated. The District has adopted specific procedures for investigation and resolution for complaints or concerns as required by specific and varying laws that are applicable to the District. The District's Compliance Officer should be contacted with any complaints or concerns that any law or District written rule has been violated, including but not limited to, laws relating to:

- Civil rights, including discrimination, harassment, and retaliation;
- Special education matters including the IEP and 504 processes and services;
- Federal programs and related services;
- Bullying;
- The Family Educational Rights and Privacy Act, including student records and confidentiality.

When communicating directly with the school personnel involved in the issue does not resolve matters satisfactorily, or if it is appropriate to skip the first step as described above, a complainant should consult with the District's Compliance Officer who will direct the complainant to the appropriate process for resolution of the complaint. The District designates the following individual to act as the District's Compliance Officer:

Title: Assistant Superintendent of Operations

In the event the District's Compliance Officer is unavailable or is the subject of a report that would otherwise be made to the Compliance Officer, reports should instead be directed to the alternative Compliance Officer:

Title: Superintendent

All complaints of violation of any law or a District policy or written rule will be promptly investigated by the District, and appropriate action will be taken. Complainants are strongly encouraged to provide their concerns in writing.

Public Notice
The Superintendent or designee will publicize this policy and will disseminate information about this policy to employees, parents/guardians, and students, as well as to newly-enrolled students and newly-hired employees.

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Equal Opportunity and Prohibition Against Discrimination, Harassment and Retaliation
C-130-B

The District is committed to providing equal opportunity in all areas of admission, recruiting, hiring, employment, retention, promotion, contracted services, and access to programs, services, activities, and facilities. The District strictly prohibits any unlawful discrimination or harassment against any person because of race, color, religion, disability, age, sex, gender, national origin, or any other characteristic protected by law. The District also prohibits retaliatory action, harassment, or discrimination against individuals who make complaints of, report, or otherwise participate in the investigation of any such unlawful discrimination, harassment, or retaliation. The District is an equal opportunity employer.

Anyone who believes that they have been discriminated, harassed, and/or retaliated against in violation of this policy should report the alleged discrimination, harassment and/or retaliation to the District's Compliance Officer, unless the Compliance Officer is unavailable or the subject of the report. In that case, the report should be made directly to the alternative Compliance Officer. The District designates the following individual to act as the District's Compliance Officer:

Title: Assistant Superintendent of Operations

In the event the Compliance Officer is unavailable or is the subject of a report that would otherwise be made to the Compliance Officer, reports should instead be directed to the alternative Compliance Officer:

Title: Superintendent

All employees, students, and visitors who have witnessed any incident or behavior that could constitute discrimination, harassment, or retaliation under this policy must immediately report such incident or behavior to the District's Compliance Officer for investigation.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.

Public Notice
The Superintendent or designee will publicize this policy and will disseminate information about this policy to employees, parents/guardians, and students, as well as to newly-enrolled students and newly-hired employees.

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School Board's Role and Responsibilities
G-100-B

The role of the District's Board is to govern the community's public schools by making the major decisions for the District. For the District to operate efficiently and effectively, the Board as a whole will perform its role by working together as a governance team with the Superintendent in the best interest of the District's students. As the elected governing body, the Board will be accountable to the public by faithfully fulfilling the following five responsibilities:

1. Setting the strategic direction for the District;
2. Establishing a system of District policies and rules;
3. Overseeing the employment of the Superintendent;
4. Exercising final decision-making authority for Board matters; and
5. Serving as a liaison between the District and the community.

This role is provided to the Board as a whole and not to any Board member individually, or to the Superintendent individually. The Board as a whole, by working with the Superintendent to make decisions that will best serve the District's students, will govern the community's schools.

1. **Setting the Strategic Direction**
   The Board sets the strategic direction for the District by establishing and maintaining the District's strategic or long-term plan that includes District priorities, goals and objectives. The Board allocates the resources and oversees the employment of the Superintendent to ensure this plan is accomplished.

2. **Establishing a System of District Policies and Rules**
   The Board establishes the major District policies and rules, and delegates the authority to make any other rules to the administration under the Superintendent's direction.

3. **Overseeing the Employment of the Superintendent**
   The Board hires, directs and evaluates the performance of the Superintendent.

4. **Exercising Final Decision-Making Authority for Board Matters**
   The Board exercises final decision-making authority for matters that:

   a. Are identified by law as exclusively within the province of the Board;

   b. Have potential significant impact on the District as a whole;

   c. Have important financial consequences for the District; or

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d. Are reserved for the Board to decide, either through District policy or Board action.

5. **Serving as a Liaison between the District and the community.**
The Board acts as a liaison between the District and the community by promoting school programs in the community and channeling concerns from community members to the appropriate District points of contact.

Roles & Responsibilities of School Board and Superintendent			
Roles/Responsibilities		School Board	Superintendent
1.	Strategic Direction	Sets direction and strategic plan with key stakeholder input; monitors and revises	Advises the Board regarding priorities, goals, objectives; implements strategic plan; monitors and suggests revisions
2.	Policy and Rules	Establishes the major District policies and rules; delegates the authority to make any other rules to the administration under the Superintendent's direction	Suggests, recommends and implements major District policies and rules; oversees making and implementing of other rules
3.	Employment of Superintendent	Hires, directs and evaluates the performance of the Superintendent	Leads and manages the District under the direction of the Board
4.	Final Decision-Making Authority	Identifies matters requiring Board approval; establishes criteria, measures proposed action against criteria, approves or rejects	Follows criteria, ensures proposed action meets criteria, recommends; implements decisions
5.	Community Relations	Fosters and promotes a positive image for District; directs communications	Promotes community engagement; directs communications, and fosters a positive image for District

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		and concerns to appropriate point of contact	

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Decisions Requiring Board Approval
G-101-B

Certain types of decisions for the District require Board approval. Decisions that require the District to make payment of public funds, result in the employment of an individual, create a legal obligation of the District, such as a contract, or establish a Board policy, must generally be approved by the Board. The Board may also reserve additional decisions to the Board alone, but should do so through formal action. The following are decisions reserved exclusively to the Board:

Role	Decision
Governance	Board member resignation
	Board member appointment
	Adoption of District name and seal
	Adoption of Board policy
	Selection of Board officers
	Petition to consolidate
	District boundary changes
	Annexation
	Dissolution of District
	Excuse absences of Board member
	Removal of Board member
	Written standards of conduct regarding conflict of interest (federal funds recipients)
	Employment of District attorneys
	Association with school Board association and appointment of member to attend meetings
	Closure of Board meeting from open meeting (as opposed to noticed as closed)
Students	Expulsion
	Long-term suspension, if appealed
	Residency waiver when not approved by Superintendent
	Transportation of a student to another District
	Tuition
	Authorization of asthma-related rescue medications
Employees	Hiring of any employee
	Termination of any contracted employee
	Termination of a tenured teacher
	Modification of any employment contract
	Authorization and commissioning of law enforcement officers
	Involuntary leaves of absence (RIF's)
	Action to seek revocation, suspension, or refusal of certificate
	Evaluation system for teachers
	Benefit plans for employees
Instruction	Curriculum
	Purchase of textbooks

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Role	Decision
	Requirement to conduct educational programs and activities to observe Veterans Day
	Content of human sexuality instruction
Finance, Facilities, and Operations	Payment of any bill or warrant
	Any contract or agreement
	Transportation routes
	Approval to transport students under one mile
	Funding and refunding of bonds
	Approval to borrow funds
	Approval to build schools
	Any land acquisition
	Declaration of surplus property
	Sale or lease of property
	Budget
	Approval to disburse funds
	Approval regarding investment of surplus funds
	Tax and anticipation notes
	Property tax rates
	Issuance of bonds
	Increase in tax ceiling
	Ballot forms
	Exchange and sale of refunding bonds
	Selling of revenue bonds
	Fund transfers
	Acceptance of donations
	Execution and certification of notes
	Revision of prior levy
	Estimate of amount to be raised by taxation
	Selection of depositories
	Establishment of school sites
	Treasurer's bond
	Annual financial report
	Authorization of audits
	Bid awards
	Waiver from participating in Summer Food Service Program
	Purchase of insurance
	Approval of facilities use fee schedule
	Grants

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The Role of an Individual Board Member
G-105-B

Unless authorized to act on behalf of the Board as a whole, individual Board members have no authority or power to act as a school official. Board members are expected to act as one member of a decision-making team of eight individuals consisting of seven elected Board members and one Superintendent.

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School Superintendent
G-110-B

The Superintendent of schools shall be the chief executive officer of the Board and the administrative leader of the District. The Superintendent is responsible to the Board for the execution and implementation of its policies and decisions. The execution of all decisions made by the Board concerning the internal operation of the District shall be delegated to the Superintendent. The Superintendent shall then be responsible for the delegation of responsibility and authority for the operations of the District. The Board will channel all directives from the Board to its employees or students through the Superintendent. The Superintendent also provides direction on all District matters not covered by the Board policies or decisions.

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Building Leaders and Directors
G-115-B

Each principal or director will be responsible for and have authority over the actions of students, employees, volunteers, visitors, or any other person present in the school, subject to the direction of the Superintendent. The principal or director will enforce the rules and decisions of the Superintendent and the Board, and may implement and enforce additional rules as deemed appropriate for the operation of the school.

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Board President Duties
G-120-B

The Board President will perform the duties pertaining to the office under applicable law and any duties which may be directed by the Board. The President will:

1. Preside at all meetings of the Board, and call special meetings of the Board.

2. Sign all written contracts and documents to which the District may be party that have been authorized by the Board, except as otherwise delegated by the Board and permitted by applicable law.

3. Use parliamentary procedure to conduct meetings and encourage Board member engagement in Board deliberations and decisions.

4. Assume the role as the liaison between the remaining Board members, the community and Superintendent.

5. Take a leadership role in addressing allegations of Board member misconduct.

6. In the absence of the President, the Vice President shall have the power of the President and perform such duties.

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Board Vice President Duties
G-125-B

In the absence of the Board President, the Vice President shall assume the duties of the President.

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Appointed Board Officials *(Seven Director)*
G-130-B

On or before July 15th of each year, the Board shall elect a Board Secretary, Treasurer and other Board officials deemed necessary and advisable. The Board will set the terms of service and compensation unless the Secretary or Treasurer is a member of the Board, in which case no compensation for services will be received. Vacancies in Board officer positions shall be filled by Board election of replacements.

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Board Secretary Duties
G-135-B

The Board Secretary will perform the duties as may be required by law or authorized by the Board. The following are among the duties of the Board Secretary unless properly delegated to others:

1. Be present at, and keep accurate records of, all regular and special meetings of the Board, including minutes and Board member attendance.

2. Ensure notice for any Board meeting is provided to all Board members and all notices of Board meetings are posted as required by law.

3. Issue and/or sign all official documents as required by law or determined by the Board.

4. Ensure that copies of all documents relating to the business of the District are properly kept by the District.

5. Obtain and record the election results of all District propositions submitted to voters.

6. Issue certificates of election to newly elected Board members.

7. Ensure bonds and interest coupons are properly destroyed and a District record is properly maintained reflecting such destruction.

8. Maintain, certify and report all District documents to any outside entity as required by law.

9. In the absence of both the President and Vice President of the Board, call Board meetings to order.

10. Prepare and maintain an annual Board calendar.

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Board Treasurer Duties
G-140-B

The Board Treasurer will perform the duties as may be required by law or authorized by the Board. Before entering the Treasurer's duties, the Treasurer will execute a bond of security, approved by and payable to the Board, conditioned upon the faithful discharge of the official duties of Treasurer and in accordance with state law. The following are among the duties of the Board Treasurer unless properly delegated to others:

1. Submit a monthly report to the Board reflecting the current balance in District funds and receipts for the preceding month and make any other reports required by the Board.

2. Keep all records available for Board inspection at all times and sign all official documents as required by law.

3. Act as the legal custodian of all school moneys, bonds and other securities belonging to the District.

4. Receive and promptly deposit school moneys.

5. Pay out money from District funds when ordered by the Board.

6. Ensure that complete, accurate and legal records of all moneys collected and expended are properly kept.

7. Provide canceled bonds to the Board for destruction in compliance with the state law.

8. Not later than August 1st of each year, settle with the Board and account to the Board for all school moneys or funds received, indicating from whom and on what account they were received and the amount paid out for school purposes.

9. Present the annual settlement to the clerk of the county commission.

10. Deliver to successor Board Treasurer all District moneys, official documents or other property.

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School Attorneys
G-145-B

The Board may select an attorney(s) and/or law firm(s) for purposes of providing such legal services to the District. Unless the interests of the Superintendent are adverse to the Board in a legal matter, the Superintendent or designee will be the District's representative to seek legal counsel or advice on behalf of the District or Board. Only the Superintendent or designee, the Board President, or the Board as a whole is authorized to seek legal advice or counsel on behalf of the District or Board. Individual employees, other than the Superintendent or designee, are not authorized to seek legal advice on behalf of the District or Board. Individual Board members, other than the Board President, are not authorized to seek legal advice on behalf of the District or Board without specific permission by the Board.

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Officials Authorized to Sign for the District or Board
G-150-B

Unless the law requires others to sign documents on behalf of the District or Board, the Superintendent or designee may sign documents on behalf of the District or Board. If Board approval of a document is required by law, the Superintendent or designee may sign only after Board approval. The Superintendent will establish controls to ensure that official documents are signed by the appropriate person(s) and steps are taken to prevent mistakes, fraud, embezzlement and District liability.

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Board Meetings
G-155-B

All meetings of the Board shall be open to the public except when the Board meets in executive session. A quorum must be present at all meetings where business is conducted. The Board may meet in regular meetings, special meetings, and work sessions. Meetings will be noticed as required by law. The Board will meet monthly on the third Monday of each month at 6:45 p.m., in the high school library. Special meetings may be called as needed, and may be called by the Board President or a quorum of the Board. Board members may participate electronically if they can hear and be heard throughout the discussion. Electronic participation will be documented in the meeting minutes in accordance with law. The Board Secretary will publish an annual calendar of tentative Board meeting dates. The Board Secretary will also post all Board meetings as prescribed by law.

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Board Organizational Meeting (Seven Director)
G-160-B

The annual organizational meeting of the Board shall be held within 14 days after the annual Board election. The newly elected members shall qualify by taking the oath of office as prescribed in Article VII, Section 11, of the Constitution of Missouri. The Board Secretary shall administer the oath to the new members.

Following the administration of the oath of office, the Superintendent, serving as temporary chairperson, will conduct the election of the President and Vice President. Once the President and Vice President have been elected, the President will preside over the remainder of the meeting. All votes will be taken by voice vote, show of hands or another method of voting in open session so that each member's vote is clear at the time of the vote.

On or before July 15th of each year, the Board will elect a Secretary and Treasurer who will begin their duties on July 15th.

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Notice of Board Meetings
G-165-B

The Board Secretary shall post public notice of all Board meetings in accordance with law.

Notice of an open meeting will include the time, date, place and a tentative agenda of the matters to be considered. (*See* G-165-B Form A in the District's Administrative Manual.) Public notice of a closed meeting will include the time, date and place of the meeting and the specific statutory exemption under which the meeting will be closed. (*See* G-165-B Form B in the District's Administrative Manual.)

The notice shall be posted in an easily accessible public place that is clearly designated for the purpose of providing such notices at the principal office of the Board. Such notice will be given at least 24 hours in advance of the meeting, exclusive of weekends and holidays when school is closed, unless such notice is impossible or impractical, in which case as much notice as is reasonably possible must be given. The nature of the good cause for less than 24 hours' notice must be stated in the minutes of the meeting.

If the meeting will be conducted by telephone or other electronic means, the notice of the meeting must identify the mode by which the meeting will be conducted and the designated location where the public may observe and attend the meeting, if open. If the meeting will be conducted by Internet chat, Internet message Board or other computer link, a notice of the meeting will be posted on the District's website, in addition to other postings, and shall notify the public how to access that meeting, if open.

Upon request made to the Board Secretary, news media organizations will be notified concurrently with members of the Board, of all meetings of the Board.

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Board Meeting Agendas
G-170-B

A tentative agenda for each meeting of the Board shall be prepared by the Superintendent, in consultation with the Board President, and shall be included in the public notice of such meetings, if open. The tentative agenda of an open meeting must reasonably inform the public of matters to be considered. Any member of the Board may request items to be placed on the agenda. The tentative agenda, related materials and minutes of the previous meeting should be provided to each member at least 3 days prior to the meeting. The agenda for each meeting of the Board shall be adopted or modified by motion of a majority of those Board members present.

A consent agenda may be used whenever appropriate. Items placed on the consent agenda should be routine in nature or items the Board has previously determined are administrative in nature but require formal Board approval.

When the consent agenda is presented to the Board for action, the Board President will provide the opportunity for any member of the Board to move for the removal of an item from the consent agenda. Any item removed from the consent agenda by a Board member will be placed on the regular agenda or removed from the agenda entirely, depending upon the successful motion of the member. Remaining items on the consent agenda are then voted on and passed or denied by a single motion. The minutes of the Board meeting shall include the outcome of the vote and a list of all the items on the consent agenda.

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Minutes
G-175-B

The Board will direct the Board Secretary to take, or cause to be taken, the minutes of each Board meeting. The minutes of all Board meetings shall be accurate, complete and meet all legal requirements. The Superintendent or designee shall be responsible for their safe keeping. The minutes of meetings of the Board will include but are not limited to the following:

1. The nature of the meeting (regular, special, open, closed, etc.), the time, the date, the place of the meeting and the Board members present and absent.

2. A record of all motions made, together with the names of the members making and seconding the motions, and a numerical record of the members voting "yea" and "nay," unless each member's vote is recorded due to a roll call vote or required by law. If a roll call vote is taken, the vote will be attributed to the name of the member. Special notation should be made of abstaining members, and their vote should be recorded as an abstention.

The minutes will be signed by the President and attested by the Secretary of the Board following their approval by the Board.

The closing of executive session votes and records shall be determined by a majority vote of the quorum of the Board in a public session. Minutes and portions thereof shall be kept in a separate minutes book used solely for the purpose of executive sessions. Executive session minutes shall be confidential material, and shall not be available to the public except as provided by law.

The following guidelines are set for the Board Secretary in recording Board minutes:

- The minutes should be typewritten, pages numbered, dated and signed by the proper officers of the Board.

- An accurate copy of all contracts approved, policies adopted and the content of consent agendas shall be attached to the typewritten minutes.

- Once the minutes are approved, all handwritten notes can be destroyed.

- The original minutes book and supplemental information should be secured in a fireproof safe, vault or file in the central administration office.

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Board Member Voting
G-180-B

All motions and votes will be recorded in the minutes. The number of members voting in the affirmative and in the negative on any question shall be recorded in the minutes unless a roll call vote is required by law. When a member abstains from voting, such abstention will not be counted as a vote either for or against the proposal, but will be entered in the minutes as an abstention. The President may vote on all questions.

Any member, upon request, may submit a written explanation of his or her vote that will be attached to the minutes or stored with the minutes. Any member may also change his or her vote up to the time the result of the vote is announced.

A motion shall pass if a majority of those members present vote in favor of the motion, provided that a quorum is present, unless otherwise prescribed by law or policy. An affirmative vote of the majority of the whole Board is required to enter into a contract, employ a person, approve a bill or issue a warrant.

Voting in Open Session

Voting in open session must be conducted in a manner that allows the public attending the meeting to observe how each person voted and in a manner that allows the Board Secretary to accurately discern and record the number of persons voting for or against the motion as well as the persons abstaining from the motion.

The Board may decide to vote by roll call in open session. When an open public vote is not to be taken by roll call, any member may request that the Board be polled on any issue requiring a vote. When voting to adjourn to closed session, the specific reason for closing the meeting must be announced publicly by reference to a specific section of the law, and the vote must be taken by roll call.

In the event a motion is made to close a meeting, record or vote and a Board member believes that the motion, if passed, would violate the Missouri Sunshine Law, the Board member may state his or her objection to the motion before or at the time the vote is taken. The Board Secretary will enter the objection in the minutes. Once the objection has been made, the Board member shall be allowed to fully participate in the meeting, record or vote even if it is closed over the member's objection. If the Board member voted against the motion to close the meeting, record or vote, the recorded objection and the vote is an absolute defense to any claim filed against the Board member pursuant to the Missouri Sunshine Law.

Voting in Closed Session

All votes taken in closed session shall be taken by roll call, including the vote to adjourn. The minutes will reflect how each individual Board member voted or that the Board member abstained.

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Voting Electronically
The Board will allow members to participate electronically in meetings where other Board members are physically present, and the Board may hold meetings where all Board members participate electronically. The participation may occur by telephone, videoconference or other electronic means. Board members may not simply vote electronically, but must be connected with the meeting throughout the discussion of business and must be able to both hear and participate in the discussion. If a Board member electronically joins the meeting after an item of business has been opened, the remotely located member shall not participate until the next item of business is opened.

In accordance with law, Board members who participate in a meeting by videoconferencing may discuss and vote on issues in both open and closed sessions, regardless of the method by which the vote is taken. Board members participating electronically by other means, such as by telephone, may discuss issues and vote as long as the vote is not made by roll call. Board members participating electronically using methods other than videoconferencing may not cast roll call votes, regardless of whether those votes occur in open or closed session, unless a District emergency exists and a quorum of the Board is physically present at the meeting. If such an emergency exists, the nature of the District emergency shall be stated in the minutes.

Adoption Date(s): September 21, 2020

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Board Committees
G-185-B

The Board President, or the Board, may appoint annual committees or committees for special purposes. These committees are subject to all appropriate laws and rules.

Board members may from time to time be invited to serve on various committees in the District or community. When a Board member is asked to serve as a District or Board representative on a committee, the Board member will seek and obtain Board authorization to serve prior to participation.

Board members may also be asked to serve on committees formed by action of the Board. Service on such committees will be by appointment of the Board President and for the purposes identified by the Board.

Adoption Date(s): September 21, 2020

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Board Calendar
G-190-B

The Board Secretary will prepare an annual calendar of school Board related events, or specific events the school Board is invited to attend. The calendar will be updated monthly. The Board Secretary is responsible for the posting requirements of such events.

Adoption Date(s): September 21, 2020

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Board Communication
G-195-B

All public statements in the name of the Board are made by the Superintendent or director of community relations unless otherwise directed by the Board. When speaking publicly, individual Board members have a responsibility to identify personal viewpoints as such and not as the viewpoint of the Board. When a Board decision has been reached, all Board members shall support the decision.

Adoption Date(s): September 21, 2020

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Board Norms
G-200-B

The Board will develop Board norms to guide them in their operation as a Board. The norms will be reviewed on an annual basis.

Adoption Date(s): September 21, 2020

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Board Self-Evaluation
G-205-B

The Board will conduct an annual self-evaluation. The self-evaluation will be in electronic format and the results will be discussed at a Board meeting. The Board will create a professional development plan based upon the results of the self-evaluation.

Adoption Date(s): September 21, 2020

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Board-Superintendent Communication
G-210-B

The Board and Superintendent will strive to effectively communicate regarding all school governance matters. The Superintendent will provide timely oral and written communication of pending issues and information. Board members will inform the Superintendent of citizen concerns and the questions or concerns of the individual Board member. Before major Board decisions are made, Board members will have an opportunity to review relevant background information and consider the implications of alternative actions, and the Superintendent should have an opportunity to address questions or concerns from Board members.

Adoption Date(s): September 21, 2020

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Superintendent Evaluation and Compensation
G-215-B

The Superintendent shall be evaluated annually by the Board utilizing an evaluation tool that incorporates the evaluation principles adopted by the Missouri State Board. The job performance of the Superintendent should be linked to the District's goals in the Strategic Plan. The Board may also include other factors in the evaluation. The Superintendent will provide a progress update to the Board at least quarterly. The Board may take this time to address other job evaluation related issues with the Superintendent during this formative stage of the process. The summative evaluation incorporates the information utilized in the formative stage of the process. Each Board member will prepare an individual evaluation, then the Board President and Vice President will collect these evaluations and prepare a final consensus evaluation. The Board will meet with the Superintendent to share the evaluation results, discuss other pertinent job performance related issues, and determine contract related issues. The Board may determine compensation issues at the time of the summative evaluation, or at a later time, no later than June 30th. The evaluation process does not preclude the Board from addressing job related issues as they arise.

Adoption Date(s): September 21, 2020

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New Board Member Orientation
G-220-B

Upon the election or appointment of a new Board member, the Board President/Vice President and Superintendent will meet with the new Board member for a discussion of any questions the new Board member may have and general Board operations. The new Board member will be provided any pertinent information, including but not limited to the following:

1. The District's Policy Manual;
2. The Board Manual;
3. The District's Budget;
4. An orientation from the administration regarding the business operations of the District;
5. All District handbooks and manuals;
6. The District and Board Calendar;
7. Annual Performance Report; and
8. The District's Strategic Plan.

Adoption Date(s): September 21, 2020

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Board Training and Development
G-225-B

To act effectively as the elected governing body of the District, the Board and individual Board members must be well trained regarding significant education policy issues and all items over which the Board exercises decision-making authority. The Board will annually assess its training and development needs and develop a training program to ensure all Board members and officers are sufficiently trained to successfully fulfill their responsibilities.

New Board members must successfully complete eighteen and one half hours of orientation and training within one (1) year of the date of election or appointment. This training shall include at least two hours and thirty minutes of training that provides up-to-date and reliable information on identifying signs of sexual abuse in children and danger signals of potentially abusive relationships between children and adults, as required by law.

Any school Board member serving a term as of August 28, 2019, or elected or appointed after August 28, 2019, shall complete at least one hour of refresher training each year of any term in office related to the prevention of sexual abuse of children as required by law; except that, the refresher training shall not be required in the year in which the member completes initial orientation and training.

All programs providing the orientation and training must be offered by a statewide association organized for the benefit of members of Boards or be approved by the State Board.

The District will invest in the development of the Board as a whole, Board officers, and Board members individually to ensure the successful performance of the Board's role and responsibilities. The costs of all such training and development will be paid by the District.

Adoption Date(s): September 21, 2020

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Board Advocacy
G-240-B

The Board is charged with advocating in the best interest of all students in the District. Board advocacy will be collective, and will not be partisan or directed for the benefit of special interest groups.

Adoption Date(s): September 21, 2020

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Board Member Qualifications
G-250-B

Board members must:

1. Be citizens of the United States;

2. Be a resident taxpayer of the District;

3. Have resided within Missouri for the one year immediately preceding their election;

4. Be at least 24 years of age;

5. Not be delinquent in state income, or personal property tax or real property on their residence. If the Board member is a corporate officer of a fee office, that office can't be delinquent on any state tax;

6. Not have been guilty of a felony or misdemeanor under federal law, or have been guilty of a crime in another state that would be considered a felony in Missouri;

7. Not be a registered sex offender; and

8. Be in compliance with all Missouri Ethics Commission requirements.

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Board Member Oath of Office
G-255-B

Successful Board candidates shall take an oath of office to faithfully perform the duties of the office as required by law to support the Constitution of the United States, the Constitution of Missouri and laws made pursuant thereto. The oath shall be administered by the Board Secretary or by an officer/designee authorized to administer the oath of office as determined by the Board.

Adoption Date(s): September 21, 2020

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Board Member Ethics
G-260-B

Each Board member will:

1. Make all Board decisions based upon the best interests of the students of the District.

2. Exercise authority in the limited manner described by the District's policy regarding the Board's role and responsibilities.

3. Delegate administrative authority to the Superintendent and avoid actions that may undermine the authority of the administration.

4. Never speak or act for the Board without appropriate Board authorization to do so.

5. Avoid conflicts of interest or the appearance thereof.

6. Refrain from using Board membership for the benefit of special interest groups or select individuals, including self, family members, and business associates.

7. Learn about, consider and vote upon the items to be decided at each regularly scheduled Board meeting.

8. Avoid abstaining from Board votes unless required by law or there is an actual or apparent conflict of interest.

9. Voice opinions as part of the Board's deliberations but accept the will of the majority once the Board has made a decision.

10. Maintain the confidentiality of information discussed during closed sessions unless disclosure is required by law.

Adoption Date(s): September 21, 2020

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Prohibition of Nepotism
G-265-B

Board members will not vote to employ or appoint any person who is related to them within the fourth degree by blood or marriage. "Employ" in this context includes hiring persons to be employees of the District and approving independent contractors who provide services to the District. Persons who are related "within the fourth degree" include parents, grandparents, great-grandparents, great-great-grandparents, spouse, children, siblings, grandchildren, great-grandchildren, great-great-grandchildren, nieces, nephews, grand-nieces, grand-nephews, aunts, uncles, great-aunts, great-uncles, and first cousins by virtue of a blood relationship or by marriage.

Adoption Date(s): September 21, 2020

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Board Member Financial Conflict of Interest
G-270-B

Board members will avoid situations in which their responsibilities as a Board member conflict with their private financial interests. Board members will follow all applicable laws regarding conflicts of interest. The phrase a "*Business with Which a Board Member Is Associated*" as used in this policy means:

1. A sole proprietorship owned by the Board member, his or her spouse or any dependent children in the Board member's custody;

2. A partnership or joint venture in which the Board member or his or her spouse is a partner, other than as a limited partner of a limited partnership, and any corporation or limited partnership in which the Board member is an officer or director or of which the Board member or his or her spouse or dependent children in the Board member's custody, whether singularly or collectively, own more than ten percent of the outstanding shares of any class of stock or partnership units; or

3. Any trust in which the Board member is the trustee or settlor or in which the Board member or his or her spouse or dependent children in his or her custody, whether singularly or collectively, are beneficiaries or holders of a reversionary interest of ten percent or more of the corpus of the trust.

Statement of Interest
Before voting, Board members who have a substantial personal or private interest in a decision before the Board will provide a written statement of the nature of the interest to the Board Secretary.

Self-Dealing
Board members may not act or fail to act due to any payment, offer to pay, promise to pay or receipt of anything of actual pecuniary value, whether received or not, to themselves or any third person. This prohibition includes a gift or campaign contribution made or received in relationship to or as a condition of the performance of any official act.

Board members will not act favorably on any matter that is specifically designed to provide a special monetary benefit to them, their spouses or dependent children in their custody. A "special monetary benefit" means being materially affected in a substantially different manner or degree than the manner or degree in which the public in general will be affected or, if the matter affects only a special class of persons, then affected in a substantially different manner or degree than the manner or degree in which such class will be affected.

Board members will not use their decision-making authority for the purpose of obtaining a financial gain that materially enriches them, their spouses or dependent

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children in their custody by acting or refraining from acting for the purpose of coercing or extorting anything of actual pecuniary value.

Board members will not offer, promote or advocate for a political appointment in exchange for anything of value to any political subdivision.

Board members will not accept gifts with a value in excess of $100 from a vendor who does or is attempting to do business with the District.

A Board member will not attempt to directly or indirectly influence or vote on a decision when the Board member knows the result of the decision may be the acceptance by the District of a service or the sale, rental or lease of property to the District and the Board member, his or her spouse, dependent children in his or her custody or any business with which the Board member is associated will benefit financially. If such a transaction is presented to the Board, the Board member will abstain and leave the room during any deliberation.

Confidential Information
Board members will not use or disclose confidential information obtained in the course of or by reason of their official capacities in any manner with intent to result in financial gain for themselves, their spouses, dependent children in their custody, any business with which the Board member is associated or any other person.

Sale, Rental or Lease of Property
Property Other Than Real Estate: No Board member will sell, rent or lease any personal property to the District for consideration in excess of five hundred dollars' value per transaction or five thousand dollars' value per year to the Board member, to his or her spouse, to a dependent child in his or her custody or to any business with which he or she is associated unless the transaction is made pursuant to an award on a contract let or sale made after public notice and competitive bidding, provided that the bid or offer accepted is the lowest received.

Real Estate: No Board member will perform a service or sell, rent or lease any real property to the District for consideration in excess of five hundred dollars' value per transaction or five thousand dollars' value per year to the Board member, to his or her spouse, to a dependent child in his or her custody or to any business with which he or she is associated unless the transaction is made pursuant to an award on a contract let or sale made after public notice.

Employment
The District will not employ a Board member for compensation, even on a substitute or part-time basis. Board members may provide services as a volunteer without remuneration.

Independent Contractor Services
No Board member will perform a service as an independent contractor for consideration in excess of five hundred dollars' value per transaction or five thousand

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dollars' value per year to him or her, to his or her spouse, to a dependent child in his or her custody or to any business with which he or she is associated unless the transaction is made pursuant to an award on a contract let or sale made after public notice and competitive bidding, provided that the bid or offer accepted is the lowest received.

Businesses That Employ Board Members
A Board member may participate in discussions and vote on motions for the District to do business with entities that employ the Board member so long as the business is not owned by the Board member and the Board member will not receive any financial benefit from the transaction. The Board member may need to provide a statement describing his or her personal or private interest.

Purchases Involving Federal Funds
In addition to the requirements of this policy, Board members must follow the District's purchasing rules and are also subject to the conflict of interest provisions of federal law.

Adoption Date(s): September 21, 2020

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Board Member Personal Financial Disclosures
G-275-B

The Board hereby adopts this regulation as its policy establishing and making public its own method of disclosing financial interests of Board members, candidates and specified administrators, in accordance with law. Financial interest statements (also known as personal financial disclosure statements) as described below will be filed with the Missouri Ethics Commission (MEC) and the Board on or before May 1st for the preceding calendar year, unless the person filing is a Board candidate. Candidates must file their reports within 14 days after the last day to file for office. The reports will be made available for public inspection and copying during normal business hours.

This policy dealing with the financial interest statement will be adopted in an open meeting every other year by September 15th. A certified copy of this policy will be sent to the MEC within ten days of adoption.

School Board members and candidates will report the following transactions if they occurred during the previous calendar year. If no such transactions occurred, the Board member or candidate will still file, but will mark the items as not applicable.

1. Each transaction in excess of $500 per year between the District and the individual or any person related within the first degree by consanguinity or affinity to the individual. The statement does not need to include compensation received as an employee or payment of any tax, fee or penalty due the District and other transfers for no consideration to the District. The statement will include the dates and identities of the parties in the transaction.

2. "First degree of consanguinity or affinity" includes parents, spouse or children by virtue of a blood relationship or marriage.

3. Each transaction in excess of $500 between the District and any business entity in which the individual has a substantial interest. The statement does not need to include any payment of tax, fee or penalty due the District or payment for providing utility service to the District and other transfers for no consideration to the District. The statement will include the dates and identities of the parties in the transactions.

Before voting, Board members who have a substantial personal or private interest in a decision before the Board will provide a written statement of the nature of the interest to the Board Secretary. The written statement will be recorded in the minutes. Board members who have disclosed the interest in a financial interest statement filed or amended prior to the vote will be in compliance with this requirement. A substantial personal or private interest exists when the Board member or his or her spouse or dependent children in his or her custody, either singularly or collectively, directly or indirectly:

1. Own(s) ten percent or more of any business entity; or

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2. Own(s) an interest having a value of $10,000 or more in any business entity; or

3. Receive(s) a salary, gratuity or other compensation or remuneration of $5,000 or more from any individual, partnership, organization or association within any calendar year.

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Board Member Response to Complaints
G-280-B

Positive relationships are reinforced when Board members refer employee or public complaints to the appropriate school point of contact. When approached with a complaint from an individual, Board members should listen and politely refer the individual to the appropriate staff member, whether it be a teacher, principal, counselor or Superintendent, for resolution of the problem or concern. It is important for Board members to encourage citizens to follow the proper chain of command in order to allow a concern to be addressed effectively. Board members should inform the Superintendent when they receive a complaint.

Adoption Date(s): September 21, 2020

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Board Member Access to Information and Records
G-285-B

Board members have authority only when acting as a Board. Formal requests for information and records by Board members should be directed to the Custodian of Records. The Custodian of Records will send a copy of the request to all Board members and the Superintendent. If the requested information or records already exists in documents that have been prepared and are considered readily accessible, the Custodian of Records will provide the information or records to the Superintendent, to be distributed to the entire Board. If the information or records requested are not in a document that has been prepared and readily accessible, the Board President and Superintendent will determine whether the information should be produced in a document for distribution to the entire Board. All state and federal privacy laws will be strictly followed.

Adoption Date(s): September 21, 2020

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Board Member Attendance at District Events
G-290-B

A Board calendar is provided for all District events where the Board has been officially invited. The Board is encouraged to attend other school events where students are performing or participating.

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Board Member Visits to Buildings
G-295-B

Boards are encouraged to schedule visits to buildings in groups, or as a Board. Board members should not visit buildings to investigate what they have heard, or gather information outside of a Board meeting. It is vitally important that a Board gathers information as a Board, through their Superintendent. Board members must always remember the only authority they have is their vote in a Board meeting unless otherwise determined by the Board as a whole.

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Correspondence to the Board/Board President/ More Than One Board Member
G-300-B

All e-mail or mail received in the Board office addressed to the Board or to the Board President will be forwarded to each Board member unless the correspondence includes closed record information. If the correspondence includes closed record information, the correspondence will be shared with the Board as a whole at the next closed session of the Board. A copy of all correspondence received will be provided to the Superintendent for appropriate action.

Adoption Date(s): September 21, 2020

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Invitations to Board Members
G-305-B

Invitations extended to the entire Board by District personnel or by the community will be received at the Board office. The Board Secretary will record pertinent information about the event on the Board calendar. Board members will communicate their intent to the Board Secretary, who will collect the responses and relay this information to the appropriate party. The calendar will be accessible to Board members. The Board Secretary will post public notice of events if legally required.

Adoption Date(s): September 21, 2020

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Use of Media Communications by Board Members
G-310-B

Board members may actively use social media, including online platforms such as Facebook or Twitter, as well as personal websites or blogs. Board members should operate within appropriate parameters when they are communicating online about matters that touch upon school business.

When Board members are using private technology resources or are using their private accounts, Board members should exercise the greatest caution to keep all use private and make clear that any expressions made are not made on behalf of the Board or District. If a discussion or post on private social media leads to a discussion of Board or District business, the Board member should immediately advise the other party to the communication to contact the appropriate District point of contact to address the issue.

Any online post about District business will be limited to information already released to the public by the District and will not include any unverified information. Board member online conduct will reflect well on the District. Board members will not post anonymously about school matters.

When utilizing District technology resources, Board members are required to comply with District rules regarding technology use and conform to the terms of the technology usage agreement.

Adoption Date(s): September 21, 2020

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Notification of Critical Information
G-315-B

If an incident is deemed by the Superintendent or Board President to be of a critical nature, information will be provided to the Board directly by the Superintendent or Board President as soon as practicable. If Board members want a follow-up or any further information regarding the matter, they should contact the Superintendent to request the information. The Superintendent will provide to all Board members the information provided in response to such an inquiry. Similarly, if a Board member becomes aware of critical information impacting the District, the Board member will notify the Superintendent as soon as practicable.

Adoption Date(s): September 21, 2020

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Addressing Board Member Conduct
G-320-B

If a concern is raised that a Board member has failed to follow District standards of conduct or expectations of Board members, such concern should be communicated to the Board President. Initially, the Board President, with the assistance of the Board Vice President as appropriate, will attempt to address the issue with the Board member. If the issue is not resolved through the Board President's efforts, the concern will be brought to the Board as a whole for consideration. If after being addressed by the Board the Board member fails to successfully address the concern to the satisfaction of the Board, the Board may publicly admonish or censure the Board member for the conduct. Such admonishment or censure will identify the conduct at issue as well as the standard of conduct violated.

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Board Member Expense Guidelines
G-325-B

Board members may attend certain school-related conferences or workshops where expenses on behalf of the District are incurred. Board members will keep receipts of all transactions. All reasonable meal expense will be reimbursed but alcohol may not be purchased with school funds. Board members are encouraged to carpool. Air travel must be pre-approved by the Board. All Board expense will fall within the budgeted amount approved by the Board in the annual budget. The Board President shall provide written authorization before a Board member's expense reimbursement request is approved.

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Board Member Resignation
G-330-B

A written resignation should be presented to the Board President or Superintendent. The resignation will be accepted at the next meeting of the Board.

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Board Member Vacancies
G-335-B

Any vacancy occurring in the Board shall be filled by the remaining members of the Board; except that if there are more than two vacancies at any one time, the District will follow the process outlined in Section 162.261, RSMo.

Generally, the Board will fill vacancies as follows, unless the Board determines a different process is appropriate. The District will announce the vacancy to the community and set a deadline for applications. The Board, Superintendent, or designee may solicit applications. The Board will meet to review any applications received. The Board may choose to interview final candidate(s) in open session. Once the Board makes their selection, then the Board will appoint the member by formal motion and an affirmative vote by a majority of the Board in open session.

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Student Insurance
S-140-B

It is recommended that all students have accident insurance. The Board may name an insurance carrier each year to offer group rates for student accident insurance, although it is not required. Participation in a group plan through a Board-named carrier is optional. All students participating in interscholastic athletics and other MSHSAA activities are required to have accident insurance before practicing or competing.

The District is required to provide families enrolling students in the District information about MO HealthNet for Kids (MHK), Missouri's Medicaid program. Parents who complete an application for free and reduced-priced meals (FRL), and who indicate on the application form a child does not have insurance, must be notified by the District that the MHK program is available if the household income does not exceed the eligibility income level.

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Academic Calendar
I-100-B

Missouri law states that the Board shall annually approve an academic calendar. Any calendar must meet the following requirements:

- Establish the opening date.
- Indicate the days of planned attendance.
- Provide a minimum of 1,044 hours of actual pupil attendance (522 for Kindergarten). Attendance hours are the times when students are under the guidance and direction of teachers ("in the teaching process.").
- Include 36 make-up hours for possible loss of attendance due to inclement weather. Inclement weather is defined as ice, snow, extreme cold, excessive heat, flooding, or tornado. If more than 36 hours are lost due to inclement weather, half the number of hours will be made up, not to exceed 60 hours.

It should be noted that:

- The opening date must be no earlier than 14 calendar days prior to the first Monday in September.
- No minimum number of school days is required.
- The Board may adopt a four-day school week or other calendar in lieu of a five-day school week. In this case, the calendar must include, but not be limited to, 142 days and 1,044 hours of pupil attendance.

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Parent and Family Involvement and Engagement
(Title I, Part A)
I-135-B

This policy is required by law and must include the six bullets noted.

1. Promote regular, two-way communication between home and school.
2. Promote and support responsible parenting.
3. Recognize that parents and families play an integral role in assisting their children to learn.
4. Promote a safe and open atmosphere for parents and families to visit the school that their student(s) attend and actively solicit parental/family support and assistance for school programs.
5. Include parents as full partners in decisions affecting their children and families.
6. Avail community resources to strengthen school programs, family practices, and the achievement of students.

The policy may apply to all parents, but must include the requirements for Title I, Part A in order to receive funding. The above policy applies to all families and includes the policy requirements for Title I, Part A.

The law also requires that the District, in consultation with families of children participating in Title I programs, evaluate, amend, and distribute this policy at least once each year to identify any barriers that inhibit involvement by parents/guardians/families who are economically disadvantaged, disabled, have limited English proficiency, have limited literacy, and/or are of any racial or ethnic minority background.

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Board Member Liability and Insurance
F-280-B

Because they are members of an agency of government whose powers and duties can only be exercised by an official Board decision, the Board members and District employees act as agents of the Board. None of these individuals should be placed in a position of personal liability for the performance of the responsibilities vested in them by the voters of the District.

Accordingly, the Board will purchase, in the absence of governmental immunity or in addition to sovereign or governmental tort immunity, with public school funds, adequate errors and omissions liability insurance and/or other types of insurance necessary to indemnify Board members and agents of the Board for their official actions in the service of the District.

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