

**NEOSHO R-5  
SCHOOL DISTRICT**



**Handbook**

**2004 – 2005**

**For  
Technology Support Staff**

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# **NEOSHO R-5 SCHOOL DISTRICT MISSION STATEMENT**

Our Mission is .....  
to facilitate learning, to nurture individual potential, and to assist students to believe in themselves through successful learning experiences.

## **TECHNOLOGY DEPARTMENT MISSION STATEMENT**

To empower students to become independent, life-long learners in a rapidly changing technological society, we must ensure that all students acquire knowledge in accessing, processing, and communicating information using a wide range of electronic media.

## **TECHNOLOGY DEPARTMENT GOAL**

The goal for the Technology Department is to provide a system to enhance the preparation of students to meet the demands of an increasingly technology-oriented society.

# BOARD OF EDUCATION

The Neosho R-5 Board of Education is organized and operated by the authority and in compliance with the laws set forth by the State of Missouri. It is composed of seven members, each elected to three year terms by the registered voters of the R-5 District. Each April, an election is held to fill two positions on the Board of Education, except every third year when three are elected. The Board holds regular meetings the third Monday of each month at 7:00 p.m. in the Middle School Great Room located at 1400 Hale McGinty Drive.

The function of the Board of Education is to establish policy by which the school District operates. In order to assure that the day-to-day operations are carried out, a Superintendent of Schools, as required by law, is employed to serve as chief executive officer of the Board of Education.

## GENERAL INFORMATION

<b>Superintendent:</b>	<b>Dr. Richard Page</b>
<b>Assistant Superintendent of Finance:</b>	<b>Charles Brazeale</b>
<b>Assistant Superintendent of Curriculum:</b>	<b>Alma Stipp</b>

The Neosho R-5 School District serves approximately 4179 students who reside within a 223 square mile area. Attendance units are as follows:

Benton Elementary School	1120 Carl Sweeney Parkway	Neosho, MO
Central Elementary School	301 Big Spring Drive	Neosho, MO
Field ECE/Kindergarten School	302 Smith Avenue	Neosho, MO
Parents As Teachers	201 North Wood St.	Neosho, MO
Goodman Elementary School	117 School Street	Goodman, MO
South Elementary School	1111 Wornall Road	Neosho, MO
Middle School	1400 Hale McGinty Drive	Neosho, MO
Southwest Alternative School	115 W. Brook St.	Neosho, MO
Neosho Junior High School	511 Neosho Blvd.	Neosho, MO
Neosho Senior High School	511 Neosho Blvd.	Neosho, MO

The Central Administration Office (Office of the Superintendent of Schools) is located at the Junior/Senior High School complex.

The annual school term begins, operates, and ends according to the calendar adopted by the Board of Education.

# GENERAL PERSONNEL INFORMATION

1. **EQUAL OPPORTUNITY EMPLOYER**-The Neosho R-5 School District is an equal opportunity employer. No person shall, on the grounds of sex, race, color, age, religion, handicap, or national origin, be denied benefits or in any way be discriminated against.
2. **EMPLOYEE CLASSIFICATION**-Employees shall be classified as follows.
  - A. Full time employees who work a minimum of eight (8) hours per day and occupy a position that has been authorized to be a continuous position. These positions may be eleven (11) or twelve (12) month positions.
  - B. Full part-time employees who work five (5) days per week and fewer than five and a half (5.5) hours per day and not to exceed thirty (30) hours per week.
  - C. Substitute-Employee who is on call for temporary employment on an as needed basis.
3. **EMPLOYEE CONDUCT**-
  - A. Employees of the district are expected to conduct themselves in a just and courteous manner with co-workers, pupils, parents/guardians, staff members and all others visiting the school district.
  - B. Maintain employee efficiency and knowledge of the development in appropriate field of work.
  - C. Conduct themselves in a professional manner of dress; general behavior and actins bringing credit to their school and community.
4. **WORK SCHEDULES**-Employees are assigned work schedules, hours of work and workstations in such away as to bring maximum benefit to the School District. Schedules are subject to change due to school schedules (summer vacation, Christmas Break, and any other days students are not in class). All changes in work schedules must be approved by the Director of Technology to best benefit the needs of the School District.
5. **EMPLOYEE DEFINITION**-Support staff shall be defined as any person not employed for the specific purpose of instruction or administration of the School District.
6. **COURTESY**-When conducting their assigned task or attending any function associated with the School District, all employees are expected to demonstrate appropriate courtesy toward students, the public, fellow workers and administration.
7. **SAFETY**-All employees are expected to carry out their duties in a way that will not jeopardize the general health and safety of themselves, students, co-workers or the general public. It is expected of all employees to fill out an **EMPLOYEE REPORT OF INJURY FORM** immediately for any injury that occurs while performing their job duties and submit this form to there immediate supervisor.
8. **HOLIDAYS**-All regular employees who are employed at an annual salary will observe the Board approved school calendar.

9. **ABSENCE--FAMILY AND MEDICAL LEAVE (FMLA)** - The Board of Education recognizes that leaves of absence are occasionally necessary due to family or medical reasons. The District has adopted detailed procedures to ensure compliance with the Family and Medical Leave Act of 1993 (FMLA). As provided by District regulations, eligible employees are entitled to use up to twelve (12) workweeks of unpaid leave for family and medical reasons. The Board of Education has designated a District administrator to act as FMLA Compliance Officer. As part of its compliance program, the District will notify each employee of the name, address and telephone number of the District's FMLA Compliance Officer and will provide a statement of commitment to adhere to FMLA regulations. The FMLA Compliance Officer will regularly evaluate the District's FMLA compliance to ensure fair and equitable opportunities for all eligible employees.

The Neosho R-5 School District Compliance Officer is:

Charles Brazeale, Assistant Superintendent of Business and Finance  
511 Neosho Blvd.  
Neosho, MO 64850  
Phone: 417-451-8600

10. **ABSENCE--JURY DUTY** - Employees called for jury duty or subpoenaed to testify in a civil or criminal proceeding will be granted leave apart from personal leave. Employees will receive their normal pay less any jury or witness fees received.
11. **PERSONAL LEAVE DAYS**-Two (2) days will be available each school year. Personal leave should be scheduled at least a week in advance with the Director of Technology. Except in cases of emergency, personal leave shall not be taken the first five (5) days or the last (5) days that school is in session, the day immediately preceding or following a holiday or vacation period. Personal leave days are non-cumulative but unused days will roll over to sick leave at the end of each school year.
12. **SELLING AND SOLICITATING**-There is to be no selling or soliciting by school employees during school hours or on school grounds.
13. **SICK LEAVE**-Any support staff employee whose assignments call for eleven (11) month full-time employment will be entitled to eleven (11) days of sick leave (1 per month). Unused sick leave will be cumulative up to 181 sick leave days. An absence of over one (1) through four (4) hours shall be counted as a half day of sick leave.  
\*\*Absences may be charged against sick leave for the following reasons:  
A. Illness, temporary disability or permanent disability of the employee. The board reserves the right to require a physician's certification attesting to the illness or disability of the claimant and/or inclusive dates of the employee's incapacitation if the absence is for more than ten (10) consecutive days.  
B. Illness or injury to a member of the immediate family.
14. **PUBLIC RELATIONS**- It is the responsibility of all employees to promote the positive image of the school district. Your friends and neighbors form their impressions of the district from what you say about it. Make sure the information

you provide is accurate. NEVER pass along gossip, petty rumors, or other information.

15. **CHAIN OF COMMAND**-The normal process of the chain of command always begins with the immediate supervisor ( Director of Technology), Superintendent, then The Board of Education. Employees are expected to attempt to resolve problems through the normal chain of command.
16. **CIVIL RIGHTS/EQUAL OPPORTUNITY** - Neosho R-5 employees are selected on the basis of their ability, experience, training, and character, without regard to age, color, creed, national origin, race, religion, or sex.

The District shall appoint an administrator to assure compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and the Age Discrimination Act of 1975.

The Neosho R-5 School District Section 504 and Title IX Coordinator is:

Glenda Ball, Director of Special Services  
201 E. Main St.  
Neosho, MO 64850  
417-451-8682

17. **SALARY**-Salary scale rates and salary scales are determined annually by The Board of Education.
18. **PAY DAY/PAY PERIODS**-All employees will be paid on the 20<sup>th</sup> day of each month, unless it falls on the weekend or a holiday. In such cases, checks are distributed on the last day of work prior to the 20<sup>th</sup>.
19. **INSURANCE**-Full-time employees are eligible to participate in the group insurance program. The Neosho R-5 School District pays for medical insurance for the employee. Family insurance coverage is available for employees who wish to obtain this type of coverage. The employee must pay the additional cost for the family coverage.
20. **DRESS**-Professional attire according to District Dress Code (see page 13 )
21. **REST PERIODS (BREAKS)**-One fifteen-minute break will be provided per each four-hour work segment and a thirty-minute lunch break. Breaks of greater frequency and longer duration often mean that assigned work is left undone. Taking breaks that are over the allotted time will be subject to appropriate reprimand.
22. **JOB DESCRIPTIONS**-Job descriptions are provided for each employee for their benefit and the benefit of the district. It is expected of each employee to follow and achieve the daily task listed on these job descriptions. (Changes can only be made to the job descriptions by the Director of Technology)
23. **EMPLOYMENT REVIEW AND PROGRESSIVE EMPLOYEE DISCIPLINE**-All supervisors and or principals will complete a written evaluation on all support staff under their supervision. All support staff employees will be evaluated at least once

during their first year of employment and then at least once every year thereafter. The supervisors and/or principals will evaluate the performance of employees under their supervision in the following areas:

- A. Job knowledge
- B. Quality of work
- C. Quantity of work
- D. Dependability
- E. Cooperation
- F. Other areas as appropriate for the specific job

This evaluation will be used to increase job proficiency, and determine eligibility for re-employment.

It is anticipated that all employees will have a satisfactory relationship with the school district. However, when problems do arise, a verbal warning or correction may be warranted. When a problem is serious, a written notice will be issued at the first offense. There are situations that will result in immediate termination. These are, but not limited to: stealing from the school district, falsification of time sheets, abuse and/or fraudulent use of sick leave, deliberate insubordination.

24. **DRUG-FREE WORKPLACE**-Students and employee safety is of paramount concern to The Board of Education. Employees under the influence of alcohol, drugs, or controlled substances are a serious risk to themselves, to students and to other employees. Therefore, The Board of Education shall not tolerate the manufacture, use, possession, sale, distribution or being under the influence of controlled substances or alcoholic beverages on any school property or on any school-approved vehicle used to transport students to and from school or school activities; off school property at any school sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or is otherwise engaged in school district business. Any employee who violates this policy will be subjected to disciplinary action, which may include employment suspension, termination, and referral for prosecution. Employees may be required to satisfactorily participate in rehabilitation programs. Each employee of this school district is hereby notified that, as a condition of employment, the employee must abide by the terms of this policy, and will notify the superintendent of any criminal drug statue conviction for a violation occurring in or on the premises of this school district, or while engaged in regular employment. The employee must make such notification to the superintendent in writing no later than five calendar days after conviction. The superintendent will provide notice in writing of such violation to the United States Department of Education, or other appropriate federal agency within (10) ten calendar days after the superintendent receives such notification, if the district receives any federal grants directly from such agency, as opposed to federal grants received through the Department of Elementary and Secondary Education.

When it is evident that a staff member has consumed alcoholic beverages or controlled substances off school property, during and/or before a school activity, the staff member will not be allowed on school property, or to participate in school

activities. Staff members who violate this regulation will be subject to the same penalties as for possession or consumption on school property. It is the obligation of each employee to immediately notify their supervisor if any alcohol or drug related activities take place on any school property or any school related activities.

25. **COMMUNICABLE DISEASE**-Many infectious agents can be found in blood or body fluids. This includes individuals with no outward signs or symptoms of infection. It is therefore very important that all district personnel adopt routine safety procedures for handling the clean up of all blood/body-fluid spills. It is very important that these situations are addressed immediately.

26. **RELIGIOUS ACTIVITIES OF SCHOOL EMPLOYEES** - When not engaging in work-related activities, i.e., before school or during lunch, school employees may take part in religious activities such as prayer or Bible study. Such activities should be conducted in private in order to avoid the appearance that the employees are acting in their employment responsibilities. School employees are prohibited from encouraging or discouraging religious expression and from actively participating in religious expression with students.

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

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

## **JOB DESCRIPTION**

<b>TITLE:</b>	Director of Technology
<b>MINIMUM QUALIFICATIONS:</b>	Valid Missouri teaching certificate Bachelor's Degree
<b>REPORTS TO:</b>	Assistant Superintendent of Finance
<b>JOB GOALS:</b>	Prepare the staff and students to meet the Technology needs for the twenty-first Century
<b>CONTRACT LENGTH:</b>	Eleven Months

### **PERFORMANCE RESPONSIBILITIES:**

The following descriptors are responsibilities, skills, and knowledge that are a part of the Director of Technology position.

- Will be responsible for implementing the district's technology plan
- Will be responsible for the overall coordination of technology within the district
- Will be responsible for the day-to-day technical operations of technology
- Will be responsible for all networks within the district
- Will be the overall contact for the DESE/REAL Technology Network Project and MOREnet
- Oversee the maintenance and installation of equipment
- Oversee the professional development of faculty and staff in technology
- Providing software support
- Recommending and purchase hardware
- Helping individual schools implement technology
- Implementing the district's technology budget
- Serving on a technology committee
- Participating in facilities upgrades (building renovations) for technology
- Participate in creating the district's technology plan
- Maintaining/repairing hardware
- Maintaining hardware inventory
- Recommend and purchase administrative and curriculum software
- Maintaining software inventory
- Supervise Technology Facilitator
- Supervise Building Resource Persons
- Assist in the writing and implementing of Grants

### **TERMS OF EMPLOYMENT:**

Salary will be in accordance with the salary schedule established by the board of education

## **JOB DESCRIPTION**

<b>TITLE:</b>	Technology Facilitator
<b>MINIMUM QUALIFICATIONS:</b>	Valid Missouri teaching certificate Bachelor's Degree or relevant experience
<b>REPORTS TO:</b>	Director of Technology
<b>JOB GOALS:</b>	Assist in preparing the staff and students to meet the technology needs for the twenty-first century.
<b>CONTRACT LENGTH:</b>	Eleven Months

### **PERFORMANCE RESPONSIBILITIES:**

Assist the Director of Technology in:

- maintenance of equipment
- maintenance of network and servers
- installation of equipment
- professional development of faculty and staff
- supervising and training student workers
- installation of software
- inventorying equipment
- staying current with technology issues
- selection of equipment
- other duties as assigned

### **TERMS OF EMPLOYMENT:**

Salary will be in accordance with the salary schedule established by the board of education

## **JOB DESCRIPTION**

<b>TITLE:</b>	Technology Specialist
<b>MINIMUM QUALIFICATIONS:</b>	No degree required, 60 college hours, or technical training from certified technical school or related experience. Hardware and Software Troubleshooting skills and interpersonal skills are a requirement
<b>REPORTS TO:</b>	Director of Technology
<b>JOB GOALS:</b>	Provide one-on-one technical support for all computer programs and issues to prepare staff and students to meet the technology needs for the twenty-first century.
<b>CONTRACT LENGTH:</b>	Eleven month

### **PERFORMANCE RESPONSIBILITIES:**

- Maintain and support district telecommunications services (i.e. voice, video, and data)
- Support the district's technology planning process by assisting in the installation, inventory, and maintenance of all district equipment
- Support an environment, which encourages creative and independent use of instructional technology throughout the district
- Provide preventative maintenance, repair, and safety procedures and services for the school sites and district
- Provide technical assistance on computer applications
- Provide technical support for district presentations and functions

## **JOB DESCRIPTION**

- TITLE:** Technology/Software Specialist
- MINIMUM QUALIFICATIONS:** No degree required, 60 college hours, or technical training from certified technical school or related experience. Hardware and Software Troubleshooting skills and interpersonal skills are a requirement
- REPORTS TO:** Director of Technology
- JOB GOALS:** Provide one-on-one software support for all computer programs and issues to prepare staff and students to meet the technology needs for the twenty-first century.
- CONTRACT LENGTH:** Eleven month
- PERFORMANCE RESPONSIBILITIES:**
- Maintain and support district software.
  - Support the district's technology planning process by assisting in the installation, inventory, and maintenance of all district software.
  - Support an environment, which encourages creative and independent use of instructional technology throughout the district
  - Provide technical assistance on computer applications
  - Provide technical support for district presentations and functions

## **JOB DESCRIPTION**

<b>TITLE:</b>	Computer Lab Para-Professional
<b>MINIMUM QUALIFICATIONS:</b>	No degree required, 60 college hours with related computer experience preferred
<b>REPORTS TO:</b>	Director of Technology
<b>JOB GOALS:</b>	Assist in preparing the staff and students to meet the technology needs for the twenty-first century.
<b>CONTRACT LENGTH:</b>	Nine Months

### **PERFORMANCE RESPONSIBILITIES:**

- Correspond with teachers concerning skills to be included in lessons
- Maintain current students and assignments in the Compass system
- Print out reports for teachers on a timely basis
- Maintain the computers in the lab through cleaning and reporting technical problems to the Technology Department
- Assist teachers and students while in the computer lab
- Keep updated inventory of equipment, supplies, software, and other instructional materials
- Responsible for ordering supplies for the labs

## The Neosho R-5 School Dress Code

Rationale: The Administrative Council believes that members of the Neosho R-5 School District staff should conduct themselves as professionals. To be respected as professionals within our community, we believe that the way we dress is an important component of our profession and the impression our students and the community have of us.

Standards: School Personnel should be attired each day, at least, to the level of dress casual.

- No jeans of any kind
- No athletic shoes
- No T-shirts
- No wind suits

Examples of dress casual may include:

- Dockers style slacks
- Button-down or golf-style shirts for men
- Dressy short sets/skorts, of appropriate length, for women

Exceptions: Special considerations should be discussed with the building administrator.

- On special building-wide or district-wide activity days, such as field trips, workdays, and special event days, attire appropriate to the activity, is acceptable.
- Staff members should provide a current letter from a physician stating any medical condition requiring special shoes or attire.
- Physical Education teachers
- Nurses (appropriate departmental attire)
- Food Service (appropriate departmental uniform)
- Custodial/Maintenance (appropriate departmental uniform)
- Bus Drivers (appropriate departmental uniform)

Employee's Name \_\_\_\_\_ Building \_\_\_\_\_

**NEOSHO R-5 SCHOOL DISTRICT  
SUPPORT STAFF PERFORMANCE EVALUATION**

This form is to be completed by the immediate supervisor of each employee. The Director will discuss this form with the individual employee and provide them with a copy prior to contract issues.

Scale: **1** = Meets Expectations **2** = "Does Not" Meet Expectation

- \_\_\_\_\_ 1. Observes Work Hours: Arrives on time and follows scheduled work times.
- \_\_\_\_\_ 2. Attendance: Does not abuse Board established guidelines for missing work.
- \_\_\_\_\_ 3. Promptness: Follows time frame established by supervisor.
- \_\_\_\_\_ 4. Personal Appearance: Neat, clean, and follows District Dress Code. Presents pleasant disposition.
- \_\_\_\_\_ 5. Operation/Care of Equipment: Proper use, care and storage of all tools and equipment used.
- \_\_\_\_\_ 6. Compatibility: Ability to relate to fellow workers and surrounding people.
- \_\_\_\_\_ 7. Cooperation: Willing to assist supervisors and fellow workers on any tasks.
- \_\_\_\_\_ 8. Initiative: Observing tasks needing to be completed and proceeding without hesitation or instruction.
- \_\_\_\_\_ 9. Thoroughness: Completion of tasks to quality level and personal satisfaction.
- \_\_\_\_\_ 10. Flexibility: Ability to adjust from routine matters to accommodate unusual situations.
- \_\_\_\_\_ 11. Dependability: Can be relied on to satisfactorily complete unsupervised assignments.
- \_\_\_\_\_ 12. Judgment: Ability to make decisions when unusual circumstances arise.
- \_\_\_\_\_ 13. General Attitude: Level of contentment with assignments and responsibilities. Works quickly and efficiently.
- \_\_\_\_\_ 14. Accepts Direction: Willing to accept directions and constructive criticism.

Noted Strengths: \_\_\_\_\_  
\_\_\_\_\_

Areas of Concern: \_\_\_\_\_  
\_\_\_\_\_

Goals/Improvement Programs: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

NOTICE OF THE FAMILY AND MEDICAL LEAVE ACT  
(FMLA)

The Board Of Education recognizes that leaves of absence are occasionally necessary due to family or medical reasons. The District has adopted detailed procedures to ensure compliance with the Family and Medical Leave Act of 1993 (FMLA). As provided by District regulations, eligible employees are entitled to use up to twelve (12) workweeks of unpaid leave for family and medical reasons. The Board of Education has designated the Assistant Superintendent of Business and Finance to act as the FMLA Compliance Officer. As part of its compliance program, the District will notify each employee of the name, address and telephone number of the District's FMLA Compliance Officer and will provide a statement of commitment to adhere to FMLA regulations.

STATEMENT:

The FMLA Compliance Officer will regularly evaluate the District's FMLA compliance to ensure fair and equitable opportunities for all eligible employees.

The Neosho R5 School District Compliance Officer is:

Dr. Richard Page  
Assistant Superintendent of Business and Finance  
511 Neosho Boulevard  
Neosho, Missouri 64850  
1-41-7-451-8600



511 Neosho Boulevard, Neosho MO 64850

Working Together for Excellence in Education

**DR. MARK MITCHELL**

SUPERINTENDENT  
(417) 451-8600  
FAX (417) 451-8604  
[Mitchell@neosho.k12.mo.us](mailto:Mitchell@neosho.k12.mo.us)

**DR. RICHARD PAGE**

ASST. SUPERINTENDENT  
BUSINESS & FINANCE  
451-8600, 451-8604 (fax)  
[rpape@neosho.k12.mo.us](mailto:rpape@neosho.k12.mo.us)

**GRETCHEN GUITARD**

ASST. SUPERINTENDENT  
CURRICULUM &  
INSTRUCTION  
451-8600, 451-8604 (fax)  
[gquitar@neosho.k12.mo.us](mailto:gquitar@neosho.k12.mo.us)

**GLYNDA BALL**

DIRECTOR  
SPECIAL SERVICES  
201 E. Main Street  
451-8682, 451-8684 (fax)  
[gball@neosho.k12.mo.us](mailto:gball@neosho.k12.mo.us)

**JACQUE FAULKNER**

DIRECTOR  
TRANSPORTATION  
451-8690, 451-8694 (fax)  
[dallphi@neosho.k12.mo.us](mailto:dallphi@neosho.k12.mo.us)

**SHAWN DILDAY**

DIRECTOR  
MAINTENANCE  
117 W. Brook St.  
451-8636, 451-8638 (fax)  
[sdilday@neosho.k12.mo.us](mailto:sdilday@neosho.k12.mo.us)

**Date:** August 3, 2004

**To:** All Employees and Patrons

**From:** Buildings & Grounds Department

**Re:** Asbestos Management Plan

**Regulations** of the Environmental Protection Agency require that a notice be provided annually regarding asbestos management within the school district. The Neosho R-5 School District has had an **Asbestos Management Plan** in force since 1988. This plan was prepared by a professional company, which specializes in this service. The public can review this plan at any time. An inspection of all buildings takes place every six months by trained personnel to verify that all asbestos areas are properly maintained.

In 1991, Professional Service Industries, Inc completed a **three-year inspection**. This was done to further verify that the management plan is being followed and to address any additional needs. The school district has performed three-year inspections in 1994, 1997, 2000 and 2003. Bristol Environmental Services has performed the most recent inspection.

The following asbestos **removal has occurred** since the 1988 plan was completed. In 1992, TCB Associates, Inc. removed the hot water tank located in the Field House because the jacket contained asbestos. In 1993, four classrooms at South Elementary School had the floor tile removed by TCB Associated, Inc. The District abandoned the Intermediate School in August of 1995. In 1999, US Abatement of Carl Junction completed removal of asbestos pipe wrap at South Elementary School. In 2002 Carpet was installed in the entire east building at South School, encapsulating 9-inch floor tile that potentially contained asbestos. Also in 2002 the Southwest Alternative Building had 12-inch vinyl tile installed in the Lunchroom and Foyer area encapsulating 9-inch floor tile that potentially contained asbestos. Only certified companies are employed to do these jobs.

Due to the location of asbestos materials in Neosho school buildings and the asbestos management plan in force, there is **no health hazard** to students, employees or anyone that enters the buildings. Safety compliance is a high priority for the entire school district.

Should anyone have **questions** regarding this matter, do not hesitate to **contact Shawn Dilday**, Director of Buildings & Grounds, or The Office of the Superintendent.

**Staff Welfare**

**Sexual Harassment Prohibited Notice**

***SEXUAL HARASSMENT PROHIBITED***

**NOTICE**

***TO ALL EMPLOYEES AND STUDENTS***

***REGARDING SEXUAL HARASSMENT***

The Neosho R-5 School District is committed to an academic and work environment in which all students and employees are treated with dignity and respect. Sexual harassment of students and employees whether committed by supervisors, employees or students and regardless of whether the victim is an employee or student will not be tolerated.

Sexual harassment includes but is not limited to:

1. sexual slurs, threats, verbal abuse and sexually degrading descriptions
2. graphic verbal comments about an individual's body
3. sexual jokes, notes, stories, drawing, pictures or gesture
4. spreading sexual rumors
5. touching an individual's body or clothes in a sexual way
6. displaying sexually suggestive objects
7. covering or blocking of normal movements
8. unwelcomed sexual flirtation or propositions
9. acts of retaliation against a person who reports sexual harassment.

Inquiries, complaints or grievances from students and their parents and employees regarding sexual harassment or compliance with Title IX may be directed to the Superintendent of Schools, to the District's Title IX Coordinator, or the Director of the Office of Civil Rights, Department of Education, Washington, D.C.

The District's Title IX Coordinator is

<u>Glynda Ball</u>	<u>Director of Special Services</u>
Name	Title

<u>201 E Main</u>	<u>Neosho</u>	<u>MO</u>	<u>64850</u>
Address	City	State	Zip

417-451-8600  
Office Telephone Number