

Religion

Assurance of Religious Expression

To comply with the No Child Left Behind Act of 2001 (NCLB), the District must certify in writing to the Missouri Department of Elementary and Secondary Education by October 1 annually that the District has no policies that prevent or otherwise deny participation in constitutionally protected prayer by students or employees.

ASSURANCE STATEMENT

As a condition of receiving funds under the No Child Left Behind Act, the local educational agency certifies that no policy of the local educational agency prevents or otherwise denies participation in constitutionally protected prayer by students or employees, as detailed in the guidance provided by the U.S. Department of Education.

The _____ School District hereby certifies that it has no policies or practices that prevent or deny participation in constitutionally protected prayer.

Superintendent

Date

Equal Opportunity

Civil Rights, Title IX, Section 504 Notice

NOTICE OF NONDISCRIMINATION

Students, parents of elementary and secondary school students, employees, applicants for admission and employment and sources of referral of applicants for admission and employment with _____ School District are hereby notified that this institution does not discriminate on the basis of sex or handicap in admission, access to, treatment, or employment in its programs and activities.

Any person having inquiries concerning _____ School District's compliance with the regulations implementing Title IX or Section 504 is directed to contact _____, Title IX and Section 504 Coordinator, _____, (telephone number) who has been designated to coordinate _____ School District's efforts to comply with the regulations implementing Title IX and Section 504.

Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding _____ School District's compliance with the regulations implementing Title IX or Section 504.

Superintendent

School District

Equal Opportunity

Civil Rights, Title IX, Section 504 Grievance Form

**TITLE IX/SECTION 504
GRIEVANCE FORM**

Date _____

Your name _____

Your school and/or position _____

Place where you may be reached _____

Address _____

Phone _____

Nature of your grievance. (Please describe the policy or action you believe may be in violation of Title IX/Section 504 or other civil rights statute: please identify any person(s) you believe may be responsible.)

If others are affected by the possible violation, please give their names and/or positions:

Please describe any corrective action you wish to see taken with regard to the possible violation. You may also provide other information relevant to this grievance.

Signature of Grievant

Date

Location

Signature of Person Receiving Grievance

Note: This form should be filed with the District's Title IX/Section 504 Coordinator.

Name: _____

Address: _____

Phone: _____

Equal Opportunity

Civil Rights, Title IX, Section 504 Documentation Form

**DOCUMENTATION FORM
(Title IX and Section 504)**

Name of individual alleging noncompliance with Regulations outlined in Title IX and Section 504.

Name: _____

Grievance Date: _____

State the nature of the complaint and the remedy requested.

Indicate Principal's or Supervisor's response or action to above complaint.

Principal's Signature

School/Community Relations

Research Requests Review

RESEARCH REQUEST REVIEW

Has the investigator observed the following agreements?

_____ Submitted a letter of introduction providing evidence of sponsorship by a faculty member of an institution of higher education or professional organization.

_____ Obtained the Superintendent's approval of the District's participation.

_____ Submitted a copy of the research design, (three (3) pages or less) sample tests, questionnaires, interview guides and descriptions of materials, techniques and procedures to be used in the study.

_____ Provided written approval of the principal(s) whose school(s) are to be involved which assures that data collecting will not in any way disrupt existing school programs.

_____ Provided evidence that parents' permission has been secured for students directly involved as subjects.

_____ Assured that all information regarding individuals will be held in strict confidence.

_____ Submitted a definite date, not later than one month after conclusion of data gathering, for a preliminary report to the Superintendent on progress and findings to date, and a subsequent deadline for the final report.

_____ Assured that, at the conclusion of the study, a report of findings and interpretation will be provided to the Superintendent and copies sent to the principal of each participating school and the Office of Curriculum and Instruction.

Superintendent of Schools

Investigator

Principal

Institution

The investigator should obtain appropriate signatures, keep one copy, and return a copy of this agreement with one copy of the proposal to the Superintendent of Schools.

School/Community Relations

Research Requests Agreement

AGREEMENT FOR RESEARCH STUDY

To be completed by the Investigator and submitted in duplicate.

Topic _____ Date _____

Name of Investigator _____ Phone _____

Address _____

Investigator's University or Institution _____

Purpose of the Study (describe briefly): _____

Procedure: _____

Students to be involved: How many _____ Age, grade, or class _____

Schools _____

Total time required: During school time _____ Out of school time _____

Beginning date _____ Ending date _____

Teachers involved _____

How will this study contribute to professional knowledge that can lead to educational improvement? _____

List and attach the instruments to be used _____

School/Community Relations

Public Record Search and Duplication Cost Certification

**CERTIFICATION OF COST
FOR PUBLIC RECORD DUPLICATION**

I, _____, certify that the fee charged for this public record search and duplication is fair, reasonable and does not exceed the actual cost incurred by the District in the following respects:

1. The fee charged for the public record search and duplication was _____.
2. The public documents searched and duplicated consisted of _____ (brief description) and totaled _____ pages.

By: _____ Date _____
Custodian of Records/Designee

School/Community Relations

Denial of Access to Requested Records

**RATIONALE FOR DENIAL OF
ACCESS TO PUBLIC RECORDS**

1. On (date) a request was made for the following documents: (description of documents requested) by (name of person requesting access).
2. On (date) (name of custodian of records/designee) provided notice that the records requested would not be provided.
3. The reason for denial of access to requested records is as follows:

(Brief rationale, i.e.,
 - a. No such document exists.
 - b. The record requested is a closed record relating to the performance of a specific employee §610.021(3).
 - c. The record requested is an internal memorandum prepared on behalf of a member or members of the Board consisting of recommendations, advice, or opinion for use by the Board in the Board's decision-making process §610.010(6).)
4. A completed copy of this form was provided to (name of person requesting record) on (date) by means of (describe how provided, i.e., certified mail, hand delivery, etc.) by (name of person delivering completed form).

By: _____
Custodian of Records/Designee

_____ Date

A copy of this document is to be provided within three business days of denial of request.

Private, State and Federal Programs Administration

Title I Parent Notification of Teacher Qualifications

NOTIFICATION OF TEACHER QUALIFICATIONS

Dear Parent or Guardian:

Our district is required to inform you of certain information that you, according to the No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know.

Upon your request, our district is required to provide to you, in a timely manner, the following information:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that you may request, the District will provide to you individually:

- Information on the achievement level of your child in each of the state academic assessments as required under this part; and
- Timely notice that your child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

_____ School District

Administrative Organization and Rules

Superintendent's Contract

SUPERINTENDENT'S EMPLOYMENT CONTRACT

THIS AGREEMENT, made and entered into this ____ day of _____, 20____, by and between [EMPLOYEE'S FULL NAME] ("Superintendent") and the Board of Education for the [SCHOOL DISTRICT'S FULL NAME] ("Board"). In accordance with its actions, as found in the minutes of the meeting held on the ____ day of _____, 20____, the Board has and does hereby employ [Employee's Name] as Superintendent of Schools for a period of 36 months commencing [date]. Both parties agree that said employee shall perform the duties of Superintendent of Schools in and for the public schools of said District, as prescribed by the laws of the State of Missouri, and by the rules and regulations made thereunder by the Board of Education of said District.

WITNESSETH:

1. [OPTION 1: Salary Range Option] That, in consideration of an annual salary of [amount (\$ _____)] for the 20__-__ contract year, a salary of from [previous year's salary (\$ _____)] to [amount (\$ _____)], the exact amount to be determined, based on performance, by the Board for the 20__-__ contract year, and a salary of from [previous year's salary (\$ _____)] to [amount (\$ _____)], the exact amount to be determined, based on performance, by the Board for the 20__-__ contract year,

OR

[OPTION 2: Fixed Salary Option] That, in consideration of an annual salary of [amount (\$ _____)] for the 20__-__ contract year an annual salary of [amount (\$ _____)] for the 20__-__ contract year, and a salary of [amount (\$ _____)] for the 20__-__ contract year,

the Superintendent agrees to perform faithfully the duties and obligations of Superintendent of Schools required by the laws of the State of Missouri and the rules, regulations, and policies of the Board of Education, which are existing or which may hereafter be created by the [School District] Board of Education, and to serve as Executive Officer of the Board of Education.

2. The Superintendent agrees to devote his/her full time, skill, labor, and attention to his/her employment during the term of this Contract, and will not engage in any pursuit, which interferes with the proper discharge of his/her duties. However, subject to the foregoing, the Superintendent will be permitted to make presentations at educational conferences and to teach at local colleges and universities, with prior notice to and consent of the Board.

3. The Board shall provide the Superintendent with the use of an automobile to be used in carrying out his/her duties as Superintendent. In addition, the Superintendent shall be reimbursed by the Board for meals, lodging, and other necessary expenses incurred in the performance of his/her duties.
4. That the Superintendent shall receive family health insurance coverage and any other personal benefits accorded to other professional employees of the District. Any improvements in fringe benefits provided to other professional employees will automatically apply to the Superintendent.
5. That the Superintendent shall join national and state professional organizations related to the Superintendent and those required by the Board. In addition, the Superintendent shall attend appropriate professional meetings at the local, state and national level. The Board shall pay the costs of such memberships and meetings in an amount not to exceed [amount (\$ _____)] annually.
6. That the Superintendent does hereby agree to have a comprehensive medical examination not less than once every two years, and not more often than once each year; that a statement certifying the physical competency of the Superintendent shall be filed with the Secretary of the Board of Education and treated as confidential information by the Board, and the cost of said medical examination shall be paid by the Board.
7. That the Superintendent shall receive [number (#)] days vacation annually, exclusive of legal holidays. Vacation shall be taken within twelve (12) months of the year in which it is earned and shall not be cumulative. Sick leave shall be unlimited, as provided by Board policy.
8. That the Board of Education shall defend, hold harmless, and indemnify the Superintendent from any and all demands, claims, suits, actions, and legal proceedings brought against the Superintendent in his/her individual capacity, or in his/her official capacity as agent and employee of the Board of Education, provided the incident arose while the Superintendent was acting within the scope of his/her employment.
9. That the Superintendent will maintain a valid and appropriate certificate to act as Superintendent of Schools in the State of Missouri, as directed by the Board of Education.
10. That following the Board's decision to discharge, the Superintendent shall have the right to service of written charges, notice of hearing, and an opportunity to provide the Board with reasons why his/her employment should not be terminated.

11. That should the Superintendent be unable to perform any or all of his/her duties by reason of illness, accident, or other cause beyond his/her control, and said disability exists for a period of more than sixty (60) consecutive days during any school year, the Board of Education may, at its discretion, make a proportionate deduction from the salary stipulated, and if such disability continues for more than ninety (90) consecutive days, or if said disability is permanent, irreparable, or of such a nature as to make the performance of his/her duties impossible, the Board may, at its option, terminate this Contract, whereupon the respective duties, rights and obligations hereof shall terminate.
12. That the Board of Education shall devote a portion of, or all of one meeting during each contract year, to a discussion of the working relationship between the Superintendent and the Board, and concerning the Superintendent's performance. This provision, however, does not limit the Board's right to evaluate the Superintendent's performance on an ongoing basis.
13. Renewal of the Superintendent's Contract shall be considered and a decision made to offer, or not to offer, an additional contract year at the Board of Education's regular meeting in January during each contract year. The Board of Education may contract with the Superintendent for an additional year(s) under terms agreeable to both parties.

DATED this _____ day of _____, 20____.

SUPERINTENDENT

PRESIDENT - BOARD OF EDUCATION

SECRETARY - BOARD OF EDUCATION

Administrative Organization and Rules

Superintendent Evaluation Form for use by Board and/or Administrators

SUPERINTENDENT EVALUATION FORM

Place the number that best described the frequency with which the Superintendent demonstrates each performance criterion in the appropriate blank. Please fill in all blanks. You may, but are not required to, make comments in the space following each criterion.

- 5 - Always
- 4 - Usually
- 3 - Sometimes
- 2 - Seldom
- 1 - Never

LEADERSHIP

_____ Works with Board and District administrators to establish appropriate goals for the District.

_____ Provides positive direction and leadership for central office and building administrators.

_____ Coordinates District operations (personnel, finance, facilities, support systems, resources, transportation, etc.) for the effective delivery of instruction.

_____ Promotes and maintains a positive attitude/climate in the District.

MANAGEMENT

_____ Provides for effective and efficient day-to-day operation of the District.

_____ Ensures that District facilities are conducive to positive learning.

_____ Recommends appropriate effective District policies.

- _____ Effectively communicates and implements District policies.
- _____ Includes central office and building administrators in decision-making process.
- _____ Facilitates, and provides coaching for, the development of administrative and educational skills.
- _____ Facilitates, and provides leadership for, curriculum selection, staff development, and instructional implementation.

COMMUNICATION

- _____ Conducts appropriate direct (oral and written) communication with the Board, employees, parents, and community members.
- _____ Effectively shares information with, and provides appropriate clarification to, employees, parents, and patrons.
- _____ Effectively communicates performance expectations to administrators and other staff.
- _____ Develops positive professional relationships with District personnel.
- _____ Demonstrates positive relationships with patrons/community.
- _____ Is receptive to constructive and/or alternative suggestions.

PROBLEM-SOLVING

- _____ Demonstrates effective problem-solving and decision-making skills.
- _____ Gathers and uses complete and appropriate information in the decision-making process.
- _____ Identifies and resolves key problems within the District.

PLANNING

- _____ Facilitates the District planning process.
- _____ Plans for District needs with respect to both immediate and long-term needs.
- _____ Clearly communicates the strategic goals of the District and integrates the work of the District toward achieving the goals.
- _____ Provides direction, support, and resources to achieve the goals.

PROFESSIONAL STANDARDS

- _____ Acts with integrity and promotes a high standard of ethics.
- _____ Participates in professional growth opportunities.
- _____ Treats people fairly with dignity and respect.
- _____ Follows through on commitments.